

Sub: Compliance of Section 4 of the RTI Act-2005.

(i) Particulars of the Organization, its functions & duties: -

The office of the Chairperson of the Department is located in Room No. 33, Tagore Bhawan, Chaudhary Devi Lal University, Sirsa.

E-mail Id: chairpersondocommerce@cdlu.ac.in,
chairpersondocommerce@gmail.com

Phone No.

The Faculty in the Department of Commerce, perform the functions and duties relating to teaching, Research and extension activities. The department is running courses of M. Com. M. Phil. (Commerce) and Ph.D. programme. The Department is also monitoring and implementing various schemes of higher education of CDLU, UGC and HRD ministry, Govt. of India.

(ii) The powers and duties of its officers and employees:

(a) The duties and functions of the Chairperson are as under:

1. Holding and arranging the various meetings at regular intervals and give decisions.
2. Dispose of promptly and expeditiously all proposals/ requests put up by the faculty in the manner prescribed.
3. To prepare time-table for teaching and practical work well in time and allot teaching work-load to the faculty members according to approved norms of the University in consultation with the Staff Council.
4. To effect control over teaching schedule and ensure taking regular classes by the faculty members without any unauthorized absence and indifference.
5. To convene meeting of BOPGS&R/BOUGS, DRC as and when required, get their business transacted well in time and maintain record thereof.
6. To provide necessary support for timely conduct of examinations and prompt evaluation work in respect of courses offered.
7. To facilitate quick processing and submission of research proposals by the faculty and hassle-free subsequent execution of research project on approval.
8. To promote healthy environment in the department and conduct oneself in a just and fair manner in the interest of overall academic growth.
9. To maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the Department.
10. To suggest and organize Seminar/Workshops/ Conference in the department.
11. To monitor the University website and give suggestions to improve the university website.

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12. To perform all such functions as are laid down in the Statutes, Ordinances and rules of the University or those laid down by the University authority and discharge other duties as may be assigned by the Vice-Chancellor from time to time.

(b) Functions of Staff Secretary

1. Holding and arranging Staff Council meetings at regular intervals on the request of the faculty members.
2. Preparing minutes of the Staff Council and providing the same to the faculty members well intime.

(c) Functions of Assistant Professor/Associate Professor/Professor

1. Assistant Professors perform such duties in the University as may be required by and in accordance with the Act, the Statutes, the Ordinance and the Rules and Regulations for the time being in force, of the University, whether the same relate to organization of instruction, or teaching or examination of students or their discipline or their welfare, and generally to act under the direction or the authorities of the University.
2. Clerk (Out Sourcing) is to maintain the office record.
3. Peon is to carry the files, Dak and circulars from one to other officials/officers/teachers of the Department/university.
4. Lab Attendant is to maintain the computer lab record (There is no lab attendant in the office right now).

(iii) Decision making

The decisions are taken as per the relevant Act, Statute, Schedule and Ordinance of the University either by the Chairperson and/or by the Staff Council.

a) Channels of Supervisions and Accountability

The channels of supervision and accountability for various matters are governed by respective Act, Statute, Schedule and Ordinance of the University and other executive orders taken by competent authority from time to time.

(iv) The norms set for the discharge of duties:

All functions of the department are performed as per the rules & regulations, norms, instructions and directions contained in the concerned statutory source during the office hours on all working days.

(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

As per the Act, Statute, Schedule, Ordinance, Calendar and introduction issued

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by the competent authority, the following records are available at University website www.cdlu.ac.in University Calendar Vol. I, Vol. II, Vol. III.

(vi) A statement of the categories of documents that held by it or under its control:

- (i) Time-Table
- (ii) Syllabus
- (iii) Admission Forms
- (iv) Letters/Notifications issued from time to time by different authorities.
- (v) Minutes of Staff Council, DRC, BOPGS&R and BOUGS
- (vi) DMCs/Degrees which are not issued so far.
- (vii) Various Registers like:

Sr. No.	List of Current Registers
1	Dispatch Registers
2	Dairy Registers
3	DMC Registers
4	Stock Register (Consumable)
5	Stock Register (Non-Consumable)
6	Imprest Register
7	Practical/Miscellaneous Register
8	DRC meeting Register
9	Casual Leave Register
10	Staff Council Register
11	Refreshment Register
12	Limit Register
13	Attendance Register of Non-teaching Staff
14	Attendance Register of Staff (Guest Faculty)
15	Inventory Register
16	M.Com. Admission Form Register
17	Ph.D. and M. Phil....

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Generally, almost all the records of documents relating to the students are kept by the department. Besides this, the copy of rules and regulations, instructions, notices of the duties, files related to students etc. are also available in the office of the Department.

- (vii) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulations of its policy or implementations thereof:**

No such arrangements exist in this department.

- (viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

The details of the Boards/Committees/Councils are as under:-

1. Staff Council:

Dr. Surinder Singh	Convener
Dr. Silender Singh	Secretary (Staff Council)
Dr. D.P. Warne	Member
Dr. Kapil Chaudhary	Member
Dr. Kamlesh Rani	Member

2. Ph.D. Admission Committee:

Dr. Surinder Singh	Convener
Dr. D.P. Warne	Member
Dr. Silender Hooda	Member
Dr. Kapil Chaudhary	Member
Dr. Kamlesh Rani	Member

3. Departmental Research Committee:

Dr. Surinder Singh	Convener
Dr. D.P. Warne	Member
Dr. Silender Singh	Member
Dr. Kapil Chaudhary	Member
Dr. Kamlesh Rani	Member

4. BOPGS&R: update it

Sr. No.	Name of the Member	Department	Designation
1.	Dr. Surinder Singh	Department of Commerce, CDLU, Sirsa	Associate Prof. & Chairperson
2.	Dr. D.P. Warne	Department of Commerce, CDLU, Sirsa	Associate Professor
3.	Dr. Silender Singh	Department of Commerce, CDLU, Sirsa	Associate Professor
4.	Sh. Umesh Mohan	I.G. Govt. College, Tohana	Associate Professor

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5.	Prof. Rajpal (Outside Expert)	MDU, Rohtak	Professor
6.	Dr. Luxmi	University Business School PU, Chandigarh	Professor

5. **UGBOS:** update it

Sr. No.	Name of the Member	Department	Designation
1.	Dr. Surinder Singh	Department of Commerce, CDLU, Sirsa	Associate Prof. & Chairperson
2.	Dr. Silender Singh	Department of Commerce, CDLU, Sirsa	Associate Professor
3.	Dr. Kapil Choudhary	Department of Commerce, CDLU, Sirsa	Assistant Professor
4.	Dr. Madhu Mehta	Govt. National College, Sirsa	Assistant Professor
5.	Mrs. Poonam Babbar	M.P. Woman College, Mandi Dabwali	Assistant Professor
6.	Sh. K.L. Grover	S.G.H.S. College, Jiwan Nagar	Associate Professor
7.	Dr. Robin Anand	M.M.P.G. College, Fatehabad	Assistant Professor
8.	Ms. Amanpreet Kaur	C.M.R.J. Govt. College, Ellenabad	Assistant Professor
9.	Mrs. Bharti Brar	Dr. B.R. Ambedkar Govt. College, Mandi Dabwali	Associate Professor
10.	Prof. M.C. Garg, (Outside Expert)	GJUS&T, Hisar	Professor
11.	Prof. Ispita Bansal (Outside Expert)	BPSMV, Khanpur	Professor

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6. Faculty of Commerce and Management:

Sr. No.	Name of the Member	Department	Designation
1	Prof. Sultan Singh, Dean, Faculty of Commerce and Business Management	Department of Business Administration, CDLU, Sirsa	Professor
2	Dr. Surinder Singh, Chairperson	Department of Commerce, CDLU, Sirsa	Associate Professor
3	Dr. Aarti Gaur, Chairperson	Department of Business Administration, CDLU, Sirsa	Associate Professor
4	Dr. Silender Singh	Department of Commerce, CDLU, Sirsa	Associate Professor
5	Dr. Kamlesh Rani	Department of Commerce, CDLU, Sirsa	Assistant Professor
6	Sh. Vikas Anand	Principal, K.T. Govt. College, Ratia	Assistant Professor
7	Sh. Atma Ram	Principal, Govt. College, Bhattu Kalan, Fatehabad	Assistant Professor
8	Superintendent (Academic)	Academic Branch, CDLU, Sirsa	Secretary

The minutes of the meetings of above Boards/Committee, if otherwise not exempted as per the RTI Act-2005, are open to the public.

(ix) A Directory of its officers and employees:

Sr. No.	Name	Designation	Telephone Nos.	
			Office	Resi.
1.	Dr. Surinder Singh	Associate Professor & Chairperson		94678-42999
2.	Dr. D.P. Warne	Associate Professor		94663-75887
3.	Dr. Silender Singh	Associate Professor		94169-64754
4.	Dr. Kapil Chaudhary	Assistant Professor		94660-06450
5.	Dr. Kamlesh Rani	Assistant Professor		93155-33973
6.	Sh. Parveen Kumar	Clerk (Outsourcing)		70157-10485

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- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations:**

The remuneration details of each employee are available in the Accounts Branch.

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

The budgets allocated to each agency are available in the Accounts Branch.

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

As per University rules.

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:**

The fellowship/Scholarship are availed by the SC/ST/OBC and minority community students as per UGC/Union Govt./State Govt. policies.

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:**

The information to send in electronic form are sent to the website office to the University to display that the university of the website.

- (xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

Any citizen of Indian can seek information under RTI Act-2005 as per the prescribed procedure. The department does not have its own library or reading room. The detail of the information is available on notice board and in the office in the form of hard copy as well as on the University Website.

- (xvi) **Such other information as may be prescribed and thereafter update these publications every year:**

The particulars as mentioned above are hereby placed for the information of public at large. In addition to the above, in case, any person wishes to obtain any further information pertaining to the functioning of this Department, he/she may contact the above-mentioned officers.

- (4.1.c) Public all relevant facts while formulating, important policies or announcing the decisions which affect public:**

The minutes of all Committees/Council/ BOPGS&R/BOUGS are being sent to the relevant branch/offices well in time.

- (4.1.d) Provide reasons for its administrative or quasi-judicial decisions to affected:**

Usually the reasons are also mentioned for every decision taken in

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Committees/Council/ BOPGS&R/BOUGS, etc.

Chairperson