

# **Chaudhary Devi Lal University, Sirsa**

## **Department of Education**

### **Pro-active/suo-moto disclosure u/s 4 of the RTI Act.**

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

The Department of Education perform the functions and duties relating to teaching, Research and extension activities. The department is running courses of B.Ed.(2 years), M.A. Education course and Ph.D. programme. The Department is also monitoring and implementing various schemes of Higher Education i.e. UGC and HRD Ministry, Govt. of India.

#### **(ii) The powers and duties of the officers and employees: -**

(a) Chairperson: Holding and arranging the various meetings at regular intervals and give decisions. All the faculty members and non-teaching employees are working under his/her control and supervision.

(b) The duties of all the faculty members including the Chairperson is to teach the students as well as cooperate in the day to day functioning of the department.

(c) The Steno-typist/Clerk is to maintain the office record and for preparing the files of all kinds.

(d) Peon carries the files, dak and circulars from one to other officials/officers of the Department.

#### **(iii) The procedure followed in the decision making process, including channels of supervision and accountability:**

(a) Decision making is done by the Chairperson in consultation with Staff Council, DRC, UGBOS and PGBOS and Faculty.

(b) Supervision and accountability is either performed by the Chairperson or by the Staff Council.

#### **(iv) The norms set by it for the discharge of its functions:**

All the functions of the Department are carried out 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:**

The department works on the basis of rules, regulations and instructions of the University Act, Calendar, Ordinance, State Govt., NCTE, UGC, HRD Ministry (Govt. of India) etc.

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

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

#### **(vii) The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relating to the formulation of its policy or implementation thereof:**

No such arrangement exists in the 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 following Committees exist in the department:**

##### **(a) Staff Council**

Dr. Nivedita	Convener
Dr. Ranjit Kaur	Secretary
Dr. Raj Kumar	Member
Dr. Meena Kumari	Member

**(b) Department Research Committee**

Dr. Nivedita Hooda	Convener
Dr. Ranjit Kaur	Member
Dr. Raj Kumar	Member
Dr. Meena Kumari	Member

**(c) UGBOS**

1) Chairperson, Deptt. of English	Chairperson/Member
2) Dr. Nivedita, Associate Professor	Member
3) Dr. Meena Kumari, Assistant Professor	Member
4) Dr. Parshuram Rai, Principal, MUH Jain College of Education, Chanderkalan, Tohana	Member
5) Dr. Subhash Chander, Assistant Professor, Mata Harkhi Devi College of Education, Odhan	Member
6) Dr. Raghubir Singh, Principal, J.G. College of Education, Sirsa	Member
7) Dr. Jagdish Prasad Sharma, Surya College of Education, Baliiala	Member
8) Dr. Sushila Hooda, Assistant Professor, B.S.K. College of Education, Dabwali	Member
9) Dr. Parkash Chand, Principal Tirupati College of Education, Ratia	Member
10) Prof. Kulwinder Singh (Retd.) Deptt. of Education, Punjabi University, Patiala (Outside Expert)	Member
11) Dr. Neerja Dhankar, Central University of Haryana Mahendergarh (Outside Expert)	Member

**(d) PGBOS**

1) Chairperson of the Department	Convener
2) Dr. Nivedita, Associate Professor, Department of Education	Member
3) Dr. Ranjit Kaur, Associate Professor, Department of Education	Member
4) Prof. Indira Dhull, 15/6J, Medical Enclave, Rohtak (Outside Expert)	Member
5) Prof. Vandana Mehra, Deptt. of Education, Panjab University, Chandigarh (Outside Expert)	Member

Note: The term of PGBOS was upto 20.04.2019, fresh PGBOS is yet to be constituted by the Authority.

**(e) Faculty of Education**

1) Dean of the Faculty	Convener
2) Chairperson, Department of Physical Education	Member
3) Chairperson, Department of Education	Member
4) Dr. Ishwar Singh, Assistant Professor, Deptt. of Physical Education	Member
5) Sh. Atma Ram, Principal, Govt. College Bhattu Kalan, Fatehabad.	Member
6) Sh. Vikash Anand, Principal, K.T. College, Ratia, Distt. Fatehabad.	Member
7) Assistant Registrar (Academic)	Secretary

**(ix) A Directory of its officers and employees:**

Sr. No.	Name of the employee	Designation	Mobile No.
1	Dr. Nivedita	Associate Professor	98131-27177
2	Dr. Ranjit Kaur	Associate Professor	99960-40055
3	Dr. Raj Kumar	Assistant Professor	94679-52114

4	Dr. Meena Kumari	Assistant Professor	94162-20970
5	Mrs. Jayoti	Steno-typist	
6	Mr. Subhash Chander	Peon	

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation 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 is 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 India 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 the 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 are 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 in the department.
- 4.1.c. Public all relevant facts while formulating, important policies or announcing the decisions which affect public:**  
The minutes of all the Committees/ Council/PGBOS/UGBOS 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 Committees/ Council/PGBOS/UGBOS etc.