

Chaudhary Devi Lal University, Sirsa
(Established by the State Legislature Act 9 of 2003)
Department of Music (Vocal & Instrumental)

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

- i) The particulars of its Organization, functions & duties: -**
The Department is running courses of M.P.A. Music (Regular Mode)
- ii) The powers and duties of its officers and employees:**
- a) Chairperson: Administrative and financial powers are vested in him,/her. She/He acts as Head of the Department. 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 or any other duties as per calander.
 - c) The Steno-Typist 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 the Staff Council, DRC, UGBOS, 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. 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 relation to the formulation of its policy or implementation thereof.**
No such arrangement exists 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 following committees exist in the department:

a) Staff Council

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b) Departmental Research Committee

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c) UGBOS

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| 1. | Chairperson Department of Music, CDLU, Sirsa | Chairperson(Ex-Officio) |
| 2. | Mrs Ranjana Behi, Asstt. Prpfessor,
Govt. National College, Sirsa | Member |
| 3. | Dr. Ranjana Grover, Associate Professor,
CMK, Girls College Sirsa | Member |
| 4. | Dr. Seema Sharma, Associate Professor
MM P.G. College Fatehabad | Member |
| 5. | Ms. Abhilasha Sharma. Associate Professor
Mata Harki Devi College for Women, Odhan, Sirsa | Member |
| 6. | Dr. Hukam Singh, Deptt. of Music, MDU, Rohtak | Member |
| 7. | Dr. Shakuntla Nagar, Deptt. of Music, KU Kurukshetra | Member |

d) PGBOS

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| 1. | Chairperson Department of Music, CDLU, Sirsa | Chairperson(Ex-Officio) |
| 2. | Dr. Rajiv Verma, Dept. of Music, DU Delhi | Member |
| 3. | Dr. Hukum Singh, Dept. of Music, MDU, Rohtak | Member |

ix) A directory of its officers and employees:

Sr No.	Name	Designation	Contact No.
1.	Prof. Abhey Singh Godara	Chairperson	8901118777
2.	Dr. Sultan Singh,	Incharge	9416318040
3.	Dr. Sarswati , Assistant Prof. (Cont.)	APC	7015509152
4.	Sh. Satbir Singh Steno-Typist	Steno-Typist	9729891716
5.	Sh. Sarwan Singh	Peon	9992245420

x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

The details of remuneration of each employees are available in the Accounts Branch

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

Budget estimates for the year 2019-20

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;

No such programme exists in the department.

xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

The Chairperson, in consultation with the staff council can recommend fee concession to needy and deserving students of the department. Waiver in the attendance to the students is also granted in genuine cases.

xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

The facilities available to the citizens for information are notice boards, office contact and on University website.

xv) The particulars of facilities available to citizens for obtaining information, including the working hours of p library or reading room, if maintained for public use;

In case any person wishes to obtain any information pertaining to the functioning of this Department and that is in records then he/ she may contact the Chairperson in the afternoon with prior appointment. The department lacks space and hence there is no library or reading room in the department.

(xvi) Such other information as may be prescribed.

4.i.c

Public all relevant facts while formulating important policies or announcing the decision which affect public

Any information related to the students is put up on the notice board.

4.i.c

Provide reasons for its administration or quasi-judicial decisions to effect.

All the decisions taken by the department that effect the students are displayed on the notice board and any further detail can be held from the department office.

Chairperson