

DEPARTMENT OF JOURNALISM & MASS COMMUNICATION
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

No./JMC/12/ 1711
Date: 24.02.2012

To

The Incharge University Website,
Chaudhary Devi Lal University,
Sirsa

Sub : Compliance of Section 4 of RTI Act.

In continuation of this office letter No. JMC/12/1695 dated 09.02.2012 on the subject cited above.

Please find enclosed the relevant information of Section 4 of the RTI Act copy (Soft & hard) supplied your department for your information.

Chairperson

Chaudhary Devi Lal University, Sirsa
(Established by the State Legislature Act 9 of 2003)
Department of Journalism and Mass Communication

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

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

The Department is running various teaching courses such as M.A. Mass Communication (Regular Mode) and B.A. Mass Communication (SFS Mode). There is M.A. Mass Communication and B.A. Mass Communication through Distance Mode.

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

- a) Chairperson: Administrative and financial powers are vested in him/her. He acts as Head of the Department. All the officer's employees are working under his /her control and supervision.
- b) Associate Professors/Readers and Assistance Professors/Lecturers have their duties to teach the students and they are also helping in the administrative financial and policy matters of the Department.
- c) The Steno is to maintain the office record and for preparing the files of all kinds.
- d) Lab Attendant maintain the Lab of the Department and Watchman look after the Security of the Department.
- 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:

- a) Decision making is done by the Chairperson in consultation with the Staff Council.
- b) Supervision and accountability is either performed by the Chairperson or by the Staff Council.

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

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 of its function: 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 administration there of.** 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

All the regular faculty teachers of the department are its members. The Chairperson is the convenor and Sh. Sewa Singh Bajwa is its secretary.

b) UGBOS

The members are as follows:

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| 1) The Chairperson | Convenor |
| 2) Dr. Harish Arya
MDU, Rohtak. | Outside Expert |
| 3) Dr. Bandana Pandey
GJUS&T, Hisar | Outside Expert |
| 4) Sh. Ravinder Singh | Member |
| 5) Sh. Dilawar Singh, SSBC, Sirsa | Member |

c) PGBOS

The members are as follows:

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|---------------------------------------|----------------|
| 1) The Chairperson | Convenor |
| 2) Dr. C.P. Singh
IPU, Delhi | Outside Expert |
| 3) Prof. Manoj Dayal
GJUS&T, Hisar | Outside Expert |
| 4) Sh. Sewa Singh Bajwa | Member |
| 5) Sh. Amit Sangwan | Member |

- ix) A directory of its officers and employees:

Sr. No.	Name	Designation	Contact No.
01.	Dr. (Mrs.) Anu Shukla	Professor & Chairperson (Additional charge)	239816
02.	Sh. Virender Singh Chauhan	Reader (on leave)	247081(O)
03.	Dr. (Mrs.) Brhamlata	Reader (on deputation from CRA College Sonapat)	-do-
04.	Sh. Sewa Singh Bajwa	Lecturer	-do-
05.	Sh. Ravinder	Lecturer (on leave)	-do-
06.	Sh. Amit Sangwan	Lecturer	-do-
07.	Sh. Krishan Kumar	Teaching Associate	-do-
08.	Sh. Ram Mehar	Teaching Associate	-do-
09.	Sh. Surender	Teaching Associate	-do-
10.	Sh. Vikas Saharan	Teaching Associate	-do-
11.	Sh. Sunil Kumar	Jr. Scale Stenographer	-do-
12.	Sh. Jaswant Singh	Lab. Attendant	-do-

13. Sh. Dinesh Kumar Watchman (Media Centre) -do-
14. Sh. Dinesh Kumar Lab Attendant (Media Centre) -do-
Through out sourcing
15. Sh. Darshan Kumar Peon -do-
Through out sourcing

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

Sr. No.	Name	Designation	Pay Scale
1	Dr. Anu Shukla	Professor & Chairperson	37400-69100 AGP-10000 PB-4
2.	Sh. Viredner Singh Cahuhan	Reader	37400-69100 AGP-9000
3.	Dr. (Mrs.) Brhamlata	Reader (on deputation from CRA Collage, Sonapat.)	37000-67000 AGP-9000
4.	Sh. Sewa Singh Bajwa	Lecturer	24320-37400 AGP 6000
5.	Sh. Amit Sangwan	Lecturer	24320-37400 AGP 6000
6.	Sh. Ravinder	Lecturer	24320-37400 AGP 6000
7.	Sh. Surender Kumar	Teaching Associate	21,600 (consolidated)
8.	Sh. Ram Mehar	Teaching Associate	21,600 (consolidated)
9.	Sh. Krishan Kumar	Teaching Associate	21,600 (consolidated)
10.	Sh. Vikas Saharan	Teaching Associate	21,600 (consolidated)
11.	Sh. Sunil Kumar	Jr. Scale Stenographer	5200-20200 GP-2400
12.	Sh. Jaswant Singh	Lab Attendant	5200-20200 GP-1900
13.	Sh. Dinesh Kumar	Watchman	4440-7440 GP-1300
14.	Sh. Dinesh Kumar	Lab Att. (Media Centre) Through outsourcing	4652
15.	Sh. Darshan	Peon (Through outsourcing)	4436

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

Budget estimates for the year 2011-12

Sr. No.	Head of Account	Budget Estimates (In Lacs)
1.	Salary	35 Lacs
2.	Stationary Contingency	1.00 Lacs
3.	TA/DA	80
4.	Machinery Equipments	10 Lacs
5.	Books and Journals	3 Lacs
6.	Magazine & Newspaper	60
7.	Publication of Monthly/Quarterly Journal	2 Lacs
8.	Community Radio	2.5 Lacs
9.	Other Charges	1Lacs
	Total	55.90

- (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 and on University 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;**

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) **The names, designations and other particulars of the Public Information Officers;**

The public information officers are centralized and not individually of the department.

- (xvii) **Such other information as may be prescribed.**

Chairperson