

Annexure-A

**DEPARTMENT OF MATHEMATICS
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

The Manual under Clause 4 (1) (b) of the Right to Information Bill for the Department of Mathematics, Chaudhary Devi Lal University, Sirsa is as under:

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

The department of Mathematics, under the Faculty of Physical Sciences, which was established in 2004 is running two year M. Sc. Course (Regular course), M.Sc. (Honours)-5 year integrated course (Self Finance course) and Ph.D. Programme in Mathematics.

The main function of the Department is to perform teaching, research and other related activities. The department performs the duties to achieve these functions of the department as per the ordinances/rules of the University

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

a) The Department is having the following teaching faculty:

Name	Designation
Dr. Aseem Miglani	Professor
Dr. Vikas Panwar (on EOL)	Lecturer/Asstt. Professor
Mrs. Neelam	Lecturer/Asstt. Professor
Sh. Sandeep Kumar	Lecturer/Asstt. Professor

All the faculty members perform the duties as defined in the Ordinances of the University.

b) Further the department is having the following non-teaching staff:

Suman Duhan	Assistant
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She performs the duties to maintain the office well, and to provide and maintain the office record, and support the administrative activities of the department.

iii) The Procedure followed in the decision making process, including channels of supervision and accountability;

Various committees like Staff Council, DRC, PGBOS/UGBOS are constituted as per Acts/Ordinances of the University and function accordingly.

The other day to day matters are being performed by giving duties to the staff of the department and constituting local committees, wherever needed and they act according to the Acts/Statutes/Ordinances of the University

(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.

(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 following record is available at University website www.cdlu.in/link : download-University Calenders Vol.-I, Vol.-II, Vol.-III. As per the Act, Statute, Schedule, Ordinance, Calendar and introduction issued by the competent authorities.

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

The department normally possess the record related to admission in the department and then related to the admitted students in the department. Besides this, the department maintains the record related to infrastructure facilities available in the department, and any other such record over which the authority lies with officers/officials of the department as per Act/Statutes/Ordinances of the University.

(vii) The particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or administration thereof.

No such arrangement exists in the department. However, any member of the public can interact with the office of the department or with any staff for information or otherwise.

(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 advise, 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:

No committee/council/board/body exists in the department for holding meeting with the public by the department. However, the following boards/committees/councils are there as per Acts/statutes/Ordinances of the university:

1. Staff Council
2. Ph.D. Admission Committee
3. Departmental Research Committee
4. PGBOS
5. Faculty

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:

S.N.	Name/Designation	Contact No.
1.	Dr. Aseem Miglani, Professor	247129 (O)
2.	Dr. Vikas Panwar (on EOL), Lecturer/Asstt. Professor	-do-
3.	Mrs. Neelam, Lecturer/Asstt. Professor	-do-
4.	Sh. Sandeep Kumar, Lecturer/Asstt. Professor	-do-
5.	Suman Duhan, Assistant	-do-

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

The details of remuneration paid to any officer/employee of the department is available with Accounts Branch.

(xi) Particulars of recipients of concessions, permits or authorizations granted by it:

The students belonging to SC/BC categories, meritorious students etc are getting scholarships/fee concessions as per UGC/State Govt./University Policies and the record is available with the concerned branches.

(xii) 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.

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

There is a separate RTI office of the university wherein all matters relating to RTI are dealt by SPIO appointed by the competent authority. However, employee of the Department works as deemed PIO whenever any information is held by him/her or under his/her control.

(xiv) Such other information as may be prescribed.

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/employees of the department.

Chairperson