

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.A. English (Regular Mode)
M. Phil English (under SFS) and PhD (English)
- ii) The powers and duties of its officers and employees:**
- a) Chairperson: Administrative and financial powers as per the university calendar. (S)he acts as Head of the Department and all the faculty members and non-teaching employees work 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 to cooperate in the day to day functioning of the department, besides performing all other duties as prescribed in the university rules
 - c) The steno maintains the office record and prepares files of all kinds.
 - d) Peon carries the files, dak and circulars from one to other officials/officers of the Department
 - e) Lab attendant manages the lab in 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) Onus of Supervision and accountability lies on the Chairperson, Staff Council, Admission Committees, departmental purchase committee etc
- 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 or as ordered by the university authorities.
- 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:**
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, copies of circulars, notifications rules and regulations, instructions and 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**

Prof. Deepti Dharmani	Convener
Prof. Anu Shukla	Member
Prof. Umed Singh	Member
Pankaj Sharma	Secretay
 - b) **Departmental Research Committee**

Prof. Deepti Dharmani	Convener
Prof. Anu Shukla	Memer
Prof. Umed Singh	Member
Prof. Pankaj Sharma	Member

c) UGBOS

1.	Chairperson Department of English, CDLU, Sirsa	Chairperson(Ex-Officio)
2.	Prof. Umed Singh, Department of English, CDLU, Sirsa	Member
3.	Sh. Harjinder Singh, Associate Professor, Govt. National College, Sirsa	Member
4.	Ms. Tripta Mehta, Assistant Professor MM PG college, Fatehabad.	Member
5.	Ms. Geetanjli M. Singh, ch. Mani Ram Godara Govt. College for Women, Bhodia Khera, Fatehabad.	Member
6.	Sh Paramjeet sandha, Assistant Professor, Govt. College for Women, Ratia, Fatehabad.	Member
7.	Ms. Monika Gill, Assistant Professor, Mata Harki devi College for Women, Odhan	Member
8.	Ms. Anumati Sood, Associate Professor, GCW, Sirsa	Member
9.	Prof. Sanjiv Kumar, CUH, Jat Pali	Member
10.	Prof. Jaivir Singh Hooda, Department of English, MDU, Rohtak	Member

d) PGBOS

1.	Chairperson Department of English, CDLU, Sirsa	Chairperson(Ex-Officio)
2.	Prof. Anu Shukla, Department of English, CDLU, Sirsa.	Member
3.	Prof. Umed Singh, Department of English, CDLU, Sirsa.	Member
4.	Prof. Pankaj Sharma, Department of English, CDLU, Sirsa.	Member
5.	Dr. Krishan Lal Gupta, Principal, Dr. Bhim Rao Ambedkar Govt. College Dabwali.	Member
6.	Sh. Satya Paul, Associate Professor, Govt. National College, Sirsa.	Member
7.	Prof. Jaivir Singh Hooda, Department of English, MDU, Rohtak.	Member
8.	Prof. Rashmi Sahani, Department of English, KU Kurukshetra.	Member

ix) A directory of its officers and employees:

Sr No.	Name	Designation	Contact No.
1.	Prof. Deepti Dharmani	Chairperson	9215031224
2.	Prof. Anu Shukla		9466173111
3.	Prof. Umed Singh		9812062765
4.	Prof. Pankaj Sharma		9215507007
5.	Dr. Seema Miglani Asstt. Prof. (Cont.)		9416211500
6.	Sh. Satbir Singh Steno-Typist		9729891716
7.	Ms Champa Rani, Lab Attendant		8607712583
8.	Mr. Amandeep Peon		7015423529

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

Sr No.	Name	Designation	Pay Scale
1	Prof. Anu Shukla		37400-69100 AGP-10000 PB-4
2	Prof. Deepti Dharmani		37400.69100 AGP-10000 PB-4
3	Prof. Umed Singh		37400-69100 AGP-10000 PB-4
4	Prof. Pankaj Sharma		37400-69100 AGP-10000 PB-4
5	Dr. Seema Miglani Asstt. Prof. (Cont.)		27,000 (consolidated)
6	Sh. Satbir Singh, Steno-Typist		5200-20200+1900GP+100SP
7	Ms Champa Rani, Lab Attendant (Through outsourcing)		15000/-
8	Mr. Amandeep, Peon (Through outsourcing)		12800/-

(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

Sr. No.	Head of Account	Budget	Estimates (In Lacs)
1.	Remuneration to Teaching Staff		2.00
2.	Purchase of Book		1.00
3.	TA/DA		1.00
4.	Extension Lecture		0.10
5.	Miscellaneous/Refund of Fees		2.00
	Total:		6.10

(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 the needy and deserving students of the department. Waiver in the attendance to the students is also granted in genuine cases as per university regulations on request. Retest for internal exam is also permitted as per university regulation/ provision in the ordinance of the academic programme.

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;

No dept. library.

Information is supplied through SPIO or on receiving written request from the student or other colleges etc.

(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. Constitution of the committees and admission lists are sent to the IT Cell/ academic branch for display on the univ. website for public notice

4.i.c

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

All the decisions are taken by the department in compliance of the university regulations and guidelines and are displayed on the notice board.

**-Sd-
Chairperson**