

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

Sub: Compliance of Section 4 of the RTI Act-2005.

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

The office of the Chairperson of the Department is located in Room No. 14, Tagore Bhawan, Chaudhary Devi Lal University, Sirsa.

E-mail Id: chairpersondojmc@cdlu.ac.in
jmccdлу2003@gmail.com

Phone No. 01666-247081

The Faculty in the Department of Journalism & Mass Communication, perform the functions and duties relating to Teaching, Research and extension activities. The department is running courses of B.A. (Journalism and Mass Comm.) 3 year M.A. (Journalism and Mass Comm.) 2 year, M.Phil (JMC) and Ph.D. programme. The Department is also monitoring and implementing various schemes of higher education of CDLU, UGC and HRD ministry, Govt. of India.

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

(a) The duties and functions of the Chairperson are as under:-

1. Holding and arranging the various meetings at regular intervals and give decisions.
2. Dispose off promptly and expeditiously all proposals/ requests put up by the faculty in the manner prescribed.
3. To prepare time-table for teaching and practical work well in time and allot teaching work-load to the faculty members according to approved norms of the University in consultation with the Staff Council.
4. To effect control over teaching schedule and ensure taking regular classes by the faculty members without any unauthorized absence and indifference.
5. To convene meeting of PGBOS/UGBOS, DRC as and when required, get their business transacted well in time and maintain record thereof.
6. To provide necessary support for timely conduct of examinations and prompt evaluation work in respect of courses offered.
7. To facilitate quick processing and submission of research proposals by the faculty and hassle free subsequent execution of research project on approval.
8. To promote healthy environment in the department and conduct oneself in a just and fair manner in the interest of overall academic growth.
9. To maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.

10. To suggest and organize Seminar/Workshops/ Conference in the department.
11. To monitor the University website and give suggestions to improve the university website.
12. To perform all such functions as are laid down in the Statutes, Ordinances and rules of the University or those laid down by the University authority and discharge other duties as may be assigned by the Vice-Chancellor from time to time.

(b) Functions of Staff Secretary

1. Holding and arranging Staff Council meetings at regular intervals on the request of the faculty members.
2. Preparing minutes of the Staff Council and providing the same to the faculty members well in time.

(c) Function of Assistant Professors

1. Assistant Professors perform such duties in the University as may be required by and in accordance with the Act, the Statutes, the Ordinance and the Rules and Regulations for the time being in force, of the University, whether the same relate to organization of instruction, or teaching or examination of students or their discipline or their welfare, and generally to act under the direction or the authorities of the University.
2. Clerk is to maintain the office record.
3. Peon is to carry the files, dak and circulars from one to other officials/officers/teachers of the department/university.
4. Lab Attendant is to maintain the computer lab record/Media Centre record in the department.

(iii) Decision making

The decisions are taken as per the relevant Act, Statute, Schedule and Ordinance of the University either by the Chairperson and/or by the Staff Council.

a) Channels of Supervisions and Accountability

The channels of supervision and accountability for various matters are governed by respective Act, Statute, Schedule and Ordinance of the University and other executive orders taken by competent authority from time to time.

(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 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:

As per the Act, Statute, Schedule, Ordinance, Calendar and introduction issued by the competent authority, the following records are available at University website www.cdlu.ac.in University Calendar Vol.I, Vol.II, Vol.III

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

- (i) Time-Table
- (ii) Syllabus
- (iii) Admission Forms
- (iv) Letters/Notifications issued from time to time by different authorities.
- (v) Minutes of Staff Council, DRC, PGBOS & UGBOS
- (vi) DMCs/Degrees which are not issued so far.
- (vii) Various Registers like:

S.No.	List of Current Registers
1	Dispatch Registers
2	Dairy Registers
3	DMC/Degree Registers
4	Stock Register (Consumable)
5	Stock Register (Non-Consumable)
6	Imprest Register
7	Practical/Miscellaneous Register
8	DRC meeting Register
9	Casual Leave Register
10	Staff Council Register
11	Refreshment Register
12	Limit Register
13	Attendance Register of Non-teaching Staff
14	Attendance Register of Staff (Guest Faculty)
15	Inventory Register
16	B.A. & M.A. Admission Form Register

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

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

No such arrangements 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 details of the Boards/Committees/Councils are as under:-

1. Staff Council :

Prof. Umed Singh	Convener
Dr. Sewa Singh Bajwa	Member-Secretary
Dr. Amit Sangwan	Member
Dr. Ravinder	Member

2. Ph.D. Admission Committee :

Prof. Umed Singh	Convener
Dr. Sewa Singh Bajwa	Member
Dr. Amit Sangwan	Member
Dr. Ravinder	Member

3. Departmental Research Committee :

Prof. Umed Singh	Convener
Dr. Sewa Singh Bajwa	Member
Dr. Amit Sangwan	Member
Dr. Ravinder	Member

4. PGBOS&R :

Sr. No.	Name of the Member	Department	Designation
1.	Prof. Umed Singh	Department of English, CDLU, Sirsa	Professor & Chairperson, Deptt. of JMC
2.	Dr. Sewa Singh Bajwa	Department of JMC, CDLU, Sirsa	Assistant Professor
3.	Dr. Ravinder	Department of JMC, CDLU, Sirsa	Assistant Professor
4.	Prof. Gurmeet Singh Mann Nandal	Centre of Media Studies, Punjabi University, Patiala	Outside Expert
5.	Prof. Vikram Kaushik	Department of CM&T, GJUS&T, Hisar	Outside Expert

5. UGBOS :

Sr. No.	Name of the Member	Department	Designation
1.	Prof. Umed Singh	Department of English, CDLU, Sirsa	Professor & Chairperson, Deptt. of JMC
2.	Dr. Sewa Singh Bajwa	Department of JMC, CDLU, Sirsa	Assistant Professor
3.	Sh. Anil Kumar	Department of JMC, Shah Satnam Ji Boy's College, Sirsa	Assistant Professor
4.	Prof. Harish Kumar	Department of JMC, MDU, Rohtak	Outside Expert
5.	Prof. Bindu Sharma,	Director, Deptt. of IMCT, KUK	Outside Expert

6. Faculty of Humanities:

Sr. No.	Name of the Member	Department	Designation
1	Prof. Umed Singh	Department of English	Professor
2	Dr. Amit Sangwan	Department of JMC	Asstt. Professor
3	Ms. Geeta Monga	SSJG, College Sirsa	Principal
4	Ms. Poonam Miglani	National College of Education, Sirsa	Principal

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:

Sr. No.	Name	Designation	Telephone Nos.
1	Prof. Umed Singh	Professor & Chairperson	98120-62765
2	Dr. Sewa Singh Bajwa	Asstt. Professor/In Charge	98125-00606
3	Dr. Amit Sangwan	Asstt. Professor	94663-08808
4	Dr. Ravinder	Asstt. Professor	99927-76270

(x) The monthly remuneration received by each of its officers and employees, including the system of compensations 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 are 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 Indian 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 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 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.

(4.1.c) Public all relevant facts while formulating, important policies or announcing the decisions which affect public:

The minutes of all 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.

Chairperson