

Chaudhary Devi Lal University, Sirsa

Department of Education

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

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

The Department of Education perform the functions and duties relating to teaching, Research and extension activities. The department is running courses of B.Ed.(2 years), M.A. Education course and Ph.D. programme. The Department is also monitoring and implementing various schemes of Higher Education i.e. UGC and HRD Ministry, Govt. of India.

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

(a) Chairperson: Holding and arranging the various meetings at regular intervals and give decisions. 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 is to teach the students as well as cooperate in the day to day functioning of the department.

(c) The Steno-typist/Clerk 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 Staff Council, DRC, UGBOS and 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., NCTE, 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 relating to the formulation of its policy or implementation thereof:

No such arrangement exists in the 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. Ranjit Kaur	Convener
Dr. Raj Kumar	Secretary

Prof. Nivedita Member
Dr. Meena Kumari Member

(b) Department Research Committee

Prof. Ranjit Kaur Convener
Prof. Nivedita Member
Dr. Raj Kumar Member
Dr. Meena Kumari Member

(c) UGBOS

1. Chairperson, Department of Education, CDLU, Sirsa Chairperson
2. Prof. Nivedita, Department of Education, CDLU, Sirsa Member
3. Dr. Raj Kumar, Associate Professor,
Department of Education, CDLU, Sirsa Member
4. Dr. Janak Rani, Principal,
M.M. College of Education, Fatehabad Member
5. Dr. Balwant Kumar, Principal,
Crescent College of Education, Bhodia Khera, Fatehabad Member
6. Dr. Krishan Kant, Principal,
Nehru College of Education, Alikan, Dabwali Member
7. Dr. Amita Aggarwal, Principal,
Apex College of Education, Bidhai Khera,
Tohana, Fatehabad Member
8. Dr. Rajni Bala, Principal,
Shah Satnam Ji College of Education, Sirsa Member
9. Dr. Raj Pal, Principal
Haryana College of Education, Ellenabad Member
10. Prof. R.S. Yadav (Retd. Professor, KUK) Villa No. 25,
Golden Villas, Delhi - Jaipur National Highway,
Village Khijuri, PO-Dungrerwas, Rewari- 123106
Mobile No. 94164-69748,
E-mail: rajendersinghyadav@rediffmail.com(Outside Expert) Member
11. Prof. Sohanvir Singh Chaudhary, Former Vice Chairman,
NCTE, Delhi, (Outside Expert) Member
12. Dr. Poonam Monga, Principal,
GD Goenka Public School, Sirsa (one Industry person) Member

(d) PGBOS

1. Chairperson, Department. of Education, CDLU, Sirsa Chairperson
2. Prof. Nivedita, Department of Education, CDLU, Sirsa Member
3. Prof. Ranjit Kaur, Department of Education, CDLU, Sirsa Member
4. Dr. Meena Kumari, Associate Professor,
Department of Education, CDLU, Sirsa Member
5. Dr. Raj Kumar, Associate Professor,
Department of Education, CDLU, Sirsa Member
6. Ms. Bhupinder Kour, Assistant Professor,
Sir Chhotu Ram Jat College of Education, Ellenabad Member
7. Dr. Kanwaljeet Kaur, Assistant Professor,
Jan Nayak Chaudhary Devi Lal College of Education, Sirsa Member
8. Prof. R.S. Yadav (Retd.Professor, KUK) Villa No. 25,
Golden Villas, Delhi - Jaipur National Highway,
Village Khijuri, PO-Dungrerwas, Rewari- 123106
Mobile No. 94164-69748,
E-mail: rajendersinghyadav@rediffmail.com(Outside Expert) Member

9. Prof. Sohanvir Singh Chaudhary, Former Vice Chairman, Member
NCTE, Delhi, (Outside Expert)
10. Dr. Dharam Dev Vidhyarthi, Regional Director, DAV Institutions, Member
DAV, Jind, Mobile No. 9992000444 (One Industry Person)

(e) Faculty of Education

1. Dean Faculty of Education, CDLU, Sirsa Chairperson
2. Chairperson, Department of Physical Education, CDLU, Sirsa Member
3. Chairperson, Department of Education, CDLU, Sirsa Member
4. Prof. Monika Verma, Deptt. of Physical Education, CDLU, Sirsa Member
5. Prof. Nivedita, Deptt. of Education, CDLU, Sirsa Member
6. Dr. Meena Kumari, Associate Professor, Member
Deptt. of Education, CDLU, Sirsa
7. Dr. Parshuram Rai, Principal, Member
MUH Jain College of Education, Chanderkalan
8. Sh. Haldhar Yadav, Principal, Member
Ch. R.R. Memorial College of Education, Ellenabad
9. Deputy Registrar (Academic)/Assistant Registrar (Academic) Secretary

(ix) A Directory of its officers and employees:

Sr. No.	Name of the employee	Designation	Mobile No.
1	Prof. Ranjit Kaur	Chairperson	98131-27177
2	Prof. Nivedita	Professor	99960-40055
3	Dr. Meena Kumari	Associate Professor	94679-52114
4	Dr. Raj Kumar	Associate Professor	94162-20970
5	Mrs. Pushpa Rani	Clerk	89012-53400
6	Mr. Subhash Chander	Peon	87087-81040

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation 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 is 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 India 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 the 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 are 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 in the department.

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

The minutes of all the 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.