

Mandatory Compliance with Section 4(1)(b) of the RTI Act, 2005 – Suo Motu Disclosure on University Website.

Details to be uploaded on University website (As per Section 4 Statutory Manuals) in accordance with Notification Endst. No. RTI/2026/432-520 dated 12-05-2026:-

Sr. No.	Particulars	Details
1.	Functions and Duties: A brief profile of the Department/Branch and its primary responsibilities	<p style="text-align: center;">Chaudhry Ranbir Singh Institute of Social & Economic Change (CRSIS&EC)</p> <p style="text-align: center;">Year of Establishment: 30th January, 2013</p> <p>The Chaudhry Ranbir Singh Institute of Social & Economic Change (CRSISEC) stands as a centre of excellence dedicated to analyse socio-economic transformations and contributing to evidence-based policymaking. From its inception on 30th January, 2013, the Institute has emerged as a reckoned institute of learning. Generous guidance, support and cooperation from the members of Governing Body, Faculty and Staff members of the university, have helped us in realizing this feat. The institute is striving to outdo itself with each passing year which is well reflected from our activities in the each academic year. Our vision is to bridge the gap between academic research and real-world policy implementation, ensuring that research insights translate into tangible societal benefits. Through interdisciplinary studies, this Institute addresses contemporary socio-economic issues and collaborates with government agencies, policymakers, research institutions, and civil society organizations. By offering well-researched policy recommendations, the institute plays a vital role in regional and national development, fostering sustainable and inclusive progress.</p> <p>Various schemes/initiatives of the centre:</p> <ul style="list-style-type: none"> • Research Projects <p>The Institute is envisioned to:</p> <ol style="list-style-type: none"> i) Undertake field research at the grassroots level on the festering socio-economic and other related issues confronting the country as a whole in general and the state of Haryana in particular.

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		<ul style="list-style-type: none"> ii) Guide and assist, especially through its field based quality research findings, the planners and policy makers to overcome the social and cultural impediments to change and to achieve a faster pace of socio-economic development; and iii) Provide critical inputs for formulating strategies and programmes to complement and supplement governmental initiatives aimed at bringing about social change compatible with the improving standards of living.
2.	Powers and Duties of Employees: A list of officers/staff with a brief description of their official roles	<ol style="list-style-type: none"> 1. Prof. Sandeep Malik, Director, (CRSIS&EC) Official Role: Director, Chaudhry Ranbir Singh Institute of Social & Economic Change, Coordinator of departmental administrative, academic, workshop, and student-related activities. Responsible for supervision of office functioning, decision-making, approval of files/cases, coordination with University authorities, and ensuring timely disposal of departmental matters. 2. Ravi Shanker, Assistant Official Role: <ul style="list-style-type: none"> (i) Put-up the files for all types of programmes, workshop and seminar etc. run by institutes time to time. (ii) Put-up the files of all types conversation with other offices (iii) Handling and supervise the management of all programs run by institutes. (iv) Handling and put-up the files for courses run by Institutes time to time. (v) Supervise the office work, staff and other miscellaneous work for smooth working of office. 3. Sh. Ram Kumar, Clerk Official Role: <ul style="list-style-type: none"> (i) Accounts/Audit Work for smoothing function of office and all types of programs, workshop and seminar etc. run by institutes time to time. (ii) Internal Management of all programs run by institutes. (iii) Manage and purchase the all necessary items related to workshops/programmes etc. (iv) Store & Stock Incharge. 4. Mrs. Suman (Clerk, HKRN)

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		<p>Official Role:</p> <p>(i) Diary/Dispatch work. E-mail Check & Report to Officials and Typing work.</p> <p>(ii) Maintain the record of distribution of Certificate/attendance records of participants in any programme i.e. workshop/Seminar/conferences, course etc. run by institute.</p> <p>(iii) Maintain the library books and their record.</p> <p>(iv) File Management/Record Keeper.</p> <p>5. Suresh Kumar (Peon, HKRN) All works related as Daftri/Peon in the Institute</p>															
3.	Decision-Making Process: A flow chart or description of how files/cases are processed (Channels of Supervision)	<p>Channels of Supervision: -</p> <table border="1"> <thead> <tr> <th data-bbox="651 644 730 671">Level</th> <th data-bbox="819 644 1133 671">Supervisory Authority</th> <th data-bbox="1223 644 1525 671">Nature of Supervision</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 684 674 711">1</td> <td data-bbox="734 684 1070 711">Dealing Assistant / Clerk</td> <td data-bbox="1223 684 1890 711">Initial processing of files/cases and documentation</td> </tr> <tr> <td data-bbox="651 724 674 751">2</td> <td data-bbox="734 724 1066 751">Director/Office In-charge</td> <td data-bbox="1223 724 1995 751">Scrutiny, sectional supervision, Administrative Supervision</td> </tr> <tr> <td data-bbox="651 780 674 807">3</td> <td data-bbox="734 780 853 807">Registrar</td> <td data-bbox="1223 780 2002 823">Institutional supervision, submission with recommendation if any</td> </tr> <tr> <td data-bbox="651 836 674 863">4</td> <td data-bbox="734 836 1122 879">Vice-Chancellor / Competent Authority</td> <td data-bbox="1223 836 1581 863">Final approval and decision</td> </tr> </tbody> </table>	Level	Supervisory Authority	Nature of Supervision	1	Dealing Assistant / Clerk	Initial processing of files/cases and documentation	2	Director/Office In-charge	Scrutiny, sectional supervision, Administrative Supervision	3	Registrar	Institutional supervision, submission with recommendation if any	4	Vice-Chancellor / Competent Authority	Final approval and decision
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4.	Norms for Service: Timeframes set for disposal of applications, grievances, or student services.	<p>All applications/requests received in the department are forwarded to the concerned department/branch/quarter within a reasonable time for necessary action. In cases where action is to be taken at the departmental level itself, the matter is disposed of promptly and without unnecessary delay. Although no fixed timeframe has been formally prescribed, every effort is made to ensure that the work is completed at the earliest possible time.</p> <p>Student-related issues and grievances received in the department are forwarded to the concerned teachers/departments for appropriate action and resolution on priority basis.</p> <p>The department also deals with organization and conduct of workshops and related activities. All work pertaining to workshops, including correspondence, bookings, approvals, coordination, and execution, is carried out in a timely and efficient manner to ensure smooth conduct of the programmes.</p>															

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5.	Rules and Manuals: Links to or titles of University Calendars, Ordinances, or specific guidelines followed by the department	https://mdu.ac.in/Admin/EventPage.aspx?id=1011
6.	Directory of Officers: Official phone numbers and email addresses of all staff members.	<ol style="list-style-type: none"> 1. Prof. Sandeep Malik, Director, 94163650585, crsi@mdurohtak.ac.in 2. Sh. Ravi Shanker, Assistant, 9255900214 3. Sh. Ram Kumar, Clerk, 7876011811 4. Mrs. Suman, Clerk, HKRN, 8818001376 5. Sh. Suresh Kumar, Peon, 9728787204
7.	Monthly Remuneration: Pay scales/ Levels of the employees as per the 7th CPC (or current pay structure)	<ol style="list-style-type: none"> 1. Prof. Sandeep Malik, Director, (CRSIS&EC): Receiving a remuneration of Rs. 1,500/- per month for holding the additional charge of Director, CRSIS&EC, in addition to his regular duties. 2. Ravi Shanker, Assistant: Pay Level 6 as per 7th CPC 3. Ram Kumar, Clerk, ACPL 6, as per 7th CPC 4. Mrs. Suman, Clerk, engaged through HKRN 5. Suresh Kumar, Peon, HKRN)
8.	A complete list of all internal bodies, including Departmental Committees, Board of Studies, Purchase Committees, and Academic/Executive Councils. Formal Minutes of Meetings and Proceedings of these committees.	<p style="text-align: center;">Governing Body</p> <p>The Chaudhry Ranbir Singh Institute of Social & Economic Change (CRSISEC) has a Governing Body from its inception, which is an authorized group of persons responsible for the administration, supervision, and policy-making of the Institute. It plays an important role in ensuring that the objectives, rules, and regulations of the Institute are properly implemented and followed. The Governing Body takes major decisions related to planning, finance, management, and the overall development of the Institute. It also monitors the functioning of different sections/departments and ensures transparency, accountability, and efficient administration. As the highest decision-making authority of the Institute, the Governing Body works for the welfare, progress, and smooth functioning of the organization. Every year, one meeting of the Governing Body is held to review the functioning, activities, policies, and developmental works of the Institute. During the meeting, important administrative and financial matters are discussed, necessary decisions are taken for the smooth functioning of the Institute, and future plans and proposals are considered for overall growth and improvement.</p>

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9.	Budget and Expenditure: Details of the budget allocated for the current financial year and previous year's expenditure (for Branches)	S. No.	Activity/ Items/Budget allocation	Amount (in Rupees) rounded to meet higher figure
		1.	Engagement of Distinguished Visiting Professor/Honorary Professor/ Scholars-in-Residence/Adjunct Faculty/ Professor Emeritus for 12 months (the number of days/week in a month & duration in year for engagement of such faculty will be decided based on the requirement of Institute). Payment shall be made as per the University Guidelines.	50,00,000
		2.	Engaging of staff to constitute survey unit in the Institute.	5,00,000
		3.	Support to Interns doing social engagement/research internship through the Institute shall provide Rs. 4000/- per credit i.e. 40-45 hours Engagement.	10,00,000
		4.	Extension Lectures etc. by distinguished scholars	3,00,000
		5.	Research Projects	50,00,000
		6.	Capacity Building Training Programmes/Workshops etc.	30,00,000
		7.	Meetings of the Governing Body & other working groups	2,00,000
		8.	Organization of International/National Seminars/Conferences	20,00,000
		9.	Library Books and reading materials	5,00,000
		10.	Printing (Editing and printing of Journal, Book, monographs, newsletter, letter head etc.)	2,00,000
		11.	Infrastructure (Computer, Laptop, Software etc.)	5,00,000

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		12.	'Research & Publication Ethics' Course for Ph.D./M.Phil. students	3,00,000
		13.	Contingency including TA/DA	2,00,000
10.	Subsidy/Scholarship Programs: Criteria and lists of beneficiaries (specifically for Academic/Scholarship branches)	Not Applicable		
11.	Facilities for Public: Information regarding help desks, library hours, or public dealing timings.	From 9:00 AM to 5:00 PM on all working days.		
12.	SPIO/ASPIO Details: Name and designation of the specific officer designated for RTI matters within the department.	Prof. (Dr.) Sewa Singh Dahiya, Officer Incharge-cum-SPIO, RTI Cell Director, CRSISEC, ASPIO		