
Best Practices of Central University of Punjab



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Certified Senior Emeritus Ecologist of ESA, USA

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Currently, Vice-Chancellor
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Preface

This book is based on the practical experience of several years of decision making in the university administration gained over several years from 3 universities, at Chandigarh, Jalandhar and Punjab.

At Central University of Punjab although we have acute paucity of space, yet we are continuing with our remarkable progress. In spite of being very young we are competing with established universities and on normalised scale. Our university has been the youngest from among the top 100 universities for the 2-consecutive years. Likewise, we are the youngest to have gained the NAAC "A" grade (old scheme). Our Campus achieved the Best 5-Star campus award from the Union Ministry of Housing and Urban Development.

We do not waste public funds on bouquets, diaries, calendars, gifts or decorations. We keep potted plants at the venue that breaks the monotony. Our every function begins with the University Anthem and ends with National Anthem.

Our examination system, research ecosystem and procedure of selection and motivation of faculty are such that we remain at the top band in research and UGC-CSIR NET ranking. There are hardly any dharnas/strikes or physical fights ever seen on the campus. Here the emphasis remains on developing the systems and honestly following them. There is no element of discrimination of any type. Our results are declared within 3 days of the last exam. There are no errors ever reported so far. We have no religion but respect all religions equally. We respect all and hate none.

On the invitation of the UGC, a 5-minute presentation on our digital initiative was made by me in Asoka Hotel Hall at New Delhi before about 900 VCs of all the Central, State, Private and deemed to be universities. It was highly appreciated. Thereafter, the UGC sent me to different states and I was also invited by various universities for sharing our best practices.

Motivation for compiling the 'best practices' of the university into a book came from an accomplished scientist Dr Ashok Singhvi, Vice-President INSA. He had visited our campus for delivering a lecture based on his book "Ethics in Science" published by INSA. After seeing and appreciating several of our best practices he suggested me to document these practices in the form of a book for everyone to know. I have attempted to accomplish this tempting suggestion.

This book has 20 chapters covering different aspects including the admissions, selections, examination, motivation for good research, digitalization of administrative mechanism etc. It is hoped that every reader of this book will gain some ideas for implementation at other places.

I dedicate this book to all those colleagues and students of this university and outside, who during my journey to this stage, helped me directly or indirectly to develop ideas and assisted me to translate those into practice.

(R. K. Kohli)

July 25, 2020

About the Author-Dr. Ravinder K. Kohli

Decorated with several state and national awards, Prof. R.K. Kohli, has recently joined as the Vice-Chancellor of the Amity University, Mohali after completing the tenure of 6 years as the VC of Central University of Punjab and earlier of the DAV University for 1.5 years. After one-year UNESCO-WHO sponsored post-doctoral Research training in Modern Problems in Biology at Praha he joined as CSIR Pool Officer at NEHU, Shillong and PAU Ludhiana. In 1980 he joined as Lecturer in Punjab University and rose through open selections as Reader (1989) and as Professor (1997). He successfully served full term as Chairman both of Botany and Environment Science Departments, Dean Research and finally as Dean University Instructions. Elected from Professors' constituency he served one term each to the Senate and the Syndicate of the University.



Since 2005, consecutively for 3 terms of 5 years each he continues to be Certified Senior Ecologist (highest global accreditation) (now Certified Emeritus Sr. Ecologist for lifetime) by Board of Professional Certification, USA. He has guided 53 Ph.D. & 29 M. Phil theses in Ecology and Environment at Punjab University. Now a member of the NAAC Appeal Committee, he has chaired several NAAC Accreditation teams for evaluating universities and colleges. He had been a member of the PAC (Plant Sciences) of DST, CSIR, UGC and MoEF&CC and is on the RAC of the NBRI, Lucknow as well as on the Governing Body of the IIM, Amritsar. He had been the Chairman, State Expert Appraisal Committee for Environmental Clearance (EAC) for Chandigarh, and is a member of the EAC for River Valley and Hydroelectric projects, New Delhi.

A rare distinction of being a Fellow of all the four official National Science Academies, he is JC Bose National Fellow of DST-SERB for the 2nd term of 5 years. In 2009, he was conferred with the first Haryana Vigyan Ratna Award by the Govt of Haryana, apart for the Punjab Rattan Award in 2008. The Govt. of UT Chandigarh honoured him for his research and teaching in Environment on 15 August 1998 celebrations. He had been the recipient of Dr. BP Pal National Environment Fellowship- the highest award of the Union Ministry of Environment, Forests and Climate Change (2001).

At global level he served for 10 years as Coordinator/Chair of International Working Group on Ecology of Invasives of the IUFRO (Austria) and is on the 18 member IUFRO Task Force on Biological Invasion to guide the world on Invasion of biological species. He held SAARC Chair in Bangladesh and remained Adjunct Professor of the Chinese Academy of Sciences for 2 years.

Besides 2 patents to his credit, he has published over 300 research papers, authored 2 and edited 13 books, of which are 5 published from USA & 1 from UK. His publications (G-citations 11164) are qualitatively rated very rich with *h*-index of 56 (Google), 41 (Scopus) and 36 (WoS) with *i*100 of 29 and *i*10 of 171 (Google) and 103 (Scopus).

Foreword-I

About 18 months ago, I had the privilege of meeting Prof. R.K. Kohli, Vice Chancellor of the Central University at Punjab (CUP). We met in the context of an inter-academy meeting, to discuss issues relating the Open Access of Scientific Literature, and examine if the academies could jointly recommend a system that benefits all. This meeting was attended by about 15 experts from various academies and was coordinated by me. We sat through two full days and the night intervening them, to discuss and during these two days, we developed mutual respects, sufficient for Dr. Kohli to ask me to visit his campus and for me to accept this, instantly. And, I visited Bathinda during the peak summers of May, 2019. I spent three days giving lectures, meeting the faculty, visiting laboratories and also seeing places including the Wagah border and the Golden temple.

During my interactions with colleagues at the CUP at various levels, from the people who drove me from Delhi to Bathinda and back, to the Dean of the faculty and the Heads of the Departments, I was stuck with a startling realization that everyone in this campus, was enthused to work on his assignment and there was a sense of efficiency and energy, at every level. Every event happened on time, even in a makeshift campus structure with limited facilities and the students were keen and motivated. I was equally impressed to see that the faculty and the student were from all over the country. And they worked in harmony. My travel bills and other payments were settled in a day and I learnt that this was the way the system at CUP worked.

Intrigued by this rare observation, I asked Dr. Kohli on what he did that made the CUP so pleasant a place, with abundant positivity in the air surrounding it. He narrated various initiatives that he took, various practices that he followed including strict adherence to all the norms of a transparent institutional conduct. I therefore requested him to pen his experiences and initiatives on the best practices that he established at CUP, so that these served as a reference book for the governance of the universities and similar academic institutions.

Till the recent past, India had numerous high quality institutions like the Banaras Hindu University, the Universities of Allahabad, Calcutta and many others. Many are over hundred years old but their initial promise of becoming the Oxford and Cambridge of the East, has slowly evaporated. An important reason has been a compromise on the best practices in their governance. While we have continuously made newer institutions, wrote new policies and coined new programs, we have never introspected on why our institutions failed to live up to their initial vision and promise. An introspection on where we missed is needed so that, the future academic fabric and vibrancy of intellectual discourse in our institutions and educational firmament can be regained and maintained.

Shalby Foote, an eminent Historian has a quote attributed to him that, *a university is just a group of buildings gathered around a library*. As alluded to in the Kothari Commission report, a vice chancellor then, is a person, who infuses life in to this system through his professional vision, domain excellence, passionate commitment to trust and fairness, appropriate skills in administrative and human management and a work ethics that instills confidence in all connected to these institutions.

Also needed is a demonstrated personal probity and an obvious resolve to lead by example. To me, a university is a place that sculpts a malleable putty of a young mind at a highly impressionable age, into a skilled and a responsible citizen who internalizes an ethical value system, a training for logical thinking along with a sound professional training. This calls for extreme care in whatever happens in the campus of any educational institution. This book on CUP embodies some of these elements, as a real life example.

On a larger canvass, as a Nation, India is poised for major transformation and faces substantive challenges for creating employable youth and in reskilling half of its population, just to be able to survive in a knowledge led world. The enormity of task is daunting due to sheer numbers and the time scales on which this transformation has to happen. I am reminded of Nelson Mandela who said, *Education is the most powerful weapon that you can use to change the world*. He also said, *Without Education, your children can really ever meet the challenges they will face*.

It is imperative therefore that all institutions engaged with education and research (in the broadest sense of the word) will have to strive hard to provide an ecosystem that not only makes a student to hone his skills through his formal courses as also, that makes him to be humane Human being – a citizen with a rational thinking based on evidence, reason and logic and with respect for all – people, environment, cultures and all things living and non-living. I read a quote from a *whatsapp* forward, that a person's (read student here) most useful asset is not a head full of knowledge, but a heart full of love, an ear ready to listen and a hand willing to help others. The success of India will solely depend on our universities creating such students who turn out to be responsible future citizens and, who as Jacob Bronowski said, *can touch people*.

I thank Prof. Kohli, for penning his experiences of governance in universities and I do hope that these experiences will inform other institutions in developing and refining their governance paradigms.

Prof. A.K.Singhvi, Ph.D.

FNA, FASc, FNASc, FTWAS, FGS(Lon)

DST- SERB-Year of Science Chair Professor

Physical Research Laboratory, Ahmedabad, India.

Vice-President: Indian National Science Academy (INSA, Delhi)

Foreword-II

The Indian Higher education system has seen massive expansion during the last few decades from about 20 universities and 200 colleges at the time of independence. India has more than nine hundred fifty universities and about 40,000 colleges with an enrolment of about 36 millions students, making India the second largest higher education system in the world. In such an expanded and still expanding higher education system, questions of quality of education and governance being provided become very important. The government of India has taken several initiatives to address many such issues including its recently announced "National Education Policy 2020".

As a former Chairman of the University Grants commission and currently Chairman of the National Assessment and Accreditation Council (NAAC), I have been deeply interested and involved in finding ways to improve the university education system, both on quantitative and qualitative terms. Given the complexity and heterogeneity of Indian higher education system setting up of acceptable benchmark for quality, and governance in higher education has remained a challenge, although there have been many reforms and progress in these areas.

In the year 2009, the union Government of India through an Act of Parliament created at least one new university in every state with promise of full funding support from the centre. These institutions of higher education were supposed to create bench mark for the universities of the respective regions. The Central University of Punjab has been one of the 13 (later increased to 16) such centrally funded institutions. Many of these new universities have already made a mark with the Central University of Punjab leading the way.

The Central University of Punjab with a focus on capacity building, research and teaching, in spite of working from a temporary, make shift building that used to be a spinning mill provided by the Government of Punjab. The university hopes to shift in its newly constructed campus that has been rated among the 5-star campus by the Union Ministry of Urban Development. The university has maintained the top rank for at least five years among the newly created central universities.

Success of any university depends on meeting the aspirations of the main stakeholders including the faculty, the non-teaching support staff and most importantly, its students. The administration has to continuously make efforts to attract high quality faculty and students as well as set up achievable short and long term vision for the university. Good governance at the university is central for it to set up and maintain high quality teaching and research standards. It is gratifying to note that Professor RK Kohli has compiled the best practices being followed at the University of Punjab in the form of this book "*Best Practices of Central University of Punjab*". I am sure this book published by INSA and printed and distributed by SLM Publishers will offer many ideas for adoption to the Vice-chancellors and Executive Councils of the Universities and the Principals of colleges in India. It should also serve as a bench mark for other institutions of higher learning in India to achieve.

Prof. V. S. Chauhan, Ph.D. (Delhi), D.Phil. (Oxford),

FNA, FNASc, Arturo Falaschi Emeritus Scientist, ICGEB

J.C. Bose Fellow, Distinguished Biotechnology Research Professor (DBT)

Former Acting Chairman, U.G.C. & Chairman, EC of National Assessment & Accreditation Council,

Former Director, ICGEB New Delhi

International Centre for Genetic Engineering and Biotechnology, New Delhi

25-Aug-2020

CHAPTER-1

Central University of Punjab – Introduction and Establishment

Summary points

- University started with an Act No 25 of Parliament in 2009
- Prof Jai Rup Singh was appointed the first Vice-chancellor on Feb 28, 2009
- Started as a camp Office from a small house offered by the local Administration at Bathinda.
- Later University accepted as a stop-gap arrangement a 37 acre of a non-working spinning mill on lease from the Government of Punjab and made it the city campus
- Shifted to the new campus constructed on a 500 Acre of land about 25km from Bathinda city at village Ghuddha on 16-Aug-2020.
- The new campus earned the top grade of 5-star by the Ministry of New and Renewable Energy (MNRE) and The Energy and Resources Institute (TERI) under the Ministry of Urban Development.
- Have 31 departments comprising 12 schools in areas ranging from Sciences, Technology, Humanities, Laws and Social Sciences.
- Have the high demand ratio for admissions (1:49 for PG and 1:109 for PhD)
- Highest Faculty to Research Project Ratio.
- It is Mini-India with students from 28, faculty from 19 and non-teaching staff from 12 states of India apart from foreign countries.
- Students enjoy 4 schemes of financial help, including Earn-while-you-learn and interest-free loan.
- Youngest educational institution that won the 15th National Youth Parliament Trophy from the Ministry of Parliamentary Affairs in 2019.
- The youngest NAAC 'A' Grade Accredited University (old scheme)
- The only from among the new Central universities in the top 100 universities of India as per NIRF of the Government of India consistently for 2 years – 2019 and 2020. Tenth rank from among all CUs.

- The 5-year tenure of the first VC was completed on 1st March. On 3rd March Prof P. Ramarao, the senior-most faculty member became the acting VC.
- On 5th September 2014, Professor R. K. Kohli on appointment by the MHRD, joined as the 2nd VC of the University. He relinquished the charge on August 22, 2020 to the third Vice-Chancellor Dr. R.P. Tiwari.

What is a University?

A university is an institution of higher learning providing facilities for teaching and research and authorized to grant academic degrees in various academic disciplines. Typically, universities are meant to be the seats of universal knowledge and not a specific domain, at undergraduate, postgraduate and doctoral levels.

Universities Types: Central-, State-, Deemed-, Private Universities

In India, the higher education is on the concurrent list of the Central Government as well as the State Governments. In addition to the public funded universities, there are private funded universities also.

Universities supported by the union government are the Central Universities, while those funded by the state are the state Universities. Private universities are mostly supported by various bodies and societies. Some of the institutions of higher learning permitted to award degrees are referred to as Deemed to be Universities. Irrespective of the type of university all are regulated by the University Grants Commission (UGC).

Universities in Punjab

Central University:

1. Central University of Punjab, Bathinda – Estd: 28th Feb. 2009

State Universities:

1. Baba Farid University of Health Sciences, Faridkot – Estd: 22nd July 1998
2. Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana – Estd: 9th August 2005
3. Guru Nanak Dev University, Amritsar – Estd: 24th Nov. 1969
4. Guru Ravidas Ayurved University, Hoshiarpur – Estd: 1st Feb 2011

Universities in India

1. Central Universities: 50
2. State Universities: 409
3. Deemed Universities: 127
4. Private Universities: 349
5. Total: 935
Source: UGC Website

Universities in Punjab

1. Central Universities: 1
2. State Universities: 10
3. Private Universities: 15
3. Deemed Universities: 2
5. Total: 28
Source: UGC Website

Highlights of Central University of Punjab

1. 87th Rank in NIRF -2020
2. NAAC 'A' grade University
3. Youngest University in Top 100 institutions as per NIRF. 2020 and 2019.
4. 8th rank among 52 Central Universities.
4. Consistent highest h-index (Scopus = 38) amongst new CUs.

- | | |
|--|--|
| 5. Maharaja Ranjit Singh PTU, Jalandhar – Estd: 12 th Feb 2015 | 6. Best Faculty to Project Ratio |
| 6. Punjab Agriculture University, Ludhiana – Estd: 8 th July 1963 | 7. 1 st CU to adopt National Academic Depository (NAD) |
| 7. Punjab Technical University, Jalandhar – Estd: 16 th Jan 1997 | 8. Winners' Trophy in 15 th National Youth Parliament Competition |
| 8. Punjabi University, Patiala. Estd. 30 th April 1962 | 9. Full-online Examination and Admission system in real terms. |
| 9. The Maharaja Bhupinder Singh Punjab Sports University, Patiala Estd. 22 nd July 2019 | 10. Best Campus award from Ministry of Urban Development. |
| 10. The Rajiv Gandhi National University of Law, Patiala. Estd. 26 th May 2006 | |

Private Universities:

1. Adesh University, Bathinda, Estd. 10th July 2012
2. Akal University, Talwandi Sabo Estd. 4th June 2015
3. Chandigarh University, Mohali Estd. 10th July 2012
4. Chitkara University, Patiala. Estd. 7th December 2010
5. C.T University, Ludhiana Estd. 23rd December 2016
6. D.A.V. University, Jalandhar Estd. 14 April, 2013
7. Desh Bhagat University, Mandi Gobindgarh. Estd. 18th February 2013
8. GNA University, Phagwara Estd. 21st August 2014
9. Guru Kashi University, Talwandi Sabo, Bhatinda Estd. 26th December 2011
10. Lovely Professional University, Jalandhar. Estd. 26th December 2005
11. Rayat Bahra University, Mohali. Estd. 13th August 2014
12. RIMT University, Mandi Gobindgarh. Estd. 8th December 2015
13. Sant Baba Bhag Singh University, Padhiana, Jalandhar. Estd. 12th February 2015
14. Sri Guru Granth Sahib World University, Fatehgarh Sahib, Estd. 15th May 2008
15. Sri Guru Ram Das University of Health Sciences, Amritsar, Estd. 17th November 2016

Deemed Universities:

1. Sant Longowal Institute of Engineering and Technology, Sangrur, Estd. 1989
2. Thapar Institute of Engineering & Technology, Patiala. Estd. 1956

A brief About Central University of Punjab:

The Central University of Punjab, Bathinda (CUPB) was started in 2009 along with several other new Central Universities by an Act of Parliament 25, of 2009. The University is accredited with 'A' grade (old scheme) from NAAC in the shortest possible period. It is the youngest university that has secured its position in the top 100 universities (95th Rank in 2019 and 87th in 2020) in India. It is again the only university from among the new central universities to have achieved this ranking.

It is credited with highest per capita research funding. The university has a mission of providing a wide range of instructional and research facilities across integrated and cross-disciplines, promote innovation in teaching, learning and research, and cross-pollinate new ideas, new technologies and new worldviews. It aims to create an ignited workforce responsive to regional, national and global needs in tune with the requirements of academia, industry and business.

The university started from a three-room Camp Office provided by the state administration in March 2009. Making a modest but speedy start, the university accepted on rent, a dilapidated campus of 37 acres of an abandoned co-operative spinning mill on Mansa Road, Bathinda. It had a tin-roofed factory-hall and a small administrative building. These structures were renovated and made operational. It is from this campus that CUPB has been working and progressing exemplary well. The university has established a Central Instrumentation Laboratory, Computer Centre and the University Library to provide high-end facilities to its faculty and students. Air-conditioned lecture rooms, well-equipped science laboratories, a 90-seater seminar hall and 250-seater air-conditioned auditorium support academic activities.

Simultaneously, the arduous task of selecting enough contiguous land for its campus was undertaken. Government of Punjab purchased 500 acres of land in Ghudda village and got it registered as a site in the name of Central University for its campus. Adopting prescribed procedures, a 9 km wall was got constructed. Simultaneously, tendering for hiring the services of architect, Project Management Consultant and the contractors was undertaken. Mandatory approvals of the master plan, building plans, associated environmental clearances and also approval from departments of forests, roads, airport authorities and several others were obtained before the start of construction of buildings. In early 2015, as per the availability of funds, the construction work in phased manner was started. The buildings of the Phase 1A are completed while that of Phase 1B are near completion.

The Foundation Stone of the campus was laid by the then Hon'ble Union Minister of Human Resource Development, Smt. Smriti Zubin Irani and the then Hon'ble Chief Minister of Punjab, Sardar Parkash Singh Badal on 7th September 2015. The campus is designed to be environment-friendly and energy-efficient conforming to GRIHA norms, perhaps the first such instance in the area. Master Plan of the Main Campus has been certified with a five-star rating of GRIHA for larger developments, the highest award of the Ministry of Urban Development, Govt. of India. Currently, CUPB has 31 departments spread over 12 schools in areas ranging from Sciences, Technology, Humanities, Laws and Social Sciences. We have adopted national model curricula wherever available and supplemented it with the local, national and global issues. CUPB offers only Masters and PhD programmes.

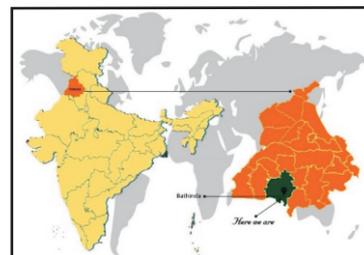
It started with the first batch of 10 students in 4 programmes in August 2009 and now has more than 1400 students in different academic programmes including international students from different countries. It is a validation of the university's growing credibility among the students that in a short span of time, it enjoys the demand ratio of 1 : 49 for PG and 1 : 104 for PhD programmes for admissions in the year 2019-20. This ratio further increased to 1 : 59 and 1 : 109 for PG and PhD courses, respectively for admissions in 2020-2021 session.

Besides celebrating international and national commemorative days, students are encouraged to organize annual sports and cultural events during the Foundation Week in February every year. CUPB is committed to the social cause of not only the region, but the whole nation, and actively participates in events like “Swachh Bharat Abhiyan”, Swachhta Pakhwada etc. Three students earned an award for promoting Digital Economy from Hon'ble Minister of HRD. The university has bagged Winners' Trophy in 15th National Youth Parliament Competition & top position in 14th National Youth Parliament (in group level) competition organised by the Ministry of Parliamentary affairs.

The University has been amongst the forerunners in terms of research projects, which can be well seen with the Best Faculty to Research Projects Ratio of the University. To cater to the financial need of students, the university provides an interest-free loan facility out of the Students Welfare Fund and has also implemented Earn-While-You-Learn Scheme. In spite of the locational disadvantage, CUPB in true sense is a multi-cultural mini India as it supports students from 28 states, faculty from 19 states and non-teaching staff from 12 states. The university takes pride in its exceptionally qualified and committed faculty. Mostly faculty trained from the best universities of US, Canada, Germany, England, Japan, and Israel. With a much-focussed approach, the university is undoubtedly poised to write a new chapter on the academic horizon of India.

Establishment of the Central University of Punjab

In order to improve higher education and create a benchmark, in the year 2009, the Government of India with an act of Parliament, resolved to have at least one centrally funded University in every state. Consequently, on 28th February 2009, Central University of Punjab was established at Bathinda.



Infancy

The University started functioning with the appointment of the first Vice-chancellor Dr Jai Rup Singh on 28th February 2009 from his residence D-13, Civil Station, Bathinda that later became the Camp Office of the University .

In pursuit of temporary/transit campus of university, several old unused buildings like marriage palaces, shop-cum-offices, scattered rooms in some institutions, residential buildings, and small institutions in dilapidated condition etc., suggested by the district administration on behalf of the Government of Punjab were considered. But none of these was found suitable for forming the Transit Campus of the university. Finally, the 37-acre dilapidated premises abandoned by Bathinda Cooperative Integrated Cotton ginning and Spinning Mills (BACOSPIN) was selected for locating City Campus of the University. Its lease was signed on 8th July 2009.

The transformation of dilapidated premises of BACOSPIN into the City Campus of the university was a colossal task. The first four months after acquisition of the premises were spent in clearing the premises of the wild growth around the buildings & open spaces, and repair & renovation of some buildings. Power and water supply connections were restored, making it fit for functioning of the university and the site was named as City Campus of Central University of Punjab. The university

started functioning, in part, from City Campus by the end of October 2009. A building close to the entry of the premises was named Administrative Block and housed office of the Vice Chancellor and also the faculty and class rooms initially. Later on the lecture rooms, science laboratories, library, computer centre, seminar hall, exhibition hall and a canteen were established in a much bigger building opposite to the entry point and was named as Academic Block. Thus within one year of the establishment of the City Campus, appropriate infrastructure for academic and administrative activities was created and the university became functional

The main hall of the BACOSPIN has been named as Academic Block. It host the state-of-the-art air-conditioned lecture rooms, science laboratories, computer centre, Central Instrumentation labs, library, Gymnasium, Museum, faculty rooms/cabins, exhibition hall and a seminar hall and the likes to support academic activities. Semi furnished transit hostels for faculty, hostels for boys and girls, guest house for visitors to the university and a Health Centre, small crèche for children of employees, apart from air-conditioned auditorium have been established by renovating existing buildings in the residential area. To meet the basic facilities for sports and athletics ground, sewerage treatment plants, water purification plants have also been created.

In 2009, the admission to 5 seats each in the M.Phil.-Ph.D. Integrated Programme in four streams, viz., Biosciences under the School of Basic and Applied Sciences, Environment Science and Technology under the School for Environment and Earth Sciences, Comparative Literature under the School of Languages, Literature and Culture and in South and Central Asian Studies under the School of Global Relations was carried out. The admissions were done on the basis of an on-line entrance test conducted simultaneously at seven places on all India basis. Semester system is followed to deliver the course curricula and assessment of students is done using a Choice Based Credit System with continuous internal evaluation.

The land spread over 500 acres for building the main campus of the university was acquired by the State Government at village Ghudda on Bathinda-Badal road which is nearly 25 km away from the City Campus, Bathinda.

Pre-teens stage / Childhood (Phase of growth):

On March 3, 2014, on completion of the tenure of 5 years, Prof Jai Rup Singh relinquished his charge of Vice-chancellor to the senior-most Professor, Dr. P Ramarao. The later though an experienced administrator who served as Director of NIPER at Mohali had to serve as Acting Vice-chancellor with limited powers to meet the day to day functioning of the university. He lacked the power to appoint or make heavy expenditure or take a policy decision or even to chair the statutory bodies' meetings. This continued for 6 months till 4th September 2014.

By this time the University had 473 students (including 10 Ph.D.) and 40 regular faculty members including contractual for 9 departments.

Appointment of the 2nd Vice Chancellor

Based on nomination and interaction in Yojana Bhawan New Delhi on the 6th May, 2014 with the Search-cum-Selection Committee Prof. Dr R.K.Kohli who was working as founder Vice-chancellor of

DAV University at Jalandhar was appointed the 2nd VC for CU Punjab. He joined and took over the responsibility on 5th September, 2014, Originally Dr Kohli had been on the faculty of Punjab University from 1980 till 31 December 2013. There he served as Lecturer, Reader and Professor in Botany. He had been the Chairman of Botany Department and also of the Department of Environment. He had been a member for a full term of the Senate and Syndicate, apart from Dean Research and DUI of Punjab University, Chandigarh.

CHAPTER-2

New Approach

Summary points

- Own campus (5-star GRIHA rating) on a 500 acre at village Ghudda is near completion
- Offer only PG Programmes PhD (42) and (35)
- International students, 21 from 7 countries viz Malaysia, Swaziland, Namibia, Palestine, Morocco, Afghanistan, Bangladesh
- Have best Faculty to Project Ratio in the country (7 in IMPRESS)
- DST-FIST in all five departments
- Anchor Institution for e-PG Pathshala in Environmental Sci. (> 560 lectures uploaded)
- MOOC Lectures by CUPB faculty amongst the World's top 10 outstanding online courses for 2020
- Faculty includes DST-INSPIRE, Ramalingaswami Fellow, Ramanujam Fellow, JC Bose National Fellow, PDFs, UGC-FRP.
- Faculty has Fellow of 4 Academies; Two Associate Professors are members of INYAS of INSA
- ~600 qualified various competitive Exams- UGC/CSIR-NET, GATE, GPAT (Success rate Range 65% to 93%). This year, 74% have of applicants cleared UGC/CSIR NET
- National Academic Depository (NAD) functional since its inception (Perhaps 1st CU to adopt)
- Code of Ethics is mandatory to sign by the faculty while joining the university.

a) Notable achievements

- Consistently top rank in *h*-index (Scopus = 38) amongst CUs established in 2009
- Competing well with established universities in India w.r.t. per capita per year basis in research output
- Top position in 14th National Youth Parliament (in group level) competition & Winners' Trophy in 15th National Youth Parliament Competition

- 100% cashless transaction campus (8th rank in VISAKA)
- Part of “36th Indian Scientific Expedition to Antarctica”
- One of teachers awarded with "Inspired Teacher" Award from President of India and conferred with Teaching Innovator Award from MHRD
- Important patents (5 including awaiting registration in 2)
- Dr. K.M. Parikh Award to our Dean Academic Affairs
- Sun Pharma Science Scholar Award to Mr. Gaurav Joshi (cash prize Rs. 50,000/- & Citation) in open competition.
- No back-log w.r.t. Convocation/Result Declaration (Results declared < 3 days)
- Fully automated Library with Scholarly, Institute Repository & Off-campus Access facilities.
- Our website is user-friendly and very quick to open. We often get lots of appreciation for its completeness and openness
- In-house University Management System to automate all the academic & administrative activities Smart Card/ ID card for students/faculty/staff for access to university facilities.
- SKYPE/Video Conferencing for (a) Interviews (b) Statutory Meetings
- E-Surveillance and Biometric system for attendance in university
- Digital initiatives for administrative, financial, evaluation/examination, admissions, etc hoste

The new (second) Vice-chancellor joined for a period of 5 years or till he attains 70 years of age, whichever is earlier on 5th September 2014 - The Teacher's Day - Birth Day of Sh. Sarvepalli Radhakrishnan, the First Vice-President and 2nd President of India

As the second Vice-chancellor of a very young University, his sincere intention had been to focus on setting up such systems which bring in truthfulness, discipline, honesty and transparency in administration at every level and make the stakeholders realize the sense of pride in our institution. He wanted to prove that every individual is primarily good. It is the situation that pushes an individual towards the wrongdoings. The attributes of discipline, honesty and hard work comes from the top and percolates down. Humility and concern towards the junior colleagues bring in all the difference in teamwork approach. In a social setup, individuals cannot win irrespective of the efforts. It is the team that wins or loses. The leader must be considerate towards the team-mates. He should remain duty-bound to solve the problems of the stakeholders, counsel them, advise and encourage them, instead of exhibiting or misusing the power of position which is temporary.

He knew it is a new institution in a formative stage. It was a big challenge. The growth and shape of

the tree will depend on the seed sown and type of nurturing and care given. Therefore, his sincere efforts had/have been to work on the system rather than focussing on individuals or situations which are never similar.

Before taking over the responsibility as Vice-chancellor he framed and honestly adhered to some guiding principles based on his earlier experience at Punjab University as Chairman of the department of Botany, Dean Research and Dean University Instructions. These include:

- 1) Non-discriminatory, non-vindictive Non-punitive, but reformatory approach
- 2) Adhering to extreme value of morality, fiscal integrity and honesty of character.
- 3) Bring in discipline and punctuality through of the self example
- 4) Fearlessness but to be attentive and careful to the bad designs of the troublemakers
- 5) Tackling/facing the problems from the front rather than evading or escaping.
- 6) To believe in the dictum "*To Err is human*". *The one who works is liable to commit mistakes. Inadvertently committed mistake is pardonable. Deliberately doing something wrong is not ignorable. Doing wrong for personal / friend's/ relative's benefit is punishable with no mercy.*
- 7) Ensuring timely disposal of the issues.
- 8) Exhibiting and honouring total transparency
- 9) Not succumbing to pressures/recommendations from any quarter whatsoever for work against rules and / or ignoring merit.
- 10) Listening to everyone with respect and sincerely trying to solve the problems within the prescribed rules and justification
- 11) Scrupulously adhering to administrative and financial rules at every cost.
- 12) Never to delay responding to queries from MHRD/UGC etc.
- 13) Respecting every religion and maintaining no religion of the University.
- 14) To be soft towards stakeholders to the extent that it is not regarded as weakness.
- 15) Not to exhibit power of the post in society
- 16) To promote team spirit with collective responsibility and work accordingly rather than dominating and exhibiting one-man show.
- 17) Not to charge any monetary benefit other than due salary, as per rules

He tried to serve as a role model and also guide the senior faculty so that the value system and the team-work culture gets developed. The guiding principles he had framed, he adhered to in letter and spirit.

Execution of the Guiding principles:

On 5th September 2014 morning he took over the charge of regular Vice-chancellor on the campus of the Central University of Punjab at Bathinda. Soon after joining, he requested the Dean Academic Affairs and the Registrar to arrange his separate introductory meetings of 90 minutes each with exclusively (a) students, (b) faculty and (c) staff to gain first-hand information on the issues and concerns of the stakeholders. It was arranged at 11:00 AM, 12:30 AN, and 3:30 PM, respectively. During the interaction, he was successful in digging out several problems and difficulties regarding

food in mess, health issues, library books and journals, nomenclature of their courses of studies, job prospects, availability of quality water, faculty promotions, increments, pay issues and the like. He decided regular meaningful interaction with the stakeholders and finding of solution to the problems:

His first step was to instil in the stakeholders, the desired sense of confidence in his leadership. In each meeting he prompted the stakeholders to share with him the problems and issues bothering them. Initially, no one was opening up. He started asking pointed questions so that they start talking and feel comfortable. He myself listed on a piece of paper each of the problems shared by students, faculty or the staff. In each meeting, he classified the issues in the following 3 categories: -

Category 1: Those problems which could be solved with decisions under the powers of the VC but without bending the prescribed rules: Issues like improving quality of food, hygiene, health issues, menace of dogs, library timings, enriching the library with more copies of books which require administrative decision were readily promised for redressal. For the availability of books, he learnt from the Library in-charge that the books are available, but the students do not return after the expiry of their allowed period of use. The rate of punishment for late return had been just Rs. 1.00 per day. Students after the completion of the semester would pay the fine of say Rs. 140-150 at the end of the semester and deprive others of the facility. The penalty being too meagre was never taken seriously. After counselling and with consent of the students a decision was taken that the rate of late return fine/penalty would be Rs 50 per day. A fine should be such that pinches. Secondly, students in their phase of growth must learn respect of rules, discipline and compassion for others. He was extremely happy to find that students in unison agreed with this rule. It was made known to them that they will have to abide by the rule. It was applied from that day (5th September 2014) itself. During the next meeting with the faculty and later with staff, this rule was agreed upon by all. This first step and a few more such issues made him sure that the students, faculty and staff are reasonable, receptive and good. This added to his confidence and encouragement. Another grouse was against the poor medical facility and non-serious part-time doctor. Later, after confirmation from other sectors about the doctor and also talking to him, he was thanked for his services and allowed to go. After temporary alternate arrangement a regular doctor was appointed. Likewise, for poor internet connectivity and speed, frequent hangouts, slow university website, inadequate and inefficient security/housekeeping /horticultural staff will need some time for permanent solutions. However, while identifying the cause, it was realised that the person employed for the task was technically and practically neither able to monitor nor guide his team. For immediate identification of the problems and getting these rectified some outside vendors were invited. Quick redressal of the issues instilled a sense of hope and confidence in the stakeholders and the VC as well.

Category 2: Those issues which demand consideration by the statutory bodies (AC/FC/EC): Students wanted to change the nomenclature of their courses for the reason of employability. They cited examples that MSc Nano-physics or LLM Environmental Law or MA Developmental Economics pass students are not eligible for teaching positions even in colleges because the eligibility conditions prescribed in Indian institutions are not that specific and the employers believe that the candidate with so specialized master's degree has not studied other aspects of the degree. The Master's in

Environmental Law is eligible neither for the post of lecturer in department of Environment nor of that of Laws because in colleges and even in universities in India the rules and regulations restrict such tailor-made requirements. Although he was convinced that under the conditions of extreme unemployment scenario, such courses add to the difficulty of the students. To change the nomenclature after admission would be legally incorrect. At the same time, since the course structure and the course titles are approved by the EC on the recommendations of the AC, it was not possible for him to change the course nomenclature with whatsoever change in course contents. He, however, promised them that the matter will be put up in the agenda of the next AC and EC for the new admissions. Realising the legal bottleneck, students readily agreed to.

Category 3: Those issues which being unjustified or legally not tenable cannot be accepted: Issues like enhancing the salary beyond what was recommended by the selection committee and approved by the EC or giving grace marks to students. Such demands were there and then rejected.

One month for the perceptible action was demanded from the stakeholders. It was promised that first Monday, first Wednesday and first Friday of every month VC will have meeting with students, faculty and the staff wherein the "Action Taken Report" will form the first agenda item. Only thereafter, new problems of stakeholders will be taken, discussed and collectively solutions found.

It was made clear that there won't be any advisor(s) or coterie around the VC. His doors shall remain open for anyone and everyone for solving the problems or concerns. Students and the faculty were given the freedom to disturb him any time in 24 hours of the day by personally visiting or through email or cell phone or land line. This immensely added to the confidence of the stakeholders.

They were made aware that unlike other places, there is no fixed meeting/visitor's time for the VC of this university. In other words, there is no need for student or the faculty to seek prior permission from the office for meeting the VC. The priority of meeting (in case several are waiting to meet) will be students followed by faculty and in sequence the staff. The visitor from outside will get the last priority, if the prior appointment was not fixed.

This practice of meeting the students and the faculty continued for over 3 years. Thereafter, the students and the faculty realised that since they are not discouraged from meeting the VC and sharing their problems which by and large get solved. The attendance in these meetings started to thin down and the need for such regular meetings was never felt.

He framed the Vision and Mission for the University with a focus on quality teaching, cutting edge research & capacity building and shaping good human-beings. He also got prepared and approved from Statutory Bodies the University Logo, the University Anthem from the students and the faculty, and also got constructed the University Monument by the University engineering and horticultural wing.

Vision of CU Punjab, Bathinda:

1. Uplift and upgrade the standards of teaching, learning and research to global levels of excellence;
2. Create international benchmarks in research, patents and consultancy services;
3. Develop a scientific temper and a performance culture of pro-active decision-making;

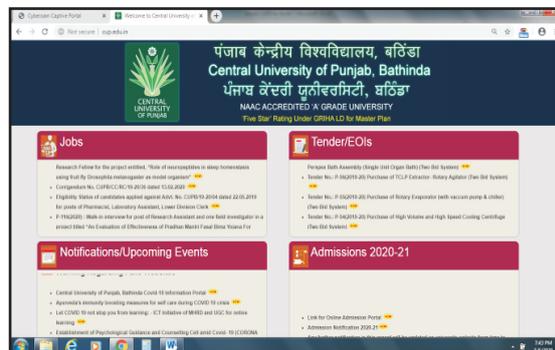
University Website: www.cup.edu.in

He took up the task of getting redesigned the University website to make it more user friendly.

The university website is very quick to open and everything visible on the front page. All the information about the university is available on our website in detail. Categorization of information makes the website user-friendly.

It also houses the important information pertaining to students, faculty, staff and dedicated pages for all sections and departments, important committees, cells etc. Links of live streaming of various events like convocation, Foundation Day etc. are made available on the website from time to time. It is updated almost every day.

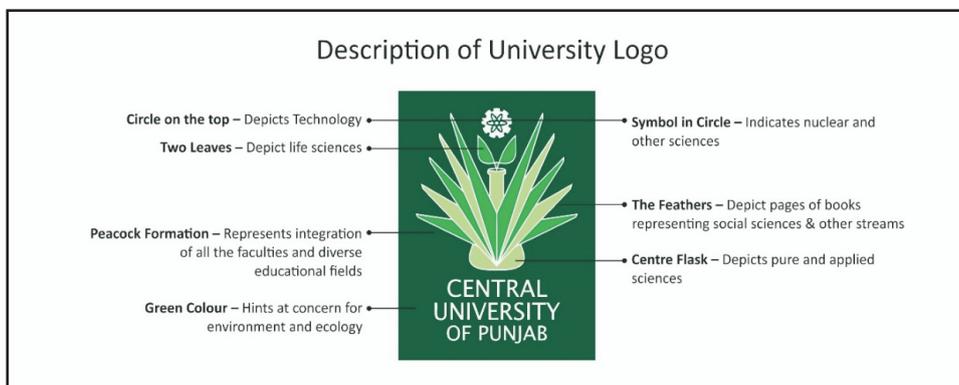
4. Act as a catalyst of change through capacity building in academic and co-curricular excellence.
 5. Create an environment for seamless integration of stakeholders and surrounding communities.
- Mission of CU Punjab, Bathinda:**
1. Shape students as epicentre of knowledge, culture, skills & technologies.
 2. Offer good research facilities across disciplines.
 3. Promote innovation in teaching, learning, evaluation, research and consultancy.
 4. Shaping ignited minds and workforce dedicate to create new knowledge
 5. Solve the problems and concerns of the surrounding community.



University Website

University Logo:

The university logo was prepared with the help of Director Public Relations of DAV University, Mr. Vikas Kahol. Each component of it depicts meaning. It is in rectangular shape in the ratio of 3:2 and comparable to the logos of some of the very good universities of the world. It was approved and adopted by the Statutory bodies on 15-11-2014.



University Anthem

Punjab Kendriya Vishv vidyalaya
 Punjab Kendriya Vishv vidyalaya
 Sanskritiyon ka milan bindu
 Vigyan drishti dharan karke
 Vidya ki is fulwari se
 Mahke desh ka prangan sara
 Gyan vigyan ka madhur sangam
 Jeevan mulyon ka sahara
 Ye navachar ka path padhata
 Desh videsh ki samjh badhata
 Bhavi peedhi ka yah nirmata
 Vishv bandhutav ka bhav sikhata
 Teri shan rahe tera maan rahe
 Punjab Kendriya Vishv vidyalaya
 Punjab Kendriya Vishv vidyalaya

University Anthem:

The university wanted to get composed its own University-Anthem. It being an important “kul-Geet” / group song should be perfect highlighting university vision. There were several suggestions to seek proposals from the composers and singers. The VC was of the opinion that we are a university expected to guide and show path to others. Who would be better than ourselves to understand the vision and choose the relevant best words to explain it and also to sing it? It was enough for the Hindi teacher Dr Rajinder and some students to compose it, edit it and also sing it.

कुलगीत

पंजाब केन्द्रीय विश्वविद्यालय
 पंजाब केन्द्रीय विश्वविद्यालय
 संस्कृतियों का मिलन बिन्दु
 विज्ञान दृष्टि धारण करके
 विद्या की इस फुलवारी से
 महके देश का प्रांगण सारा
 ज्ञान विज्ञान का मधुर संगम
 जीवन मूल्यों का सहारा
 ये नवाचार का पाठ पढ़ता
 देश विदेश की समझ बढ़ाता
 भावी पीढ़ी का निर्माता
 विश्व बंधुत्व का भाव सिखाता
 तेरी शान रहे तेरा मान रहे
 पंजाब केन्द्रीय विश्वविद्यालय
 पंजाब केन्द्रीय विश्वविद्यालय

As our university has a national character, we wanted it to be in our national language and should be brief to be completed with in a span of less than a minute. It has very simple meaningful Hindi words, easy to understand and pronounce. The whole university was happy with it. This was approved by the Statutory bodies and then adopted. It was first sung by our students on 15th August, 2018 during celebrations of India's Independence Day after Flag hoisting.

University Monuments:

The University being a place of learning, show-casing and recognizing the hidden talent and creativity with which the youth is full of. The VC wanted to have some place on the campus for some out-door cultural activities and social gatherings, especially in the absence of an Auditorium. The option was to extend the task of creating an ambience outdoor to the same team that was constructing the buildings. As we were not happy on any of the counts (time, quality, price) of construction, we decided to develop it on our own with our engineering and horticultural wing. The desire was to dedicate this campus to our nation builders – Farmers, soldiers of defence, scientists and technologist. So, a befitting monument of the University “Jai Jawan, Jai Kisan, Jai Vigyan, Jai

Anusandhan” with pleasing greenery and soft lights and patriotic music was developed across the road of the Academic Block. On one side there is large area which is fit to serve as platform for stage and meetings. It not only adds to the beauty of the Academic Block, but will be used for functions and social gathering.



Monument in front of Academic Building



Monument at night



Four sides of the Monument: Jai Jawan, Jai Kisan, Jai Vigyan, Jai Anusandhan



Administrative block at rented campus (city campus) on Mansa Road Bathinda

Accreditation and National Ranking

In order to improve the quality in administration, educational transaction and improve research and capacity building within the framework of rules and regulation, the Government of India through its ministry and the UGC has desired every university and the college for accreditation through its agency, National Assessment and Accreditation Council (NAAC). The Agency enjoys full autonomy in letting the universities and colleges get feedback on its status of teaching, learning, evaluation, research curriculum, innovation, student-teacher ratio, best practices, governance etc. at an interval of every 5 years. It has been mandatory for every institution of higher learning to display the NAAC grade on their respective websites.

Simultaneously, the Higher Education Department of the Government of India has made it optional for every higher education institution to find their relative positioning in national ranking through National Institutional Ranking Framework (NIRF).

The following comparison makes it convenient in understanding the respective roles of NAAC and NIRF

NAAC Accreditation	National Institutional Ranking Framework (NIRF)
Accreditation is a 5-year comprehensive assessment of the institution as a whole.	National Ranking is a yearly affair
Accreditation gives absolute grade which was revised in July 2017 from 4 (A, B, C, & D) to 7 (A+, A, B++, B+, C & D) grades	Ranking is relative in character to the other institutions similarly placed
It is compulsory for every university that seeks government funding	Ranking is though not compulsory but important for relative assessment and feedback on performance
The 7 parameters that include teaching, learning, evaluation, research curriculum, innovation, student-teacher ratio, best practices and governance etc.	In each of 5 parameters, percentile score using the log-function has been derived. Ranking is open to all
NAAC grade is a reflection of the quality of procedures and governance	The score is a reflection of the institution's standing vis-a-vis other institutions in the similar category

NAAC Accreditation: It is mandatory for every university that seeks government funding to get accredited by the National Assessment and Accreditation Council (NAAC), a government funded autonomous body of UGC with headquarter in Bangalore on completion of first 6 years of its establishment or at least after minimum 2 batches of students have completed their degrees. The university took following two decisions in late 2014:

1. To constitute Internal Quality Assurance Cell (IQAC) which is expected to be constituted after the first cycle of accreditation. Since this quality assurance cell is expected to guide

the institution to improve the quality, we resolved to put it in place right from the earliest date possible. The IQAC was clearly instructed to keep constant focus on each and every aspect, rule and regulation required for quality improvement. It was made clear to the Director IQAC its sincere duty to guide the Vice-chancellor. In the interest of quality assurance, the IQAC was given the freedom to disagree even with the VC. This brought in an element of respectability, responsiveness and commitment of the Director and the members of the Cell towards the university.

2. It was resolved to prepare the Self Study Report (SSR) and upload it on the University Website at the earliest and to apply to the NAAC for assessment at the earliest.

As a consequence, to our above two resolves, on completing 6 years of establishment the CUPB uploaded our Self-Assessment Report (SSR) on our website on 29 September, 2015 and applied to the NAAC for accreditation on 26th November 2015

The NAAC Peer Review Team visited the University city campus, from April 26 to 30, 2016 spent enough time inspecting each and every aspect covered in the SSR, visited our infrastructure, scanned our files and proceedings of the meetings, interacted with our students, faculty and staff. The only limitation was that we were working from a rented accommodation with lease from Punjab Government and did not have our own campus built, although the land of 500 acres was in our possession and the process of allotment of contract to the contractor through Engineers India Limited – a Government of India Undertaking was in very active phase. Although it was very clear and convincing to the team, they could not be shown the building infrastructure. And this issue weighed against us.



NAAC – Youngest with 'A' Grade (Old scheme) for 2016-2021 term

Further, since during the initial period of 5 years there were initial teething issues of acquiring of land creation of space, creation of research facilities, framing of rules and later in the 6th year the Acting VC had no powers to appoint any regular faculty or the staff, we were short of employees. This limitation was also though understandable, yet it weighed against us. Other than these two relatively uncomfortable points we had everything in our favour. Our IQAC Director and the members of the cell were sure of comfortable top grade (Old scheme of A, B, C and D). Though we got the “A” grade, yet the CGPA of 3.06 in our opinion was less than our reasonable calculation, expectation and deserving claim. It is valid till May 14, 2021.

NIRF Rankings: In 2016, MHRD initiated with the National Institutional Ranking Framework (NIRF) for every higher Education Institutions. It framed parameters including teaching, learning and resources for comparing and ranking the degree awarding institutions in general category and domain-specific categories (like departments of Architecture, Laws, Medical and Pharmacy). Although it is not mandatory, yet institutions tend to apply for fair evaluation. It is unlike the ranking given and published by some private organizations magazines for their commercial interests through advertisement or promised sale.

NIRF - 95th Rank 2019NIRF – 87th Rank 2020

NIRF evaluates on following 5 performance parameters: <https://www.nirfindia.org/Parameter>

- 1: Teaching, Learning & Resources (Weightage = 0.30)
 - a) Faculty-Student Ratio with Emphasis on Permanent Faculty (FSR) [30 Marks]
 - b) Combined Metric for Faculty with Ph.D. and Experience (FQE) [30 Marks]
 - c) Metric for Library and Laboratory Facilities (LL) [30 Marks]
 - d) Metric for Sports and Extra-Curricular Facilities, Activities (SEC) [10 Marks]
- 2: Research, Professional Practice & Collaborative Performance (Weightage = 0.20)
 - a) Combined Metric for Publications (PU) [30 Marks]
 - b) Combined Metric for Citations (CI) [30 Marks]
 - c) IPR and Patents: Granted, Filed, Licensed (IPR) [15 Marks]
 - d) Percentage of Collaborative Publications and Patents (CP) [10 Marks]
 - e) Footprint of Projects and Professional Practice (FPPP) [15 Marks]

- 3: Graduation Outcomes (Weightage = 0.25)
- Combined Performance in Public and University Examinations (PUE) [30 Marks]
 - Combined Percentage for Placement, Higher Studies, and Entrepreneurship (PHE) [50 Marks]
 - Mean Salary for Employment (MS) [20 Marks]
- 4: Outreach (Weightage = 0.15)
- Outreach Footprint (Continuing Education, Service) (CES) [25 Marks]
 - Percent Students from other States/Countries -Region Diversity (RD) [25 Marks]
 - Percentage of Women Students and Faculty (WS) [20 Marks]
 - Percentage of Economically and Socially Disadvantaged Students (ESDS) [20 Marks]
 - Facilities for Physically Challenged Students (PCS) [10 Marks]
- 5: Perception (Weightage = 0.10)
- Process for Peer Rating in Category (PR) [100 Marks]

Based on the above parameters, Central University of Punjab is placed at 87th rank from among the 5805 applications. It is the only one from among the new CUs and 8th among the all Central Universities. This is the youngest university in the top 100 institutions.

Year	Overall Institutions of higher learning including Universities	Total Institutions including domain specific applicants	Ranking of Central University of Punjab, Bathinda
2016	233	3565	65th (Youngest University in top 100)
2017	732	3224	150-200
2018	957	3954	>200
2019	1479	4867	95th (Youngest University in top 100)
2020	1667	5805	87th (Youngest University in top 100)

IQAC: Internal Quality Assurance Cell:

To facilitate and develop a participative system of the institution for planning interventionist strategies, to remove deficiencies and enhance quality in academics and administration, IQAC was created in February 15, 2015 with Professor Ashok Dhawan as the founder Director. The first meeting of the IQAC was held on July 9, 2015.

The IQAC at CUPB works for overall quality enhancement in various areas such as curriculum development, teaching-learning and evaluation process, infrastructure resources, students' support systems and governance structure.

At present, the IQAC is functioning with the new team with twenty members with Prof. S. K. Bawa as Director under the Chairmanship of Prof. R. K. Kohli, Vice Chancellor of CUPB. The team comprises members of Alumni association, current students, faculty members, Administrative staff, Industrialists, local social workers and the former and current Vice-chancellors from other universities.

IQAC Goals:

- a) To develop systems for consistent action to improve Academic and Administrative performance in CUPB.
- b) To promote best practices and developing a quality culture to ensure quality enhancement in CUPB

The Cell has been made very responsible. For any decision on policy framework, opinion of IQAC Cell is given due weightage. The Director has been given powers to question the opinion or the approvals given by even the Vice-chancellor.

On regular basis the IQAC convenes the meetings and perform several activities including Academic Audit, Financial Audit, Lab Audit, Infrastructure Audit, Curriculum Audit. It also organizes meeting with the faculty to guide on preparation of question papers, frame syllabi for Learning outcome-based curriculum -its advantages etc. It prepares Curriculum Audit Reports every year and analyses the feedback from parents, students, alumni and other stakeholders on the curriculum and completion of course contents and evaluation mechanism. Likewise, on well approved parameters it regularly conducts internal and external above stated Audits.

With the intervention of IQAC, the University has constituted various committees, cells and divisions for good governance. These include:

- IQAC Cell
- Academic Audit & Monitoring Cell
- Placement Cell
- Students Counselling Cell
- Grievance Redressal Cell
- Competitive Examination Cell
- Anti-Ragging Cell & Squad
- International Students Division
- SC/ST/OBC and Minorities Cell
- Anti-Discrimination Cell
- Internal Complaint Committee

The details of the working of these committees are covered later.

CHAPTER-3

Procedure of Admissions

Summary points

- Have only PG and PhD Programmes. We have not started with UG Programmes.
- For PhD admission, holding of Fellowship or scholarship from recognised funding agency is essential
- Unlike several of the Central Universities we do not allow Non-NET fellowship of 8,000 per month
- We do not allow any PhD student to exceed the prescribed tenure.
- The admissions are done through combined/Common Entrance Test conducted jointly for about 10 new central universities every year. The test centres are at nearly 100 locations in India.
- All admissions for the Entrance Tests followed by admissions of the candidates as per merit takes place through online mode.
- CU-Punjab is the only University that operates fully through on-line mode. The student admitted has to come to the university with her/his luggage to the university. The remittance of admission fee, allotment of hostel room and anything related to the new comer is online. The programme (like any other programme) has been prepared in house by the faculty and staff. Some of the software programmes have been prepared by students under earn-while-you-learn scheme.
- Students are not required to visit the office of the Registrar as everything is online.
- The demand ratio for admission to PG and PhD programmes is very high.
- Since meritorious students are vigilant, we do not need to advertise through print and digital media. Unlike many universities we post our notice for admission onto our University website and once give short insertion in a very few national dailies.
- Our Prospectus is free for download from our website.

Central University of Punjab admits students only for PG and PhD programmes. Because of space constraints, UG programmes have not been started, yet. Likewise, because of poor job employability for engineering graduates, BE/B.Tech. courses have also not been started as yet. This goes so with the directions of the government of India. Our admissions are based on a common entrance test initiated by the collaborative efforts of some of the new Central Universities.

Wide-spread admission notice is carried/posted in leading national newspapers, Website, social media & SMS. Students apply online for admissions which are managed by one of the CUs (Central University of Rajasthan). The common Entrance Tests (CET) on OMR sheets for every discipline is held at over 100 places across India. Every aspect including the date of declaration of result related to this test is announced in advance. Students while filling in the forms have the right to choose, in order of preference, any number of universities and the disciplines of their choice. After declaration of the result of the CU-CET, the prospective students are expected to apply for admission in the discipline of their choice to the respective universities free of cost. This application, for our university is filled online. The candidates are encouraged to communicate with the university through email or telephone. Everything from filling of form to Counselling, Fee Payment / refund, admission / cancellation is all online. Perhaps Central University of Punjab was the 1st from among the university system to have with 100% on-line admissions

PG Programmes

- Through Common Entrance Test (CU-CET).
- CUP-Bathinda is the only CU amongst new CUs that adopted Fully-Online admissions
- Admissions solely on score obtained in CU-CET.

Demand Ratio (Seats: Applicants)	Average Demand Ratio (Number of seats : Number of Applicants)				
	2016-17	2017-18	2018-19	2019-20	2020-21
PG programmes	1 : 39	1 : 41	1 : 57	1 : 48.75	1 : 58.80

Ph.D. Programme:

- Through Entrance Test.
- Fellowship Mandatory for admission.
- UGC/CSIR NET/GPAT/ICMR/ICAR NET required for admission to Ph.D. programmes. We do not permit Non-NET fellowship of Rs 8000 for admission
- We allow admission in Ph.D. programme only to such students who are employed in any externally funded research project with allocated fellowship budget from the Government agencies or Industry. However, admission and choice of selection lies with the University. Industry is not permitted to identify the individual and circumvent the rules.

E-Prospectus for Admission:

e-Prospectus for Admission to PG & Ph.D. Programmes (free of cost) is posted on the university website.

Online Admission for Courses & Hostels:

Anything and everything of interest to the prospective students is online. It includes, Application for Common Entrance Test, Admission application, Counselling, Seat allotment, Hostel admission, Payment and Refund of fee etc. Admission notification, Cancellation of Admission, attendance, Examination Registration, posting of marks/grades, preparation and declaration of results, Registration for convocation and anything related to new entrant.

Preparation of Time table of all programmes is through software to meet the challenge of space constraints.

Academic Calendar

The academic component of the university functions as per the Academic Calendar which has the approval of the statutory bodies i.e. AC and EC. It is uploaded on the university website before the admissions and is scrupulously followed. Teachers and students are made aware of it. In this Calendar the dates of examination are also given. It is so designed that by the mid-semester, half of the course of each paper gets covered. The students and the teachers are aware of the schedule of the possible coverage of the syllabus and that of the exams. Under no circumstance (except the national disaster like the Covid-19), the dates of examination are changed. The mid-semester test, like the surprise tests are conducted by the class teacher during the scheduled class. The teaching schedule of the day before and after the test continues as usual. The syllabus of each paper is divided into 4 units. Two units are expected to be covered by the mid-semester. By that time, at least 2 surprise tests are also held. The end-semester tests cover the whole syllabus.

Ph.D. Portal

This portal has been designed to serve as single window from admission till the pass-out stage for

Academic Calendar – 2020-21	
Because of Covid-19 pandemic issue, the whole academic calendar had to be shifted ahead. Even the following calendar is tentative at the moment.	
<i>Admission Process</i>	01.09.2020 to 30.09.2020
<i>Commencement of Classes</i> 1. Old Students (3 rd Semester) 2. Fresh Batch (3 rd Semester)	01.09.2020 30.09.2020
<i>Conduct of End Semester Examinations</i>	21.01.2021 to 31.01.2021
<i>Winter Vacation</i>	No vacations
<i>Commencement of Classes for Even Semesters</i>	20.01.2021
<i>Dispersal of Classes</i>	21.01.2021
<i>Conduct of End Semester Examinations</i>	15.06.2021 to 30.06.2021
<i>Summer Vacations</i>	30.06.2021 to 1.07.2021
<i>Commencement of Next Academic Session</i>	02.08.2021
In order to make-up the loss of time due to Covid-19 Pandemic, the university will work 6 days a week instead of 5 days a week (as at present)	

PhD students of various programmes offered by Central University of Punjab. It has the following relevant features: -

Admission criteria: We admit students to Ph.D. Programmes twice a year—January and July. July admission is through Common Entrance Test along with other programmes for general admissions in summer session. Those who have qualified UGC-CSIR NET/ICAR NET or GATE/PAT etc. National Tests for research and hold an independent fellowship from Government bodies (UGC/CSIR/ICAR/ICSSR/ Atomic Energy/DBT/ MoEF & CC or any such Government agency are preferred over others. Those who have not qualified any of the above national tests and do not have fellowship/scholarship are considered for admission only if they figure in merit of the common Entrance Test and are working as Project Fellow in a Research Project (with a balance tenure of 2 years) from the Government Agency or the Industry to the faculty member of the university of the relevant department. Holding of a fellowship/scholarship is mandatory for PhD admission. The merit of the Entrance Test remains valid till the notice for the next Admission Test is announced.

For Industry or Private Agency Sponsored Project (with MoU with the University), it is mandatory for the industry/body/agency to park requisite funds for the project and the fellowship amount at the rate as per the UGC/DST norms for at least 3 years in advance with the university.

Direct admission to PhD in winter (January) session. It is exclusively for such interested aspirants who have qualified UGC-CSIR NET/ICAR NET or GATE/PAT etc. National Tests for research and hold an independent fellowship from government bodies (UGC/CSIR/ICAR/ ICSSR/Atomic Energy/DBT/MoEF & CC or any such government or autonomous public funded agency. The admission is based on the merit in the interaction with the committee for assessment of research potential in the field/area of research in which seat exists.

The Demand Ratio for admission to PhD in CUP-B for the last 3 years had been as under :

Demand Ratio (Seats : Applicants)	Average Demand Ratio (Number of seats: Number of Applicants)				
	2016-17	2017-18	2018-19	2019-20	2020-21
For Ph.D. programmes	1 : 2.2	1 : 227	1 : 74	1 : 104	1 : 109.41

Other features introduced in the Portal include the following:

Online Counselling:

Students can apply for admission through this portal for attending an online counselling and admission process.

a) Student Dashboard:

Students can upload their synopsis and semester progress reports any time anywhere.

Students can view updates about synopsis and semester progress approval at different stages on their dashboard.

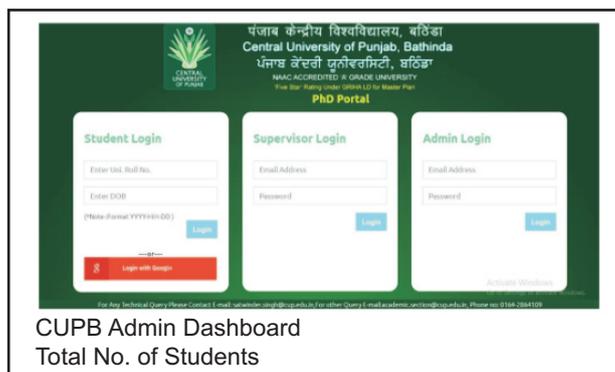
b) Supervisor Panel:

Supervisors can see their student's progress for synopsis and semester progress report on their dashboard.

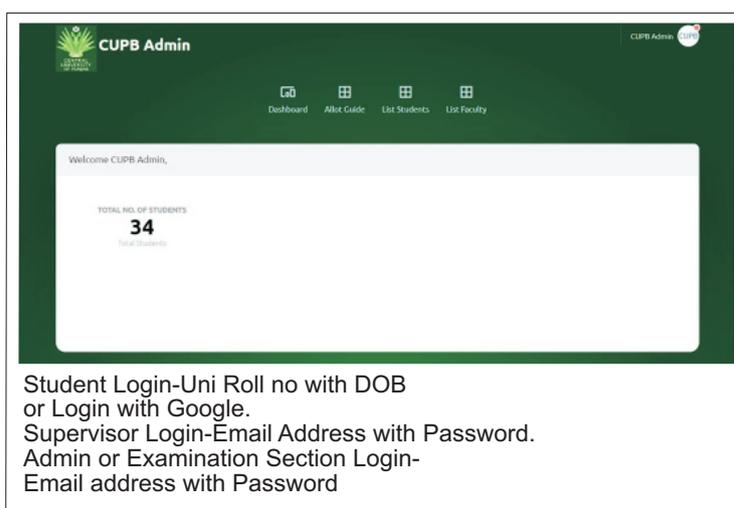
Supervisors can take various action on synopsis and semester reports like suggestions to the candidate, fill the viva report, forwarded to examination cell.

c) Administrative Panel:

All students and supervisors are managed in the admin panel. Through this Administrative Panel, students are allotted to the supervisor(s). It is through this panel that the Deans of the respective faculties, and the University administration can view the report and other daily updates of the scholar

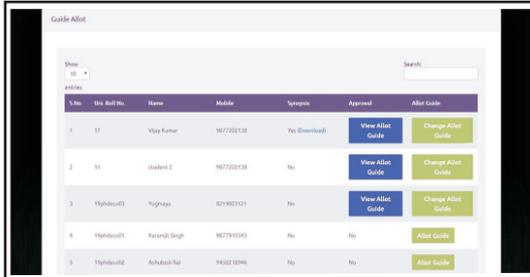


CUPB Admin Dashboard
Total No. of Students

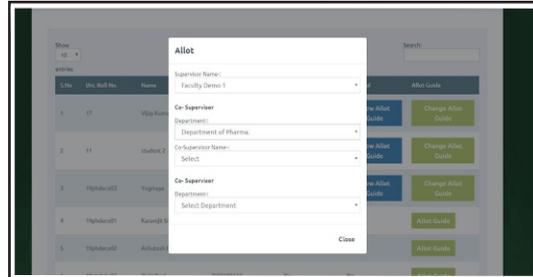


Student Login-Uni Roll no with DOB
or Login with Google.
Supervisor Login-Email Address with Password.
Admin or Examination Section Login-
Email address with Password

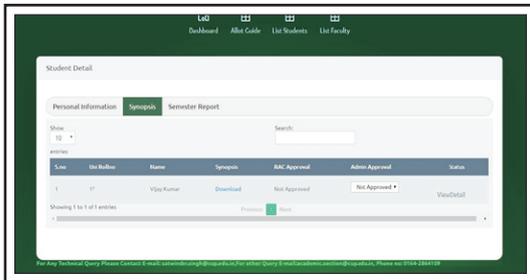
Admin Panel



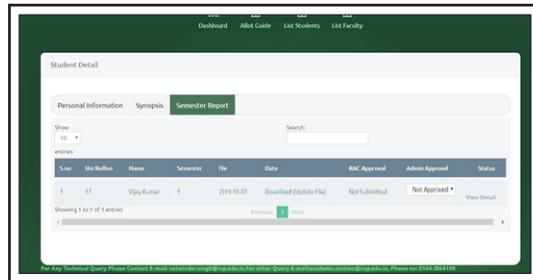
Guide Allot Page
 1) Allot Guide
 2) View Allot Guide
 3) Change Allot Guide



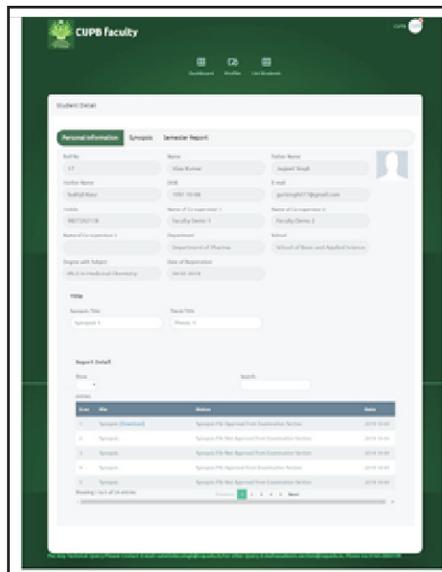
Allot Page



Synopsis Detail
 Admin Approval After RAC Approval



Semester Progress Report
 Admin Approval After RAC Approval



Student Personal Information
 1) Student Detail
 2) Synopsis or Thesis Title allot from Guide
 3) Student Report Deal

Main Dashboard**Benefits:**

- This saves the time
- Brings in more transparency to the system.
- Student's queries tremendously decrease
- Chances of manual mistakes are almost nil
- The office, student and the guide may not miss the important milestones

On-line attendance of students

As per the UGC norms a student has to have attended 75 % of the lectures delivered to be eligible for taking the exam. In order to timely make the students aware of the possibility of shortage of their attendance as well as freeing the teacher from the hassles of calculating and maintaining the record of attendance of every student, it is felt necessary to maintain the attendance record at one place. So, the university has developed programme of on-line attendance. The class teachers need to mark only the absentees regularly. Rest everything is taken care of by the programme

We had biometric system of attendance for the faculty and staff. We were planning to introduce it even for the students as well when we shift to the new campus. However, in view of the threat of spread of communicable diseases like current Covid-19, we have to dispense it with for the time being.

CHAPTER-4

Recruitment of Faculty and Staff

Summary points

- Extremely fair and transparent process of recruitment in letter and spirit. Whole process of interaction is audio and video recorded for our own defence.
- It is ensured that no recommendation other than merit works on the selection committee
- Recruitment is based on well – defined, transparent, un-biased system.
- Vacancies are advertised in ~ 100 newspapers on DAVP rates all over India. In addition, Open Rolling System and university website is also available.
- Fellows of National Academies are also requested to suggest good scientists to apply.
- Applications are invited online. Form is candidate friendly. For multiple posts one does not require to fill in all columns again. Those who do not fulfil essential qualifications are not able to proceed further.
- Forms are processed for basic eligibility by the recruitment cell of Establishment branch. Candidates are informed accordingly. In case of any discrepancy candidate are given 5 days to defend their eligibility.
- Eligible candidates are shortlisted on well-defined criteria posted on the website by the short-listing committee (SLC).
- Candidates are encouraged to evaluate their score and match with that of SLC. Scores are communicated to candidates and given 5 days to defend their score/claim, if so required.
- Names of screened/shortlisted candidates are posted on the University website and also informed individually.
- We invite 15 candidates, in order of merit, for the first vacant seat. For every subsequent seat, 5 more are invited. In case of tie with the lowest in the merit of the top 15/20 /25 (as per the situation) or if someone grumbles is also invited.

- So far there has been no litigation on selections. It is primarily because of full transparency and lack of anybody's influence.
- The Selection Committee members are contacted personally by the Vice-chancellor. Their names remain confidential from anybody till the time of the interaction.
- Selection Committees especially in sciences comprises mostly the Fellows of National Academies. For humanities and languages also members/fellows of ICSSR and Sahitya Kala or the Vice Chancellors in relevant field are invited as experts for interaction with the shortlisted eligible candidates.
- The candidates invited for interaction are considered equal in merit for the purpose of scores in the interaction.
- Only the three subject experts and the Dean Academic Affairs are entitled to award scores independently. The Chairman of the selection Committee and the Nominee of the Visitor ensure the full fairness of the award of the scores. Consultation is sometimes discouraged. Special invites (women/ SC-ST-OBC) are expected only to observe. The scores awarded by the experts and the Dean Academics independently are averaged and the recommendations made.
- The candidates are requested to make a presentation on her/his research focus meant for opening-up and evaluating communication skill. The experts discuss the research issues from published papers to evaluate if the candidate knows well his area and has the potential of independent research.
- The discussion atmosphere is kept congenial and comfortable for the candidate
- At the end, the candidates are requested to write feedback of the interaction. With this, we learn her/his writing ability as also get the opportunity of improvement, if any.
- Candidates from abroad or hospitalised (if in India) are interviewed through Skype.,

Fair & Transparent Recruitment Process for Faculty & Non-teaching staff

The recruitment of the faculty and staff is one of the most important and rigorous process. The success and failure of the university depends on this activity that forms the foundation of the institution. It has to be extremely transparent and free from unsought recommendations and influences from seniors, friends and relatives. The value of the vice-chancellor or Director of any institution is judged by the result of recruitment. No doubt, one has to work within the frame of the

Rules and Regulations prescribed by the UGC and procedures set for the purpose by the Executive Council.

The university takes pride in committing that our recruitment system is well defined, fair, unbiased and transparent.

Faculty Sanctions:

The UGC sanctions the number and status of posts for every department. So far as per the norms and sanctions, each department has 7 sanctioned positions - 1 Professor, 2 Associate Professors and 4 Assistant professors. Against the sanctioned positions we can appoint regular faculty following a procedure. In case suitable candidates for regular faculty positions are not available and there is dire need for teaching, the university is authorised to appoint person(s) on temporary basis that comprises “on contract” for a fixed duration on fixed wages or hire on lecture basis (Guest faculty). The person on Guest faculty is not considered on the roles of the university.

Procedure for Faculty Selection for Regular Position at CU-P :

Notice for filling of the vacant posts is advertised in national dailies mostly in English and Hindi and in regional language, Punjabi in size 8x4 cm in over 50 newspapers on DAVP approved rates. The details of the vacancies, their number, terms and conditions, pay structure and the prescribed application form (which is online) are posted on the university website www.cup.edu.in

The copy of notices accompanied by a brief letter from the VC are also sent through emails to accomplished scientists, Fellows of Academies in India and abroad requesting for bringing it to the notice of prospective candidates. Likewise, university employees are also encouraged to bring the advertisement to the information of their contacts.

Any person is also encouraged to apply anytime round the year. It is referred to as “Open Rolling System”. Those who submit their application under Rolling System prior to the publication of the vacancy notice are contacted and information sent through email requesting the interested person to apply on the prescribed online form.

Normally 3 to 4 weeks' time period is given for the prospective candidate to apply.

Application Form:

The application form is made available online on our University Website. It is ensured that at no stage it is not accessible. The server is kept on UPS for 24 hour and the Generator in case of continuous power cut for over 12 hours. The form is user friendly. In case someone wants to apply for more than 1 post, he/she will not have to fill the form again. The candidate will need just to fill in the name of the Post in the prescribed drop-down box and pay nominal application fee. The SC, ST, Physically Challenged and female candidates are exempted from paying even the nominal fee which is payable only on-line.

In case an applicant does not fulfil any of the essential eligibility conditions, he/she will not be able to complete the form or proceed further. This has been done to save the candidate from wasting the time and energy in filling up the form. Likewise, the dropdown boxes for educational qualifications, age,

sex, category etc makes the task easier for the applicant as well as for shortlisting.

As soon as the candidate submits the online application, the form in printable version appears on the computer screen of the candidate. He/she is required to print the form, sign it and post it to the university. For covering the time period of postal transaction, seven additional days after the deadline of the submission of online application are given for the signed hard copy along with attachments for verification to reach the university. At the midnight a minute after 12^o clock of the last date of submission of the online application, the server in the university stops to accept any online submission. One is able to submit the form only if everything has been done and no column is left blank.

During this period of about a month between the advertisement and the last date of online submission of application, a fool-proof provision of enquiry and help line is made available to the applicants. Enquiries through email, SMS, written application or verbal through phone are also attended to.

Procedure for Call for interaction:

The applications received online get automatically numbered at the time of submission. The applications are first screened by the office staff for ensuring eligibility. Applications of the candidates showing discrepancy of any sort are contacted through email. They are given 5 days for defence / correction.

The forms are subjected to second screening and shortlisting by a 3 to 5-member committee of teachers with at least one who is not a member of University faculty. The committee is assisted by the non-teaching staff. Members with conflict of interest are not allowed to be a part of the committee. It has been noticed that the colleagues do not allow even a very little advantage to the applicant. Sometimes even the initial eligibility gets challenged. For maintaining transparency and honesty, we allow such behaviour of the members. It is very clear to every member of the committee that they will be held personally responsible for any mistake that leads to favouring/disfavouring any candidate.

Scores are calculated by the above screening and shortlisting committee (SSC) as per the pre-announced prescribed quantifiable parameters as given in the terms and condition contained in the advertisement notification. The shortlisting criterion is available on the university website. The parameters involve credit for teaching experience, research output in terms of number and quality, research guidance, seminars organised, research projects completed etc. The respective candidates are encouraged to calculate their own scores. The score calculated by our SSC are communicated to the respective candidate. Simultaneously, the scores of all the candidates are posted on our university website and made open for information of all. The candidates are given 5 days to challenge our calculation of their score. In case of any discrepancy brought to our notice is again subjected to thorough checking.

For interviewing/interacting with the prospective candidates, we invite 15 candidates (by and large) for 1 post. And for every subsequent post, 5 more are invited. The applicants who are on the borderline of the shortlist are got thoroughly rechecked. Sometimes in case of difference in the score at the threshold is to the level of fractions of a unit, this number may increase 15. Similar criteria are

followed in case of reserved posts. Those who insist on their score against the decision of the screening committee are asked to appear before the selection committee to put forth their case. In cases where the UGC regulations are not clear, such candidates are also allowed to appear before the Selection Committee for its own judgement and resolve.

The candidates (except for SC and 'divyang' persons) come on their own risk and cost. We reimburse travelling charges through shortest route from the home and back to the scheduled cast and 'divyang' candidates.

SC and 'divyang':

Female applicants are exempted from paying even the nominal fee.

Selection Committee:

The selection committee is constituted as per the Act and Statutes. All selection Committees for Class A posts are chaired by the Vice-chancellor. These comprise a nominee of the Visitor and members as per the Act and Statutes and the UGC Regulations. The external experts of the selection Committee are only the accomplished scientists – the Fellows of the National Academies (INSA, IASc, NASI, NAAS, in case of sciences) or Indian Council of Social Sciences Research (in case of Humanities/social sciences) or National or State level Sahitya Academies (in case of languages) or the Vice-chancellors wherever Fellows are not available. In case the candidates invited for interaction include SC/ST/OBC/female/divyang, and incidentally from among committee members there is none from these categories, teachers from the university or outside representing the respective category is also invited to be a part of the selection committee as observer.

In order to keep confidentiality, only the Vice-chancellor communicates with the external experts. They, in turn, are encouraged to communicate for anything, only with the VC.

Interaction for Selection:

The short-listed candidates are given about 10 days to come before the duly constituted selection committee for interaction. For quantifying the potential of the candidate, a pre-defined criterion has been made. Only the external experts and the Dean of the respective faculty from the selection committee are entitled to evaluate the potential of the candidate. They independently give marks to each candidate without any influence of anyone. The VC ensures the fairness of the whole process. The Visitor's nominee and special invitees serve as observer. Like the VC, none of them award marks. Each candidate is evaluated on the following parameters:

- a. **Communication Skill:** As per our university rules, since it is a national level university with an objective of academic excellence at global level, the medium of instructions is only English. Otherwise also we have students from abroad as well as from every state of India. The candidates need to interact with the selection committee in English. In the call letter the candidates are advised to come prepared with a 10-15 minutes power point presentation on the focus of research done and proposed to undertake in case of selection. The selection committee evaluates the confidence, body language and

communication skill suitable for delivering lectures to the PG students. This carries 20 per cent weightage.

- b. **Research Potential:** As the vision of the university is creation of new knowledge and capacity building, it is essential to see if the candidate knows his/her research problem, objective, methodology and future prospects of the work. For this the experts try to ask questions from his/her published research papers. With this the real contribution of the candidate in the work gets judged. It has been seen that in many cases especially in case of candidates who work abroad in a team remain just the helper. Their name is included in the publication. But in fact, he/she is not aware of the real issue or the objective of the research conducted. When such candidates join, they fail to independently think and work. Such faculty members fail to provide leadership to young learners. As a result, the objective of capacity building of the university suffers. This component has 40 per cent marks.
- c. **Domain Knowledge:** Each faculty member is expected to teach PG students, apart from doing research. It becomes important to assess the subject knowledge beyond the research area. The university wants overall development of the department and the subject. The subject experts are expected to evaluate on this count. Therefore, this also carries 40 percent weightage.

While interacting, we take extra care that the candidate is comfortable and does not become tense. After simple questions about his personal wellbeing and his/her family by the chairman of the selection committee, he/she is prompted to make the presentation about his/her work. By this time, he/she gains focus and comfort to respond to the experts.

The three experts and the Dean of the faculty independently award scores to each candidate. The awarded score of all the four are added and the cumulated score value of each candidate is worked out. Those who score less than 50 percent are rejected / not considered suitable. Merit list from the rest (above 50%) of the candidates interacted with is prepared. Accordingly, the proceedings of the selection committee meeting is prepared. It is signed by external experts, Dean of the faculty, Visitor's nominee, special invitees and the Vice-chancellor. The proceedings are sealed there and then.

Feedback: Before leaving the interaction table, the candidate is given a piece of paper and requested to share his/her Feedback of the interaction. This not only gives us a chance to see his/her writing skills and temperament but importantly make us aware of our shortcomings, if any.

For our own defence, our whole process of interaction is audio and video recorded. Appointments:

The sealed envelopes containing the proceedings of the selection committee are put before the Executive Council for consideration one by one. After the approval of the selections, the office of the Registrar processes the selections and prepare the offer of appointment which contain some terms and conditions which otherwise also are posted on the website. The candidate at the time of appointment is required to submit self-attested copies of his documents including the research

papers published and claimed at the time of interaction with the selection committee, sign the duplicate copy of the prescribed code of conduct as the token of having read it and submit an affidavit to commit that in case anything wrong claim in the application comes to the notice of the university at any stage, he/she will be fully responsible and liable to action as per rules.

The candidates who apply from abroad or on the date of interaction are not in India or are medically unfit to travel because of hospitalization on the date of interview are given the option of interacting with the selection committee through Skype. However, they have to produce evidence in support of his/her claim. Such candidates apart from producing evidence of not being in India or incapacitated due to medical reasons are asked to send the feedback through email. No other reason like wedding in the family or of the self or someone in the family is unwell is considered for the interview through Skype.

Instead of giving “appointment” letter, we give “offer of appointment” letter. It is only after the selected candidate accepts the terms and conditions of the appointment that joining is allowed.

Our Strengths

Dedicated Faculty from 18 States

- Meritorious, qualified and committed faculty, representing 19 states.
- Most of them are trained at reputed National/ International laboratories.
- The faculty have large number of research publications to their credit.
- Our faculty include, JC Bose National Fellow, Ramalingaswami Fellow, Ramanujan Fellow, DST INSPIRE, PDF, UGC-Faculty under FRP, all with rich overseas research exposure.
- For guiding and leadership, we have Visiting and Adjunct Professors.

Incentives to Faculty and staff

- Funds 40% of the overhead charges of the externally funded research project for any professional activity like meeting travel, registration and subsistence for participation in national/international conferences or paying membership fee of societies or for books, payment fee for publication etc.
- Travel allowance
- One-time research seed money (Rs. 3 lakhs to Science faculty and 1.5 lakh for Humanities).
- Children education (school/college fee) is subsidised up to a limit
- Medical reimbursement as per CGHS rates and rules
- LTC and Home travel reimbursement as per Gol rules.
- Medical leave, Maternity leave, Paternity leave, Child care leave
- Leave encashment

- Cash Prize & Research Awards on performance basis.
- Transit guest house facility possibility

Committed Non-teaching Staff from 14 States

- CUPB has dedicated, dynamic & hard-working staff from 14 states.
- Good blend of young, energetic & experienced staff which results in versatility in work.
- Staff is having experience from well recognized organizations in diverse fields which helps them to implement latest technologies and promote good office practices.
- Form Format of selections for individual experts (Annexure 1)
- Form Format of proceedings (Annexure 2)
- Consolidated Evaluation Table (Annexure 3)
- Form format of offer of appointment (Annexure 4)
- Format for promotion under CAS (Annexure 5)

ANNEXURE 1

**PROFORMA FOR USE BY INDIVIDUAL EXPERTS AND DEAN
ACADEMICS
CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

INTERVIEW FOR REGULAR POSITION OF

(.....)

Advt. No.....

Department:

Date:.....

Time: am

INDIVIDUAL EVALUATION SHEET

Sr. No.	App No.	Category Applied	Name of Candidate	Research aptitude (20) (based on publications, innovations, originality in thinking)	Communication and teaching Skill) (10)	Interview Score(20) (Knowledge Content in the subject Domain)	Final Score (Out of 50)
1.							
2.							
3.							
4.							

**Member
Selection Committee**

ANNEXURE 2

**PROFORMA FOR PROCEEDINGS OF THE INTERVIEWS
CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

INTERVIEW FOR REGULAR POSITION OF
(.....)
Advt. No.
Department:
Date:..... Time: am

Venue:.....

Proceedings of the meeting of the Selection Committee for selection ofin the **Department of** on regular basis in the Academic Pay Level-..... (Entry pay Rs...../-) advertised vide Advt. No....., held on in the Central University of Punjab, Bathinda.

MEMBERS PRESENT

- | | | |
|----|-------|--------------------------|
| 1. | | Chairman |
| 2. | | (Visitor Nominee) |
| 3. | | Member |
| 4. | | Member |
| 5. | | Member |
| 6. | | Member |
| 7. | | (Special Invitee) |

The following candidates were called for the interview:

App. No.	Category	Name of the Applicant

The following candidates were present in the interview:

App. No.	Category	Name of the Applicant

After interviewing the candidates and taking into consideration their academic record, teaching and research experience/publications, quality of publications, communication skills and other academic contributions, the Selection Committee recommends that the following persons be empanelled in order of merit as (Name of the Post) in the Department of on regular basis in the Academic Pay Level-..... (Entry pay Rs. /-) with emoluments as per/University rules.

- 1.
- 2.
- 3.
- 4.

The Competent Authority could assign him/her teaching duties in the same or related subject in other teaching Department(s)/Centre(s) of the University in order to utilize his/her subject expertise/specialization and to meet the needs of allied Department(s)/Centre(s) at a given point of time with the limits of workload as per the University norms. In addition to teaching & research other duties could also be assigned.

NOTE: Summary bio-datas of the candidates empanelled for appointment are appended. It is presumed that the candidates presented before us are eligible as per the University/UGC norms. It is certified that there is no conflict of interest in respect of any of the candidates interviewed.

..... (External Member) (External Member) (External Member)
..... (Visitor's Nominee) (Member) (Special Invitee)
	 (Chairman)

ANNEXURE 3

**PROFORMA FOR CONSOLIDATED WEIGHAGE
CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

INTERVIEW FOR REGULAR POST OF

(.....)

Advt. No.

Department:

Date:.....

Time: am

Venue:.....

CUMMULATIVE EVALUATION SHEET

Sr. No.	App No.	Category Applied	Name of Candidate	Member-1	Member-2	Member-3	Dean/HOD	Total
1.								
2.								
3.								
4.								

.....

.....

(External Member)

.....

.....

(External Member)

.....

.....

(External Member)

.....

.....

(Visitor's Nominee)

.....

.....

(Member)

.....

.....

(Special Invitee)

.....

.....

(Chairman)

ANNEXURE 4

पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

नगर परिसर, मानसा मार्ग, बठिंडा-151001

ईमेल: registrar@cup.edu.in

वेबसाइट: www.cup.edu.in

दूरभाष : +91-164-2864106

**Central University of Punjab***(Established vide an Act no. 25(2009) of Parliament)*

City Campus, Mansa Road, Bathinda-151001

Email: registrar@cup.edu.in

Website: www.cup.edu.in

Tele: +91-164-2864106

Ref.: CUPB/CC/Estt./2020/Aptt./PF/.....**Dated:**

To

«Address»

Email : «Email»

Contact : «Contact»

Sub: Offer of Appointment for the post of «Post» in the Department of «Department», School of «School» -reg

With reference to your application for the above mentioned post against University advertisement No. CUPB/19-20/05 dated 22.05.2019 and interview held on «Date_of_Interview», the Executive Council of the University in its 35th and 36th meeting is pleased to offer you the appointment as **«Post» (under «Category» Category) in the Department of «Department», School of «School»** on terms and conditions as mentioned below:

1. The appointment is provisional and is subject to the community/caste certificate (if applicable) being verified through the proper channels. If the verification reveals that the claim of the candidate belongs to SC/ST/OBC (non-creamy layer) is false, your services will be terminated forthwith without any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificate.
2. **Nature of appointment:** Appointment is on regular basis and the age of superannuation is 65 years as per rules.
3. **Probation:** You will be on probation for one year from the date of joining. The period of probation can be extended in accordance with rules of the University.
4. **Pay & Allowances:** Your basic pay will be Rs.«Basic_Pay»/- in Pay Matrix Academic Level-«Pay_Scale» as per 7th CPC plus usual allowances as admissible. The final pay will be fixed as per the rules of the Central University of Punjab/Gol.
5. **Leave:** Leave rules will be applicable as per the Leave Rules of Central University of Punjab. In the absence of leave rules, UGC/CCS leave rules will be applicable mutatis-mutandis.

6. **Terminal benefits:** You will be entitled to such terminal benefits as applicable to you as per prevailing rules on the date of joining the University.
7. **Duty:** You have to perform such duties as may be assigned to you by the Head of the Department/Competent Authority.
8. **Medical Examination:** The appointment is subject to the production of a certificate of fitness from the Civil Surgeon/Chief Medical Officer of Govt. Hospital/University Medical Officer.
9. **Termination of Service: University may terminate your** appointment without assigning any reasons (a) on one month's notice during the period of probation or **salary in lieu thereof** and (b) on three months' notice **or salary in lieu thereof** after completion of the probation period or vice-versa.
10. **Pension Scheme:** You will be governed by **New Pension Scheme**, as notified by the Govt. of India, Ministry of Finance.
11. **Plural Marriage:** An employee of Central University of Punjab cannot contract plural marriage.
12. **General Conditions:** Other conditions of service will be governed by the relevant Central University of Punjab bye-laws, rules and orders in force from time to time. In case the University bye-laws, rules and orders are silent on any service condition, the UGC rules and/or Government of India rules would be applicable. It will be obligatory on the part of an employee to get himself/herself acquainted with various regulations and rules and their amendments from time to time.
13. You will be required to produce Relieving Order and Vigilance Clearance Certificate from your present employer before joining the post, if previously employed.
14. Yours last five years ACRs/APARs are also required to be submitted in a sealed envelope by your parent institution to Central University of Punjab, Bathinda if you were previously employed on regular basis.
15. If at any time during your service, it is found that you have made wrong declaration in your application for the post or submitted wrong documents, your services are liable to be terminated without notice.
16. The Competent Authority could assign you teaching duties in the same or related subject in other teaching Departments of the University in order to utilize your subject expertise/specialization and to meet the needs of allied Departments at a given point of time with the limits of workload as per the University norms. In addition to teaching & research, other duties could also be assigned as deemed fit by the Competent Authority.
17. You may be posted at any School/Department/Section of the University at any of its Campuses with the approval of the Competent Authority.

18. During your association with the CUPB or afterwards (wherever relevant), you will not involve yourself in any act, activity or omission detrimental to the interests of the University, or which may adversely affect the reputation or image of the University.
19.
 - a. You shall be appointed under a written **Contract** with Central University of Punjab (on a non- judicial stamp paper worth Rs. 25/-) and **Code of Professional Ethics** as per the format available on the university website www.cup.edu.in, which shall be lodged with the University and a copy of which shall be furnished to the employee concerned.
 - b. Any dispute arising out of the contract between the University and the employee shall be at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an Umpire appointed by the Visitor. Presiding Officer shall be appointed as per the provisions of Arbitration and Conciliation Act 1996 and its amendments from time to time.
 - c. The decision of the Tribunal shall be final and no suit shall lie in any civil court in-respect of the matters decided by the Tribunal.
 - d. Every request made by the employee under sub-section (b) shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996 and its amendments from time to time.
 - e. The procedure for regulating the work of the Tribunal shall be prescribed by the Statutes.
20. At the time of joining the University, you are required to fill up/submit the following forms duly available on the University of Website www.cup.edu.in:-
 - a. Duly signed copy of the appointment letter.
 - b. Attestation Form for police verification
 - c. Oath of Allegiance
 - d. Details of Family
 - e. Declaration Form on Plural Marriage
 - f. Home Town declaration
 - g. Details of Immovable property
 - h. Aadhaar Card
 - i. Identity Proof viz. Voter's Card/PAN Card/Driving License/Passport
 - j. Four copies of Passport size photographs.
 - k. Valid Certificate of Caste (if applicable) issued by the Competent Authority and should not be older than 6 months in case of Other Backward Classes (OBCs) (Non Creamy Layer).

21. You also need to submit verified copies of the marks sheets/degrees/certificates of X, XII, Graduation and other higher degrees and relevant certificates from respective Boards/Universities/issuing authorities. In case, if the University is not satisfied with the verified documents, the University will get the same verified from the respective Board/University and the cost shall be borne by the respective candidate.
22. Notwithstanding anything contained in the above terms and conditions, the decision of the Competent Authority shall be final.
23. A copy of this offer of appointment has also been sent on your e-mail id provided by you in your application.
24. You are required to report for duty **on or before 28/07/2020**, failing which your appointment would stand cancelled.
25. If this offer of appointment is acceptable to you on the above terms and conditions, you are required to return the **duplicate** copy of this letter duly signed in token of your acceptance of the above offer of appointment within fifteen days of the dispatch of this letter through registered post and via e-mail.

REGISTRAR

ACCEPTANCE

I accept the offer of appointment on the above terms & conditions and will join the University on _____

DATE :-

SIGNATURE

PLACE:-

Copy to:-

1. AR (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. Dean Academic Affairs: for information
3. PA to Registrar: for information of the Registrar
4. Dean, School concerned: for information
5. Deputy Finance Officer: for information
6. HOD/HOD (O) of Department concerned: for information
7. Assistant Registrar (Establishment)
8. Personal file

Code of Professional Ethics for the Faculty of Central University of Punjab, Bathinda

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organisation and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as; assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
10. Participate in extension, co-curricular and extra-curricular activities including community service.

II. PROFESSIONAL ETHICS*

This part of the code provides guiding principles of professional ethics of every member of the faculty of Central University of Punjab. It is the desire and purpose of the university to support and encourage scientific research and education, and to facilitate the creation and application of knowledge in the management of resources. Towards these ends, this Code is intended to further scientific understanding through the open and honest communication of research; to assure appropriate accessibility of accurate and reliable information to employers, policy makers, and the public; and to encourage effective education and training in every discipline. Teachers / scientists of the university are expected to follow this Code

(A) General: Each member of the faculty should observe the following principles in the conduct of their professional affairs:

1. Teachers/scientists will offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will strive to accurately represent scientific understanding and knowledge and to avoid and discourage dissemination of erroneous, biased, or exaggerated statements.
2. Teachers/scientists will not represent themselves as spokespersons for the university without express authorization by the Dean University Instructions/Vice-chancellor.
3. Teachers/scientists will cooperate with other researchers whenever possible and appropriate to assure rapid interchange and dissemination of scientific knowledge.
4. Teachers/scientists will not plagiarize in verbal or written communication, instead will give full and proper credit to the works and ideas of others, and make every effort to avoid misrepresentation.
5. Teachers/scientists will not fabricate, falsify, or suppress results, deliberately misrepresent research findings, or otherwise commit scientific fraud.
6. Teachers/scientists will conduct their research so as to avoid or minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.
7. Teachers/scientists will not discriminate against others, in the course of their work on the basis of gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
8. Teachers/scientists will not practice or condone harassment in any form in any professional context.
9. In communications, teachers/scientists should clearly differentiate facts, opinions, and hypotheses.

10. Teachers / scientists will neither seek employment, grants, gains, nor attempt to injure the reputation or professional opportunities of another teacher / scientist by false, biased, or undocumented claims, by offers of gifts or favors, or by any other malicious action.
11. Teachers / scientists will not publish work done by others or their students they have guided in their own name(s) and without the co-authorship of the student(s) / other collaborators

(B) Specific: Teachers of the university are expected to adhere to all sections of the Code; the following principles apply particularly to such individuals.

1. Teachers will present evidence of their qualifications, including professional training, publications, and experience, when required.
2. Before accepting offer of temporary appointment from any outside private agency, teachers should weigh the harm caused to the University in the event of accepting the short-term personal gain.
3. Teachers will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of this Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, teachers should advise clients or employers of the conflict in writing.
4. In seeking employment through bids, teachers will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.
5. Teachers should use the university resources available to them, in performance of work contracted independently from other institutions, only with the full knowledge and consent of the university. Inappropriate use of access to the university resources should be avoided.
6. Teachers will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties. It should be brought to the notice of the University as well.
7. University will utilize, or recommend utilization of appropriate experts whenever such action is essential to solving a problem.
8. Teachers will not knowingly associate professionally with, or allow the use of their names, reports, maps, or other technical materials by any enterprise known to be illegal or fraudulent.

(C) Publication: The following principles of ethical professional conduct apply to the faculty of Central University of Punjab for reviewing, editing, or publishing grant proposals and papers in the professional literature in general.

1. Researchers will claim authorship of a paper only if they have made a substantial contribution.
Authorship may legitimately be claimed if researcher(s)
 - a. conceived the ideas or experimental design;
 - b. participated actively in execution of the study;
 - c. analyzed and interpreted the data; or
 - d. Wrote the manuscript.
2. Researchers will not add or delete author(s) from a manuscript submitted for publication without consent of those author(s).
3. Researchers will not include as coauthor(s) any individual who has not agreed to the content of the final version of the manuscript.
4. Researchers will not submit for publication any manuscript containing data they are not authorized to use. The University assumes that the Principal Investigator(s) of a research project retain the right to control the use of unpublished data resulting from the project unless otherwise specified by contract or explicit agreement.
5. Researchers will not represent research results as new if they have been published or submitted elsewhere, or submit a manuscript for publication while it is under review for possible publication elsewhere.
6. When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner. Likewise, the guides / supervisors will not publish the work done by their students under their authorship and denying the credit to the student
7. Researchers will not purposefully delay publication of another person's manuscript or that of the student they have guided to gain advantage over that person or to punish the person.
8. Researchers submitting manuscripts for publication will promptly report to editors any errors in research results or interpretations discovered after submission of manuscript or its publication.
9. All the authors should put their signatures on the manuscript before submitting for publication. This will ensure that none of the authors was ignorant as regards the content of the paper. This will ensure equal responsibility of each author.
10. In terms of the order of authorship, it is proposed that students should be given authorship depending upon their contribution.
11. For success in science, interest in the subject is foremost. It is followed by the team-

spirit and mutual confidence among the team-mates. Therefore, for allotment of students to various faculty members subject to the availability of the seat and specialization as well as willingness of the teacher, choice of the students should be the foremost criterion.

(D) Erratic Marking:

1. If the other university/Institute brings to our notice any case or erratic marking by the Central University of Punjab employee then an Expert Committee should be constituted to establish the truth. If the Expert Committee also confirms that erratic marking has been done, the concerned employee should be issued a warning to remain cautious in future.
2. If a case of erratic marking is found against an outside employee doing examination work of Central University of Punjab, then he should be debarred from doing the University's examination work in future. The matter may also be brought to the notice of the concerned University/Institute for taking action against the concerned employee as per rules.
3. If a case of erratic marking is found against an employee of Central University of Punjab for doing own university's examination work then as Expert Committee should be constituted based on whose findings a regular enquiry may be instituted. Competent authority could then decide appropriate punishment as provided in the university's regulations.

III. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the students in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

IV. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

V. TEACHERS AND AUTHORITIES

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

VI. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint staff-councils covering the both teachers and the non-teaching staff.

VII. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VIII. TEACHERS AND SOCIETY

Teachers should:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Certificate from the Faculty Member joining to serve the University

This is to state that I have carefully read and understood the contents of the above "Code of Ethics for the Faculty of Central University of Punjab, Bathinda". I promise to observe, in letter and spirit, this Code of Ethics.

As a mark of above promise I put my hand on it and submit it to the Registrar with my joining report. A copy of it is being retained for my use.

(Signatures of the teacher)

Place : Bathinda

Name:

Date :

*modified from the code of ethics adopted by ESA, USA and Punjab University for its accredited scientists

ANNEXURE 6 For CAS promotions

Interview for promotion from Associate Professor (Pay Matrix Academic Level-13 A) to Professor (Pay Matrix Academic Level-14) under **CAREER ADVANCEMENT SCHEME (CAS)**

DEPARTMENT OF

Date of Interview:

INDIVIDUAL EVALUATION SHEET

Sr. No.	Name and Designation	Research Aptitude (20) (Based on publications, innovations, originality in thinking)	Communication and Teaching skills (10)	Interview Score (20) (Knowledge Content in the subject domain)	Final Score (Out of 50)
1					

.....
EVALUATOR

Interview for promotion from Associate Professor (Pay Matrix Academic Level-13 A) to Professor (Pay Matrix Academic Level-14) under Career Advancement Scheme (CAS) in Department of

Date of Interview: 07/10/2019; Time: _____:00 PM

EVALUATION SHEET

Sr. No.	Name and Designation	Expert-1	Expert-2	Expert-3	Dean/HoD	Total
1						

Evaluator

Interview for promotion from Associate Professor (Pay Matrix Academic Level-13 A) to Professor (Pay Matrix Academic Level-14) under Career Advancement Scheme (CAS) in Department of

Date of Interview: 07/10/2019; Time: _____:00 PM

Proceedings of the meeting of Selection Committee for promotion from Associate Professor (Pay Matrix Academic Level-13 A) to Professor (Pay Matrix Academic Level-14) under Career Advancement Scheme (CAS) in **Department of** held on _____ at _____:00 PM in the _____

PRESENT

- | | | |
|------|---|-------------------|
| i. | - | Chairman |
| ii. | - | Visitor's Nominee |
| iii. | - | Member -Expert |
| iv. | - | Member -Expert |
| v. | - | Member -Expert |
| vi. | - | Member |
| vii. | | |

Following eligible candidate was called for interview for promotion under CAS:

1. Dr. ----, Associate Professor, Department of ----.

After interviewing the candidate and taking into consideration the application for CAS, PBAS performas, API Scores, Research Publications and recommendations of the committee constituted to evaluate and verify the API scores and other eligibility conditions as laid down in UGC regulations, the selection committee recommends that the following person may be promoted from Associate Professor (Pay Matrix Academic Level-13A) to Professor (Pay Matrix Academic Level 14) under CAS w.e.f. the date mentioned against his name:

Sr. No.	Name of the teacher	Department	Eligible / Not Eligible	Date of Promotion under CAS w.e.f.
i.				

.....

 (Member Expert) (Member Expert) (Member Expert)

.....

 Member (Visitor's Nominee) (Chairman)

CHAPTER-5

Examination and Evaluation

Summary points

- Four modules of equal weightage of Examination for continuous evaluation, involving different types of tests – MCQs, Subjective (long and short answer), problem solving, project type etc.
- Course curricula matches 100 % with the National Syllabus adopted by CSIR and UGC. In addition, 20 % relates to recent developments in the field.
- The syllabi are grouped into 4 sections. Each section is tested equally through 4 types of tests
Which include (a) Surprise tests (MCQs), (b) Mid semester subjective test, (c) End semester subjective test and (d) Online End semester MCQs – each carry 25% weightage. The (a), (b) and (c) tests are held during scheduled classes. While (d) is held through Intranet.
- Results are declared officially and the Detailed Award-card prepared within 3 days of the last online test.
- The Intranet test starts with a Tri-lingual Feed-back form about the course teacher, Once the form is submitted, the question paper gets on to the screen and prescribed time starts.
- Students have the option to select the date, time and the course for the Intranet which remains open for a week and in different scheduled time of start.
- If not satisfied, a student can retake the online test after registration. Best of the two tests are considered for the final tally of marks.
- The question papers start with easy and gradually increase the difficulty level.
- On submitting the response sheet, the result of the online test pops up on the screen
- We follow 10-point grading system. Detailed marks Card are prepared in-house.
- The result is posted on the National Academic Depository (NAD) for free verification by the student or his/her employer or whomsoever, he/she authorises.

- The bi-lingual degrees are prepared on very rich quality tear-proof, water-proof termite proof paper with 13 advanced security features and affixed in a hard folder with University logo is presented during convocation by the Vice-chancellor in the presence of hon'ble Chancellor, with an element of grace and respect earned by the graduate.
- Through a democratic process the university has prepared a simple Indian Khadi dress code for female and male graduating students, faculty, and the dignitaries
- We award gold plated silver medal to the eligible toppers of the batch during the convocation with the name of the student and the course embossed on it.
- We invite eminent academicians and people of high moral value as the Chief Guest for the convocation and delivering of Convocation address.
- Live streaming is a part of convocation for the families and friends of graduating students.
- The event remains purely professional. No body (Press, media, photographer etc) is allowed to disturb the proceedings of the Convocation.
- The University is up to date with the award of convocation. There is no backlog.

Use of Technological Interventions in Examination & Evaluation

CUPB has a unique system of Examination and evaluation involving digital technology intervention. It works on the logic that on one hand, in practice every day is a day of our testing, while on the other we see in our country, our students invariable get tense during examination. We do hear suicides and attempt to such extreme steps taken due to the fear of tests/exams or for poor performance than the expectation. In order to get the fear of examination evaporated from their personality and minds, we have designed our examination system in 4 modules in each semester. Each module/component carries weightage of 25 percent.

Our approach is to train the students in quick analysis, power of synthesis and expression, independent thinking, problem solving potential, quick perception, apt analysis and effective expression – both verbal and written. Since such skills are tested in the CSIR – UGC NET and other competitive examination. In such competitions, speed of solving objective type questions with increasing difficulty level are tested. We want our students to get trained in quickly solving the MCQs and effectively synthesize and express their answers of the subjective type questions - both short answer and long answer types. The assessment of time provided for solving the question paper is also a part of our training.

Of the total, 50 percent of examination and evaluation is subjective type question paper while the balance includes, objective type question papers through surprise tests and end term online test, term papers, project reports and seminars. In our examination system there is hardly any choice. Almost every question is compulsory. The 50 percent of examination and evaluation is continuous spread into the whole semester while the balance 50 Percent is at the end of the semester term.

It is heartening to find that because of our examination training, the pass percentage of our students who appear in the CSIR-UGC NET, GATE, G-PAT etc. test is perhaps the best in the country for the last 4-5 years.

The other reason for such a strikingly good success rate is our course contents/syllabi of our courses/programmes. It is compulsory for every programme/course to adopt the respective model syllabus prescribed for the UGC-CSIR NET exams as such and add to it 20 per cent of the content as per the choice of the Board of Studies and School boards. This additional 20 per cent comprises latest developments in the subject/field (Latest notable award-winning works of Nobel Prizes/ Albert Einstein Awards, National Awards), the specialization of the class teacher department faculty, and latest developments in the region, nation or the world (like Climate change, biodiversity, different conventions, Covid-19). The content of some such topics keep changing. Such fast changing advanced and topics of current importance make the student to think beyond their text books. They are prompted by their Board of Studies to prepare term papers, submit project reports based on local level study, deliver seminars, and participate in Journal Pal discussion etc.

Evaluation Tests/Exams (briefs)

1. Surprise Tests:

- No prior announcement, 10 MCQs; all compulsory, No negative mark for wrong answers.
- Evaluated OMR or Answer sheets submitted with the Examination branch within stipulated time
- Term paper topic is randomly selected by the student. Evaluated submission is submitted with the office.
- Assignment is given by the teacher. Evaluated sheet is submitted with office
- Marks obtained are transmitted online into the account of the respective student automatically

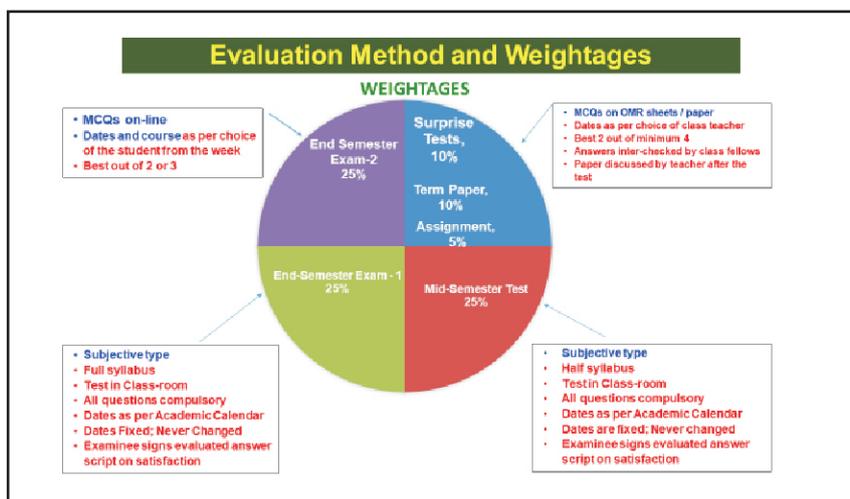
2. Mid-Semester Tests and Final Written Test:

- Each such test is organized within a week assigned in the academic calendar during mid semester and end of the semester.
- The format of the test paper is fixed. It has 5 questions - All compulsory, subjective type; weightage as per the choice of the teacher.
- Time allotted is 1 hour during class teaching time.

- Teaching continues as usual on the days of the tests as per the time table.
- Evaluated sheets shown to the students and signatures obtained after satisfaction
- Evaluated sheets submitted with the office and the marks obtained are transmitted online to the Examination branch
- Marks get entered into the account of the respective students automatically
- Marks assigned are counter checked by the office and correctness verified by the teacher

Online End semester Examination Process

Through online mode of 1-hour duration on Intra-net



Module 1: It continues throughout the semester. It carries 3 sections- Surprise tests, Term paper and assignments.

- Surprise Tests:** Minimum of 4 surprise tests of multiple choice questions from the portion of the syllabus already covered are given to the students. Each surprise test carries 5 percent of the total marks of the paper. The choice of the date of test lies with the teacher. If someone is absent for any reason whatsoever, will get zero credit of the test. The best two of the minimum four tests are included to the final score. The teacher, if so desires may give more than 4 tests. The marks obtained in best two of the tests (i.e. maximum of 10 per cent of the total marks) will get credited towards the final scores. The question paper is discussed by the teacher in the classroom itself. The answer sheets of the students are distributed randomly among the students for evaluation. The evaluator puts his/her signatures and is held responsible for mistake if any. It is a fact that no student is willing to give credit for wrong or un- attempted question.

- b. **Term Paper:** The class teacher offers a list of topics related to the course for the students to choose from for writing a term paper. The deadline for the submission of the term paper is announced at the time of allotment/selection of the topic. The student has the liberty to change the topic with information to the class teacher in writing. The student can consult any book, journal or discuss the topic with friend or even the teacher. The script language of Term paper has to be English, since the medium of instruction for the national university is English as per the ordinance. The Term paper carries 10 per cent weightage of the total possible score.
- c. **Assignments:** Every student during the course of studies is given assignment(s) by the class teacher. Basic purpose of the assignment is to train the students to apply mind to such situations which require understanding of the topic(s) and its application to real life problems. The assignment(s) given are submitted by the due dates announced by the teacher. Teacher evaluates the assignment.

Every student is aware of the marks scored by her/him. The class teacher transmits the marks of each student to the controller of examination which gets added to the respective registration number of the respective student. The students have access to see the correct posting of their marks in the office of the Controller of Examination. Discrepancy, if any by chance, gets corrected.

Module 2: Mid-semester Test:

The mid-semester tests which are subjective type are conducted by the class teacher during the scheduled class and as per the prescribed time-table. The schedule of the tests remains as per the Academic Calendar of the session. It is duly approved by the Executive Council on the recommendations of the Academic Council and proposed by the IQAC. In no way the dates of the tests are allowed to be changed. Normally the mid-semester tests of the whole semester are conducted within a week.

The test paper has 5 questions. All questions are compulsory. These are of subjective type. The weightage of each question is as per the choice of the teacher. Usually one question is long answer type while the other 4 are short-answer type questions. The test paper is required to be completed within one hour. The teaching continues as usual on the days of the tests as per the time table.

The weightage of each test is 25 per cent of the total. The answer sheets are evaluated by the teacher ordinarily within a week of the test. The evaluated sheets are shown to the respective student who has to put her/his signatures as a mark of satisfaction. In case the student is dissatisfied with the evaluation, she/he is allowed to discuss the issue with the class teacher. Either the teacher convinces the student or get convinced to change the marks allotted. In case otherwise, following a prescribed procedure the evaluation is got done from another teacher from within the university or outside with the permission of the Vice-chancellor.

The evaluated scores of the tests are transmitted online to the Controller of examination by the teacher through the respective Heads of the Departments. Marks get entered into the account of the respective students automatically. These are counter checked by the office and correctness verified

by both - the official and the teacher

Module 3: End Semester Exam:

This module has the weightage equivalent to the sum total of the Modules 1 and 2, i.e. 50 % of the total of the semester. The Examination is also conducted as per the Academic Calendar. It has two parts A and B with a gap of one week.

Part A: It pertains to subjective type questions covering the whole syllabus of the paper. It is conducted exactly as per the Module-2, i.e. Mid-semester test in the class rooms during the scheduled class by the teacher concerned. It carries 25 per cent weightage, like that of Module 2. Evaluation is done by the class teacher. Evaluated answer sheet is shown to the student. The evaluated scores are transmitted online to the Controller of examination. Marks entered into the account of the respective students automatically are got counter checked by the office and correctness verified by both the official and the teacher.

With completion of the Part A of the module, the teacher is absolved of his/her duty of teaching, examining, evaluating and transmitting the marks to the office of the Controller of Examination.

Part-B: Online MCQ/Objective type test operation:

The student has the option to take this online test of any course any day during, before or after the schedule of the subjective type test. Both, subjective type and online MCQ type tests are to be completed within a scheduled number of days as per the Academic Calendar. The choice of the date and time for the subjective type test lies with the class teacher, while for the objective / MCQ type online test the student needs to exercise her/his choice of the day and time slot. During this period of one week and also during the operation of Part B the teacher gets at least one week for evaluating the subjective type answer sheets and submitting the marks to the university. By this time the students are also aware of their marks scored, based on their respective academic performance.

No classes are held during this period of the Part B of the Module i.e. online MCQ/objective type test. It normally extends by 5 consecutive days after the week-long subjective type test.

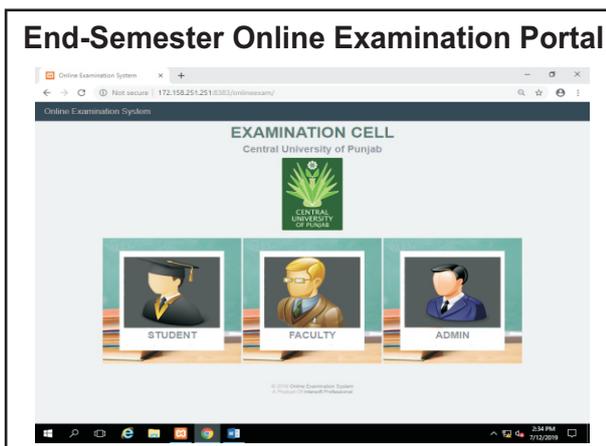
Part B of the Module is conducted online on computers placed in the Computer Centre. The machines are detached from internet and spell check and grammar checks etc. This one-hour examination is based on objective-type, all compulsory questions with multiple answers covering the whole syllabus (i.e. all 4 units) of the course. The number of questions is based on their difficulty levels. It also carries 25 per cent weightage like that of part A of the Module. The questions (Multiple Choice Questions with single or multiple answers or matching type answers or assertion-reasoning type questions) prepared from each of the 4 units of the syllabus by the class teachers or external experts with predefined difficulty level and the corresponding weightages are posted in the question bank that is maintained exclusively by a designated official of Controller of examination. The question Bank of 400-500 MCQ (3 difficulty levels) for each course is regularly updated and new questions added by the faculty every semester. Its correctness is ascertained.

In order to ensure the secrecy which is of utmost importance, it has adequate multiple encryptions. The software randomly picks the adequate number of questions corresponding with the difficulty

levels ensuring the total weightage. The computer brings before the student / examinee questions with weightage equivalent to the total maximum score prescribed for the test within one hour.

Part B of Module 4 i.e. Online End-semester Examination Process

- Question Bank MCQ 400-500 (3 difficulty levels) for each course prepared by faculty/external experts; updated and added new questions by faculty every semester; and correctness ascertained
- Each Course divided in 4 parts with equal weightage
- Exam starts with feedback form. It is mandatory for the examinee to fill it. Once this form is submitted the question paper pops up on the screen
- All questions are compulsory
- Paper starts with low difficulty level which increases progressively with according weightage of marks
- When the online paper is submitted, the marks obtained get reflected on the screen
- No classes are held during this period
- If not satisfied with the performance, one can retake the exam after registration and fee of Rs 500/=
- Best of the two scores obtained are be considered. (This clause to start w.e.f. from new admissions of 2020)
- Library remains open round the clock during exams (instead of 8 AM till 2 AM on other days round the year except 2 national holidays)



Feed-back Form – Trilingual

Student's Feed Back Form	
Options available per question / नीचे दिए गए विकल्पों में से सही उत्तर चुनिए। Excellent (90-100%) / उत्कृष्ट (90-100%) / शानदार (90-100%) Very Good (80-90%) / बहुत अच्छा (80-90%) / बहुत बढ़िया (80-90%) Good (60-80%) / अच्छा (60-80%) / ठीक (60-80%) Average (40-60%) / औसत (40-60%) / औसत (40-60%) Below Average (less than 40%) / औसत से नीचे (40% से कम) / औसत से नीचे (40% से कम) Yes / हाँ / हाँ No / नहीं / नहीं	
A. Please provide feed back for the course for which you have final examination today / कृपया उस पाठ्यक्रम के लिए प्रतिक्रिया दें, जिसके लिए आज आपको अंतिम परीक्षा है। कृपया उस पाठ्यक्रम के लिए प्रतिक्रिया दें, जिसके लिए आज आपकी अंतिम परीक्षा है।	
B. If you have then rate teacher taught this course, rate a separate performance for each teacher / यदि एक से अधिक शिक्षक द्वारा कोर्स की शिक्षा है, तो प्रत्येक शिक्षक के लिए एक अलग प्रदर्शन का उपाय करें। नोट: यदि आप दोष देना चाहते हैं तो प्रत्येक दोष देना अनिवार्य है।	
C. Provide the feed back fearlessly, your identity will never be revealed / निडरता से राय दें प्रश्न करें, आपकी पहचान कभी खोज नहीं की जाएगी। कृपया अपने प्रतिक्रिया देना कृपया, इसकी पहचान कभी खोज नहीं की जाएगी।	
1. Name of the Subject	Human Rights and Governance (HRC)
2. Name of the Faculty	Dr. Puneet Pankaj
Teaching / शिक्षण / अध्यापन	
3. How do you rate quality of content of the course?	<input type="radio"/> Excellent (90-100%) <input type="radio"/> Very Good (80-90%) <input type="radio"/> Good (60-80%) <input type="radio"/> Average (40-60%) <input type="radio"/> Below Average (less than 40%)
4. Percent classes takes during the semester	<input type="radio"/> Excellent (90-100%) <input type="radio"/> Very Good (80-90%) <input type="radio"/> Good (60-80%) <input type="radio"/> Average (40-60%) <input type="radio"/> Below Average (less than 40%)
5. Language proficiency of the teacher	<input type="radio"/> Excellent (90-100%) <input type="radio"/> Very Good (80-90%) <input type="radio"/> Good (60-80%) <input type="radio"/> Average (40-60%) <input type="radio"/> Below Average (less than 40%)
6. Language proficiency of the student	<input type="radio"/> Excellent (90-100%) <input type="radio"/> Very Good (80-90%) <input type="radio"/> Good (60-80%) <input type="radio"/> Average (40-60%) <input type="radio"/> Below Average (less than 40%)
7. Help rendered by the teacher in understanding the topics / विषयों की समझ में शिक्षक द्वारा प्रदान की गई सहायता / यदि कोई भी विषय समझ में नहीं आया तो शिक्षक द्वारा सहायता की गई।	
8. Use of examples while teaching / उदाहरणों का प्रयोग करने का समय / शिक्षण / प्रयोग करने के लिए 'उदाहरण' का उपयोग।	
9. Emphasis of focus of the course on the topics / शिक्षण पर शिक्षक के जोर का ध्यान / शिक्षण पर शिक्षक के जोर का ध्यान / शिक्षण पर शिक्षक के जोर का ध्यान।	
10. Enthusiasm reflected by teacher in teaching / शिक्षण में शिक्षक द्वारा उत्साह / शिक्षण में शिक्षक द्वारा उत्साह / शिक्षण में शिक्षक द्वारा उत्साह।	
11. Preparedness of teachers to the queries / शिक्षण के दौरान छात्रों के प्रश्नों का उत्तर / शिक्षण के दौरान छात्रों के प्रश्नों का उत्तर / शिक्षण के दौरान छात्रों के प्रश्नों का उत्तर।	
12. Opportunity given to ask questions / छात्रों को प्रश्न पूछने का अवसर / छात्रों को प्रश्न पूछने का अवसर / छात्रों को प्रश्न पूछने का अवसर।	
13. Classroom Management / शिक्षण प्रणाली / शिक्षण प्रणाली / शिक्षण प्रणाली।	
14. Punctuality in taking classes / शिक्षण के लिए समय / शिक्षण के लिए समय / शिक्षण के लिए समय।	
15. Feedback you experienced / शिक्षण पर आपका अनुभव / शिक्षण पर आपका अनुभव / शिक्षण पर आपका अनुभव।	

The Exam starts with a trilingual (English, Hindi and Punjabi languages) Feedback Form for the feedback on the teacher teaching the course. It is mandatory for the examinee to fill it. Once this form is submitted the question paper pops up on the screen. The period spent in filling in and submitting this feedback form is not included in the test time.

The Paper starts with low difficulty level questions in order to make the examinee comfortable and encouraged. The difficulty level increases progressively with according weightage of marks. There is no negative marking for wrong answer.

At the end of the test, that is, either after achieving the time limit of one-hour time or the required number of questions carrying weightage equivalent to the maximum of total marks allotted to the question paper have been offered to the examinee, the student submits the paper. As soon as the online test is submitted, the marks obtained by the examinee get reflected on the screen.

In case the examinee is not satisfied with the performance, she/he can retake the exam after re-registration by paying a fee of Rs 500/= . The first exam taken is free of cost. The better of the two scores obtained will be considered. (This clause is to start from the admissions of 2020-21 admissions). This clause is based on the premise that no system of evaluation of the academic potential / performance of the students is flawless. To know how much a student does not know is easy while it is difficult to know precisely how much one knows. What our system of examination does is an estimation not the real evaluation. That is why Indian system has switched over to grading system. Irrespective of the number of times a student takes the test, the variation in score is never drastic. The one who belongs to failure grade cannot top the list or gain A-grade or the vice-versa. One can, at the most, jump by one grade that too closer to the margins of that band. However, the

student by taking the online test again will get satisfied about her/his real academic level. To begin with, we are offering one chance of re-test. After evaluating the system and assessing the feasibility, it is proposed to offer up to 3 chances. As a deterrent, the fee for every subsequent test will be enhanced many folds. It will be for the serious takers of the re-test. Nevertheless, it will also depend on the wisdom and acceptability of the administration in force at that time.

Exam conducted during Covid-19 pandemic period:

The students were contacted online through emails and short messages on social media platform. Students of the final year (4th semester) were asked to take any number of the 6 Mock Tests as per their convenience of the date and batches (morning or evening). The final semester students were given about 10 days to register for the examination. They were also given the choice of choosing the course, the date (2 working weeks) and the session (morning or after-noon) of taking any paper. In anticipation some of the cases where due to internet connectivity there is a problem, exams of such students will be conducted later on opening of the university.

Unfortunate happening and learning from:

Since the start of the novel examination system, there had never been any problem. It was working on very well with no problem ever encountered. However, in March 2020, the whole nation was to be locked down due to pandemic threat from the Novel Corona virus that caused Covid-19. It was hoped that with the cooperation of the citizens, the situation will come under control in a month or so. By the time the lockdown was announced we had already completed the Module 1 and Module 2, i.e. 50 percent of the evaluation. For completing the pending course contents, the university with the cooperation of faculty and students resorted to online teaching and conducting their surprise tests (wherever these were pending due to any reason). Unfortunately, the Government of India and the state of Punjab had to extend the lockdown. However, as stated above the teaching of the courses through online mode by the faculty and the students from their respective homes got completed as per the academic calendar time-table (may be with little adjustments wherever required).

Since our syllabi are revised/improved every year, we were expected to accordingly improve and prepare fresh questions and improve our question bank for every course and programme. Further, from the admissions of 2019, we had started 9 new departments and accordingly some new courses, and thereby fresh question bank for online examinations are were required. As the teachers were working from their respective homes and nobody was allowed entry on the campus during the curfew / lockdown, they were to upload the question bank on the server. To meet this exigency, the teachers were given excess (though reluctantly) through to the server exclusively kept for online examination. Teachers therefore up-loaded their questions through their respective passwords.

In other words unlike the usual setup of Intranet operation of online question loading and examination, we had to switch over to internet mode, i.e. giving accen outside the university.

Discussion in the country through MHRD and UGC erupted about the careers of students studying in colleges and universities. Ultimately, the UGC allowed the universities to promote the students through process of evaluation – pen and paper type or through online digital mode.

The university already had given the option to the students to choose the course and the date from July 6 to 17 and batch (Morning or evening). The students were given 6 optional attempts for mock tests to test their connectivity and procedure.

Our online examinations started on 6th July. During the period of test, a team of 14-15 teams on the campus monitored every examinee. In case anyone opened any other window, the monitoring team through chat window would caution the examinee to not indulge in unfair means. In other words, the online exams went very well.

However, on the 8th July we were shocked to learn that someone has hacked our question bank and downloaded all the questions of 206 papers along with the right answers.

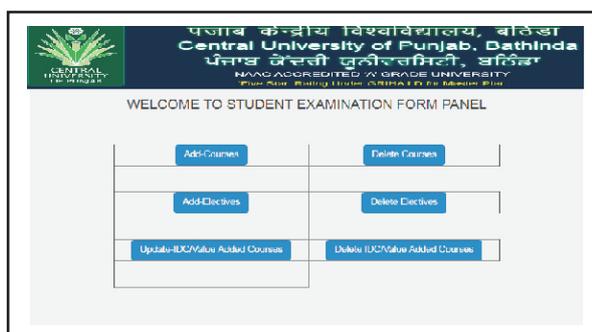
We had no option but to cancel all the 13 exams immediately, with the approval of the Statutory bodies. The FIR for this criminal case was duly registered with the local police for thorough investigation and conclusion. The existing question bank was discarded. Teachers were given instructions to prepare the question paper afresh and the online exams be conducted by the respective heads of the department/teacher under the supervision of the respective Deans of the Schools. This damage control exercise was felt necessary for immediate action. In addition, an internal inquiry to be conducted by a committee comprising 2- external experts and the DSW of the university was ordered. The committee was also asked to prepare the required standard operating protocols (SoPs) for the future.

The end semester exam of the 4th semester through online mode was started on 24th July. It was conducted collectively by the respective departments in the presence of respective Deans of the Schools.

For the 2nd Semester, the end semester exams, students were asked to register between July 23 to 31 for the online tests. There was a clause that those who for any reason (poor internet connection, power breakdown etc.) or are not satisfied with their performance will be allowed to reappear in the exam that will be conducted after opening of the university.

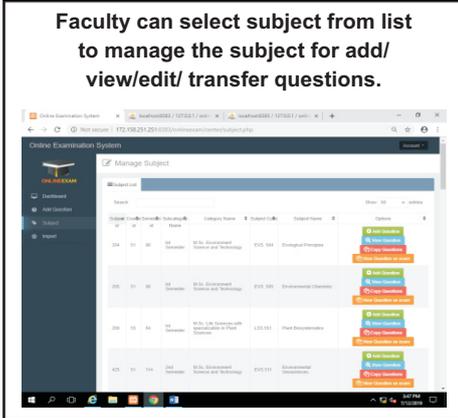
Online Examination Registration Portal

In order to facilitate the system of examination, the Office of the Controller of Examination developed in-house an Examination Form portal. Students can register themselves on this portal by filling online the Examination Form free of cost from anywhere and at any time. The admit card that is generated could be downloaded by him/her. The attendance sheets for examination can also be easily generated in pdf format from this portal.

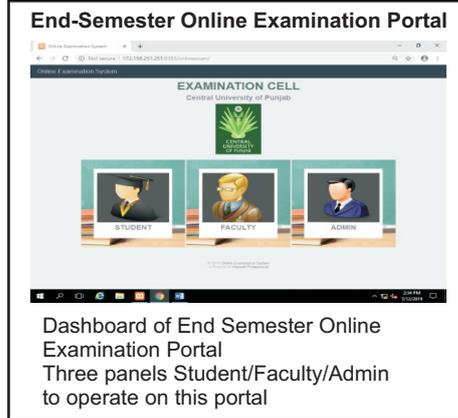


Examination Web Portal for user-friendly access

Faculty can select subject from list to manage the subject for add/view/edit/ transfer questions.

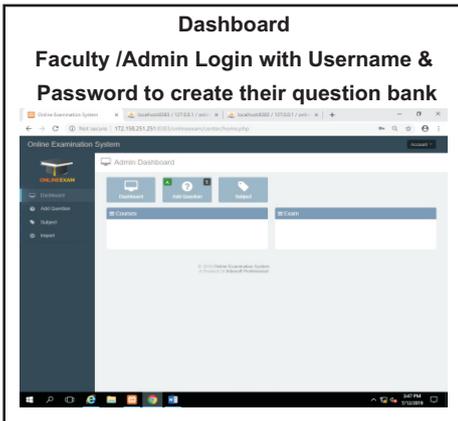


End-Semester Online Examination Portal

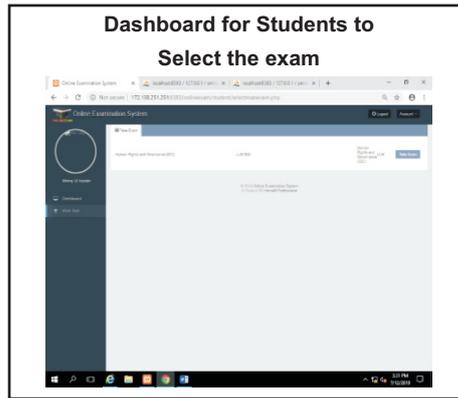


Dashboard of End Semester Online Examination Portal
Three panels Student/Faculty/Admin to operate on this portal

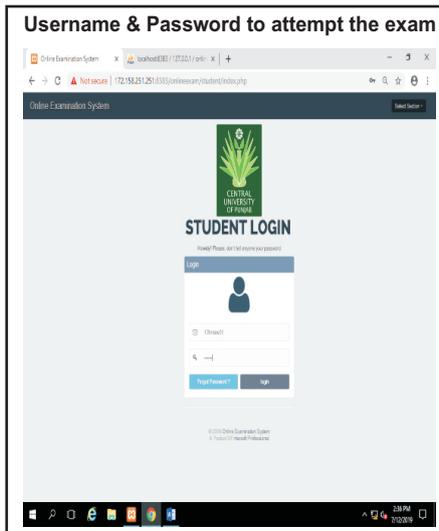
Dashboard Faculty /Admin Login with Username & Password to create their question bank

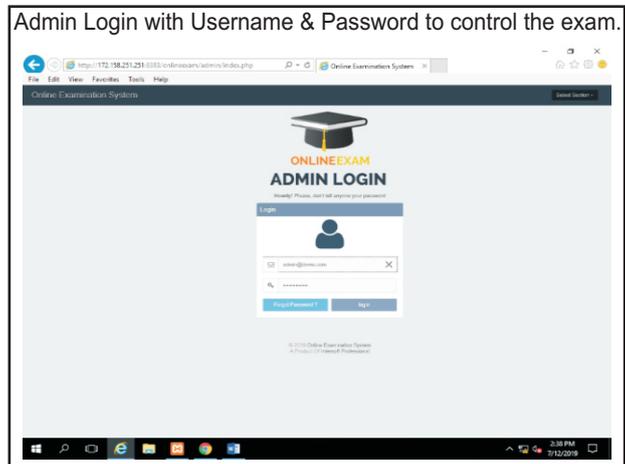


Dashboard for Students to Select the exam

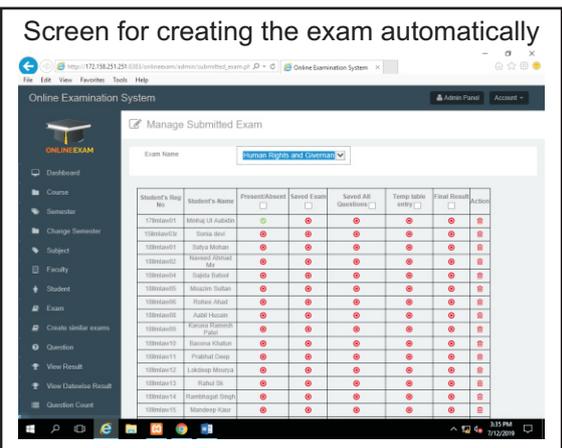
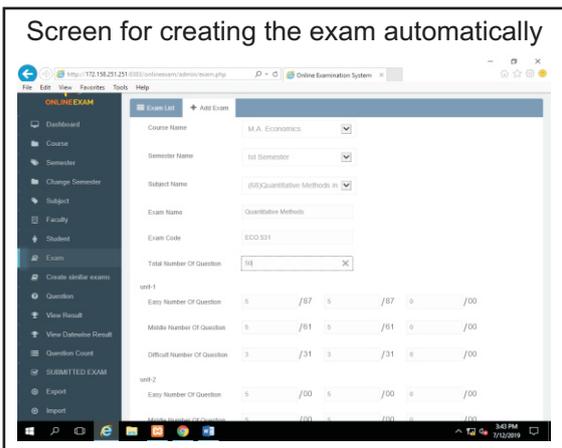


Username & Password to attempt the exam





- Students' Feedback**
1. Students are required to fill the Feedback form about the class teacher before attempting the exam of the course paper
 2. Feedback form is available in trilingual form (English, Hindi & Punjabi)
 3. Unhindered Access of students to the VC, DAA & DSW.
 4. Compulsory Students' feedback about teacher & course through online/paper (identity may/may not)



Declaration of Result:

The University declares the results of the all the programmes within a record time of a week of the last exam conducted by the university. With the cooperation of the faculty, the office of the Controller of Examination has been able to reduce the time lag from 1 week to 3 days. The effort is to bring it to 2 days, if possible. The limitation is that we are to thoroughly check, to the satisfaction of the Controller of Examination, the correctness of the scores of each student. It naturally takes some time to manually check and recheck the posted marks. The beauty of the system is that up to three-fourth of the examination i.e. up to the part-A of the Module-3 the respective teachers have already transmitted / loaded the marks of the respective students in the score sheet maintained by the office. The students are also aware of their own scores. In fact, the students get to know their scores of even the Part B, of the Module-3 i.e. online exam as and when they press the button "submit" the online answer sheet.

Ten Point Grading System: The University follows Ten Point Grading system as per the recommendation of the UGC. We had desired to follow 6-point grading system matching with some of the good universities abroad. But, in view of bringing in uniformity of the system within India and also for ease, the statutory bodies preferred the 10-point grading system.

Automated Result Processing System

Detailed Marks Card (DMC): We developed in-house a fully automated Result Processing & tabulation System. Results are imported in Excel format for the whole course in one go.

In the system, the posting of the marks obtained on the DMC is automatic and simultaneous with the click of a button. Results are made available to the students in PDF format within 3 days of their last exam. Simultaneously, the result of all the students is also transmitted to the National Academic Depository (NAD) wherefrom students can download desired no. of copies. DMCs are made available online through student's login or through NAD

The printing of individual DMC is in-house. As a matter of fact, it is creditable that fortunately, so far, there has never been any error and any controversy whatsoever in the whole set-up.

Formula for SGPA

$$\bullet \text{ SGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where **C_i** = Number of credits in the **i**th course
and **G_i** is the grade point scored in **i**th course

Grading (10 points scale system)

Grade Symbol	Grade	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	0

Detailed Marks Card (DMC) Sample

CUPB Examination Result/DMC Preparation System

Check All

Columns

Show 10 entries

Search:

Serial	Department	Roll No	Student Name	DMC No	M
01	LL.M.	17LLM.AN02	Rangon Baruah	7367	1
02	LL.M.	17LLM.AN05	Rak Singh	7368	2
03	LL.M.	17LLM.AN05	Syoo Vijay U Zahir	7369	3
04	LL.M.	17LLM.AN07	Uttam Saket Tak	7370	4
05	LL.M.	17LLM.AN08	Balinder Singh	7371	5
06	LL.M.	17LLM.AN09	Firdous Akshay	7372	6
07	LL.M.	17LLM.AN10	Jaya Sumanthi	7373	7
08	LL.M.	17LLM.AN11	Hareend Singh	7374	8
09	LL.M.	17LLM.AN12	Gurjan	7375	9
10	LL.M.	17LLM.AN13	Dimple	7376	10

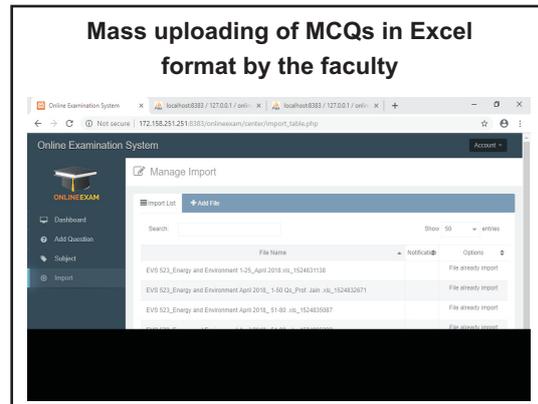
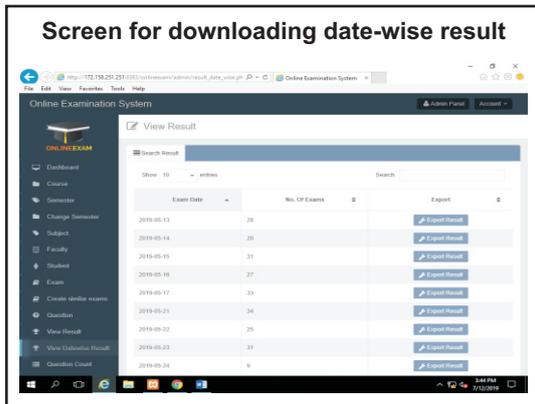
Showing 1 to 10 of 459 entries

Previous 1 2 3 4 5 ... 47 Next

The bilingual degrees awarded to the students have 13 advanced security features on a paper which is water-proof, tear-proof, termite proof and temper-proof. It has the name of the University/ Course, photograph of students, unique registration ID, University logo seal, water mark, QR Code and bar code. It can not be duplicated.



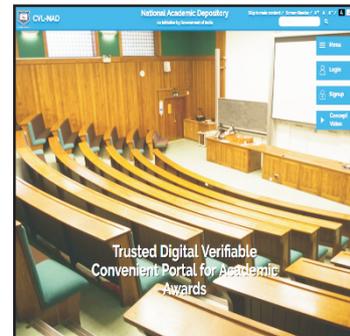
Online End-semester Examination Process



Adopted National Academic Depository (NAD) system

(Perhaps 1st University in India to have fully adopted NAD facility)

- Adopted the National Academic Depository (NAD) system for digital and safe electronic storage of all academic awards viz. certificates, degree, marks sheets etc.
- Uploaded all marks sheets on NAD from 2016 onwards.
- Students required to register themselves on NAD individually



- Students can easily download their marks sheets from NAD account from anywhere any time.
- External agencies can verify the academic record of students on NAD account anywhere, anytime

Convocation

Unlike several Universities, Central University of Punjab holds the ceremony of convocation regularly every year. So far, there is no backlog for any batch. Our effort is to hold it within a week of the declaration of result. However, it has not been made possible till date because of the extreme summer touching 48°C in the region and more importantly paucity of space in our rented campus. When we shift to the new campus it could be made possible.

- First convocation was held in 2015
- Since 2015, Convocations are held regularly
- degrees awarded: 1656
- (PhD: 70, PG: 1284, M.Phil: 302)
- No Backlog for any batch

Convocation Portal:

We have an in-house convocation portal which is accessible from anywhere in the world and at any time. Like some of the universities, we never advertise in the newspapers the holding of the dates of convocation and prior rehearsal.

The student needs to register online for receiving the degree in person during the convocation ceremony or in absentia through secured post anywhere in the world or would like to collect it personally from the university after the ceremony.

The system automatically generates the degrees without the intervention of the office, except for checking, verifying and ensuring the correctness of every entry, spellings etc.

On the portal itself the student can check the correctness of the names, course code and other degree details and also download the entry card (in case of attending the ceremony) in pdf format anytime.

The bilingual degree on a very rich quality tear-proof, water-proof paper fixed in a hard folder with University logo is presented by the Vice-chancellor in the presence of hon'ble Chancellor with an element of grace and respect earned by the graduate.

The ceremony is impressive with element of punctuality, silence, discipline, certainty no messing-up, and so far, error-free. No photographer / videorecorder or anybody is allowed to disturb the function. The event remains purely professional. There is no cultural event of any kind. The function starts with our University Anthem and ends with National Anthem.



Only the faculty, a part of administration and supporting staff and our graduating students who are to receive the degrees are allowed to attend the function. The simultaneous live-streaming of the event is enjoyed by the parents, relatives and friends from their respective places anywhere in the world. Our other students and staff have the option of watching the event simultaneously on TV screens in the hostels and other places. It is even posted on the YouTube.

Dress Code for Convocation:

Through a democratic process of consultation with the faculty and students and on recommendations of the Academic Council and approval of the Executive Council, we have done away with the traditional convocation gowns and head hoods. The head hoods and gowns used to be taken on rent. For this we had to seek quotations from the vendors and follow the proper procedure / protocol of hiring. The gowns and head hood are felt to be the source of dandruff and infections. Further, the students sometimes used to find it cumbersome to rent it and later return it to get back the security money from the contractor. Paying rent by our students for the gowns and hoods was also not up to our liking, since in our university after remittance of the tuition fee and applicable charges we do not charge anything from the students. We consider issuing the detailed marks card or awarding the degree a part of our duty.

Attire of Convocation:

In order to get rid of the practice of wearing gown and head hood, we organized a referendum wherein faculty and students participated and made our own traditions for the attire of convocation.

Ultimately, after approval of the Academic Council and The Executive Council, we replaced this ritual gown and head hood with a double layered stole made of cloth, with our University Insignia printed on both sides towards the end of it. The colours of the stole and their border margins distinguish the faculty (Science, languages, humanities, laws, engineering etc.) the student belongs to.

The graduating students who receive the degrees wear the following dress code:

For graduating boys: White Kurta-Pajama (Khadi)

For graduating girls: White Kurta and legging or White Salwar Kameez or White Saree preferably with a narrow border. In case of saree with a particular border is not available with the candidate, then plain or golden bordered saree may be chosen

Code for Stole for boys or girls: Cream coloured Stole with logo of University and coloured border as follows: - the colours of the Stole as follows distinguish the major faculties:

- For Ph.D. degrees of any stream: Green border
- For PG degrees of Science stream: Red border
- For PG degrees of Humanities / non-science stream: Blue border

For Male Faculty Members: White Khadi Kurta Pajama with Cream coloured Stole with logo of University and coloured border as follows: -

- Green for Ph.D. holders of any discipline

- Red for Sciences
- Blue for Humanities

For Female Faculty Members: White Khadi Kurta; white leggings or White Khadi Salwar Kameez or White Khadi Saree preferably with a narrow-coloured border and coloured blouse, as follows: -

- Green for doctorate degree holders
- Red for Sciences,
- Blue for Humanities.

* In case of saree with a particular border if is not available, then plain or golden bordered saree may be chosen

For Chief Guest/Guest of Honour/Chancellor/Vice Chancellor: The Chief Guest, Chancellor (who is to preside over), Guest of Honour and the Vice Chancellor are exempted from the dress code. However, they will wear tan coloured sleeveless Khadi silk Jacket/waistcoat and Cream coloured Stole with logo of University and coloured border.

For Other dignitaries on dais: Cream coloured Stole with logo of University and coloured border as specified for the faculty.

The University provides free of charge the Stoles to the Faculty and the Students. It is not taken back. It rather serves as a souvenir for the student who can use it with a sense of pride on any occasion. The faculty is encouraged to save the stole for next year use, if possible.

The dress as per the code is arranged by the students and the faculty on their own.

During the convocation when the graduating student is presented before the Hon'ble Chancellor of the university, the relevant coloured stole is put around the neck by the Dean of the respective school before the award of the degree by the Vice-chancellor in the presence of the Chancellor in the chair and the Chief Guest.

Certification in register:

After the award of the degrees to the graduated students, the Registrar of the University, get the certification signed by the Vice-chancellor as a token of legal sanctity of the degree awarded by the university in the presence of the Chancellor.

Award of Gold Medals to the toppers of the course:

During every convocation, after the presentation of degrees to the graduates, the toppers of the courses who also qualify the parameters specified for the award of medal are bestowed with the honour of Gold Medal and a certificate.

During the first convocation in 2015, our gold medals presented were prepared in 9 carat gold rather than gold plated metal material. Each medal costed us around Rs. 30,000. With the increasing number of medals and the



exorbitant increasing cost of gold, it was resolved that instead of 9 carat gold, let it be of silver plated with 2mm pf gold medals be presented to the toppers of each course. Since 2016, therefore we have resorted to silver plated with gold as the material of the medal. The name of the student is imbossed on the back side of the medal.

Rules for award of the Gold Medal

1. The student should have secured highest OWAM/OGPA in his/her programme but not less than OWAM of 75.
2. If OWAM of two or more student are same then OWAM will be calculated in decimal Point.
3. To be eligible for gold medal, a student must have passed in each paper in first attempt i.e. has not taken any re-appear or supplementary examination. The student should have not repeated any course.
4. In case a student has taken improvement examination, his/her marks before the improvement will be considered for awarding of gold medal.
5. Any student found indulged in misconduct, indiscipline or ragging or have been rusticated/ suspended/expelled will not be eligible award of gold medal.
6. The student must have passed the programme in minimum stipulated time i.e. has not availed extension of one or more semester (s).
7. The gold medal shall be made of silver weighing 15-20 grams. On one side the insignia of the university and of the other the name of the student, year of completion of the programme shall be inscribed. Since 2016, it has been of Silver metal with 2mm plating of gold.
8. If more than one student is eligible for Gold Medal, both will get the gold plated medal of same size and specifications.

Address by the chief guest, chancellor and the VC

Only the well accomplished and eminent academicians and people of high moral values are invited as chief guests to deliver the Convocation Address and guide the youth. This boosts the confidence and morale of students, faculty and research scholars. The Chancellor who is a world known economist himself has so far personally presided over all our convocations and addressed the graduating students. Thereafter, the Vice Chancellor presents the Progress Report of the university and share the achievements made by the university especially during that year.

This is followed by the presentation of degrees.

CHAPTER-6

Encouragement and Motivation for Research

Summary points

Strategies for Promotion of Research Since 2015

- Best Teacher Award based on confidential online feedback from students.
- “Researcher of the year” Award based on quality and quantity of research output.
- Outstanding Researcher Award for the best one in the category based on research scores.
- Role of Honour for the one who is bestowed with 5 or more awards
- Incentives for those who get national or international academic recognition through fellowships of Academies
- Established Central Instrumentation Laboratory for expensive equipment with Annual Maintenance contract.
- Round the clock power and water supply
- RFID-enabled fully equipped automated Library.
- High-end Computing Support
- Project PI's can use up to 40% of overhead budget for their professional growth.
- Large number of e-journal titles are available for the library users.
- Academic Audit of each Department-A regular annual feature through external teams of VCs
- International Academic Collaborations with institutes in China, Canada, France & Thailand.
- Eminent academicians as Visiting and Adjunct Professors in different fields.
- No back-log of Career Advancement Scheme
- A dedicated PhD Portal for the convenience of young researchers

Existing Research Eco-System

- Research and Capacity Building are the basic focus of the university.
- Research Audit Groups-discussions, journal-pals, Seminars/Workshops/ Trainings/ Attending Conferences, are the regular features.

- Majority of collaborative research projects are interdisciplinary / intra-university / inter-institutional.
- Every teacher of over 1-year stay has at least one research project (Best Faculty to Project Ratio in the university system).
- Major research focus on local, regional, national problems confronting India
- Training for Advanced equipment organized from time to time.
- Motivating research through awards, Incentives.
- Provide latest software and safe ambience required for research.
- Part of IUFRO's Global Task Force on Forests and Biological Invasions (2015-2020).
- Organised lectures of accomplished scientists from India and abroad
- Faculty trained from the best universities of US, Canada, Germany, England, Japan, Israel, etc.

The selected faculty of the university is very meritorious and experienced in research and teaching. In order to get the best out of them, it is very essential to provide them with good congenial working ecosystem and to encourage and motivate them. Motivation and encouragement have produced the desired results. It is evident from the research output in spite of the locational disadvantage and acute space constraints

Motivation / Encouragement:

The university, since February 2015, has coined a unique practice of encouraging and motivating the stakeholders and instilling in them an element of urge to perform the best in this competitive world order. For this, some annual awards have been instituted for presentation on 28th February every year. This day i.e. 28th February which is celebrated as National Science Day to commemorate the discovery of Raman Effect by Sir C.V. Raman on 28-2-1928 happens to be our Foundation Day. The university organizes a Foundation-Week celebration studded with cultural, sports, athletics, and games apart from academic and creative activities for a week. This culminates into Foundation Day Lecture from an eminent academician followed by presentation of awards and some cultural events. The event is presided over by the Hon'ble Chancellor. During the event several prizes and awards are presented to those who have shown exemplary contribution the year around.

Following Awards and Prizes have been instituted:

1. Awards for students

A: Chancellor's Award of the year:

The award comprises Rs. 5,000/ cash price and a citation. It is based on a well pre-defined quantifiable criterion (see the box) awarded to the best Ph.D. scholar irrespective of the seniority.

B: Vice-Chancellor's Award of the year:

The award comprises Rs 5,000/ cash price and a citation. It is based on a well pre-defined quantifiable criterion (see the box) awarded to the best Post Graduate Student (male or female) irrespective of the seniority.

C: Vice-Chancellor's Award of the year for girl student :

The award comprises Rs 5,000/ cash price and a citation. It is based on a well pre-defined quantifiable criterion (see the box) awarded to the best Post Graduate (female) Student irrespective of the seniority.

Criteria of Best Student Chancellor's Award		
Sr	Criteria	Score value
1.	Publications during the year (a) number (b) impact factor	10 (5 marks for each publication)
2.	External Fellowships	10 (5 for UGC/CSIR /ICAR/GPAT/or equivalent national level test) JRF=5, NET/GPAT/SRF=2.5, GATE=1.5
3.	General behaviour	10
4.	Participation in (a) Sports	10 (Gold 5, Silver 3, Bronze 2)
5.	Cultural-Literary Activities	10 (1 certificate =2 marks)
6.	Overall University growth	10 (any official responsibilities)
Total Score		

CRITERIA FOR IDENTIFYING THE BEST STUDENT FOR VICE-CHANCELLOR AWARD			
Sr	Criteria	Score	Score earned
1.	Merit (CGPA in the last examination)	10	
2.	Attendance (last 6 months)	10	
3.	Participation in Sports	10 (Gold 5, Silver 3, Bronze 2)	
4.	Participation in Cultural /Literary Activities	10 (1 certificate =2 marks)	
5.	General behaviour	10	
6.	Overall Participation in University Growth	10 (official responsibilities)	
Total Score			

The contribution towards the cash price in respect of the above these annual awards meant for students since 2015 comes from the pocket of the Vice-chancellor.

2. Awards for Faculty:**A: Best Teacher Award of the year:**

Based on the students' feedback and some additional parameters/rules/criteria

- i) The faculty members who taught for both semesters are considered.
- ii) Feedback count of minimum fifty is required to be considered for award.
- iii) Weightage of students' feedback is 60%.
- iv) The feedback of Head of The Department comprises of 20% scores.
- v) The feedback of Dean of the respective School 10%
- vi) The feedback of DAA consists of 10% score.

B: Researcher of the Year Award:

Any number of teachers who qualify the criteria are considered for the award Commendation Certificate of the Vice-chancellor plus cash award of Rs 20,000/= for professional growth:

- a) Faculty members who secure a research grant of Rs 1 crore or above
- b) Faculty member who publishes research paper in a journal of impact factor over 10
- c) Faculty member whose research papers are published in journals with cumulative impact factor more than 15 in a year.

C: Best / Outstanding Researcher Award for the year:

Every year one faculty member each from the following two categories (1. Sciences and 2. Humanities-Languages), who achieves the highest score based on pre-defined parameters of exclusively the research and patents output is bestowed with the best researcher awards of the year:

Category 1: (Sciences) open to teachers/researchers from the schools of Basic and applied sciences, Environmental and Earth sciences, Health Sciences and Engineering and Technology Sciences

Category 2: (Humanities and languages) open to teachers/ researchers from the schools of Education, Global relations Legal studies and Governance, Language, literature and culture, Social sciences and management.

The criterion for each of the above two categories is as under

Criteria	Category 1		Category 2	
	Grant over /between	Points	Grant over /between	Points
Research Funding Grant secured for research from Government Funding agencies	Rs 1 crore	10	Rs. 16 lacs	10
	50 lacs -1 crore	8	8-16 lacs	8
	30 to 50 lacs	6	5 to 8 lacs	6
	< 30 lacs	4	Less than 5 lacs	4
Research Papers output Number of research publications in peer reviewed journals with impact factors as per Thomson and Reuters	<i>Impact Factor</i>	<i>Points</i>	<i>Impact Factor</i>	<i>Points</i>
	Over 10	10	Over 2	10
	Between 5-10	8	Between 1-2	8
	Between 3-5	6	Up to 1.0	6
Patents: National/International: The points once used aren't repeated for consideration. The choice for consideration lies with the faculty	Filing	5		
	Registering	7		
	Licensing	10		
Total:				

The Best/Outstanding Researcher award carries an additional cash award of Rs 20,000/=

D: Role of Honour of the Year:

Any faculty member who gets more than 5 commendation certificates/citations/awards in a Foundation Day celebration becomes eligible for receiving of the Role of Honour from the Chancellor during the next convocation

E: Recognition Incentives:

Any faculty member who gets national or international award / recognition for academic work from a government body is considered for the following incentives:

- A cash price of Rs 5000/ for an award from the State government
- A cash price of Rs 10,000/ for an award from the national government
- A cash price of Rs 20,000/ for an award from the foreign land

The recognition/award must be from the Government agencies. The recognition includes awards from the national bodies for example SS Bhatnagar Award, Fellowships of the National Academies (INSA, IASc, NASI, NAAS, TWAS, ICSSR, Sahitya Kala etc).

The period for consideration of the award every year starts from August 1 of the preceding year and July 31 of the year of the award. The research paper considered once are not be considered again.

The fund for these awards for the faculty including the Inspire Faculty, Ramalingaswami re-entry Fellows, Ramanujan Fellows and the likes comes from the internal receipts of the university and not from the government funding. The award money given to the faculty is for professional use like attending conferences in India or abroad, meeting life membership fee for a professional society, purchasing some book research tool, some software etc.

The source of funds for the award of cash price being personal, the awardee students are allowed to use it as personal money.

So far, since 2015, there has always been unanimity and never any controversy erupted in the selection of the names. The reason for the success is full transparency, pre-defined parameters and no discrimination at all.

3. Award for Non-Teaching Staff

With an objective of instilling an element of urge to perform the best, the university initiated the practice of encouraging and motivating the non-teaching staff, with the Registrar's Award since 2017 in the following categories:

- a) Best Administrative Staff Award
- b) Best Technical Staff Award
- c) Best Supporting Staff Award
- d) best out-sourced temporary employee Award (since 2020)

Criteria: Non-teaching Awards (Administration, Supporting, Technical and Daily wager) :

Sr.	Parameter	Max. Points
1	Annual Performance Assessment Report	20
2	Leave (CL) Lesser the leaves availed more the points	10
3	Leave (EL) Lesser the leaves availed more the points	10
4	Complaints: Lesser the complaint more the points	10
5	Punctuality & Sat./Sunday working	10
6	Innovation at Work Place	10
	Total	70

The voluntary monetary contribution for the token cash award of Rs 2000/= each and a certificate comes from the personal pocket of the Registrar.

These awards are presented on 28th February every year during the Foundation Day Function of the University. Each award carries a certificate and a cash price of Rs 2000/=. Like other awards, the criteria of selection for these awards is based on a set pre-defined parameter

The system is so foolproof and transparent that there has been no controversy so far.

CHAPTER-7

University Library

Summary points

- Library is fully automated with Library Management Software
- It is managed well by scanty staff of only 6.
- It is RFID enabled and works with Online Public Access Catalogue (OPAC) system
- The Electro Magnetic Security System helps in saving the pilfering and stealing of books
- So far there has been no theft. The stock is checked daily morning
- It opens for 15 hrs in winters and 18 hrs in summers for both girls and boys. For the security of girls lady security staff accompanies them to and from the hostels at night.
- Entry to students, faculty and staff is allowed through personal Smart-Chip based identity card
- Self-Check system facilitate self-issue, self-return and self-renewal by the users themselves.
- <http://kr.cup.edu.in> provides an institutional repository is an archive for collecting, preserving, and disseminating digital copies of the intellectual output of CUPB
- Off Campus access to the library resources is given to the faculty students and staff through <https://idp.cup.edu.in>
- The Library maintains the information on publications of the faculty and students.
- Library is under the range of the CCTV camera for round the clock surveillance.
- Almost all database e-resources like SCOPUS, Web of Science apart from our own IRINS (Indian Research Information Network System) is a very big support for access to research papers apart from DELNET online and JCCC (J-Gate Custom Content Consortium)
- Books are issued for 14 days. In case there is no reservation, it could be re-issued

- The borrower of the book automatically gets reminder of the date of return thrice before the last date. Thereafter, the defaulter is liable to pay fine at the rate of Rs 25 per day of delay. The penalty is never revoked.
- There are over 45000 hard copies of the books 36622 e-books, 7479 full text online journals, 45 print journals, 872 theses and subscribe to 34 newspapers and weeklies.
- Annual book exhibition wherein between 40 to 50 publishers display their latest books is arranged for our university faculty and students to select and recommend the purchase.
- The terms and conditions of the purchase and the exhibition are adhered to by the publishers and the university. The last day of the exhibition is made open for the public which also get the same range of discount from 35 to 45 %.
- Text books listed in syllabi remain the first priority. No book without index is purchased.
- Books older than 3 year or more are not allowed to be displayed.
- From 1 to 2 % of the bill value as per terms and conditions are claimed towards students' welfare funds under the CSR.
- For helping the Indian scientists, with the financial support of MHRD and INFLIBNET, we have developed a dynamic research-based system IRINS <http://irins.org>. This has online very strong features free of cost for any Indian researcher.

In spite of the acute space constraint at our present temporary campus, our library imparts a very strong support which our faculty and students use very judiciously. When we move to the new campus there is ample space for the library in the air-conditioned Academic block. However, construction of a duly sanctioned Library building is awaited.

The library is fully automated. It opens for 15 hrs (winters) to 18 hrs (summers). There is no discrimination between boys and girls as regards the timings. After 8 PM girls are escorted by the lady security personal for moving between hostel and the library. Any student or teacher or even the non-teaching staff who has the smart chip-based identity card retains the right use the library resources.

The entry to the library is also through the respective chip-based smart card issued to the students and employees. This smart card with picture of the holder serves as the identity card as well

There is a system of self-issue of books/journals and drop-box for return. Every area of the library is under the range of the CCTV camera for round the clock surveillance.

We have large number of e-resources with data base of SCOPUS and Web of Science.

Books are issued for 15 days at a time. The book borrowed can be got re-issued in case no one has already reserved it. On the date of the issue of the book, a message automatically gets sent to the mobile number of the borrower. Three days before the last date of return and thereafter daily short message is transmitted on the borrower's cellphone. For delayed return, a fine of Rs 25/= per day of delay till it is returned gets automatically imposed on the defaulter. The fine collected is deposited in the Students' Welfare Account maintained with the bank. In case someone has already reserved the book for issue, an according message get sent automatically to her/him for getting it issued. The book is allowed to be re-issued, in case nobody has reserved it. Multiple copies of such books which students normally demand more are maintained in the library.

The University Library is on a rapid and consistent path of expansion and development since its inception in 2009, catering to the learning and research requirements of teachers and students of the university. Carefully designed with elegant modular furniture, it is fully air-conditioned and located at a central place in the Academic Block with state-of-the-art seating facility, apart from a quiet and restoring ambience. The interior of the library is enabled with Wi-Fi connectivity allowing the users to work within the library by accessing both offline and online resources.

The resource strength of the library is consistently increasing. It is so automated that only 6 persons comprising a deputy librarian, an assistant librarian and 4 helping staff manage the purchase, cataloguing and maintaining the books, helping the students for accessing the difficult to access papers apart from helping in duplicating the documents.

It houses over 45,000 hard copies, 35,000 kindle e-books (10 copies each), 1622 subscribed e-books with full rights. In addition, 45 print journals, e-journals (Willey) 7479 full text online journals,



- ✓ The library presently has over 45,000 Books
- ✓ E-Books (free kindle edition) = 35,000
- ✓ Kindles = 10
- ✓ E-Books (subscribed) = 1622
- ✓ Print Journals = 45
- ✓ Thesis and Dissertation = 872
- ✓ Newspapers and Magazines = 34
- ✓ CD-ROM/DVD = 476

The University Library subscribes to a large number of electronic journals through the e-ShodhSindhu Consortium and independently apart from subscribing to 7479 full text online journals, the detail of the publishers as given below:

1. American Chemical Society
2. American Physical Society
3. Annual Reviews
4. Economic & Political Weekly
5. JSTOR
6. Oxford University Press

7. Nature
8. Project Muse
9. Springer Link
10. Taylor & Francis
11. Wiley-Blackwell
12. Sage
13. i-Scholar

The University Library has access to all important full text data base given below:

1. CAPITALINE
2. Scopus
3. EPWRF India Time Series (EPWRFITS)
4. Indiastat.com
5. ISID (The Institute for Studies in Industrial Development)
6. Manuparta
7. Web of Science
8. MathSciNet
9. World e-Book Library
10. South Asia Archive (SAA)

Inter Library Loan Service

1. DELNET Online
2. JCCC (J-Gate Custom Content for Consortium)

Plagiarism check and writing app

1. URKUND Plagiarism Check (Access though INFLIBNET)
2. Grammarly

Automation and Digital Initiatives

1. **Library Automation:** The University Library is fully automated with Library Management Software (LMS) which functions from cataloguing to integrated security protocols. The acquisition, cataloguing, circulation, serials controlling, catalogue access and security protocols come under the purview of automation.



2. **Online Public Access Catalogue (OPAC)** system in the University Library is enabled with LMS which allows cataloguing of diverse resources such as books, journals, articles, slides, maps, audio/video, films, cassettes, texts, drawings, clippings, serial publications, soft-wares and so on. OPAC enables searching through clusters like Author, Keyword, Subject, Class, Title, Publisher, and Place of publication, Main entry, and Material type, Place of conference, Subject name, ISBN / ISSN, Series

titles, Serials title and Year of publication. It also supports circulation, acquisition, front desk operations, Serials Control and data entry in vernacular languages (Web OPAC) <http://cupserver4/w27/>

Book(s) can be reserved and re-issued (if not reserved by another person) by member on OPAC or directly at the library counter. The member is duly informed via SMS and email as soon as the book becomes available.

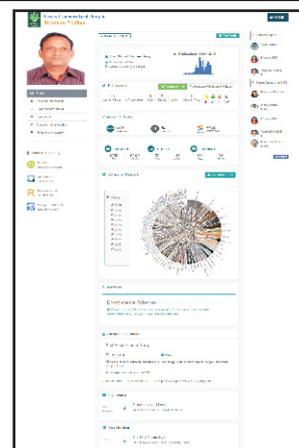
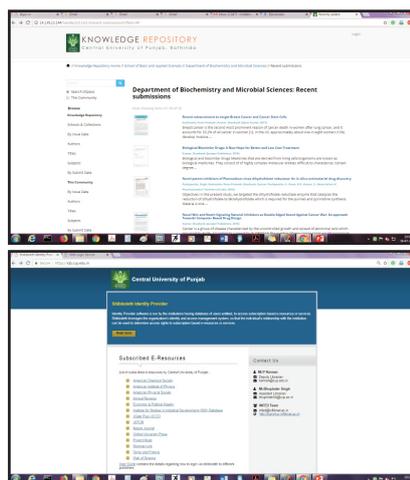
3. **Radio Frequency Identification (RFID):** system installed in the University Library is with the latest technology and configuration in this regard. It ensures efficient service delivery and security with minimum human input. Self-Check system facilitating self-issuing, self-return and self-renewal by the users themselves.

4. **Electro Magnetic Security System (EMSS):** The system offers state-of-the art protection to help secure valuable library materials marked with Tattle tapes security strips. In case of attempt to pilfer the book, it starts beeping loudly to gain attention of the security or the library staff.

5. **Knowledge Repository:** <http://kr.cup.edu.in> (An institutional repository is an archive for collecting, preserving, and disseminating digital copies of the intellectual output of CUPB)

Off-Campus Access: <https://idp.cup.edu.in> (An off-Campus Access service is provided to the faculty members, scholars and students to seamlessly access the subscribed scholarly electronic resources from outside the University campus. Username and password have been provided to all the faculty members and scholar to access the resources 24/7 through identity providers.)

6. **CUP Faculty Profiles:** The University has developed a web-based Indian Research Information Network System (IRINS) for management of Research Information in collaboration with Information and Library Network (INFLIBNET). One can reach it free of cost from anywhere in the world at <http://cup.irins.org> This portal facilitates the academic, R&D organisations and faculty members, scientists to collect, curate and showcase the scholarly communication activities and provide an opportunity to create the scholarly network. This portal is giving free access to any academics and research organisation in India.



7. **CUP-ERP System:** <http://erp.cup.edu.in>: The Deputy Librarian of the University initiated the in-house ERP system through open source software.



Library Timings:

All working day, Saturdays, Sundays and Gazetted holidays - 8.00 am to 2.00 am

(Library remains closed only on 03 national Holidays i.e. Republic Day, Independence Day & Gandhi Jayanti)

Braille Section

The University Library is also in a process of developing a separate Braille section for the visually handicapped users. The acquisition of books in Braille script has already started with quite a few numbers of books from history, literature, religion, etc. making their way into the stacks.

Borrowing Privileges:

Category of Members	No. of Books	Duration Allowed for Retaining Books	Remarks
Ph.D. Scholars	4	14 Days	The members re-issue from OPAC if the book is not reserved but maximum two times
Masters Students	3	14 Days	
Faculty Members	7	45 Days	

The late return fine charges on books are levied after 3 reminders of due date through Emails as well as SMS as detail given below:

- I. First week after due date of return: Rs. 25/- per day
- II. Second week after the due date of return: Rs. 50/- per day
- III. Third week after the due date of return: Rs. 75/- per day
- IV. Fourth week after the due date of return: Rs. 100/-per day

Since timely intimation was given to the defaulter, there is no provision of cancellation or reduction of fine. The message has gone to the borrowers and thus there is very little of collection of fine. This is how habits of respecting and following the rules and imbibing punctuality are made. We do not need to teach through preaching. The system makes the people learn.

Purchase conditions:

Books are purchased largely on the recommendations of the faculty or students through Annual 2-days Book Exhibition on the campus and with following pre conditions:

1. Books published within last 3 years
2. Books without index are never purchased irrespective of the cost
3. Books with multiple editions/reprints, international text book editions/students' editions are preferred.

4. Books mentioned in the syllabus are surely purchased
5. Edited books are purchased only on recommendations of the faculty and students
6. Only such publishers who agree to the discount ranging from 35 to 45% on the actual publisher's price are allowed to participate.
7. Such publishers who indulge in malpractice are debarred from participation.
8. Only the publisher's price is considered
9. Currency conversion rate as declared by the RBI on the date of exhibition is considered for the prices of foreign publishers. In case the book has an Indian edition that will be accepted. Likewise, students low cost prints if printed by the publisher, that has to be provided
10. On e-books/e-journals, e-copy on hard drive with full perpetual rights (printing, copying etc.)
11. 1 to 2 % of bill value under CSR for student's welfare fund is a norm.
12. The publisher has the binding of removing the waste from the exhibition ground before leaving, failing which a suitable penalty has to be paid.
13. The Book Exhibition is made open for the general public. Many local educational institutions take advantage of these efforts. The general public also gets the similar discount on the actual price of the book as given to CU-Punjab.

Indian Research Information Network System (IRINS)

<http://irins.org>

It is widely understood that for good research we must have good and dynamic research-based ecosystem which is very well informed. Working in a closed and isolated system is not expected to yield successful result.

Irrespective of the place, in India or abroad, there are some key questions that bother scientists and the institutions and the funding agencies. These include:

- What research a scientist has done?
- What is the research output of an Institute/University?
- How many times has Institute's research been viewed / cited?
- What projects are the institute scientists doing?
- How to find impact of the research contribution of the faculty members, department and organisation?

At present, researchers and the institutions face following research related challenges to address:

- Finding out the research activities of others to gain ideas or to avoid duplication
- The publications do not necessarily reflect expertise
- For institutions and funding agencies it becomes hard to find the right experts and check duplication

- Exorbitantly Increased costs on finding access to publications of others in the same or the related field as also for viewing the citation databases.
- Absence of a common forum for communicating the emerging areas of research interests. Realizing the above limitations, we at Central University of Punjab, with the financial support of the Ministry of Human Resource Development (MHRD) and in collaboration with Information Library Network (INFLIBNET)–An autonomous Inter-University Centre of UGC have initiated Indian Research Information Network System (IRINS). This initiative provides Research Information for Scientists and Indian Institutions.

Through IRINS, we try to integrate publications and citations from the different data sources, namely:

- SCOPUS CiteScore,
 - Clarivate Analytics (Thomson Reuters) that gives Impact Factor of
 - ORCID: Open Researcher and Contributor Identity (ORCID),
 - Google Scholar,
 - (DoI)/Crossref) Digital Object Identifier of the Publishers International Linking Association Inc (non-profit organisation),
 - BASE (Bielefeld Academic Search Engine), Germany that harvests metadata from institutional repositories and academic digital libraries using Open Archive Initiative (OAI) Protocol,
 - arXiv: a free distribution service and an open-access archive over 1,715,301 scholarly articles in the fields of physics, mathematics, computer science, quantitative biology, quantitative finance, statistics, electrical engineering and systems science, and economics. Materials on this site are not peer-reviewed by arXiv.
 - Microsoft Academic Search (also called Libra for a free public search engine for academic papers
1. PubMed Central: free digital repository of open access scholarly full text papers especially in Medical and life sciences
 2. Through IRINS which is free of cost for the lifetime for anyone (individual or institution) who registers. It is online and has the following features:
 - a) **Dash-board:** It manages profiles and imports scientists and institutional information
 - b) **Academic Identity:** It integrates Academic Identity to systematic update of publications.
 - c) **Citations:** Citation from Scopus, Crossref/DoI, Publication venue from Crossref/DoI and Open Access Articles from BASE Search

- d) **Search:** using SOLR-an open-source enterprise-search platform based faceted search with number of filters to find an expert
- e) **Analytics:** It analyses research progress of the faculty, department, institution based on research publications.
- f) **Network:** It matches and creates network of co-authors and researches working in similar aspects for better connects and sharing information of common interest.
- g) **Social Media Matrix:** It helps sharing quick dissemination of information to interested scientists using social media network
- h) **Linking to Institutional Repository:** The full texts of research papers / articles are linked to the institutional repository and the domain specific repository for quick access to the data.

Benefit to the stakeholders

1. Individual Faculty and Scientist:

- a) It reduces the repetitive data entry and saves time;
- b) It increases the database for mining the information and enables the research related metadata more discoverable, inter-operable and re-usable in the scholarly communication ecosystem;
- c) It provides exposure to research contributions to the international community and attract collaborator for the interdisciplinary research.

2. Institutions and Research Administration:

- a) It provides new insight to the research administrator about the research interests of faculty or research focus of the departments and schools;
- b) It enables the administrator to build performance assessment report, research impact analysis; and
- c) Reduce the time to collect research related information often from the department or faculty for reporting and decision making.

3. Funding Agencies and Policy Makers:

- a) It has a strong potential to assist Policy Makers/ Funding Agencies like ICMR, NIRF, NAAC, CSIR, DST, UGC, MHRD, ICAR, DBT by providing research related information
- b) It also helps identifying experts for reviewing project proposal and constitution of various committees.
- c) It also helps the editors of journals to find and contact reviewers.

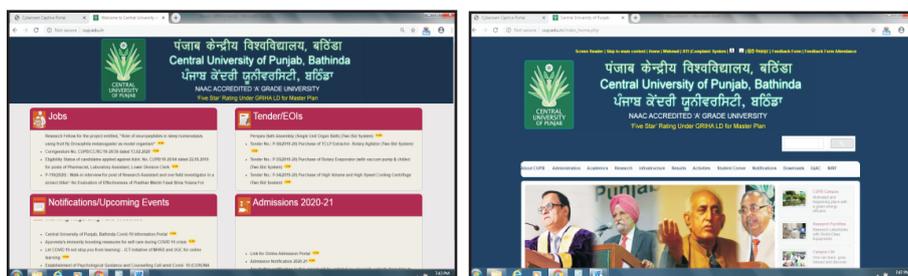
CHAPTER-8

University Website - www.cup.edu.in

Summary Points

- Website prepared in-house is very dynamic and is regularly maintained
- It is considered very user-friendly
- It opens very fast and on the first page itself one gets the right place for information
- Use cascading Style Sheet
- It is available round the clock for 365 days. Server is connected to the UPS
- Regular backup of the web site is maintained by the Computer Centre
- Tools like Screen, Readers have been provided for easy access for differently-abled persons
- University's Intranet service is also catered through our domain
- Imparts every information about the university who-so-ever wants. That is perhaps the reason that compared to other universities we are getting very little applications under Right to Information Act.
- Efforts are own to make it bilingual by adding “Hindi” version to it. It is expected to take a little time to complete.

When compared with some other bodies, the university website is very quick to open and everything is visible on the front page. While improving care was taken that all the information about the university is available on our website in detail, respecting full transparency. Categorization of information makes the website user-friendly.



It also houses the important information pertaining to students, faculty, staff and dedicated pages for all sections and departments, important committees, cells etc. Links of live streaming of various events like convocation, Foundation Day etc. are made available on the website from time to time.

Some characteristics of the University Website

1. It is prepared in-house and is based on PHP programming,
2. It is hosted, managed and maintained regularly in-house with no help from any source.
3. Title of the University is in trilingual format on all web pages. Clear and simple language has been used throughout the website. Efforts are being made to make parallel website in Hindi followed by in Punjabi as well.
4. The positioning and terminology used for navigation items and navigation schemes are consistent across the website.
5. The mechanism is in place to ensure that all downloadable material is free from viruses.
6. It is a user-friendly website with full appropriate transparency.
7. It is updated almost on every working day and the Information on last updating is given on each page of website.
8. Tools like Screen, Readers have been provided for easy access for differently-abled persons.
9. Website uses Cascading Style Sheets (CSS) to control layouts/styles
10. The purpose of each link is very clear to the end-user.
11. Web pages allow the users to bypass repeated blocks of content.
12. Webpages allow resizing of text without the use of assistive technology.
13. The website has an up-to-date Site-Map that is linked to the Home Page as well as to all important entry pages of the website.
14. Compatible with multiple browsers/smartphones etc.
15. Website accessible in a secured manner on 24 x 7 basis.
16. Regular backup of the web site is maintained by the Computer Centre.
17. Teachers students and every employee has been given their email ids and they can operate their email box from anywhere at any time.

CHAPTER-9

Services towards adjoining Villages

Summary points

- In order to maintain good relations with our neighbours at Ghuddha, we have adopted 5 villages within the radius of 20 Kms. Objective is to focus on the following
- Health of the villagers especially with respect to colon cancer and periodic, blood, urine, nails and hair tests for heavy metal toxicity
- Periodic blood tests for general health
- Health of village environment, soil and water
- Hygiene, cleanliness
- School Education
- In these adopted villages we conduct periodic analysis of soil, water, crops for heavy metals which are believed to be one of the likely causes of cancer in the area. Likewise, regular tests for TDS (Total dissolved Solids) are conducted from the ground water.
- With the help of FIT (Fecal Immunological Test) Kit test, from stools of villagers we tried to diagnose the possibility of colon cancer and other 6 diseases of alimentary canal. We performed these tests on about 1000 senior villagers.
- Initiated Community Development Courses for the Rural masses. This included Diploma and advanced Diploma in Green Farming Technologies apart from Short-term courses in Vermicomposting, Sericulture, Apiculture and Mushroom cultivation
- Initiated VARDAN club to utilize the young and creative brain power of our university youth to promote health and sanitary awareness in rural areas and creating a blood donation group for the needy through various activities for the village community
- For improving the school education through training, the teachers, we adopted 5 more villages where our research scholars and teachers of the department of Education interact with the village school teachers and share the teaching techniques.

Unnat Bharat Abhiyaan (of MHRD)
Community Development Cell (CDC)

Our University campus is situated at a village Ghudda which is about 25 Km from Bathinda on the border of Village Badal of the district Muktsar sahib.

In order to maintain brotherly relation with our neighbours on one hand and realizing our social duty of extending help to village community for solving their problems on the other, we took the initiative and with the approval of our EC formally created a Community Development Cell in 2015. Vide an office order and with the approval of the EC, we adopted following 5 villages in the neighbourhood of 20 Km radius.

1. Ghudda
2. Baho Yattri
3. Jhumba
4. Mann
5. Badal

This concept was later promoted by the government for adoption by every university. Initially the objective was to make the village community aware of the environmental threats due to their practices. The problem in the area as claimed is the higher incidence of cancer. The hypothesis is that the villagers are using ground water for irrigating their agricultural crops and for their own consumption. Incidentally the ground water has very high concentration of heavy metals. The Total Dissolved Solids, i.e. TDS at places is over 2000 ppm as against permissible limit not exceeding 500ppm in any case; ideal is 200-300ppm.

The Community Development Cell is trying to identify basic problems being faced by the rural communities which are associated with agriculture, education and health. CDC conducts various activities, arranges awareness camps and organises sensitization drives in these villages.

This Community Development Cell of CUP-B was later merged and brought under the umbrella of "Unnat Bharat Abhiyaan" of the MHRD as the objectives of the cell and the UBA matched.

Objectives of CDC

1. Agriculture and Allied Activities

- To prepare the women for effective decision making to solve agriculture related problems and solid waste management in villages.
- Providing information on innovative technologies in agriculture among school children in adopted villages and motivate them towards sustainable agricultural practices.
- To provide innovative soil and water conservation measures in adopted villages to nullify the impact of conventional agricultural practices.

2. Improving Educational Standards

- Career counselling meets
- Communication skill development interactive sessions
- Bridge lectures in various disciplines
- Interactive awareness sessions with parents of students

3. Improving Health

- Organize free health camps in villages
- Health Education among primary school kids and awareness camps about health and hygiene awareness in schools
- Recommendations for Setting up of Basic Amenities in Rural Communities Drinking water.
- Awareness and counselling and sensitization drive to promote good health and healthy habits. Cell also organizes various activities to promote awareness about physical activity and stress management.

It was realised that unless school education is focussed, holistic development cannot be achieved. Therefore, we added the following five more villages for teaching the teaching techniques to the school teachers:

1. Naruana
2. Jai Singh Wala
3. Nandgarh
4. Chak Attar Singh Wala
5. Kaljharani

Various Activities for the Community

- Activities done on regular basis in adopted villages
- Awareness and free health camps
- Tree plantation
- Swatchta abhiyan
- General Awareness about Swachh Bharat Abhiyan
- Benefits of Cashless and Vittiya Saksharata Abhiyan (VISAKA)

Free Services for the Adjoining Villages

- Testing the ground surface water quality for consumption of the villagers & crop irrigation.
- Soil Health Audit - Soil samples from farmers' fields have been tested.
- Testing for heavy metals in Food & Fodder grown in the soil.

- Evaluating heavy metal toxicity in human beings and Cattle through testing blood & tissue samples for potential risk & early detection of cancer and other diseases for finding solutions.
- 1000 FIT Kits procured from USA are being used for quick detection/testing of colon-rectum cancer in residents of these villages. Database is also being maintained.

Social Responsibility

- University offers free access of its facilities to the 10 adopted villages

Community College

The Malwa region of Punjab where the Central University of Punjab is located is a hub of agriculture and is known as “bread bowl of India”. The unorganized and intensive agriculture has led to many environmental, health (especially cancer, hair loss, polydactyly etc.) and socio-economic concerns in this region.

Apart from above cited reasons, it is also a fact that unemployment is increasing throughout the country. The rural youth is facing the problem more. Government is trying its level best to revise the system by adding skill-based education or even the skill-based training courses. Since traditional universities do not have such programmes, the UGC initiated the concept of Community College and encouraged through financial support the traditional universities to opt for offering skill-based courses through the community colleges.

Thirdly, due to GIS and digital technology and the governmental support there has been lot of advancement and precision in agricultural and horticultural sector. Unfortunately, the benefit of such efforts of the governments are not getting utilised fully by the farmers because of lack of awareness and access of technology. The hope lies with our undergraduate youth that is less interested in higher education but has enough of potential to learn the skill if guided. It is here that the higher education institutions can play a significant role in reducing unemployment on one hand and improving the national growth on the other.

Our university being in rural area, seemed best suited for the purpose of initiating skill development courses. Under the UGC Sponsored Community College programme with an initial grant of Rs. 65.96 lakh for the two years we offered

- (1) Diploma in Green Farming Technologies,
- (2) Advanced Diploma in Green Farming Technologies and
- (3) short term courses in Vermicomposting, Sericulture, Apiculture and Mushroom cultivation in session 2015

The Curricula and system of certification of the diploma course was aligned with the National Occupational Standards and National Skills Qualification Framework (NSQF) of Govt. of India.

The broad objectives of the courses were:

- a) to make higher education (after 12th class) relevant to the learner and the community;
- b) to integrate relevant skills into the higher education system;

- c) to provide skill-based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity;
- d) to provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-outs, with general education and/or vocational education background.
- e) to provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age;
- f) to provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest;
- g) to provide opportunity for vertical mobility to move to higher education in future; and to offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level.
- h) to provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development.

Club VARDAN:

With the initiative and drive of some of the faculty members of the University a Health Awareness and Blood Donation Club by the name VARDAN was established in 2016

Vision

The Vardaan club was started in November 2016, to utilize the young and creative brains of Central University of Punjab to promote health and sanitary awareness in rural areas and creating a blood donation group for the needy.

Objectives:

- To promote health education about the seasonal, epidemic and chronic diseases and sanitary awareness in rural areas.
- To aware the importance of blood donation and provide blood in emergency conditions.
- To spread awareness about blood disorders.

Activities:

- Symposium, Lectures and health camps in rural areas, schools or in the University campus.
- Organise blood donation camps.
- Management of the blood donor and request management.
- To maintain a database for emergency blood requirements.
- A contact number will be provided for emergency helpline for 24*7.
- Participate in World Blood Donor Day Celebrations.
- Conducting club meetings

- Participate in environmental awareness campaigns.
- Visits to Orphanage and Old Age homes.
- Organising Street Plays and Nukkar Natak.

Membership:

- The students/faculty have to register themselves.
- An annual membership fees of Rs.50 has to be submitted to the student representative at the time of registration.
- Member should have age of more than 18 years of age.
- The club is open to all members of the university.
- The club will ensure all present and future members receive fair and equal treatment.
- The members of this club are the permanent members of the club after leaving the university.

Management:

Various small groups from the registered students will be constituted who are willing to provide help round the clock for any blood donation related emergency, to conduct seminars and health camps and to organize the visits.

CHAPTER-10

Infrastructure: Labs, equipment, buildings, landscape Main Campus – At a Glance (to be updated)

Summary points

- Our New campus with 9 km stretches of boundary wall around 500 acres of land at village Ghudda, apart from 9 buildings of the Phase 1-A and other services like roads, water supply, electricity, sewerage treatment plant etc are completed and in the phase of occupation. Buildings of Phase 1-B are near completion.
- Campus awarded with top-rank of 5-star under large Development by Ministry of Urban Development
- Supporting facilities like Auditorium, seminar halls, conference rooms, health centre, Fitness centre, Out-door and in-door games, guest house, transport facility, ATM facility etc are all available at the city campus as well as main campus.
- Have an independent dedicated 66 KVA Sub-station for Electricity for the campus
- Canal water of 6 cusecs for the new campus
- Three Sewage treatment plants (STP): Fluidized Aerobic Bioreactor each for 50,000 litres capacity installed on the campus to treat the waste. The water regenerated is being used for landscaping and gardening. The stabilized sewage will be used as compost.
- Two Desalination plants of 4000 LPH and 10000 LPH capacity installed on the campus to detoxify the water.
- RO plants with water coolers are installed at main locations of the campus.
- 24-hour campus security with continue CCTV surveillance.
- Provision of lifts for the Academic Block and multi-storey residential houses

Construction Activity

- Approximately 500 acres of land acquired in 2009 and handed over to CUPB after straightening of land record and measurements in October 2012.
- After following the prescribed procedures, M/s Rites Ltd. engaged as Project Management Consultancy for boundary wall (approximately 9.5 km) completed in February 2013.
- Change of Land Use (CLU) cleared on 20.06.2014.
- Master Plan approved in 18.09.2014.
- Statutory Clearances like Fire, Approach road, Environmental clearances from the relevant Government agencies obtained before allotting the work (January 2015) - (exact date pending)
- The road from the Badal-Bathinda road to the main campus was completed in April 2016 (exact date pending)
- For electric supply to the various buildings of the campus, 66KV Grid Sub-Station has been constructed. PSPCL was allotted the deposit work for 66KV Tower line, which is ready for supply and commissioning.
- The Construction work for Phase 1A and Phase 1B was allotted on 21.7.2015 and 6.1.2017 respectively to M/s KSM Bashir Mohd. & Sons, Lucknow through our Project Management Consultant, Engineers India Limited (Gol Undertaking), New Delhi.
- The construction which was scheduled to be completed in 18 months got over delayed due to laxity of the contractor, PMC and the architect.
- PMC several times reassured us and that there will be no more dela

Phase 1(A) Buildings:

- ✓ *Academic Block-I (G+5)*
- ✓ *Hostel (Boys) for 308 students (G+7)*
- ✓ *Hostel (Girls) for 308 students (G+7)*
- ✓ *Student Dining Block-1(G+1)*
- ✓ *Guest House with 20 rooms capacity (G+2)*
- ✓ *Residences-10 no (G+1)*
- ✓ *Residencies – 80 no (G+10)*
- ✓ *Bachelor's Accommodation-16 no (G+3)*
- ✓ *Water Centre-1*

External Services such as roads, external electrical work, water supply, sewerage

Phase1(A) - Overall physical progress achieved for Phase-1A is 99.5% against target of 100%.Construction of 66 KVA Sub-station being carried from PSPCL as deposit work has been completed.

- Academic Block (G+5): 95% of work completed
 - Flooring Works is completed.
 - Plumbing works is completed.
 - Structural railing fixing is in progress (99% completed).
 - Putty application is in progress (Approx. 99 % completed).
 - Aluminium Works is completed. Glass fixing in progress (approx. 99% work completed)
 - Hardscape works is in progress and 98% work completed.
 - Brick flooring and Kota stone fixing in Hardscape area is under progress. Fire tender road completed
 - Internal Paints is in progress (95% completed).
 - External Paints 1st coat work in progress (80% Completed).
 - lift commissioning is completed.
 - Hostel-1 Men (G+7):
 - Hostel-1 Women (G+7):
 - Student Dining Block (G+1):
 - VIP Guest House (G+2):
 - Residence Type A (G+1)
 - Residence Type E (S+10):
 - Residence Type F (G+3):
 - Water Centre:

All works completed

External development works:

- STP: Liquidation of checklist points in progress.
- RCC pipe laying work for sewerage and drainage work completed except connection to recharge pit at 1 location out of 5 locations.
- Water supply HDPE pipe line work completed.
- Road Works completed.
- Lift-All 13 nos. received and installed.Commissioning for 11 Nos. lift is completed and 02 nos. of lifts in progress.

Phase 1(B) Overall physical progress achieved for Phase-1B is 90.8%

Following works are near completion for handing over to the University

1. Hostel-2 Men (G+8): for 600 students
2. Hostel-2 Women (G+8): for 600 students
3. Transit Hostel (G+3): 46 rooms each 3 seaters

4. Water Reservoir, Pump room and Campus Development works
5. HVAC (Air conditioning) Works in Academic Block

Water supply, Electricity, STP, security round the clock

- Three Sewage treatment plants (STP): Fluidized Aerobic Bioreactor each for 50,000 litres capacity installed on the campus to treat the waste. The water regenerated is being used for landscaping and gardening. The stabilized sewage will be used as compost.
- Two Desalination plants of 4000 LPH and 10000 LPH capacity installed on the campus to detoxify the water.
- RO plants with water coolers are installed at main locations of the campus.
- 24-hour campus security with continue CCTV surveillance.
- Female security guards for girls' hostel.
- Uninterrupted power supply with Four/Five generating sets with total capacity of 670KVA.

Supporting Facilities:

Following supporting facilities are /will be available on the campus

- | | |
|-------------------------|----------------------|
| ✓ University Auditorium | ✓ Seminar Hall |
| ✓ Conference Room | ✓ Health Centre |
| ✓ Museum | ✓ Fitness Centre |
| ✓ Class Rooms | ✓ Hostels |
| ✓ Guest House | ✓ Refreshment Points |
| ✓ Transport Facility | ✓ ATM Facility |

The university is supported by its various infrastructural pillars. We have air-conditioned modern auditorium, Seminar hall, Conference Room with adequate seating capacity for conducting events like conferences, workshops, meetings, seminars and other functions. These are well equipped with state of Art technology like modern audio-visual system, CCTV surveillance, live recording system, video conferencing facilities (POLYCON), access to high speed internet etc.

Our classrooms are well-equipped with latest audio-visual facilities, air-conditioned reading rooms are much in use. Whole campus including hostels is Wi-Fi enabled.

University is also concerned about the proper first-aid health facilities to our students, faculty and staff. Our Health Centre with resident doctor, nursing staff is open for 24 hours. Air-conditioned ambulance facility & also empanned reputed health facilities in Bathinda.

Our Museum has vast collection of archaeological exhibits of Harappan Civilization, excavated from Malwa region of Punjab.

We also have good Fitness Centre, indoor and outdoor sports facilities. Other facilities like ATM, bus transport facility, are also available on the campus.

CHAPTER-11

Initiatives by Finance Section

Summary points

- Being funded by the Central Government we have to follow the latest General Financial Rules in letter and spirit'
- Our university is zero cash institution. We neither pay nor accept any cash irrespective of the amount.
- All fee is accepted online. Every sort of payment is made online,
- We use the Tally System and follow triple entry system to ward of mischiefs and for quick tallying and periodic reconciling the entries.
- It saves us from mistakes of double payments or wrong payments. It maintains records up-to-date for anytime inspection and audit.
- We have prepared Payment Voucher Sharing Protocol to minimise queries related to payments especially to the vendors for multiple purchases or sharing the information to the Principal Investigator of project / the indenter. This has led to considerable reduction of queries. Double payments are not possible and transparency level has increased and time and energy saved.
- We discourage vendors to visit our university for business of payments.
- Have introduced (a) E-Budget Booking System and (b) Project Management System for the convenience of the Faculty and the Finance office.
- We discourage any programme on cloud system
- We hardly purchase soft-ware for management. Instead we prepare our own. The Tally software already available with the University has now been put to full use.

The Finance department serves an important backbone of any organisation. For the initial 6 years there was no qualified Finance Officer. The Accountant and the Advisor Finance were on contract and part-time basis. The Tally software was there but no one knew its operation. The University used to hire some chartered accountant. There used to be many discrepancies in the balance sheet.

The first qualified Finance Officer was selected following proper procedure. Since it was the First Finance Officer to be appointed, as per the Act and Statutes, approval from the Government was

required. After the approval the first Finance Officer joined the University. After a few months he sought pre-mature retirement which was readily allowed. The post was advertised and another Finance Officer was selected. However, for some technical reasons he was not allowed to join and his appointment letter was withdrawn. For the third time for this sensitive and important post we preferred to take some qualified Officer and appointed an ICS (Audit and Accounts) officer from the Finance Department of the MHRD on deputation as Deputy Finance Officer (DFO) against the post of Financer Officer after due approvals from the MHRD.

Soon after joining the DFO took up the challenge and tried to improve the whole system exhibiting his wisdom, initiative and drive. Some of the systems he has brought into include:

Payment Voucher Sharing Protocol

Our Finance section has got developed the Payment Voucher Sharing Protocol to minimise the queries related to status of payments. A lot of man-hours were spent to trace the payment and resolve the queries repeatedly. The problem was compounded in case of regular payments to the vendors such as suppliers of chemicals consumables because multiple purchases were being done by multiple departments and on monthly basis. It was a chaotic activity to find out the bills against which payment has been made.

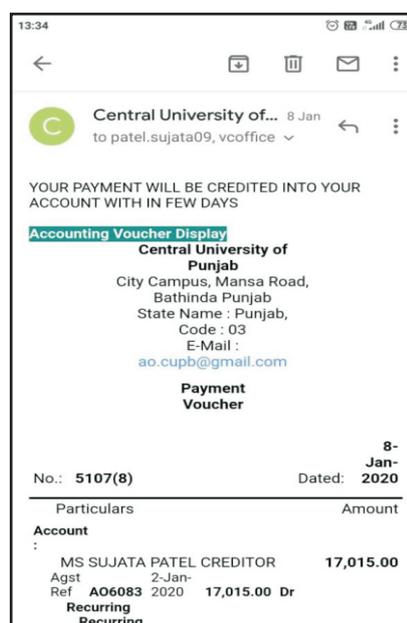
The first step was to actually use the Tally System for every entry. Further, the Finance Section indigenously prepared the protocol for Payment Voucher sharing. Vide this initiative, the details of bills, indenter and purpose of payment is shared by email with the vendor and the relevant departments/Principal Investigator of the research project. This is done on real-time basis and is sent automatically from the system.

This has led to:

1. Considerable reduction in queries regarding status of payment. This saved time and energy of the Department, Indenters and Vendors.
2. Better Records can be maintained and tracking of payments has become smoother
3. Brought in efficiency and transparency.
4. One can easily countercheck the expenditure of any budget-head of the university of that of the project
5. Double payments are not possible through this system.

E-Budget Booking System:

The process of purchase and payment has become very cumbersome on one hand while the faculty research students and staff want quick purchase and the vendor wants quick payment. The Finance



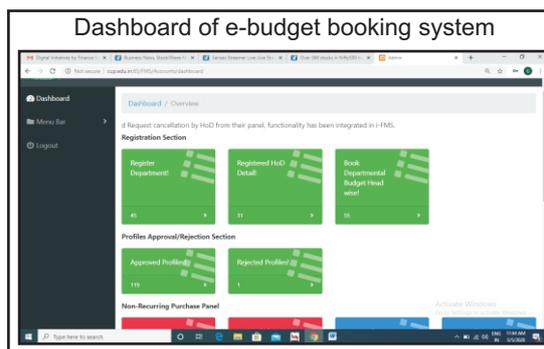
Section invariably remained at the target of everyone, irrespective of its best efforts to perform as per the expectations of everyone. At the same time, everybody is afraid of inadvertent mistake in payments and getting hooked for explanations / enquiries and bad name to the self/section and the university. Despite best of the efforts of the Finance section, it used to take around 12 days to return the file after budget booking. This was due to the movement of physical files in FIFO system. Many man-hours were spent in fetching available budget figures and reconciling etc.

Further, as the university has many research-project funding. The finance section is required to issue the Utilization Certificates and Expenditure Statements every year for every project. Invariable there remained problems of re-conciliation of the figures between the records of the Principal Investigators and the finance section. Further many a times especially during the months of closure of financial years the bills of the items purchased pending/remain payments. Under such a situation there remains to likelihood of mistakes.

In order to find solution to the risk of mistakes due to manual entry, the finance section took the initiative of creating indigenously the E-budget booking system.

The E-Budget booking has the following benefits inbuilt in the system:

- All budget bookings of Departmental purchases and Project purchases are done on the system.
- A unique Budget ID is generated and this may in future act as a unique code for stores, departmental assets and Gate keeping.
- This has considerably reduced the time to book the budget.
- The number of files has reduced. Likewise, tracing them is very quick.
- Indenter can see the status of request for budget booking on his/her dashboard.
- Reduces the Purchase lead time.
- Purchase section or the Principal Investigator can trace the status of the booking and the order for purchase.
- Improves the efficiency and reduces the mistakes



Project Management System

As already mentioned above, the university has perhaps the best faculty to project ratio compared to any university in India. The number of these sponsored research projects are increasing. It was felt that handling of data related to Extra Mural research projects has become tedious. Every Principal Investigator of the project expects quick support from the finance section. With limited manpower and

different terms and conditions of the funding agencies, the record keeping, sharing of information and preparation of yearly Expenditure Statements and issuing Utilization Certificates has become a complex activity with risk of inadvertent mistakes.

In order to streamline, bringing transparency and efficiency and reducing time for re-conciliation of the data, the finance section took the initiative of preparing online Project Management System. Vide this system, every work process pertaining to Research and Developmental Projects has become online. System automatically handles Project Finance. Project Overheads etc. are deducted automatically.

Management can have a clear picture on projects completed and status of their progress.

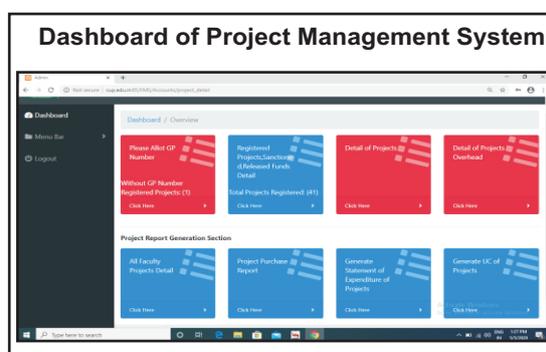
1. UCs will be prepared automatically by the system.

This saves time on reconciliation and errors of data handling.

2. Reduces file movement as project budget booking also happens online.

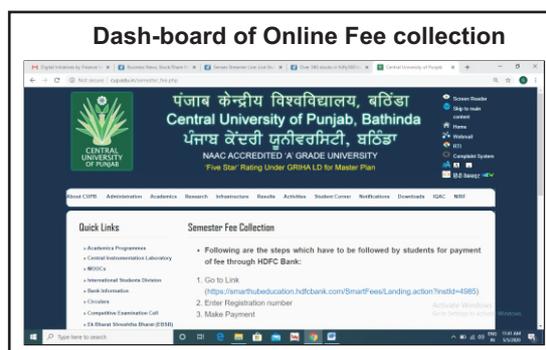
Dashboard of Project Management System

3. Project In-charge shall have a clear view of financial progress of the project
4. Internal Quality Assurance Cell (IQAC) at any given time can assess the status
5. The university can quickly retrieve any data needed by sponsoring agency, UGC, MHRD, NIRF, NAAC etc.
6. This has added transparency into the system
7. It is easier for the Audit – Internal and the external.



Online Fee collection

Although in CUP we charge the prescribed fee from students only once at the beginning of the semester. Unlike many other institutions we never charge money under the pretext of activities. The fee varies from course to course. The regular fee collection from students require staff to be deputed for the task. Often we experience last minute rush for avoidance of penalty for late remittance. In summer seasons fee collection lead to hardships for both students and staff. It adds to the chances of mistakes.



Perhaps ours was the first university in the country which in 2015, tried to dispense with the practice of handling cash for what-so-ever reason. Within a year, all transactions (in-flow as well as out-flow) in the university were made online.

When a student is admitted right from the stem of submission of application form to the admission and remittance of semester fee and charges and the hostel fee are accepted online through the bank. Unlike many other institutions, we do not permit bank to charge any amount of handling charges or hidden charges/fee etc. at all. After admission, during the semester other than the Cooperative mess charges as per the monthly rate or some nominal penalty for late return of books in the library or analysis charges to CIL by Ph.D. fellows from their contingency etc., students are not required to pay charges.

The fee collection and remittance of charges are all online. The University has prepared an in-house fee collection protocol which is user friendly.

- Students or anybody on behalf of the students can deposit fee according their own convenience and from anywhere.
- Student does not need to carry cash.
- The refund of fee to the students is quick and error-free, if the entries are correct
- The cash management by University staff is not required.
- It is In line with the digital initiative of the Government of India.
- It brings in better record keeping and easier bank reconciliation.
- It also brings in transparency, quickens reconciliation of entries and records
- The finance section can work from anywhere.
- The fiscal information sought by UGC / MHRD can be transmitted very quickly.
- Chances of errors are reduced.

Note:

- We do not accept any online programme on cloud system
- We tend not to purchase soft-ware for management. Instead we prepare our own. The Tally software already available with the University is being used.

CHAPTER-12

Research Equipment and Central Facility

Major Equipment Facility:

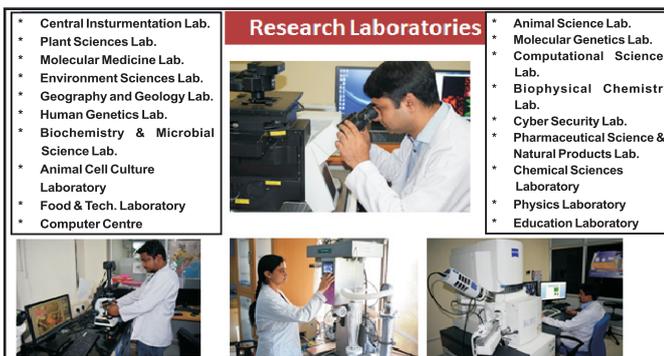
In addition to general equipment (Microscopes, electronic balances, centrifuges PCR, RT-PCRs, pH meters, Milli-pure water, HPLC, spectrophotometers, deep freezers, auto-pipettors etc) in every lab. as per need, the Central Instrumentation Lab houses state of the art Hi-end sophisticated and expensive equipment including

- Atomic Absorbance Spectrophotometer for Analysis of Metal ions in solutions
- Gas Chromatography and Mass Spectrometry for Quantitative and Qualitative analysis of volatile samples in pesticide residues, soil, water and solids
- Field Emission Scanning Electron Microscope (FESEM) for surface morphology
- Flow Cytometry for cell counting, biomarker detection and protein engineering
- Confocal Laser Scanning Microscope for biological application and cancer
- DNA Sequencer for DNA sequencing, mutation and other applications
- Inductively coupled Plasma Mass Spectrometer Quantitative and Qualitative elemental analysis in extremely low concentration
- Gas Chromatography for analysis of purity assay in gaseous form
- Fluorescence Microscope for Phase contrast imaging of even live cells
- Ultra-High Performance Liquid Chromatography for separation/analysis of molecules
- Clinical Chemistry Analyser for automatic chemical analysis of blood, urine fluid etc
- NMR 6 MHz for Chemical structure analysis, dynamics, reaction state, and chemical environment of molecules etc
- LCMS-MS for the detection chemical compounds, confirmatory identification of small organic molecules, and confirmation and quantitation of contaminants and adulterants

- X-ray diffraction (XRD) to measuring variety of crystalline materials
- CIL provides basic and applied research support to the University researchers and is made available to the Industry and other institutions on nominal charges as per rules. It is being made self-supporting
- Each of the Instrument has a dedicated operator.
- CIL works through online module. Samples for analysis are booked online; payment is also made online. Researcher submits the sample and receives the results with signatures of the operator as per schedule. It adds to the transparency and saves time of stakeholders. Makes auditing easier.

Research Laboratories & Equipment

Every science department has teaching and research labs equipped with needed equipment for practical teaching training and research. Almost every teacher has at least one research project that equips her/his laboratory with basic facilities. To supplement the requirement of high-end research equipment which are extremely sophisticated and very expensive, two Central Instrumentation labs (at the moment) are provided. At the new campus where we are hoping to shift shortly, we have 5-6 spacious labs, on the ground floor, for common facility for the university and for outsiders—industry and educational institutions.



Central Instrumentation Laboratory

Central Instrumentation Laboratory (CIL) at the Central University of Punjab, Bathinda was established in 2010. CIL has provided analytical facilities to the internal users from 2010 and external users from 2017 onwards on payment basis. CIL is equipped with hi-end analytical and biological equipment.

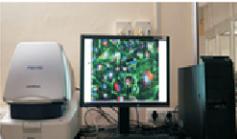
CIL also has technical back-up by well-trained technical staff for operation and maintenance. The facility actively caters to the research needs of the researchers throughout India. CIL has been serving the research community in a



significant way. We invite and allow academic institutions/ universities/industries to use the facilities. Apart from these, we also promote consultancy services

Objectives of CIL are:

- To provide basic research support to the academic and research institutions, industries, and organizations in the region.
- Promoting University and Industrial collaboration through essential services for sponsored research and consultancy.
- To train faculties, technicians, research scholars and Post Graduate students for operation and maintenance of Hi-end sophisticated instruments

Hi-end Equipments in University		
 <p>Atomic Absorption Spectrometer</p> <p>Applications: Analysis of metals in solutions using spectroscopic technique</p>	 <p>GAS Chromatography & Mass Spectrometry</p> <p>Applications: Qualitative and Quantitative analysis of volatile sample analysis, Pesticide residue, analysis in soil, water and solids.</p>	 <p>Field Emission Scanning Electron Microscope</p> <p>Applications: For surface morphology imaging upto 2 nm resolution & elemental analysis using Dispersive X-ray (EDX)</p>
 <p>Confocal Laser Scanning Microscope</p> <p>Applications: Fluorescence Correlation Spectrometer suitable for biological applications</p>	 <p>Flow Cytometer</p> <p>Applications: It is used for cell counting, biomarker detection and protein engineering</p>	 <p>DNA Sequencer</p> <p>Applications: DNA sequencing analysis applications such as microarrays, SNP, SNP analysis, mutation detection and traditional DNA sequencing.</p>
 <p>Inductively Coupled Plasma Mass Spectrometer (ICP-MS)</p> <p>Applications: Multi elemental qualitative & quantitative analysis with detection upto parts per trillion</p>	 <p>Fluorescence Microscope</p> <p>Applications: Bright field imaging, Phase Contrast imaging, Multicolour fluorescence imaging, Live cell imaging</p>	 <p>UV-Vis Spectrophotometer</p> <p>Applications: Colorimetric analysis, Protein folding dynamics and enzyme Kinetic study, Flow Kinetic analysis.</p>
 <p>Clinical Chemistry Analyzer</p> <p>Applications: A powerful analytical tool for metabolites, electrolytes, proteins, and/or drug analysis in serum, plasma, urine & other body fluids etc.</p>	 <p>Fourier Transform Infrared Spectrometer</p> <p>Applications: The Fourier transform infrared spectrometer can perform functional group analysis of solids, thin-films and liquids.</p>	 <p>GC (GC/FID)</p> <p>Applications: The system provides the analysis of purity assay, biochemical bioactive, producer gas and biogas analysis.</p>

For expensive and sophisticated equipment/instruments, we have established a Central Instrumentation Laboratory (CIL) which we are trying to make self-sustaining especially for meeting the costs of consumables and maintenance.

CIL has been doing testing and analysis of the samples received from the researchers from within the university and outside, including the industry.

On the basis of no-profit-no-loss, the Executive Council on the recommendations of the committee has fixed the rates of charges for every test/analysis on the instruments available in the CIL. These rates are as per the following 4 categories:

- (a) Students, research fellows and the faculty of CUPB that have research projects are charged 10% of the prescribed rates (Rebate 90%)
- (b) Institutions that have a Memorandum of Understanding with our university are charged 60% of the rates (Rebate 40%)
- (c) Academic institutions involved in basic research are charged 75% of the rates (Rebate 25%)
- (d) Industry or any profitable organisation are charged full rates.

Realising the urgency for the analysis of samples (in some cases like in enzymology there is a fixed reaction time, one can't wait for the turn) with every researcher the CIL had prepared the following guidelines for the convenience of the stakeholders.

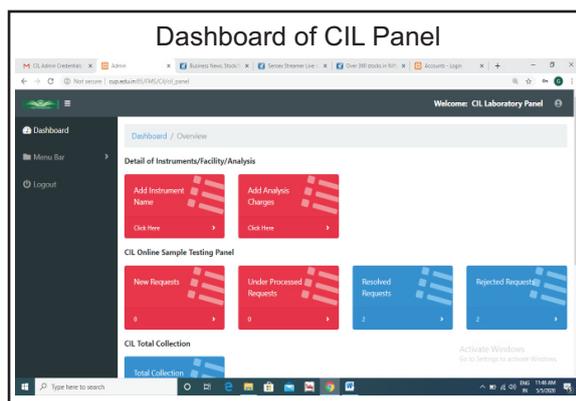
Instructions and Guideline for Sample Submission

1. The procedure for submission of the samples for internal and external users of the facility is the same except where specifically mentioned.
2. The actual user has to submit the samples directly and not through the internal faculty member or student. In case impersonation gets established anytime, the impersonating as well as the impersonated institution/lab of the researcher will be debarred from using the facility.
3. Internal users have to provide prepared samples for analysis with reference standards except for ICP-MS and AAS
4. The analytical data / spectra provided cannot be used as certificates in legal disputes.
5. Service charges including GST will be applicable as per Govt. Regulation from time to time.
6. Consumables provided by the CIL for sample analysis will be charged (pro-rata) extra as per actual cost of the consumables.
7. The payment mode is debit / credit card or through online banking only. Samples will not be analysed until payment is received.
8. Separate samples should be sent for different analysis.
9. Infectious / hazardous / contagious samples will not be entertained for analysis.
10. For Data, the user should provide new CD/DVD.

11. In all correspondence related to analysis, our reference number must be mentioned.
12. Interpretation of Data / Spectra will not be done by the CIL. In case someone want to use the intellect of the faculty, consultancy charges will have to be paid against receipt.
13. It is mandatory for the user to acknowledge the facility in their research publications and accordingly communicate the same to CIL, CUPB
14. For visit and submission of the samples to the CIL, it is necessary to take prior appointment from the CIL for getting calculated the amount of fee payable in advance. The application should be sent through the head of the department / institution / company.
15. The procedure of booking the sample analysis has been made online for the convenience of the users. For this one needs to visit the Dashboard of the CIL on the University website.

Central Instrumentation Lab Online Module

During the process of the functioning of the CIL, major problem encountered with the payments of analysis of the fee and the reconciliation of accounts and thereby the submission of UC and issuing of the Expenditure statements to the funding agency. This also brought to focus the non-deduction of GST in a few cases or getting the samples tested without payment of fee. This lead to uncomfortable situation especially when the project is completed and the accounts settled. In order to address the issue, the Finance Section in consultation with the CIL has prepared a standard operational online protocol for the use of CIL facility.



Vide the online protocol the indenter needs to visit the CIL on the CUP website and on the drop-down menu click at the instrument to be used, number of samples to be analysed and register for the service. This will declare the source of payment of the requisite charges payable. On submission of the request, a registration number will get generated online. This will automatically send the message at three places simultaneously - (a) CIL (b) Indenter/ Principal Investigator /HoD/ Organisation head as per the data entered for deduction of charges and (c) the Finance Section. It is only after the CIL accepts the samples that the applicable fee will get accepted by the finance section. On the contrary, if the CIL rejects the request for any reason (non-availability of consumable or malfunctioning of the instrument or any other temporary reason) the registration will not get completed and no money will be asked.

In the case of internal user, the amount of bill will get debited from the account of the Project and credited to the account of CIL maintained with the finance section. In the case of external user, the indenter will get the amount credited to the CIL account online. Soon after the collection of the

requisite charges, message will get sent to the CIL and the finance section and confirmatory letter with receipt will get generated for the indenting institution to use. The bill categorically mentions the CIL charges of analysis and the applicable Goods and Services Tax (GST). The indenter brings the samples for analysis/testing on the date and time indicated on the registration slip. After the analysis, an according intimation/report that gets generated is sent to the PI of the project/indenter on the address given at the time of registration.

All requests of sample analysis can be handled online and budgets of respective projects/contingency and departments gets debited accordingly. A receipt of the same get sent to all the stakeholders.

The advantages of this online module include:

1. Saves time and energy of the indenters, CIL and the Finance section
2. Reconciliation of CIL record with Finance section gets quicker and mistake-free.
3. Clarity on facilities available and their rates to the researchers.
4. Better fund flow management for CIL.
5. Transparency improves
6. Easy auditing – both, internal and external agencies

ANNEXURE 5 : Code of ethics

**RATE LIST FOR OUTSIDE SAMPLES TO BE ANALYSED USING
HI-END ANALYTICAL EQUIPMENT OF CIL**

Sr. No	Instrument Facility	Type of Service	Industry	Academic	Institutes under MoU	Internal Users
			Charges (in Rs.)			
1.	Gas Chromatography Mass Spectroscopy (GC-MS)	GCMS in EI mode including Library search up to 3 peaks (per Sample)	500/-	375/-	300/-	50/-
		MS in EI mode with Direct Insertion Probe Analysis (DIP) (per Sample)	500/-	375/-	300/-	50/-
		Method Development (per Hour of Instrument time)	1000/-	750/-	600/-	100/-
2.	Ultra-High Performance Liquid Chromatography (UHPLC)	Qualitative Analysis using DAD/RID - Reverse Phase Chromatography per injection RM to be provided by party	500/-	375/-	300/-	50/-
		HPLC Method Development (per hour of instrument time)	1000/-	750/-	600/-	100/-
3.	ICP-MS (Calibration Standard 1: Al, As, B, Ba, Be, Bi, Ca, Cd, Ce, Co, Cr, Cs, Cu, Dy, Er, Eu, Fe, Ga, Gd, Ho, In, K, La, Li, Lu, Mg, Mn, Na, Nd, Ni, P, Pb, Pr, Rb, Re, Sc, Se, Sm, Sr, Tb, Th, Ti, Tm, U, V, Y, Yb, Zn, Hg) Calibration Standard 2: Ag, Ge, Hf, Mo, Nb, Sb, Si, Sn, Ta, Ti, W, Zr) Calibration standard 3: (Au, Ir, Os, Pd, Pt, Rh, Ru, Te)	Elemental Analysis (up to 10 elements from same Calibration Standard)	1000/-	750/-	600/-	100/-
		After 10 elements from same Calibration Standard or different Calibration Standard per element will be charged extra	100/-	75/-	60/-	10/-
		Elemental Analysis >30 elements (per sample)	2500/-	1875/-	1500/-	250/-
4.	Atomic Absorption Spectrometer (AAS) (Al, As, Co, Cr, Cu, Fe, Hg, Mg, Mn, Na, Se, Sn, Te, V, Ni, Zn, Cd, In, Pb, Mo, Sr, Ba, Be, B, Si, Ti, Li, Sb)	Using Flame (per sample per Element)	200/-	150/-	120/-	20/-
		Using Graphite Furnace (per sample per Element) HVG (per sample per Element)	600/-	450/-	360/-	60/-

5.	Microwave Digestion charges for AAS/ICP-MS	Method or RM to be provided by the party	450/- (up to 5 samples)			
			800/- (6-10 samples)			
			1500/- (10-16 samples)			
6.	Fourier Transmission Infrared Spectrometer	Routine Spectrum (ATR and TR) (per sample)	100/-	75/-	60/-	10/-
7.	Confocal Laser Scanning Microscope	Fixed sample/Cell (per sample)	1000/-	750/-	600/-	100/-
		Live cell imaging (per hour of the instrument)	2000/-	1500/-	1200/-	200/-
8.	Field Emission Electron Microscope	SEM (with gold coating) (Per sample/per hour whichever is earlier)	1000/-	700/-	550/-	100/-
		SEM (with silver coating) (Per sample/ per hour whichever is earlier)	1200/-	900/-	700/-	120/-
		EDX (with gold coating) (Per sample/ per hour whichever is earlier)	1000/-	750/-	600/-	100/-
		EDX (with silver coating) (Per sample/ per hour whichever is earlier)	1000/-	750/-	600/-	100/-
9.	Gas Chromatography – (TCD/FID)	TCD/FID (per sample)	200/-	150/-	120/-	20/-
10.	UV-Vis Spectrometer	Per sample / per hour	500/-	375/-	300/-	50/-
11.	Fluorescence Microscope	For prepared sample fixed slide (per hour)	1000/-	750/-	600/-	100/-
12.	DNA Sequencer	Sequencing Buffer / Ready mix + Exposal clean up (per Sample)	250/-	250/-	250/-	25/-*

RM: Reference Material**Guideline for Sample Submission**

*Internal users have to provide prepared samples for analysis with reference standards except for ICP-MS and AAS

- The analytical data / spectra provided cannot be used as certificates in legal disputes.
- Service charges including GST will be applicable as per Govt. Regulation from time to time.
- Consumables provided by the CIL for sample analysis will be charged extra as per actual cost of the consumables.
- The payment mode is debit / credit card or through online banking only. Samples will not be analyzed until payment is received.
- Separate samples should be sent for different analysis.
- Infectious/hazardous sample will not be entertained for analysis.
- For Data, the user should provide new CD/DVD.
- In all correspondence related to analysis, our reference number must be mentioned.
- Interpretation of Data / Spectra will not be done.
- It is mandatory for user to acknowledge the facility in their research work and communicate the same to Central Instrumentation Laboratory, CUPB as and when the results are published in public domain.

For Central Instrumentation Laboratory visit, it is mandatory to take prior appointment from In charge, CIL before your visit. The application should be sent through the head of the department / institution / company.

CHAPTER-13

Periodic Audits

Summary points

- Auditing (internal and external) of almost every component is a regular feature of our University. It imparts better monitoring, gap analysis and timely correction/improvement.
- The auditing is done by different teams with at least a senior member for external audit from outside. Internal audit is done by our faculty.
- For each audit a specific format has been prepared and got approved from the EC.
- Following audits are done vigorously every year
 - Academic Audit
 - Curriculum Audit
 - Laboratory Audit
 - Research Audit
 - Research Laboratory Audit Chemical/Physical/Biological Research Laboratories Audio
 - Hazardous Waste Audit
 - Electrical installation Audit
 - Administrative Audit
 - Establishment
 - Recruitment
- The observations and recommendations of the Audit teams are taken seriously and corrective measures are taken sincerely.
- From this year we have invited approved team(s) from other central government institution for auditing our RTI Cell activities and functioning.

For improving the functioning and identifying gaps, mistakes and better monitoring and planning periodic audit of every major activity is a very important aspect for any institution. As is true that it is harder for the self to find mistakes from one's own creation compared to some other person. Therefore, to we give due importance to the internal and external audits of the following activities every year:

1. Academic Audit
2. Curriculum Audit
3. Laboratory Audit
4. Research Audit
5. Research Laboratory Audit Chemical/Physical/Biological Research Laboratories Audit
6. Hazardous Waste Audit
7. Electrical installation Audit
8. Administrative Audit
 - (a) Establishment
 - (b) Recruitment

From this year 2020, we are getting the working of our RTI Cell audited from the “Central Government Approved Auditing Institutions” for learning deficiencies, if any, in our working with respect to transparency.

For external audit, senior experienced academic administration experts like Vice-chancellors, technical and academic experts from other universities/organisations are invited for thorough examination and physical checking. The deficiencies pointed out by the auditors are shared with the stakeholders and all out efforts are made to improve upon.

For the Financial Audit, there already exists a mechanism vide which every 6 months authorised auditors of the Government of India visit our office of the Registrar/Finance Officer for at least a week or two. Therefore, internal audit is not done.

The formats of the reports of each audit is given hereunder :

1. Academic Audit

Name of the Department:

Sr.	Key Indicators	Remarks
a. Teaching-Learning and Evaluation		
1.	Programmes offered by the Department	
2.	Academic calendar of the Department	
3.	Teaching load	
4.	List of number of mentors and students	
5.	Orientation/refresher programmes attended by faculty members in 2017-18	
6.	Lectures /seminar/workshops/ conferences attended by faculty members	
7.	Detail of faculty members who have received award/recognition	

8.	Faculty invited as resource person/ Participated in the event / Industrial engagement / International experience in teaching	
9.	Faculty exchange programme with national and international bodies, if any	
10.	No. of adjunct faculty/visiting professor in the Department	
11.	List of ICT resources used in for teaching -learning process	
12.	Highly specialized lab facilities created	
13.	Any workshop/training programme conducted	
14.	Expert lectures/seminar/workshops/ conferences organized by Department	
15.	How do you nurture creativity amongst students	
b. Curricular Aspects		
16.	Distribution of courses as per CBCS system	
17.	Analysis of feedback of curriculum by students, teachers and stakeholders	
18.	Flexibility in curriculum of the Department	
19.	New programmes/courses added in 2017-18	
c. Research, Innovations and Extension		
20.	Research awards/publications by the students	
21.	Research Guidance: No. of teachers guiding/guided research in 2017-18 to Master level/Ph.D. students	
22.	No. of research projects, ongoing, completed by faculty	
23.	Interdisciplinary research collaboration with other departments of CUP-B	
24.	Any consultancy activity by the Department	
25.	Any MoU signed?	
26.	How do you promote research?	
27.	Thrust area of the research of the Department	
28.	No. of publications of the faculty	
29.	Faculty serving on editorial board on national/international level	
d. Student Support and Progression		
30.	Number of students in Master Degree and Ph.D. programmes	
31.	Result of the students	

32.	Students/teacher ratio of the Department	
33.	Demand ratio for various programmes in 2017-18	
34.	List of Students who have qualified national level competitive examinations	
35.	Participation of students in NSS or cultural activities	
36.	Placement of the students	
37.	Involvement of your Department with community	
38.	Any innovative practice of the Department	
39.	Future plans of the Department	
40.	Departmental strengths and weaknesses (Three points only)	
41.	Expert's suggestions for further improvement	

2. Curriculum Audit

Name of the Course:.....

Sr	Statement	Evaluation		
1.	Objectives/learning outcomes clearly stated	<i>Satisfactory</i>	<i>To be modified</i>	
2.	Equal distribution of contents into units	<i>Yes</i>	<i>No</i>	
3.	Matching of learning outcome with contents	<i>Satisfactory</i>	<i>Not appropriate</i>	
4.	Curriculum Updation	<i>Updated</i>	<i>Not updated</i>	
5.	Analysis of feedback	<i>Satisfactory</i>	<i>Incomplete</i>	<i>Not done</i>
6.	Distribution of courses as per guidelines	<i>Satisfactory</i>	<i>Inappropriate</i>	
7.	Credit distribution	<i>As per guidelines</i>	<i>Needs modification</i>	
8.	Distribution of teaching hours	<i>Well distributed</i>	<i>Needs modification</i>	
9.	Mode of transaction	<i>Well defined</i>	<i>Not given</i>	<i>Inappropriate</i>
10.	Evaluation of criteria	<i>Well defined</i>	<i>Not specified</i>	
11.	Coding structure	<i>Appropriate</i>	<i>Needs modification</i>	

12.	Academic flexibility	Yes	No
13.	Utilization of curriculum at local/ national/ international level	Yes	No

Head of the Department

Member of IQAC

Faculty Member

Dean of the School

Dean Academic Affairs

Date.....

2a. Feedback of Student/Alumni on Curriculum

Dear Student/Alumni

The objective of this feedback on curriculum is to update/modify it considering your needs and objectives of higher education. Your fearless feedback will help the statutory bodies to improve the curriculum

Kindly give your response on 10 point scale.

1 refers to poor in rating and 10 indicates excellent curriculum for the session 2019-20

Scale Poor- 1.....2.....3.....4.....5.....6.....7.....8.....9.....10-Excellent

Feedback Form

Student Name:

Programme:.....

Email:.....

Sr	Question	Score
1.	The curriculum helps you to prepare for national level examination.	
2.	The curriculum of the programme is explicit and details are given.	
3.	The content included in each unit is relevant and balanced.	
4.	The lecture (L), tutorials (T) and practicals (P) allotted in the course are adequate.	
5.	How much are you satisfied with the curriculum?	
6.	There is a balance between theory and practical in the curriculum.	

7.	The curriculum provides you the opportunity for improving your thinking skills.	
8.	An adequate and up-to-date reference of study material is available.	
9.	The Curriculum helps you to develop employability skills.	
10.	The curriculum focuses to develop your ability to compete at international levels.	
11.	Any suggestions for improving curriculum.	

2b. Feedback of Student/Alumni on Curriculum

Dear Student/Alumni

The university is trying to groom students to be worthy as a good informed human and useful for the society. Without your support and guidance, we will not be able to achieve this objective. It is so designed that it covers the cent percent of what our national bodies like CSIR, UGC and other regulatory agencies have recommended. In addition it includes 20 % more covering the regional, national and international scenario and the latest research and development in the subject.

This communication to you is to seek your sincere feedback on curriculum we have adopted.

Kindly give your response on 10 point scale.

1 refers to poor in rating and 10 indicates excellent curriculum for the session 2019-20

Scale Poor- 1.....2.....3.....4.....5.....6.....7.....8.....9.....10-Excellent

Feedback Form

Name of the Firm/Organisation.....

Name of Stakeholder.....

Mobile No.Email.....

Programme.....

Sr	Question	Score
1.	The curriculum has the scope for development of requisite skills among the students.	
2.	The curriculum focusses on the development of a dynamic personality.	
3.	The curriculum meets the needs of the industry/educational set up.	
4.	The curriculum develops the employability potential of the students.	
5.	The curriculum instils the professional ethics among the students.	
6.	The curriculum designed for the programme is updated one and has the scope for providing knowledge on recent developments.	
7.	The curriculum is in tune with the recent technological advancements.	
8.	The students can learn to develop team spirit and leadership qualities.	
9.	The curriculum focusses on developing communication skills of the students	
10.	The curriculum meets the global standards	
11.	Any suggestions for improving curriculum.	

2c. Feedback of Student/Alumni on Curriculum

Dear Teachers

The university is continuously trying to groom students to be worthy as a good informed human and useful for the society. You as a teacher have an important responsibility to share in this regard, although you are part of designing the curriculum. Without your support and guidance, we will not be able to achieve this objective. It is so designed that it covers the cent percent of what our national bodies like CSIR, UGC and other regulatory agencies have recommended. In addition it includes 20 % more covering the regional, national and international scenario and the latest research and development in the subject.

This communication to you is to seek your sincere feedback on curriculum we have adopted.

Kindly give your response on 10-point scale.

1 refers to poor in rating and 10 indicates excellent curriculum for the session 2019-20.

Scale Poor- 1.....2.....3.....4.....5.....6.....7.....8.....9.....10-Excellent

Programme :Course:.....

Semester :Email:.....

Sr	Question	Score
1.	The curriculum has the scope for development of requisite skills among the students.	
2.	The curriculum focusses on the development of a dynamic personality.	
3.	The curriculum meets the needs of the industry/educational set up.	
4.	The curriculum develops the employability potential of the students.	
5.	The curriculum instils the professional ethics among the students.	
6.	The curriculum designed for the programme is updated one and has the scope for providing knowledge on recent developments.	
7.	The curriculum is in tune with the recent technological advancements.	
8.	The students can learn to develop team spirit and leadership qualities.	
9.	The curriculum focusses on developing communication skills of the students	
10.	The curriculum meets the global standards	
11.	Any suggestions for improving curriculum.	

2d. Feedback of Parents on Curriculum

Dear Parent

As parents of your child studying in this university you must be having some aspirations from your ward. The university is continuously trying to groom your child to be worthy of a good, caring and informed person useful to the society. In order for us to succeed, we need your guidance and feedback on the curriculum which we update every year, for the next session. It is so designed that it covers the cent percent of what our national bodies like CSIR, UGC and other regulatory agencies have recommended. In addition it includes 20 % more covering the regional, national and international scenario and the latest research and development in the subject.

This communication to you is to seek your sincere feedback on curriculum we have adopted.

Kindly give your response on a 10 point scale where, 1 refers to poor in rating and 10 indicates excellent curriculum for the session 2019-20.

Scale Poor- 1.....2.....3.....4.....5.....6.....7.....8.....9.....10-Excellent

Father's/Mother's Name:

Mobile No.: Email.....

Son's/Daughter's Name studying in CUPB:

Programme:

Sr	Question	Score
1.	The curriculum helps to prepare for national level examinations	
2.	The curriculum of the programme is explicit and details are given	
3.	The content included in each unit is relevant and balanced	
4.	The lecture (L) , Tutorials (T) and Practicals (P) allotted in the course are adequate.	
5.	How much are you satisfied with the curriculum?	
6.	There is a balance between theory and practical in the curriculum	
7.	The curriculum provides you the opportunity for improving your thinking skills	
8.	An adequate and up-to-date reference of study material is available	
9.	The Curriculum helps you to develop employability skills	
10.	The curriculum focuses to develop your ability to compete at international levels	
11.	Any suggestions for improving curriculum.	

3. Laboratory Audit

Name of the Lab:.....

Date:.....

Name of the Department:.....

Sr.	Description	Yes	No	Not Applicable
1.	Training for Lab Safety is given and Lab manuals available.			
2.	Phone is available and emergency phone numbers are posted near the phones.			
3.	Fire extinguishers are appropriate, mounted, charged, unobstructed and checked annually (Date of expiry & last checked) with proper training of all lab employees/students			
4.	Appropriate first-aid kit is available.			
5.	Emergency procedures and evacuation plans are formulated, practiced and posted in the lab.			
6.	Is height of the Heavy objects in the lab is below five feet and not obstructing the exit point?			
7.	Are warning signs are posted appropriately?			

8.	Laboratory equipment moving parts are guarded (e.g. fan belts, fan blades)			
9.	Working surfaces are clean, uncluttered and in good condition.			
10.	Aisles and pathways are wide enough and kept clear so as to provide unobstructed exit and evacuation (no less than 28 inches).			
11.	Lab furniture is in good condition, stable and ergonomically suitable.			
12.	Is the lab disabled friendly?			
13.	Shoe racks are available outside the lab.			

4. Research Audit

Name of the Department:
Number of Faculty Members:
Number of Research Scholars:
Thrust areas of the research of the Department

Information of each student about the following (Students will give presentation covering all parameters):

1. No. of Publications
2. Indexing
a. Scopus
b. Google Scholar
c. Web of Sciences
d. CARE list
3. Impact Factor
4. h-index
5. Citation
6. Research awards
7. No. of research projects, ongoing, completed
8. Any interdisciplinary research conduct or research collaboration among different Departments of the university

**Information of each faculty about the following
(Faculty will give presentation covering all parameters):**

1.	No. of Publications
2.	Indexing
	a. Scopus
	b. Google Scholar
	c. Web of Sciences
	d. CARE list
3.	Impact Factor
4.	h-index
5.	Citation
6.	Research guidance: No. of teachers guiding/guided research in 2019-20 to Master level/Ph.D. students
7.	No. of research projects, ongoing, completed by faculty
8.	Any interdisciplinary research conduct or research collaboration among different Departments of the university
9.	Faculty serving on editorial board on national/international level
10.	How do you promote research?	
	Are exhaust fans available in the lab?	
14.	Are equipment manuals available?	
15.	Are all lab equipment including computers under appropriate AMC?	

5. Research Laboratory Audit

CHEMICAL/PHYSICAL/BIOLOGICAL RESEARCH LABORATORIES AUDIT

Name of the Department:
Number of Faculty Members:
Number of Research Scholars:
Thrust areas of the research of the Department

Sr. No.	Description	Yes	No	Not applicable
1.	All containers, primary and secondary (wash bottles, carboys, etc.) are labelled correctly.			
2.	All chemical storage areas; refrigerators, cabinets and shelves are labelled with hazard warnings.			
3.	All container labels have the full chemical name (in English) with legible labels and identify the hazard class of the chemical (flammable, corrosive, oxidizer, etc.).			
4.	Secondary containment is used for liquid chemicals.			
5.	No chemical storage areas are near desks or electrical equipment.			
6.	Flammable liquids are in an approved cabinet (if >10 gal. in lab)			
7.	All chemical storage freezers are defrosted regularly.			
8.	No chemicals are stored around sinks or drains.			
9.	Hazardous or corrosive liquids are not stored above eye level.			
10.	Explosive and temperature sensitive chemicals are stored as per MSDS.			
11.	Reactive and time-sensitive chemicals are dated, and not expired.			
12.	Controlled substances are secured and inventoried.			
13.	Gas cylinders are secured, away from heat sources and capped, when not in use.			
14.	SOPs for handling of cryogenics (liquid nitrogen etc.) during storage, transport and usage.			
15.	Acids and bases are stored in special corrosive resistant cabinets.			
16.	All oxidizing & reducing agents are stored far enough apart from each other to prevent accidental mixing, in an event such as an earth quake.			
17.	Water reactive substances are stored where they are isolated and will not get wet.			
18.	Storage shelves have lip edges or other restraints to prevent containers from falling in the event of an earthquake.			
19.	Special containment procedures in place for equipment containing mercury (e.g. thermometers, manometers, pressure gauges, etc.).			
20.	SOPs for chemical and biochemical hygiene is available and reviewed periodically.			

21.	All chemicals and biological chemicals are inventoried in stock registers and reviewed quarterly.			
22.	Chemical and biological Spill control kits are available.			
23.	Areas around eyewash and safety shower are unobstructed and in working condition and regularly checked			
24.	Appropriate eye protection, hand gloves, chemical goggles or safety glasses with side shields are used at all times by individuals in chemical storage and/or lab areas.			
25.	Hand washing soap and towels are available			
26.	Operational fume hoods are provided in laboratories where noxious or toxic chemicals are handled.			
27.	The fume hood working area is clean, unobstructed and not used as a permanent storage area.			
28.	Are all containers in good condition and clean (i.e. free of residue/spills on outside).			
29.	Are the contents of unattended working containers clearly identified?			
30.	Storage of hazardous substances in refrigerators: a) Fridges used for storage of hazardous substances are labelled with appropriate hazard symbols. b) Incompatible substances appropriately segregated within the fridge c) No food stuffs in refrigerator			
31.	Are adequate precautions for radioactive substances are taken during: a) Purchase b) Working c) Storage d) Disposing			
32.	Disinfectants (record expiry date): a) Available for decontamination or sanitation use in the laboratory b) Present in biological spill kit.			
33.	Which disinfectant is used to wipe down work surface and at the end of each work period?			
34.	Work practices: a) Is food and drink present in the laboratory? b) Soft/cotton clothing, not too loose or too tight? c) Is Long hair tied back? d) Are incidents/accidents recorded?			
35.	Are all biological cultures clearly identified and appropriately stored?			
36.	Are water baths maintained in clean state?			
37.	Biohazard waste bags are NOT over full and adequately labelled ?			
38.	Ice machines are labelled "Not for human consumption."			
39.	Feed items used in labs are properly labelled "For lab use only."			
40.	Glass apparatus is assembled properly with all water/liquid hose line connections clamped.			
41.	Are hazardous chemicals stored in lab or outside in fire proof, corrosion proof separate chamber?			

6. HAZARDOUS WASTE MANAGEMENT PRACTICES

Sr.	Points	Yes	No	Not Applicable
1.	All hazardous wastes are stored in sturdy leak proof containers with closed lid.			
2.	All laboratory waste bins are colour coded and separate for biomedical waste/hazardous waste/shrapnel etc.			
3.	Waste containers are appropriately labelled (no abbreviations, formulas or shorthand).			
4.	SOP for biological waste management is available and followed properly.			
5.	Biological waste disposal: a) All microbiological waste is autoclaved before disposal. b) All contaminated glassware is autoclaved or chemically disinfected prior to washing and reuse.			
6.	Proper waste chemical disposal system is available.			
7.	Are three coloured bins/bags/needles disposal and compliance of industrial-waste management rules followed?			
8.	Describe the waste disposal pathways used in the lab (type of waste: Bio-medical waste/hazardous waste/ewaste as well as detailed mode of disposal)			

Head of the Department

Member of IQAC

Faculty Member

Dean of the School

Dean Academic Affairs

Date.....

7. ELECTRICAL SAFETY AUDIT

Sr	Points	Yes	No	Not Applicable
1.	Electrical equipment are correctly earthed with three pronged plugs.			
2.	Electrical cords in safe condition (no cuts, cracks or taped repairs).			
3.	Circuit breaker panels and emergency shutoffs are unobstructed (30" clear space) and unlocked.			
4.	High voltage equipment (e.g. refrigerators, freezers, copies, etc.) are plugged directly into wall outlets.			
5.	Items of portable electrical equipment have been electrically tested and tagged within the last 12 months			
6.	Outlets, cords and extension cords are grounded.			

(E-SAFETY PRACTICES)

Sr.	Points	Yes	No	Not Applicable
1.	All Computers and accessories in the lab are in working order on UPS with appropriate antivirus .			
2.	Each computer and accessories have proper numbering and stock register for hardware and software is updated.			
3.	Usage register of computers is available.			
4.	Are licensed software installed on all the computers?			
5.	An instructional notice is displayed to protect data.			
6.	Are computers password protected?			

8. ADMINISTRATIVE AUDIT

Name of the Division: (i) Establishment

Audit Period: Session :

Sr	Statement	Evaluation		
1.	Awareness of the responsibilities of the division			
2.	Execution of the work according to duty chart (Check and Report)			
3.	Procedure of filing and maintaining the records (Check and Report)			
4.	Filing system	Poor	Good	Excellent
	a. Documentation			
	b. Coding			
	c. Indexing			
	d. Storing and retrieving filing			
	e. Security system of filing			
	f. Time schedule followed for disposal of files	Over 5 days	5 days	3 Days
5.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature	Poor	Good	Excellent
6.	Performance Evaluation System (Check the status of PBAS and APAR of all employees of the Division and Report)			
7.	Attendance record of teaching and non-teaching employees of the university. (Check and Report)			
8.	Communication Systems(s) to and from Establishment Division to all employees of the University	Poor	Good	Excellent
9.	Status of job description of employees of the division? Check and Report.			
10.	Service record of employees maintained/ updated?			

11.	Working record time of all the employees is maintained or not? (Check and Report)			
12.	Is the vacation/holidays structure operational?	Yes	Partial	No
13.	How do you get complaints of your division and what is the track of closure? (Check and Report)			
14.	Strength and weakness of the division (Check and Report)			
15.	Any exemplary practice followed by your division			

External University Registrar
officer

External Statutory

Registrar CUP-Bathinda

Dean of the School

Dean Academic Affairs

Date.....

ADMINISTRATIVE AUDIT

Name of the Division: **(ii) Recruitment**

Audit Period: Session:.....

Sr.	Statement	Evaluation		
		Yes	Somewhat	No
1.	Awareness of the responsibilities of the division			
2.	Execution of the work according to duty chart (Check and Report)			
3.	Procedure of filing and maintaining the records (Check and Report)			
4.	Filing system	Poor	Good	Excellent
	a) Documentation			
	b) Coding			
	c) Indexing			
	d) Storing and retrieving filing			
	e) Security system of filing			
	f) Time schedule followed for disposal of files	Over 5 days	5 days	3 Days

5.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature	Poor	Good	Excellent
6.	Data verification of recruited employees in the last year			
7.	Knowledge of recruitment rules and procedures (UGC/DoPT guidelines for selection/recruitment)			
8.	Check and Report of CAS promotions, increments and discrepancies related to employees			
9.	Communication Systems(s) to and from Establishment Division to all employees of the University	Poor	Good	Excellent
10.	Status of job description of employees of the division? Check and Report.	Poor	Good	Excellent
11.	No. of pending cases of promotions			
12.	Report of Evaluation of interviewee's feedback			
13.	How many existing employees of the division imparted training?	Total No. of employees of the division	No. of employees imparted training during the period under report	
14.	Are all the policies communicated to new employees? Check and report			
15.	Service record of employees maintained/ updated?	Yes	No	Not updated
16.	Report of orientation to new employees			
17.	Working record time of all the employees is maintained or not? (Check and Report)			
18.	Check and verify status roster of recruitment			
19.	How do you get complaints of your division and what is the track of closure? (<i>Check and Report</i>)			
20.	Strength and weakness of the division (<i>Check and Report</i>)			
21.	Any exemplary practice followed by your division			

CHAPTER-14

Alumni Association of Central University of Punjab (AACUP)

Summary points

- Being a very young university, we have a modest Alumni Association
- The Association is duly registered with the Registrar of Societies as per the Societies Registration Act
- It is self-supporting and trying to be active
- Though very young with about a thousand voluntary members, it has very clear following objectives:
 - i. establish a link with the CUP alumni and enrol them as members;
 - ii. establish liaison between Alumni Association Central University of Punjab (AACUP) and similar other associations at the universities in the country and abroad;
 - iii. raise various endowment funds and award stipends out of it to the deserving students on need-cum-merit basis;
 - iv. institute and disburse scholarships, fellowships, medals, awards, etc. to the meritorious students of the university out of the corpus of the Association;
 - v. seek donations from alumni and potential donors for promoting various righteous activities of the Association;
 - vi. suggest ways and means for the participation of the Association in the working of the University;
 - vii. arrange get together of the alumni and social/cultural functions of the alumni;
 - viii. honour distinguished alumni of CUP, who have brought national/global acclaim in their respective domains

The Central University of Punjab being too young is not expected to have a strong Alumni base. However, the University took the initiative to establish its Alumni Association of Central University of Punjab (AACUP) in 2015-16 and registered about 100 members including the faculty.

AACUP aims to foster stronger relations between its alumni and others connected with the University. CUP recognizes its alumni as important stakeholders in its continuing quest to provide excellent education. It realizes the enormous benefits that can come from the engagement and support of its

alumni who have considerable expertise in many areas and can help identify strategic directions for CUP in the 21st century.

Since its inception in 2009, Central University of Punjab has a long tradition of pursuing excellence in teaching and research. The ever-growing body represents a rich resource base for the University with its huge reservoir of diverse talents and expertise spanning over areas like Social and Biological Sciences, Languages, Literature and Culture, Pharmacy, Law, Medicine, Engineering and Education. The bond that our students form with their alma mater will strengthen even further once they become alumni.

The association was formally registered under Societies act in 2018 (**NO: 11 Year 2018-19; Societies Registration Act XXI 1860, Punjab amendment act 1957**)

The duly approved constitution recognizes the following office bearer of the AACUP

1. Chief Patron (Vice Chancellor- Ex Officio)
2. President (Dean Student Welfare)
3. Vice President
4. General Secretary cum Treasurer
5. Secretary
6. Joint Secretary

NUMBER OF ALUMNI REGISTERED:

There are 965 registered members till 2019-20, this includes both Masters and Doctorate students.

MEMBERSHIP

Eligibility: The following categories of persons are considered to be enrolled as members of the Association

- (i) A Graduate, diploma of at least one-year duration after graduation. Post Graduate, M.Phil., Ph.D. from Central University of Punjab.
- (ii) Members of the teaching staff of the University even though they may not be graduates of this University.
- (iii) Graduates of other Universities (Indian or Foreign) on whom membership is conferred by the Executive Council of the Association.

Note: All Former Vice-Chancellors and former Registrars will be members of the Association.

A registration fee of Rs. 500 is charged at the time of admission and the student becomes registered member after the completion of the degree.

TERMINATION OF MEMBERSHIP

The governing body of the society shall have powers to expel/terminate a member or/ and members from the membership of the above society on the following grounds:

- a) Event of death
- b) On written resignation

- c) If found to be involved in any anti-social activities
- d) If adjudged by any court of law to be a criminal offender
- e) If acting in a manner prejudicial to the interests of the Society.
- f) If disregards Rules and Regulations to disobey the decisions of the Governing Body.
- g) Majority of the members can remove any office bearer of the Association.

RE-ADMISSION:

Any ex-member can be readmitted with the approval of the Executive Body.

ACTIVITIES:

- i. establish a link with the CUP alumni and enrol them as members;
- ii. establish liaison between Alumni Association Central University of Punjab (AACUP) and similar other associations at the universities in the country and abroad;
- iii. raise various endowment funds and award stipends out of it to the deserving students on need-cum-merit basis;
- iv. institute and disburse scholarships, fellowships, medals, awards, etc. to the meritorious students of the university out of the corpus of the Association;
- v. seek donations from alumni and potential donors for promoting various righteous activities of the Association;
- vi. suggest ways and means for the participation of the Association in the working of the University;
- vii. arrange get together of the alumni and social/cultural functions of the alumni;
- viii. honour distinguished alumni of CUP, who have brought national/global acclaim in their respective domains;

Alumni meet

The annual meeting of AACUP is conducted after the convocation function.

CHAPTER-15

Digital Administrative Initiatives

Summary points

- In-house Softwares for the Following administrative requirements have been prepared and are in use:
- Online APAR Portal (Annual Performance Assessment Report)
- Online Leave Management System:
- E-Service Book
- Online Annual Immovable Property Return
- Web Notification System
- Managing Various Web Applications under Single Server
- University Property Management System
- Such digital initiatives add to the transparency, saves time, reduces mistakes, maintain records and quick retrieval. The employees can retain their copies for records.
- It makes the tasks easy for the stakeholders and builds-in confidence

1. Online APAR Portal (Annual Performance Assessment Report)

In order to make it more transparent timely and effective for the faculty and the administration we have initiated digitalization of APAR system. Earlier the faculty used to manually fill-in the information about their progress in teaching and research and other activities manually in a prescribed format. By switching over to online APAR system the access to the APAR by the faculty and the authorized users gets improved. Comparison with the self as well as with respect to other faculty members becomes easy. Once the employees fill the details/achievements/ reports and submit it, the APARs would be generated for filling up of the self-appraisal. Then, it will automatically reach to his/her Reporting Officer/HoD as the case may be. After Reporting officer, it will move to Reviewing Officer, then to Accepting Authority. An auto email will also be sent to Teachers/Staff for filling up the proforma. On submission of APARs by them, it gets sent for final acceptance by the Administration. Alerts are also sent in case of delays.

It prevents loss and delay of APARs in movement/transition; address the issues of antedating, remarks recorded by the Reporting Authorities without dates, etc. Above all and importantly, it will bring transparency into the APAR system. This would also ensure the availability of APAR dossiers for timely promotions at various levels by avoiding unnecessary delays for want of updated

APARs. The timelines have been drawn up for each stage of the process. The entries of the online form are by and large similar to the manual mode of the form.

Front-end

- Employees/officials will open their panel by logging in with Google Social Login.
- After logging in they will fill-up their self-assessment form and select the reporting officers.
- After completing the self-assessment form, their form will be sent to their mail id.
- The same panel shows button for the reporting officer, the next higher officer and the reviewing officer will fill out the employee / officer form.
- Any officer can see the details of his subordinates filled.

Admin panel

- The admin panel will be used by the Administrator.
- The dash-board will show the number of employees who have started or have filled-in or have submitted the form. It also shows the number who have not yet started filling up the forms. Such employees will automatically get sent the deadline/reminder.
- The admin will fill the administrative form of the employee / officer of Part 1.
- List of employees.
- Download the Employee / Official Form as PDF.

2. Leave Management System:

As the numbers of employees are growing, maintaining the record and managing the system of leaves (of any type) of the teaching and non-teaching staff gets cumbersome. To stem the problems, the university has shifted from the manual system of leave application and its grant to the online system. The online system automates the leave request process, making it hassle-free for both the university and the employees.

It serves the following benefits:

- It adds to the transparency in attendance at any time at every level and brings in discipline for the officer and the staff.
- The staff can apply from anywhere (including out of station). She/he is not expected to visit the university or to find way of sending the leave application through someone in time.
- It helps in proper and timely maintenance of leave records.
- The employees can check the status of approval of their leave applications as also balance leaves of every type at any time.
- The Branch can generate the leave report of concerned employees or all employees within a very short period for various purposes.

- The finance branch does not have to wait for the leave records from various departments for preparation of monthly salary.
- This online also helps the Establishment department.
- Any officer of the university instead of asking the relevant branch/department can come to know about presence or absence of any employee on any day.

3. e-Service Book:

The university is also on its way to complete the e-Service Book System for every employee. This will include all the features as in manual service book - like personal information, family particulars and nomination, details of service, leave record, LTC etc. The Central University of Punjab will be the first Central University to implement the e-Service Book as a part of its digital initiatives. The brief benefits are as follows:

- Stoppage of physical movement of Service Book and other documents between the Departments
- Fear of loss of service book of any employee
- It will bring in transparency.
- Save time of the organization and eliminates the problem of tracing the missing Service Book(s).
- Enable the individual employee to check his/her particulars of record online.
- Also enables timely verification of Service Book that will fasten the processing and finalization of dues/retirement benefits
- Easy and updated access of leave records – Medical leave, earned leave, study leave, sabbatical leave etc.
- The employee doesn't need to maintain photo-copies of the service book.
- Availability of centralized & first hand data.
- The person making the entry will get identified.

4. Online Annual Immovable Property Return

As per the directions of CVC, MHRD & DoPT, the All India Service Officers need to file to the Government the Annual Property Return on a prescribed format every year, failing which vigilance clearance shall be denied to the defaulter by the Officer in-charge. The CUPB has also changed this paper-mode submission to online submission. All employees (Teaching & Non-teaching) henceforth will have to file their Annual Property Returns online only. Provision will be there that the Annual Property Return submitted shall be automatically updated on website as per requirement of the Government of India.

The Establishment Branch will have quickly and detail information of all those who have submitted or not. Message alerts will be sent to those who fail to file in time.

Needless to say, this fool-proof system will leave no scope of change of Annual Property Returns at later stage and loss of Annual Property Returns. It will be efficient, fast, error-free and paperless.

5. Web Notification System

This Portal/System helps the administration and the users of CUPB to have all Orders/ Notifications/Circulars/Notices issued by CUPB under one roof. This has the following features:

- A web notification can be sent to all faculty members for daily updates.
- They will visit the website, enter e-mail ID, and allow the notifications.
- They can view and search the old notifications with the use of their own keywords and range of dates in their panel at any time.
- This will help to make a structured soft copy record of all notifications, orders and rules regulation passed at different times.
- It brings-in transparency.

6. Managing Various Web Applications under Single Server

At present, we are hosting various web applications at University. All are managed at different locations by different persons. As everyone is unable to save the university web from the threat of hacking etc. or other cyber-crime from outside, we are working on managing all the applications from different departments/persons under single server with more security features and best fire-wall(s) at single point. This practice will save us from the cyber-threats and crimes from anywhere in the world.

University Property Management System:

The university has very expensive sophisticated equipment and other non-consumable assets issued to various teachers. Many teachers have purchased materials/equipment etc. out of the sponsored research project funds which after the completion of the project(s) become the property of the university. From the Property Register of the project the item gets transferred to the Property Register of the University. At the time of retirement on superannuation or transfer from the university to some other institution, the teacher has to return the property against her/his name to get No Objection Certificate (NoC). At that occasion, many a times, it becomes extremely difficult for the teacher to trace the property. This delays the issuing of NoC by the stores.

Further, as per the GoI rules, the university is expected to make every year an exercise of physical verification of the property as per the purchase and the property registers of the departments, stores and the projects.

Still further, in our university we resort to triple entry system of every purchase. Reconciling through manual means is not only difficult and cumbersome but also not fool-proof

In view of such issue the University is on the verge of completing online Property Registers. This will not only bring in transparency but also serve as solution of the above issue with an ease.

CHAPTER-16

Sports Policy

Summary points

- The University has developed and got it approved from EC its Sports Policy that includes out-door as well as in-door games and athletics
- It has a clear objective of promotion of sports culture through active participation and inculcation of spirit of sportsmanship, brotherhood and team-ship
- We have earmarked 5% supernumerary quota for sports persons irrespective of the position/event/weight category as per the approved rules posted on the University website.
- Application fee is nominal Rs 75 and 150 per annum for reserved and unreserved category students
- In order to facilitate admission under supernumerary sports quota admission is made possible on the basis of sports trial as well as without sports trial i.e. through common entrance test-based merit in the subject.
- The rules for the Sports Trial and weightage in respect of merit/participation sports certificate are defined
- Rules for tournaments organised by AIU are in place and posted on the website.
- Honours to the sports persons for encouragement are well defined.
- Rules are prescribed for relaxation in the conduct of examination during the period of tournament and or competition matches.
- University has provided adequate equipment of almost every type for health fitness of the boys and girls. Efforts are being made to provide the equipment in each hostel.

The Division of Sports promotes student participation in a variety of physical and athletic activities and gives students the opportunity to engage in the sport of their choice at various skill levels. This contributes in the development of leadership, communication and administrative skills among students. Understanding of basic procedures and awareness of pertinent policies, rules and regulations assist them in simplifying the administrative process.

Definitions

Sport: An activity involving physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively

Game: An activity providing entertainment or amusement as a pastime

Objectives**The objectives of Division of Sports are to:**

1. Increase the level of student's participation in sport at grassroots level, both inside and outside of the university curriculum.
2. Provide accurate information regarding the athletic development of students to ensure that every student has the opportunity to attain their full sporting potential.
3. Identify students with sporting ability, making them aware of opportunities available to them locally and 'FastTrack' them into sports specific development programmes.
4. Promote physical activity for health and social well-being.
5. Inculcate a sense of discipline and team-work among students.
6. Give students 'easy to understand' information on current health and nutritional issues.
7. Producing sports champions from the students of the University.
8. Create excellent sports culture and recreational, cultural and healthy lifestyle among students
9. Provide excellent sports facilities.
10. Develop a sense of belongingness among students towards university

Sports Quota Admission

The Central University of Punjab offers 5% supernumerary seats in each department under Sports and ECA quota. Information regarding sports quota seats along with requirement of sports persons in different Games/ Sports with the respective Position/ Event / Weight Category are provided on official website of the university.

IMPORTANT DATES

The schedule for CUPB admissions under Sports category is announced on the admission portal of University along with the admission of all programmes. The University releases the schedule of sports trials through CUPB website after common entrance Examination.

APPLICATION FORM

In order to apply for admission under the sports quota, candidates need to fill the on line application form released on the official website of CUPB. An applicant can apply in a maximum of three games/sports.

APPLICATION FEE

Aspirants who wish to apply for admission under sports quota at CUPB need to pay an additional registration fee as given below (all categories) apart from the university registration fee. (Fee may change every year)

Category-wise Sports Registration Fee

Category	Application Fee
UR/OBC	Rs 150 (Non-refundable)
SC/ST/PWD	Rs 75 (Non-refundable)

ELIGIBILITY CRITERIA & ADMISSION PROCESS

There are two criteria for admission under sports category:

a) Direct Admission without Sports Trial

Students who have represented India at International sports events which are recognized and funded by the Ministry of Youth Affairs and Sports (MYAS) will be given Direct Admission at CUPB and such students would not have to undergo Sports trial such as:

- Olympic Games by the International Olympic Committee (IOC)
- World Championship / World Cup by International Sports Federations (ISFs)
- Commonwealth Games by Commonwealth Games Federation (CGF)
- Asian Games by Olympic Council of Asia (OCA)
- Asian Championships by International Sports Federations (ISFs)
- South Asian Federation Games (SAF) by South Asian Sports Council (SASC)
- Paralympic Games by International Paralympic Committee (IPC)

b) Admission on the Basis of Sports Trials

- Candidates would be allotted maximum 40 marks for Merit/Participation Sports Certificate.
- Criteria for Marking of Merit/Participation Sports Certificate is as per the marks displayed for different levels of Game/Sport Competitions.
- Sports Certificate of Invitational / Memorial / Open / Prize Money League / Ranking Competitions will not be considered.
- Applicants are required to upload Self-Attested copies of three Merit/Participation Sports Certificate. However, only the Highest Merit/ Participation Sports Certificate will be considered for marking.
- Merit/Participation Sports Certificate of preceding three years will be considered in those Games/ Sport recognized by AIU / MYAS in which Inter-University Competitions are held.

SPORTS TRIALS

Candidates would be allotted maximum 60 marks for Sports Trials. These trials would include team games, individual sports as well as dual and combat sports.

Team Games:

Badminton, Basketball, Cricket, Football, Handball, Hockey, Kabaddi, Kho-Kho, Korfball, Netball, Softball and Volleyball.

Marking Criteria for Team Games	Total (60 Marks)
Fundamental Skills	20 Marks
Performance in Trials	40 Marks

Dual & Combat Sports: Badminton, Boxing, Fencing, Judo, Squash, Table Tennis, Taekwondo, Tennis and Wrestling

Marking Criteria for Dual and Combat Sports	Total (60 Marks)
Fundamental Skills	10 Marks
Performance in Trials	50 Marks

Individual Sports: Archery, Athletics, Best Physique, Chess, Diving, Gymnastics, Power-lifting, Shooting, Swimming, Weight-lifting and Yoga

Marking Criteria for Dual and Individual Sports	Total (60 Marks)
Performance in Trials	60 Marks

University conducts Sports Trial only for the game or sport that is identified by University Sports Committee. The applicant needs to secure minimum 30 marks in the Sports Trial in order to be eligible for admission under Sports quota.

SPORTS CATEGORY CERTIFICATES

Admissions under Sports quota requires aspirants to submit relevant certificates. The criteria for marking of merit/participation sports certificate out of maximum 40 marks is as mentioned below:

Category	Competition / Tournament Level	Certificate from	Certificate Marking Criteria 40 Marks (maximum)			
			Position			
			1st	2nd	3rd	Partic- ipation
A-1	Represented India in Olympic Games/ World Championship/ World Cup/ Commonwealth Games/ Asian Games / Asian Championship/ South Asian Games/Paralympic Games	IOC/ ISFs/ CGF/ OCA/ SASC/ IPC/ IOA/ NSF recognised and/or funded by Ministry of Youth Affairs & Sports (MYAS)	Direct Admission			
A-2	Position and/ or Participation in International Youth/Junior Competition	International Sport Federation (ISF/ NSF) recognized and/or funded by Ministry of Youth Affairs & Sports (MYAS)	40	38	36	34
B-1	Position and/ or Participation in National Games / Federation Cup/ Senior National / Inter-Zonal National/ National Competition	IOA/ NSF recognized and/or funded by Ministry of Youth Affairs & Sports (MYAS)	33	31	29	27
B-2	Position and/or Participation in National School Games Under 19/ 17, Khelo India National School Games Under 17/ Youth/ Junior National/ National	School Games Federation of India (SGFI)/ NSF recognized and/or funded by Ministry of Youth Affairs & Sports (MYAS)	25	23	21	19

C	Women Sports Competition/ Sub- Junior / Cadet National Competition/ Zonal National Competition Position in State Competition/ State Women Sports Competition / InterZonal/ Inter- District/ CBSE National/ KVS National/ IPSC National/ ICSE National/ DAV National/ NVS	State Sports Association, State Directorate of Education/ School Boards	16	14	12	Not Eligible
D	Position in Cluster/ Regional/ Zonal Competition of CBSE/ KVS/ DAV/ NVS/ Other School Boards, District Competition, Subroto Cup/ Nehru Hockey Cup/ Khelo India Competition	District Sports Association, District/Zonal/Regional Directorate of Education/ School Boards	08	06	04	Not Eligible

Candidates can raise grievances, if any, within three days. The Grievance Committee of the university needs to resolve all the grievances within these three working days, before admission is offered to the candidates.

Rules for AIU Tournament

Association of Indian University (AIU) organizes national level inter-university sport tournament. To participate in AIU events, the policy will be as given below:

Selection of Team

1. For selection of the teams, the entries will be invited from interested students at least two months before the tournament.
2. After scrutinizing the list, trials will be scheduled at least one and a half month before the tournament.

3. A selection committee will be formed. If a suitable person is available in the university (having expertise in the game for which the trial is being taken), he/she can be appointed as an expert. If no such person is available experts can be invited from outside.
4. The team will be selected at least one month before the tournament so that selected students can attend one month practice camp before tournament.
5. The selected students will be checked on fitness and eligibility criteria by pre-game evaluation committee.
6. The students selected after this process will represent the University for various tournament organized by AIU.
7. After selection of the team, all the members will fill a proforma as an undertaking to accept the code of conduct & penalties (in-case of misconduct).

Practice Camps

1. Practice camp of one month will be arranged by University.
2. During this period following facilities will be provided to teams (only those representing university at AIU) by university:
3. Duty leave and attendance apart from their expenditure on meals equivalent to the amount prescribed by SAI for colleges and universities.
4. Duty leave of full day will be provided to the team for last five days prior to date of tournament for practice. Apart from this no duty leaves will be provided for practice except for genuine reasons and by special permission from the Director Sports.

Dress Kits

1. For representing University in Inter University tournament, University will provide Dresses with university logo printed on it. The colour of dress will be decided by the University.
2. Before going for the University tournament all the team members are required to get the dresses issued from the store.

Playing Equipment

All equipment's and sport kits required for practice and participation in AIU tournament will be arranged by the University. For AIU participation a contingent including coaches and other staff members like physiotherapist and facilitators will be sent along with the teams. Following will be the facilities provided for the participation.

Transportation facility

For participation in AIU Tournament, university will provide transportation facility to the venue of tournament. If it is not possible to provide transportation then the students will be entitled for transportation fare. The details are:

- a. The contingent going to attend/participate to the tournament will be paid second AC/first

class rail fare or equivalent to the class entitled for Asstt. Professor for to & fro journey.

- b. Local conveyance for moving from university to Railway Station/Bus Stand and from Bus stand/Railway Station to University can be provided if needed.

Other support for participation in AIU

1. All the students who are members of the contingent visiting tournament will get duty leaves during the period of the tournament.
2. Players will get a stipend of 600/- per day for non-playing days and a stipend of 600/- per day on the days of matches.
3. All staff members who are the part of contingent will get a stipend of 600/- per day during the period of participation.
4. The rates/entitlements shall be reconsidered every three years

Honor of Students

The students who get a position/prize in their respective games or in team events will be honored by the University. Those who will play in international events representing the country will be given scholarships as per Govt. of India rules. Those who will bring laurels to the country by bringing gold/silver/bronze can be considered for appointment on the campus commensurate to their qualification as per rules.

The students who has represented or won the positions in the International, National, AIU Tournaments, All India Level Tournaments, State Competitions and in the University tournaments (Annual Sports Meet and other tournaments organized by the university during the year.) will get extra marks for best student category as per details mentioned below:

Regarding Examination during the tournaments:

In case University examination (MST/EST) dates and AIU/National Level Tournaments dates coincide in spite of efforts of the university to avoid clash of dates, special exam could be allowed by the Vice-chancellor for the concerned sports person. Such cases will be brought to the AC for ratification.

S.No.	Competition	Gold	Silver	Bronze
1.	International	10	08	07
2.	National	07	06	05
3.	AIU	06	05	04
4.	NZIU	05	04	03
5.	State	04	03	02
6.	Annual Sports Meet	03	02	01
7.	Other University Tournaments	02	01	

Committees

Three committees will be formed constituting members from both inside and outside Division of Sports. These committees will have specific tasks as mentioned below.

1. Selection Committee

This committee will be responsible for selecting University level team for inter-university sports events. Following members will constitute the committee,

1. Dean Students Welfare: Chairman
2. Director Sports or his/her nominee
3. HOD of Physical Education
4. Coach/ Expert
5. Sports Officer: Convenor

2. Grievance and dispute resolution committee

This committee will be responsible for resolving any dispute that occurs during any event related to sports activity. Following members will constitute the committee,

1. Dean Students Welfare or his/her nominee
2. HOD of Physical Education
3. Sports officer
4. Department sports coordinator (nominated by Dean, Student Welfare)

3. Pre-Game evaluation Committee

This committee will be responsible for checking candidates for their eligibility and fitness for playing game. Following members will constitute the committee,

1. Sports Coordinator
2. Doctor
3. Physiotherapist

Selection Criteria for University Sports Representation

The most important attribute for a successful player is their skill and game specific sense. Thus, in the process of selection for representing the University, the athletes are required to prove their potentialities in different Psycho-Physical demands of the game which will be assessed before selection. The students will be required to pass the essential and desirable criteria.

Essential criteria:

1. Fitness level
2. Game specific Ability
3. Bonafide student of less than 26 years of age.
4. Sportsman spirit

Desirable criteria:

1. Previous Achievements

2. Training Attendance
3. Good Knowledge of specific sport and Tactics
4. Psychological preparedness
5. Team Spirit

Extramural Competitions

1. The Extramural sports activities include National University Competitions, Zonal Inter-University Competitions and other allied events.
2. The outsource officials for conducting of Extramural sports activities will be provided actual T.A and D.A as per rules
3. Flexes and other promotional material will be used during Extramural sports activities.
4. CUPB Participants of Extramural sports activities will be provided certificates of participation.
5. Required logistics will be hired for smooth conduct of event (Tent age, Sound System, Bedding etc.)

University Fitness Centre

All students of the university can opt for the facility of fitness Centre but they have to follow the following rules:

- i. Ensure full safety during workouts.
- ii. Avoid over training and workout empty stomach.
- iii. Do workout under the supervision of Instructor.
- iv. Wear easy clothes with sport shoes.
- v. Ask for Exercise Chart and Diet Chart from coach for better workout.
- vi. Follow the time schedule and regular attendance in the Centre.
- vii. Do handle machines and free weight carefully.
- viii. Always carry Centre ID Card with you, entry without ID card is not allowed.
- ix. Be a part to create a healthy atmosphere in the fitness Centre.
- x. The members are advised to bring water bottles and small towels along with them

Don'ts

- a. No eatables including dietary supplements are allowed.
- b. Changing of clothes in the Centre is not allowed
- c. No outsiders are allowed
- d. Mobile phones are not allowed
- e. Any type of indiscipline activities or use of drugs/steroids may lead to strict action and cancellation of membership.

CHAPTER-17

Hostels for Boys and Girls

Summary points

- There are 6 hostels each for Boys and Girls on our city campus. On the new campus at Ghudda, 4 multi-storey hostels (2 each for boys and girls) are getting constructed. Of these, 2 are in our possession while the construction of the other 2 (one each for boys and girls) is near completion.
- The hostels are under the overall administrative control of the Dean Students Welfare who monitors these through Chief Wardens (boys and girls). Each hostel has its teacher-warden and an attached office.
- Each hostel is managed by the Hostel Management Committee which is chaired by respective wardens. The members comprise the student representatives.
- The functions, rules and regulations and the periodicity of holding the meetings are well defined.
- Allotment of hostel seats/rooms is online. It is done soon after admission through a software. Students as per their merit exercise their choice of seat/room/room-mate by filling in the vacant seat as is done for air travel booking.
- The change of the seat/room/roommate is not allowed without the written permission from the warden and with a valid reason. Otherwise it leads to a chaos.
- Seat/hostel/room-mate allotment is only for one session. It is changed in the next year as per prescribed rule.
- Before coming to the university campus, the student knows his room/seat/room-mate, she/he goes direct to the room. All other formalities are done by the hostel office thereafter. If the student wants to open a bank account, that is also made possible on the Campus.
- The students have to vacate the hostels during the completion of the odd semester enabling the workers to update and complete the maintenance, clean and lubricate the fans, check the electric connections, check the taps and toilets etc.

- The university campus is ragging-free. This possibility does not exist even off campus.
- The primary health centre facility electricity and water is available to all students including hostelers round the clock.
- The care and safety of the hostellers is the responsibility of the university security staff.
- Outsiders are not permitted to stay in the hostels without the written prior permission. There is severe punishment for those not obeying the rules.
- Use of drugs, liquor and smoking is strictly prohibited.
- The rules and regulations for the residents of the hostels are posted on the university website.
- For dining, there are two co-operative messes which are operated by the students themselves under the advice of the wardens

The university campus is situated at village Ghudda at a distance of 25 km from Bathinda. It is very essential for us to make arrangement for stay of students, faculty and staff on the campus. It adds to the performance of the individuals apart from saving national resources and conserve the environment. We have got constructed hostels and residential quarters for the employees.

At the current campus (city campus) we have acute paucity of space especially for the faculty and staff. For students we have got fabricated portable insulated cabins for boys and girls. Accordingly, we prepared and improved some rules for allotment. The details of which are contained in the booklet which we give to every student and has also been posted on the university website.

General Instructions:

Students' Hostels function under the charge of wardens (separately for girls' and boys' hostels—2 each) who work under the guidance of 2 Chief Wardens (separately for boys and girls). They all work under the directions of the Dean Students' Welfare (DSW) who looks after the general welfare of the students and their residential life in hostels. The powers of the wardens, Chief Wardens and the DSW are well defined in the booklet aforementioned.

- Generally, we do not encourage guests visiting the hostels. However, we do not object the visit of blood relations, but with the prior permission of the respective hostel wardens.
- The Chief Warden, in consultation with wardens and with the approval of the DSW, can impose fines or waive off fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- The Chief Warden in coordination with wardens pursue complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- In coordination with Chief Warden, the wardens keep close contact with the residents

and pay attention to the general life ensuring discipline, security and wellbeing of the resident students in the hostel

- We provide bed, mattress, pillow, lockable wardrobe, study table and chair for each student.
- During every semester break, we get checked the electric connections, switches, oiling/greasing of ceiling fans, water coolers, door handles, wire-mesh doors etc. and take appropriate action for their repairs/replacement.
- To ward off Mosquitos and insect pests, periodic fogging operation is done in the hostel and residential areas.
- Hostel attendants keep proper record of all the matters related to the hostel: hostel room allotment, duration of the stay of the residents, hostel dues, furniture and other gadgets in the hostel, and clearance before vacating the hostel.

Management: Hostels are managed by “Hostel Management Committee (HMC)” that holds the office for one year has the following constitution:

1. Warden-I (Warden of the respective hostel) Boys' or Girls' Hostel – Chairperson.
2. Warden-II Convener (Warden of the other hostel, or a warden nominated by DSW, if there are more than two wardens).
3. Hostel Attendants – Member, if available.
4. Hostel Secretary (Student) – Member.
5. Hostel Representatives (Students) 3–5 Members, all directly elected by the General Body of the Hostel concerned.

The General Body consist of all resident students of the hostel.

The notification of hostel representatives and the election of the hostel secretary is made within 4 weeks of the start of the academic session by hostel wardens.

Functions of the Hostel Committee: The HMC works under the provisions of Rules and Regulations.

- Under the guidance of the respective Wardens, the HMCs actively participate in the routine functioning and organizing of all activities including the Hostel Day Celebration to ensure smooth running of the Hostel activities.
- 'Swachh Bharat Abhiyan' (Clean India Mission) and other UGC directed programmes are also carried out in each and every hostel with the support and supervision of the hostel committees.
- All the hostel events like hostel day, inter hostel sports and arts competitions, social and national events etc. are organized out of academic hours. The wardens in consultation with the chief warden and the DSW supervise the activities through hostel management committee (HMC) members.

- The Committee normally meet once or twice a month to discuss and mutually settle hostel affairs.
- The Committee extend exemplary help to the residents during medical emergency.
- The Committees ensure observance of peace and order at all times by the residents of the hostel.
- There exists a provision for the disposal of wastes in each hostel. The protocol issued by the Campus Manager through the Warden for the segregated waste management mechanism is strictly followed by the inmates of the Hostel.
- Hostel committee is empowered to monitor the cleanliness and waste management mechanisms in their respective hostels.

HOSTEL ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION

Eligibility for Hostel Seat Allotment:

- a) Students coming from outside Bathinda are given preference for hostel admission over the local students.
- b) Only such students who are admitted to full-time programme of study are eligible to apply for hostel accommodation. If any students who accept employment or join any course outside CUPB during the course of their study loses their entitlement to hostel accommodation
- c) Students from Bathinda (residents within the radius of 50 km) are considered for hostel accommodation provided rooms are vacant and all the students from remote regions have already been accommodated.
- d) An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission and confiscation of securities. In case of change of residential address or contact number of guardians, it shall be obligatory on the part of student to inform the Hostel Administration and provide new residential address and new contact number. Failure to do so may result in eviction from the Hostel.
- e) The Dean of Students' Welfare may allot a single bed room to a student(s) on medical grounds, keeping in view the seriousness of the ailment and the merits of the case.
- f) Students belonging to SC/ST & P.H. categories may be given reservation in hostel seats as per the quota fixed by the University/MHRD. Presently it is 15% for SCs; 7.5% for STs; and 3% for Physically Handicapped students. All SC/ST/OBC students may be allotted hostel rooms on priority basis as per the UGC and University norms.
- g) Some rooms may be reserved for international students joining the various full-time programmes of study of the University, so as to provide accommodation at the earliest.
- h) A limited number of seats may be made available for JRF/SRF staff working in various projects in the CUPB and who are not registered students, subject to the availability of rooms
- i) No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Branch of the University. Receipts in

respect of payment of hostel dues must be preserved and produced by the student when required.

Procedure for admission to the hostel:

Hostel residence is a facility offered by the CUPB to the student. It is provided on the basis of requisition raised by the students with an undertaking of following all rules, regulations, bye-laws, circulars regarding Hostel affairs. There are limited seats in the on-campus Hostels. Thus, it cannot be claimed as a matter of right. However, due care is taken to address the challenges faced by students on equitable and fair treatment basis. Allotment of hostel does not mean arising out of relationship of lessor and lessee. The student are treated mere as a license having the permission to stay in the hostel subject to the obedience of rules, regulations, bye-laws and norms of the University. Failure to obey the norms or breach of any rule may result into withdrawal of permission by the University. The new admission in the Hostels for the students of 1st year is based on the sequential counselling and its merit.

The CUPB is a university in the making and soon the University may start its functioning from its main campus. In the initial years, the University stakeholders will have to strive hard to pursue their vision and mission. It is expected from the CUPB stakeholders to be adaptive in assisting the Hostel Administration to improve upon the grey areas. A student seeking admission into a hostel should apply in the prescribed form along with documentary evidence of registration for a programme of study of the University, duly recommended and forwarded by the Head of the Department of the Centre, and residential proof.

- a) Admission in the hostel is in accordance with the merit secured in the Entrance Examination held by the University in the respective programmes of study.
- b) The allotment of hostel seat is through computerised automatic system following prescribed principles. It is not as per the choice of the building or the room or the room-mate.
- c) The allotment of the applicant is done before her/his coming to the university after online admission. The particulars of the seat are communicated beforehand.
- d) The students are expected to take possession of the allotted seat soon after fee deposit and the allotment by the Dean of Students' Welfare/Chief Warden office, but not later than seven days of such allotment.
- e) There are single, double, three-seater rooms in the hostels. These are allotted on the basis of the CGP secured at CUPB for the old students and the rank in entrance test for the new students. Ph.D. students are given priority over master degree students.
- f) SC/ST/OBC/PH Quota as per the UGC regulations is followed proportionately, while allotting single/ double room accommodation
- g) Ph.D. students are given single room accommodation subject to the availability.

Renewal of Hostel Accommodation:

- a) Accommodation for the students of Masters' degree in the hostel is allowed initially for the one academic year and is subsequently renewed subject to the continuing registration and

fulfilling academic requirements from time to time by the allottees. All occupants subject themselves to the proof of registration and payment of all hostel dues every semester, including depositing of registration folios with the hostel office/ office of the Dean Students' Welfare, failing which, being a non-registered student, gets liable for eviction.

- b) A student may be refused admission if his/her conduct during his/her earlier stay in any of the hostels was not satisfactory.
- c) Any student alleged to be involved in any misconduct is liable to be suspended from the hostel and on proving the commission of misconduct the student shall be liable to be expelled from the hostel.
- d) A student, who did not secure sufficient per cent of attendance and hence could not write the end semester examinations, is not be given hostel accommodation in the next semester onwards (unless there are sufficient reasons for the absence)
- e) A Ph.D. Scholar whose supervisor is not satisfied with his/her performance for 3 months and hence fellowship is blocked for 3 months in a semester may be asked to vacate the hostel.
- f) A Student rusticated or removed from hostel, whenever becomes eligible for readmission, is not allotted the same hostel/room where he lived prior to such rustication/ removal.

For occupying the Hostel Seat each student has to:

- submit the receipt of the payment of hostel fees and take the key of the room;
- fill-in the name in the list of the students' Register of Residents against the seat/room allotted; inspect the fixtures for proper working and sign in the allotment register;
- while surrendering the seat/room No Dues Certificate is given after receiving back all above items or in lieu the amount for damages (other than wear and tear), if any. The quantum of damages is fixed by the respective Warden, keeping in view the depreciation value of the articles;
- inform the Mess Manager and get added the name in the Diet Register.
Office prepares and maintains the personal file of the student with full particulars.

Norms Governing Hostel Life

- The students are expected to display acceptable form of behaviour, courteous to other students, staff of the hostel and mess, Modesty in dress sense in the common dining area representing an institute of national importance, maintain discipline and decorum in the Campus. Being a student of Central Government Institution, the students must present an example of discipline and self-restraint in their conduct.
- The CUPB main campus is spread over 500 Acres of agricultural land that may have Snakes, Nilgai, Insects etc. Therefore, it is advised to cover their bodies properly in order to avoid any vulnerability or inviting danger. Besides, the students are advised not to roam around in the open or undeveloped or underdeveloped area. The University administration shall not bear any liability where any injury or bodily harm is caused in consequence.

- The University equally respects the rights of all and promote healthy interaction provided no physical affection between the opposite genders is shown at public places and may invoke legal action in case any complaint is filed. Where the students have any grievance, it should be resolved in a peaceful, dignified and amicable manner through the redressal mechanism of the University. The students should not involve themselves or participate in any strike, dharnas or protests etc. Any violation of this rule may make them liable under Punjab Prevention of Damage to Public and Private Properties Act, 2014.
- Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
- If a hosteller wants to go home/out of the city, prior permission from the respective hostel warden is required.
- If a hosteller wants to go home during the working days, the leave application has to be forwarded and signed by the HOD or the supervisor of the student.
- Summer Break for Post Graduate Students: The hostels (including mess/canteen and common room) get closed especially for P.G. Students during the summer vacation for a period as specified or in the Academic Calendar or by the D.S.W. for Sine Die if required.
- The residents pursuing their post graduate courses vacate the hostel rooms within 3 days of termination of their examination. No responsibility is borne by the University for the stay of students during vacations after the termination of the exam or completion of the Semester.
- In case the room is not vacated, it will be locked by the hostel authorities, and fine of Rs. 1000/- imposed in addition to payment of daily charges for staying in the hostel without the permission of the Warden.
- The maximum duration of stay, for students, in the hostel is the normal prescribed period of the programme of studies in which the student is admitted.

Extension of Duration of Stay in Hostel:

To those students who could not complete their programme in prescribed duration and have been granted extension for completing it, a special permission to stay in the hostel after expiry of prescribed duration may be given subject to the followings:

- a) overall conduct of student;
 - b) availability of rooms;
 - c) payment of fee (charges will be Double of the normal fee).
- Ph.D. students, M.A.II, M.Ed.II, M.Sc.II, M.Tech.-II and LL.M.II students, who have to continue their projects, dissertations etc. shall be permitted to stay in the hostels during summer vacation on specific recommendation of the HoD of Centre and Supervisor on daily payment basis. The students will have to vacate their hostel room within Seven days from the

officially notified date for submission of the dissertation or the completion of the semester as specified in academic calendar.

- The students from other states located 1500 kms or more and who are not in the final year may be allowed to stay in the hostel during the summer vacation on the recommendation of Supervisor/HoD by the DSW on daily payment basis. In such case, the student may be allotted a separate room and asked to vacate the room allotted to the student for the purpose of maintenance. In case of extended stay, if any upkeep, maintenance or repair work is going on, the allottee shall have to cooperate with the administration.
- Final Year students may be permitted to stay on payment of daily charges on the recommendation of Dean Students Welfare. "No dues" of such students is cleared only after they hand over the possession of the room and allotted stuff to the attendants.
- Regular students who are to undertake summer training/summer placements/internship as a part of their course requirement during the summer vacation can stay in the Hostel on normal room rent on production of a certificate to that effect from their respective HoD or Supervisor/s. However, they will be required to seek admission to the Hostel afresh on the reopening of the University after summer vacation as per the normal practice.
- Ph.D. Students may stay in the hostel up to 7 days from the date of submission of their Ph.D. theses. When they visit the University for their viva-voce may be allotted accommodation in the hostel, subject to the availability of rooms for a period not exceeding 7 days and on payment of guest charges.
- Notwithstanding mentioned hereinbefore, the students having been granted the permission to stay in the hostel beyond the duration of their course or after the submission of their dissertation, the daily charges for them shall be minimum Rs. 100/- per day or at revised rates.
- Hostel Allotment after Due Date: Allotment of hostel room after the due date is possible with prior permission of DSW.
- Discontinuation of Studies: Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed form to the Warden concerned at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted.

Maintain the Ragging-Free Hostels

CUPB is a ragging free campus. If anybody gets involved in sort of ragging activity in the hostel, s/he will immediately be suspended from the hostel and the information will be reported to the DSW for reporting it both to the competent authority and to the police for further action.

Maintenance and up-gradation of Facilities in the Hostels

Wardens identify the residents' problems and limitation of facilities in the hostel through hostel

attendants. Attendants remain available in their designated office in the stipulated hours to record all their civic problems in a register and also their opinion about up-gradation of facilities in the hostel. Later wardens analyze the information and propose the up-gradation of facilities in consultation with the HMC. Wardens bring the proposal in the meeting with the chief warden and DSW for discussion and final decision. Thereafter, the DSW forwards the proposal to competent authority for approval.

Medical Facilities

In minor medical condition, the resident will walk down to resident medical officer in the campus for consultation/ treatment. For emergency or major medical condition information is sent to the resident medical officer and the hostel warden Chief warden and the DSW. If felt necessary the patient's family is also informed. If medical emergency occurs at night, it has to be informed to the Hostel management Committee (HMC) members, the Health Center, and the warden. The hostel wardens will pass the information to the chief warden and the DSW.

Since all the students are adult and have attained the age of majority, it is expected that they understand their responsibility. They are the best judge of their interests. Therefore, in case any student is willing to participate in sports/training/cultural or any other activity whether it is a part of educational framework or not, and the student voluntarily accepts the risk associated therein by participating, s/he will bear the responsibility for the injury caused due to the participation. These activities are voluntary in nature and meant only for the providing the recreational opportunities to the students. Henceforth, the university shall not be liable to any damages, financial or other legal liability for injury sustained by the students in these voluntary activities.

The students are advised to subscribe to their personal medical insurance policy to meet out any medical exigency.

Vacating the Hostel: Before vacating the hostel, each resident must hand over the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned. The student(s) shall not move any furniture from its proper allotted place and also not damage in anyway. No dues to the students shall be given only after verification of the upkeep of room and accessories provided. In case, any of the items issued to the occupant of the room is missing, the occupant shall be responsible for its loss or damage and pay the cost + fine equivalent to the amount of cost.

- Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the security guard on duty. The resident will be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture will have to be paid by the resident along with a minimum penalty of Rs. 500/-.

Responsibilities of Hostel Residents:

- a) Stay in a university hostel requires a high degree of integrity and consciousness as a member of academic community and demands conformance with standards and norms of responsibility
- b) The residents should be back in their respective hostels latest by half an hour after the time for closing the library.
- c) Students who are found outside their respective hostel premises after the stipulated time or found involved in any violence or otherwise disturbing the peace on campus or infringing upon the privacy of CUPB community will be evicted from hostel forthwith, apart from initiation of disciplinary action by the University.
- d) A resident who wishes to stay out late or to remain absent overnight without prior sanction from competent officer (warden) shall do at his/her own risk. Since, the students having admission in the PG/PhD Course have already attained the age of maturity, it is expected that they well understand their responsibility and safety concerns. They are the best judge of their own interests. Accordingly, they are advised to enter their in-and-out timings at the Hostel Security Check Point and Main Gate of the Campus, while going out).
- e) No Non-resident visitor shall be permitted to stay in the rooms of the residents after 10.30 p.m.
- f) With prior permission, only men can stay as guests in a men's hostel and only women can stay as guests in girl's hostel.
- g) The residents shall make payment of all hostel dues as per prescribed intervals and on demand.
- h) For a visitor to stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with the law on the subject.
- i) Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Wardens or higher authorities
- j) The hostel administration reserves the right to deny the entry of any visitor into the hostel, if, in its opinion, the visit including that of any student, is likely to disturb the peace and order in the hostel.
- k) The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.
- l) Every resident is responsible for the care of the hostel property s/he uses. Residents found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Warden/Chief Warden will be final in this regard.
- m) All fans, lights and electric appliances must be switched off when not in use. In case, a fan/light or any other electric appliances in room is in use in the absence of student or locked room, the 1st time Penalty shall be Rs. 500/- only and in case of 2nd time, penalty shall be Rs.

- 1,000/- only. In case of continuance of violation of this rule, the students shall be expelled from the Hostel.
- n) The residents must not remove any property from the reading room, common rooms, or the visitor's rooms or any other room of the hostels.
 - o) The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliance/gadget.
 - p) Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the warden.
 - q) Cooking of food and keeping pets in the Hostels is strictly prohibited. However, keeping and nursing plants is allowed.
 - r) The residents should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.
 - s) The residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour.
 - t) Use of drugs/narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited. If an inmate is suspected of consuming alcoholic beverages or narcotics, the following procedure shall apply: Warden will call for the medical officer of the university or his/her representative and one independent witness (a student, staff, faculty etc.). The three-member committee will prepare a report and submit it to the chief-warden within a day, and the chief- warden would forward the report to the DSW, within a day, for recommending or taking further disciplinary action. Recover of residues of Cigarettes, Tobacco, Alcohol Beverages or any prohibited item shall be punishable with a fine of Rs. 500/- only at the 1st instance. In case of 2nd time, penalty shall be Rs. 1,000/- only. In case of continuance of violation of this rule, the students shall be expelled from the Hostel.
 - u) Acts of indiscipline and misbehaviour shall be severely dealt with. Any act of sexual harassment or public display of affection or involving in indecent representation bringing disrepute to the University shall amount to act of indiscipline. Furthermore, act of ragging, stalking, mental agony to others, intrusion upon the privacy of others, misuse of university internet resources or any act amount to contradiction to laws of the land. In such cases, 1st time Penalty shall be Rs. 500/- only and in case of 2nd time, penalty shall be Rs. 1,000/- only. In case of continuance of violation of this rule, the students shall be expelled from the Hostel.
 - v) Any resident found in possession of any weapon shall be liable to fine of Rs. 2000/- and/or expulsion and the matter shall be reported to the Police. Further the DSW/Chief Warden(s) may send the case of a resident who commits such an act to the HoD concerned for disciplinary action & parents would be informed of it.
 - w) Late night Birthday Parties, Social or Political gatherings or Processions in the hostel complex or within the campus premises are not permitted without the prior written permission of the hostel warden and / or University authorities. Such parties shall be organized only

between 8.00 p.m.-9.30 p.m. with the permission of the appropriate authority. In case of violation or any complaint of physical discomfort or intrusion upon the privacy of other residents in peace hours (9.30 p.m. to 6.00 a.m.) is received, it will be the collective responsibility of the hostel residents involved in any such endeavour and will be proceeded against accordingly for disciplinary action.

- x) The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules. The Warden / Chief Warden / DSW reserves the right to inspect the hostel rooms at any time without any prior notice.
- y) Students/Residents shall not hold any meetings within the hostel premises without 48 hours prior written permission of the Warden of the Hostel concerned
- z) The University reserves the right to close any or all hostels Suo motto.

Security of Valuable Stuffs:

Residents are advised not to keep cash or jewellery or other valuables in their rooms. The responsibility for the safety of their belongings including Mobile Sets/Laptop/Desktop/Audio system/vehicles etc. will be entirely that of the residents. Use of strong and reliable lock is recommended.

Failure in depositing the Dues:

In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his/her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store. If the dues are not cleared within 3 months of the taking of possession of the room, the belongings may be auctioned off and the proceeds be adjusted against the payment of the hostel, after one year.

Visitors and Guests:

- a) A register is maintained at the reception of each hostel to regulate outsiders' entry.
- b) As a rule, guests are not permitted to stay overnight in any hostel. However, one guest may be accommodated by the residents in his/her room for a maximum period of 3 days in a month on payment of Rs. 150/- per day in advance.
- c) No Guest is allowed to stay in a Hostel without the prior permission of the Warden. However, with the prior written permission of the warden and the DSW, a guest could be allowed with charges at the rate of Rs. 150/- per day and after proper entry in the Guests Register. Such guest will stay with the resident at latter's risk and responsibility. Failing to do so will be treated as indiscipline and will attract punishment and guest stay charges of Rs 500/- per night.
- d) Entry in the guest register maintained in the Hostel is mandatory by the resident. Residents not obeying this shall pay fine or/and face expulsion from the hostel.
- e) Normally, permission for staying as a guest shall be granted only by the Warden. However, in case of unavailability of warden, the Chief Warden or Dean, Students Welfare may also grant the permission.

- f) With the permission of the DSW on recommendation of the respective HoD, any Teacher of CUP-B may be permitted to stay in the hostel temporarily on payment of daily charges and refundable Security, equal to amount as charged from regular student.

In and Out Timings of Boys Hostel

- a) General entry (except in case of arrival after travelling) of male residents in the Campus shall be closed at 10.00 p.m. or the closing time of Library and it will re-open at 5.00 a.m.
- b) The residents who have to use reading room or library facility after 10.00 p.m. and enter the hostel after 10.00 p.m. shall be required to make entry regarding their whereabouts in the register maintained (for late arrivals) with the Security staff of the hostel.
- c) A resident shall, under all circumstances, inform the Warden about his/her absence from the hostel. He shall sign the register maintained for this purpose.
- d) Any student found absent from the hostel for more than two weeks without prior written permission from the Warden is liable to be evicted. His hostel allotment shall be cancelled along with a minimum fine of Rs. 1000/- only.

In and Out Timings of Girls' Hostels

The university is fully conscious of its duty towards the safety and security of the boys and girls. Many a times parents expect that the university informs them whenever their ward goes out of the campus. On the other hand, students being mature expect freedom from monitoring. While respecting the expectations of the parents as well as the students the university tries to maintain balance by not interfering the freedom of students on the campus but without questioning their going out maintaining their timings of exit and entry into the campus. Those hostel residents who disrespect the timing schedules attract information to their parents. While committing the safety and security of the residents of Girls' hostels, the University takes pro-active steps in accordance with the UGC guidelines and other relevant directives and orders of the judiciary. The following are the guidelines regarding the In and Out timings of Girls' Hostel:

- a) Residents of girls' hostels shall present themselves for daily roll call at 10.00 P.M. No guest entry after 10.00 P.M. is allowed.
- b) Hostel gate gets closed at 10.00 PM before attendance and re-open at 5.00 A.M. Late entrants record their entry in the register maintained for the purpose.
- c) Residents of Girls Hostels are allowed to visit and use the library at night till it is open, provided security guards provided for the purpose accompany them.
- d) Residents of Girls hostel may be allowed to use their laboratory or to carry out any work assigned by the university during the library time, provided faculty concerned is with them.
- e) Facilities like Sanitary napkin vending machines, incinerators etc. provided by the university can be availed of in the Girls' Hostel.
- f) Resident of Girls Hostel shall, under all circumstances, inform the Warden about her absence from the hostel and record it in the register maintained for this purpose. In case, the students are likely to leave the hostel after 10.00 P.M., they are required to get their

application approved well in advance from the respective Warden.

- g) The students must ensure that their leave applications for departure are signed during the stipulated timings notified by the Wardens in the designated offices. The students should not contact their Warden when s/he prepares for his/her lecture or when s/he is in the class.
- h) For making security and transport arrangement of Girls' Hostel Residents, in case of travelling alone after 10.00 p.m. is inevitable, the Warden themselves may contact the Security Officer or Chief Warden or Dean Students Welfare for secure arrangement of travel till local Railway Station of Bus Stand.
- i) Only in case of emergency (Emergency shall mean 'any unforeseen or unexpected event that is beyond control of a student requiring immediate travel') hostel inmates may visit warden's premises for seeking permission, if they are required to seek permission to leave the hostel after 10.00 p.m. In such cases, the consent of the parents through SMS (from their registered mobile number) for permitting their ward to leave the hostel after 10.00 p.m. is mandatory.
- j) Student requiring permission to leave the hostel for participation in an academic event representing the University like Seminar or Conference, the applicant shall have to get the application recommended by the Supervisor of the Student or the HOD of the Centre.

Fines and other punishments for late entries

- a) Late entries beyond 10.05 p.m.: The residents will be required to intimate in writing to the Warden concerned about the reason for late entry. The Warden or the Hostel Office take the suitable measures and if required, will inform the parents of the defaulter by mail.
- b) For Laboratory or any academic activity within the campus, a student can be permitted by the Warden to enter the hostel after 10.00 p.m. on prior specific recommendation of the Supervisor, approved by HOD. Such information must be brought to the notice of the respective Warden, well in advance, during the office working hours. In case of failure on the part of the student to follow this channel, the Warden shall have discretionary power to take any disciplinary action against the defaulter.
- c) Residents need to enter a valid contact number and address in the home going register before proceeding on leave. It must be ensured that before the Resident proceeds to their native places, it is their duty to enter their '*in and out timings and details of place to visit*' in the Register at the Main Gate. They are advised to inform their parents before leaving the campus. The residents being above 18 years of age and having attained maturity of understanding are expected to behave responsibly. It is made clear that in no case, the University Administration shall bear any liability for any acts, omission, negligence or absence of the Hostel Residents from the University Campus.
- d) Any resident, who is present in the room but does not come for attendance at 10.00 PM, will be fined Rs. 50/- for each default.

- e) Residents returning from home must report themselves before the roll call time. Violators will be fined as decided by the Warden.

Violation of Rules

Any violation of rules and directions attract strict disciplinary action, which in extreme case/s may lead to expulsions, forfeiture of the securities of such resident/s and his/her right to future admission. All residents of hostels in whatever capacity they may be staying in the hostel shall be bound to observe hostel rules and shall be liable to fine or other disciplinary action for any violation of the hostel rules similar to that of regular student residents.

Rules of Interpretation

In case of any inconsistency or difference of difficulty in understanding of the rules, the rule of Harmonious Construction shall be applied. Besides, the Dean, Students Welfare will have the authority to restructure the rules and notify it to remove difficulties.

Important Contact Numbers : At the time of Orientation Programme, student residents are provided with the contact details of the wardens, chief wardens and the DSW, apart from the University administration for use at the time of need.

Hostel Accommodation (declaration about health)

There is a tendency of majority students to go out and eat especially on occasions. At times, they get infected with pathogens and get sick and start accusing the hostel mess and the University. In some cases, they are chronic health issues which they deliberately hide while filling in the admission form for taking admission.

For general health care and issues for the students, staff and faculty and their dependents, we have a Health Centre managed by qualified doctors and supporting staff. For the maintenance of the facility and covering the costs of medicines and supporting infrastructure, a nominal fee is charged from the students as a part of the fee. Sometimes, soon after joining, some students and even their parents start demanding the university to reimburse and/or foot the bill of treatment even in case of hospitalization. They are hardly satisfied with the other logistic and manpower support that the University provides free of cost.

Earlier we used to help the students financially, mostly from personal pockets of the faculty or the administration. Soon we realised that it has become an unending process and the expectations of the students and even their parents have grown beyond our reach. In view of the anticipated complication and objections from the audit team that comes for inspection, the university framed following declaration to be made by the student, respective parent and the head of the department before admission:

Declaration by the Hostel Applicant

"I hereby declare that the information furnished above is true to the best of my knowledge and belief and if admitted, I shall abide by the following Hostel Rules and other regulations of the University:

1. The allotment of hostel does not mean arising out of relationship of lessor and lessee. The

student shall be treated mere as a license having the permission to stay in the hostel subject to the obedience of rules, regulations, bye-laws and norms of the University. I have read all the rules available on the Website and commit myself to obey. I understand that failure to obey the norms or breach of any rule may result into withdrawal of permission by the University.

2. I understand the importance of Health Insurance. I have/have not (Yes/No) taken a health insurance policy. I have also been advised to medically insure myself as a precautionary measure to meet out the expenditure against any unforeseen health hazard, physical injury, risk and treatment thereon. I fully understand that the University Rules do not allow any reimbursement of the expenditure incurred on my treatment. I am fully aware that failure to mention the insurance policy details or leaving the respective column blank will neither incur any liability of the University nor my claim to be reimbursed by the University or the University would spend on my treatment. I will bear the responsibility of my treatment at my own risk and cost.
3. Being a student of the Central University, I assure to observe the norms of decent behaviour, modesty in dress sense and discipline.
4. I assure also that I will not involve myself in any act or cause demeaning the opposite gender, exploitation, harassment, stalking, public display of affection or indecent behaviour. I commit myself to maintain decency, discipline and decorum within as well as outside the University campus as a student of this esteemed university.
5. I will not involve myself or participate in any strike, dharnas, protests or any other activity prohibited under Punjab Prevention of Damage to Public and Private Properties Act, 2014 or any other laws in operation. In case of any involvement, I understand that I will be subjected to disciplinary proceedings and legal consequences.
6. I assure that my presence and my stay in the University will add to the reputation of the University and I will always contribute in taking this university to the greater heights.

I have read and understood the above terms and conditions. I have also read and understood the rules of the Hostel and hereby record my consent without any pressure to abide by the Rules, Regulations and Norms of the University. I assure also to comply with all the instructions to be issued from time to time.

Station:

Date:

Signature of the Applicant"

“Declaration by the Parent/Guardian of the Applicant

I/We certify that my/our ward/applicant has sought admission in CUPB Hostel. We have read and understood all the rules and regulations of the University. We take his/her guarantee that he/she will not involve himself/herself in any activity, which is unlawful or against the Rules of the university.

I/We shall also be liable for all the dues and charges, pending against the name of my/our ward Mr./Miss./Mrs.if he/she leaves the hostel/ courses/department of the University.

Station:

Date:

Name, Address and Signature of Parent/Guardian”

“Declaration by the Head of the Department

This is to certify that Mr./Ms. _____
has been enrolled in the department of _____ for the
_____ programme during the session 2019-20.”

Signature :

Name with address :

Cell-phone number:

CHAPTER-18

Residences for the University Employees

Summary points

- UThe new campus has constructed residences for the university faculty and non-teaching staff.
- The House Allotment Committee comprising employees (Teaching and Non-teaching) from different pay bands framed exhaustive rules and invited reactions/objections from the employees. After unanimity, these were approved by the EC.
- Rules provide allotment of houses by seniority in the pay band.
- Those who own houses with the 30 Km radius of the campus are not eligible for the house on the campus.
- Spouses or other family members serving the university are given preference as two or more of the employees get adjusted.
- Vice-chancellor or any body else has no discretionary power which are otherwise liable to be misused under pressure.
- Some houses are reserved for employees responsible for essential services like Doctors, Nurses, staff driver, Guesthouse cook, electrician, plumber, Waterworks in-charge etc.

Universities get developed in a span of time period is a well-known fact. The public funded institutions as per prescribed rules are allowed to construct the buildings in phases depending on the need and the availability of funds. The MHRD/UGC allowed the construction of buildings in the first phase that comprised an Academic Block, Students' hostels, Registrar office, VC's Residence, Library, Auditorium, Faculty and Staff Residences, Water Treatment Plant, Sewerage treatment plant, Guest House Transit Hostel. The university was provided with some grant which was barely sufficient to allow construction of these buildings. Depending on the funds availability we had to split the Phase-1 into three sub-phases (A, B and C). Under Phase 1-C with the availability of funds, will start construction of VC's Residence, Registrar office, Library and Auditorium and complete the Phase-1

Under the Phase-1A, we got constructed three types of houses (Type-A, E and F with 10, 86 and 16 houses respectively). Type B, C and D are to be taken in the Phase-2.

Save as otherwise provided by these rules, an employee will be eligible for allotment of a residence of the type are:

Type A- Pay band level 13A and above

Type E- Pay band level 6 to 13

Type F- Pay band Level 1 to 5

For the allotment of houses to the employees, a committee comprising members of Faculty and non-teaching staff drafted some Rules & Regulations for allotment of the dwelling units. The draft rules were circulated to the employees. They were given about 2 weeks for giving suggestions/objections etc. After incorporating majority of the suggestions, these Rules and Regulations were discussed in our EC and accordingly approved.

Vide these rules, we have earmarked a few houses for the senior functionaries like Registrar, Controller of Examination, DSW, Dean Academics, Security Officer, Executive engineer, Medical Officer and Nurse and reserving 15 % of houses for the essential services staff like Security, Drivers, Staff Nurses, Physical Education Department, Maintenance Staff and cook.

All houses are to be allotted as per the approved rules. Vice-Chancellor has not kept any discretion with him or with anybody. Discretions invite recommendations and pressures for out of turn allotment. For any highest executive functionary, every individual should be equal with no element of discrimination.

The House Allotment Committee of following composition through rotation in order of seniority and validity of 2 years allots/cancels and ensure judicious utilization of residences:

- i. One Professor to be nominated by the Vice Chancellor as Chairperson.
- ii. One member at the level of Associate Professor to be nominated by the Vice Chancellor
- iii. Two Assistant Professors to be nominated by Vice Chancellor, at least one from SC/ST community
- iv. One female member from teaching /non-teaching employee.
- v. Two non-teaching employees to be nominated by the Vice Chancellor.
- vi. Executive Engineer of the University (Ex-officio)
- vii. Estate Officer - Member Secretary (Ex-officio) -----Convener
Ex-officio members will not have voting right.
Four members excluding Ex-officio members form the quorum

Some of the Rules for Allotment of Residence are as under:

Eligibility

- No employee shall be allotted a residence under these rules, if the wife or the husband, as the case may be, has already been allotted a residence by the University, Government, Semi-Government body, autonomous organization or any local body unless such residence is surrendered simultaneously provided that this sub-rule shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any Court.
- Where two employees in occupation of separate residences allotted under these rules

marry each other they shall within one month of the marriage surrender either of the residences allotted to them. Failure to surrender the residence within the prescribed time will result in automatic cancellation of allotment of both the residences and charging of punitive license fee for continued occupation of the residences.

- Where both husband and wife are employed in the University, the entitlement of each of them to allotment of residence under these rules shall be considered independently.
- No employee shall be allocated a house on the university campus if he /she or his/ her wife/ husband owns a house within a radius of 30 kms from the University Campus. But may be considered against vacant houses on genuine medical grounds on the recommendation of the committee and approval of competent authority.
- A limited priority lists up to approximately five times the number of residences likely to be available during a year for all the types of residence shall be prepared on the basis of written applications in the beginning of the allotment year and circulated through Email or uploaded on the University Website
- An appeal against a decision of the House Allotment Committee shall lie with the Vice-chancellor. Such an appeal shall be submitted within seven days after notification
- A residence, on falling vacant or becoming available for occupation, shall be allotted to an employee on seniority.
- No residence of higher type than one is entitled shall be allotted to an employee. Provided that if his/her request for the next lower type than his entitlement is received, he may be considered for the same according to his seniority for that next lower type of house.
- The priority accommodation shall be given so long as the person holds, the essential post on the basis of which he was allotted accommodation. The accommodation will have to be surrendered as soon as a house of his entitlement is offered to him or he/she ceases to hold the essential posts. In no circumstances he/she shall be allowed to retain the house allotted to him under essential category.
- In the event of retirement of a University employee who is an allottee of a residence, his son, unmarried daughter or wife or husband, may be considered for allotment of a residence on the merits of each case:
Provided that the said relation is a University employee eligible for allotment of residence and had been continuously residing with the retiring employee for at least three years immediately preceding the date of his retirement; Provided further that this concession will not be applicable in cases where the retiring employee or any member of his family owns a house within a radius of 30 kms from the University Campus. The relation eligible for allotment of residence under the preceding sub-rule will be allotted residence one type below his own entitlement and in no case a higher type of residence than the one in occupation of the retiring employee.

- If an employee fails to accept the allotment of a residence within 10 days from the date of receipt of letter or fails to take over possession within 20 days from the date of acceptance the offer stands cancelled and he will not be eligible for another allotment of that type for a period of one year from the date of issue of the offer and the employee shall be liable to pay license fee in terms of relevant rule.
- House Allotment Committee considers the applications of differently abled employees on priority. Allotment to differently abled employees will be made preferably on the ground floor but if allotment is made on any other floor due to non-availability houses, the preference will be given as soon as the ground floor accommodation is available for allotment.
- An allotment of residence ordinarily shall continue in force until the employee ceases to be in University service. The Vice-Chancellor may cancel the allotment if the employee breaches any of the terms and conditions of allotment of these rules or for any other sufficient reason(s).
- Re-employed employees will be allowed to retain the accommodation allotted to them. They will not be entitled for allotment of higher type of accommodation during re-employment.
- Delay in vacating the premises beyond the permissible limit will attract penal rent equal to double the market rent, unless the competent authority has allowed its retention on normal licence fee for a specific period with recorded reason.
- When an employee is dismissed or removed from service or when his services have been terminated and the University is satisfied and it is necessary or expedient in the interest of the University to do so, the University may cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month
- Where an allotment of residence has been accepted, the liability for license fee shall commence from the date of acceptance of allotment of the house.
- Nothing contained in this rule shall apply where the University Engineer certifies that the residence was not ready for occupation and as a result thereof the employee could not occupy the same within the period aforesaid.
- Where an employee, who is in occupation of a residence is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of new residence. He may however retain the former residence without payment of license fee for that day and the subsequent two days for shifting. If any employee fails to hand over the possession of former residence after the tenth day of the acceptance of the offer of allotment, penal rent at the rate of double the market rent will be charged for the former residence up to a

maximum period of ten days, where after the allotment of both the houses will stand cancelled.

- All allottees of the Houses in the University Campus are personally liable to pay water charges, electricity charges the License Fee as notified by Government of India and amended time to time.
- An employee may at any time surrender a residence by giving intimation so as to reach the University at least fifteen days before the date of its vacation. The allotment of residence shall be deemed to be cancelled with effect from the completion of fifteen days after the date on which the letter is received by the University or on the date specified in the letter, whichever is later. If the employee fails to give the notice, he shall be responsible for payment of license fee for five days or the number of days by which the notice given by him falls short of one month.
- The maintenance of the house shall be the responsibility of the allottee. No structural change or alterations are allowed. The allotted premises can be used for no purpose other than family living. It cannot be sublet or transferred to any other person. allowed only for living
- The University officer designated by the Vice Chancellor shall have the authority of entry into the premises at all reasonable hours for purpose of inspection with or without prior notice.
- The allotment can be cancelled or subjected to action in case of breach of rules and conditions of allotment
- The allottee shall signs an inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the University at the time of its vacation.
- Reservation for Scheduled Castes (SC)/ Scheduled Tribes (ST) will be applicable on existing vacant houses as per the UGC guidelines.
- If any question regarding the interpretation of these Rules arises, it will be decided by the Vice-Chancellor keeping in view the recommendations of the House Allotment Committee, if any. Provided further that wherever rules for allotment of residences of the University are silent on any subject, the relevant rules of Govt. of India may be followed. The Vice-Chancellor shall finally decide on the matter, after taking into account all relevant factors. The Vice-Chancellor may also bring any matter in this regard to the Executive Council if he considers it necessary.

CHAPTER-19

Placement Cell

Summary points

- Ours is a traditional University, meant for capacity building and producing scientists and researchers.
- We focus on passing the UGC-CSIR NET, a qualification which as a licensing exam is essential for placement as Assistant Professor in higher education institution and / or research fellowship.
- Our Placement Record in capacity building seems the best in the country. It ranges between 53 and 93 %. In addition, some students go abroad or get married or go in for family business.
- We have constituted a Placement Cell in each department with clear objectives.
- We do not have any post of Placement Officer sanctioned by the UGC. We are planning to engage some one on contract against some vacant post.
- There is lot of pressure on the universities for initiating skill based vocational courses. However, we believe that highly experienced researchers/teachers in traditional universities, themselves have no experience of vocations like carpentry, motor mechanic, hair dresser, baker, dry-cleaner. How can such subjects could find justification in Universities? For such courses, ITI and vocational institution in rural sector can yield results.

Placement Coordination Cell was established vide notification no. 18 dated 31.07.2015. It comprises the following members in each department of the University.

1. HoD as Chairperson
2. One Professor
3. Two Associate Professor
4. Two Assistant Professor
5. Student Representative

Keeping in view the significance of the Placement Cell, Placement Committee comprising 7 members of the faculty staff and student of CUPB was constituted on 1st January 2018 vide notification no. CUPB/CC/17/624

Guidelines of Placement Cell

1. The term of Placement Cell is three (03) years and primarily the cell shall be responsible for the placement and arrangement of internship/trainings including summer trainings in the industry/R&D institutions/organisations of the students of different streams of the University.
2. As placement includes arranging for the students as well as summer/professional trainings etc., therefore, some fee is to be charged from the students to promote the placement activities, to meet the expenses on the preparation of brochures, for circulation amongst the various job providers, hiring the services of some professional group/individuals involved in placements of the students.
3. The Cell should be under the charge of students and should be managed by them with the support of faculty mentor.
4. The students' team handling the management of the placement cell should have the minimum facilities such as furnished space for holding group discussions, interviews, reception of guests' one office room etc. and Budget.
5. An open Industry day be celebrated and the representatives from industries who are members of the Forum and others should also be invited. This may help in creating the Industry-University belongingness too.
6. Electronic copy of Placement Brochure be sent to several industries including the members of University Industry Forum across the country.
7. List of students seeking job may be displayed on the University Web Site.

Activities conducted by Placement Cell

- Seminar and Placement Drive at CUPB Bathinda on 20th March 2018 by Dr. Smriti Khaitri, Lead Skill Development Services, Gurugram
- Career workshop was organized on 15th January 2019 and training was provided by Mr. Arun Mahajan of Berlin, Germany
- Lecture on Summer training opportunities by M/s Turacoz Healthcare Solutions on 12th March 2019
- Placement Drive for students on behalf of M/s Turacoz Healthcare Solutions on 13th March 2019
- Lecture on Awareness about career opportunity on 25th March 2019 by Mr. Naveen Juneja, Regional PF Commissioner, GOI, New Delhi
- Organized one-day training programme on soft skills and Technical Know-how on 7th February 2020 conducted by Growth Mantra Team

Record of Placement and Competitive Examination

Academic Session	No. of Students admitted with Fellowship in Ph.D.	No. of Students Placed other than research	No. who qualified CSIR-UGC NET (%of the applicants in parenthesis)	Total Placements including Research Fellowship
2012-13	-	-	52	52
2013-14	25	20	20	40
2014-15	31	12	36	48
2015-16	61	16	62	78
2016-17	29	86	51	137
2017-18	83	68	88 (53%)	156
2018-19	70	153	117 (93%)	270
2019-20	65	141	63 (63%)	204
	364	496	489	985

Personal Opinion:

The structure and thrust of teaching in traditional universities supported by the UGC is turning towards skill development efforts. The universities are being prompted to start courses to develop skills to create carpenters, plumbers, electricians, welders, barbers, tailors, baker, laundry, drycleaner, apiculturists, horticulturists, floriculturist, Seri-culturists, freshwater fish culturist, Aquaculturist, fashion designers, binders, motor-winders etc. Earlier universities and colleges were encouraged and financially supported for offering Vocational courses. In spite of spending crores of Rupees, the objective of making youth self-reliant could not be achieved. While the effort is appreciable and the idea is good, the site of implementation is misplaced. In fact, the better places for skill development are the professional institutions like IITs, it is, Agricultural universities, Veterinary colleges, Institutions of ICAS, AICTE, rather than the traditional universities and colleges which are meant for capacity building and education. The qualified faculty, say of languages / basic sciences / commerce / laws cannot do justice in training the takers of the skill or vacations that they have never learnt. Skills cannot be developed theoretically. The traditional universities and affiliated colleges for the interest of grants or otherwise on account of compulsion do express interest in such schemes. But ultimately, the money spent on training the youth goes waste. On the other hand, young students after 12th for the glamour of freedom in universities and several other reasons like subsidised food/ hostels or free access to library for competitive examination etc. take admissions in such courses and waste their prime time of their lives.

The Governments of almost every state have opened several Industrial Training Institutes (ITIs) with an objective of skill development. These training institutes are provided with qualified trainers and the required facilities of tools and equipment. Unfortunately, these institutes because of lack of adequate number of students are feeling the crunch of resources,

It is a double tragedy. The financial resources get wasted in Universities while skilled intellect is getting inadequately used in training institutes.