

MANUAL 4

SECTION 8(1)(b)(iv)

THE NORMS SET BY CENTRAL UNIVERSITY OF PUNJAB FOR THE DISCHARGE OF ITS FUNCTIONS

4.1 Main Function of the Public Authority: The University functions as an institution of higher education devoted to teaching and research (Section 5 and Section 6 of CU Act 2009). The details related to functions and service offered by CUPB are already mentioned in Manual 1. The Academic Schedule is set as per Academic Calendar available on <http://www.cup.edu.in/documents/Academic%20Calendar%20for%20Session%202019-20.pdf> and <http://www.cup.edu.in/documents/Final%20Academic%20Calendar%202019-2021.pdf>.

4.2 Norms / Standards for function /service delivery:

Normal procedure as per norms and cordial formalities laid by the UGC/MHRD is followed by CUPB while executing various activities/ programmes i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the University Authorities for administrative/financial approval and decisions/sanctions/approvals are implemented. The routine correspondence received from different departments is of time bound nature and disposed of within the given time limit by the University. The norms of functions and services offered, norms of service delivery, process to access these services, and time-limit are as per rules.

Norms and Standards for various activities of the University are laid down by the competent authority, such as, the Executive Council, the Academic Council and the Finance Committee. The Annual Report prepared under the direction of Vice-Chancellor and Executive Council is considered by the Court of the University at its annual meetings along with audited accounts, etc, of the University. The Annual Report of the University along with Audited Accounts are placed on the table of both the Houses of Parliament every year. The University Court is the Supreme authority and it has the powers to review the acts of Executive Council and the Academic Council save when these authorities have acted in accordance with the powers conferred upon them under the Act, Statutes, and Ordinances of the University.

4.3 Process by which these services can be accessed:

The Offices, Departments, Laboratories, Library, Hostel, Mess etc., are located on the University Campus which facilitates as quick communication channels to and fro. The process to access the services are mentioned on University Website www.cup.edu.in

The norms/standards of functions/service delivery, process to access these services, and time limit for achieving the targets are as defined in CU Act 2009, Statutes of University, Ordinance of University, and as per rules set by University Authorities from time to time. The same has been communicated in minutes of statutory body meetings, notifications, and rules available on University Website www.cup.edu.in; and http://www.cup.edu.in/rules_regulations.php. The general code for discharge of its daily functions is to accomplish work on day to day basis, keeping in view the requirement and urgency of each case.

The minutes of EC, AC, FC, and University Court and Annual/Financial Reports are available online

- A. Minutes of meetings of Univ. Court: http://www.cup.edu.in/court_meeting_minutes.php
- B. Minutes of meetings of Executive Council:
http://www.cup.edu.in/ec_meeting_minutes.php
- C. Minutes of meetings of Academic Council:
http://www.cup.edu.in/ac_meeting_minutes.php
- D. Minutes of meetings of Finance Committee:
http://www.cup.edu.in/fc_meeting_minutes.php

Annual and Financial Reports: http://www.cup.edu.in/annual_financial_report.php

4.4 Time Limit for achieving the Targets:

Academic Time Limits - The targets are achieved as per Academic Calendar. Available on University Website on <http://www.cup.edu.in/documents/Academic%20Calendar%20for%20Session%202019-20.pdf>; <http://www.cup.edu.in/documents/Final%20Academic%20Calendar%202019-2021.pdf>

Other Targets - The targets are achieved as per provisions defined in CU Act 2009, Statutes of University, Ordinance of University, Notifications issued in pursuance of the decision of Statutory Body Meetings, and as per rules set by University Authorities from time to time.

The Notification related to early disposal of Applications/Sanctions are enclosed in Annexure 4A

4.5 Process of Redress of Grievance– Details of Grievance Redressal Cell available online at http://www.cup.edu.in/grievance_redressalcell.php

Notification regarding to committee constituted in compliance of UGC Regulations 2019 is available on <http://www.cup.edu.in/documents/UGC/UGC.pdf>

पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)
नगर परिसर, मानसा मार्ग, बठिंडा-151001
ईमेल: registrar@cup.ac.in
वेबसाइट: www.cup.ac.in
दूरभाष: +91-164-2864106, 2864259



Central University of Punjab

(Established vide an Act no. 25(2009) of Parliament)
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Ref. No. UPP/CE/RD/2018/873

Dated: 02/07/2018

OFFICE ORDER

This is for the information of all the concerned that from now onwards, the following procedure for early disposal of applications/sanctions will be followed:

1. All DAK coming in the name of Registrar will be directly marked to the concerned office/Section Incharge by the P.A. to Registrar. The concerned official will put up the case on noting sheet along with relevant rules and the section incharge will furnish his/her clear cut recommendations to the Registrar for consideration and sanction/onward submission to Competent authority for sanction
2. All TA/DA bills in prescribed format, supported with approval of competent authority to perform the journey and requisite documents may be directly submitted to A.R. (Finance) for reimbursement/adjustment of advance.
3. Regarding reimbursement of contingency grant from the Projects to students/faculty members, upon approval of the same by the DAA, being competent authority, based on the recommendations of HOD, concerned, the claim will be forwarded by DAA office directly to A.R. (Finance).
4. All purchase related files for final payment will be submitted to the Internal Audit Office for audit. Only audited files will be further processed by the Finance Section.
5. Wherever the information/data/compliance report is to be provided to the Ministry/ UGC/ outside agency, the same will be forwarded by the D.R (M) after getting the concurrence of the Registrar.
6. D.R (Establishment), D.R (Meetings), Incharge (Engg. Wing), Purchase Officer shall be responsible for timely disposal of the work of their respective sections/branch.

It is also stressed upon that only the files of following nature will come to the Registrar for sanction/ approval:

1. Where the Registrar is the competent Authority to give sanction/approval
2. Where the approval/sanction/orders are required to be obtained from the Higher Authority.
3. Any matter related to statutory body.
4. Any other matter which needs urgent attention of the Registrar/Higher Authority.

Issued with the consent of Competent Authority.


REGISTRAR

Copy for information to:

1. VC Secretariat for kind information of Hon'ble Vice Chancellor
2. Dean Academic Affairs for kind information
3. All Deans
4. Finance Officer/Controller of Examination
5. All HODs/Section Incharges
6. D.R (M)/D.R. (Estab.)/Purchase Officer/Consultant (I)
7. File Copy