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 is enclosed in **Annexure 4-A** and also available on http://www.cup.edu.in/cup_student-corner.php/academic_calendar.php

4.2 Norms / Standards for function /service delivery:

Normal procedure as per norms and cordial formalities laid by the UGC/Ministry of Education 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 Authorities of the Universities such as, University Court, Executive Council, Academic Council and 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/cup_student-corner.php/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 meetings of EC, AC, FC, and University Court and Annual/Financial Reports are available online

A. Minutes of meetings of Univ. Court: http://cup.edu.in/court.php
B. Minutes of meetings of Executive Council: http://cup.edu.in/executive-council.php
C. Minutes of meetings of Academic Council: http://cup.edu.in/academic_council.php
D. Minutes of meetings of Finance Committee: http://cup.edu.in/finance_committee.php
E. Annual and Financial Reports: http://cup.edu.in/university_publications.php; http://cup.edu.in/annual_reports.php; and http://cup.edu.in/financial_reports.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/cup_student-corner.php/academic_calendar.php

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 4-B**

4.5 Process of Redress of Grievance– Generally grievances are received either on online portal i.e. CPGRAM or offline (through post/emails) etc. Once grievance is received the same is forwarded to the concerned branch/office for providing inputs/reply. If necessary, a committee is also constituted to examine the grievances. Based on the reply received from concerned office/branch or recommendations of the Committee, the grievance is disposed accordingly after the approval of the Competent Authority.

Details   of   Grievance   Redressal   Cell   available   online   at http://www.cup.edu.in/grievances_redressal_cell.php

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

ACADEMIC CALENDAR (2023-24)

P.G. Programmes

Semester-III (Batch-2022)

1.	Commencement of classes	:	31st August 2023
2.	MST Examination along with Teaching	:	2nd November – 9th November 2023
3.	Winter Break for Students	:	25th December 2023- 7th January 2024
4.	Practical Examinations/ Teaching	:	22nd January – 25th January 2024
5.	End Semester Examinations	:	29th January – 2nd February 2024

Semester-IV (Batch-2022)

1.	Commencement of Semester	:	5th February 2024
2.	Dissertation Pre-submission for Evaluation	:	3rd June 2024
3.	Dissertation Evaluation/Viva-voce	:	14th June– 18th June 2024
4.	Final Submission of dissertation	:	On or before 21st June 2024

PG 3rd Semester (Batch 2022)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
Aug-2023	31	31	1	0	0	1
Sep-2023	1	30	30	9	1	20
Oct-2023	1	31	31	9	2	20
Nov-2023	1	30	30	8	1	21
Dec-2023	1	31	31	10	5	16
Jan-2024	1	25	25	6	5	14
Excluding Winter Break and End Semester Examination						92
PG 4th Semester (Batch 2022)						
Feb-2024	5	29	25	6	0	19
Mar-2024	1	31	31	10	0	21
Apr-2024	1	30	30	8	3	19
May-2024	1	31	31	8	1	22
Jun-2024	1	13	13	4	0	9
Excluding End Semester Examination						90

ACADEMIC CALENDAR (2023-24)

P.G. Programmes

Semester-I (Batch-2023)

1. **Registration** : 16th August 2023
2. **Student Induction/Orientation** 17th & 18th August 2023
3. **Commencement of Classes** : 21st August 2023
4. **MST Examination along with Teaching** : 30th October - 6th November 2023
5. **Winter Break** : 25th December 2023 - 7th January 2024
6. **Practical Examination/Teaching** : 10th January - 15th January 2024
7. **End Semester Exam** : 16th January- 23rd January 2024

Semester-II (Batch-2023)

1. **Commencement of Classes** : 24th January 2024
2. **MST Examination along with Teaching** : 1st April – 8th April 2024
3. **Practical Examination/Teaching** : 31st May – 5th June 2024
4. **End Semester Exam** : 6th June – 14th June 2024

PG 1st Semester (Batch 2023)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
Aug-2023	21	31	11	2	0	9
Sep-2023	1	30	30	9	1	20
Oct-2023	1	31	31	9	2	20
Nov-2023	1	30	30	8	1	21
Dec-2023	1	31	31	10	5	16
Jan-2024	1	15	15	4	5	6
Excluding End Semester Examination						92
PG 2nd Semester (Batch 2023)						
Jan-2024	24	31	8	2	1	5
Feb-2024	1	29	29	8	0	21
Mar-2024	1	31	31	10	0	21
Apr-2024	1	30	30	8	3	19
May-2024	1	31	31	8	1	22
June-2024	1	5	5	2	0	3
Excluding End Semester Examination						91

ACADEMIC CALENDAR (2024-25)

P.G. Programmes

Semester-I (Batch-2024)

1.	**Registration**	:	25th July 2024
2.	**Student Induction/Orientation**		26th July 2024
3.	**Commencement of Classes**	:	29th July 2024
4.	**MST Examination along with Teaching**	:	7th–15th October 2024
5.	**Practical Examinations/ Teaching**	:	9th–11th December 2024
6.	**End Semester Examinations**	:	12th– 20th December 2024
7.	**Winter Break for Students**	:	23rd December 2024-5th January 2025

Semester-II (Batch-2024)

1.	**Commencement of Classes**	:	6th January 2025
2.	**MST Examination along with Teaching**	:	10th–17th March 2025
3.	**Practical Examinations/ Teaching**	:	14th–16th May 2025
4.	**End Semester Examinations**	:	19th-26th May 2025

Note: The academic calendar may be revised as per CUET 2024 and admission process of the University.

ACADEMIC CALENDAR (2024-25)

P.G. PROGRAMMES		
Semester-I (Batch-2024)		
1. **Registration**	:	25th July 2024
2. **Student Induction/Orientation**		26th July 2024
3. **Commencement of Classes**	:	29th July 2024
4. Independence Day		15th August 2024
5. Swachhta Pakhwada	:	1st September– 15th September 2024
6. Hindi Pakhwada	:	14th September– 28th September 2024
7. International Day of Peace	:	21st September 2024
8. NSS Day	:	24th September 2024
9. World Heart Day	:	29th September 2024
10. National Blood Donation Day	:	1st October 2024
11. Gandhi Jayanti (Communal Harmony Day)	:	2nd October 2024
12. **MST Examination along with Teaching**	:	7th–15th October 2024
13. World Mental Health Day	:	10th October 2024
14. International Day of Girl Child	:	11th October 2024
15. Vigilance Awareness Week	:	27th October – 2nd November 2024
16. Constitution Day	:	26th November 2024
17. World AIDS Day	:	1st December 2024
18. International Day of Persons with Disabilities	:	3rd December 2024
19. World Human Rights Day	:	10th December 2024
20. **Practical Examinations/ Teaching**	:	9th–11th December 2024
21. **End Semester Examinations**	:	12th– 20th December 2024
22. **Winter Break**	:	23rd December 2024-5th January 2025

Semester-II (Batch-2024)		
1. **Commencement of Classes**	:	6th January 2025
2. National Voters' Day	:	25th January 2025
3. Republic Day		26th January 2025
4. World Cancer Day	:	4th February 2025
5. International Mother Language Day	:	21st February 2025
6. Foundation Week Celebrations	:	21st February– 28th February 2025
7. Women's Day	:	8th March 2025
8. **MST Examination along with Teaching**	:	10th–17th March 2025
9. World Water Day	:	22nd March 2025
10. World Health Day	:	7th April 2025
11. Ambedkar Jayanti	:	14th April 2025
12. Earth Day	:	22nd April 2025
13. International Labor Day	:	1st May 2025
14. **Practical Examinations/ Teaching**	:	14th–16th May 2025
15. Anti-Terrorism Day	:	21st May 2025
16. International Day for Biological Diversity	:	22nd May 2025
17. **End Semester Examinations**	:	19th-26th May 2025

Note:

(i) *The academic calendar may be revised as per CUET 2024 and admission process of the University.*
(ii) *The events of Foundation Week shall be limited to mostly during afternoon hours.*
(iii) *Various types of cultural activities may be organized during commemorative days*
(iv) *Other commemorative days and flagship programs may be organized as applicable*

PG 1st Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
July-2024	29	31	03	0	0	03
Aug-2024	01	31	31	09	01	21
Sep-2024	1	30	30	09	01	20
Oct-2024	1	31	31	08	03	20
Nov-2024	1	30	30	09	01	20
Dec-2024	1	11	11	03	0	08
Excluding Winter Break and End Semester Examination						92
PG 2nd Semester (Batch 2024)						
Jan-2025	06	31	26	06	01	19
Feb-2025	01	28	25	09	0	20
Mar-2025	01	31	31	10	02	19
Apr-2025	01	30	30	08	01	21
May-2025	01	16	16	04	0	12
Excluding End Semester Examination						91

ACADEMIC CALENDAR (2024-25)

P.G. Programmes

Semester-III (Batch-2023)

1.	Commencement of classes	:	29th July 2024
2.	MST Examination along with Teaching	:	7th–15th October 2024
3.	Practical Examinations/ Teaching	:	9th–11th December 2024
4.	End Semester Examinations	:	12th– 20th December 2024
5.	Winter Break for Students	:	23rd December 2024-5th January 2025

Semester-IV (Batch-2023)

1.	Commencement of Semester	:	6th January 2025
2.	Dissertation Pre-submission for Evaluation	:	3rd May 2025
3.	End Semester Examinations	:	19th-26th May 2025
4.	Final Submission of dissertation	:	On or before 31st May 2025

ACADEMIC CALENDAR (2024-25)

P.G. Programmes
Semester-III (Batch-2023)

1. **Commencement of classes** : 29th July 2024
2. Independence Day : 15th August 2024
3. Swachhta Pakhwada : 1st September– 15th September, 2024
4. Hindi Diwas : 14th September, 2024
5. Hindi Pakhwada : 14th September– 28th September, 2024
6. International Day of Peace : 21st September, 2024
7. NSS Day : 24th September, 2024
8. World Pharmacist Day : 25th September, 2024
9. World Heart Day : 29th September, 2024
10. National Blood Donation Day : 1st October, 2024
11. Gandhi Jayanti (Communal Harmony Day) : 2nd October, 2024
12. **MST Examination along with Teaching** : 7th – 15th October 2024
13. World Mental Health Day : 10th October, 2024
14. International Day of Girl Child : 11th October, 2024
15. Vigilance Awareness Week : 27th October – 2nd November 2024
16. Unity Day : 31st October, 2024
17. Constitution Day : 26th November, 2024
18. World AIDS Day : 1st December, 2024
19. International Day of Persons with Disabilities : 3rd December, 2024
20. **Practical Examinations/ Teaching** : 9th–11th December 2024
21. World Human Rights Day : 10th December, 2024
22. **End Semester Examinations** : 12th– 20th December 2024
23. **Winter Break for Students** : 23rd December 2024-5th January 2025

Semester-IV (Batch-2023)

1. **Commencement of Semester**   : 6th January 2025
2. National Youth Day (Birthday of Swami Vivekananda)   : 12th January, 2025
3. National Voters' Day   : 25th January, 2025
4. Republic Day   26th January 2025
5. World Cancer Day   : 4th February, 2025
6. International Mother Language Day   : 21st February, 2025
7. Foundation Week Celebrations   : 21st February– 28th February 2025
8. Women's Day   : 8th March, 2025
9. World Water Day   : 22nd March 2025
10. World Health Day   : 7th April, 2025
11. Ambedkar Jayanti   : 14th April, 2025
12. Earth Day   : 22nd April, 2025
13. International Labour Day   : 1st May, 2025
14. **Dissertation Presubmission for Evaluation**   : 3rd May 2025
15. **Dissertation Evaluation/Viva-voce**   : 19th-24th May 2025
16. Anti-Terrorism Day   : 21st May, 2025
17. International Day for Biological Diversity   : 22nd May, 2025
18. World No Tobacco Day   : 31st May, 2025
19. **Final Submission of dissertation**   : On or before 31st May 2025

Note:

(i)   *The events of Foundation Week shall be limited to mostly during afternoon hours.*
(ii)   *Various types of cultural activities may be organized during commemorative days*
(iii) *Other commemorative days and flagship programs may be organized as applicable*

PG 3rd Semester (Batch 2023)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
July-2024	29	31	03	0	0	03
Aug-2024	01	31	31	09	01	21
Sep-2024	1	30	30	09	01	20
Oct-2024	1	31	31	08	03	20
Nov-2024	1	30	30	09	01	20
Dec-2024	1	11	11	03	0	08
Excluding Winter Break and End Semester Examination						92
PG 4th Semester (Batch 2023)						
Jan-2025	06	31	26	06	01	19
Feb-2025	01	28	25	09	0	20
Mar-2025	01	31	31	10	02	19
Apr-2025	01	30	30	08	01	21
May-2025	01	16	16	04	0	12
Excluding End Semester Examination						91

Ref. No. CUPB/CURO/2018/873

Dated: 02/05/2018

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