

## **MANUAL 5**

### **SECTION 4 (1) (b) (v)**

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;**

The details rules, regulations, instructions, manuals and records for discharge functions available with the University are available on the University website: [www.cup.edu.in](http://www.cup.edu.in).

#### **5.1 Title and Nature of Records / Manuals / Instructions**

1. The Central Universities Act 2009 & Revised/ Amended/ New Statutes -

2. The Statutes of the University.

- Amendment to Statutes
- Statute 2(A) – Term of Vice-Chancellor
- Statute 11: Constitution & Quorum for meeting of Executive Council
- Statute 13: Quorum of meeting of Academic Council
- Statute 18(2): The Selection Committee for the post of Professor, Associate Professor and Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principal of College or Institution maintained by the University shall be constituted as per the extant UGC regulations on the subject
- Quorum for a meeting of the Court.

3. The Ordinances of the University.

The Ordinance of University Approved by Visitor - Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies of the University

- Ordinance VIII - BOARD OF RESEARCH
- Ordinance IX - ADMISSION OF STUDENTS TO THE UNIVERSITY
- Ordinance X - SCHOOL BOARDS
- Ordinance XI - BOARDS OF STUDIES
- Ordinance XII - CENTRES OF STUDIES IN THE SCHOOL
- Ordinance XIII- COORDINATORS OF CENTRES
- Ordinance XIV- DEANS OF THE SCHOOLS OF STUDIES
- Ordinance XV - THE DEANS' COMMITTEE
- Ordinance XVI - DEAN STUDENTS WELFARE
- Ordinance XVII - MEDIUM OF INSTRUCTION AND EXAMINATION
- Ordinance XVIII - CONDUCT OF EXAMINATIONS
- Ordinance XIX - FEES AND DUES PAYABLE STUDENT OF THE UNIVERSITY
- Ordinance XX - M.Phil.-Ph.D. INTEGRATED PROGRAMME
- Ordinance XX (i) - M.Phil. PROGRAMME
- Ordinance XX (ii) - L.L.M.-Ph.D. INTEGRATED PROGRAMME
- Ordinance XX (iii) - M.Pharm.- Ph.D. INTEGRATED PROGRAMME
- Ordinance XX (iv) - M.Phil. PROGRAMME
- Ordinance XX-(v) M.Tech. PROGRAMME
- Ordinance XX (vi) - M.A/M.Sc. PROGRAMME
- Ordinance XXI - PROCEDURE/NORMS FOR APPOINTMENT TO THE FACULTY POSITIONS
- Ordinance XXII- TERMS AND CONDITIONS OF APPOINTMENT OF EMERITUS PROFESSOR AND HONORARY PROFESSORS

- Ordinance XXVI - PLANNING BOARD
- Ordinance XXVII - FINANCE COMMITTEE

The complete details of Act, Statutes, and Ordinances are available on [http://www.cup.edu.in/acts\\_statutes.php](http://www.cup.edu.in/acts_statutes.php)

## 5.2 List of Rules, Regulations Instructions,

Academic Rules and Regulations prepared by the University including Hostel & Mess Rules are available on [http://www.cup.edu.in/rules\\_regulations.php](http://www.cup.edu.in/rules_regulations.php)

- Doctor of Philosophy (Ph.D.) Programme Rules (Applicable w.e.f. Academic Session 2017-18)
- Rules for Master's Degree Programme (Applicable w.e.f. Academic Session 2017-18)
- Master's Degree Programme Rules and Regulations (Applicable w.e.f. academic session 2015-16)
- Master's Degree Programme Rules and Regulations (Applicable up to academic session 2014-15)
- M.Phil.-Ph.D. Integrated Programme Rules and Regulations
- Rules & Regulations for stand-alone Ph.D. programmes.
- Mess Rules
- Hostel Rules

Academic Rules, Payment & Refund Policy, Guidelines to check Plagiarism IT Policy, CAS, Cadre Recruitment Rules for Teaching / Non-Teaching Employees are available on [http://www.cup.edu.in/acts\\_statutes.php](http://www.cup.edu.in/acts_statutes.php)

- Masters Degree Programme Application w.e.f. Academic Session 2017-18 - Eligibility criteria & Procedure for admission, Duration of Programme and Award of Degree
- Ph.D. Programme Application - Eligibility criteria & Procedure for admission, Duration of Programme and Award of Degree
- Rules for Library Members - Membership & Privilege rule of library
- CRR Rules (Teaching / Non-Teaching Employees) - Cadre Recruitment Rules (Non-Teaching Employees) for Group A, B & C Amended on 21.02.2018

## 5.3 The following Acts, Rules, Regulations, Instructions, Manuals and Records are held and are used by its employees for discharging their functions:

1. The Central Universities Act 2009 & Revised/ Amended/ New Statutes/ Ordinances [http://www.cup.edu.in/acts\\_statutes.php](http://www.cup.edu.in/acts_statutes.php)

2. Rules and Regulations prepared by the University ([http://www.cup.edu.in/rules\\_regulations.php](http://www.cup.edu.in/rules_regulations.php))

3. Circular <http://www.cup.edu.in/circulars.php>

4. Notices <http://www.cup.edu.in/notices.php>

5. Office Orders [http://www.cup.edu.in/office\\_orders.php](http://www.cup.edu.in/office_orders.php)

6. House Allotment Rules: [http://www.cup.edu.in/house\\_allotment/Rules%20of%20House%20Allotment%20at%20Main%20Campus%20of%20CUPB.pdf](http://www.cup.edu.in/house_allotment/Rules%20of%20House%20Allotment%20at%20Main%20Campus%20of%20CUPB.pdf)

7. Rules for Procurement of Goods (GFRs 2017): [http://cup.edu.in/documents/purchase\\_forms\\_30\\_10\\_2018/GFR\\_2019/Amendments%20in%20General%20Financial%20Rules%20\(GFR\)%202017.pdf](http://cup.edu.in/documents/purchase_forms_30_10_2018/GFR_2019/Amendments%20in%20General%20Financial%20Rules%20(GFR)%202017.pdf)

8. Tenders / EOI [http://www.cup.edu.in/tender\\_eoi.php](http://www.cup.edu.in/tender_eoi.php)
9. Quotations <http://www.cup.edu.in/quotations.php>
10. Internal Notifications <http://www.cup.edu.in/notifications.php>
11. Other details in Archives <http://www.cup.edu.in/archives.php>
12. Details of Teaching Jobs [http://www.cup.edu.in/teaching\\_jobs.php](http://www.cup.edu.in/teaching_jobs.php)
13. Details of Non-teaching: [http://www.cup.edu.in/nonteaching\\_jobs.php](http://www.cup.edu.in/nonteaching_jobs.php)
14. Details of other Positions [http://www.cup.edu.in/other\\_jobs.php](http://www.cup.edu.in/other_jobs.php)
15. Library Rules are mentioned on <http://www.cup.edu.in/library.php>
16. Health Care Centre details are available on [http://cup.edu.in/health\\_care\\_centre.php](http://cup.edu.in/health_care_centre.php)
17. Admission Details: [http://www.cup.edu.in/admission2019\\_20.php](http://www.cup.edu.in/admission2019_20.php); and [http://www.cup.edu.in/admission2020\\_21.php](http://www.cup.edu.in/admission2020_21.php)
18. Reservation Roasters - [http://www.cup.edu.in/res\\_roaster\\_2017.php](http://www.cup.edu.in/res_roaster_2017.php); and [http://cup.edu.in/university\\_res\\_roaster.php](http://cup.edu.in/university_res_roaster.php)
19. Annual & Financial Reports: [http://cup.edu.in/annual\\_financial\\_report.php](http://cup.edu.in/annual_financial_report.php)
20. Minutes of Meetings of Statutory Bodies – Mentioned in Manual 7, and Manual 8

The guidelines/Regulations/notifications issued by the UGC / MINISTRY OF EDUCATION for Central Universities are also available on above links.

The University follows Government of India rules for finance/purchase related matters.

**5.4 Transfer Policy and Transfer Orders:** The Central University of Punjab is a Central Autonomous Body under the Department of Education, Govt. of India and having no constituent college. There is no provision for transfer from one Autonomous Body to other Autonomous Body. However, internal transfers of the employees of Central University of Punjab have been made from time to time for internal management.

The University is a single unit and does not have any off-campus at present. All the Administrative Staff in the various Sections is under the authority of Vice Chancellor. The Competent Authority (CA) constitutes committees consisting of administrative & academic authorities, on whose recommendations and acceptance by the CA, the decision for handling of additional charge to employees are taken in addition to their existing duties. **No outside transfers are possible.**

The Competent Authority may assign additional charge or issue order of inter-departmental transfer of employee as per provisions of CU Act, statutes, ordinances and rules & regulations of University.

On transfer of a junior staff from one section to another, he/she has to handover the charge to another person and take charge of the his/her respective section.

In case of additional charge is assigned to an employee, he/she has to perform additional duties of additional charge assigned in addition to his/her existing duties.

The T&P Orders are enclosed in **Annexure 5 A**

The Office Order regarding Appointment / Shifting of Charge of Department/ Sections is available at [http://www.cup.edu.in/office\\_orders.php](http://www.cup.edu.in/office_orders.php)

**Technical Staff in the Department**

Sr. No.	Departments	HOD/HOD(O)/ In-charge	Staff
1.	Applied Agriculture	Prof. Anjana Munshi	Ms. Gagandeep Kaur Dhaliwal, Lab. Attendant
2.	Botany	Dr. Felix Bast	Mr. Ravi Dutt, Lab. Assistant
3.	Zoology	Dr. Aklank Jain	Mr. Dharendra P. Singh, Tech. Assistant
4.	Chemistry	Dr. Vinod Kumar	Mr. Dushyanth V. Reddy, Lab. Assistant
5.	Computational Sciences	Dr. Sudip Chakraborty	Mr. Preeti Prabhat, Lab. Attendant
6.	Mathematics and Statistics	Prof. Gauree Shanker	Mr. Harpreet Singh, Lab. Tech. (Outsourced) Mr. Gurpreet Singh, Lab. Assistant
7.	Physics	Dr. Prashant Sudhir Alegaonkar	
8.	Biochemistry	Prof. R. Wusirika	Mr. Deepak Sharma, Lab. Attendant
9.	Microbiology	Prof. Monisha Dhiman	Mr. Roshan Kumar, Tech. Assistant
10.	PSNP	Prof. Raj Kumar	Mr. Rajesh Tiwari, Tech. Assistant
11.	Pharmacology	Dr. Puneet Kumar	Mr. Pawan Poonia, Lab. Assistant
12.	Education and Lib. Science	Prof. S.K. Bawa	Project Staff
13.	Physical Education	Dr. Sanjeev Kumar	Ms. Simplepreet Kaur, Lab. Asst. (Outsourced)
14.	Mass Comm. & Media Studies	Dr. Chhavi Garg	
15.	EVST	Dr. Sunil Mittal	Ms. Sona Rani, Lab. Assistant
16.	HGMM	Dr. Jasvinder Singh Bhatti	Mr. Vikas Jindal, Lab. Attendant
17.	Geography	Dr. L.T.S. Guite	Mr. Puneet Singh, Lab. Attendant
18.	Geology	Dr. Jitendra Kumar Pattanaik	Ms. Neha Yadav, Lab. Assistant
19.	Computer Sci. & Tech.	Dr. Satwinder Singh	Mr. Satvir Singh, OA-cum-DEO (Outsourced) (Half Day)
20.	Library and Info. Science	Prof. S.K. Bawa	Ms. Jyoti, LDC
21.	Language Lab	Prof. Zameerpal Kaur (Dean)	
22.	Psycology	Dr. Anugraha Merin Rajan	
23.	Central Instrumental Lab (CIL)	Prof. Raj Kumar, In Charge	1. Dr. Rabindra Kumar, Tech. Officer 2. Dr. Sumeer Razdan, Tech. Officer, 3. Mr. Aशwani Kumar, Tech. Asst. 4. Mr. Raghuveer Singh, Office Attend. (Outsourced) (Half day)

*Rajesh*

कुलसचिव / Registrar  
पंजाब केन्द्रीय विश्वविद्यालय, बठिंडा-151001  
Central University of Punjab, Bathinda-151001

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कुलसचिव कार्यालय / Office of the Registrar

No. CUPB/CC/RO-52/2020/Order/171

Dated: 22/12/2020

ORDER

In continuation to this Office Order No. CUPB/CC/RO-52/2020/Order/1365 dated 08/12/2020, in view of the forthcoming meetings of Statutory Bodies **Mr. Rohit Rastogi, Upper Division Clerk** shall perform his duties full time in the **Meetings Branch** with immediate effect till the process of forthcoming Statutory Body meetings are over.

12/2020  
REGISTRAR

Copy to:

1. Assistant Registrar (VCO): for kind information of Hon'ble Vice Chancellor
2. Purchase Officer
3. Assistant Registrar (Meetings Branch)
4. Mr. Rohit Rastogi, Upper Division Clerk
5. Personal file of the Concerned
6. Concerned file

12/2020  
REGISTRAR

22/12/2020  
Lbc (HR)

Rajesh





**कुलसचिव कार्यालय / Office of the Registrar**

No. CUPB/CC/RO-152/2020/Order/1365

Dated: 03/08/2020

**ORDER**

**Sub: Transfer of Staff-reg.**

It is notified for the information of all concerned that with immediate effect **Mr. Rohit Rastogi, Upper Division Clerk** shall perform his duties as under:

- |                |   |                 |
|----------------|---|-----------------|
| 1. First Half  | - | Purchase Office |
| 2. Second Half | - | Meeting Branch  |

He is hereby directed to report to Assistant Registrar (Meetings Branch) for assignment of his duties.

*Handwritten signature*  
REGISTRAR

Copy to:

1. Assistant Registrar(VCO):for kind information of Hon'ble Vice Chancellor
2. PA to Registrar: for information of the Registrar
3. Purchase Officer
4. Assistant Registrar (Meetings Branch)
5. Mr. Rohit Rastogi. Upper Division Clerk
6. Personal files of the concerned
7. Concerned file

*Handwritten signature*

*Handwritten signature*  
REGISTRAR



**कुलसचिव कार्यालय / Office of the Registrar**

No. CUPB/CC/RO-152/2020/Order/2041

Dated: 8-12-2020

**ORDER**

**Sub: Transfer of Staff-reg.**

Following non-teaching staff members are hereby transferred with immediate effect as mentioned against their names:

S.No	Name and Designation	Present Posting	New Posting
1.	Mr. Harvinder Singh, Assistant	Establishment Branch	Office of the Registrar
2.	Mr. Narayan Bahadur Sunar, Upper Division Clerk	Office of the Registrar	Establishment Branch

In addition, Mr. Harvinder Singh, Assistant will also look after the day to day duties of the PA to the Registrar in addition to his own duties.

*KPSingh*  
8/12/2020  
REGISTRAR

Copy to:

1. Assistant Registrar(VCO):for kind information of Hon'ble Vice Chancellor
2. PA to Registrar: for information of the Registrar
3. Assistant Registrar (Establishment Branch): for information and necessary action
4. Mr. Harvinder Singh, Assistant
5. Mr. Narayan Bahadur Sunar, Upper Division Clerk
6. Personal files of the concerned
7. Concerned file

*Rajesh*

*KPSingh*  
8/12/2020  
REGISTRAR



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Dated:-02-07-2020

Ref No: CUPB/CC/RO-52/2020-21/1303

**OFFICE ORDER**

The following employee(s) is/are hereby transferred to the branch as mentioned against his/her/their name(s), with immediate effect.

Sl. No.	Name of Official & Designation	Present Posting	Transferred to
1.	Sh. Sandeep Kumar. Assistant	Academic Branch	Recruitment Branch
2.	Sh. Manjeet Kumar. Assistant	Recruitment Branch	Academic Branch
3.	Sh. Sukhpinder Singh. Upper Division Clerk	Office of Dean, In-charge Academics (earlier known as Dean Academic Affairs)	Establishment Branch
4.	Ms. Anupam Sharma Upper Division Clerk	Computer Centre	Office of Dean, In-charge Academics
5.	Sh. Amrik Singh. Upper Division Clerk	Finance Branch	Office of Registrar
6.	Ms. Jyoti Lower Division Clerk	Establishment Branch	Office of Dean, In-charge Academics
7.	Sh. Anil Jangid Lower Division Clerk	Office of Registrar	Finance Branch

Further, the above mentioned official(s) is/are directed to handover all files, records etc any, under his/her/their charge with duly intimation to the In-charge of Branch concerned.

Copy to:-

REGISTRAR

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor.
2. Dean, In-charge Academics for kind information.
3. Chief Vigilance Officer for kind information.
4. Director, IQAC for kind information.
5. Prof. Ramakrishna Wusirika for kind information.
6. Deputy Finance Officer.
7. Internal Audit Officer.
8. Assistant Registrar, Establishment Branch for record.
9. In-charge of branch concerned.
10. All concerned official(s).
11. Concerned file/ personal file.

*Rajesh*



# पंजाब केन्द्रीय विश्वविद्यालय

(सन्त क अधिनियम स 25(2008) के द्वारा स्थापित)  
नगर परिसर, मानसा मार्ग बठिंडा-151001  
ईमेल: registrar@cup.ac.in  
वेबसाइट: www.cup.edu.in  
दूरभाष: +91-164-2864106



# Central University of Punjab

Established by the Government of Punjab  
City Campus, Mansa Road, Bathinda  
ईमेल: registrar@cup.ac.in  
वेबसाइट: www.cup.edu.in  
दूरभाष: +91-164-2864106

Ref. No. CUPB/CC/RO/2020-21/1925

Dated: 22/05/2021

## OFFICE ORDER

Consequent upon the approval of the Competent Authority, Sh. Saurabh Gupta, Executive Engineer is assigned the additional charge of Estate Officer in addition to his own duties, till the post is filled or till further orders. Accordingly, Sh. Umesh Kumar is directed to handover the complete charge of Estate Officer to Sh. Saurabh Gupta under the intimation to undersigned.

Sh. Saurabh Gupta will manage all work related/assigned to Estate Officer at the City Campus & Main Campus of the University.

REGISTRAR

Copy to:

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor
2. Dean Academic Affairs.
3. Chief Vigilance Officer.
4. Deans/ DSW/ Director IQAC.
5. HoDs/ Branch In-charge/ Internal Audit Officer
6. Sh. Saurabh Gupta.
7. Sh. Umesh Kumar.
8. Assistant Registrar, Establishment Branch for record in concerned file

Rajesh

ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ্যালਯ

ਦੇਸ਼ੀ ਅਧਿਕਾਰਿਤ ਕਾਨੂੰਨੀ ਸੰਸਥਾ  
ਪੰਜਾਬ ਵਿਦਿਯਕ ਅਕਾਦਮੀ ਸਮੇਤ, ਚੰਡੀਗੜ੍ਹ-161001  
ਈਮੇਲ: registrar@cup.edu.in  
ਵੈੱਬਸਾਈਟ: www.cup.edu.in  
ਫੋਨ: +91-164-2862108



Central University of Punjab

City Campus

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Dated: 03/02/20

Ref No: CUPB/CC/RO-52/2019-20/1125

OFFICE ORDER

The following employees are hereby transferred to the branch as mentioned against the names, with immediate effect.

Sl. No.	Name of Official & Designation	Present Posting	Transferred to
1.	Mr. Amrik Singh, Upper Division Clerk	Examination Branch	Finance Branch
2.	Mr. Rishikesh Sharma, Lower Division Clerk	Establishment Branch	Examination Branch
3.	Ms. Smily, Lower Division Clerk	Office of Registrar	Examination Branch
4.	Mr. Rajesh, Lower Division Clerk	Examination Branch	Establishment Branch
5.	Mr. Anil Jangid, Lower Division Clerk	Finance Branch	Office of Registrar

Further, the above mentioned officials are directed to handover all files/records etc. under their charge.

REGISTRAR

Copy to:-

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor.
2. Dean Academic Affairs for kind information.
3. Chief Vigilance Officer for kind information.
4. Director, IQAC for kind information.
5. Internal Audit Officer.
6. In-charge of branch concerned.
7. All concerned officials.
8. Concerned file/ personal file.

*Rajesh*



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Ref No: CUPB/CC/Estt./2019-20/12026

Dated: \_\_\_\_\_

**OFFICE ORDER**

In supersession/amendment of all Office Order(s)/ Notification(s) as the case the following officers are hereby appointed as In-charge of the respective Branch as mentioned against their names, with immediate effect, alongwith the allocation of work.

Sl. No.	Name & designation of Officer In-charge	Name of the Branch	Allocation of work.
1.	Ms. Shweta Arora, Deputy Registrar	<b>Examination &amp; Admission Branch</b> , consisting of following Section(s)/ Cell(s) :- (a) Ph.D Section (b) Registration Section (c) Examination Section (d) Admission Section (e) International Students Section (f) NAD Cell	All work related to <b>Examination &amp; Admission Branch</b> including Ph.D Section, Registration Section, Examination Section, Admission Section, International Students Section & NAD Cell  Further, any other work/duties assigned by the Competent Authority from time to time.
2.	Mr. Rajender Kumar, Deputy Registrar	<b>Academic Branch</b> , consisting of following Section(s)/ Cell(s):- (a) Programme Development Section, (b) Project Section, (c) Student Scholarship & Fellowship Section (d) SC/ST Cell (e) OBC & EWS Cell (f) PWD Cell	All work related to <b>Academic Branch</b> including Programme Development Section, Project Section, Student Scholarship & Fellowship Section, SC/ST Cell, OBC & EWS Cell and PWD Cell  Further, any other work/duties assigned by the Competent Authority from time to time.
3.	Mr. Chandan Mittal, Deputy Finance Officer	<b>Finance Branch</b> consisting of following Section(s)/ Cell(s):- (a) Payment & Receipt Section (b) Project Section (c) Budget Section (d) Accounts Section	All work related to <b>Finance Branch</b> including Payment & Receipt Section, Project Section, Budget Section & Accounts Section  Further, any other work/duties assigned by the Competent Authority from time to time.

*Rajesh*

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Sl. No.	Name & designation of Officer In-charge	Name of the Branch	Allocation of work
4.	Mr. Saurabh Gupta, Executive Engineer	Engineering Branch	He will be overall In-charge of Engineering Branch and monitoring the engineering activities of City Campus & Main Campus for constructions, repairing maintenance etc
5.	Mr. Nivedan Saiwan, Assistant Registrar	Meeting Branch & Audit Branch	All work related to Meeting Branch. He will also work in Audit Branch in day to day matters.  Further, any other work/duties assigned by the Competent Authority from time to time.
		Vice-Chancellor's Secretariat	All work related to Vice-Chancellor's Secretariat
6.	Dr. Gaurav Tandon, Assistant Registrar	Store Branch	All work related to Store Branch.  Further, any other work/duties assigned by the Competent Authority from time to time.
		Finance Branch	He will also hold the additional charge as Assistant Registrar in Finance Branch
7.	Mr. Mukesh Kumar, Assistant Registrar	Establishment Branch, consisting of following Section(s)/ Cell(s):  (a) Non-Teaching Section (b) Teaching Section	All work related to Establishment Branch including Non-Teaching Section & Teaching Section  Further, any other work/duties assigned by the Competent Authority from time to time.

*Rajeev*



Sl. No.	Name & designation of Officer In-charge	Name of the Branch	Allocation of work
8.	Mr. Rupinder Sharma, Hindi Officer	Recruitment Branch & Hindi Prakoshth	All work related to Recruitment Branch and Hindi Prakoshth.  In addition, he will also look after the work related to Act/Statutes/Ordinance and Office of First Appellate Authority.  Further, any other work/duties assigned by the Competent Authority from time to time.

2. Ms. Shweta Arora, Deputy Registrar will hand over the complete charge of **Branch** to Mr. Nivedan Salwan, Assistant Registrar and will take the complete charge of **Examination & Admission Branch** from Mr. Mukesh Kumar, Assistant Registrar.

3. The officers transferred/shifted and given new branch/or given the additional charge are directed to handover/ takeover the charge of office(s) immediately under intimation undersigned. Further, the In-charge of Branch is also directed to prepare the charter of work of every officer(s)/Official(s) working under their control in the Branch and submit the same within 10 days in the office of Registrar.

4. The In-charge of Branch will be overall responsible for the timely and accurate discharge of work/duties and functioning of the Branch concerned. Further, the In-charge shall also be responsible and accountable for proper maintenance of record under their control in the Branch.

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor
2. Dean Academic Affairs for kind information.
3. Chief Vigilance Officer for kind Information.
4. DSW for kind information.
5. Director, IQAC for kind information.
6. All Deans/HoDs for kind information.
7. Internal Audit Officer.
8. All concerned officers.
9. Concerned file/ Personal file for record.

*Rajesh*