

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.

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

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

- 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

- 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
2. Rules and Regulations prepared by the University (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
6. House Allotment Rules: 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

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

13. Details of Non-teaching: http://www.cup.edu.in/nonteaching_jobs.php

14. Details of other Positions 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

17. Admission Details: http://www.cup.edu.in/admission2019_20.php; and http://www.cup.edu.in/admission2020_21.php

18. Reservation Roasters - http://www.cup.edu.in/res_roaster_2017.php; and http://cup.edu.in/university_res_roaster.php

19. Annual & Financial Reports: 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 / MHRD 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 University is a single unit and does not have any off-campus or colleges affiliated to it at present. All the Administrative Staff in the various Sections is under the authority of Registrar. The Competent Authority 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 point is not applicable on our public authority.**

The Office Order regarding Appointment / Shifting of Charge of Department/ Sections is available at http://www.cup.edu.in/office_orders.php