

## MANUAL NO. 7

### SECTION 8 (1)(B)(VII)

#### ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF

##### **7.1 Name of the Board, Council, Committees**

**As per Section 19 of Central Universities Act 2009 CUPB has constituted the following authorities of the University:-**

- The Court (Details of Constitution, Powers & Functions are defined in Section 20 of CU Act), and Statute 10;
- The Executive Council; (Details of Constitution, Powers & Functions are defined in Section 21 of CU Act, and Statute 11-12)
- The Academic Council (Details of Constitution, Powers & Functions are defined in Section 22 of CU Act, and Statutes 13-14)
- The Board of Studies; (Details available online at [http://www.cup.edu.in/board\\_of\\_studies.php](http://www.cup.edu.in/board_of_studies.php))
- (Details of Constitution, Powers & Functions are defined in Section 23 of CU Act, and Statutes 16)
- The Finance Committee (Details of Constitution, Powers & Functions are defined in Section 24 of CU Act, and Statutes 17) and
- Such other authorities as may be declared by the Statutes to be the authorities of the University.- Details available online at [http://www.cup.edu.in/index\\_home.php](http://www.cup.edu.in/index_home.php)

The Composition, Date from which it is constituted, Tenure/Term, Powers, and Functions of above Bodies are already defined in CU Act, and University Statutes and mentioned in Module 8.

##### **7.2 The list of composition of members & constitution dates of Statutory Bodies, i.e. University Court, EC, AC, FC are available on University's Website:**

1. University Court - <http://cup.edu.in/court.php>,
2. Executive Council - [http://cup.edu.in/executive\\_council.php](http://cup.edu.in/executive_council.php)
3. Academic Council - [http://cup.edu.in/academic\\_council.php](http://cup.edu.in/academic_council.php)
4. Finance Committee - [http://cup.edu.in/finance\\_committee.php](http://cup.edu.in/finance_committee.php)

**7.3 Whether the meetings of those boards, councils, committees and other bodies are open to the public.** - No, meetings only for members. However, Central University of Punjab has given due representation to the public representatives of different sections of society in all the Statutory Bodies as per the provisions of Central University Act, University Statutes, Ordinances, and Rules.

##### **7.4 Whether the minutes of such meetings are accessible for public; (Proper Website Links)**

Yes, the minutes of Statutory Bodies Meetings accessible to public and are available on University Website

**7.5 Place where the minutes if open to the public are available:** The links of minutes of the meetings of Statutory Bodies are as follows –

1. University Court Meetings - [http://cup.edu.in/court\\_meeting\\_minutes.php](http://cup.edu.in/court_meeting_minutes.php),
2. Executive Council Meetings - [http://cup.edu.in/ec\\_meeting\\_minutes.php](http://cup.edu.in/ec_meeting_minutes.php),
3. Academic Council Meetings - [http://cup.edu.in/ac\\_meeting\\_minutes.php](http://cup.edu.in/ac_meeting_minutes.php),
4. Finance Committee Meetings - [http://cup.edu.in/fc\\_meeting\\_minutes.php](http://cup.edu.in/fc_meeting_minutes.php)

#### **7.6 Other Committees constituted for the function of University, are as follows**

- Building Advisory Committee – Details available online at [http://www.cup.edu.in/building\\_advisory\\_committee.php](http://www.cup.edu.in/building_advisory_committee.php)
- School Board of Studies
  - Details of School Board at CUPB are available online at [http://www.cup.edu.in/school\\_boards.php](http://www.cup.edu.in/school_boards.php)
  - Details of Board of Studies at CUPB are available online at [http://www.cup.edu.in/board\\_of\\_studies.php](http://www.cup.edu.in/board_of_studies.php)
- Details of Grievance Redressal Cell are available online at [http://www.cup.edu.in/grievance\\_redressalcell.php](http://www.cup.edu.in/grievance_redressalcell.php)
- Details of Anti-Ragging Cell is available on [http://cup.edu.in/anti\\_ragging.php](http://cup.edu.in/anti_ragging.php)
- Details of Internal Complaints Committee is available on [http://www.cup.edu.in/sexual\\_harassment.php](http://www.cup.edu.in/sexual_harassment.php)
- Details of Internal Quality Assurance Cell is available on [http://cup.edu.in/iqac\\_new/](http://cup.edu.in/iqac_new/)

Powers and functions of above statutory bodies are included in the Central Universities Act, 2009, Statutes, and Ordinances (available on website: [http://www.cup.edu.in/acts\\_statutes.php](http://www.cup.edu.in/acts_statutes.php)).

#### **7.7 Relevant Acts, Rules, Forms, and other documents which are normally accessed by citizens – Documents other than confidential nature can be accessed by Indian Citizens.**

- CU Acts, Statutes & Ordinances are available on [http://www.cup.edu.in/acts\\_statutes.php](http://www.cup.edu.in/acts_statutes.php);
- CUPB Rules & Regulations are available on [http://www.cup.edu.in/rules\\_regulations.php](http://www.cup.edu.in/rules_regulations.php)
- Forms are available on Download Section of [www.cup.edu.in](http://www.cup.edu.in)

The details of these Documents have already been mentioned in Manual 5

CUPB publishes all important Policy decisions which affect public on University's Official Website. [www.cup.edu.in](http://www.cup.edu.in)

#### **7.8 Arrangement of Consultation with or representation by members of Public:**

- The University's English Website ([http://cup.edu.in/index\\_home.php](http://cup.edu.in/index_home.php)), and Hindi Website ([http://www.cup.edu.in/hindi\\_website/index\\_home.php](http://www.cup.edu.in/hindi_website/index_home.php)) serves as a channel of communication with the members of the public in relation to the formulation of policy and its implementation.
- Representation by members of public in CUPB IQAC Cell constituted to improve the academic & administrative performance of University. [http://cup.edu.in/iqac\\_new/node/33](http://cup.edu.in/iqac_new/node/33)
  - 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 established in February 2015. 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.

- The IQAC is represented by members from Public in the form of External Experts, Student, & Alumni along with CUPB Senior Administrative Officers, and Faculty Members, The Composition of IQAC members are available on [http://cup.edu.in/iqac\\_new/node/13](http://cup.edu.in/iqac_new/node/13)
- The IQAC takes feedback from teachers/parents/employees/alumni on above points, conducts Administrative/Academic/Lab/Curriculum Audit, analysis the whole situation, and draft policy proposals to be forwarded to Statutory Bodies for Approval & Implementation.
- University Internal Complaints Committee has external representatives from different sections of society [http://www.cup.edu.in/sexual\\_harassment.php](http://www.cup.edu.in/sexual_harassment.php)
- University NSS Cell organised awareness Seminar on World AIDS Day and conducted Blood Donation Camps in collaboration with NGOs on different occasions.
- Representation by members of public in Statutory Bodies of University
  - The university has given due representation to the various sections of the public in all the Statutory Bodies such as University Court, EC, AC, Finance Committee, (as per the provisions of CU Act 2009, University Statutes, Ordinances, & GOI Rules) and allowed them to participate in the process of Policy formulation & implementation of Policy Decisions during Statutory Body Meetings.
  - The minutes of the meetings of these statutory bodies (University Court, EC, AC, and FC) are available online on University's Website. [www.cup.edu.in](http://www.cup.edu.in). Periodic feedback is taken from various stakeholders to improve the system. The recent Annual and Financial Reports of CUPB is available on [http://cup.edu.in/annual\\_financial\\_report.php](http://cup.edu.in/annual_financial_report.php)

**7.9 Contact Details of Information and Facilitation Counter: Public Information Office**

Name of PIO	Public Information Office Timings	Address	Telephone	Email Address
Mr Robin Jindal	9.00 AM to 5.30 pm (Working Days)	Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001	0164-2864254	<a href="mailto:robin.jindal@cup.edu.in">robin.jindal@cup.edu.in</a>

**7.10: Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]**

**7.10.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year**

As per the provisions under the Central Universities Act-2009, Statutes of the University, and Ordinances of the University, the notifications are issued in pursuance of the decisions of the Executive Council.

- The minutes of Statutory Body Meetings that contains all important policy decisions are regularly updated on University's Website.
  - University Court Meetings - [http://cup.edu.in/court\\_meeting\\_minutes.php](http://cup.edu.in/court_meeting_minutes.php),
  - Executive Council Meetings - [http://cup.edu.in/ec\\_meeting\\_minutes.php](http://cup.edu.in/ec_meeting_minutes.php),
  - Academic Council Meetings - [http://cup.edu.in/ac\\_meeting\\_minutes.php](http://cup.edu.in/ac_meeting_minutes.php),

- Finance Committee Meetings - [http://cup.edu.in/fc\\_meeting\\_minutes.php](http://cup.edu.in/fc_meeting_minutes.php)
- The important policy decisions approved by Statutory Bodies included in their minutes are also communicated by Notifications, Office Orders, and Notices.
  - Notifications: available on [http://cup.edu.in/index\\_home.php](http://cup.edu.in/index_home.php)
  - Office Orders - [http://cup.edu.in/office\\_orders.php](http://cup.edu.in/office_orders.php)
  - Notices- <http://cup.edu.in/notices.php>
  - Circulars- <http://www.cup.edu.in/circulars.php>

**7.10.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process**

- University's Internal Quality Assurance Cell takes feedback from Parents, Alumni, and other external stakeholders along with students and teachers feedback to enhance the quality in academics, and administration. Based, on their feedback, innovative strategies are proposed to Statutory Bodies of University for approval & implementation. The Activity Calendar of IQAC is available online on [http://cup.edu.in/iqac\\_new/node/33](http://cup.edu.in/iqac_new/node/33)
- The Feedback Forms for all stakeholders are available Online [http://cup.edu.in/iqac\\_new/node/34](http://cup.edu.in/iqac_new/node/34)
- University provides a platform to Representatives from different Sections of public to register their feedback during Statutory Body Meetings while formulating/implementing policy decisions.

**7.10.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy**

- CUPB use its website as most effective means of communication and updates all important information on [www.cup.edu.in](http://www.cup.edu.in).
- The IQAC Cell takes feedback on Curriculum and other important Academic/Administrative Matters from external stakeholders through discussions during Meetings, Mails, Online Feedback Forms available on University Website. [http://cup.edu.in/iqac\\_new/node/34](http://cup.edu.in/iqac_new/node/34)
- The university has given due representation to the various sections of the public in all the Statutory Bodies i.e. University Court, Executive Council, Academic Council, Finance Committee & other important Committees such as IQAC Cell, Building Advisory Committee, Sexual Harassment Committee etc (Constituted as per the provisions of CU Act 2009, University Statutes, Ordinances, & GOI Rules), and allowed them to register their feedback & participate in the process of Policy formulation & implementation of Policy Decisions during Statutory Body Meetings.

**7.11 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

**Most Effective Means of Communication**

- CUPB use its website as most effective means of communication and updates all important information on [www.cup.edu.in](http://www.cup.edu.in). University regularly updates its website to provide needful information to all its stakeholders. The website features various documents as mentioned in Manual 14 and the softcopy of which are accessible to all free of cost.

- The university also circulates important information through Social Media, Advt. in Mass Media, Notice Boards, E-Newsletter, SMS, and Email to communicate to its stakeholders.