

## 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/academic\\_calendar.php](http://www.cup.edu.in/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](http://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](http://www.cup.edu.in); and [http://www.cup.edu.in/rules\\_regulations.php](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 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](http://cup.edu.in/academic_council.php)
- D. Minutes of meetings of Finance Committee: [http://cup.edu.in/finance\\_committee.php](http://cup.edu.in/finance_committee.php)
- E. Annual and Financial Reports: [http://cup.edu.in/university\\_publications.php](http://cup.edu.in/university_publications.php);  
[http://cup.edu.in/annual\\_reports.php](http://cup.edu.in/annual_reports.php); and [http://cup.edu.in/financial\\_reports.php](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/academic\\_calendar.php](http://www.cup.edu.in/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](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 (2021-22)**

## **Deadlines for P.G. Programme**

### **Semester-I (Batch-2021)**

- 1. Registration & Commencement of Classes: 11<sup>th</sup> Nov., 2021**
- 2. Constitution Day: 26<sup>th</sup> November 2021**
- 3. World's AIDS Day: 1<sup>st</sup> December 2021**
- 4. International Day of Persons with Disabilities: 3<sup>rd</sup> December 2021**
- 5. World Human Rights Day: 10<sup>th</sup> December 2021**
- 6. National Youth Day (Birthday of Swami Vivekananda): 12<sup>th</sup> January 2022**
- 7. Lohri 13<sup>th</sup> January 2022**
- 8. MST Examination along with Teaching: 24<sup>th</sup> January, 2022 to 31<sup>th</sup> January, 2022**
- 9. National Voters' Day: 25<sup>th</sup> January 2022**
- 10. World Cancer Day: 04<sup>th</sup> Feb 2022**
- 11. Closing Ceremony of Sports Meet 11<sup>th</sup> Feb 2022**
- 12. International Mother Language Day 21<sup>st</sup> Feb 2022**
- 13. Foundation Week Celebrations: 21 Feb-28 Feb 2022**
- 14. Women's Day: 8<sup>th</sup> March 2022**
- 15. Practical Examination/Teaching: 14<sup>th</sup> March, 2022 to 18<sup>th</sup> March, 2022**
- 16. World Water Day: 22<sup>nd</sup> March 2022**
- 17. End Semester Exam: 23<sup>rd</sup> March, 2022 to 1<sup>st</sup> April, 2022**

## **Semester-II (Batch-2021)**

- |   |  |
|---|--|
| 1. Registration & Commencement of Classes:  | 4 <sup>th</sup> April, 2022                                    |
| 2. World Health Day:  | 07 April 2022  |
| 3. Ambedkar Jayanti:  | 14 <sup>th</sup> April 2022                                    |
| 4. Baisakhi   | 14 <sup>th</sup> April 2022                                    |
| 5. Earth Day:   | 22 April 2022  |
| 6. International Labour Day:  | 1st May 2022   |
| 7. Anti-Terrorism Day:  | 21 <sup>st</sup> May 2022                                      |
| 8. International Day for Biological Diversity:  | 22th May 2022  |
| 9. World No Tobacco Day:  | 31 <sup>st</sup> May 2022                                      |
| 10. World Environment day:  | 5 <sup>th</sup> June , 2022                                    |
| 11. MST Examination along with Teaching: 13 <sup>th</sup> June, 2022 to 17 <sup>th</sup> June, 2022 |  |
| 12. Yoga Day:   | 21 <sup>st</sup> June 2022                                     |
| 13. Vanmahotsava Week:  | 1- 7 July 2022   |
| 14. International Day of Disability Awareness:  | 16th July 2022   |
| 15. Teej  | 31 <sup>st</sup> July 2022                                     |
| 16. Practical Examination/Teaching: 8 <sup>th</sup> August, 2022 to 12 <sup>th</sup> August, 2022   |  |
| 17. End Semester Exam:  | 16 <sup>th</sup> August, 2022 to 26 <sup>th</sup> August, 2022 |

### **Note:**

- (i) Sports events will be organized on every Friday from 4:00 pm to 6:00 pm throughout the year.
- (ii) The events of Foundation Week shall be limited to mostly during afternoon hours.
- (iii) Various types of cultural activities can be organized during commemorative days shown already in the calendar.

**Summary of Semester (Teaching/Examination): 2021-22**

<b>Semester-I</b>		<b>Semester-II</b>	
<b>Month</b>	<b>Days</b>	<b>Months</b>	<b>Days</b>
Nov-21	13	Apr-22	18
Dec-21	23	May-22	20
Jan-22	19	Jun-22	22
Feb-22	20	July-22	20
Mar-22	15	Aug-22	10
<b>Total</b>	<b>90</b>	<b>Total</b>	<b>90</b>

**Central University of Punjab, Bathinda**  
**University Academic Calendar, Session 2021-22 (Semester I/II)**

**2021-22 (Semester-I)**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Nov</b>	Mon	Tue	Wed Deepawali	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu Registration & Commencement of Classes	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri Guru Nank's B'day	Sat	Sun	Mon	Tue	Wed	Thu	Fri Constitution Day	Sat	Sun	Mon	Tue	
<b>Dec</b>	Wed World's Aids Day	Thu	Fri Internal Day of Persons with Disabilities	Sat	Sun	Mon	Tue	Wed	Thu	Fri World Human Rights Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat Christmas Day	Sun	Mon	Tue	Wed	Thu	Fri
<b>Jan</b>	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed National Yough Day (B'day of Swami Vivekananda)	Thu Lohri	Fri Makar Sankranti	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue National Voters Day	Wed Republic Day	Thu	Fri	Sat	Sun	Mon
<b>Feb</b>	Tue	Wed	Thu	Fri World Cancer Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri Closing Ceremony of Sports Meet	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
<b>Mar</b>	Tue Mahashivratri	Wed	Thu	Fri	Sat	Sun	Mon	Tue Women's Day	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue World Water Day	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
<b>Apr</b>	Fri End Sem Exam.	Sat Gudi Padawa	Sun	Mon	Tue	Wed	Thu World Health Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu Mahavir Jayanti (Ambedkar Jayanti) Baisakhi	Fri Good Friday	Sat	Sun	Mon	Tue	Wed	Thu	Fri Earth Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	

**2021-22 (Semester-II)**

<b>Apr</b>	Fri	Sat Gudi Padawa	Sun	Mon Commencement of Classes	Tue	Wed	Thu World Health Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu Mahavir Jayanti (Ambedkar Jayanti) Baisakhi	Fri Good Friday	Sat	Sun	Mon	Tue	Wed	Thu	Fri Earth Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>May</b>	Sun International Labour Day	Mon	Tue	Wed Idul Fitr	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon Buddha Purnima	Tue	Wed	Thu	Fri	Sat Anti-Terrorism Day	Sun International Day for Biological Diversity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue World No Tobacco Day
<b>Jun</b>	Wed	Thu	Fri	Sat	Sun World Environment Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue Yoga Day	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
<b>July</b>	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon Bakrid- Id-Ul-Zuha	Tue	Wed	Thu	Fri	Sat International Day of Disability Awareness	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Tej
<b>Aug</b>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue Muharram	Wed	Thu	Fri Raksha Bandhan	Sat	Sun	Mon Independence Day	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed

# Academic Calendar (2021-22)

## Deadlines for P.G. Programme

### Semester-III (Batch-2020)

1. Commencement of Classes:	30 <sup>nd</sup> Aug, 2021
2. Teachers' Day:	5 <sup>th</sup> September 2021
3. International Literacy Day:	8th September 2021
4. <i>Hindi Pakhwada</i> :	14 <sup>th</sup> -28 <sup>th</sup> September 2021
5. Swachhta Pakhwada:	15 <sup>th</sup> -30th September 2021
6. International Day of Peace:	21 <sup>st</sup> September 2021
7. NSS Day:	24th September 2021
8. World Heart Day:	29 September 2021
9. National Blood Donation Day:	1st October 2021
10. Gandhi Jayanti (Communal Harmony Day):	2nd October 2021
11. World Mental Health Day:	10 <sup>th</sup> October 2021
12. International Day of Girl Child:	11 <sup>th</sup> October 2021
13. MST Examination along with Teaching:	22 <sup>nd</sup> October, 2021 to 29 <sup>th</sup> October, 2021
14. Unity Day:	31 <sup>st</sup> October 2021
15. Vigilance Awareness Week:	27th October-2nd November 2021
16. Constitution Day:	26 <sup>th</sup> November 2021
17. World's AIDS Day:	1 <sup>st</sup> December 2021
18. International Day of Persons with Disabilities:	3 <sup>rd</sup> December 2021
19. World Human Rights Day:	10th December 2021
20. Practical Examination/Teaching:	3 <sup>rd</sup> January, 2022 to 7 <sup>th</sup> January, 2022
21. Submission of Dissertation/Project Evaluation Result Report (if any):	on or before 7 <sup>th</sup> January, 2022
22. End Semester Exam:	10 <sup>th</sup> January, 2022 to 21 <sup>st</sup> January, 2022
23. National Youth Day (Birthday of Swami Vivekananda):	12 <sup>th</sup> January 2022
24. Lohri	13 <sup>th</sup> January 2022
25. Winter Break for students:	22 <sup>nd</sup> January, 2022 to 30 <sup>th</sup> January, 2022
26. National Voters' Day:	25 <sup>th</sup> January 2022

#### **Semester-IV (Batch-2020)**

1. Commencement of Classes: 31 <sup>st</sup> January, 2022	
2. World Cancer Day:	04 <sup>th</sup> Feb 2022
3. Closing Ceremony of Sports Meet	11 <sup>th</sup> Feb 2022
4. International Mother Language Day	21 <sup>st</sup> Feb 2022
5. Foundation Week Celebrations:	21 Feb-28 Feb 2022
6. World Science Day -	28 February 2022
7. Women's Day:	8 <sup>th</sup> March 2022
8. World Water Day:	22 <sup>nd</sup> March 2022
9. MST Examination along with Teaching:	28 <sup>th</sup> March, 2022 to 4 <sup>th</sup> April, 2022
10. World Health Day:	07 April 2022
11. Ambedkar Jayanti:	14 <sup>th</sup> April 2022
12. Baisakhi	14 <sup>th</sup> April 2022
13. Earth Day:	22 April 2022
14. International Labour Day:	1st May 2022
15. Anti-Terrorism Day:	21 <sup>st</sup> May 2022
16. International Day for Biological Diversity:	22 <sup>th</sup> May 2022
17. World No Tobacco Day:	31 <sup>st</sup> May 2022
18. Practical Examination/Teaching:	6 <sup>th</sup> June, 2022 to 10 <sup>th</sup> June, 2022
19. Yoga Day:	21 <sup>st</sup> June 2022
20. Submission of Dissertation/Project Evaluation Result Report (if any): on or before 10 <sup>th</sup> June, 2022	
21. End Semester Exam:	13 <sup>th</sup> June, 2022 to 24 <sup>th</sup> June, 2022
22. Teej	31 July 2022

#### **Note:**

- (i) Sports events will be organized on every Friday from 4:00 pm to 6:00 pm throughout the year.
- (ii) The events of Foundation Week shall be limited to mostly during afternoon hours.
- (iii) Various types of cultural activities can be organized during commemorative days shown already in the calendar.



**Summary of Semester (Teaching/Examination): 2021-22**

<b>Semester-III</b>		<b>Semester-IV</b>	
<b>Month</b>	<b>Days</b>	<b>Months</b>	<b>Days</b>
Aug-21	02	Jan-22	01
Sep-21	22	Feb-22	20
Oct-21	19	Mar-22	22
Nov-21	20	Apr-22	19
Dec-21	23	May-22	20
Jan-22	05	Jun-22	08
<b>Total</b>	<b>91</b>	<b>Total</b>	<b>90</b>

**Central University of Punjab, Bathinda**  
**University Academic Calendar, Session 2021-22 (Semester III/IV)**

2021-22 (Semester-III)																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Aug	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
															Independence Day				Muharram											Commence of Classes (3rd Sem)		
Sep	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
					Teacher's Day			Int. Literacy Day													Int. Day of Peace		NSS Day							World Heart Day		
Oct	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	National Blood Donation Day	Gandhi Jayanti (Communal Harmony Day)								World Mental Health Day	Int. Day for Girl Child				Dussehra				Id-e-Milad (B'day of Prophet Mohammad)												Unity Day	
			Deepawali																													
Nov	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue		
	Vigilance Awareness Week																		Guru Nank's B'day										Constitution Day			
Dec	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
	World's Aids Day		Int. Day for PWD							World Human Rights Day																Christmas Day						
Jan	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
											National Youth Day (B'day of Swami Vivekananda)	Lohri	Makar Sankranti													National Voter's Day	Republic Day					
	Practical Examination/Teaching						End Semester Examination																									
2021-22 (Semester-IV)																																
Jan	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
													Lohri	Makar Sankranti													Republic Day				Commence of Classes (4th Sem)	
Feb	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
				World Cancer Day											Closing Ceremony of Sports Meet															World Science Day		
Mar	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	Mahashivratri																															
							Womens' Day																						MST Examination alongwith Teaching			
Apr	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
		Gudi Padawa																														
	MST Examination alongwith Teaching						World Health Day																									
May	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
	Int. Labour Day			Idul Fitr												Buddha Purnima															World No Tobacco Day	
Jun	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
	Practical Examination/Teaching						End Semester Examination																									

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# Central University of Punjab

(Established vide an Act no. 25(2009) of Parliament)  
VPO: Ghudda, District: Bathinda-151401 (Punjab)  
Phone: 8999795748  
Website: [www.cup.edu.in](http://www.cup.edu.in), [www.cup.ac.in](http://www.cup.ac.in)

Ref. No.: DIA 25

Dated : 28/10/2020


## NOTIFICATION

**Sub: Academic Calendar for the First Year of Post-Graduate Students of the University for the Session 2020-21 in View of COVID-19 Pandemic**

With reference to the D.O. Letter No. F.1-1/2020 (Secy.) dated 22-09-2020 from Secretary, UGC, addressed to all Vice Chancellors and letter from Shri Kumar Kalikanand, Under Secretary to the Govt. of India addressed to the Vice-Chancellors of all Central Universities with request to adopt UGC Guidelines on Academic Calendar for the first year of post-graduate students for the session 2020-21, following Calendar has been approved by the Competent Authority

Commencement of Classes for First Semester	02-11-2020
Preparatory Break	01-03-2021 to 07-03-2021
Conduct of Exams for First Semester	08-03-2021 to 26-03-2021
Semester Break	27-03-2021 to 04-04-2021
Commencement of classes for 2 <sup>nd</sup> semester	05-04-2020
Preparatory Break	01-08-2021 to 08-08-2021
Conduct of Examinations for 2 <sup>nd</sup> Semester	09-08-2021
Commencement of next academic session of this batch	30-08-2021

Please note that the University will follow a 6-days week pattern for the academic session 2020-21 and 2021-2022 to compensate the loss for the batch of students

  
Dean, In-charge Academics 28/10/20



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Powered by Dual Camera

# 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)  
City Campus, Mansa Road, Bathinda-151001  
Email: registrar@cup.ac.in  
Website: www.cup.ac.in  
Telefax: +91-164-2864106, 2864259.

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