

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 (2022-23)

P.G. Programmes

Semester-I (Batch-2022)

1. **Registration and Commencement of Classes** : 31st October 2022
2. **Student Induction/Orientation** : 1st - 2nd November 2022
3. **Winter Break** : 26th December 2022 – 1st January 2023
4. **MST Examination along with Teaching** : 16th January – 27th January 2023
5. **Practical Examination/Teaching** : 10th March – 14th March 2023
6. **End Semester Exam** : 15th March – 23th March 2023

Semester-II (Batch-2022)

1. **Commencement of Classes** : 24th March 2023
2. **MST Examination along with Teaching** : 5th June – 14th June 2023
3. **Summer Vacation** : 17th July – 30th July 2023
4. **Practical Examination/Teaching** : 11th August – 18th August 2023
5. **End Semester Exam** : 21st August – 30th August 2023

Summary of Semesters: 2022-23

Month	From	To	Total Days	Weekends	Holidays other than on weekend	Working/ Teaching days
Semester-I						
Oct-22	31	31	1	0	0	1
Nov-22	1	30	30	8	1	21
Dec-22	1	31	31	9	5	17
Jan-23	1	31	31	9	1	21
Feb-23	1	28	28	8	0	20
Mar-23	1	14	14	4	0	10
						90
Semester-II						
Mar-23	24	31	8	2	0	6
Apr-23	1	30	30	10	3	17
May-23	1	31	31	8	1	22
Jun-23	1	30	30	8	1	21
Jul-23	1	31	31	10	10	11
Aug-23	1	18	18	4	1	13
						90

ACADEMIC CALENDAR (2022-23)

P.G. Programmes

Semester-III (Batch-2021)

1. **Commence of classes** : 12th September 2022
2. **MST Examination along with Teaching** : 7th November – 14th November 2022
3. **Winter Break for Students** : 26th December 2022 – 1st January 2023
4. **Practical Examinations/ Teaching** : 23rd January – 30th January 2023
5. **End Semester Examinations** : 31st January – 10th February 2023

Semester-IV (Batch-2021)

1. **Commencement of Semester** : 13th February 2023
2. **Dissertation Presubmission for Evaluation** : 1st June – 5th June 2023
3. **Dissertation Evaluation/Viva-voce** : 26th June – 29th June 2023
4. **Final Submission of dissertation** : On or before 30th June, 2023

Summary of Semester (Teaching/Examination): 2022-23

Month	From	To	Total Days	Weekends	Holidays other than on weekend	Working/ Teaching days
Semester-III (Batch 2021)						
Sep-22	12	30	19	4	0	15
Oct-22	1	31	31	10	4	17
Nov-22	1	30	30	8	1	21
Dec-22	1	31	31	9	5	17
Jan-23	1	28	27	7	0	20
						90
Semester-IV (Batch 2021)						
Feb-23	13	28	15	4	0	11
Mar-23	1	31	31	8	0	23
Apr-23	1	30	30	10	3	17
May-23	1	31	31	8	1	22
Jun-23	1	25	25	8	0	17
						90

Academic Calendar (2022)

Deadlines for PG Diploma in Hindi Translation :

Semester-I (Batch-2022)

1. Commencement of Classes : 31st January, 2022
2. MST Examination along with Teaching: 28th March, 2022 to 4th April, 2022
3. Practical Examination/Teaching: 6th June, 2022 to 10th June, 2022
4. End Semester Exam: 13th June, 2022 to 24th June, 2022

Semester-II (Batch-2022)

1. Commencement of Classes: 1st August, 2022
2. MST Examination along with Teaching: 3rd October, 2022 to 10th October, 2022
3. Practical Examination/Teaching: 2nd December, 2022 to 9th December, 2022
4. Submission of Dissertation/Project Evaluation Result Report (if any): on or before 9th December, 2022
5. End Semester Exam: 13th December, 2022 to 21st December, 2022

Summary of Semester (Teaching/Examination): 2022

Semester-I		Semester-II	
Month	Days	Months	Days
Jan-22	01	Aug-22	20
Feb-22	20	Sep-22	22
Mar-22	22	Oct-22	19
Apr-22	19	Nov-22	21
May-22	20	Dec-22	08
Jun-22	08		
Total	90	Total	90

Academic Calendar (2022)

Deadlines for Certificate Programme in French :

Semester-1 (Batch-2022)

1. Commencement of Classes : 3rd January, 2022
2. MST Examination along with Teaching: 7th March, 2022 to 14th March, 2022
3. Practical Examination/Teaching: 12th May, 2022 to 18th May, 2022
4. Preparatory Break (No Classes): 19rd May, 2022 to 10th June, 2022
5. End Semester Exam: 13th June, 2022 to 24th June, 2022

Semester-II (Batch-2022)

1. Commencement of Classes: 1st August, 2022
2. MST Examination along with Teaching: 3rd October, 2022 to 10th October, 2022
3. Practical Examination/Teaching: 2nd December, 2022 to 9th December, 2022
4. Submission of Dissertation/Project Evaluation Result Report (if any): on or before 9th December, 2022
5. End Semester Exam: 13th December, 2022 to 21st December, 2022

Summary of Semester (Teaching/Examination): 2022

Semester-I		Semester-II	
Month	Days	Months	Days
Jan-22	18	Aug-22	20
Feb-22	20	Sep-22	22
Mar-22	22	Oct-22	19
Apr-22	19	Nov-22	21
May-22	11	Dec-22	08
Total	90	Total	90

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.

Annexure 4B

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