

## **MANUAL 3**

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

#### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

Central University of Punjab follows the process of decision making as per the provisions of CU University Act 2009, Statutes, Ordinances, Academic Rules & Regulations/Policies, and Rules of the University, Instructions received from MINISTRY OF EDUCATION/UGC and the decisions taken by University Court / Executive Council / Academic Council / Finance Committee from time to time and procedures / practices of the University. Vice-Chancellor and Statutory Bodies formulate and decide the Policy matters & take administrative decision as per CU Act, Statutes, Ordinances and Rules. The details of minutes of statutory body Meetings are available on University Website and on Manual -7.

**3.1 Process of Decision Making to identify Key decision-making points:** The authority takes decision as routine matters per the provisions of CU University Act, Statutes, Ordinances, Academic Rules & Regulations/Policies, and Rules of the University, and Instructions received from MINISTRY OF EDUCATION/UGC. The important decisions are taken in the meetings of University Statutory Bodies i.e. Court, Executive Council, Academic Council, Finance Committee from time to time as per the powers vested to them in the Central University Act, and Statutes of University. The minutes of meetings of Statutory Bodies are available on University Website. The authority takes decision as routine matters per the provisions of CU University Act, Statutes, Ordinances, Academic Rules & Regulations/Policies, and Rules of the University, and Instructions received from MINISTRY OF EDUCATION/UGC. The important decisions are taken in the meetings of University Statutory Bodies i.e. Court, Executive Council, Academic Council, Finance Committee from time to time as per the powers vested to them in the Central University Act, and Statutes of University. The minutes of meetings of Statutory Bodies are available on University Website.

**3.2 Final Decision-Making Bodies:** Policy matters are decided at the level of Vice-Chancellor and Statutory Bodies (Univ. Court, EC, AC, and FC) as per the powers vested by CU Act, Statutes, and Ordinances.

**3.3 Related Provisions, Acts and Rules:** The details are available at <http://cup.edu.in/subordinate-legislation>

**3.4 Time Limit for taking decision:** The authority follows the timeline for taking decisions as per MINISTRY OF EDUCATION Orders / Notifications, (DOPT Rules, University Rules & Regulations, and procedures contained in above mentioned documents. The frequency of meetings of University Statutory Bodies are as per the provisions of CU Act, Statutes, and Ordinances available on [http://www.cup.edu.in/acts\\_statutes.php](http://www.cup.edu.in/acts_statutes.php)

The Notification related to early disposal of Applications/Sanctions are enclosed in **Manual 4 - Annexure 4B.**

**3.5 Channel of supervision of accountability:** As per allocation of Work. In addition to this, the Organizational Chart at Manual 1 shows the Channel of Supervision & Accountability. In Academic Dept., Each dept. is headed by HoD, who supervises the work of the staff of their departments and reports to the Dean of the School. In Administrative Office, Section Officer / AR are head of their branches who supervises the work of the staff of their departments and reports to the Deputy Registrar / Finance Officer / Registrar (as the case may be). For details, please refer to the Chart.

The Vice-Chancellor is the principal executive and Academic Officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities.

**Stages through which Proposal/Scheme is being implemented:**

- a) Officials/ Officers: As per the work allocation orders issued to Official/Officers from time to time the proposals/files are examined and further submitted to the Assistant Registrar/Deputy Registrar.
- b) Deputy Registrar/ Assistant Registrar: Checks the possibilities about its Implementation, Budgetary provision etc., makes details report and submits the same to Registrar/Finance Officer/Controller of Examinations.
- c) Registrar/Finance Officer/Controller of Examinations: The Registrar/FO/CoE at his level examines the proposal/file and same is forwarded to the Vice-Chancellor for administrative sanction/approval.
- d) Vice-Chancellor: Give the administrative/financial approvals as per rules and if required the file is further forwarded to UGC/MINISTRY OF EDUCATION for their concurrence. After going through all these stages, the scheme/proposal is implemented by the University.

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