

## **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 [https://cup.edu.in/cup\\_student-corner.php/academic\\_calendar.php](https://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](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/cup\\_student-corner.php/rules\\_regulations.php](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](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/cup\\_student-corner.php/academic\\_calendar.php](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](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 (2024-25)**

**Annexure 4-A**

## **P.G. Programmes**

### **Semester-I (Batch-2024)**

- |  |   |
|--|---|
| 1. Registration                        | : 25 <sup>th</sup> July 2024                                  |
| 2. Student Induction/Orientation       | 26 <sup>th</sup> July 2024                                    |
| 3. Commencement of Classes             | : 29 <sup>th</sup> July 2024                                  |
| 4. MST Examination along with Teaching | : 7 <sup>th</sup> –15 <sup>th</sup> October 2024              |
| 5. Practical Examinations/ Teaching    | : 9 <sup>th</sup> –11 <sup>th</sup> December 2024             |
| 6. End Semester Examinations           | : 12 <sup>th</sup> – 20 <sup>th</sup> December 2024           |
| 7. Winter Break for Students           | : 23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025 |

### **Semester-II (Batch-2024)**

- |  |   |
|--|---|
| 1. Commencement of Classes             | : 6 <sup>th</sup> January 2025                  |
| 2. MST Examination along with Teaching | : 10 <sup>th</sup> –17 <sup>th</sup> March 2025 |
| 3. Practical Examinations/ Teaching    | : 14 <sup>th</sup> –16 <sup>th</sup> May 2025   |
| 4. End Semester Examinations           | : 19 <sup>th</sup> -26 <sup>th</sup> May 2025   |

**Note:** The academic calendar may be revised as per CUET 2024 and admission process of the University.

## **ACADEMIC CALENDAR (2024-25)**

<b>P.G. PROGRAMMES</b>		
<b>Semester-I (Batch-2024)</b>		
1. <b>Registration</b>	:	25 <sup>th</sup> July 2024
2. <b>Student Induction/Orientation</b>	:	26 <sup>th</sup> July 2024
3. <b>Commencement of Classes</b>	:	29 <sup>th</sup> July 2024
4. Independence Day	:	15 <sup>th</sup> August 2024
5. Swachhta Pakhwada	:	1 <sup>st</sup> September– 15 <sup>th</sup> September 2024
6. Hindi Pakhwada	:	14 <sup>th</sup> September– 28 <sup>th</sup> September 2024
7. International Day of Peace	:	21 <sup>st</sup> September 2024
8. NSS Day	:	24 <sup>th</sup> September 2024
9. World Heart Day	:	29 <sup>th</sup> September 2024
10. National Blood Donation Day	:	1 <sup>st</sup> October 2024
11. Gandhi Jayanti (Communal Harmony Day)	:	2 <sup>nd</sup> October 2024
12. <b>MST Examination along with Teaching</b>	:	7 <sup>th</sup> –15 <sup>th</sup> October 2024
13. World Mental Health Day	:	10 <sup>th</sup> October 2024
14. International Day of Girl Child	:	11 <sup>th</sup> October 2024
15. Vigilance Awareness Week	:	27 <sup>th</sup> October – 2 <sup>nd</sup> November 2024
16. Constitution Day	:	26 <sup>th</sup> November 2024
17. World AIDS Day	:	1 <sup>st</sup> December 2024
18. International Day of Persons with Disabilities	:	3 <sup>rd</sup> December 2024
19. World Human Rights Day	:	10 <sup>th</sup> December 2024
20. <b>Practical Examinations/ Teaching</b>	:	9 <sup>th</sup> –11 <sup>th</sup> December 2024
21. <b>End Semester Examinations</b>	:	12 <sup>th</sup> – 20 <sup>th</sup> December 2024
22. <b>Winter Break</b>	:	23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025

Semester-II (Batch-2024)		
1. Commencement of Classes	:	6 <sup>th</sup> January 2025
2. National Voters' Day	:	25 <sup>th</sup> January 2025
3. Republic Day	:	26 <sup>th</sup> January 2025
4. World Cancer Day	:	4 <sup>th</sup> February 2025
5. International Mother Language Day	:	21 <sup>st</sup> February 2025
6. Foundation Week Celebrations	:	21 <sup>st</sup> February– 28 <sup>th</sup> February 2025
7. Women's Day	:	8 <sup>th</sup> March 2025
8. MST Examination along with Teaching	:	10 <sup>th</sup> –17 <sup>th</sup> March 2025
9. World Water Day	:	22 <sup>nd</sup> March 2025
10. World Health Day	:	7 <sup>th</sup> April 2025
11. Ambedkar Jayanti	:	14 <sup>th</sup> April 2025
12. Earth Day	:	22 <sup>nd</sup> April 2025
13. International Labor Day	:	1 <sup>st</sup> May 2025
14. Practical Examinations/ Teaching	:	14 <sup>th</sup> –16 <sup>th</sup> May 2025
15. Anti-Terrorism Day	:	21 <sup>st</sup> May 2025
16. International Day for Biological Diversity	:	22 <sup>nd</sup> May 2025
17. End Semester Examinations	:	19 <sup>th</sup> -26 <sup>th</sup> May 2025

**Note:**

- (i) The academic calendar may be revised as per CUET 2024 and admission process of the University.
- (ii) The events of Foundation Week shall be limited to mostly during afternoon hours.
- (iii) Various types of cultural activities may be organized during commemorative days
- (iv) Other commemorative days and flagship programs may be organized as applicable

PG 1st Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
July-2024	29	31	03	0	0	03
Aug-2024	01	31	31	09	01	21
Sep-2024	1	30	30	09	01	20
Oct-2024	1	31	31	08	03	20
Nov-2024	1	30	30	09	01	20
Dec-2024	1	11	11	03	0	08
<b>Excluding Winter Break and End Semester Examination</b>						92
PG 2nd Semester (Batch 2024)						
Jan-2025	06	31	26	06	01	19
Feb-2025	01	28	25	09	0	20
Mar-2025	01	31	31	10	02	19
Apr-2025	01	30	30	08	01	21
May-2025	01	16	16	04	0	12
<b>Excluding End Semester Examination</b>						91

# **ACADEMIC CALENDAR (2024-25)**

**U.G. Programmes (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons))**

## **Semester-I (Batch-2024)**

- |  |   |
|--|---|
| 1. Registration                        | : 20 <sup>th</sup> August 2024                                |
| 2. Student Induction/Orientation       | 21 <sup>st</sup> August 2024                                  |
| 3. Commencement of Classes             | : 21 <sup>st</sup> August 2024                                |
| 4. MST Examination along with Teaching | : 4 <sup>th</sup> –12 <sup>th</sup> November 2024             |
| 5. Practical Examinations/ Teaching    | : 13 <sup>th</sup> –16 <sup>th</sup> January 2025             |
| 6. End Semester Examinations           | : 20 <sup>th</sup> – 28 <sup>th</sup> January 2025            |
| 7. Winter Break for Students           | : 23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025 |

## **Semester-II (Batch-2024)**

- |  |   |
|--|---|
| 1. Commencement of Classes             | : 30 <sup>th</sup> January 2025                       |
| 2. MST Examination along with Teaching | : 31 <sup>st</sup> March – April 7 <sup>th</sup> 2025 |
| 3. Practical Examinations/ Teaching    | : 8 <sup>th</sup> –11 <sup>th</sup> July 2025         |
| 4. End Semester Examinations           | : 14 <sup>th</sup> -21 <sup>st</sup> July 2025        |
| 5. Summer Vacation for Students        | 2 <sup>nd</sup> -29 <sup>th</sup> June 2025           |

## **ACADEMIC CALENDAR (2024-25)**

<b>U.G. Programmes (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons))</b>		
<b>Semester-I (Batch-2024)</b>		
1. <b>Registration</b>	:	20 <sup>th</sup> August 2024
2. <b>Student Induction/Orientation</b>	:	21 <sup>st</sup> August 2024
3. <b>Commencement of Classes</b>	:	21 <sup>st</sup> August 2024
4. Swachhta Pakhwada	:	1 <sup>st</sup> September– 15 <sup>th</sup> September 2024
5. Hindi Pakhwada	:	14 <sup>th</sup> September– 28 <sup>th</sup> September 2024
6. International Day of Peace	:	21 <sup>st</sup> September 2024
7. NSS Day	:	24 <sup>th</sup> September 2024
8. World Heart Day	:	29 <sup>th</sup> September 2024
9. National Blood Donation Day	:	1 <sup>st</sup> October 2024
10. Gandhi Jayanti (Communal Harmony Day)	:	2 <sup>nd</sup> October 2024
11. World Mental Health Day	:	10 <sup>th</sup> October 2024
12. International Day of Girl Child	:	11 <sup>th</sup> October 2024
13. Vigilance Awareness Week	:	27 <sup>th</sup> October – 2 <sup>nd</sup> November 2024
14. <b>MST Examination along with Teaching</b>	:	4 <sup>th</sup> –12 <sup>th</sup> November 2024
15. Constitution Day	:	26 <sup>th</sup> November 2024
16. World AIDS Day	:	1 <sup>st</sup> December 2024
17. International Day of Persons with Disabilities	:	3 <sup>rd</sup> December 2024
18. World Human Rights Day	:	10 <sup>th</sup> December 2024
19. <b>Winter Break</b>	:	23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025
20. <b>Practical Examinations/ Teaching</b>	:	13 <sup>th</sup> –16 <sup>th</sup> January 2025
21. National Voters' Day	:	25 <sup>th</sup> January 2025
22. Republic Day	:	26 <sup>th</sup> January 2025
23. <b>End Semester Examinations</b>	:	20 <sup>th</sup> – 28 <sup>th</sup> January 2025



Semester-II (Batch-2024)		
1. Commencement of Classes	:	30 <sup>th</sup> January 2025
2. World Cancer Day	:	4 <sup>th</sup> February 2025
3. International Mother Language Day	:	21 <sup>st</sup> February 2025
4. Foundation Week Celebrations	:	21 <sup>st</sup> February– 28 <sup>th</sup> February 2025
5. Women's Day	:	8 <sup>th</sup> March 2025
6. World Water Day	:	22 <sup>nd</sup> March 2025
7. MST Examination along with Teaching	:	31 <sup>st</sup> March – April 7 <sup>th</sup> 2025
8. World Health Day	:	7 <sup>th</sup> April 2025
9. Ambedkar Jayanti	:	14 <sup>th</sup> April 2025
10. Earth Day	:	22 <sup>nd</sup> April 2025
11. International Labor Day	:	1 <sup>st</sup> May 2025
12. Anti-Terrorism Day	:	21 <sup>st</sup> May 2025
13. International Day for Biological Diversity	:	22 <sup>nd</sup> May 2025
14. Practical Examinations/ Teaching	:	8 <sup>th</sup> –11 <sup>th</sup> July 2025
15. End Semester Examinations	:	14 <sup>th</sup> -21 <sup>st</sup> July 2025
16. Summer Vacation for Students	:	2 <sup>nd</sup> -29 <sup>th</sup> June 2025

**Note:**

- (i) The events of Foundation Week shall be limited to mostly during afternoon hours.
- (ii) Various types of cultural activities may be organized during commemorative days
- (iii) Other commemorative days and flagship programs may be organized as applicable

U.G. Programmes (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons)) 1 <sup>st</sup> Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
Aug-2024	21	31	11	03	01	08
Sep-2024	01	30	30	09	01	20
Oct-2024	01	31	31	08	03	20
Nov-2024	01	30	30	09	01	20
Dec-2024	01	20	20	05	0	15
Jan-2025	06	17	12	02	0	10
<b>Excluding Winter Break</b>						<b>93</b>
U.G. Programmes (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons)) 2 <sup>nd</sup> Semester (Batch 2024)						
Jan-2025	30	31	02	0	0	02
Feb-2025	01	28	28	08	0	20
Mar-2025	01	31	31	10	02	19
Apr-2025	01	30	30	08	01	21
May-2025	01	31	31	09	01	21
June-2025	30	30	01	0	01	01
July-2025	01	11	11	02	0	09
<b>Excluding End Semester Examination and Summer Vacation</b>						<b>93</b>

# **ACADEMIC CALENDAR (2024-25)**

## **U.G. Programmes (B.A.B.Ed & B.Sc.B.Ed)**

### **Semester-I (Batch-2024)**

- |  |   |
|--|---|
| 1. Registration                        | : 17 <sup>th</sup> September 2024                             |
| 2. Commencement of Classes             | : 17 <sup>th</sup> September 2024                             |
| 3. MST Examination along with Teaching | : 4 <sup>th</sup> –14 <sup>th</sup> December 2024             |
| 4. Practical Examinations/ Teaching    | : 13 <sup>th</sup> –17 <sup>th</sup> February 2025            |
| 5. End Semester Examinations           | : 18 <sup>th</sup> – 28 <sup>th</sup> February 2025           |
| 6. Winter Break for Students           | : 23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025 |

### **Semester-II (Batch-2024)**

- |  |   |
|--|---|
| 1. Commencement of Classes             | : 3 <sup>rd</sup> March 2025                      |
| 2. MST Examination along with Teaching | : 15 <sup>th</sup> May– 28 <sup>th</sup> May 2025 |
| 3. Practical Examinations/ Teaching    | : 24 <sup>th</sup> –29 <sup>th</sup> July 2025    |
| 4. End Semester Examinations           | : 1 <sup>st</sup> -9 <sup>th</sup> August 2025    |
| 5. Summer Vacation for Students        | 18 <sup>th</sup> -29 <sup>th</sup> June 2025      |

U.G. Programmes (B.A.B.Ed. & B.Sc.B.Ed.) 1 <sup>st</sup> Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
Sep-2024	17	30	14	04	0	10
Oct-2024	01	31	31	08	03	20
Nov-2024	01	30	30	09	01	20
Dec-2024	01	20	20	05	0	15
Jan-2025	06	31	26	06	0	20
Feb-2025	01	17	17	06	0	11
<b>Excluding Winter Break</b>						96
U.G. Programmes (B.A.B.Ed. & B.Sc.B.Ed.) 2 <sup>nd</sup> Semester (Batch 2024)						
Mar-2025	03	31	29	08	02	19
Apr-2025	01	30	30	08	01	21
May-2025	01	31	31	09	01	21
June-2025	01	17	17	05	0	12
July-2025	01	31	31	08	0	23
<b>Excluding Summer Vacation</b>						96

# **ACADEMIC CALENDAR (2024-25)**

## **P.G. Programmes**

### **Semester-III (Batch-2023)**

- |  |   |
|--|---|
| 1. Commencement of classes             | : 29 <sup>th</sup> July 2024                                  |
| 2. MST Examination along with Teaching | : 7 <sup>th</sup> –15 <sup>th</sup> October 2024              |
| 3. Practical Examinations/ Teaching    | : 9 <sup>th</sup> –11 <sup>th</sup> December 2024             |
| 4. End Semester Examinations           | : 12 <sup>th</sup> – 20 <sup>th</sup> December 2024           |
| 5. Winter Break for Students           | : 23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025 |

### **Semester-IV (Batch-2023)**

- |   |   |
|---|---|
| 1. Commencement of Semester                   | : 6 <sup>th</sup> January 2025                |
| 2. Dissertation Pre-submission for Evaluation | : 3 <sup>rd</sup> May 2025                    |
| 3. End Semester Examinations                  | : 19 <sup>th</sup> -26 <sup>th</sup> May 2025 |
| 4. Final Submission of dissertation           | : On or before 31 <sup>st</sup> May 2025      |

## **ACADEMIC CALENDAR (2024-25)**

### **P.G. Programmes**

#### **Semester-III (Batch-2023)**

1. <b>Commencement of classes</b>	: 29th July 2024
2. Independence Day	15 <sup>th</sup> August 2024
3. Swachhta Pakhwada	: 1 <sup>st</sup> September– 15 <sup>th</sup> September, 2024
4. Hindi Diwas	: 14 <sup>th</sup> September, 2024
5. Hindi Pakhwada	: 14 <sup>th</sup> September– 28 <sup>th</sup> September, 2024
6. International Day of Peace	: 21 <sup>st</sup> September, 2024
7. NSS Day	: 24 <sup>th</sup> September, 2024
8. World Pharmacist Day	: 25 <sup>th</sup> September, 2024
9. World Heart Day	: 29 <sup>th</sup> September, 2024
10. National Blood Donation Day	: 1 <sup>st</sup> October, 2024
11. Gandhi Jayanti (Communal Harmony Day)	: 2 <sup>nd</sup> October, 2024
12. <b>MST Examination along with Teaching</b>	: 7 <sup>th</sup> – 15 <sup>th</sup> October 2024
13. World Mental Health Day	: 10 <sup>th</sup> October, 2024
14. International Day of Girl Child	: 11 <sup>th</sup> October, 2024
15. Vigilance Awareness Week	: 27 <sup>th</sup> October – 2 <sup>nd</sup> November 2024
16. Unity Day	: 31 <sup>st</sup> October, 2024
17. Constitution Day	: 26 <sup>th</sup> November, 2024
18. World AIDS Day	: 1 <sup>st</sup> December, 2024
19. International Day of Persons with Disabilities	: 3 <sup>rd</sup> December, 2024
20. <b>Practical Examinations/ Teaching</b>	: 9 <sup>th</sup> –11 <sup>th</sup> December 2024
21. World Human Rights Day	: 10 <sup>th</sup> December, 2024
22. <b>End Semester Examinations</b>	: 12 <sup>th</sup> – 20 <sup>th</sup> December 2024
23. <b>Winter Break for Students</b>	: 23 <sup>rd</sup> December 2024-5 <sup>th</sup> January 2025

### Semester-IV (Batch-2023)

1. Commencement of Semester	: 6 <sup>th</sup> January 2025
2. National Youth Day (Birthday of Swami Vivekananda)	: 12 <sup>th</sup> January, 2025
3. National Voters' Day	: 25 <sup>th</sup> January, 2025
4. Republic Day	26 <sup>th</sup> January 2025
5. World Cancer Day	: 4 <sup>th</sup> February, 2025
6. International Mother Language Day	: 21 <sup>st</sup> February, 2025
7. Foundation Week Celebrations	: 21 <sup>st</sup> February– 28 <sup>th</sup> February 2025
8. Women's Day	: 8 <sup>th</sup> March, 2025
9. World Water Day	: 22 <sup>nd</sup> March 2025
10. World Health Day	: 7 <sup>th</sup> April, 2025
11. Ambedkar Jayanti	: 14 <sup>th</sup> April, 2025
12. Earth Day	: 22 <sup>nd</sup> April, 2025
13. International Labour Day	: 1 <sup>st</sup> May, 2025
14. Dissertation Presubmission for Evaluation	: 3 <sup>rd</sup> May 2025
15. Dissertation Evaluation/Viva-voce	: 19 <sup>th</sup> -24 <sup>th</sup> May 2025
16. Anti-Terrorism Day	: 21 <sup>st</sup> May, 2025
17. International Day for Biological Diversity	: 22 <sup>nd</sup> May, 2025
18. World No Tobacco Day	: 31 <sup>st</sup> May, 2025
19. Final Submission of dissertation	: On or before 31 <sup>st</sup> May 2025

**Note:**

- (i) The events of Foundation Week shall be limited to mostly during afternoon hours.
- (ii) Various types of cultural activities may be organized during commemorative days
- (iii) Other commemorative days and flagship programs may be organized as applicable

PG 3rd Semester (Batch 2023)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
July-2024	29	31	03	0	0	03
Aug-2024	01	31	31	09	01	21
Sep-2024	1	30	30	09	01	20
Oct-2024	1	31	31	08	03	20
Nov-2024	1	30	30	09	01	20
Dec-2024	1	11	11	03	0	08
<b>Excluding Winter Break and End Semester Examination</b>						<b>92</b>
PG 4th Semester (Batch 2023)						
Jan-2025	06	31	26	06	01	19
Feb-2025	01	28	25	09	0	20
Mar-2025	01	31	31	10	02	19
Apr-2025	01	30	30	08	01	21
May-2025	01	16	16	04	0	12
<b>Excluding End Semester Examination</b>						<b>91</b>



**ACADEMIC CALENDAR (2025-26)****U.G. Programmes (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons))****Semester-III (Batch-2024)**

- |  |  |
|--|--|
| 1. Commencement of classes             | : 28 <sup>th</sup> July 2025                                   |
| 2. MST Examination along with Teaching | : 7 <sup>th</sup> –15 <sup>th</sup> October 2025               |
| 3. Practical Examinations/ Teaching    | : 8 <sup>th</sup> –10 <sup>th</sup> December 2025              |
| 4. End Semester Examinations           | : 11 <sup>th</sup> – 19 <sup>th</sup> December 2025            |
| 5. Winter Break for Students           | : 22 <sup>th</sup> December 2025- 4 <sup>th</sup> January 2026 |

**Semester-IV (Batch-2024)**

- |  |  |
|--|--|
| 1. Commencement of Semester            | : 5 <sup>th</sup> January 2026                 |
| 2. MST Examination along with Teaching | : 9 <sup>th</sup> –16 <sup>th</sup> March 2026 |
| 3. Practical Examinations/ Teaching    | : 18 <sup>th</sup> –21 <sup>st</sup> May 2026  |
| 4. End Semester Examinations           | : 22 <sup>nd</sup> –29 <sup>th</sup> May 2026  |

## ACADEMIC CALENDAR (2025-26)

### **U.G. Programmes (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons))**

#### **Semester-III (Batch-2024)**

- |  |  |
|--|--|
| 1. Commencement of classes                         | : 28 <sup>th</sup> July 2025                                   |
| 2. Independence Day                                | : 15 <sup>th</sup> August 2025                                 |
| 3. Swachhta Pakhwada                               | : 1 <sup>st</sup> September–15 <sup>th</sup> September, 2025   |
| 4. Hindi Diwas                                     | : 14 <sup>th</sup> September, 2025                             |
| 5. Hindi Pakhwada                                  | : 14 <sup>th</sup> September– 28 <sup>th</sup> September, 2025 |
| 6. International Day of Peace                      | : 21 <sup>st</sup> September, 2025                             |
| 7. NSS Day   | : 24 <sup>th</sup> September, 2025                             |
| 8. World Pharmacist Day                            | : 25 <sup>th</sup> September, 2025                             |
| 9. World Heart Day                                 | : 29 <sup>th</sup> September, 2025                             |
| 10. National Blood Donation Day                    | : 1 <sup>st</sup> October, 2025                                |
| 11. Gandhi Jayanti (Communal Harmony Day)          | : 2 <sup>nd</sup> October, 2025                                |
| 12. <b>MST Examination along with Teaching</b>     | : 7 <sup>th</sup> – 15 <sup>th</sup> October 2025              |
| 13. World Mental Health Day                        | : 10 <sup>th</sup> October, 2025                               |
| 14. International Day of Girl Child                | : 11 <sup>th</sup> October, 2025                               |
| 15. Vigilance Awareness Week                       | : 27 <sup>th</sup> October – 2 <sup>nd</sup> November 2025     |
| 16. Unity Day                                      | : 31 <sup>st</sup> October, 2025                               |
| 17. Constitution Day                               | : 26 <sup>th</sup> November, 2025                              |
| 18. World AIDS Day                                 | : 1 <sup>st</sup> December, 2025                               |
| 19. International Day of Persons with Disabilities | : 3 <sup>rd</sup> December, 2025                               |
| 20. <b>Practical Examinations/ Teaching</b>        | : 8 <sup>th</sup> –10 <sup>th</sup> December 2025              |
| 21. World Human Rights Day                         | : 10 <sup>th</sup> December, 2025                              |
| 22. <b>End Semester Examinations</b>               | : 11 <sup>th</sup> – 19 <sup>th</sup> December 2025            |
| 23. <b>Winter Break for Students</b>               | : 22 <sup>th</sup> December 2025- 4 <sup>th</sup> January 2026 |



### Semester-IV (Batch-2024)

1. Commencement of Semester	: 5 <sup>th</sup> January 2026
2. National Youth Day (Birthday of Swami Vivekananda)	: 12 <sup>th</sup> January, 2026
3. National Voters' Day	: 25 <sup>th</sup> January, 2026
4. Republic Day	26 <sup>th</sup> January 2026
5. World Cancer Day	: 4 <sup>th</sup> February, 2026
6. International Mother Language Day	: 21 <sup>st</sup> February, 2026
7. Foundation Week Celebrations	: 21 <sup>st</sup> February– 28 <sup>th</sup> February 2026
8. Women's Day	: 8 <sup>th</sup> March, 2026
9. MST Examination along with Teaching	: 9 <sup>th</sup> –16 <sup>th</sup> March 2026
10. World Water Day	: 22 <sup>nd</sup> March 2026
11. World Health Day	: 7 <sup>th</sup> April, 2026
12. Ambedkar Jayanti	: 14 <sup>th</sup> April, 2026
13. Earth Day	: 22 <sup>nd</sup> April, 2026
14. International Labour Day	: 1 <sup>st</sup> May, 2026
15. Practical Examinations/ Teaching	: 18 <sup>th</sup> –21 <sup>st</sup> May 2026
16. Anti-Terrorism Day	: 21 <sup>st</sup> May, 2026
17. International Day for Biological Diversity	: 22 <sup>nd</sup> May, 2026
18. End Semester Examination	: 22 <sup>nd</sup> –29 <sup>th</sup> May 2026

**Note:**

- (i) Various types of cultural activities may be organized during commemorative days
- (ii) Other commemorative days and flagship programs may be organized as applicable

UG (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons)) 3rd Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
July-2025	28	31	04	0	0	04
Aug-2025	1	31	31	10	01	20
Sep-2025	1	30	30	08	01	21
Oct-2025	1	31	31	08	04	19
Nov-2025	1	30	30	10	01	19
Dec-2025	1	10	10	02	0	08
<b>Excluding Winter Break and End Semester Examination</b>						<b>91</b>
UG (B.Pharm. B.Tech. (CSE), B.A.LL.B. (Hons)) 4th Semester (Batch 2024)						
Jan-2026	05	31	27	07	01	20
Feb-2026	01	28	28	08	01	19
Mar-2026	01	31	31	09	02	20
Apr-2026	01	30	30	08	02	20
May-2026	01	21	21	08	01	12
<b>Excluding End Semester Examination</b>						<b>91</b>



**ACADEMIC CALENDAR (2025-26)****U.G. Programmes (B.A. B.Ed., B.Sc.B.Ed.)****Semester-III (Batch-2024)**

- |  |  |
|--|--|
| 1. Commencement of classes             | : 11 <sup>th</sup> August 2025                                 |
| 2. MST Examination along with Teaching | : 13 <sup>th</sup> –20 <sup>th</sup> October 2025              |
| 3. Practical Examinations/ Teaching    | : 7 <sup>th</sup> –9 <sup>th</sup> January 2026                |
| 4. End Semester Examinations           | : 12 <sup>th</sup> –19 <sup>th</sup> January 2026              |
| 5. Winter Break for Students           | : 22 <sup>th</sup> December 2025- 4 <sup>th</sup> January 2026 |

**Semester-IV (Batch-2024)**

- |  |   |
|--|---|
| 1. Commencement of Semester            | : 20 <sup>th</sup> January 2026                 |
| 2. MST Examination along with Teaching | : 23 <sup>rd</sup> –30 <sup>th</sup> March 2026 |
| 3. Practical Examinations/ Teaching    | : 1 <sup>st</sup> –3 <sup>rd</sup> July 2026    |
| 4. End Semester Examinations           | : 6 <sup>th</sup> –15 <sup>th</sup> July 2026   |
| 5. Summer Vacation for Students        | : 1 <sup>st</sup> –28 <sup>th</sup> June 2026   |

**ACADEMIC CALENDAR (2025-26)**  
**U.G. Programmes (B.A. B.Ed., B.Sc.B.Ed.)**

**Semester-III (Batch-2024)**

1. Commencement of classes	: 11 <sup>th</sup> August 2025
2. Independence Day	15 <sup>th</sup> August 2025
3. Swachhta Pakhwada	: 1 <sup>st</sup> September–15 <sup>th</sup> September, 2025
4. Hindi Diwas	: 14 <sup>th</sup> September, 2025
5. Hindi Pakhwada	: 14 <sup>th</sup> September– 28 <sup>th</sup> September, 2025
6. International Day of Peace	: 21 <sup>st</sup> September, 2025
7. NSS Day	: 24 <sup>th</sup> September, 2025
8. World Pharmacist Day	: 25 <sup>th</sup> September, 2025
9. World Heart Day	: 29 <sup>th</sup> September, 2025
10. National Blood Donation Day	: 1 <sup>st</sup> October, 2025
11. Gandhi Jayanti (Communal Harmony Day)	: 2 <sup>nd</sup> October, 2025
12. World Mental Health Day	: 10 <sup>th</sup> October, 2025
13. International Day of Girl Child	: 11 <sup>th</sup> October, 2025
14. MST Examination along with Teaching	: 13 <sup>th</sup> –20 <sup>th</sup> October 2025
15. Vigilance Awareness Week	: 27 <sup>th</sup> October – 2 <sup>nd</sup> November 2025
16. Unity Day	: 31 <sup>st</sup> October, 2025
17. Constitution Day	: 26 <sup>th</sup> November, 2025
18. World AIDS Day	: 1 <sup>st</sup> December, 2025
19. International Day of Persons with Disabilities	: 3 <sup>rd</sup> December, 2025
20. World Human Rights Day	: 10 <sup>th</sup> December, 2025
21. Practical Examinations/ Teaching	: 7 <sup>th</sup> –9 <sup>th</sup> January 2026
22. National Youth Day (Birthday of Swami Vivekananda)	: 12 <sup>th</sup> January, 2026
23. End Semester Examinations	: 12 <sup>th</sup> – 19 <sup>th</sup> January 2026
24. Winter Break for Students	: 22 <sup>th</sup> December 2025- 4 <sup>th</sup> January 2026



#### **Semester-IV (Batch-2024)**

<b>1. Commencement of Semester</b>	: 20 <sup>th</sup> January 2026
<b>2. National Voters' Day</b>	: 25 <sup>th</sup> January, 2026
<b>3. Republic Day</b>	26 <sup>th</sup> January 2026
<b>4. World Cancer Day</b>	: 4 <sup>th</sup> February, 2026
<b>5. International Mother Language Day</b>	: 21 <sup>st</sup> February, 2026
<b>6. Foundation Week Celebrations</b>	: 21 <sup>st</sup> February– 28 <sup>th</sup> February 2026
<b>7. Women's Day</b>	: 8 <sup>th</sup> March, 2026
<b>8. World Water Day</b>	: 22 <sup>nd</sup> March 2026
<b>9. MST Examination along with Teaching</b>	: 23 <sup>rd</sup> –30 <sup>th</sup> March 2026
<b>10. World Health Day</b>	: 7 <sup>th</sup> April, 2026
<b>11. Ambedkar Jayanti</b>	: 14 <sup>th</sup> April, 2026
<b>12. Earth Day</b>	: 22 <sup>nd</sup> April, 2026
<b>13. International Labour Day</b>	: 1 <sup>st</sup> May, 2026
<b>14. Anti-Terrorism Day</b>	: 21 <sup>st</sup> May, 2026
<b>15. International Day for Biological Diversity</b>	: 22 <sup>nd</sup> May, 2026
<b>16. Practical Examinations/ Teaching</b>	: 1 <sup>st</sup> -3 <sup>rd</sup> July 2026
<b>17. End Semester Examination</b>	: 6 <sup>th</sup> -15 <sup>th</sup> July 2026
<b>18. Summer Vacation for Students</b>	: 1 <sup>st</sup> -28 <sup>th</sup> June 2026

**Note:**

- (i) Various types of cultural activities may be organized during commemorative days
- (ii) Other commemorative days and flagship programs may be organized as applicable

UG (B.A. B.Ed., B.Sc. B.Ed.) 3 <sup>rd</sup> Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
Aug-2025	11	31	21	06	01	14
Sep-2025	01	30	30	08	01	21
Oct-2025	01	31	31	08	04	19
Nov-2025	01	30	30	10	01	19
Dec-2025	01	19	19	04	0	15
Jan-2026	05	09	05	00	05	05
<b>Excluding Winter Break and End Semester Examination</b>						<b>93</b>
UG (B.A. B.Ed., B.Sc. B.Ed.) 4 <sup>th</sup> Semester (Batch 2024)						
Jan-2026	20	31	11	03	01	07
Feb-2026	01	28	28	08	01	19
Mar-2026	01	31	31	09	02	20
Apr-2026	01	30	30	08	02	20
May-2026	01	31	31	10	01	20
June-2026	29	30	02	00	00	02
July-2026	01	03	03	00	00	03
<b>Excluding End Semester Examination</b>						<b>91</b>



**ACADEMIC CALENDAR (2025-26)****P.G. Programmes****Semester-III (Batch-2024)**

- |  |  |
|--|--|
| 1. Commencement of classes             | : 28 <sup>th</sup> July 2025                                   |
| 2. MST Examination along with Teaching | : 7 <sup>th</sup> –15 <sup>th</sup> October 2025               |
| 3. Practical Examinations/ Teaching    | : 8 <sup>th</sup> –10 <sup>th</sup> December 2025              |
| 4. End Semester Examinations           | : 11 <sup>th</sup> – 19 <sup>th</sup> December 2025            |
| 5. Winter Break for Students           | : 22 <sup>th</sup> December 2025- 4 <sup>th</sup> January 2026 |

**Semester-IV (Batch-2024)**

- |   |   |
|---|---|
| 1. Commencement of Semester                   | : 5 <sup>th</sup> January 2026                |
| 2. Dissertation Pre-submission for Evaluation | : 4 <sup>th</sup> May 2026                    |
| 3. Dissertation Evaluation/Viva-voce          | : 22 <sup>nd</sup> -27 <sup>th</sup> May 2026 |
| 4. Final Submission of dissertation           | : On or before 29 <sup>th</sup> May 2026      |

## **ACADEMIC CALENDAR (2025-26)**

### **P.G. Programmes**

#### **Semester-III (Batch-2024)**

1. Commencement of classes	: 28 <sup>th</sup> July 2025
2. Independence Day	: 15 <sup>th</sup> August 2025
3. Swachhta Pakhwada	: 1 <sup>st</sup> September–15 <sup>th</sup> September, 2025
4. Hindi Diwas	: 14 <sup>th</sup> September, 2025
5. Hindi Pakhwada	: 14 <sup>th</sup> September– 28 <sup>th</sup> September, 2025
6. International Day of Peace	: 21 <sup>st</sup> September, 2025
7. NSS Day	: 24 <sup>th</sup> September, 2025
8. World Pharmacist Day	: 25 <sup>th</sup> September, 2025
9. World Heart Day	: 29 <sup>th</sup> September, 2025
10. National Blood Donation Day	: 1 <sup>st</sup> October, 2025
11. Gandhi Jayanti (Communal Harmony Day)	: 2 <sup>nd</sup> October, 2025
12. MST Examination along with Teaching	: 7 <sup>th</sup> – 15 <sup>th</sup> October 2025
13. World Mental Health Day	: 10 <sup>th</sup> October, 2025
14. International Day of Girl Child	: 11 <sup>th</sup> October, 2025
15. Vigilance Awareness Week	: 27 <sup>th</sup> October – 2 <sup>nd</sup> November 2025
16. Unity Day	: 31 <sup>st</sup> October, 2025
17. Constitution Day	: 26 <sup>th</sup> November, 2025
18. World AIDS Day	: 1 <sup>st</sup> December, 2025
19. International Day of Persons with Disabilities	: 3 <sup>rd</sup> December, 2025
20. Practical Examinations/ Teaching	: 8 <sup>th</sup> –10 <sup>th</sup> December 2025
21. World Human Rights Day	: 10 <sup>th</sup> December, 2025
22. End Semester Examinations	: 11 <sup>th</sup> – 19 <sup>th</sup> December 2025
23. Winter Break for Students	: 22 <sup>th</sup> December 2025- 4 <sup>th</sup> January 2026



#### **Semester-IV (Batch-2024)**

<b>1. Commencement of Semester</b>	: 5 <sup>th</sup> January 2026
<b>2. National Youth Day (Birthday of Swami Vivekananda)</b>	: 12 <sup>th</sup> January, 2026
<b>3. National Voters' Day</b>	: 25 <sup>th</sup> January, 2026
<b>4. Republic Day</b>	: 26 <sup>th</sup> January 2026
<b>5. World Cancer Day</b>	: 4 <sup>th</sup> February, 2026
<b>6. International Mother Language Day</b>	: 21 <sup>st</sup> February, 2026
<b>7. Foundation Week Celebrations</b>	: 21 <sup>st</sup> February– 28 <sup>th</sup> February 2026
<b>8. Women's Day</b>	: 8 <sup>th</sup> March, 2026
<b>9. World Water Day</b>	: 22 <sup>nd</sup> March 2026
<b>10. World Health Day</b>	: 7 <sup>th</sup> April, 2026
<b>11. Ambedkar Jayanti</b>	: 14 <sup>th</sup> April, 2026
<b>12. Earth Day</b>	: 22 <sup>nd</sup> April, 2026
<b>13. International Labour Day</b>	: 1 <sup>st</sup> May, 2026
<b>14. Dissertation Presubmission for Evaluation</b>	: 4 <sup>th</sup> May 2026
<b>15. Dissertation Evaluation/Viva-voce</b>	: 22 <sup>nd</sup> -27 <sup>th</sup> May 2026
<b>16. Anti-Terrorism Day</b>	: 21 <sup>st</sup> May, 2026
<b>17. International Day for Biological Diversity</b>	: 22 <sup>nd</sup> May, 2026
<b>18. Final Submission of dissertation</b>	: On or before 29 <sup>th</sup> May 2026

**Note:**

- (i) Various types of cultural activities may be organized during commemorative days
- (ii) Other commemorative days and flagship programs may be organized as applicable

PG 3rd Semester (Batch 2024)						
Month	From	To	No. of Days	Weekends	Holidays other than on weekend	Total Teaching Days
July-2025	28	31	04	0	0	04
Aug-2025	1	31	31	10	01	20
Sep-2025	1	30	30	08	01	21
Oct-2025	1	31	31	08	04	19
Nov-2025	1	30	30	10	01	19
Dec-2025	1	10	10	02	0	08
Excluding Winter Break and End Semester Examination						91
PG 4th Semester (Batch 2024)						
Jan-2026	05	31	27	07	01	20
Feb-2026	01	28	28	08	01	19
Mar-2026	01	31	31	09	02	20
Apr-2026	01	30	30	08	02	20
May-2026	01	21	21	08	01	12
Excluding End Semester Examination						91



# 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



Annexure 4-B

Annexure 4B

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. UPB/CU/RO/2018/873

Dated: 02/08/2018

## 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