

MANUAL 1

SECTION 4 (1) (b) (i)

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

Name of the Organisation	Central University of Punjab
Address	Bathinda- Badal Road, Village Ghudda, District Bathinda, Punjab, India- 151401
Head of the Organization	Prof. (Dr.) Raghavendra P. Tiwari Vice-Chancellor, Central University of Punjab
Act of the Organization	Established under Central Universities ACT, 2009 (25 of 2009)

1. Vision

The University envisions to transform the minds to serve the humanity through skills and innovation driven teaching and research; values and community outreach.

2. Our Mission is to:

- offer a wide range of instructional and research facilities for inter-, multi- and trans-disciplinary approaches to impart holistic learning;
- promote skills and innovation in teaching-learning, evaluation, research and consultancy;
- create an ignited workforce responsive to local, regional, national and global needs in tune with the requirements of academics, industry, business and administration; and
- address the issues and concerns of the community.

3. Brief History

The Central University of Punjab, has been established in 2009 along with other new Central Universities by an Act of Parliament (No 25, of 2009). Central University of Punjab has completed a remarkable journey of 14 years. University is accredited 'A+' grade in 2023 in second accreditation cycle by NAAC and has secured 95th, 87th and 84th, 81st rank in the year 2019, 2020, 2021 and 2022 respectively in the University category of NIRFIndia Rankings. It is credited with highest per capita research funding. The university has a mission of providing a wide range of instructional and research facilities across integrated and cross-disciplines, promote innovation in teaching, learning and research, and cross-pollinate new ideas, new technologies and new world-views. It aims to create an ignited workforce responsive to regional, national and global needs in tune with the requirements of academia, industry and business. The university is resorting to e-governance through Samarth Project. The staff members have been trained in twenty-one administrative modules for reducing the response time and bringing transparency in the decision making process and also to ensure participatory model of governance.

The university started in a three-room Camp Office provided by the state administration in March 2009. Making a modest but speedy start, the university accepted on rent, a dilapidated campus of 37 acres of an abandoned co-operative spinning mill on Mansa Road, Bathinda. University is now expanded in the 500 acre of land in Ghudda village. The campus is environment-friendly and energy-efficient and its Master Plan has provisionally been certified with a five-star rating by GRIHA Council and TERI. It has 31 departments and 11 schools in Sciences, Technology, Education, Humanities, Social Sciences and

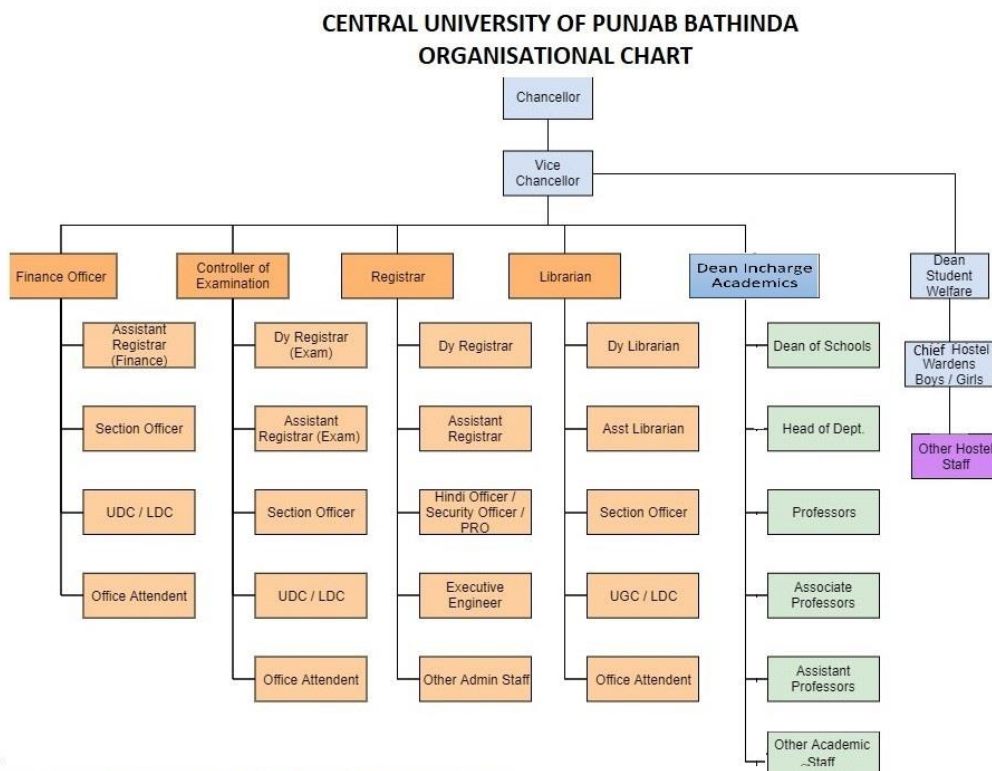
Law disciplines. It offers PG and Ph.D. programmes in these disciplines. It started with the first batch of 10 students in 4 programmes in August 2009 and currently the University has 1595 masters, 366 doctoral and 21 international students. CBCS was introduced in 2015, a learning outcome-based curriculum in 2018 and graduate attributes based curriculum will be adopted from the academic session 2021. The curriculum focuses on research, skill development and entrepreneurship.

Besides celebrating international and national commemorative days, students are encouraged to organise and participate in sports and cultural events. The University is committed to the social cause and provides opportunities for students to participate actively in all flagship programmes of Govt. of India and also indigenous sports, Food Carnival and Best out of Waste events. The university campus is a plastic-free campus and the university undertakes environmental promotional activities in the adopted villages to create awareness in the society.

The University has been a forerunner in terms of research projects and publications amongst the newly established Central Universities which is evident from the Faculty to Projects and Faculty to Publications Ratio. The University has implemented an Earn-While-You-Learn scheme for financially weak students since 2015. Despite the locational disadvantage, the University in a true sense is a multi-cultural mini India as it has students from 26 states, faculty from 19 states and non-teaching staff from 12 states. With a much-focussed approach, the university is undoubtedly poised to write a new chapter on the academic horizon of India. Mostly, Faculty are trained the most reputed universities/institutes at India and abroad.

4. Organisational Chart

Positional Organisational Chart is as follows –



Note -

1. This Chart is a descriptive view of the Office of University Officers.
2. The Powers & Duties of CUPB Employees are derived from CU Act, University Statutes, Ordinances, and GOI Rules
3. CUPB Employees need to work as per Policy and Procedures approved by University Statutory Bodies.

5. Functions & Duties

The functions and duties of Central University of Punjab as enshrined in the Central Universities Act 2009 is enumerated in under Objects of University (Section 5) & Powers of the University (Section 6) of the said Act and is reproduced below

As per Section 5 of Central Universities Act

The Objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to make special provisions for integrated courses in humanities, social sciences, science and technology in its educational programmes; to take appropriate measures for promoting innovation in teaching-learning process and interdisciplinary studies and research; to educate and train manpower for the development of the country, to establish linkage with industries for the promotion of science and technology, and to pay special attention to the improvement of social and economic conditions and welfare of people, their intellectual, academic and cultural development.

As per Section 6 of Central Universities Act, the University shall have the following Powers, namely:

- i. to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- ii. to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examinations, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- iii. to organize and to undertake extramural studies, training and extension services;
- iv. to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- v. to provide facilities through the distance education system to such persons as it may determine;
- vi. to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;
- vii. to recognize an institution of higher learning for such purposes as the University may determine and to withdraw such recognition
- viii. to appoint persons working in any other University or academic institution, including those located outside the country, as teachers of the University for a specified period;
- ix. to create administrative, ministerial and other posts and to make appointments thereto;
- x. to co-operate or collaborate or associate with any other University or authority or institution of higher learning, including those located outside the country, in such manner and for such purposes as the University may determine;
- xi. to establish such centers and specialized laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;

- xii. to institute and award fellowships, scholarships, studentships, medals and prizes;
- xiii. to establish and maintain Colleges, Institutions and Halls;
- xiv. to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organizations, as the University may deem necessary;
- xv. to organize and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- xvi. to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants and such other persons who may contribute to the advancement of the objects of the University;
- xvii. to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;
- xviii. to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- xix. to demand and receive payment of fees and other charges;
- xx. to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- xxi. to lay down conditions of service of all categories of employees, including their code of conduct;
- xxii. to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- xxiii. to make arrangements for promoting the health and general welfare of the employees;
- xxiv. to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties, for the purposes of the University;
- xxv. to borrow, with the previous approval of the Central Government, on the security of the property of the University, money for the purposes of the University; and xxvi. to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

2. In exercising its powers referred to above it shall be the endeavour of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:—

- a. admission of students and recruitment of faculty shall be made on all-India basis;
- b. admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;
- c. inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;
- d. semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;

- e. innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;
- f. active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;
- g. accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and
- h. E-governance shall be introduced with an effective management information system.

Main Function of the Public Authority: To run academic programmes as detailed:

List of School & Departments at CUPB– Available online at <http://www.cup.edu.in/schools-and-departments.php>

List of Master Degree Programme Offered by University are mentioned in Prospectus-
http://cup.edu.in/programmes_offered.php; http://www.cup.edu.in/cup_student-corner.php/admissions.php; http://www.cup.edu.in/cup_student-corner.php/pg_admission.php

List of PhD Programmes offered by University are mentioned in Prospectus -
http://cup.edu.in/programmes_offered.php; http://cup.edu.in/admission2021_22.php;
http://www.cup.edu.in/cup_student-corner.php/phd_admissions.php; and
<http://cup.edu.in/admissions.php>

The other details mentioned in Central University Act, Statutes, Ordinances, Policies, Rules and Regulations are available on <http://cup.edu.in/subordinate-legislation>

The information related to Schools and Departments of the Central University of Punjab is available on University Website URL <http://cup.edu.in/schools-and-departments.php>

The Notification w.r.t. Appointment of HoD and Deans are available on **Annexure 1-A**.

ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲय

संसद के अधिनियम सं 25 (2009) के द्वारा स्थापित
गाँव एवं डाकघर घुद्धा, जिला बठिंडा-151401 (पंजाब)
ईमेल : establishment@cup.edu.in
वेबसाइट : www.cup.edu.in



Central University of Punjab

Established vide an Act no. 25(2009) of Parliament
VPO Ghudda, Distt. Bathinda-151401 (Punjab)
Email: establishment@cup.edu.in
Website: www.cup.edu.in

स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/15...

Dated 09/02/2023

NOTIFICATION**Sub: Appointment of Head of the Department -reg**

Consequent upon the approval of the Competent Authority, following faculty are hereby appointed as **Head of the Department** in the department concerned as mentioned below *with immediate effect* for a term of three years or till further orders.

Sl. No.	Name of the Department	Name of the existing HoD	Name of the newly appointed HoD
1.	Microbiology	Prof. Monisha Dhiman, Professor	Dr. Somesh Baranwal, Associate Professor
2.	Punjabi	Prof. Zameerpal Kaur, Professor	Dr. Ramanpreet Kaur, Associate Professor

Accordingly, existing HoD/HoD (O) of the aforementioned department(s) is stands relieved from responsibilities of the HoD/HoD(O) as the case may be and requested to hand over the charge of the office to newly appointed HoD.

This issues with approval of the Competent Authority.


Assistant Registrar (Estt.)

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. PA to Registrar(I/c)/Controller of Examinations: for kind information of the Registrar(I/c)/CoE.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Director, R&D Cell/ CVO/ for kind information.
4. Finance Officer (I/c): for kind information.
5. All concerned faculty for kind information and further necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In Charges of Departments/ In-charge Library/ PO/ Internal Audit Officer/Branch Heads/Section Heads/PRO for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office: for kind information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: for uploading on University website.
11. Concerned file.


Assistant Registrar (Estt.)

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पंजाब केंद्रीय विश्वविद्यालय

संसद के अधिनियम सं 25 (2009) के द्वारा स्थापित
गौव एवं डाकघर घुदा, जिला बठिंडा-151401 (पंजाब)
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स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/.6/6.5

Dated 30/06/2023


NOTIFICATION

Sub: Appointment of Head of the Department -reg

Consequent upon the approval of the Competent Authority, **Dr. Suresh Thareja, Associate Professor**, Department of Pharmaceutical Sciences & Natural Products is hereby appointed as **Head of the Department, Department of Pharmaceutical Sciences & Natural Products w.e.f. 30/06/2023 (AN)** for a term of three years or till further orders.

Accordingly, **Prof. Raj Kumar, Professor** is stand relieved from the responsibilities of Head of the Department w.e.f. 30/06/2023 (AN) and he is requested to hand over the charge to **Dr. Suresh Thareja, Associate Professor**.

This issues with approval of the Competent Authority.


30/06/23
Assistant Registrar (Estt.)
Wh

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/Controller of Examinations: for kind information of the Registrar(I/c)/CoE.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Director, R&D Cell/ CVO/ for kind information.
4. Finance Officer (I/c): for kind information.
5. Concerned faculty for kind information and further necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In-charge Library/In-charge, Store & Purchase/ Deputy Registrar (Academic & Examination)/ Internal Audit Officer/Executive Engineer/ PIO for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office/PRO: for information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: for uploading on University website.
11. Concerned file.


30/06/23
Assistant Registrar (Estt.)

पंजाब केंद्रीय विश्वविद्यालय

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स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/...76

Dated 28/07/2023

NOTIFICATION

Consequent upon the approval of the Competent Authority, **Dr. Sanjeev Kumar, Associate Professor, Department of Physical Education** is hereby appointed as **Head of the Department, Department of Physical Education with immediate effect for a term of three years or till further orders, as the case may be.**

Accordingly, **Prof. Deepak Kumar Chauhan, Professor, Department of Law** stands relieved from the responsibilities of Head of the Department and he is requested to hand over the charge to **Dr. Sanjeev Kumar, Associate Professor.**

This issues with approval of the Competent Authority.

Assistant Registrar (Estt.)

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Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. Registrar (I/c)/Controller of Examinations/Finance Officer: for kind information.
3. Dean In-charge Academics/ Deans of the Schools/Dean Students Welfare/ Director IQAC/ Director, R&D Cell/ CVO: for kind information.
4. Prof. Deepak Kumar Chauhan, Professor, Department of Law: for kind information and necessary action.
5. Dr. Sanjeev Kumar, Associate Professor, Department of Physical Education: for kind information and necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In-charge Library/In-charge, Store & Purchase/ Deputy Registrar (Academic & Examination)/ Internal Audit Officer/Executive Engineer/ PIO: for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office/PRO: for information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: with a request to kindly arrange for uploading & necessary updating on website as well.
11. Concerned file.

Assistant Registrar (Estt.)

पंजाब केंद्रीय विश्वविद्यालय

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स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/.../11/23.

Dated 09/11/2023

NOTIFICATION

Consequent upon the approval of the Competent Authority, **Dr. Vinay Kumar, Associate Professor, Department of Botany** is hereby appointed as **Head of the Department, Department of Botany w.e.f. 13/11/2023 for a term of three years or till further orders as the case may be.**

Accordingly, **Prof. Felix Bast, Professor, Department of Botany** stands relieved from the responsibilities of Head of the Department and he is required to hand over the charge to **Dr. Vinay Kumar, Associate Professor.**

This issues with approval of the Competent Authority.


Assistant Registrar (Estt.)

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3. Dean In-charge Academics/ Deans of the Schools/Dean Students Welfare/ Director IQAC/ Director, R&D Cell/ Part-time CVO/ for kind information.
4. Prof. Felix Bast, Professor, Department of Botany: for kind information and necessary action.
5. Dr. Vinay Kumar, Associate Professor, Department of Botany: for kind information and necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In-charge Library/In-charge, Store & Purchase/ Deputy Registrar (Academic & Examination)/ Internal Audit Officer/Executive Engineer/ PIO: for kind information.
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11. Concerned file.


Assistant Registrar (Estt.)