



# हरियाणा केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) - 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No : CUH/IQAC/2023/ 303

Dated: 10/01/2023

### NOTIFICATION

#### Second Cycle of NAAC Peer-team Visit: Preparatory Assignments

Sr.	Tasks	Responsibility	Target	Guidance/ Review
1.	Preparation of power point presentation of Hon'ble Vice Chancellor (on the basis of revised SSR after DVV).	Prof. A.K. Yadav Dr. Prakash Kanoo Dr. Jaswant Kumar Dr. Alekha Sachidananda Nayak Sh. Pawan Kumar Sharma, PS	17.01.2023	PVC & Director IQAC
2.	Preparation of common template of power point presentation of Departments	Prof. Phool Singh Dr. Mulaka Maruthi Dr. Alekha Sachidananda Nayak Mr. Naresh Kumar	16.01.2023	PVC & Director IQAC
3.	Preparation of power point presentation of Departments/ Branches/Sections	HoDs and Branches/Sections Heads	18.01.2023	Director IQAC
4.	Compiling of duly prepared power point presentations of Departments/ Branches/sections	Office of IQAC	20.01.2023	Director IQAC
5.	Printing and Binding of hard copies of SSR (for departments, sections and teams) and Criterion-wise booklets for IQAC presentation	Office of IQAC	16.01.2023	Director IQAC
6.	Preparation of IQAC presentation	Office of IQAC	16.01.2023	PVC
7.	Coordination with Criteria Coordinators, Steering Committee(s) & other NAAC/IQAC Committees	Office of IQAC	-	Director IQAC

8.	Compilation of criterion wise inputs along with annexures/supporting documents of SSR	Office of IQAC	16.01.2023	Director IQAC
9.	Preparation of checklists for Departments/Branches/Sections	Office of IQAC	(Already circulated)	Director IQAC
10.	All records/files of departments concerning SSR	HoDs	17.01.2023	Respective Deans
11.	All records/files of Branches/Sections concerning SSR	Heads of concerned Branches/Sections	17.01.2023	Respective Officers
12.	Banners & Backdrops	<b>Dr. Ashok Kumar, JMC</b> Mr. Sandeep Boora Dr. Surender, JMC Dr. Alekha Sachidananda Nayak Mr. Radhey Shyam, A.R.	20.01.2023	Director IQAC
13.	Beautification of Campus: Horticulture (gardens, street plants, herbal garden, botanical garden, wi-fi park, flower pots at corridors of Academic Blocks, Administrative Block and Hostel etc.)	<b>Prof. Nand Kishor</b> Concerned Executive Engineer(s) Mr. Mukesh, A.E.	20.01.2023	Registrar
14.	Sports Ground & Open Gym	Director Sports in coordination with Sports Council	20.01.2023	Head, Department of Physical Education
15.	Beautification/repair of roads and footpaths	Executive Engineer(s) and team	20.01.2023	Registrar
16.	Parking Areas: Cleanliness, maintenance, marking, sign boards etc.	Executive Engineer(s) and team AR, E&GA Sanitation Supervisor(s)	20.01.2023	Director IQAC and Registrar
17.	Placing Signboards at appropriate places throughout the campus including floor wise/room wise	Executive Engineer(s) and team AR, E&GA	20.01.2023	Director IQAC and Registrar
18.	Curtains for offices, class rooms, labs etc.	<b>Dr. Rakesh Kumar, D.R.</b> Sh. Radheyshyam, AR, E&GA in coordination with respective HoD/Branch Head	20.01.2023	Registrar
19.	Name plates of faculty/HoDs/Deans/staff	<b>Dr. Rakesh Kumar, D.R.</b> Sh. Radheyshyam, AR, in coordination with	20.01.2023	Registrar

		respective HoD/Branch Head		
20.	Cleanliness of campus, washrooms, common areas, buildings, elevators, ramps, hostels etc.	Executive Engineer(s) and team Sanitation Supervisor(s)	20.01.2023	Registrar
21.	Civil Works: minor works, taps, roads etc.	Executive Engineer(s) and team	20.01.2023	Registrar
22.	Fire extinguishers	Executive Engineer(s) and team	20.01.2023	Registrar
23.	Water purifiers	Executive Engineer(s) and team	20.01.2023	Registrar
24.	Water Tanks of all buildings, water reservoir, STP, rain water harvesting, earth quake sensor	Executive Engineer(s) and team	20.01.2023	Registrar
25.	Elevators: maintenance, power backup, lighting etc.	Executive Engineer(s) and team	20.01.2023	Registrar
26.	Air conditioners: maintenance/ AMC/service of ACs	Executive Engineer(s) and team	20.01.2023	Registrar
27.	Electricity/ power supply: DG set, street lights, solar panel, proper lighting throughout the campus/buildings	Executive Engineer(s) and team	20.01.2023	Registrar
28.	Logistics and Transport Arrangement for peer team/guests	<b>Prof. Suneel Kumar, Physics</b> Prof. Payal Chandel Prof. Ranjan Aneja Prof. Vikas Garg Dr. Manish Kumar (Geog) Dr. Sushil Kumar, CSE Sh. Radhey Shyam, A.R.	20.01.2023	Director IQAC
29.	Hospitality/ Accommodation Tea/snacks, refreshment, lunch, dinner etc.	<b>Dr. Ranbir Singh</b> Dr. Mona Sharma Dr. Vidyullatha Peddireddy Dr. Jitender Saini Dr. Manish Kumar (Geog) Dr. Vivek Balyan	20.01.2023	Director IQAC
30.	Reception	All Deans and Statutory Officers ..... ..... .....	-	Director IQAC
31.	Escort Team	<b>Prof. Dinesh Gupta</b> Prof. Rajesh Kumar Gupta Prof. V.N. Yadav Prof. Payal Chandel	---	PVC and Director IQAC

		Prof. Vikas Beniwal Prof. Kanti Prakash Sharma Prof. A.K. Yadav Prof. Birpal Singh Yadav Prof. Gaurav Singh		
32.	Maintenance of University Vehicles: University Bus, Car, Ambulance etc.	Dr. Rakesh Kumar, D.R. E&GA	20.01.2023	Registrar
33.	Alumni Interaction	Dean Alumni	-	Director IQAC
34.	NCC/Guard of Honour	<b>Dr. Ramesh Kumar</b> Mr. Naresh Kumar	-	DSW
35.	NSS	Prof. Dinesh Chahal and NSS coordinators	-	DSW
36.	Cultural Evening	Dr. Aarti Yadav and entire team	-	DSW
37.	Library record management	University Librarian & Staff	20.01.2023	Director IQAC
38.	Health Centre cleanliness & proper maintenance	Medical Officer & Staff Deputy/ Assistant Registrar E&GA	20.01.2023	Registrar
39.	ICT Section, Virtual Class rooms, server rooms, computers, power backup rooms	In-charge, ICT Section & Staff	20.01.2023	Registrar
40.	All labs, Engineering Workshops	HoDs	20.01.2023	Respective Deans/ Dean Research
41.	Mess	Hostel Wardens	20.01.2023	Provost
42.	Canteens	Dr. Rakesh Kumar, D.R. E&GA	20.01.2023	Registrar
43.	Hostel Gyms	Hostel Wardens	20.01.2023	Provost
44.	Moot Court	HoD, Law	20.01.2023	Dean, Law
45.	Guest Houses	In-charge, Guest House & Staff	20.01.2023	Registrar
46.	Banks/Post Office & similar facilities	Executive Engineer(s) and team	20.01.2023	Registrar
47.	Central Instrumentation Center (CIC)	Prof. Gunjan Goel	20.01.2023	Dean Research and Dean Academic
48.	CII	<b>Prof. Pawan Kumar Maurya</b> Dr. Suraj Arya Mr. Sunil Kumar, EVS	20.01.2023	Prof. Sunita Srivastva, Director CII

49.	Abhilasha/Play School: Cleanliness and maintenance	Dr. Rakesh Kumar, D.R. E&GA and Infra Branch	20.01.2023	Registrar
50.	Security	Dr. Ajai Pal Sharma, CSO	20.01.2023	Proctor
51.	CCTV Surveillance	In-charge, ICT Section Dr. Ajai Pal Sharma, CSO	20.01.2023	Proctor and Registrar
52.	Media Coverage	Mr. Shailender Singh	20.01.2023	Registrar
53.	Official Language	Mr. Shailender Singh	20.01.2023	Registrar
54.	Website Updation	In-charge, ICT Section	20.01.2023	Director IQAC
55.	ICT infrastructure, Wi-fi, LAN, Computers, servers, AMCs, MoUs, IT layout plan, and other related documents	In-charge, ICT Section and team	20.01.2023	Registrar
56.	Auditorium, mini auditoriums and seminar Halls: cleanliness and maintenance	DSW Executive Engineer(s) and team	20.01.2023	Registrar
57.	Statue: Cleanliness and maintenance	Executive Engineer(s) and team Dr. Rakesh Kumar, D.R. E&GA	20.01.2023	Registrar
58.	Archaeological Museum: Cleanliness and maintenance	<b>Dr. Narender Parmar</b> Dr. Rakesh Kumar, D.R. E&GA	20.01.2023	Dean, SHSS
59.	SDS Chair	Prof. Ranvir Singh	20.01.2023	PVC
60.	Notice Boards	HoDs	20.01.2023	Respective Deans
61.	Dr. Ambedkar Center of Excellence (DACE) Center	Dr. Antresh Kumar	20.01.2023	Dean Academic
62.	Student Council	DSW	20.01.2023	PVC
63.	Cells/Clubs	Respective coordinators	20.01.2023	DSW
64.	Women Empowerment Cell	Dr. Renu Yadav	20.01.2023	PVC
65.	Cell for the Divyangjan	Prof. Sarika Sharma	20.01.2023	Director IQAC
66.	SC/ST Cell	Concerned Incharge	20.01.2023	Registrar
67.	OBC Cell	Concerned Incharge	20.01.2023	Registrar
68.	Repair work, paint and white wash wherever required	Executive Engineer(s) and team	20.01.2023	Registrar
69.	Procurement of stationery items and all other procurements	<b>Dr. Rakesh Kumar, D.R. E&amp;GA</b> Sh. Rajesh Kumar Jangra	20.01.2023	Registrar
70.	Finance Software, PFMS, Grants, Utilisation, Balance Sheets, Audit Reports, Pay Roll, Account Section files, Non-NET fellowships, projects, Finance	Finance Officer and team	20.01.2023	Registrar

	Committee Proceedings, all files pertaining to Finance Section, etc			
71.	Building Committee proceedings, master plan, projects, infrastructure development/maintenance files, utilisation and all other files pertaining to section.	Executive Engineer and team	20.01.2023	Registrar
72.	Central purchase, procurement, asset/store management, AMCs, outsourced staff deployment and all the relevant files pertaining to E&GA and Store and Purchase Section	<b>Dr. Rakesh Kumar, D.R.</b> Sh. Radhey Shaym Singh A.R. E&GA Branch	20.01.2023	Registrar
73.	Record management of RTI files	RTI Cell	20.01.2023	Registrar
74.	Record management of files pertaining to court cases/legal issues	Legal Cell	20.01.2023	Registrar
75.	Settlement of bills/payments/advances	Finance Officer	20.01.2023	Registrar
76.	Training and Placement Cell	Prof. Vikas Garg, Director and Deputy Directors, T&P	20.01.2023	Dean Academic
77.	Examination/Registration Software, NAD & ABC, Convocation records, scholarship/fellowship, Examination Reforms, etc.	Controller of Examination	20.01.2023	Dean Academic
78.	Status of NEP implementation	NEP Nodal officers: Prof. Sanjiv Kumar Prof. Chanchal Kumar Sharma	20.01.2023	PVC
79.	Status of implementation of Academic Bank of Credits	Controller of Examination and Nodal Officers	20.01.2023	PVC
80.	Updation of Service Books, Establishment files, Samarth Portal, Recruitment software, personal files etc.	<b>Prof. Rajeev Kumar Singh</b> Dr. Santesh Kumar Dr. Jaipal Sh. Paramjeet	20.01.2023	Registrar
81.	Statutes, Ordinances, Executive/Academic Council minutes, MoUs, Curricular Reforms, Admission Files, 2(f)/12(b) files, AICTE/PCI/BCI/NCTE and other files relating to regulatory bodies, Seat Matrix, etc.	Registrar AR (Academic)	20.01.2023	PVC

82.	Record of Extension, co-curricular, outreach, students' support, grievances redressal, NSS, NCC, YRC, Cells/Clubs, students' council activities, etc.	DSW	20.01.2023	PVC
83.	Record of files relating to hostel management and residential life of the students	Provosts and Wardens	20.01.2023	Registrar
84.	Shodhganga	<b>Dr. Rajeev Vashistha</b> Dr. Vinita Malik	10.01.2023	University Librarian
85.	SWAYAM Prabha	<b>Dr. Vinod Kumar Singh</b> Mr. Naresh Kumar	16.01.2023	University Librarian
86.	Office of International Affairs	<b>Prof. Chanchal Kumar Sharma</b> Dr. Jaswant Kumar	20.01.2023	PVC
87.	Media Studios	<b>Dr. Ashok Kumar, JMC</b> Dr. Surender	20.01.2023	Respective Dean
88.	Shooting area of NCC	<b>Dr. Ramesh Kumar</b> Mr. Naresh Kumar	20.01.2023	DSW
89.	ELMS/MOOCs & E-contents	<b>Dr. Shri Ram Pandey</b> Dr. Tejpal Dhewa	20.01.2023	Dean Academic
90.	Research Software/database	<b>Dr. Vinita Malik</b> Mr. Naresh Kumar	20.01.2023	University Librarian
91.	Student Volunteers	Prof. Dinesh Chahal and NSS/YRC Coordinators	20.01.2023	DSW
92.	Stage Decoration/ Management	<b>Dr. Renu Yadav</b> Dr. Ajay Kumar Dr. Savita Budhwar Dr. Suman Rani Dr. Sushil Kumar, CSE	20.01.2023	DSW
93.	Videography and Photography	<b>Mr. Alekha Nayak</b> Mr. Shailender Singh Mr. Amit Sheoran	20.01.2023	Director IQAC
94.	IPR & Consultancy Cell	<b>Prof. Neelam Sangwan,</b> <b>Dean Research</b> Prof. Harish Kumar	20.01.2023	PVC
95.	All the Nodal Officers appointed for specific purposes and Convenors/Coordinators of all Cells/Clubs to maintain all relevant records.			PVC

Note: i. The NAAC Peer-team is expected to visit the University in the month of February 2023. Therefore, all the stakeholders are advised to prepare for the same in coordination with IQAC.

ii. In case of any guidance, the committees may contact the NAAC Peer Team Coordination Committee.

iii. Anyone who wants to be part of any activity can request the Coordinator/Director, IQAC.

iv. Coordinator of the activity, if he/she wishes can also opt any member as required/desired.

v. In addition to the above listed activities, all the departments, branches and sections shall make all necessary preparations as required for the Peer Team Visit.

vi. This notification has been issued with the approval of the Competent Authority.

  
10-11-2023  
Director, IQAC

**Copy of the above is forwarded to the following for information and necessary action:**

1. Concerned Committee Members
2. PS to Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), CUH
3. Assistant, Office of Registrar (for kind information of the Registrar), CUH