

हरियाणा केंद्रीय विश्वविद्यालय

(संसद अधिनियम संख्या 25 (2009) के तहत स्थापित)

जांट-पाली, महेंद्रगढ़ (हरियाणा) – 123031



CENTRAL UNIVERSITY OF HARYANA

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

Jant-Pali, Mahendergarh (Haryana)-123031

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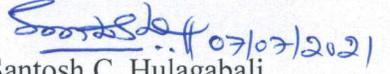
वेबसाइट / Website : www.cuh.ac.in

सं. / No. CUH/2021/IQAC/85(D)

दिनांक / Dated: 07/07/2021

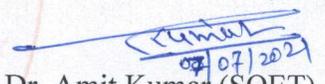
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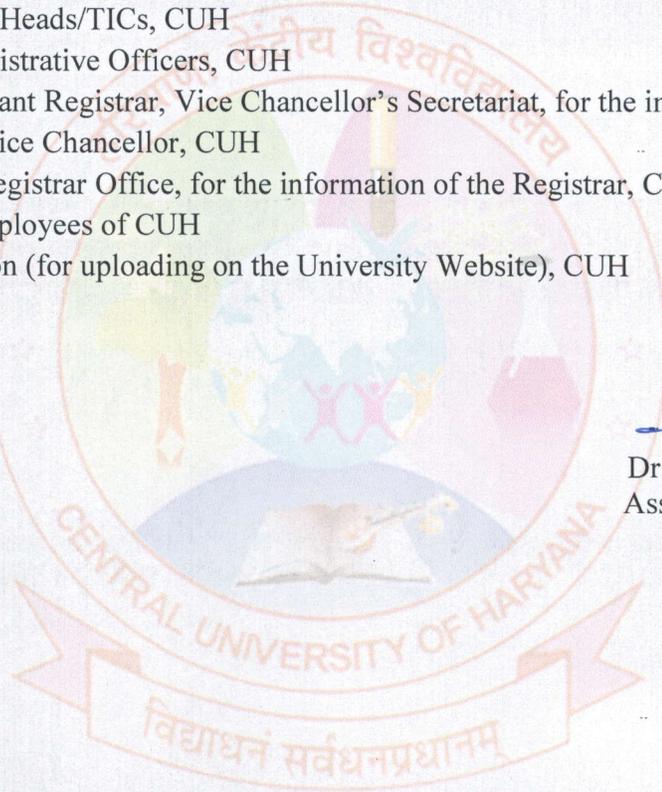
The Executive Council of the University, vide its Resolution No. 21 of the 48th meeting held on 03.04.2021 approved the “Manual of Citizen Charter and Standard Operating Procedures (SOPs)” (Annexure-1) for implementation by the Administrative Branches/Sections/Offices with immediate effect.


Dr. Santosh C. Hulagabali
Director, IQAC

Copy to:

- All Deans/Heads/TICs, CUH
- All Administrative Officers, CUH
- The Assistant Registrar, Vice Chancellor's Secretariat, for the information of the Hon'ble Vice Chancellor, CUH
- The PS, Registrar Office, for the information of the Registrar, CUH
- All the employees of CUH
- ICT Section (for uploading on the University Website), CUH


Dr. Amit Kumar (SOET)
Assistant Director, IQAC



MANUAL OF CITIZEN CHARTER AND STANDARD OPERATING PROCEDURES (SOPs)

An initiative by

Internal Quality Assurance Cell



हरियाणा केंद्रीय विश्वविद्यालय

Central University of Haryana

**MANUAL OF CITIZEN CHARTER AND
STANDARD OPERATING PROCEDURES (SOPs)**

From the Desk of the Vice-Chancellor...

I am indeed delighted to share the ***“Manual of Citizen Charter and Standard Operating Procedures”*** to all the stakeholders of Central University of Haryana. This would not have been possible without the rigorous exercise carried out by Internal Quality Assurance Cell (IQAC). This document is the outcome of 30+ consultation meetings and discussion sessions conducted by the IQAC with active participation of all the administrative organs of the University. I compliment and appreciate all the Deans, Proctor, Provost, DSW, Registrar, Finance Office, Controller of Examinations, University Librarian, Branch heads, IQAC Officials, and non-teaching staff of the University for their contribution in the making of this Manual. It speaks volumes about their commitment for efficient and transparent administration.

Central University of Haryana is committed to the quality improvement in all aspects of administration. The University aims to introduce the qualitative and reformative changes in consonance with the contemporary trends in higher education and National Education Policy-2020. The IQAC, being a front runner in enhancing the quality aspects in teaching, learning, research, administration and all extension activities, has been striving hard in carrying out all necessary initiatives that results in quality improvement in the University.

I am sure that the well-defined procedures and the timeline stated in this Manual shall serve as a reference manual and ready reckoner for all the officers/officials to carry out their responsibilities with utmost transparency and efficiency. The Manual shall also help in brining clarity in terms of domain of the individual branches/offices in performing duties/activities effectively, which will facilitate all concerned stakeholders in accessing the services delivered by the branches/officers of the University.

I am sure that this Manual will further streamline the administration of the University for speedy disposal of files and effective execution of policy decisions. Once again, I acknowledge the quality initiatives of IQAC and wish the entire team very best of luck for their future endeavours.

(Prof. R.C. Kuhad)

ACKNOWLEDGEMENTS

The initiative of the University to publish the “Manual of Citizen Charter and Standard Operating Procedures” is very much in sync with the spirit of National Education Policy – 2020 that lays emphasis on quality, efficiency and transparency in academic administration. The idea to formalize the structure domain and standard procedures of University administration was mooted by the Hon’ble Vice Chancellor, Prof. R.C. Kuhad with the intent to instill the feeling of accountability and promptness among all the officers/officials of the University.

It is heartening to mention that each and every Branch of the University administration grabbed the idea without any second thought. All the Branches and Sections prepared their draft SoPs and participated in the discussion sessions with all preparedness and excitement. The multiple rounds of consultations and discussions of IQAC with the Deans, Proctor, DSW, Provost, Registrar, Finance Officer, Controller of Examinations, Librarian, Branch Heads and officials gave a concrete shape to the vision of the Vice Chancellor. The collective efforts of the University administration as a whole gets reflected in the Manual which will not only facilitate the stakeholders of the University but also the sister Universities which may take it as a model document to streamline their administration.

I, on behalf of the IQAC, feel privileged to extend my heartiest thanks to the Hon’ble Vice Chancellor, for giving IQAC an opportunity to take up this promising quality initiative which will certainly have the way for benchmarking in educational administration. I acknowledge the generous support and guidance of all the Deans and Statutory Officers during the process of consultations and discussions. All the Branch Heads and officials deserve special thanks for their promptness in preparation of draft SoPs and consultations as per the schedule.

Here, IQAC puts on record the active support and contribution of individuals who have been instrumental at every stage, starting from conception to submission of the draft. They include the following:

- Prof. R.C. Kuhad, Vice Chancellor and Chairman, IQAC
- All the Deans, CUH
- Prof. Rajesh Malik, Proctor
- Prof. Dinesh Kumar Gupta, Dean Students Welfare
- Dr. J.P. Bhukar, Registrar
- Dr. Vipul Yadav, Controller of Examinations
- Sh. Manoranjan Tripathi, Finance Officer
- Dr. Santosh C. Hulagabali, Librarian

- Prof. Vipin Bhardwaj, In-charge, University Health Centre
- Dr. Kulwant Singh Malik, In-charge, Legal Cell
- Dr. Gunjan Goel, Associate Professor, Department of Microbiology
- Dr. Payal Chandel, Associate Professor, Department of Psychology
- Dr. Manoj Kumar, Deputy Registrar, Estate and General Branch
- Dr. Tejpal Dhewa, Assistant Professor, Department of Nutrition Biology
- Dr. Amit Kumar, Assistant Registrar, Establishment Branch
- Dr. Vikas Garg, Coordinator, Infrastructure Branch
- Dr. Rakesh Kumar, ICT Coordinator
- Sh. Naresh Kumar, Assistant Librarian
- Sh. P.C. Garg, OSD, Infrastructure Branch
- Sh. Jitender Mor, Assistant Registrar, Vice Chancellor Office
- Sh. Amit Sindhu, Assistant Registrar, Finance Branch
- Sh. S.L. Sharma, Assistant Registrar, Examination Branch
- Sh. Radheyshyam Singh, Assistant Registrar, Hostels
- Sh. Shailender Singh, PRO
- Sh. Amit Sheoran, STA
- Sh. Rajesh Singh, S.O., Finance Branch
- Sh. Paramjeet Singh, S.O., Establishment Branch
- Sh. Satyapal Malik, Section Officer, Estate and General Branch
- Sh. Rajesh Kumar, Assistant, Establishment Branch
- Sh. Sanjay Singh, Assistant, Finance Branch
- Sh. Dinesh Kumar Kundu, Assistant, Finance Branch
- Sh. Dinesh Chauhan, UDC, Finance Branch
- Sh. Harsh Sharma, UDC, Examination Branch
- Sh. Amit Kumar, UDC, Academic and Council Branch
- Sh. Rajesh Bansal, UDC, Raj Bhasha Section
- Sh. Shankar Sharma, LDC, Estate and General Branch
- Sh. Deepak, LDC, Infrastructure Branch
- Sh. Sanjeev, LDC, Finance Branch
- Sh. Himanshu, LDC, Finance Branch
- Sh. Sandeep, LDC, IQAC and Dean Academic
- Ms. Tania, LDC, IQAC
- Sh. Ajit Kumar, LDC, Proctor Office
- Sh. Dinesh, Medical Attendant
- All the officials of various administrative offices

Thanks!

(SANJIV KUMAR)

ABBREVIATIONS

A/A	Administrative Approval
AC	Air Conditioning
ADSW	Assistant Dean Student Welfare
AICTE	All India Council for Technical Education
AIIMS	All India Institute of Medical Sciences
AIU	Association of Universities
AL	Assistant Librarian
AMC	Annual Maintenance Contract
APAR	Annual Performance Appraisal Report
AQAR	Annual Quality Assurance Report
AR	Assistant Registrar
ASAR	Annual Self-Appraisal Report
BCI	Bar Council of India
BLIS	Bachelor of library and information science
BSNL	Bharat Sanchar Nigam Limited
CA	Chartered Accountant
CAAC	Central Admission Advisory Committee
CAG	Comptroller and Auditor General
CAS	Career Advancement Scheme
CCTV	Closed-circuit television
CD	Compact Disc
CGHS	Central Government Health Scheme
CIC	Central Information Commission
CL	Casual Leave
CPIO	Central public Information office
CPWD	Central Public Works Department
CRR	Cash Reserve Ratio
CUCET	Central University Common Entrance Exam
CVC	Central vigilance commission
DA	Dearness Allowance
DD	Demand Draft
DDSW	Deputy Dean Students Welfare
DDUKK	Dean Dayal Upadhyaya KAUSHAL Kendra

DELNET	Developing Library Network
DHBVN	Dakshin Haryana Bijli Vitran Nigam
DL	Deputy Librarian
DPC	Departmental Promotion Committees
DR	Deputy Registrar
DSW	Dean Students Welfare
DTH	Direct-to-Home
E&GA	Estate and General Administration
E/S	Expenditure Sanction
EC	Executive Council
EL	Earned Leave
ELMS	E- Learning Management System
EMD	Earnest Money Deposit
EOI	Expression of Interest
EWYL	Earn While You Learn
F/S	Finance Sanction
GATE	Graduate Aptitude Test in Engineering
GeM	Government e-Marketplace
GFR	General Financial Rules
GST	Goods and Services Tax
HEFA	Higher Education Funding Agency
HTC	Home Town
IIQA	Institutional Information Quality Assessment
IP/EPABX	Internet Protocol Private Branch Exchange
IQAC	Internal Quality Assurance Cell
IRINS	Indian Research Information Network System
IT	Income Tax
JE/AE	Junior Engineer/Assistant Engineer
JRF	Junior Research Fellowship
LAN	Local Area Network
LC	Letter of Credit
LDC	Lower Division Clerk
LPC	Last Pay Certificate
LTC	Leave Travel Concession
MCMS	Merit cum Means Scheme
MIS	Management Information System

MLIS	Master of library and information science
MoE	Master of Education
MoU	Memorandum of Understanding
MTNL	Mahanagar Telephone Nigam Limited
MTS	Multitasking Staff
NAAC	National Assessment and Accreditation Council
NCTE	National Council for Teacher Education
NDC	No Dues Certificate
NEFT	National Electronic Funds Transfer
NET	National Eligibility Test
NOC	No Objection Certificate
NPS	National Pension System
NSS	National Service Scheme
OPD	Outpatient Department
ORCID	Open Researcher and Contributor ID
OSD	Officer on Special Duty
PAO	Pay and Accounts Officer
PCI	Pharmacy Council of India
PFM	Public Financial Management System
PGIMS	Post Graduate Institute of Medical Sciences
PI	Project Investigator
PMC	Project Management Consultant
PMMMNTT	Pt. Madan Mohan Malviya Mission on Teachers and Teaching
RO	Reverse Osmosis
RTGs	real time gross settlement
RTI	Right to Information
SDI	Selective Dissemination of Information
SMS	short message service
SO	Section officer
SSR	Self-Study Report
STA	Senior Technical Assistant
SWAYAM	Study Webs of Active Learning for Young Aspiring
Prabha	Minds Prabha
TA	Travelling Allowance
TDS	Tax Deducted at Source

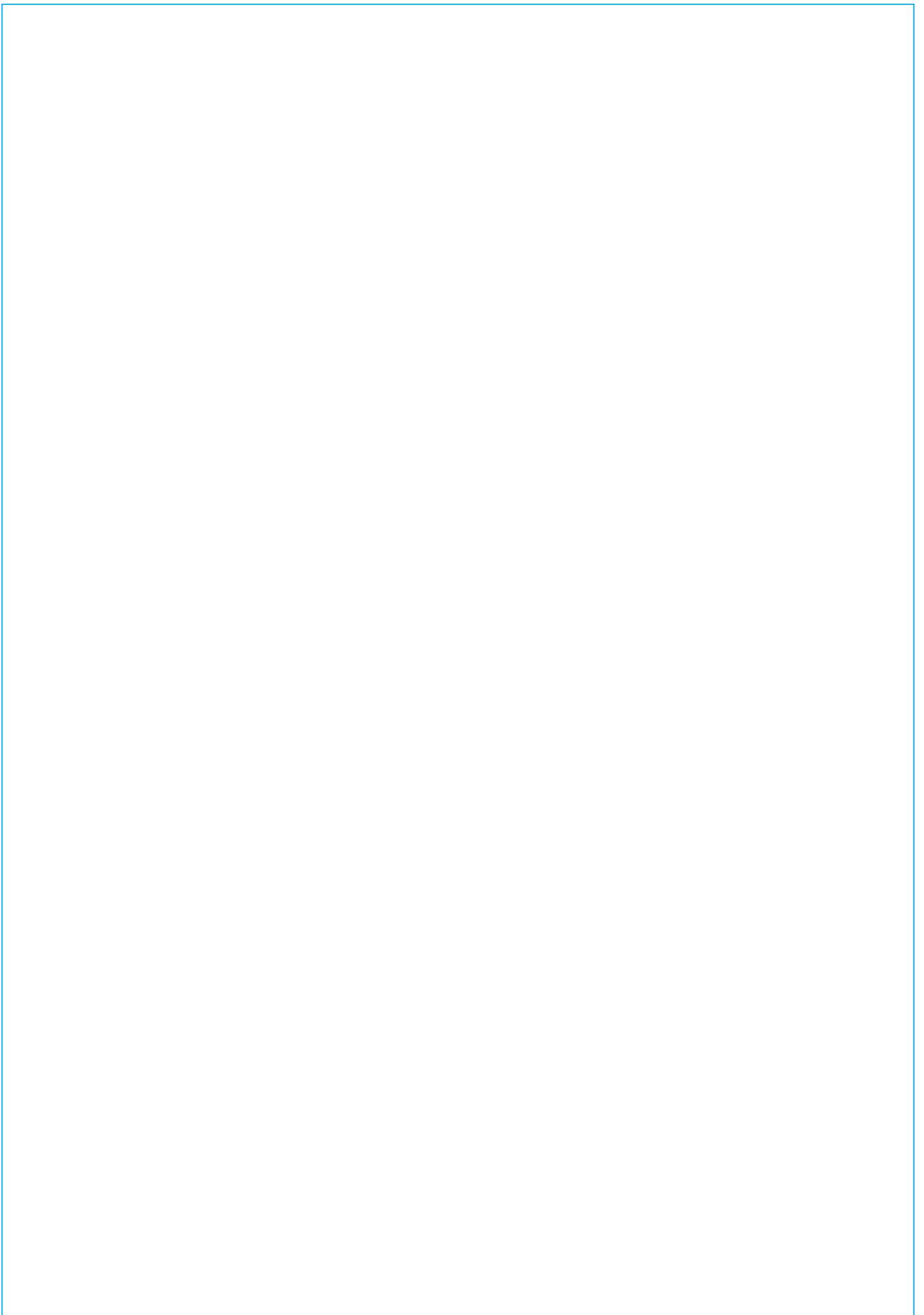
TFTs	Thin Film Transistor
UC	Utilisation Certificate
UDC	Upper Division Clerk
UGC	University Grant Commission
VRS	Voluntary retirement scheme
VRV	Variable Refrigerant Volume
WEBOPAC	Web Online Public Access public catalogue
WLAN	Wireless Local area Network
YRC	Youth Red Cross

Schedule of Discussion Sessions

Sr. No.	Branch Name	Date and Time
1	Vice-Chancellor's Secretariat Office	07.01.2021 (03:00 PM)
2	Registrar Office	07.01.2021 (03:00 PM)
3	Proctor Office	13.01.2021 (12:00 Noon)
4	IQAC Office	06.01.2021 (03:00 PM)
5	Academic & Council Branch	28.12.2020 (03:00 PM)
6	Establishment Branch (Teaching & Non-Teaching), Vigilance Section and Security Services	30.12.2020 (03:00 PM) 11.01.2021 (03:00 PM)
7	Examination Branch, R&S Branch, Desk Section	01.01.2021 (03:00 PM) 13.01.2021 (03:00 PM) <i>Couldn't be conducted due to the preoccupations of Exam. Branch</i>
8	Finance Section	04.01.2021 (03:00 PM) 14.01.2021 (03:00 PM) 19.01.2021 (03:00 PM) 20.01.2021 (03:00 PM)
9	Estate and General Administration Branch including Store & Purchase	31.12.2020 (03:00 PM) 12.01.2021 (03:00 PM) 20.01.2021 (03:00 PM) 21.01.2021 (03:00 PM) 22.01.2021 (11:30 AM)
10	Infrastructure Section	06.01.2021 (03:00 PM) 12.01.2021 (12:00 Noon)
11	CPIO Office, RTI and Legal Cell	29.12.2020 (03:00 PM)
12	Hindi Raj Bhasha, PRO Office	12.01.2021 (12:00 Noon)
13	ICT Section	12.01.2021 (12:00 Noon)
14	Equal Opportunity Cell	28.12.2020 (03:00 PM)
15	Boys & Girls Hostel	28.12.2020 (03:00 PM)
16	Health Centre	05.01.2021 (03:00 PM)
17	DSW Office	11.01.2021 (12:00 Noon)
18	Library	06.01.2021 (03:00 PM)

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1
कुलपति सचिवालय
Vice Chancellor's Secretariat

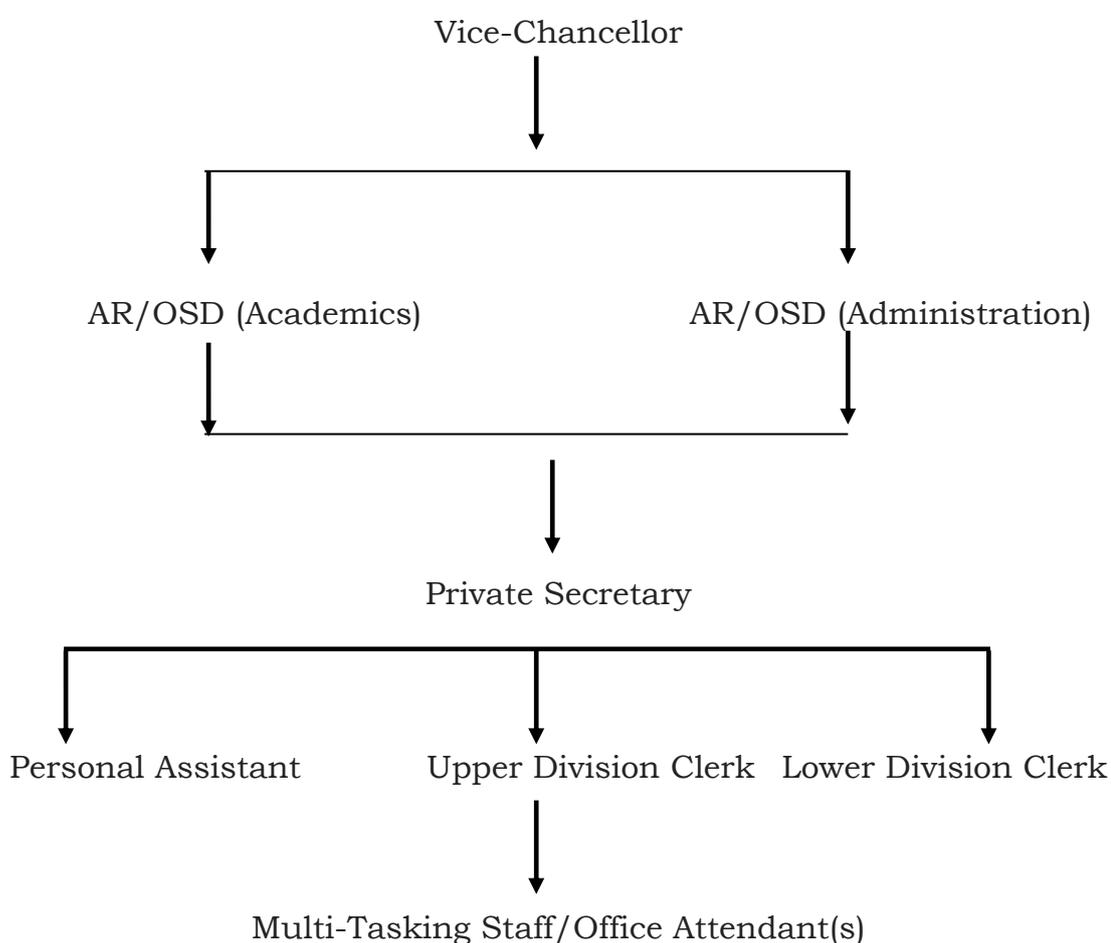
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कुलपति सचिवालय Vice-Chancellor's Secretariat

1. About the Secretariat:

The Vice Chancellor Secretariat is primarily entrusted with the responsibility to provide secretarial assistance to the Vice Chancellor by way of efficient handling and classification of communications/files. The Secretariat coordinates with various segments of the University for the meetings to be chaired by the Vice Chancellor and to arrange and schedule the appointments for meetings.

1.1 Organizational Chart



2. Specific Responsibilities of the Secretariat:

- To apprise the Vice Chancellor about the proposals or matters received from various branches/departments for consideration;
- To maintain the official email accounts of the Vice Chancellor;
- To apprise the Vice Chancellor about the communications/invitations received from Ministry of Education, UGC, other

- Universities/Organisations/Officers/Students/Employees/general public etc. etc.;
- d) To notify the meetings of the Vice Chancellor for the information of the concerned offices;
 - e) To prepare the agenda and minutes of the meeting chaired by the Vice Chancellor;
 - f) To maintain the schedule of appointments/engagements with the Vice Chancellor;
 - g) Coordination with other officers/officials for implementation of decision taken in the meetings chaired by the Vice Chancellor;
 - h) Providing administrative and logistics support to the Vice Chancellor's office and camp office;
 - i) Any other work assigned by the Vice Chancellor.

2.1 OSD (Academics)

- a) To liaise with the Vice-Chancellor, Vice-Chancellor's Secretariat, Deans, officers of the University and faculty for all academic matters concerning the Vice-Chancellor's office;
- b) To arrange and coordinate meeting appointments of Vice Chancellor with the academic staff (Dean, Heads, etc.);
- c) To prepare all correspondence and other documentation as advised by the Vice-Chancellor;
- d) To prepare the reports, presentations and proposals of academic nature as advised by the Vice Chancellor;
- e) To prepare the agenda and minutes of the meetings with academic fraternity;
- f) Coordinate with University Library and other departments for procuring necessary inputs for the academic meetings of the Vice Chancellor;
- g) To prepare the invitation, messages and draft speeches of the Vice Chancellor for various events/programmes/publications;
- h) To make all preparations in coordination with the host institution and Vice-Chancellor Secretariat for the event where the Vice Chancellor participates;
- i) To vet the press release issued on behalf of the Vice Chancellor;
- j) To liaise effectively with internal and external contacts;
- k) To provide a fully confidential and efficient filing system for the Vice-Chancellor;
- l) To provide academic/administrative support services to the Vice Chancellor;
- m) To assist, when necessary, other administrative staff in the Vice-Chancellor's Office;
- n) To execute any other duties as directed by the Vice-Chancellor;

2.2 OSD (Administration)

- a) To liaise with the Vice-Chancellor, Vice-Chancellor's Secretariat, Deans, officers of the University and faculty for all academic matters concerning the Vice-Chancellor's office;
- b) To arrange and coordinate meeting appointments of Vice Chancellor with the academic and administrative staff (Dean, Heads, etc.);
- c) To prepare all correspondence and other documentation as advised by the Vice-Chancellor;
- d) To prepare the reports, presentations and proposals of administrative nature as advised by the Vice Chancellor;
- e) To prepare the agenda and minutes of the meetings with administrative fraternity;
- f) Coordinate with various administrative branches for procuring necessary inputs for the academic meetings of the Vice Chancellor;
- g) To prepare the invitation, messages and draft speeches of the Vice Chancellor for various events/programmes/publications;
- h) To make all preparations in coordination with the host institution and Vice-Chancellor Secretariat for the event where the Vice Chancellor participates;
- i) To liaise effectively with internal and external contacts;
- j) To provide a fully confidential and efficient filing system for the Vice-Chancellor;
- k) To provide administrative support services to the Vice Chancellor;
- l) To assist, when necessary, other administrative staff in the Vice-Chancellor's Office;
- m) To execute any other duties as directed by the Vice-Chancellor;

3. Standard Operating Procedures:

Sr. No.	Nature of File	Time Frame
1.	Policy decision related files	Within 7 days
2.	Files related to recommendations of various Committees	Within 5 days
3.	Sanctioning of Leave (after receipt of complete application form in Secretariat)	Within 3 days
4.	Routine files	Within 3 days
5.	Confirmation of Appointment of meeting	Within 1 days
6.	Circulation of schedule of meetings	Within 1 days

2
कुलसचिव कार्यालय
Registrar Office

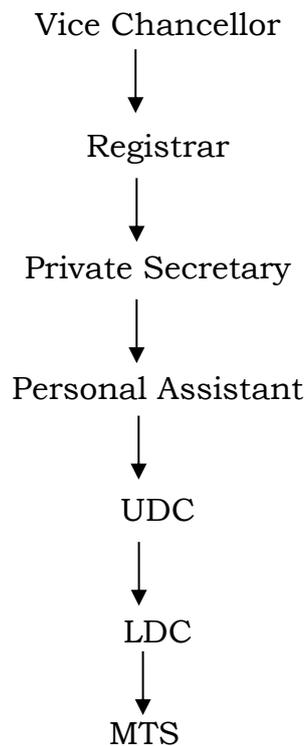
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कुलसचिव कार्यालय Registrar Office

1. About Registrar Office:

The Registrar Office looks after all the administrative matters pertaining to the functioning of the University, under the constant guidance of the Hon'ble Vice Chancellor.

1.1 Organization Structure:



2. Responsibilities of the Registrar Office:

- a) To apprise the Registrar about the proposals received from various branches/departments for consideration;
- b) To maintain the official email accounts of the Registrar;
- c) To apprise the Registrar about the official communications received from different quarters;
- d) To place before the Registrar the information/report/queries received from Ministry of Education, UGC, and other Universities/Organizations/Officers etc.;
- e) To notify the meetings of the Registrar for the information of the concerned offices;
- f) To prepare the agenda and minutes of the meeting chaired by the Registrar;
- g) To provide logistic support in the functioning of the Office;

- h) To maintain the schedule of appointments/engagements with the Registrar;
- i) Coordination with other officers/officials for implementation of decision taken in the meetings chaired by the Registrar;
- j) Circulation of notices , circulars and notifications issued by the Registrar Office;
- k) Classifying the files in order of priority;
- l) Maintaining the record of communication minutes and other files/reports/documents
- m) Any other responsibility assigned by the Registrar.

3. Individual Responsibilities of each Officer/Official:

3.1 Registrar:

- a) Custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- b) Issuing all notices and convening meetings of the court, the Executive Council, the Academic Council and of any other Committees constituted by the authorities;
- c) Keeping the record of minutes of all the meetings of the Court, the Executive Council, the Academic Council and of other committees appointed by the authorities;
- d) Conducting the official correspondence of the Court, the Executive Council and the Academic Council;
- e) Submitting to the visitor, copies of the agenda and the minutes of the meetings of the authorities of the University as soon as they are issued;
- f) Representing the University in suits or proceedings by or against the University;
- g) Signing the powers of attorney and verifying pleadings or deputing representative for the purpose;
- h) Performing such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council/Vice-Chancellor;
- i) Exercising the power to enter into agreements, sign documents and authenticate records on behalf of the University;
- j) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court and Building Committee of the University.
- k) Taking disciplinary action against such employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose the penalty of censure or withholding of increment, provided that:

- a) No such penalty is imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him;
- b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a);
- c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar, upon the conclusion of the inquiry, makes a report to the Vice-Chancellor along with his recommendations;
- d) Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty;
- l) Administering all the branches/sections for efficient delivery of services in a transparent manner;
- m) Coordination with all the departments and branches for administrative support to academic, extension and research activities of the University;
- n) Executing all the decisions, taken in the meetings of the University authorities and other meetings chaired by the Vice Chancellor;
- o) In addition to the above, the Registrar exercises such powers, responsibilities and performs such duties, as may be prescribed by the Vice Chancellor/competent authorities.

3.2 PS/PA:

- a) Maintaining official email accounts of the Registrar Office;
- b) Briefing the matter/issue recorded from different branches to the Registrar;
- c) Checking official emails and reporting to the Registrar;
- d) Submitting the files for consideration of the Registrar;
- e) Attending calls and visitors/guests;
- f) Maintaining documents related to meetings/appointments of Registrar;
- g) Maintaining inventory register and other registers concerning the branch;
- h) Classifying the files in order of priority;
- i) Maintaining transparent entry of all incoming and outgoing;
- j) Maintenance of the attendance record of Registrar of file and other employees as assigned by the competent authority;
- k) Issuing the notifications as approved by the Registrar;
- l) Processing the leave applications as per the norms of the University;
- m) Issuance of necessary instructions/circulations and notices as advised by the Registrar;
- n) Any other duty assigned by the Registrar, from time to time.

3.3 UDC/LDC:

- a) Proper up keep of files and registers (including asset registers);
- b) Diary and dispatch;
- c) Looking after refreshment and allied works during the official meetings;
- d) Preparing and typing of draft proposals/circulars/notifications;
- e) Keeping a record of minutes of the meetings of the Registrar.

3.4 O.A./MTS:

- a) Maintaining cleanliness and hygiene;
- b) Serving refreshment in official meetings;
- c) Serving tea/coffee to staff;
- d) Receiving and delivering files, documents, etc.

4. Standard Operating Procedure (SOP)

Sr. No.	Types of Files/Papers	Procedures	Time Frame
1	Files/papers of emergency nature	As per the standard norms of the University and guidance of the authorities	Within 1 working day
2	Files related to policy decisions	As per the Ordinances/ Statutes/Resolutions/Decision of the University authorities.	Within 3 working days
3	Files/papers relating to amendment in Ordinances/Statutes/Policies/guidelines	a) Academic and Council Branch submits the proposals as resolved in the minutes of the University authorities; b) Accordingly, the proposals are forwarded to the concerned Ministry/UGC/the visitor	Within 3 working days
4	Files relating to meetings of statutory bodies	As per the <i>Regulations for the Conduct of Meetings</i>	Within 2 working days
5	Files/papers relating to organization of academic events	As per the approval and guidance of the competent authority	Within 3 working days
6	Files/papers requiring financial approval beyond Rs. 2,50,000/- /or the amount beyond the power delegated to Registrar for financial approval	a) Files are submitted by the concerned branch/ department with the concurrence of Finance Branch; b) Files are examined and submitted to the Vice Chancellor with necessary remarks.	Within 3 working days

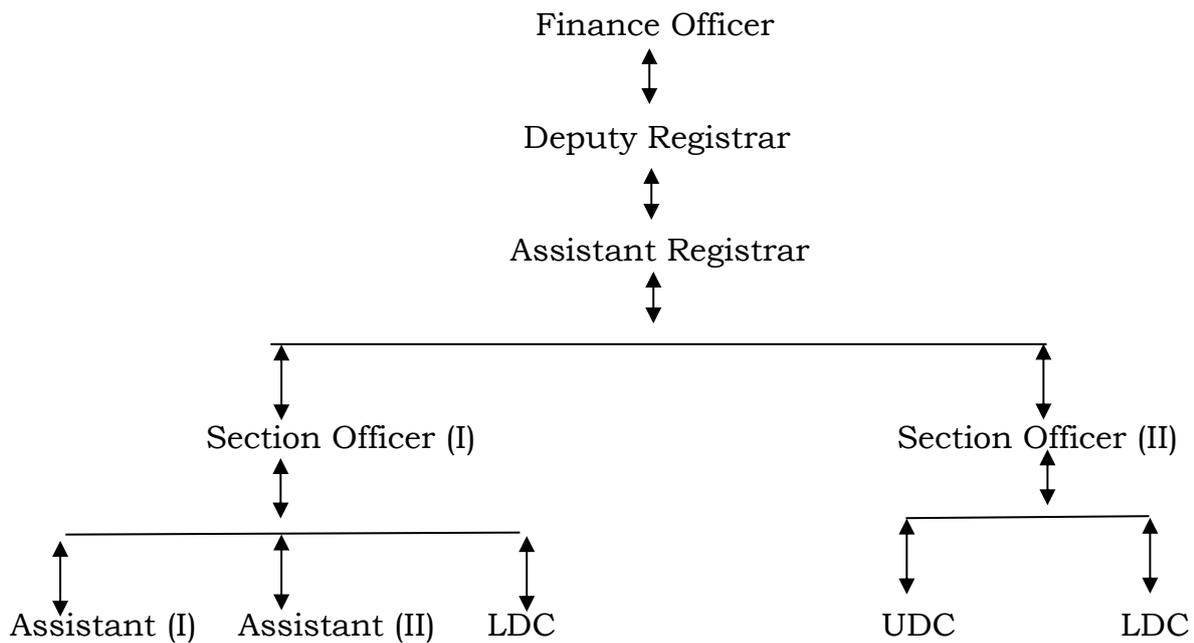
7	Files/Papers requiring financial approval upto Rs. 2,50,000/-/or the amount for which Registrar can accord financial sanction	a) Files are submitted by the concerned branch/department with the concurrence of Finance Branch; b) Accordingly, proposals shall be disposed of.	Within 2 working days
8	Routine files/paper	As per the standard norms of the University.	Within 2 working days
9	Processing of leave applications	Duly filled in proformas forwarded by the designated officer shall be processed for approval	Within 2 working days
10	Signing of MoUs/Agreements/undertakings on behalf of the University	a) The concerned branch/department shall submit the draft MoU/ Agreement/ Undertaking; b) It will be discussed with the Vice Chancellor on file/verbally; c) Shall be disposed of, accordingly	Within 2 working days after receipt of documents substantiated with the required documents.
11	Forwarding of Research projects/consultancy applications, etc with endorsements.	a) The concerned PI/department shall submit the proposals duly signed by HOD/Dean /Dean Research; b) Accordingly, the proposals shall be forwarded to concerned agency.	Within 2 working days after receiving the proposals

3
वित्त शाखा
Finance Branch

3 वित्त शाखा Finance Branch

1. About the Branch: The Finance Branch of the University is responsible for the financial administration including budget formation and maintenance of proper records, execution of budget including all receipts and payments of the University.

1.1 Organization Chart



2. Responsibilities of the Branch:

- Financial management of the University;
- Regular Maintenance the record of the University accounts, budgetary allocation and expenditure as per the direction received from Ministry of Finance and Expenditure from time to time/UGC rules/guidelines/GFR norms/CVC guidelines;
- Regular Maintenance of the Cash Books for separate heads of grants and projects/schemes;
- Opening and maintaining of bank accounts for different heads;
- Examining the bills through pre-auditing and financial management mechanism;
- Coordinating external audit of the University accounts by CAG;
- Handling the receipt and expenditure under various heads, projects/schemes etc.;

- h) Management of the University accounts through Treasury Single Account of Public Financial Management System (PFMS);
- i) Processing the salary of regular, contractual, part-time/ guest faculty and out-sourced employees;
- j) Payment of TA/honorarium/remuneration bills for faculty, staff, experts, invitees, guests, etc.;
- k) Payment of bills against purchase of consumable and non-consumable goods, equipment's, furniture's from capital/recurring head and hiring of services;
- l) Payment of bills raised by the concerned branch for electricity consumption, water-supply and other essential services;
- m) Payment of bills against the medical claims of the employees as per Central Government Health Scheme (CGHS)/University norms;
- n) Payments to the CPWD or any other construction agencies from the respective account/grants on the approval of the competent authority;
- o) Preparation of Utilization Certificates against the expenditure incurred under various heads of the grants/account of the University/projects;
- p) Calculation of arrears and payment thereof;
- q) Raising the proposals for recovery, wherever required;
- r) Maintaining the account of fee collected from the students and fee deposited under alumni fund;
- s) Preparing the agenda and minutes of the meetings of Finance Committee in consultation with the competent authority;
- t) Switching over the University accounts to other banks on assessment of interest rates offered with the approval of the competent authority;
- u) Preparing and submitting the quarterly/annual estimates for grants to the University Grants Commission;
- v) Maintaining the register/account of internal receipts/revenue generated by the University;
- w) Provides submission of income/expenditures details to the Branches for the necessary expenditure/procurement within the time frame;
- x) Any other responsibility as assigned by the competent authority.

3. Individual Responsibilities of Officers/Officials

3.1 Finance Officer: As per the statute of the University the Finance Officer has the following responsibility-

- a) Exercises general supervision over the funds of the University and shall advise it as regards its financial policy;
- b) Performs such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances;
- c) Holds and managing the property and investments of the University including trust and endowed property;

- d) Ensures that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- e) Prepares of annual accounts and the budget of the University and for their presentation to the Executive Council;
- f) Keeps a constant watch on the state of the cash and bank balances and on the state of investments;
- g) Watches the progress of the collection of revenue and advise on the methods of collection employed;
- h) Ensures that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted of equipment and other consumable materials in all offices, Departments, Centres and Specialised Laboratories;
- i) Brings to the notice of the Vice Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault;
- j) Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money;
- k) Coordination with the banks for procuring periodical account statements;
- l) All other matters concerning the financial administration subject to the control of the Executive Council of the University;
- m) Any other responsibility/assignment delegated by the competent authority.

3.2 Deputy/Assistant Registrar: The Deputy/Assistant Registrar shall be under the direct administrative supervision of the Finance Officer and shall, under his direction, discharge the duties and maintain day-to-day financial control. Some of the specific responsibilities include the following:

- a) Preparing financial estimates of the schemes as may be referred to him;
- b) Following up action for realization of sanctioned grants and see to proper disbursement thereof in terms of sanction;
- c) Examining all the bills related to all the heads and projects before the release of payment;
- d) Supervising the maintenance of records of the branch through Section Officers of various sections of the branch;
- e) Performing such other duties as may be assigned to him by the Finance Officer;
- f) Preparing the draft agenda and minutes of the meeting of the Finance Committee in consultation with the Finance Officer;
- g) Submitting the reply to the queries of Desk Section, RTI Cell, IQAC, Ministry, UGC etc.;
- h) Administering various sections of the Branch for efficient and speedy disposal of files transactions and payments;
- i) Coordinating with CAG office for conduct of external audit;

- j) Preparation and publication of the Annual University Accounts in coordination with CAG office;
- k) Periodic training and orientation of junior staff;
- l) Maintenance of leave record and attendance of the officials of the branch;
- m) Any other responsibility/assignment delegated by the competent authority.

Sections under Finance Branch:

(A) Recurring and Capital Head:

3.3 Section Officer: He/she is the In-charge of the section and responsible for the duties as assigned by the Deputy/Assistant Registrar and Finance Officer. Other specified duties are as under:

- a) All matters related to Capital Head and Recurring Heads of the University;
- b) Payment of bills pertaining to Recurring and Capital Head;
- c) Obtaining undertaking from the beneficiary, for refund, in case, if any, excess/irregular payment is made;
- d) Maintaining the register of accounts of Recurring and Capital Head;
- e) Payment of Bills against claims for T.A/Honorarium, Sitting Charge, service charge, etc.;
- f) Calculation and deduction of GST and other taxes as applicable;
- g) Quarterly return and all other returns pertaining to the section;
- h) Maintenance of balance sheet of Recurring and Capital Head;
- i) Providing information pertaining to section to UGC, Ministry of Education, Desk Section, RTI Cell, etc. as and when required;
- j) Payment and receipt of Recurring and Capital Head including Pt. Madan Mohan Malviya Mission on Teachers and Teaching (PMMMNTT), Deen Dayal Upadhyay KAUSHAL Kendra (DDUKK), UGC Grants, Project Fee Receipts, Interest earned, etc.;
- k) Furnishing information to UGC and Ministry of Education relating to the accounts of Capital and Recurring Head in consultation with the Finance Officer/Deputy/Assistant Registrar;
- l) Coordinating with the Infrastructure Branch for regular updates regarding utilization of grants under Capital Head and also the grants received from HEFA;
- m) Any other responsibility assigned or delegated by the competent authority.

3.4 Assistant:

- a) Processing of bills, payments, receipts and advances pertaining to recurring head;
- b) Processing the salary of contractual and outsourced staff;
- c) Payment of honorarium, TA/DA, telephone / mobile /DTH/ electricity bills;
- d) Preparing the Cash book including petty cash book;
- e) Processing the receipt, advances and payments against CUCET;
- f) Processing the claims for additional duty allowance, medical bills, purchase of items from recurring head;

- g) Receipt and maintenance of Electronic Miscellaneous Document (EMD) records;
- h) Any other work assigned by the Finance Officer, Deputy/Assistant Registrar or the Section Officer.

3.5 UDC/LDC:

- a) Processing all types of fellowships including non-NET fellowships;
- b) All matters related to PMMMNMTT;
- c) Processing the payment for extra/additional duty allowance etc.;
- d) Relevant communication to the employees/agencies regarding issues relating to purchase and procurements under Recurring/Capital Head;
- e) Regular entries in the cash book and account books of the respective head in coordination with Section Officer/Assistant;
- f) Procuring account statement of the concerned heads from the banks;
- g) Preparing the balance sheet of the accounts/funds under Capital and Recurring Head in coordination with Section Officer/Assistant;
- h) Putting up the files/claims relating to the section before the Section Officer/Assistant;
- i) Any other responsibility assigned or delegated by the officers/senior officials of the branch.

(B) Salary Head

3.6 Section Officer: He/she is the in-charge of the Section, and responsible for the duties as assigned by the Finance Officer and the Assistant Registrar. Other specified duties are as under:

- a) All matters related to Salary Head of regular employees;
- b) Payment of any arrears/pay fixation cases;
- c) Obtaining undertaking from the beneficiary, for refund, in case, if any, excess/irregular payment is made;
- d) Payment of extra/additional duty allowance etc.;
- e) Maintenance of NPS account of all teaching and Non-teaching employee and crediting of contribution within the first month of appointment & NPS is credited within prescribed time frames;
- f) Calculation and deduction of income tax and management of TDS;
- g) Quarterly return and all other returns pertaining to Finance Branch Liaising with Chartered Accountant;
- h) Preparation of Form-16, balance sheet, and printing of Annual Accounts;
- i) Information to UGC and Ministry of Education relating to the Salary Head accounts;
- j) Any other responsibility assigned or delegated by the competent authority.

3.7 UDC/LDC:

- a) Preparing salary sheet and other details regarding the Salary Head of regular employees;
- b) Maintenance of Salary Registers of all staff;
- c) Maintenance of record relating to Tax deduction at Source (TDS);
- d) Preparing of monthly NPS data of all teaching and non-teaching employees;
- e) Regular entries in the cash book and account books of the respective Head and procuring account statement from the banks;
- f) Relevant communication to the employees regarding issues relating to salary, TDS, F-16, saving statements, etc.;
- g) Any other responsibility assigned or delegated by the officers/senior officials of the branch.

3.8 UDC/LDC (Fee Receipt Management, SC/ST Cell, Equal Opportunity Cell & Earn While You Learn):

- a) Processing and maintaining the record of various type of fee/dues deposited by the students through online portal or any other mode of payment;
- b) Extracting details of fee from the payment gateway and banks;
- c) Verification of fee receipt record submitted by CUCET agency ;
- d) Processing refund of security deposited (Academic or Hostel) on account of completion of course, cancellation/withdrawal of admission;
- e) Verifying the records for issuance of 'No Dues Certificate' to the students at the time of exams;
- f) Matters relating to Equal Opportunity Cell/SC-ST Cell;
- g) Facilitating entries of payment/receipt vouchers in tally;
- h) Any other responsibility assigned or delegated by the officers/senior officials of the branch.

UDC/LDC (Tally Software Management: Entries of Payment/Receipt vouchers of various heads/grants in Tally in coordination with officials of both the sections i.e. Capital, Recurring, Salary, PMMMMNTT, Equal Opportunity Cell, SC-ST Cell, project grants, etc.

4. Standard Operating Procedures:

A. CAPITAL HEAD			
Sr. No.	Nature of File/ Assignments	Procedures	Time Frame
1	Action on receipt of grants	a) On receipt/intimations of the grants, The Finance Officer apprises the Competent Authority about the sanctions/receipt of the grants under various heads;	Within 7 days after approval of Competent Authority

		<p>b) The Finance Officer calls for meeting of the Deans/ HoDs/ TICs/ Branch Heads is conducted for allocation to the departments/branches, under chairpersonship of the Vice Chancellor or his/her nominee, immediately after receipt of grants;</p> <p>The allocation is notified by the Finance Branch on approval of the Vice Chancellor, clearly stating the amount of funds allocated to each department/branch, mentioning specific instructions, if any and the time frame within which the funds are to be utilized.</p> <p>i. The Branch maintains a separate file for each sub-head of the grant under Capital Head with full details of the allocation made to the departments. (Head -wise and Department-wise);</p> <p>ii. The Section Officer(SO) monitors the status of utilisation (fortnightly) and apprises the Finance Officer on the progress of the expenditure under Capital Head grants, and maintains a separate register for the purpose;</p> <p>ii. The Section Officer also periodically updates the Branch/department about the status of allocated funds and follows up o to timely spend the grant.</p>	
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2	Action by the Departments on allocation of funds	<p>a) On receipt of the information regarding allocation of funds, the concerned department/branch processes the file clearly indicating the type/name of /product equipment/item with tentative cost for obtaining administrative approval (A/A) and expenditure sanction (E/S) of the Competent Authority, through Finance Branch;</p> <p>b) The proposal for obtaining administrative approval (A/A) and expenditure sanction (E/S) should clearly mention the specifications of the equipment/instruments/items and mode of purchase i.e. through open market/tender/rate contract/GeM, etc.;</p> <p>c) On sanction of administrative approval (A/A) and expenditure sanction (E/S) by the Competent Authority, the concerned department/branch places orders to the vendors within the framework of the General Financial Rules(GFR);</p> <p>d) Procedures laid down in General Financial Rules/CVC guidelines should invariably be followed for procurement of goods;</p> <p>e) On receipt of the goods, the concerned department forwards the file for payment to Finance Branch;</p> <p>f) The following checklist is to be followed by the concerned</p>	Within 7 days from the date of successful installation.
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		<p>department while forwarding the file to Finance Branch for payment:</p> <p>g) Original bills/invoice containing GST number of the University and supplier duly verified by the respective Dean/ HOD/ TIC/ Branch Head/ Committee procuring the goods;</p> <p>h) The bank account details of the supplier along with the name of the bank branch and IFSC code;</p> <p>i) Copy of the purchase order/ performance security/ original approval of acceptance of lowest bid in case of procurement by the purchase/tender committee, and copy of agreement specifying the terms and conditions of work allotment;</p> <p>j) Original copy of e-way bill</p> <p>i. Certificate from the purchase committee/tender committee stating that the goods/items/equipment received are according to the specifications mentioned in the purchase order, and as per the terms and conditions of agreement;</p> <p>ii. Certification regarding installation and satisfactory functioning of the equipment signed by the Dean/HoD/TIC/Branch Head/ respective committee;</p>	
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		<p>iii. Stock entry of the goods to be made in the Central Store. Internal Auditor may ask the Central store to show the Stock Register at the time of processing of the bills;</p> <p>iv. Proprietary item Certificate, if applicable</p>	
3	Action on receipt of the bills for payment.	<p>a) The dealing clerk/Assistant scrutinizes the correctness and completeness of the file received for payment as per the requirement as listed above;</p> <p>b) In case of incomplete file, the file is returned to the concerned department with relevant observations/remarks;</p> <p>c) If found to be in order, the file is processed as per the university rules/General Financial rules;</p> <p>d) The final admissible amount is to be written in numbers as well as words;</p> <p>e) The dealing clerk/Assistant also mentions the applicable taxes required to be deducted while processing the bills;</p> <p>f) The Section Officer ensures entry of the payment details in the register maintained for the purpose, before forwarding the file for approval of the competent authority;</p> <p>g) On receipt of the approval on file, the dealing clerk/Assistant processes for release of the payment to the</p>	Within 7 days

		<p>bank account of the supplier through appropriate mode, and gets the entry made on Tally software PFMS portal and respective register;</p> <p>h) The concerned department/branch is also updated about the release of the payment as and when transferred to the vendor/service provider.</p>	
B. RECURRING HEAD			
1	Sanction for procurement of services / goods.	<p>a) The concerned department submits the proposal for the purchase of goods/hiring of services/repairs for the approval of the competent authority through Finance Branch;</p> <p>b) The Finance Branch examines the proposal in the light of the availability of funds and allocations, if applicable, and forwards the file with specific recommendations to the competent authority for approval;</p> <p>c) While recommending for approval, the Finance Branch records the amount/budget recommended for approval in department/branch budgetary control register;</p> <p>d) Each Department/Branch also makes necessary entries in Departmental Budget Register.</p>	Within 3 days from the receipt of the file.
2	Processing of miscellaneous bill for	a) After procurement of the goods/ services, the concerned	Within 7 days after receipt of the bills in

	procurement of goods/ services	<p>department/branch/committee submits the bills duly signed by the respective Dean/HoD/TIC/Branch Head/ Committee for payment to the Finance Branch as per the following checklist:</p> <p>b) Approval (A/A and F/S) of the competent authority;</p> <p>c) Quotations, comparative statement, tender documents, duly recommended by the committee, if applicable;</p> <p>d) Purchase order, if applicable;</p> <p>e) Bills for payment mentioning GST number and other relevant details;</p> <p>f) Stock entry in the university store;</p> <p>g) Account details of the vendor;</p> <p>h) The bills are checked by the dealing Assistant for its correctness and processed, and submitted to the Section Officer with necessary observations regarding admissible payment, TDS, etc., with specific recommendations for payment of the bills;</p> <p>i) Accordingly, the payment is released under intimation to the concerned department/branch.</p>	Finance Branch.
3	TA and Honorarium Bills	a) The TA and Honorarium bills duly signed by the claimant and verified by the Dean/HoD/Branch Head are submitted to the Finance Branch along with the notice	Within 7 days after receiving the bills for payment.

		<p>of the meeting, copy of notification/nomination/approval of the competent authority, cash receipts/tickets/ boarding pass, hotel bills, food bills, etc. as applicable, as per rules;</p> <p>b)After receiving the bills, the dealing Assistant verifies for its completeness and correctness, and submits the file to the Section Officer with specific remarks about admissible payment and TDS, if any;</p> <p>c)The Section Officer further processes the files through Assistant/Deputy Registrar and Finance Officer for approval. If required, Finance Officer may send the file for the approval of the Registrar;</p> <p>d)Before processing for payment, the dealing Assistant registers the entry in the TA Bill register and an annotation to this effect is made on the bills, and payment is made through PFMS portal after necessary deductions, if any.</p>	
4	Payment of mobile bills	<p>a)The quarterly claim is submitted to the Finance Branch by the officer/official entitled for Mobile Bill reimbursement within 15 days after the completion of the quarter;</p> <p>b) The bill is registered in the Mobile Bill register and processed for payment by the dealing Assistant. The claim,</p>	Within 10 days after receiving the bills in the branch.

		along with the mobile bill reimbursement register, is forwarded to the next higher officer for his consideration.	
5	Payment of DTH Bill	<p>a) The quarterly claim is submitted to the Finance Branch by the Officer/Official/Guest House/Incharge entitled for DTH recharge bill reimbursement duly verified by the concerned Officer/Guest House Incharge. In case of Guest house, the bill is submitted after entry in the specified register maintained in the Guest House;</p> <p>b) The bill is processed for payment by the dealing Assistant;</p> <p>c) The claim is forwarded to the next higher officer for consideration;</p>	Within 10 days after receiving the bills in the Branch
6	CUCET Bills	<p>a) The file is forwarded to the Finance Branch by the Nodal Officer, CUCET;</p> <p>b) The file is checked for its correctness and completes by the dealing Assistant and the claims/bills found in order are forwarded to the next higher officer for his consideration.</p>	Within 7 working days
7	Processing of miscellaneous bill for procurement of good/ services	a) After procurement of the goods/ services, the concerned department/branch/committee submits the bills duly signed by the respective Dean/HoD/TIC/Branch Head/ Committee for	Processing of misc. bill for procurement of good/ services

		<p>payment to the Finance Branch as per the following checklist:</p> <p>b) Approval (Administrative and Financial) of the competent authority;</p> <p>c) Quotations, Comparative statement, tender documents, duly recommended by the committee, if applicable;</p> <p>d) Purchase order, if applicable.</p> <p>e) Bills for payment mentioning GST number and other relevant details;</p> <p>f) Stock entry in the university store;</p> <p>g) Account details of the vendor;</p> <p>h) The bills are checked by the dealing Assistant for its correctness and processed, and submitted to the Section Officer with necessary observations regarding admissible payment, TDS, etc. with specific recommendations for payment of the bills.</p> <p>i) Accordingly, the payment is released under intimation to the concerned department/branch.</p>	
8	Payment of salary of contractual employees	<p>a) Monthly attendance of the contractual employees is received from the office of the Registrar on the first working day of the subsequent month;</p> <p>b) After receipt of the attendance from the concerned branch/department, the</p>	Before 10 th day of the subsequent month.

		salary bill is prepared by the dealing Assistant and is put up before the Section Officer for verification and subsequent process of approval.	
9	Payment	<p>a) All the payments are made through PFMS portal. The dealing Assistant enters the payment data on PFMS portal under his login;</p> <p>b) The sanction of payment vouchers along with the BP number generated by the PFMS portal is forwarded to the next higher officer for checking and approval of the payment.</p>	Within 3 days
10	Payment of salary of the outsourced employees.	<p>a) Estate and General Administration branch submits the bills duly checked and verified in all respect to the Finance Branch on the first working day of the subsequent month;</p> <p>b) After receipt of the bills, the dealing Assistant checks and examines the bills for correctness and completeness before processing the same for payment, and the same is forwarded to the next higher officer with specific comments about admissible payment deductions etc. for his/her consideration.</p>	Before 10 th day of the subsequent month.
11	Payment of extra duty allowance (contractual employees)	a) The claim is submitted quarterly to the Finance Department by the concerned individual along with the copy of office order	Within 7 days.

		<p>regarding assignment of extra duty and remarks of the HoD/Branch head. In absence of office order, the concerned branch may be asked to submit the approval of the competent authority;</p> <p>b) The claim is checked for its correctness and completeness by the dealing Assistant. If found in order, the same is registered in the Honorarium Register and forwarded to the next higher officer for consideration. If not in order, the same is returned to the concerned officer with observations.</p>	
12	Petty Cash Book.	<p>a) Entries in Petty Cash book are recorded as and when the transaction takes place;</p> <p>b) The cash book is forwarded to the next higher officer for his verification by 5th working day of the following month.</p>	Daily
13	Preparation of GST data	<p>Compilation of GST deductions in respect of recurring head account are done by the dealing Assistant who forwards the monthly data to the next higher officer for his perusal and verification for approval and the same will be forwarded to Chartered Accountant for generation of further necessary action.</p>	By 5 th day of the next month
14	Fellowships including Non-NET Fellowships	<p>a) The students' claims for fellowship are submitted in the prescribed profoma duly signed by the student and recommended and forwarded</p>	Within 7 days

		<p>by the Supervisor and the Head of the Department;</p> <p>b) As per the University norms, the students encloses quarterly progress report after completion of each quarter;</p> <p>c) After receiving the claim form duly forwarded and recommended by the respective HoD, Finance Branch enters the details of the fellowship claim in Fellowship Register;</p> <p>d) To streamline the process, a bunch of 10 forms is processed by the dealing Clerk/Assistant for payment of fellowship, as and when received.</p>	
15	Purchase and payments under PMMMNMTT Head	<p>a) The Coordinator initiates the file for procurement of required services / goods or Academic/extension activities;</p> <p>b) The Coordinator/ Committee ensures that the proposal is in accordance with the budgetary allocations under the scheme;</p> <p>c) While initiating the proposals necessary entry is made in the Budgetary Control Register of PMMMNMTT;</p> <p>d) The proposal along with availability of goods/service on GEM/local market be routed thorough Finance Branch to ensure the availability of funds;</p> <p>e) After examining the proposal in the light of available funds,</p>	Within 2 working days for getting all necessary steps

		Finance Branch forwards the proposal with specific recommendations to the Competent Authority for approval.	
16	Purchase and Payment under Project Head	<p>a) The Project Investigator (PI) initiates the file for procurement of required services / goods along with the copy of sanction letter;</p> <p>b) The PI ensures that the proposal is in accordance with the budgetary allocations under the scheme;</p> <p>c) While initiating the proposals necessary entry is made in the Budgetary Control Register of the individual project;</p> <p>d) The proposal along with availability of goods/service on GEM/local market/rate contract be routed through Finance Branch to ensure the availability of funds;</p> <p>e) After examining the proposal in the light of available funds in the project, Finance Branch forwards the proposal with specific recommendations to the Competent Authority for approval;</p> <p><i>Finance Branch maintains the record/file of individual projects containing detailed information about the sanction/release of funds and utilization under various heads. The sanction letter submitted by the PI with the</i></p>	Within 2 days after receipt of the file in the Branch

		<i>initial sanction shall be maintained and referred throughout the duration of the project.</i>	
17	Processing of bill for procurement of goods/ services under Project Head	<p>a) After procurement of the goods/ services, the concerned PI submits the duly verified bills for payment to the Finance Branch as per the following checklist:</p> <p>b) Copy of sanction letter;</p> <p>c) Approval (Administrative and Financial) of the competent authority;</p> <p>d) Quotations, Comparative statement, tender documents, duly recommended by the committee, if applicable;</p> <p>e) Minutes of the Project Purchase committee, if applicable;</p> <p>f) Verification of the purchase committee, if applicable;</p> <p>g) Purchase order, if applicable;</p> <p>h) Bills for payment mentioning GST number and other relevant details;</p> <p>i) Stock entry in the university store and Budget control Register of the individual Project;</p> <p>j) Account details of the vendor/service provider;</p> <p>k) The bills are checked by the dealing Assistant for its correctness and processed, and submitted to the Section Officer with necessary observations regarding</p>	Within 7 days from the receipt of the file/bills in the Branch

		<p>admissible payment, TDS, GST, etc. with specific recommendations for payment of the bills.</p> <p>1) Accordingly, the payment is released under intimation to the concerned PI.</p>	
18	Children Education Allowance	<p>a) The claims for children Education Allowance are submitted to the Finance Branch after completion of the financial year with a certificate proof issued by the institution confirming that the child/children studied in the school during the previous academic year;</p> <p>b) In absence of such certificate/proof, the employee can submit self-attested copy of the report card or self-attested fee receipts including e-receipts for the entire academic year;</p> <p>c) The dealing Assistant then processes the claims for verification of the emails and submits the file to the Section Officer with specific remarks regarding admissible payment, deduction, etc. The payment is released with the approval of the competent authority.</p>	07 days
19	Medical Bill Reimbursement	<p>a) The claims for Medical Bill reimbursement in the prescribed proforma are submitted to the Finance Branch with all the relevant documents including consultation slip, referral (if any), prescription slips, bills</p>	10 days

		<p>of medicine, investigations, outdoor/indoor bills, discharge summary, etc.;</p> <p>b) The dealing Assistant verifies the bills and other documents as per CGHS guidelines/norms, and processes the file with his/her specific remarks, admissible payment, etc for approval;</p> <p>c) After approval, the payment is transferred to the account of the claimant employee, and register/cashbook, Tally entries are updated.</p> <p>In special circumstances where the expert opinion of the Medical Practitioner/Expert is required, the Branch may get the claims verified and settled, accordingly.</p>	
C. SALARY HEAD			
1	Salary of regular employees	<p>a) Receipt of absentee statement from HOD/Deans by 25th of the month;</p> <p>b) Electricity and water charge received from Infrastructure branch by 25th of the month;</p> <p>c) Receipt of statement of Annual increment in January and July from Establishment Branch;</p> <p>d) Preparation of salary sheet after mandatory deductions including income tax, NPS contribution, license fee electricity and water charge etc.;</p> <p>e) The salary sheets are submitted to Assistant Registrar (Finance) for further necessary action.</p>	<p>Within 4 working days for getting all necessary steps and approvals. The salary is released on the last working day of each month.</p>
2	Payment of Additional /Extra duty allowance	<p>Claim of Additional duty/extra duty allowance duly verified by the respective Branch Head/HoD/Dean or substantiated</p>	<p>Within 10 days</p>

		with Office order/notification as proof of additional/extra duty allowance is submitted to the Finance Branch quarterly Payment of additional/extra duty allowance is initiated and processed accordingly.	
3	Creation of new NPS account of regular employees	<p>a) Each regular employee shall submit NPS registration form duly filled in all respect within 15 days of joining the University to the Finance Branch;</p> <p>b) The employees are to ensure that self-attested documents i.e. PAN card, aadhar card, appointment letter, 3 passport size photo, one cancelled cheque with name imprinted etc.;</p> <p>c) The filled-in NPS form shall be checked by Section Officer for its completeness and correctness;</p> <p>d) Before submission signature of PAO (Finance Officer) and DDO (Registrar);</p> <p>e) Completed NPS forms shall be authorized for allotment of new NPS;</p> <p>f) The employee shall get the Registration Kit on receipt from the agency.</p>	NPS registration forms shall be despatched to the agency within 10 working days.
4	Computation of Income Tax	<p>The Finance Branch informs all the employees to submit tax details to the Branch in the month of December every year.</p> <p>Employees submit the tax details to the Finance Branch in the month of January every year along with proof of saving for income tax rebate.</p> <p>Accordingly, the annual tax is computed and deductions are scheduled.</p>	In the month of January, every year.

	Quarterly management of Income Tax/TDS	a) Monthly income tax/TDS is deducted and deposited to the concerned bank/financial body;	Fortnightly
		b) Detailed statement of income tax/TDS prepared monthly;	First week of every next month.
		c) Quarterly income tax/TDS report sent to Chartered Accountant for necessary action;	Second week of every quarter.
		d) Preparation of TDS details and filing by the Chartered Accountant for generation of F-16;	By 31 st May every year
		e) Filing of University return by the Chartered Accountant.	Within the specific deadlines.
5	Preparation of Form-16	a) Preparation of salary statement for creating of Form-16; b) Details of salary statement including deduction of income tax are sent to Chartered Accountant for creation of Form-16.	Issuance of F-16 before 31 st July each year.
6	Salary Budget Preparation	Preparation of annual salary budget. The draft of the annual salary budget for the ensuing year is prepared and submitted to the Finance Officer.	Before 31 st December every year
7	Maintenance of salary head grants sanctioned by UGC in TSA portal PFMS	The entries are updated regularly on PFMS portal	As and when payment release
8	Maintenance of Salary Registers of all staff.	The salary details of individual employees are maintained in the form of salary sheet in excel file and salary register.	Within 2 working days
9	Preparation and checking of the statements of arrears	'Due and Drawn' statement submitted by dealing assistant of Finance Branch. Section Officer examine the entries and submits his recommendations for the	Within 3 days

		consideration of the Competent Authority	
10	Balance Sheet	<p>a) Closing of accounts in tally and adjustment of financial data;</p> <p>b) Coordination with CA staff for finalisation of balance sheet;</p> <p>c) The balance sheet is submitted to Finance Officer for approval and signature;</p> <p>d) After approval and signature of Finance Officer and Registrar, the balance sheet is submitted to Finance Committee for approval;</p> <p>e) After approval of the Finance committee, the balance sheet is submitted to the Executive Council for information and consideration</p> <p>f) After consideration and approval of the Executive Council, five copies of Balance Sheet are to be sent to CAG, Chandigarh for auditing of the University account.</p>	Closing of every financial year
11	Printing of Annual Account	After finalisation of audit of accounts and receipt of the audit comments, the Annual Audit Report is sent for printing.	Within 20 days
12	Information to UGC and Ministry of Education	Preparation and compilation of relevant information about Salary Head sought by UGC/Ministry of Education.	Within 3 days, or as and when required.

D. Fee Receipt Management, SC/ST Cell, Equal Opportunity Cell and Earn While You Learn

1	Collection of Fee deposited by the enrolled students through online portal	<p>a) A link for payment of fee is available at University's website;</p> <p>b) The student can login the portal by entering the details such as Roll no and Date of Birth;</p> <p>c) After entering the details, the software reflects all the details of the student such as Name, Father's Name and amount of fee to be paid.</p>	On the spot
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2	Details of fee from the Payment Gateway	After payment of fee by the students, the details of daily MIS is received from Gateway in excel format. The dealing clerk/Assistant maintains the record accordingly.	Within 3 days
3	Generation of Fee Receipts (In case of Online Mode of Payment)	After receiving of MIS report from the Payment Gateway, the receipt of the students is created by the dealing clerk/Assistant on the basis of Transaction number.	Within 3 working days
4	Offline Mode (i.e. Cash deposit in University account or through Cheque/ DD in Bank)	The Student collects the challan from the Finance Branch for depositing of his/her fee in the form of cash in the bank, and submits the copy of the receipt to the Finance Branch. The dealing Clerk/Assistant maintains session-wise details in respective register.	As per the schedule
5	Refund of Security Deposited (Academic or Hostel) on account of completion of course.	a) The student writes an application with the original copy of No dues form, to the Head of the Department/ Hostel Warden for refund of security deposited after completion of the course; b) The HoD/Hostel Warden forwards the application to Finance Branch with the recommendation for refund of fee; c) The Branch processes the payment with the approval of the Competent Authority.	Within 7 days
6	Refund of fee on account of cancellation/withdrawal of admission.	a) In case of cancellation/ withdrawal of admission, the student writes and submits an application mentioning the date of admission, cancellation and account details along with the receipt of fee, deposited at the time of admission through the Head of the Department;	Within 7 days

		<p>b) In case the student has been assigned the Roll No, Library Membership and hostel facility, the HoD/TIC shall advise the student to have the clearance in the form of No Dues from Library, hostel office and other concerned Branches;</p> <p>c) In case, HoD/TIC is satisfied that the student has not availed Library, Hostel or any other facility he/she shall specify that "There are No Dues" pending;</p> <p>d) The application of student is then forwarded to the Finance Branch with a copy of receipt of fee.</p>	
7	Issuance of No Dues to the students at the time of examinations	The student submits the No Dues proforma to Finance Branch before the term-end examinations after clearance from all relevant departments/branches as mentioned in the 'No Dues' proforma. Accordingly, 'No Dues' is issued by the designated staff.	On the same day or the subsequent day
8	Receipt & Maintenance of EMD/Security deposit Records	<p>a) EMD/security amount is received from the concerned department and entered in the concerned register, and is kept in safe custody;</p> <p>b) After completion of work/supplies, the vendor applies for refund of EMD along with recommendation of the respective department/PI as per the terms and conditions of Tender/Agreement/EOI;</p> <p>c) After receiving of application duly forwarded/verified by the concerned department, the dealing Clerk/Assistant puts the note for refund of EMD/Security deposited by the firm as per the terms and conditions of the tender document/agreement.</p>	Within 10 days

		Accordingly, the refund is processed; d) Original EMD and the record is maintained by the dealing Assistant.	
9	Payment under EWYL Scheme	a) After receiving of the file from the office of Dean Students Welfare, the dealing Clerk/Assistant verifies the attendance of the students enrolled under the scheme; b) After verification of attendance, the file is processed for payment with the approval of the Competent Authority; c) After approval, the payment voucher is prepared for signatures of the designated officers; d) After signing of payment voucher, a list of the students and cheque of the sanctioned amount is prepared; e) The cheque is submitted for the signatures of the designated officers and the same is forwarded to bank for NEFT/RTGS to individual accounts. EWYL register, Tally software and PFMS portal are updated accordingly.	Within 7 days
10	Payment to Equal Opportunity Cell/SC ST Cell	The concerned departments/cell process the file clearly indicating the type/name of equipment/item/service with tentative cost for obtaining A/A and E/S by the Competent Authority, through Finance Branch. a) The file for obtaining A/A and E/S should clearly mention the specifications of the equipment/instrument/item/s ervices and mode of purchase i.e. through open	

		<p>market/tender/rate contract/GeM etc.;</p> <p>b) On sanction of A/A and E/S by the Competent Authority, the concerned department/Cell places orders to the vendors within the framework of the GFRs/University rules;</p> <p>c) The procedure should invariably be followed as laid down in General Financial Rules, for procurement of goods hiring of services;</p> <p>d) On receipt of the goods, the concerned department/cell will forwards the file for payment to Finance Branch.</p> <p>The following points need to be ensured by the concerned department/cell before sending file to Finance Branch for payment:</p> <p>a) Original Bills/Invoice duly verified by the Dean/HOD/TIC/Branch/Cell Head/Section In-charge procuring the goods;</p> <p>b) The Bank account details of the supplier along with the name of the bank branch and IFSC code;</p> <p>c) Copy of the purchase order/performance security/original approval of A/A & E/S/ e-acceptance of lowest bid in case of tender by the purchase/tender committee/ copy of agreement specifying the terms & conditions of work allotment;</p> <p>d) Original copy of e-way bill;</p> <p>e) Certificate from the purchase committee/tender committee as having received the goods/services as per the purchase order and as per the terms and conditions of</p>	<p>Within 10 working days</p>
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		<p>agreement clearly stating the specifications of the goods;</p> <p>f) Installation and satisfactory functioning of the equipment certificate from the Dean/HOD/TIC/Branch/Cell Head/Section In-charge with reference to the goods/services received, is applicable;</p> <p>g) Stock entry of the goods in the Central University Store. The Central store may be asked to show the stock entry for verification during internal auditing</p> <p>Action by Finance Department on receipt of the bills for payment.</p> <p>The dealing staff scrutinizes the correctness and completeness of the file received for payment as per the requirement as mentioned above.</p> <p>If not found in order, the same is be returned to the concerned department/cell/branch with observations.</p> <p>If found in order, the file is processed as per university rules/GFR rules. The final amount is written in number as well as words.</p> <p>The dealing staff ensures deduction of TDS and GST as applicable on the bills.</p> <p>On receipt of the approval on file, the payment is released to the bank account of the supplier. Necessary entries are made in respective register/Tally and PFMS portal.</p>	
11	Entries of Payment/Receipt voucher in Tally.	<p>Step-1:</p> <p>a) AR/DR specifies the classified heads and subheads of various accounts on recommendation of Section Officer;</p>	Details of Heads and sub-heads are specified and communicated

	<p>b) The list of classified heads and subheads is accordingly updated and maintained by the dealing Clerk/Assistant ;</p> <p>c) After any kind of payment, the dealing Clerk/Assistant creates a voucher for that payment which has to be enclosed with the respective file;</p> <p>Step-2: It is important to mention the following things inside the voucher:</p> <p>a) Head and sub-head of the payment;</p> <p>b) The account number from which payment has been made;</p> <p>c) If the payment is made simultaneously from two or more heads, then the entry reflects in all heads separately;</p> <p>d) If a payment is made to an employee of the university, it is important to mention the full name of the employee along with his/her employee Id;</p> <p>e) Mentioning Cheque no. and date of release of payment;</p> <p>f) Mentioning the name of the vendor the item purchased/service hired;</p> <p>g) If during payment, GST-TDS, TDS or Income Tax deduction is made, it is necessary to mention the amount of that deduction in the voucher;</p> <p>h) All these details are provided by the dealing hand while preparing the voucher.</p> <p>Step-3: a) After the voucher is processed in all respect, it is provided to the Tally-Data Entry Operator along with approved note sheet and details of the payment, on the same day or next day.</p>	<p>to the dealing Clerk/Assistant by 15th of April every year</p> <p>Maximum Two working days.</p> <p>Maximum Two working days.</p> <p>On the same day.</p>
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		<p>Step-4: a) Voucher entry will be done within two days;</p> <p>Step-5: a) After the entry of the voucher, the tally-voucher is printed and after the signature of the Competent Authority is taken and, it will be attached to the original file after giving a serial no.</p> <p>Step-6: a) Then tally printed voucher and original voucher along with the approved note sheet will be returned to the dealing hand on the same day.</p>	
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4
परीक्षा शाखा
Examination Branch

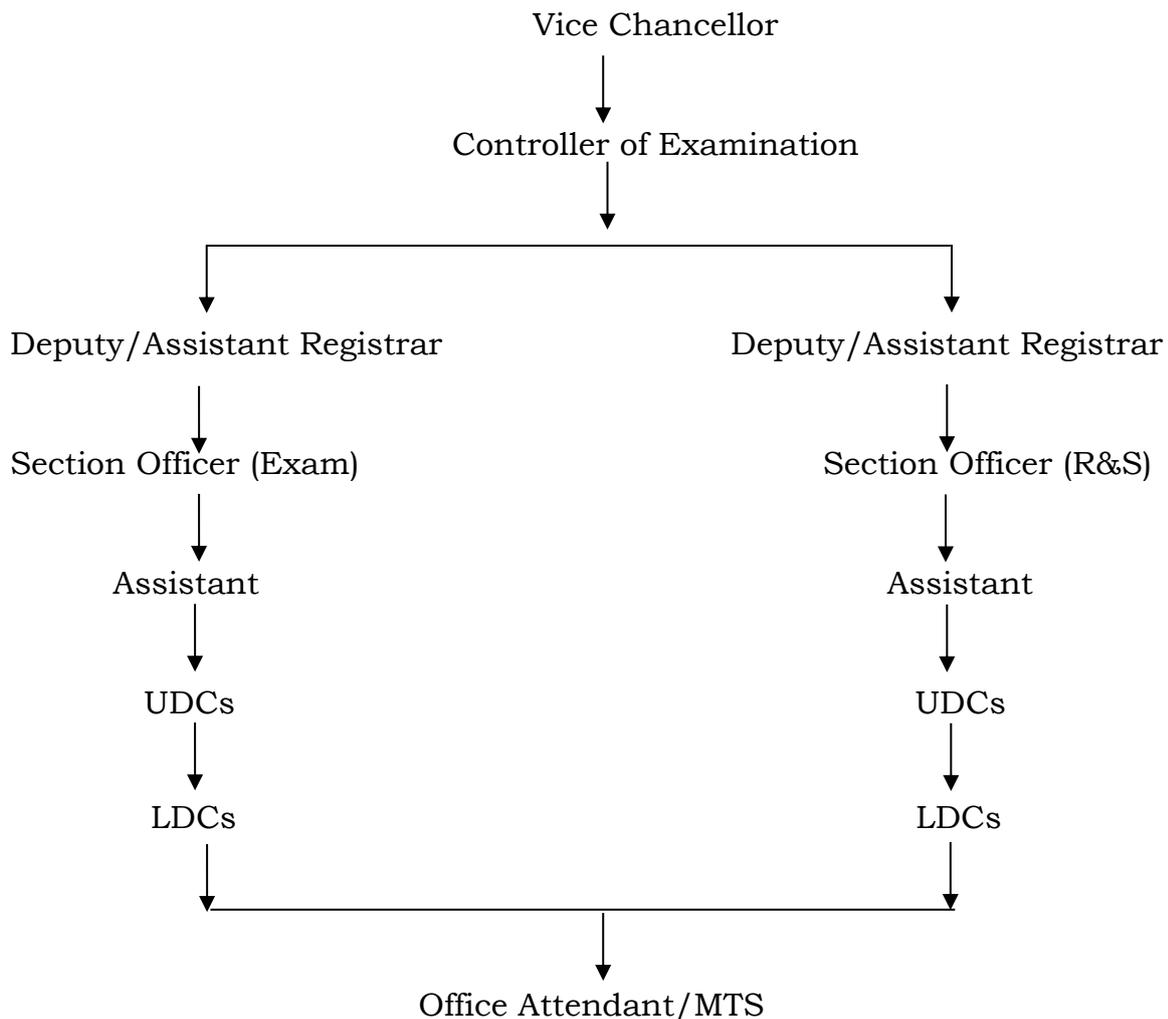
परीक्षा शाखा Examination Branch

1. About the Branch:

The Examination, Registration and Scholarship Branch looks after the student life cycle management starting from registration, examination and issuance of certificates to awarding of degrees. The branch is broadly divided into two sections i.e. i). Examination and ii) and Registration and Scholarship (R&S).

The Examination Branch conducts various examinations as per the respective ordinances and guidelines of the University/any other regulating bodies, coordinates evaluation process, tabulates and declares the results; and issues the Marks Card and Degrees. The examinations are conducted with utmost precision within timeline as per the schedule in accordance with the relevant Academic Calendars of the University. The Registration and Scholarship Section of the Branch deals with enrollment/registration of students and scholarships/fellowships to eligible students.

1.1 Organization Chart



Note: *The organization structure may vary depending upon the availability of staff in branch/section. The Branch head may distribute/delegate the responsibility accordingly.*

2. Responsibilities of the Branch:

2. A. Examination

- a) Preparation of schedule of activities in tune with the Academic Calendars of the University;
- b) Printing and procuring answer sheets for different types of examinations;
- c) Printing of question papers and supplying to the Centre of Examination as per the schedule;
- d) Issuing of admit cards for the examinations;
- e) Planning and conducting of the examinations as per the academic calendar of the University;
- f) Coordination with all the departments for smooth conduct of examinations as per the schedule;
- g) Appointment of Centre Superintendents, Observers and flying squads;
- h) Appointment of examiners (Theory /Seminar/Dissertation /Project work etc.) as per the ordinances of the University;
- i) Evaluation of Dissertation/Theses of Research programmes through the examiners appointed by the competent authority;
- j) Setting and moderation of Question papers in coordination with the moderation committees;
- k) Coordinating the Evaluation of answer scripts through the Internal/External Examiners;
- l) Tabulation of result and declaration as per the schedule;
- m) Confidential work of the examinations;
- n) Issuing of Marks Card, Provisional Certificate, Degree Certificate, Duplicate Marks Card, Official Transcripts, Thesis Submission Certificate, and Notification of award of Ph.D./M.Phil. Degree;
- o) Verification of Degree and Marks Card, and corrections in these Documents, if required;
- p) Proper custody and maintenance of results, award, registers and other examination related records of each student and department;
- q) Handling the request for re-evaluation and redressal of exam-related grievances of the students;
- r) Conducting the meeting of UMC Committees and initiating necessary disciplinary action, accordingly;
- s) Preparing the list of eligible degree recipients for annual convocation;
- t) Printing and arranging the degree certificates to be conferred during the Convocation;

- u) Preparing the list of Gold Medalist for each session in coordination with the respective committee;
- v) Coordinating with various segments for organization of Convocation.
- w) Proposing and introducing examination reforms with the approval of the competent authorities;
- x) Postponing or cancelling examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant,
- y) Taking disciplinary action or initiating any civil or criminal proceedings against any person or a group of persons, if required;
- z) Reviewing from time to time, the results of university examinations and forwarding reports thereon to the Academic Council;
- aa) Submitting the detailed report of examinations to the Vice Chancellor at regular.

2. B. Registration and Scholarship Section

- a) Coordination with all the departments, Examination Branch, Dean students Welfare office and other branches for registration/scholarship related issues;
- b) Maintaining the classified database of student highlighting diversity in terms of gender, region, category, programme and supplying the same to the external agencies/departments and various branches of the University as and when required;
- c) Verification of students on various portals for award of scholarship depending upon the eligibility on the basis of the documents submitted by the students.
- d) Registration of the University as well as the courses along with fee structure on the portals of various states for award of scholarship to the existing students of the University from time to time.
- e) Supplying the information related to the award of scholarship as and when any awarding body/agency seeks the information either through email or speed post.
- f) Maintaining necessary liaison with district administrations of the different states regarding scholarship matters of the students and supplying the verified applications of the candidates/award sheets as per their desired formats in stipulated time as decided by the awarding bodies/agencies;
- g) Verifying the bills submitted by the research scholars regarding their contingency grants and accordingly forwarding the continuity reports of the concerned scholar to the respective awarding bodies/agencies on monthly/quarterly basis.
- h) Issuance of roll number and registration number to all the admitted students;
- i) Providing support to the committee/departments for smooth conduct of admission process;

- j) Maintaining and Sharing of the session-wise classified data of enrolled students with respective branches/departments/sections;
- k) Proper custody and maintenance of session-wise record of enrolled/registered students;
- l) Single point contact for students data;
- m) Registration of courses in the beginning of each semester;
- n) Issuance of Registration certificate for Research programmes;
- o) Management of all types of scholarship applicable to students;
- p) Coordination with SC/ST Cell, OBC Cell, and Cell for Differently-abled Persons for issues relating to scholarship of students of various categories;
- q) Coordination with respective Government departments(State and Central) for procuring necessary information about scholarship applications of the students;
- r) Uploading the students data on National Academic Depository(NAD);
- s) Issuance of bonafide certificates, migration certificate, fee structure certificates, fellowship applications etc.;
- t) Processing of fellowship applications to the concerned agencies;
- u) Insurance of students;
- v) Any other responsibility assigned by the authorities of the University.

3. Individual Responsibilities of Officer/Officials

3. A. Examination

3.A.1 Controller of Examinations (COE)

The Controller of Examinations is the Principal officer-in-charge of the conduct of examinations of the University and declaration of the results. He works directly under the directions and control of the Vice-Chancellor. The major responsibilities of the Controller of Examinations are:

- a) Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations performs the duties related to the arrangements for the conduct of examinations, declaration of results, issue of marks sheets and degree certificates, etc.
- b) Responsible for implementing the Scheme of National Academic Depository (NAD) in accordance with the directions from the Union Ministry of Education;
- c) Arranges holding of Annual and Special Convocations of the University, in consultation with the Vice-Chancellor;
- d) Attending to the students' complaints and grievances pertaining to the examination matters and ensures their timely redressal;
- e) Administering the officers and officials of the Branch for efficient delivery of services;
- f) Distribution of responsibilities among the officers and officials of the branch;

- g) Drawing the examination chart as per the academic calendar. It is incumbent on the part of the Controller of Examinations to ensure adherence to the calendar of events;
- h) Arranging for the tabulation of results, announcement of results and distribution of marks statement, certificate and degrees to the students in a time bound manner;
- i) Preparing the eligibility list of candidates to be considered for award of degrees during the convocation;
- j) Coordinating with various Departments for setting of question papers, empanelment of examiners/moderators, internal assessments and smooth conduct of examinations;
- k) Coordination with relevant committees for making inquiries into all types of malpractices committed during examinations, evaluation, reevaluation, and processing of results;
- l) Initiating disciplinary actions as recommended by the respective committees on approval of the competent authority;
- m) Arranging and printing of question papers and supplying to the Centre of Examination;
- n) Postponing or cancelling examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and taking disciplinary action or initiating any civil or criminal proceedings against any person or a group of persons, if required;
- o) Reviewing from time to time, the results of University examinations and forwarding reports thereon to the Academic Council;
- p) Submitting the report of examinations to the Vice Chancellor at regular intervals;
- q) Initiating and introducing structural changes/ examination reforms with the approval of the competent authority;
- r) Making any structural changes in the examination administration with the approval of the competent authority;
- s) He/she performs such other duties and functions as may be assigned to him/her, from time to time, by the Executive Council and/or Vice-Chancellor;

3.A.2 Deputy/Assistant Registrar:

- a) Assisting the Controller of Examinations in carrying out the duties and responsibilities of the Examination Branch;
- b) Performing all assigned duties, responsibilities pertaining to confidential matters of the examination and evaluation as per the requirement;
- c) Ensuring that the pre-examination, examination and post- examination functions assigned to the Examination Branch are properly monitored and timeline is adhered to;

- d) Putting up all the necessary proposals for the perusal and consideration of the Controller of Examination;
- e) Supervising all the activities of examinations, and guiding the staff in policy related issues, ensuring that the activities are planned and conducted as per the schedule;
- f) Guiding, training and advising the staff in relation to the office work to ensure that the staff is adequately trained and constantly updated on the academic and examinations issues;
- g) Guiding, training and advising the staff with regard to any new system/process/innovation introduced or implemented in the branch;
- h) Submitting the proposals and draft Notification for the consideration of Controller of Examinations;
- i) Planning and execution of all the activities of the Branch in Consultation with Controller of Examinations;
- j) Maintaining proper liaison with HoDs /TICs for timely execution of examination schedule, in consultation with the Controller of Examinations;
- k) Communicating with the departments and other branches for examination related issues including the Library for sharing print/e-thesis/dissertations from time to time;
- l) Submitting the replies to the Desk Section and other Branches/departments of the University in consultation with the Controller of Examinations;
- m) Handling the RTI and Legal queries relating to Examination Branch;
- n) Submitting the report to ministries/agencies such as UGC/MOE/AICTE or any other regulatory bodies;
- o) Putting forward suggestions related to examination reforms before the Controller of Examinations to improve the existing system;
- p) Ensuring efficient management and coordination in the Branch;
- q) Guiding the staff in the disposal of the complicated and intricate cases;
- r) Keeping the reference books, guard files, precedent books, and office order file in order;
- s) Ensuring that all the Statutes/Ordinances/Rules /Regulations are properly complied with and suggesting the changes for the smooth functioning of the Section;
- t) Conducting meeting of Exams Disciplinary Committee, Result Moderation Committee and any other committee as instructed by the Controller of Examination;
- u) Preparing the agenda and minutes of the meetings of various committees;
- v) Maintaining proper attendance record, leave records and any other records of the staff/branch;
- w) Carrying out any other duties as assigned by the Controller of Examinations from time to time.

3.A.3 Section Officer:

- a) Undertaking direct responsibility in respect of important/confidential matters as assigned by the AR/DR/COE;
- b) Ensuring that the Branch Diary /Register /Tabulation Register / Students Records are maintained properly and receipts/cases are disposed without undue delay;
- c) Ensuring even distribution of work among the staff members;
- d) Taking care of additional work as per the seasonal overload;
- e) Maintaining order and discipline in the section;
- f) Ensuring quick disposal of receipts/cases according to the guidance given by superiors;
- g) Submitting periodical returns according to calendar of returns;
- h) Training and advising the staff in relation to office works;
- i) Complying with the security instructions;
- j) Performing such other duties as assigned by the Controller of Examination/Deputy/Assistant Registrar from time to time;
- k) Keeping record of all pending work and bringing to the notice of Deputy/Assistant Registrar for early resolution;
- l) Section Officer needs to be responsive for the need of all the students specifically for the students belonging to the less privileged background or specially-abled children/SC/ST students etc.;
- m) Taking care of all the requirements of examination stationery and the timely issuance of marks card and other certificates;
- n) Any other work assigned by the Assistant Registrar/Deputy Registrar/Controller of Examinations.

3.A.4 UDC/LDC:

- a) Monitoring and entering the correspondence received from other departments/branches of the University and putting across to next higher officer/official for necessary action;
- b) Maintaining all the files pertaining to their assigned responsibilities and putting up matters related to these files to Assistant/Section officer/Assistant or Deputy Registrar/Controller of Examinations as per the requirements on day to day basis;
- c) Entering the data in excel sheet or any other software for tabulation and preparation of results and printing of marks card;
- d) Keeping all the record of the marks cards, degree certificates and any other document issued to student(s) from time to time. Keeping one copy of the same is compulsory;
- e) Maintaining proper record of all the documents pertaining to examination duties performed by the University teachers/staff as required from time to time;
- f) Preparation and issuance of photocopying of answer booklets /official transcripts to students on demand;

- g) Keeping safe custody of all the documents /files of the students and documents issued to them from time to time;
- h) Preparation of data files/images for uploading on NAD/Digi locker, as and when required;
- i) Preparation and issuance of Exam Hall tickets to students in each cycle of exam;
- j) Preparation of the list of students for each exam cycle and sharing it with departments, whenever required;
- k) Carrying out any confidential work assigned to them pertaining to question Paper setting, evaluation, tabulation, modification of results etc.;
- l) Keeping record of all the representations of the students and bringing it to the notice of Section Officer/ Assistant Registrar at the earliest possible time;
- m) Keeping proper custody of all the examination stationary including answer scripts (blanks/written)/graphs etc.;
- n) Taking timely stock of the material required for the conduct of the Examinations;
- o) Keeping all the machines/ equipment/ photocopy machine or any other equipment available in branch;
- p) Printing the Barcode for candidates during examination of the University as conducted from time to time;
- q) Maintaining diary dispatch record on day to day basis;
- r) Drafting the RTI reply and putting to Section Officer/Assistant Registrar for finalization as per schedule;
- s) Preparation of list of students for Convocation, whenever required;
- t) Maintaining records of all the examinations conducted by the university and making sure that all the departments have submitted relevant documents at the end of exams;
- u) Preparing various reports such as quarterly Hindi Report, Desk Report, IQAC, NIRF/NBA data report and putting up to Section Officer/Assistant Registrar/Controller of Examination as required from time to time;
- v) Keeping all the ordinances of the examination fully updated as when amendments are received from the concerned Branch;
- w) Keeping records of current/legacy students updated and supplying the information to various departments of the university, whenever required;
- x) Issuing of challan for fee collection to students;
- y) Preparing the remuneration list for question paper setters/examiners/invigilators, as and when due;
- z) Any other work as and when assigned by the Assistant/Section Officer/ AR / COE.

3.A.5 MTS/Office Attendant:

- a) Timely opening and closing of the offices;
- b) Cleaning of offices and proper dusting;
- c) Photocopy and assistance in file maintenance;
- d) Handing over the Dak to other departments and any other specified work as assigned by the branch officer/official (s).

3. B. Registration and Scholarship Section

3.B.1 Assistant Registrar

- a) Planning and execution of all the activities of the Section in consultation with Controller of Examinations;
- b) Performing all assigned duties, responsibilities pertaining to administrative matters of the Section as per the requirement;
- c) Ensuring that the pre-registration, registration and post- registration functions assigned to the Section are properly monitored and timeline is adhered to;
- d) Ensuring that the admitted students are issued with roll numbers and registration numbers from time to time;
- e) Putting up all the necessary proposals for the perusal and consideration of the Registrar/Controller of Examination;
- f) Guiding, training and advising the staff in relation to the office work to ensure that the staff is adequately trained and constantly updated about the innovative practices;
- g) Supervising the work and activities of the Section to ensure that the registration of the students to the courses are done in stipulated time as per the respective ordinance;
- h) Putting up all the necessary proposals for the perusal and consideration of the Controller of Examination;
- i) Supervising the work and activities of the Section to ensure that the Activity Calendar is properly followed;
- j) Submitting the proposals and draft notification for the consideration of Controller of Examination;
- k) Ensuring that proper liaison is maintained with HoDs /TICs and other branches for timely admission, enrollment, and registration;
- l) Coordinating with the Central Admission Committee/Nodal Officer (Entrance) and other related committees/officers;
- m) Communicating with the departments and other branches for registration, scholarship, fellowship related issues;
- n) Submitting the replies to the Desk Section and other Branches/departments of the University;
- o) Handling the RTI and legal queries relating to Section;
- p) Submitting the report to the ministries/agencies such as UGC/MOE/AICTE or any other regulatory bodies;

- q) Putting forward suggestions related to administrative reforms in the Section;
- r) Ensuring efficient management and coordination in the Section;
- s) Guiding the staff in the disposal of the complicated and intricate cases;
- t) Keeping the reference books, guard files, precedent books, and office order file in order;
- u) Ensuring that all the Statutes/Ordinances/Rules /Regulations are properly complied with;
- v) Maintaining proper attendance record, leave records and any other records of the staff/branch;
- w) Carrying out any other duties as assigned by the COE or higher authority from time to time.

3.B.7 Section Officer/ Assistant:

- a) Undertaking direct responsibility in respect of important assignment as assigned by the superiors;
- b) Ensuring that the Branch Diary Register /Tabulation Register / Students Records are maintained properly and receipts/cases are disposed of without any delay;
- c) Ensuring the proper distribution of work among the staff members;
- d) Ensuring quick disposal of receipts/cases according to the guidance given by superiors;
- e) Ensuring that the reference books, policy files, guard files, precedent book and notification files are fully updated and appropriately stored.
- f) Putting up the draft reply of all the RTI applications received in the Section as per the time frame stipulated in RTI act.
- g) Submitting periodical returns according to calendar of returns;
- h) Training and advising the staff in relation to office works;
- i) Keeping record of all pending work and bringing to the notice of Deputy/Assistant Registrar for early resolution;
- j) Attending to the needs of all the students specifically for the students belonging to the less privileged background or specially enabled children/SC/ST students etc.;
- k) Any other work assigned by the Controller of Examinations/Assistant Registrar/higher officer.

3.B.8 UDC/LDC:

- a) Entering the correspondence received from other departments/branches of the University and putting across to next higher officer/official for necessary action;
- b) Maintaining all the files pertaining to the assigned responsibilities and putting up matters related to these files to the next higher officer on day to day basis;
- c) Entering the enrollment/registration data in excel sheet or any other software;

- d) Keeping all the record of the students enrollment, registration/insurance, migration, scholarship/fellowship claims etc.;
- e) Preparation and issuance of registration certificate, migration certificate, bonafide certificates, etc.;
- f) Keeping safe custody of all the documents /files of the students and documents issued to them from time to time;
- g) Processing of contingency and continuity bill of the research scholars/PDF for their respective fellowships.
- h) Timely preparation and dispatch of awards rolls/Scholarship application (hardcopy and softcopy) to the respective awarding agencies for the timely disbursement of scholarship;
- i) Updating of scholarship portals of various states/UTs/GOI from time to time;
- j) Preparation and Issuance of Identity cards, bonafide fee structure, Migration Certificate, Ph.D. Registration certificate, etc.;
- k) Preparation of the detailed enrollment/registration chart and sharing it with departments/branches, whenever required;
- l) Keeping record of all the applications submitted by the students and bringing it to the notice of the officers at the earliest;
- m) Taking timely stock of the materials required for the Section;
- n) Keeping all the machines/ equipment/ photocopy machine or any other equipment available in Section in working condition;
- o) Maintaining diary/dispatch record on day to day basis;
- p) Drafting the RTI replies and putting to Assistant Registrar for finalization;
- q) Preparing various reports such as quarterly Hindi Report, Desk Report, IQAC, NIRF/NBA data report and putting up to Section Officer/Assistant Registrar/Controller of Examination, as required from time to time;
- r) Keeping records of current/legacy students updated and supplying the information to various departments/branches of the university, whenever required;
- s) Any other work as and when assigned by the Section Officer/AR/DR / COE.

3.B.9 MTS/Office Attendant:

- a) Timely opening and closing of the offices;
- b) Cleaning of offices and proper dusting;
- c) Photocopy and assistance in file maintenance;
- d) Handing over the Dak to other departments;
- e) Any other specified work as assigned by the branch officer/official (s).

4. Standard Operating Procedures (SOP):

Sr. No.	Nature of File	Procedures	Time Frame
4A. Examination			
1	Preparation of schedule of examination related activities	a) Receiving the enrollment forms along with relevant documents from the departments;	Within 15 days from the completion of Admission process
		b) Registration of the courses begins on the department portal;	
		c) Receiving the BoS approved syllabus applicable on the batch, panel of examiners, moderators from the departments;	Within 45 days from the commencement of the session
		d) Question paper setting by Internal Examiners;	Within 40 days before the commencement of the examinations
		e) Moderation	Within 30 days before the commencement of exams
2	Printing and procurement of answer sheets	a) Examination Branch decides the specification, format and quality of answer sheets; and b) Procurement is made through GeM as per the standard practices/norms.	The procurement is planned so as to maintain the buffer stock for one cycle of exams 6 months before the commencement of the forthcoming exams
3	Printing of question papers and supply to the Centre of Examination	As per the Examination Calendar, maintaining confidentiality.	As per the schedule

4	Issuance of admit cards to students	a) The Branch receives the list of eligible students from the departments;	Within 3 days from the last teaching day
		b) Verifies the eligibility;	Within 1 day
		c) Provides access of the hall ticket through the HoD dash board.	Within 2 days from the date of receipt of eligibility list
5	Releasing Examination Time Table	The Branch prepares the draft examination time table and circulates to the departments for concurrence	Within 10 days before the commencement of the Examination
6	Notification of Vigilance/Flying Squad	The Branch notifies the Vigilance/Flying Squad with the approval of the competent authority	Within 7 days Before the commencement of exams
7	Appointment of examiners (Theory /Seminar/Dissertation /Project work etc.) as per the Ordinance of the University;	<p>a) Branch submits the panel recommended by the BoS to the competent authority for approval;</p> <p>b) On receiving the approval, the notification regarding appointment of the Panel is issued for the necessary action by the respective HoD/ examiner, as applicable.</p> <p><i>#Appointment of Practical Examiners is carried out by the respective departments in accordance with the provision of the relevant Ordinance</i></p>	Within 3 days from the approval of competent authority
8	Evaluation of Dissertation/Theses of research programmes through the examiners appointed by the competent authority	As per the provisions contained in the relevant Ordinance	Within the time frame prescribed in the relevant Ordinance, as amended from time to time

9	Receiving the Internal Assessment Marks from the Departments	The respective departments conduct necessary tests/presentations/assignments and compile the chart of Internal Assessment in the ratio prescribed in the relevant Ordinance and submit it to the Exam Branch	Within 5 days from the last teaching day of the semester
10	Evaluation	a) The Branch notifies the Observer/Superintendent/Deputy Superintendent for evaluation; b) The evaluation is conducted by the examiners in the evaluation center coordinated by the branch.	Evaluation process starts 2 days after the commencement of the Examination process
11	Preparing the list of eligible degree recipients and Gold Medalist for annual convocation of the University	The Branch prepares the list of eligible degree recipients and Gold Medalists at least one month before the organization of Convocation	Before 30 days
12	Issuance of Provisional Certificates(UG,PG programmes and course work)	The student may apply for provisional certificate after the declaration of final result of all the semesters.	Within 3 days from the date of application
13	Notification of Award of Ph.D./M.Phil. Viva voce	a) The Branch receives the viva-voce report and DRC recommendations from the departments;	Within 3 days from the date of DRC
		b) The Branch submits the proposal for notification for approval of the competent authority;	Within 2 days from the date of receipt of viva-voce report and DRC recommendations
		c) The Branch issues the notification on approval.	Within 3 days from the date of approval

14	Issuance of Provisional Certificates (Research Programmes)	The student may apply for provisional certificate after the notification of final result of M.Phil./Ph.D. Viva-Voce.	Within 3 days from the date of application
15	Issuance of Marks Card (Final Year)	The Branch issues the Marks Card after successful completion of the programme by the student.	Within 40 days
16	Issuance of Rank Certificates(Final Year)	The Branch issues the Rank Certificates after successful completion of the programme by the student.	Within 40 days
17	Issuance of Official Transcripts	The student applies for the official transcript along with the prescribed fee and copy of the certificates issued by the University.	Within 7 days from the date of receipt
18	Issuance of Duplicate Marks Card	The Branch issues the Duplicate Marks Card along with justifiable reason for the loss and the prescribed fee.	Within 30 days from the date of receipt
19	Issuance of Duplicate Degree Certificates	The Branch issues the Duplicate Degree Certificate along with justifiable reason for the loss and the prescribed fee.	Within 30 days from the date of receipt
20	Issuance of Examination Duty Certificates	The teacher/official applies for the certificate to the branch.	Within 7 days
21	Issuance of Ph.D./M.Phil. Thesis/Dissertation submission Certificates	a) The student submits the dissertation along with required documents; b) The Examination Section scrutinizes the documents, and if all the documents are correct, the Submission Certificate is issued to the student.	Within 7 days

22	Declaration of Result	The Branch tabulates the results after receiving the award list from the examiners and compiles the results, accordingly.	Within 30 days from the last examination
23	Issuance of Medium of Instruction Certificates	The student applies for the certificate with justifiable reasons	Within 2 days
24	Conducting the Meetings of Examination Disciplinary Committee/UMC Committees	The Branch coordinates with the Chairperson and the members of the committee and conducts the meeting	Within 15 days from the date at last examination.
25	Conduct of Convocation Ceremony	a) The Branch prepares the list of eligible degree recipients and Gold Medalist; b) The Branch coordinates with the committees, departments and branches for the conduct of the ceremony.	As per the notified schedule
26	Issuance of challan for payment of fee by the students	The student applies for the challan.	On demand
27	Issuance of photocopy of the Answer Booklets	The student applies for the photocopy of the Answer Booklet with prescribed fees.	Within 30 days
28	Issuance of Research Supervision Certificate	a) The teacher submits the application to the branch; b) The Branch verifies the record and issues the certificate.	Within 3 days
29	Grievances related to Exam	a) The student/department submits the grievances along with relevant documents; b) The grievances are examined by the branch and disposed of accordingly.	Within 15 days

30	Uploading student data on National Academic Depository (NAD)/ digi locker	a) The Branch processes the Degree Certificates in proper format after the convocation b) The degree certificates are scanned and uploaded on NAD/digi locker, accordingly	Within 60 days from the date of Convocation
4.B Registration and Scholarship Section			
1	Issuance of Enrollment form	The Section issues the enrollment form to all the departments in each academic cycle.	07 days before the verification of relevant documents
2	Issuance of Roll numbers	The series of roll no. is provided as per the seat matrix issued by the Academic Branch and the roll no. are allotted to the students by the respective department as per actual admissions in a programme.	Within 4 days after the First round of admissions
3	Issuance of Registration numbers	Registration number is issued to the students by the registration branch.	Within 7 days from receipt of admission files from department.
4	Bonafide Fee Structure	The student applies for the fee structure in the prescribed format. The branch issues the certificate after due approval.	Same day
5	Ph. D. Registration Certificate	The student applies for the Registration Certificate along with the copy of fee receipt and other supporting documents. The branch scrutinizes the records and accordingly issues the Registration Certificate to the eligible scholars.	Within 7 days
6	Student Identity Card	All the admitted students are issued with Identity Cards	Within 15 days from the last

			date of admissions
7	Accidental Insurance	After the final admission tally, the Accidental Insurance is procured for the students	Within 30 days from the last date of admissions
8	Migration Certificate	The student applies for the Migration Certificate in prescribed format along with the fee and copy of the final result. The branch prepares the Migration Certificate and issues to the student.	Same day
9	Verification of students on various PMS scholarships for all the states, NSP, CSIR-JRF, UGC-JRF, PDF, etc.	The dealing hand keeps a watch on the schedule of the verification, and accordingly, verifies the applications of the students.	As per the schedule of respective states/agencies
10	Registration of students to the courses	The student under the advice of Student Adviser selects the number of permissible/required courses. The Registration Section manages the applications and monitors the registration of the students as per the timeline of the respective ordinance.	In accordance with the respective ordinances
11	Supply of student data to desk, NIRF, IQAC or any other agency	The concerned branch seeks the information as per their requirements and the Registration Section supplies the same within the stipulated time.	As and when required
12	RTI	The office of CPIO/APIO seeks the information as per their requirements and the Registration Section supplies the same within the stipulated time.	As per RTI Act

13	Students Bank Loan verification	The student applies for the bank loan and same is verified by the Registration Section as desired by the concerned agency.	Within 3 days
14	Fellowship applications to the concerned agencies	<p>a) The branch receives the application along with the supporting documents ;</p> <p>b) The Applications are scrutinized and dispatched to the respective agencies.</p>	Within 10 days

5
विश्वविद्यालय पुस्तकालय प्रणाली
University Library System

5

विश्वविद्यालय पुस्तकालय प्रणाली University Library System

1. About the University Library System:

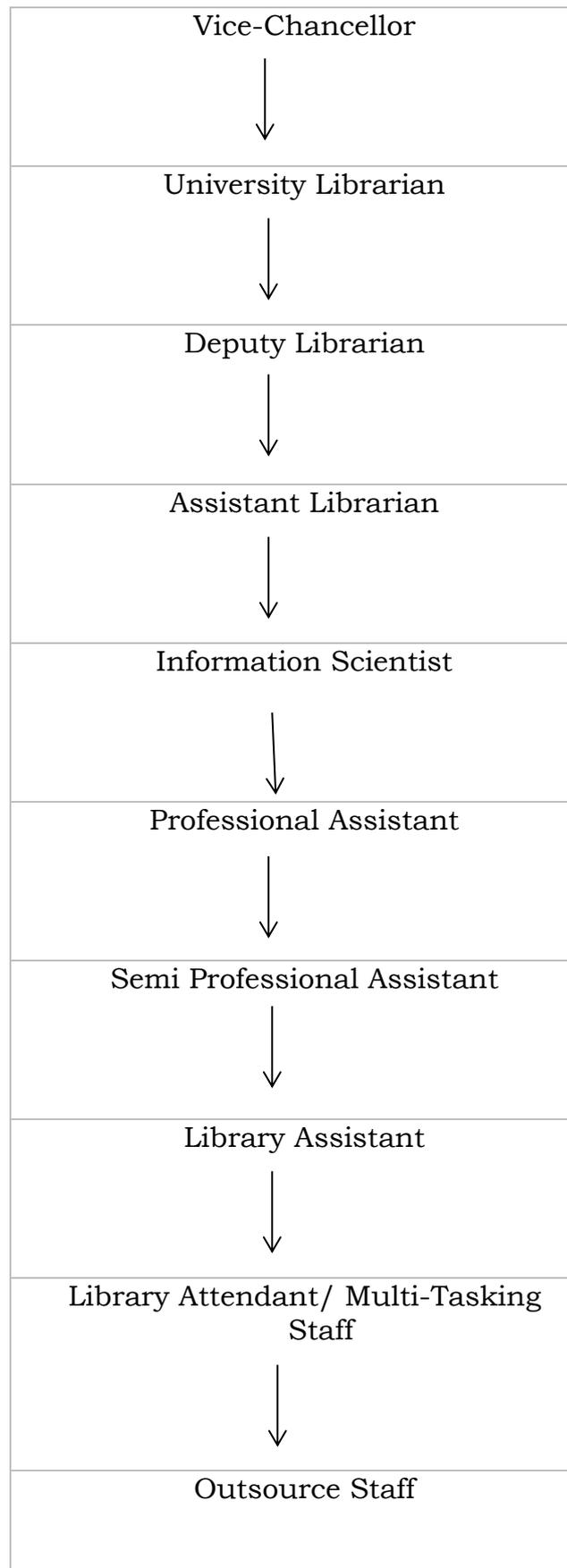
The University Library System comprises four libraries in addition to the Central Library i.e. School of Engineering and Technology Library; School of Law Library; Swami Dayanand Saraswati Chair Library and School of Education Libraries. The Library work closely with the teachers, researchers, students and administrative staff to make it the most happening place in the University campus.

The Library collection comprises a broad spectrum of academic and popular literature in print as well as digital formats. It regularly adds new collection in response to the demand received from the users from time to time. The Library executes many innovative services, provide the best possible facilities and conducts Courses, workshops and training programmes to support the teaching, learning, research and publication activities in the University.

The University Library System offers various services such as;

- a) Reference services;
- b) Subject guide of the respective subject; user manuals to access e-resources/databases; bibliographies and webliographies on demand; lists and updates open access e-resources on the University website;
- c) Inter-library loan service; career guidance and application formalities in applying the grants/scholarships; uploading theses on *Shodhganga*; facilitating access to institutional repository of faculty publications, theses and dissertations and institutional publications within the campus;
- d) Assisting faculty/students in designing personal blogs/websites, preparing research proposals, citations and creating user accounts/publication profiles on National Indian Research Information Network System (IRINS); author identification numbers on ORCID, Google Scholar, ResearchGate, Academia, etc.

1.5 Organisation Chart:



2. Duties and Responsibilities of the Staff:

1.1 University Librarian

- a) Overall administration of the University Library System;
- b) Advancing the research and teaching mission of the University by supporting the quest for new knowledge through scholarship, dissemination of knowledge through teaching and outreach, and creative experimentation of ideas and concepts;
- c) Fostering a culture of service in support of the University students, faculty and staff;
- d) Serving as an ambassador and advocate for the library by developing partnerships with other academic research libraries, and regional and national library associations;
- e) Developing a vision to ensure that the University Library System embodies a model of modern librarianship;
- f) Working closely with the University leadership and with Deans/Heads of Departments to prioritize and focus future library developments;
- g) Managing Library workforce in alignment with job expectations, professional roles, and the University mission;
- h) Establishing meaningful, measurable goals for organizational accomplishment by assessing outcomes on an annual basis, and developing a culture of accountability;
- i) Any other work assigned by the Vice-Chancellor/competent authority.

1.2 Deputy Librarian:

- a) Assisting the University Librarian in overall administration of the University Library System;
- b) Helping the University Librarian in planning, organizing and managing the library resources, facilities and services;
- c) Helping in building of library collection as per the requirement proposed by the Departments;
- d) Coordination with the Assistant Librarians and supervise the work of different sections of the Library;
- e) Managing human resource by allocating the work as per the profile of the staff or requirement for the effective delivery of library and information services;
- f) Providing bibliographical and reference service to the teachers, research Scholars and students;
- g) Conducting instructional programmes for new members/users of the Library;
- h) Any other work assigned by the University Librarian/competent authority.

1.3 Assistant Librarian:

- a) Supervisor/controlling/monitoring the assigned activities by the University Librarian/Deputy Librarian from time to time;
- b) Preparing library budget, library statistics, agenda and minutes of various committee meetings for the necessary consideration and approval of the University Librarian/authority;
- c) Planning and proposing for the proper development of the collection of print and electronic resources as per the curriculum;
- d) Checking documents and issuing plagiarism reports to the users;
- e) Handling Inter-Library Loan related queries/ requirements/ services through DELNET/any participating libraries;
- f) Planning and conducting periodic orientation programs, Library tours, virtual tours, presentations for Library members;
- g) Supervising and managing functioning of directed sections of Library;
- h) Assisting the University Librarian/ Deputy Librarian in procuring the print and online resources, furniture and ICT tools for Library as per the Library/University rules and regulations;
- i) Preparing periodic duty roster and plan and arrange training for the Library staff in consultation with the University Librarian/ Deputy Librarian;
- j) Maintaining/updating the Library website/webpage and also ensure the uninterrupted Internet services/facility in the Library;
- k) Updating the Library management software and keep backup of the data periodically;
- l) Devising/proposing new courses on research ethics; publication ethics; communication skills; personality development; and others in consultation with University Librarian/ Deputy Librarian;
- m) Supervising Internship Programme for the candidate/student possessing MLISc/BLISc/Others;
- n) Any other work assigned by the University Librarian/ Deputy Librarian.

2.4. Information Scientist:

- a) Maintaining institutional repository, webpage/website of Library, software, computers (including hardware and software) of the Library and keeping regular backup of the data;
- b) Liaisoning with the IT staff of the University to get uninterrupted network/internet/IT services/facilities;
- c) Proposing the training programmes for the staff and students, in consultation with University Librarian/ Deputy Librarian, in the use of computer/technology;
- d) Plan and providing online services to research scholars and teachers as and when required;

- e) Managing online registration of members; online feedback system; demonstration of some Library related resources, etc.;
- f) Maintaining databases/software/tools subscribed by the Library and all contract/warranty/other related documents;
- g) Marketing the library and information products and services from time to time for their effective utilization;
- h) Undertaking any work concerning ICT for the overall management of the Library;
- i) Upgrading the Library system as per new trends in the IT domain and proposing innovative ideas and carrying out new technological initiatives for providing the best possible IT driven services/facilities to the users of the Library;
- j) Any other work assigned by the University Librarian/ Deputy Librarian.

2.5. Professional Assistant:

- a) Performing the duties under the overall supervision of the Assistant Librarian/s and assisting them in routine work;
- b) Performing, supervising and coordinating the faculty membership and circulation work of different categories of staff;
- c) Completing and verification of the bibliographical details of books and other documents before processing the same for purchase;
- d) Maintaining the records and correspondence related to the Library; receiving books on approval basis and on confirmed order and undertaking necessary verification of resources/invoices/records;
- e) Initiating correspondence within the University and with suppliers in consultation with Assistant Librarian;
- f) Accessioning of books whenever required;
- g) Maintaining the budgetary allocations and reconciliation of accounts with Finance Branch;
- h) Initiating notes for advances, adjustments, opening of LC, foreign DD, etc. in consultation with Assistant Librarian;
- i) Soliciting suggestions for renewal and subscription of periodicals and their processing from different departments in consultation with Assistant Librarian;
- j) Placing orders for subscription of periodicals, electronic databases; maintaining and controlling the budgetary allocations in consultation with Assistant Librarian;
- k) Issuing reminders for non-receipt of loose issues of periodicals;
- l) Passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals;
- m) Cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification

entries; downloading and uploading data of the processed books; maintenance of statistics of various nature; report generation, both manual as well computerized

- n) Maintenance of files, records, registers, stationery items, consumables required in the Library;
- o) Stock verification of books, periodicals and other document and permanent store items, in consultation with Assistant Librarian;
- p) Any other jobs assigned by the University Librarian/Deputy Librarian/Assistant Librarian from time to time.

2.6. Semi Professional Assistant

- a) Maintenance of faculty membership records; Registration of faculty members;
- b) Issue, return and renewal of books, text books and other documents;
- c) Reservation/recalling/ issuing of reminders against borrowed books, text books and other documents;
- d) Collection of overdue charges;
- e) Preparation of no dues/ clearance certificates;
- f) Maintenance of Inter-library loan transaction records.
- g) Preparing purchase orders;
- h) checking of duplication of books and other documents;
- i) Checking the purchase order of books, text books and documents in other media;
- j) Receipt of books etc. on approval and on confirmed orders;
- k) Filing of purchase orders and bill preparation of bills or payment;
- l) Certifying the bills;
- m) Maintenance of bill registers and expenditure register;
- n) Accessioning of books;
- o) Transfer of books and other documents for technical processing;
- p) Performing data entry operations.
- q) Order/ renewal of periodical subscriptions, wherever required;
- r) Typing, photocopying and data entry operations;
- s) Registering the current issues, user statistics downloading of periodicals;
- t) Reminders for non-receipt of periodicals;
- u) Preparing bills for payment of subscription/ adjustment of advance;
- v) Display of current issues of periodicals, wherever required;
- w) Keeping the loose issues of periodicals;
- x) Performing the scanning jobs and attending to e-mails.
- y) Attending typing, photocopying and data entry operations;
- z) Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books.
- aa) Preparing the list of documents for weeding out;

- bb) Upkeep of the theses, dissertations and reference collection services.
- cc) Assistance in reference/ referral services;
- dd) Performing the stock verification.
- ee) Performing plagiarism check through subscribed plagiarism detection software.
- ff) Data entry operations;
- gg) Noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records;
- hh) Other miscellaneous payments, stores, personal records, leave records etc;
- ii) Taking care of maintenance work by liaising with concerned person related to ICT tools, electricity, water, furniture, and other such tasks.
- jj) Any other jobs as assigned by the University Librarian/Deputy Librarian/Assistant Librarian, from time to time.

2.7. Library Assistant

- a) Performing the administrative and financial jobs in respective units/ sections e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records;
- b) Typing and cutting of stencils, data entry work, and attending to jobs at banks, post offices, departments, administration, finance etc.;
- c) Display of books, newspapers, periodicals and new arrivals, documents in other media;
- d) Putting and rectifying books, periodicals, and documents in other media;
- e) Performing the data entry operations;
- f) Assisting users in searching books and periodicals, and documents in other media and finding /tracing of misplaced books and periodicals;
- g) Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;
- h) Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media, depending on the requirements, book tag, due date slip, spine tag etc.;
- i) Performing the photocopy, scanning work, preparing sets of documents for meeting and attending to e-mails;
- j) Printing of bar code labels/magnetic strips etc.;
- k) Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively;
- l) Performing other library-oriented jobs such as issue/ return of books and periodicals manually and through library management software, recording overdue books, writing work and other jobs related to library books and journals.
- m) Performing holiday and weekend and shift duties as per order from competent authority from time to time;

- n) Any other jobs assigned by the University Librarian/Deputy Librarian/Assistant Librarian from time to time.

2.8. Library Attendant

- a) Shelving and display of books, newspapers, periodicals and new arrivals.
- b) Assists in Opening / Closing of the Library;
- c) Manning the Check Point/ Property Counter;
- d) Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media;
- e) The signages according to classification scheme followed in the library;
- f) Arrangement of chairs, tables in respective units, sections and in the reading halls.
- g) Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.;
- h) Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media;
- i) Entry in registers, stamping, pasting, book label, book tag, due date slip;
- j) Dusting of books, periodicals, CDs, files, shelves, chairs, tables, and computers with its peripherals within your section etc.;
- k) Shifting of books and periodicals, and documents in other media from respective sections to the stacks and other places;
- l) Searching out the damaged books and periodicals, mending them and preparing them for binding;
- m) Pasting of bar code labels and magnetic strips on books, periodicals etc.;
- n) Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively;
- o) Collection of parcels from Rail, Road and Air etc.;
- p) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments and Administration, Finance, dispatch, messengers' job etc.)
- q) Circulation tasks at Circulation counter;
- r) Performing tasks of diary and dispatch entry, managing files, file movement and assistance to library clerk/library assistant in clerical work;
- s) Attending holiday, weekend and shift duties as per the orders of competent authority from time to time;
- t) Any other job as assigned by the University Librarian/Deputy Librarian/Assistant Librarian, from time to time.

2.9. Multi-Tasking Staff

- a) Assistance in opening and closing of the Library;
- b) Manning the Check Point/ Property Counter;

- c) Arrangement of chairs, tables in respective units, sections and in the reading halls and covering and removing the dust covers from the computer while closing and opening the Library;
- d) Collection of parcels from the post/gates/departments/branches;
- e) Photocopying, scanning of documents and also assisting in routine office work like diary, dispatch etc., including delivery of Dak outside the building/campus;
- f) Dusting of files, almirah, chairs, tables, and computers with its peripherals in library etc. and cleaning of rooms except floor and maintaining all potted plants;
- g) Attending office on holidays, weekend and shift duties as and when required;
- h) Any other jobs assigned by the University Librarian/Deputy Librarian/Assistant Librarian from time to time.

2.10. Computer Laboratory Attendant

- a) Opening and closing the computer lab;
- b) Operating the workstations and air conditioners before opening of the computer labs for users. The air conditioners must be maintained at the right temperatures;
- c) Maintaining the arrangement of computers, keyboards, chairs, etc. in order during lab/office hours;
- d) Ensuring that machines are in working order. Software and hardware problems that cannot be sorted by the lab attendants are to be reported via email. The e-mail should contain a description of the problem, what was done to try and solve it, and the current status of the problem;
- e) Data entry of books, journals, CDs in Library management software;
- f) Assisting colleagues in processing of books as and when required.
- g) Handling issue-return of books at circulation counter as and when required.
- h) Assisting the colleagues in typing of official documents;
- i) Maintaining CDs, chairs, tables, and computers with its peripherals within labs.
- j) Attending holiday, weekend and shift duties as per order from competent authority from time to time;
- k) Ensuring that lab users are made aware of their presence and availability to help.
- l) Lab attendants are expected to respond promptly and courteously to user needs. Every effort must be made to answer a question or resolve a problem;
- m) Ensures that all lab users observe IT Services rules, with specific notice that eating, drinking and smoking are prohibited in the computer lab;
- n) Any other job assigned by the University Librarian/Deputy Librarian/Assistant Librarian from time to time.

2.11. Office Attendants (Outsourced):

- a) Opening and closing of all sections, offices, labs of the Library;
- b) Switching on and switching off all lights, ACs, fans of all sections in the Library.
- c) Dusting of tables, chairs, computer and its peripherals in all the offices of Library and cleaning of doors, windows, glasses, and cupboards at stores, offices, halls, stack areas etc.;
- d) Performing gate duty in absence of security guard;
- e) Book lifting, book shifting, periodicals shifting, furniture arrangement, lifting, shifting, etc.;
- f) Dispatch and post library dak/files to other offices/branches of the University;
- g) Offering Water and tea to all staff members and guests;
- h) Any other job assigned by the University Librarian/Deputy Librarian/Assistant Librarian from time to time.

2.12. Security Guard (Outsourced):

- a) Taking care of the library premises, physical resources and belongings of the users kept at the property counter;
- b) Distributing token for each pigeon hole to library users for their belongings and check the University identity card of the Library members before making them availing the Library service;
- c) Checking the issued books at the Library gate;
- d) Any other job assigned by the University Librarian/Deputy Librarian/Assistant Librarian from time to time.

3. University Library System Citizen Charter

Sr. No.	Nature of File/ Activity	Procedures	Time Frame
1	Providing new Library membership	<ol style="list-style-type: none">a) Student/faculty/staff applies for membership online;b) Assistant Librarian/designated staff verifies and approves the applications online;c) Professional Assistant/Semi-professional Assistant creates the membership account in the Library management software;d) The Library management software sends an auto-email confirmation (upon	Within 7 days from the date of receipt of online application

		<p>successful creation of membership) to the student/faculty/staff.</p> <p>e) Such registered members are entitled to use Library for reading/reference and borrowing of Library resources.</p>	
2	Issuance/return/renewal of book/s	<p>a) Registered member/user visits the Library Circulation Desk;</p> <p>b) The staff at Circulation Desk issues the book/other entitled resources for the specified loan period through Library Management Software. The user receives auto-e-mail generated by the system when such transaction takes place;</p> <p>c) For returns/renewals, the same procedures are followed.</p>	On the spot
3	Levying of fine/late fees	<p>a) Member receives the reminder message/email with all necessary details in case of overdue loan/s;</p> <p>b) Member physically visits the Library and returns the book/s and pays the fine/late fees as per the Library rules;</p> <p>c) Receipt of such payment is given to the Member and a carbon copy is maintained in the Library. The user receives auto-mail generated by the system when such transaction/s take place.</p>	On the spot
4	Submission of late fees (collected from Library members against their overdue loans)	<p>a) The staff of Circulation Desk maintains the record of late fees/ fine collected from the members (against their overdue loans) on daily basis;</p> <p>b) The designated staff prepares the monthly record of all receipts of fine/late fees collected from the members;</p> <p>c) Assistant Librarian verifies such compiled records and apprises the University Librarian for further necessary processing/action;</p> <p>d) Assistant Librarian deposits such collected amount (of the particular month) in the University bank account</p>	Every month

		<p>every month and the same is informed to the University Librarian/ Deputy Librarian.</p> <p>e) Assistant Librarian maintains the record of such transaction and initiates a file to report to the Finance Branch of such transaction with all necessary details/documents.</p>	
5	Loss of book/s by the members	<p>a) Member reports the loss of borrowed book/s to the staff at Circulation Desk in writing;</p> <p>b) The staff checks the records/details in the Library system and forwards the application to the Assistant Librarian;</p> <p>c) Assistant Librarian verifies the details and asks the member to submit the same title/book to the Library or pay the amount of the lost book/s as per the Library rules;</p> <p>d) If book is collected in place of the lost book from the member, the same is recorded and placed in the Library with necessary processing. Whereas, if the amount is collected against the lost book, the same is deposited in the University bank account and is reported to the Finance Branch by the Assistant Librarian as per the formalities. Assistant Librarian maintains the record of all such transaction.</p>	Within 3 days
6	Empanelment of vendors to supply books	<p>a) The matter concerning empanelment of vendors to supply books to the University Library is presented/proposed in the meeting of Library Purchase Committee/Library Advisory Committee;</p> <p>b) Upon Committee's resolution to notify the Expression of Interest (EOI), the same is proposed to the competent authority for consideration and necessary approval;</p>	Once in two years (or as resolved in the respective Committee/s and approved by the competent authority)

		<p>c) On approval of the competent authority, the advertisement of “Expression of Interest for Empanelment of Vendors to Supply Books” is proposed to the Registrar for further necessary approval;</p> <p>d) On approval of the Registrar, the PRO is approached for publishing the Notification in the newspaper/s (in English/Hindi);</p> <p>e) The interested applicants/vendors apply online within the specified period with all the requisite documents as mentioned in the EOI;</p> <p>f) Assistant Librarians process/compile the collected data/applications as per the terms and conditions specified in the EOI;</p> <p>g) The consolidated report is prepared in consultation with University Librarian/Deputy Librarian and presented before the Library Purchase Committee/Library Advisory Committee for necessary resolution;</p> <p>h) On approval of the competent authority, the final list of empaneled vendors is notified to all concerned;</p> <p>i) The procurement from the empaneled vendors begins thereafter.</p> <p>j) The performance of the vendors is assessed annually and the same is reported to the concerned Committee.</p>	
7	Budgeting/allocation of Library funds	<p>a) Finance Branch shares the details/documents of the funds (as and when the University receives from the statutory body/granting agency) with the Library, specifically for procuring the Library resources;</p> <p>b) The details of the grants/availability of funds are presented in the meeting/s of Library Purchase Committee/Library Advisory Committee;</p>	Within 30 days from the date of intimation of receipt of grants for procurement of Library resources

		<p>c) While resolving to allocate funds (School-wise/ Department-wise/ subject-wise/or other parameter of importance) in the meeting/s, the Library Purchase Committee/Library Advisory Committee may consider some crucial parameters such as: the recommendations received from the Departments; new programmes started by the Schools/Departments; number of courses run by the Department; number of students studying in the Department; already available resources in the Library, etc.;</p> <p>d) The resolution/s of the Committee/s are submitted to the competent authority for financial and administrative approval.</p>	
8	Procurement of print-resources	<p>a) Library requests the departments to submit requisition for print resources in a specified format in the beginning of the academic year or as and when fresh grants are received;</p> <p>b) Library receives requisitions from the Departments;</p> <p>c) Professional Assistant/Semi-professional Assistant, in consultation with Assistant Librarian, compiles all such requisitions (departmentwise/subjectwise) received from the Departments;</p> <p>d) The list of requisitions is presented before the Library Purchase Committee to resolve to procure the recommended books based on the availability of funds;</p> <p>e) Assistant Librarian initiates a file in consultation with the University Librarian and submits the resolutions for approval of the competent authority.</p> <p>f) Upon receipt of the approval, the Assistant Librarian, in consultation with University Librarian, places order to the empaneled vendor/s as per the terms and</p>	Within 45 days from the date of issuance of purchase order (subject to availability of books in the market)

		<p>conditions specified in the EOI/University/Library rules;</p> <p>g) The Library receives the print resources along with the bills.</p>	
9	Receipt of print-resources	<p>a) On delivery of books/print journals by vendors/publishers, the documents/invoices/delivery channels are received, counted, and duly verified by the designated Library support staff as per the Purchase Order/EOI. The documents are returned if damaged, distorted, misprinted, missing pages, etc.</p> <p>b) The verified books are processed by Professional Assistant/Semi-professional Assistant in the Acquisition Section/Technical Section of the Library by entering the bibliographic and invoice details in the accession register and also in the Library Management Software;</p> <p>c) The list of newly added books is e-mailed to the concerned departments and the same is also portrayed on the online Library catalogue.</p>	As and when received
10	Payment against procurement of print books	<p>a) The designated library staff writes accession number in the invoice against each title listed therein;</p> <p>b) The Assistant Librarian verifies the amount of bill;</p> <p>c) The invoices of received/processed books are submitted to Finance Branch with all necessary supporting documents;</p> <p>d) The Finance Branch pays the vendor/party.</p>	Submission of bills within 7 days from the date of processing of print resources/books
11	Payment against subscription of print periodicals	<p>a) Library applies for advance payments against proforma invoice and the payment is made to the publishers/subscription agency by the Finance Branch;</p>	Submission of proforma invoices within 15 days from the date of administrative and financial approval

		<p>b) Library starts getting the periodical and the same are recorded in the Periodicals Register, as and when received;</p> <p>c) At the end of the subscription period, the Library contacts the publisher/subscription agency for settlement of missing issues, if any. Accordingly, the financial transactions take place;</p> <p>d) The settlement of advance payment with all necessary details/records is reported to the Finance Branch.</p>	
12	Procurement/Subsription of e-resources	<p>a) Library requests the Departments/HoDs to submit requisition for e-resources in a specified format in the beginning of the academic year or as and when fresh grants are received;</p> <p>b) On the request of the Departments/faculty, the trial access to e-resources, if any, may be proposed to the concerned agency/service provider;</p> <p>c) Library receives requisitions from the Departments/HoDs in the specified format;</p> <p>d) Professional Assistant/Semi-professional Assistant, in consultation with Assistant Librarian, compiles all such requisitions department-wise/subject-wises;</p> <p>e) The list of requisitions is presented before the Library Purchase Committee/Library Advisory Committee to resolve to procure the recommended e-resources depending upon the availability of funds;</p> <p>f) Once the Committee resolves to procure/subscribe the e-resources, Assistant Librarian, initiates a file in consultation with the University Librarian and submits the resolutions for approval of the competent authority;</p>	Within 15 days from the date of administrative and financial approval

		<p>g) Upon receipt of the approval, the Assistant Librarian, in consultation with University Librarian, places order to the agency/service provider/vendor/representing dealer as per the terms and conditions specified in the Purchase Order/University/Library rules (whichever is applicable), specifying the details such as negotiated rate, date of remittance, currency rate, bank guarantee/security deposit (if applicable), subscription period, date of activation, back up, number of users, access mode (remote/IP based), mode of payment (wire transfer, currency, GOC/bank rate), etc.</p>	
13	Receipt of e-resources (installation/activation/web access)	<p>a) The e-resources are activated/installed by the agency/publisher after issuing the purchase/work order to the concerned empaneled vendor/publisher;</p> <p>b) Assistant Librarian checks/verifies whether the e-resource is successfully activated/installed and also checks the accuracy of the details mentioned in the invoice as per the terms and conditions specified in the purchase/work order;</p> <p>c) Assistant Librarian puts remark on the invoice stating the successful activation/access/others of the e-resource and submits to the University Librarian for further necessary endorsement;</p> <p>d) The list of newly added e-resources is e-mailed informed to the concerned department and the same is also portrayed on the University/Library website/webpage;</p>	Activation/procurement/installation within 15 days (30 days, if it is foreign software/resource) from the date of issuance of purchase order
14	Payment against procurement/subscription	<p>a) The Assistant Librarian/designated Library staff ensures the proper entry in the specified register, authenticating installation/activation of e-resource,</p>	Within 7 days after successful activation/procure

	of e-resources	<p>making the e-resource accessible to the users, etc.;</p> <p>b) The Assistant Librarian verifies all the necessary/required details of the bill/s;</p> <p>c) The invoice is submitted to Finance Branch with all necessary documents for payment.</p>	ment/installation of e-resource
	Organizing of Library resources and shelf management	<p>a) After necessary entry of new books in the Accession Register, Assistant Librarian classifies the books and the books are entered in the Library management software by the Library staff;</p> <p>b) The staff completes the other formalities such as stamping and pasting of barcode labels on (newly procured/accessioned) documents, shelving then in 'New Arrivals' section (selected titles only) for a week, and then shelving them in the respective stack room/s for ready-to use;</p> <p>c) The designated staff arranges books on shelf frequently so that the books are shelved/found (as per the DDC scheme) with great ease;</p> <p>d) On return of documents, these are loaded in a book trolley by the staff at Circulation Desk and shelved back to/on their respective shelves as soon as possible on the day of return. The referred documents lying on reading tables (after reference) are also shelved frequently as per the call number;</p> <p>e) Assistant Librarian and designated staff checks, on regular basis, the proper shelving, dusting, alignment, proper labeling/sign boards, etc. in the stack rooms.</p>	On the same day of return of the borrowed books
15	Inter-Library Loan requests	a) Member checks the Library catalogue for the status of availability of books in the Library. In case the title is not found, interested member applies for borrowing	Upon receipt of the book/s, within 2 days the book/s

		<p>the book under inter-library loan facility provided by the Library;</p> <p>b) The Library staff cross-verifies the availability of such titles/requests. In case, the title is not found, the Library staff checks the availability of books on the respective site/catalogue of DELNET/others and if the title/s is/are available, raises the request for loan;</p> <p>c) Library receives the book/s;</p> <p>d) Library issues the book/s to the member for the specified loan period and also as per the Library rules;</p> <p>e) The borrower of such book/s returns the book/s within the specified period as per the Library rules;</p> <p>f) The returned book is dispatched (to DELNET/others) in the specified format.</p>	is/are issued to the member
16	Plagiarism Check	<p>a) Research Supervisor submits the PhD/MPhil document/s (in a specified file format) of their research scholars via email for plagiarism check in the specified proforma/format;</p> <p>b) Assistant Librarian checks the document using the plagiarism detection software;</p> <p>c) Assistant Librarian prepares the report in the specified format if the similarity index is 10% or below 10% as per the UGC/University rules/guidelines;</p> <p>d) Assistant Librarian prepares the formal report and the University Librarian issues the similarity index report (if the similarity index is 10% or below 10%) and the same is forwarded (along with the duly checked file/document) to the HoD, Examination Branch and the Research Supervisor for the necessary action;</p> <p>e) If the similarity index is above 10%, the same is intimated to the research Supervisor;</p>	Within 3 working days

		<p>f) For rechecking, Research Supervisor submits a separate application (through proper channel) along with the proper justification (to remove certain specified portion/section/text/literature from the document) to the Library;</p> <p>g) Assistant Librarian checks the details and rechecks the document using the plagiarism detection software and makes necessary exclusions/omissions (as justified/requested/suggested by the Research Supervisor) while checking the document;</p> <p>h) Assistant Librarian prepares the report in the specified format if the similarity index is 10% or below 10% and the University Librarian issues the similarity index report in a specified format;</p> <p>i) Such rechecked report, along with the duly rechecked file/document, is then forwarded to the HoD, Examination Branch and Research Supervisor for the necessary action;</p> <p>j) Other than theses/dissertations, the Library also checks papers/articles/project reports (of the faculty only) submitted by the faculty and shares the duly checked auto-report/document generated by the plagiarism detection software.</p>	
17	Reference queries	<p>a) Reference queries are received by the users through email/online proforma;</p> <p>b) Assistant Librarian screens the questions, prepares answers and shares the same with the user online/phone;</p> <p>c) In case the queries require detailed discussions, face to face discussions/online meetings are arranged in consultation with the University Librarian/ Deputy Librarian, and the reference queries are addressed;</p>	<p>Within 1 day for short-range reference queries and within 5 days for the long range reference queries</p>

		d) The Assistant Librarian keeps the record of all such reference queries.	
18	Issuance of No Dues Certificate (NDC)	<p>a) Circulation Desk staff receives the application from the members in a specified format;</p> <p>b) The designated staff verifies the Library records to find dues, if any (such as overdue loans, non-receipt of borrowed item/equipment, etc.) and formally forwards to the Assistant Librarian;</p> <p>c) Assistant Librarian signs on NDC form (after cross-verifying the records) in case the members does not have any Library dues.</p> <p>d) If dues found, the applicant is requested to clear the dues to get the NDC.</p>	Within 1 day
19	Disposal of files concerning Library affairs	<p>a) Staff receives the files of matter concerning the Library and records the necessary details in the register/s specifically maintained for the said purpose;</p> <p>b) Hands over the received file to the University Librarian (and in the absence of University Librarian, the file is handed over to Deputy Librarian/Assistant Librarian) for necessary compliance;</p> <p>c) The file is disposed by University Librarian/ Deputy Librarian/Assistant Librarian by sharing/responding necessary information/details/comments/compliance.</p>	Within 2 days
20	Stock verification	Stock verification is conducted (in a specified period based on the number of Library collection) as per the University/GFR/relevant rules of the concerned statutory body;	As specified in the relevant rules
21	Withdrawal of books from the stock	a) The Library withdraws book/s which are: a) out of syllabus; b) mutilated and c) old editions;	Annual

		<ul style="list-style-type: none"> b) Staff managing the stack room keeps on removing those copies that are badly mutilated; c) The Assistant Librarians may send them for binding upon receipt of the necessary approval or may keep them as 'suspended'; d) During stock verification, under the supervision of Assistant Librarian/s, the books/text-books that are out of syllabus and old editions are kept separately and marked as 'suspended'; e) Assistant Librarian prepares the list of 'suspended' books and sends to the HoDs (of the concerned departments) for recommendation for withdrawal of the books from the Library; f) Upon getting recommendations from the HoDs, the necessary approval is sought from the authority/ Committee. g) On approval, the 'suspended' books are marked as 'withdrawn' in the system and also stamped as 'withdrawn' on the books; h) Professional Assistant maintains the record of 'suspended'/'withdrawn' books in the system; i) 'Withdrawn' books may be scrapped as per the Library/University rules; j) The status of 'suspended' and 'withdrawn' titles is reported in the Library Purchase Committee/Library Advisory Committee. 	
22	Scrapping of old newspapers /periodicals	The staff keeps all old newspapers and selected periodicals separately that are no longer of use/ reference, and scrapped as per the Library/University rules/procedures.	Annual

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शैक्षणिक एवं परिषद शाखा

ACADEMIC AND COUNCIL BRANCH

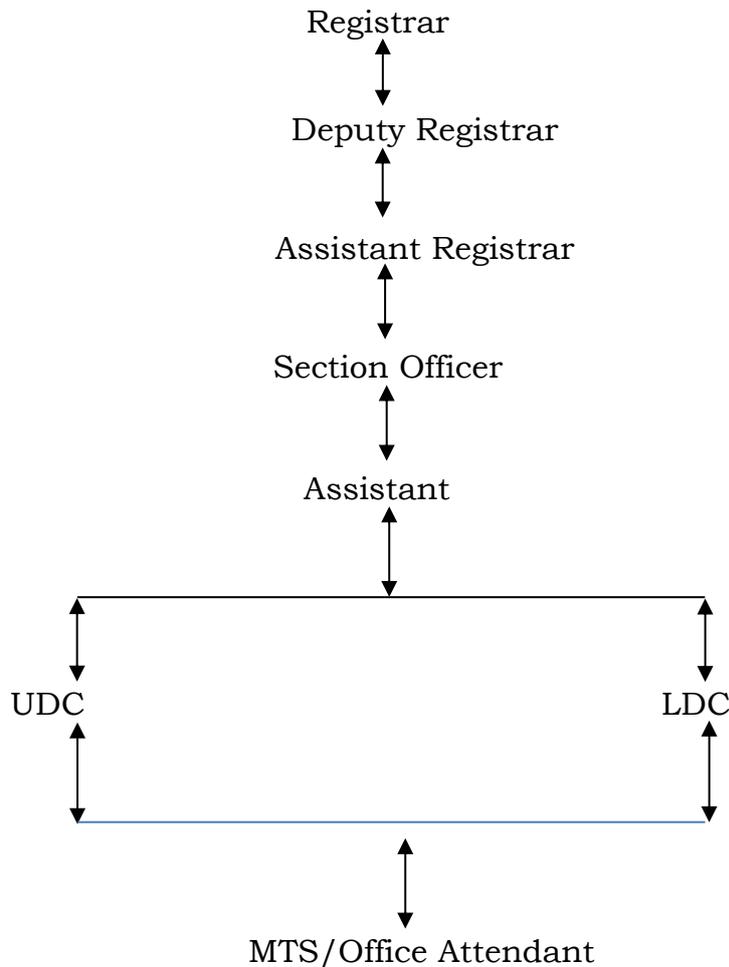
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शैक्षणिक एवं परिषद शाखा

ACADEMIC AND COUNCIL BRANCH

- About the Branch:** The Academic and Council Branch is entrusted with the responsibility to plan, coordinate and conduct the meetings of the University Court, Executive Council, Academic Council, Standing Committee (Admissions), Standing Committee on Academic matters of the Academic Council, Central Admission Advisory Committee and other academic committees. The Branch is the custodian of all the relevant documents pertaining to the minutes of the University authorities and communications with the Ministry of Education (MoE)/ University Grants Commission (UGC) for amendments in Statutes/ Ordinances as notified in the Gazette of India.

1.1. Organisation Chart:



- Responsibilities of the Branch:** The Branch initiates the proposal for conduct of the meetings of the University authorities and maintains the record of constitution, agenda, and minutes of the meetings of various bodies and

also maintains all communication records with UGC, MoE, norms of the Statutory Bodies, Departments and Branches, etc.

Responsibilities of the Branch include the following:

- a) Constitution of the University Court, Executive Council, Academic Council, School Boards, Board of Studies etc. as per the provisions of the statutes, ordinances/norms of the University;
- b) Maintaining the academic records starting from the process of proposal/sanction/approval of the Centers/Departments/Schools and Programme;
- c) Preparing the agenda and minutes of the University Authorities and the Action Taken Report on the resolutions, with the approval of the Competent Authority;
- d) Circulating the agenda and minutes of the University Authorities and other academic bodies;
- e) Convening the meetings of University Authorities i.e. University Court, Executive Council and Academic Council;
- f) Convening the meetings of Academic Committees, such as Standing Committee (Admissions), and Standing Committee on Academic Matters of the Academic Council and Central Admission Advisory Committee, etc;
- g) Record keeping of the University Act, Statutes, Ordinances, Rules, syllabi agenda and minutes of the meetings of various University Authorities;
- h) Correspondence with Ministry of Education and UGC to seek approval of the new ordinances, amendments in various Ordinances of the University, assent of the Visitor of the University for amendments in the Statutes of the University;
- i) Correspondence with Ministry of Education, UGC, AICTE, AIU, PCI, BCI, NCTE, etc. to seek approval for starting of new Departments/ programmes.
- j) Preparing, notifying and record keeping of the Seat Matrices, Activity Schedule of the admissions and intake capacity in various programmes in an academic session;
- k) Coordination with Central Admission Committee, Registration Branch and other departments/sections for admission process;
- l) Appointment of Deans of the Schools of Study, Heads/ Teachers-In Charge of the Departments of Study;
- m) Preparing and notifying the Academic Calendar of the University with the approval of the Co mpetent Authority;

- n) Any other responsibility assigned by the Registrar/Vice Chancellor/Competent Authority.

3. Individual Responsibilities of Officers/ Officials

3.1 Deputy Registrar: He/She administer the Branch as a whole, and as assigned by the Registrar from time to time. Some of the specific tasks to be performed by the Deputy Registrar are:

- a) Supervising the overall working of the Branch;
- b) Allocation and distribution of work amongst the subordinate staff;
- c) Convening the meetings related to various academic matters;
- d) Preparing the draft amendments to the Ordinances of the University as per the directions of the Competent Authority;
- e) Forwarding of the amendments to the Ordinances/ Statutes of the University approved by the Executive Council to the Ministry of Education for approval/ assent of the Visitor of the University and the follow up action in this regard;
- f) Coordination of the meetings of the various University Authorities (University Court, Executive Council and Academic Council) as per the directions of the Competent Authority;
- g) Listing the draft agenda of the University Authorities (University Court, Executive Council and Academic Council) in consultation with the registrar;
- h) Circulation of the agenda to the members of the University Authorities as per the rules and regulations of the University;
- i) Preparing the draft Minutes of the University Authorities (University Court, Executive Council and Academic Council) under the supervision of the Registrar;
- j) Circulation of the approved minutes to the members of the University Authorities for information and compliance of the concerned quarters, as per the rules and regulations of the University;
- k) Preparing and circulating the agenda and minutes of the meetings of various committees related to academic matters;
- l) Notifying various School Boards and Boards of Study as per the Ordinances of the University;
- m) Providing training and professional guidance to the officials of the Branch;
- n) Timely submission of APAR and other recommendations in respect of the staff of the Branch;
- o) Regular maintenance/supervision of Attendance Register of the Branch and sanctioning of Casual Leave of the subordinate Staff;
- p) Submitting the reply of legal cases/ RTI applications and queries of the Desk Section related to the Branch;
- q) Official correspondence to the MoE/AICTE/UGC/PCI/BCI/NCTE or any agency on issues relating to the Branch;

- r) Coordinating the meetings of Central Admission Advisory Committee
- s) Any other work assigned by the Registrar.

3.2. Assistant Registrar: He/She administer the Branch as a whole, and as assigned by the Registrar/Deputy Registrar from time to time. Some of the specific tasks to be performed by the Assistant Registrar are:

- a) Supervising the overall working of the Branch in consultation with the Deputy Registrar;
- b) Allocation and distribution of work amongst the subordinate staff;
- c) Convening the meetings related to various academic matters;
- d) Preparing the draft amendments to the Ordinances of the University as per the directions of the Competent Authority;
- e) Forwarding of the amendments to the Ordinances/ Statutes of the University approved by the Executive Council to the Ministry of Education for approval/ assent of the Visitor of the University in consultation with the Deputy Registrar and the follow up action in this regard;
- f) Coordination of the meetings of the various University Authorities (University Court, Executive Council and Academic Council) as per the directions of the Competent Authority;
- g) Listing the draft agenda of the University Authorities (University Court, Executive Council and Academic Council);
- h) Circulation of the agenda to the members of the University Authorities as per the rules and regulations of the University;
- i) Preparing the draft Minutes of the University Authorities (University Court, Executive Council and Academic Council) under the supervision of the Registrar;
- j) Circulation of the approved minutes to the members of the University Authorities for information and concerned quarters for compliance, as per the rules and regulations of the University;
- k) Preparing and circulating the agenda and minutes of the meetings of various committees related to academic matters;
- l) Notifying various School Boards and Boards of Study as per the Ordinances of the University;
- m) Providing training and professional guidance to the officials of the Branch;
- n) Timely submission of APAR and other recommendations in respect of the staff of the Branch;
- o) Regular maintenance/supervision of Attendance Register of the Branch and sanctioning of Casual Leave of the subordinate Staff;
- p) Submitting the reply of legal cases/ RTI applications and queries of the Desk Section related to the Branch;
- q) Official correspondence to the MoE/AICTE/UGC/PCI/BCI/NCTE or any agency on issues relating to the Branch;

- r) Circulating necessary notifications/notices/circulars/instructions/norms on issues relating to the Branch;
- s) Any other work assigned by the Registrar/Deputy Registrar/Competent Authority.

3.3 Section Officer/Assistant:

- a) Assisting the Assistant Registrar in checking of Data, and other Reports;
- b) Checking the Data Entry and process of Correspondence work of the branch;
- c) Preparing the draft amendments to the Ordinances of the University as per the directions of the Competent Authority;
- d) Preparing the draft of minutes of the meeting in consultation with the DR/AR;
- e) Regular maintenance/supervision of Attendance Register;
- f) Official correspondence to the departments/branches or any other agency on issues relating to the Branch;
- g) Circulating necessary notifications/notices/circulars/ instructions/norms on issues relating to the Branch;
- h) Any other work assigned by the Deputy Registrar/Assistant Registrar;
- i) Maintaining the record of original and amended syllabi of all the programmes;
- j) Maintaining the record of session-wise and programme-wise seat matrix schedule and instructions for admissions.
- k) Maintaining the record of deliberations/minutes of Central Admission Advisory Committee;
- l) Any other work assigned by the authorities.

3.4. Upper Division Clerk: He/she is entrusted to maintain the record of the agenda/ minutes of the University Authorities, Standing Committee (Admissions), Standing Committee on Academic matters of the Academic Council, Academic Committees, Central Admission Advisory Committee, etc. Besides, he/she is also responsible for:

- a) Proper record keeping of the Act, Statutes, Ordinances and rules of the University;
- b) Preparing Note Sheet (s)/proposals under the supervision of the Branch Officer;
- c) Making draft replies, data entry in computers, maintenance of registers and diaries;
- d) Prompt processing of files/communication brought up for consideration in the Branch;
- e) Typing of the agenda/ minutes of the University Authorities, Standing Committee (Admissions), Standing Committee on Academic matters of the Academic Council, Academic Committees, Central Admission Advisory Committee, etc;

- f) Regular monitoring of the official email communication of the Branch and putting the letters/ emails received for consideration of the Branch Officer;
- g) Circulating the meeting notices to the members;
- h) Preparation of draft reply of legal cases / RTI applications;
- i) Filing of papers, maintenance of various Registers, inventory and files, and their safe custody;
- j) Drafting the proposal for appointment of various Deans/HoDs/TICs of the Schools/Departments of Studies in consultation with the Branch Officer;
- k) Any other work assigned by the Branch Officer.

3.3. Lower Division Clerk (s): He/She is entrusted to perform the tasks almost similar to those performed by the UDC in his absence, but cases handled by them are less complex and important but more of routine in nature. Some of the specific duties are as under:

- a) Processing of demand of various stationery items and equipment required in the Branch;
- b) Data entry, dispatch, diary and filing of papers;
- c) Typing of reply of legal cases / RTI applications;
- d) Filing of papers, maintenance of various registers, inventory files and their safe custody;
- e) Any other work assigned by the Branch Officer.

3.4. MTS/Office Attendant:

- a) Timely opening and closing of the offices;
- b) Printing and binding of the agenda/ minutes of the University authorities under the supervision of the UDC/LDC;
- c) Cleaning of offices and proper dusting;
- d) Photocopying and assistance in file maintenance;
- e) Handing over the Dak to other departments;
- f) Any other work assigned to him by the branch officers/official (s).

4. Standard Operating Procedures (SOP):

Sr. No.	Nature of File	Procedures	Time Frame
1	Serving of notices for conducting the meetings of the University Authorities	Meeting notice is served to the concerned after taking approval of the Competent Authority.	As per the provisions contained in the University regulations for the conduct of meetings.

2	Circulating the agenda of the meeting to the members of the University Authorities	Agenda is circulated after taking approval of the Competent Authority.	As per the provisions contained in the University regulations for the conduct of meetings.
3	Sending of the draft minutes to the members of the University Authorities	Draft minutes are circulated after taking approval of the Competent Authority.	Within 7 days
4	Sending of the approved minutes of the meetings of the University Authorities to the members and concerned quarters for necessary compliance	Approved Minutes are circulated after taking approval of the Competent Authority.	Within 7 days after receiving the comments/ observations of the members.
5	Forwarding of the approved minutes of the meetings of the University Authorities to the Visitor of the University	Approved Minutes are forwarded to the Visitor of the University through Registrar.	Within 3 days after approval of the minutes.
6	Forwarding of the amendments to Ordinances/ Statutes of the University Authorities to the Ministry of Education/ Visitor of the University	Proposed amendments are forwarded to the Visitor of the University through Registrar.	Within 3 days after approval of the minutes.
7	Serving of meeting notices for conducting the meetings of Academic Committees, Central Admission Advisory Committee, Standing Committee (Admissions),	Meeting notice is served in consultation with the Chairperson of the Committee.	At least 2 days before the meeting. (However, emergent meetings may be called on short notice as and when required).

	Standing Committee on Academic matters of the Academic Council, etc.		
8	Notification of appointment of Deans/ HoDs/ TICs	Proposal is put up 15 days before the expiry of the term.	Within 1 day after the approval of the competent authority.
9	Notification of constitution of School Boards/ Boards of Studies	Proposal is put up 15 days before the expiry of the term.	Within 1 day after the approval of competent authority.
10	Submission of information to Desk Section	a) UDC/LDC prepares the draft reply, compiles the information, and submits for approval of the Branch Officer; b) The final reply is communicated to the concerned section.	Within 4 days or as and when required.
11	Reply of RTI applications/court cases	a) UDC/LDC prepares the draft reply, compiles the information, and submits for approval of the Branch Officer; b) The final reply is communicated to the concerned section.	Within 4 days or as and when required.
12	Preparation and notification of the Seat Matrices and intake capacity.	a) The proposal is put up before the Central Admission Advisory Committee (CAAC) for consideration; b) Recommendations of the CAAC are submitted to the Competent Authority for approval; c) Approved seat matrices and intake capacity are notified.	One month before the commencement of the admission counselling process.
13	Notification of schedule and	a) The proposal is put up before the Central	Within 15 days before the

	instructions for admission to various programmes for the academic session	Admission Advisory Committee for necessary consideration; b) Recommendations of the CAAC are submitted to the Competent Authority for approval; c) Approved schedule and Instructions for Admission to various programmes are notified.	commencement of admission counselling process.
14	Uploading of the approved minutes of the University Authorities on the University website	The minutes are uploaded on the University website after confirmation in the subsequent meeting.	Within 1 day after the confirmation of the minutes of the University Authorities

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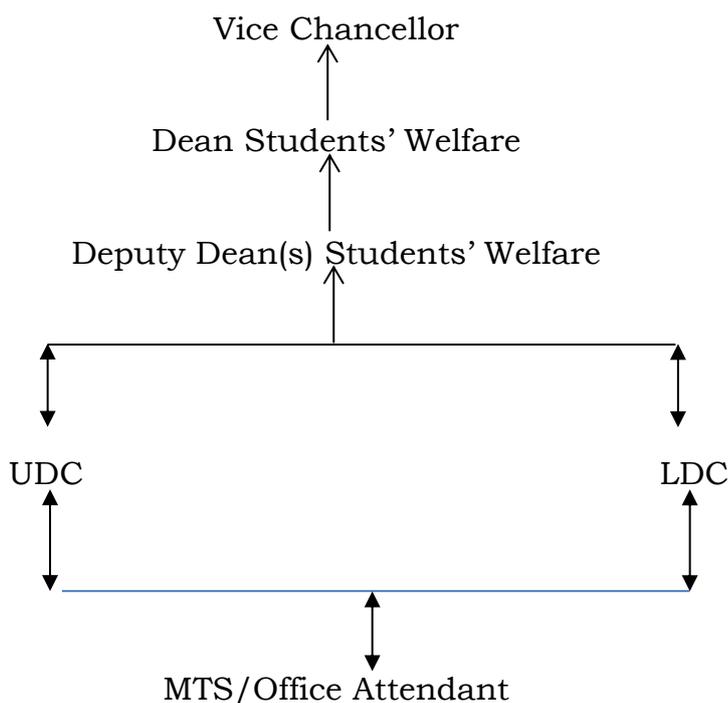
**छात्र कल्याण अधिष्ठाता कार्यालय
OFFICE OF THE DEAN STUDENTS' WELFARE**

छात्र कल्याण अधिष्ठाता कार्यालय OFFICE OF THE DEAN STUDENTS' WELFARE

1. About the Dean Students Welfare (DSW) Office:

Office of DSW is primarily entrusted to guide, counsel and support the students on various aspects of University administration. The office coordinates the Students Council, cultural events, student information services, participation of students in various intra and inters university activities, and various organs of the University for the issues pertaining to students' welfare. Office of DSW coordinates with Deans, Registrar, HoDs, Proctor, Provosts, Dean Academic, Dean Research, and Registrar, Finance Officer, Controller of Examinations and other branches to resolve various issues concerning the students as per the University norms.

1.1. Organisation Chart:



2. Responsibilities of the Dean Students Welfare (DSW) Office

- a) Organisation and development of Students' Council and their functioning;
- b) Organisation of social and cultural activities with students' participation in and outside the University;
- c) Building Student-teacher relationship with its activities/initiatives;
- d) Initiating the proposal for financial support to needy students;
- e) Coordination with the concerned branch/agency for securing national/international fellowships or scholarships for further studies;

- f) Conducting the meetings of Student Council at regular intervals;
- g) Coordinating with Nodal officers/branches/departments for the redressal of students' grievances;
- h) Coordination with Railway authorities for issuance of railway concession to students during vacations for educational tours, and participation in extracurricular activities, sports, etc.;
- i) Issuing/recommending concessional tickets for students;
- j) Facilitating the students to avail health and medical services;
- k) Providing students counseling and guidance;
- l) Monitoring the functioning of the University Health Service for treatment of students in consultation with the Medical Officer and the Provost concerned;
- m) Providing special arrangements, if any, to women students, and differently-abled students as and when needed;
- n) Organisation of the University level Students' Induction Programme;
- o) Liaising between University administration and students;
- p) Organising University level cultural events/national festivals;
- q) Providing student-information services;
- r) Facilitating the registration of International Students;
- s) Coordination with Alumni Association/Cell;
- t) Providing necessary support for Residential life of the students;
- u) Organization of students' educational tours and excursions, other than those prescribed in the curriculum;
- v) Implementation of Earn While You Learn and Merit-Cum Means Scheme;
- w) Securing facilities for students for further studies in the country and/or abroad, and career advancement;
- x) Issuance of relevant notices and communications concerning Students Welfare Office and student-related information;
- y) Issuance of certificates as authorized and delegated by the Vice-Chancellor;
- z) Coordinating with the departments for constitution of Student Council;
- aa) Coordinating with NSS/Youth Red Cross Units and various Cells and Clubs for social outreach and extension activities;
- bb) Working for the overall welfare of the students as prescribed in the relevant Ordinances from time to time.

3. Individual Responsibilities of each Officer/Officials

3.1 Dean Students Welfare (DSW)

- a) Overall administration of DSW office;
- b) Assigning the responsibilities among Deputy/Assistant DSWs and other officials;
- c) Coordinating with the Vice Chancellor, Deans and statutory officers for policy matters relating to student welfare;
- d) Signatory for the concessional railway tickets for the students;

- e) Represents the issues of the students in Academic Council, Central Grievance Redressal Cell, Proctorial Board and Central Students Counselling Cell, Hostel management Committee, Anti-ragging Cell and other such committees where issues relating to the welfare of the students are discussed;
- f) Proposing new policies/amendments in existing policies for the consideration of the Vice Chancellor;
- g) Coordinating with the Vice Chancellor for the meetings of Student Council;
- h) Nominating the students for inclusion in the statutory bodies and other committees where student's nomination is required;
- i) Any other matter concerning the office of Dean Students Welfare or as directed by the competent authority.

3.2 Deputy Dean Students Welfare (DDSW): All the responsibilities pertaining to DSW Office and any other assignment as delegated/assigned by the Dean Students Welfare.

3.3 Upper Division Clerk:

He/she is entrusted to maintain correspondence files; to put up Dak, preparing draft replies, data entry in computers, maintenance of Registers and diaries etc. and ensuring prompt disposal of Dak brought up for consideration in the Branch. Upper Division Clerks are required to perform the tasks similar as assigned by the Officer. Other specified duties are as under:

- a) Receiving of Dak including taking printout of emails and putting up the same, case wise for further decision, if required;
- b) Preparation of reply of legal cases, official information/communication or RTI queries;
- c) Putting up the letters/applications for forwarding of documents;
- d) Filing of papers, maintenance of various registers, inventory and files and their safe custody;
- e) Any other work assigned by the DSW/Deputy DSW.

3.4 Office Attendant:

- a) Timely opening and closing of the offices;
- b) Cleaning of offices and proper dusting;
- c) Photocopying and assistance in file maintenance;
- d) Handing over the Dak to other departments/Branches and any other specified work as assigned by the branch officers/official (s).

4. Standard Operating Procedures (SOP)

Sr. No.	Nature of File	Procedures	Time Frame
1	Students Council	<p>a) DSW office earmarks and allocates the seats for nomination/election and issues the notification for constitution of Students Council after the completion of admission process;</p> <p>b) Notification is issued not later than two months from the commencement of the session;</p> <p>c) All departments carryout the required process and send the names of nominated/elected students to DSW Office as per the schedule;</p> <p>d) DSW Office notifies the Students Council with the approval of the Vice Chancellor;</p> <p>e) Conducting the meetings and recording the minutes.</p>	Notification within 15 days after election/nomination.
2	Organization of major cultural events as per the directions received from Ministry/UGC	<p>a) On receipt of advice from UGC/ MoE, notice is circulated among students and staff, depending upon the nature of event;</p> <p>b) The concerned Cell/Club is roped in the process of organization and the report of the event is despatched to the Ministry/UGC, accordingly.</p>	As per the schedule
3	University-level cultural festival/ Foundation Day and National Festivals	<p>a) General notification is issued by the Office of Dean Students Welfare 30 days in advance;</p> <p>b) Respective Cells are advised to make necessary preparations in coordination with DSW Office;</p> <p>c) DSW Office notifies the committees with the approval of the competent authority;</p> <p>d) Invitation Letters to the institutions, teams, judges, artists are despatched;</p> <p>e) Event is conducted under the overall supervision of DSW Office.</p> <p>National Festivals are organized as scheduled with support of respective Cell/Club and the EGA Branch.</p>	As per schedule
4	Clubs and Cells	<p>a) DSW office notifies Cells and Clubs with the approval of the Vice Chancellor;</p> <p>b) The Cells and Clubs function under the supervision of DSW Office and submit</p>	

		the report of the individual events and Annual Report.	As per the requirements
5	Students' grievances on various administrative processes	<p>a) Student submits the application through the department/hostel authority, whichever is applicable;</p> <p>b) DSW office forwards the application to the concerned department/branch for redressal/necessary action as per the University norms;</p> <p>c) Necessary communication/action is initiated by the Deputy DSW as per the decision/remarks of the respective branch.</p>	Within 10 days
6	Participation of students in the events outside the university campus	<p>a) Student submits the application duly forwarded by the HoD;</p> <p>b) DSW office forwards the application to the university/organization for further necessary action;</p> <p>c) Necessary response received from the hosting organization is communicated to the student.</p>	Within 7 days
7	University-level Students Induction Programme	<p>a) DSW issues notification;</p> <p>b) Letters to external expert(s) are sent;</p> <p>c) Events Committee(s) is/are framed;</p> <p>d) Induction Programme is conducted.</p> <p><i>Department-level Induction programme is conducted by the respective department.</i></p>	Within 30 days from the commencement of the session
8	EWYL and Merit cum Means Scheme	<p>a) DSW office issues notification and invites applications within 45 days from the commencement of the session;</p> <p>b) Applications are scrutinized by the respective committee to finalize the selections;</p> <p>c) The recommendations of the committee are placed before the Vice Chancellor for approval;</p> <p>d) Notification is issued, accordingly;</p> <p>e) Monthly reports are received by departments;</p> <p>f) In case of Merit cum Means Scheme, DSW Office shall coordinate with Examination Branch for award of the scheme.</p>	30 days from the last date of submission of applications.
9	Bus/ Railways Pass /concessions	a) Notification at the beginning of the semester is issued;	

		<p>b) Students submit applications duly forwarded by HoD to avail the concession;</p> <p>c) Processing of applications is carried out by the respective branch in coordination with O/o General Manager, Haryana Roadways/ Station Master, Mahendergarh.</p>	Within 15 days
10	Permission for Educational Trips/tours and issuance of Concessional tickets, if required	<p>a) Students submit applications through the concerned department;</p> <p>b) The proposal is examined and submitted for the approval of the competent authority;</p> <p>c) On approval, the concerned department is advised to conduct the trip maintaining all safety measures and after receiving the consent of the parents;</p> <p>d) If required, concessional tickets are also recommended.</p>	Within 15 days
11	Issuance of concessional tickets for vacations/educational trips.	<p>a) Students submit applications through the concerned department;</p> <p>b) The application is examined as per rules and the proforma for concessional tickets is signed by the authorized signatory.</p>	Within 3 Days
12	Financial Support to Needy Students	<p>a) Application duly forwarded and recommended by the HoD/Provost/Hostel Warden, as applicable, is received;</p> <p>b) The merit of the application is examined by the DSW Office;</p> <p>c) The proposal is submitted for the approval of the competent authority;</p> <p>d) The necessary communication is sent to the student and the concerned branch.</p>	Within 30 days

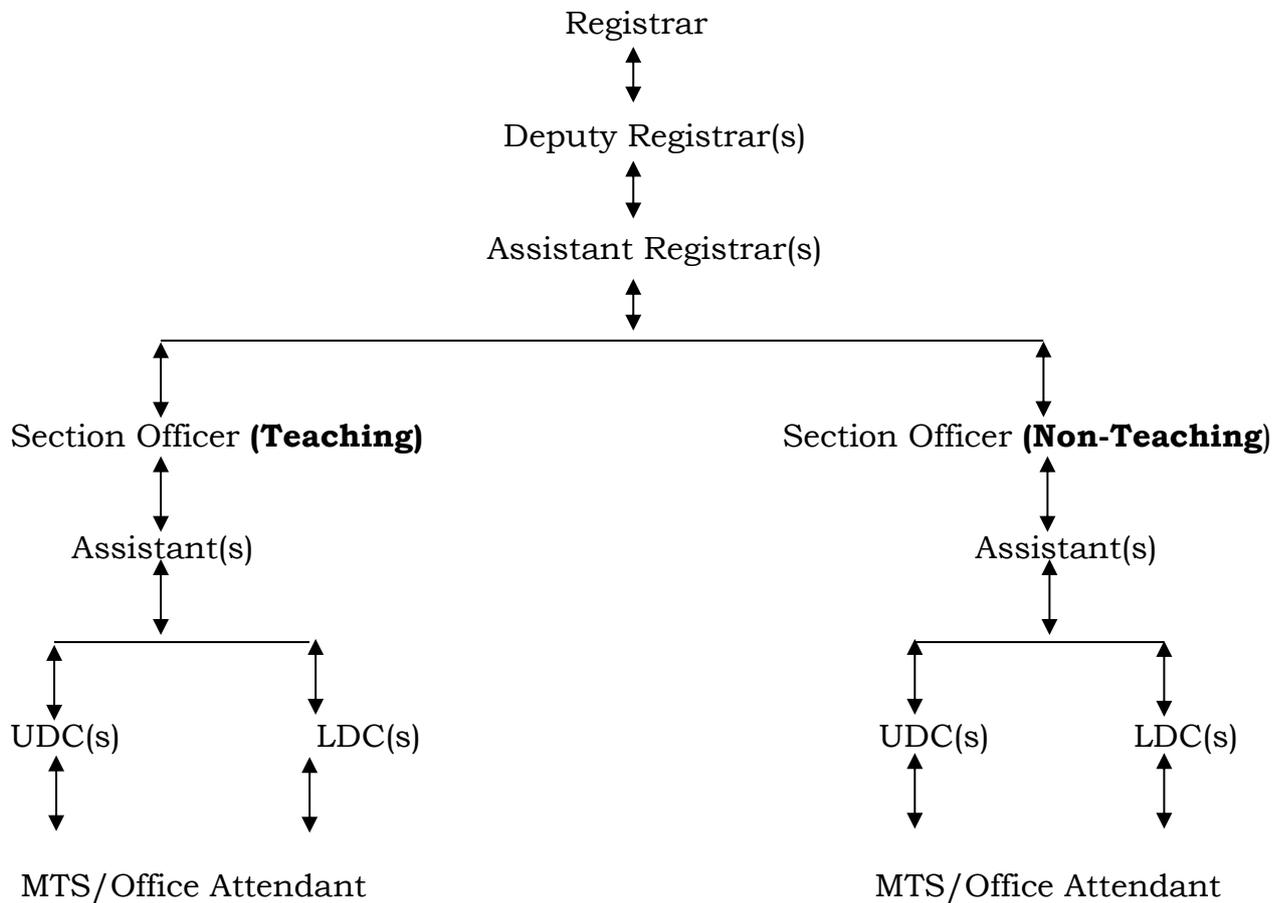
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स्थापना शाखा
Establishment Branch

स्थापना शाखा Establishment Branch

1. About the Branch:

Establishment Branch deals with the initial documentations of the employees after recruitment process which is very critical work to be performed by the branch. The branch is entrusted to maintain the Personal Files and Service Books of each employee on regular basis and also the Personal Files in respect of employees on contractual basis. The Branch maintains the career profile of the employees and functions as the resource centre for each and every vital information about an employee.

Organization Chart



2. Responsibilities of the Branch:

- a) Documentation of newly recruited employees;
- b) Verification of credentials/documents of newly recruited employees to ensure the eligibility for the post under respective category;
- c) Character and antecedents required to be forwarded for verification from concerned state Police department;

- d) Ascertaining the Health Fitness of the employees for the respective posts;
- e) Maintaining a consolidated record of verification required to be kept in the personal file of each employee;
- f) Processing all type of leave applications including Casual Leave, Earned Leave, Duty Leave, Medical Leave, Extra – ordinary Leave, etc. and related matters in respect of teaching and non – teaching staff;
- g) Carrying out Pay Fixation, Pay Protection cases and annual increments related tasks;
- h) Record/data entry management crediting of Earned Leave Annual increments and other related entries in the Service Books of the employees;
- i) Conducting the meetings of Screening/Promotion Committees, Enquiry Committees and other Committees constituted by the Competent Authority;
- j) Submission of replies of various court cases, complaints and RTIs pertaining to the Branch;
- k) Verification of the details of employees and the family members on claims of Children Education Allowances, LTC, HTC, etc.;
- l) Issuance of No Objection Certificate (NOC) to the employees applying for jobs outside the University;
- m) Processing of applications of the staff for their higher studies and issuance of permission with the approval of competent authority;
- n) Issuance of permission to travel abroad and Visa for Study/Research – Visa extension/academic activities with the approval of competent authority;
- o) Issuance of Experience Certificate, Residential Proof Certificates and Certificates required for making new Passports and renewal of Passports;
- p) Issuance of Relieving Certificate on resignation, repatriation, superannuation, Lien, VRS, etc.;
- q) Handling/Dispatching official correspondence, reports, returns and other information as required to be sent to the concerned quarters through Desk Section and UGC/Ministry of Higher Education from time to time;
- r) Liaisoning with the universities/organizations for procurement of Past Service Book/Record, LPC, Service Book, wherever required;
- s) Inviting the applications for promotions under Career Advancement Scheme (CAS) and conducting of meetings of the screening Committees;
- t) Maintaining and updating the reservation roster of the teaching and non-teaching employees;
- u) As per the requirement, demanding of new teaching and non-teaching posts as per the UGC rules;
- v) Maintaining the seniority list of teaching and non-teaching employees as and when new employees join the University;
- w) Fixation of Leave salary contribution;
- x) Processing the request for counting of past service.

3. Individual Responsibilities of Officers/Officials

3.1 Deputy Registrar: He/she administers specified subjects from amongst those allocated to the Branch as a whole, and as assigned by the Registrar from time to time.

Some of the specified tasks to be performed by Deputy Registrar are as under:

- a) Supervising the overall working of the Branch;
- b) Forwarding letters for verification of documents and police verification;
- c) Issuing Experience Certificate, Residential Certificate and Serving Certificate;
- d) Sanctioning of Casual Leave of the subordinate staff, Carrying out the meetings related to enquiries, vigilance matters, recruitment matters, Promotions etc.;
- e) Allocating and distributing of work amongst the subordinate staff;
- f) Making the recommendations on the particular cases and processing the proposals for direction/consideration/approval of the competent authority;
- g) Preparing of Reservation Roster, Reports, Returns, Seniority Lists, Replies of Audit Reports, Pension Cases, Promotion Cases, etc. in consultation with Registrar;
- h) Monitoring and checking of records of Vacancy positions and placement of staff in the reservation roster from time to time;
- i) Submitting the reply of Legal Cases/ RTI cases and other correspondence to UGC/Ministry of Education;
- j) Arranging training and professional guidance activities to the officials of the Branch;
- k) Timely submission of APAR and other recommendations in respect of the staff of the Branch;
- l) Maintaining and supervising of Attendance Registers of the Branch on regular basis;
- m) Any other work assignment delegated by the Competent Authority;

3.2 Assistant Registrar: He/she administer specified subjects from amongst those allocated to the branch as a whole, and as assigned by the Registrar/Deputy Registrar from time to time.

Some of the specified tasks to be performed by Assistant Registrar are as under:

- a) Supervising the overall working of the branch;
- b) Forwarding letters for verification of documents and police verification;
- c) Issuing Experience Certificate, Residential Certificate and Serving Certificate;
- d) Processing the sanction of Casual Leave of the subordinate staff;
- e) Carrying out the meetings related to enquiries, vigilance matters, recruitment matters, Promotions etc. in coordination with Deputy Registrar;
- f) Allocation and distribution of work amongst the subordinate staff in consultation with the Deputy Registrar;

- g) Making the recommendations on the particular cases and processing the proposals for direction/consideration/approval of the competent authority;
- h) Preparation of Reservation Roster, Reports, Returns, Seniority Lists, Replies of Audit Reports, Pension Cases, Promotion Cases, etc. in consultation with Registrar/Deputy Registrar;
- i) Monitoring and checking of records of Vacancy positions and placement of staff in the reservation roster from time to time in consultation with the Deputy Registrar;
- j) Submitting the reply of Legal Cases/ RTI cases and other correspondence to UGC/Ministry of Education in consultation with the Deputy Registrar;
- k) Training and professional guidance to the officials of the Branch in consultation with the Deputy Registrar;
- l) Timely submission of APAR and other recommendations in respect of the staff of the Branch;
- m) Regular maintenance and supervision of Attendance Register of the Branch;
- n) Any other assignment delegated by the competent authority.

3.3 Section Officer: He/she is entrusted to open/initiate new files, maintain them, write note on cases allotted to them, check replies, maintenance of guard files, dairies etc. to ensure prompt disposal of issues brought up for consideration. While working as in-charge of the section, he/she is responsible for the duties as assigned by the Assistant Registrar.

Other specified duties are as under:

- a) Forwarding the letters for verification of documents, police verification etc;
- b) Issuance of Experience Certificate, Residential Certificate Serving Certificate; and Sanctioning of Casual Leave to the staff of the Branch in absence of the Assistant Registrar/Deputy Registrar;
- c) Ensuring the submission of necessary documents by the employees for processing the cases in appropriate manner;
- d) Periodical Monitoring and checking of Reservation Roster, Seniority Lists and Reports and Returns, Initiating the proposals for amendments, updation, rectification, etc.;
- e) Monitoring and checking of Promotion and Pension Cases;
- f) Monitoring and checking of reply of Legal Cases / RTI cases;
- g) Monitoring and checking of records of Vacancy positions and placement of candidates in the reservation roster from time to time;
- h) Timely filling and submission of APAR and other recommendations in respect of subordinate staff;
- i) Monitoring and checking of Attendance Register of the staff of the branch, and reporting the AR/DR about the status;
- j) Monitoring and checking of Leave of the staff of the branch;
- k) Monitoring and checking of Data Entry and other Correspondence work of the branch;

- l) Monitoring and File Maintenance of the branch;
- m) Any other work assigned by the competent authority.

3.4 Assistant: He/she is entrusted to write note on the cases as per Ordinances, Rules, directions and to make draft replies, data entry in computers, etc. wherever required. He/she has to ensure prompt disposal of issues brought up for consideration. In absence of the Section officer or on delegation of additional charge he/she is responsible for the duties as assigned to the Section Officer.

Other specified duties are as under:

- a) Submission of necessary documents by the employees for processing the cases in appropriate manner;
- b) Assisting the Assistant Registrar and Section Officer in checking of Data, Reservation Roster, Seniority Lists and other Reports and Returns;
- c) Putting up the proposal for Promotion and Pension cases to the Section Officer after checking the data entered/typed by the UDC/LDC;
- d) Putting up the reply of Legal Cases / RTI cases after checking the details prepared by the UDC/LDC;
- e) Putting up the records of Vacancy positions and placement of candidates in the reservation roster from time to time in consultation with SO/AR;
- f) Checking the Data Entry and process of Correspondence work of the branch;
- g) Any other work assigned by the authorities.

3.5 Upper Division Clerk: He/she is entrusted to maintain correspondence Files, personal files and Service Books; to put up Dak; Type Note Sheet (s)/proposals with the help of Assistant; to make draft replies, data entry in computers, maintenance of Registers and Dairies etc; and to ensure prompt disposal of Dak brought up for consideration in the Branch. Upper Division Clerks are required to perform the tasks similar as assigned by the Assistant/Section Officer. The cases handled by UDC are less complex & important but more of routine in nature. Other specified duties are as under:

- a) Receiving of Dak including taking printout of emails and putting up the same, case wise for further decision, if required;
- b) Data entry and preparation of Reservation Roster, Seniority Lists, Reports, Returns, Promotion and Pension Cases in consultation with Assistant/SO;
- c) Preparation of reply of Legal Cases / RTI cases;
- d) Preparation of records of vacancy positions and placement of candidates in the reservation roster from time to time in consultation with Assistant/SO;
- e) Putting up the letters for forwarding of documents for verification and keeping a record pertaining to each employee;

- f) Filing of papers, maintenance of various registers, inventory and files and their safe custody;
- g) Any other work assigned by the authorities.

3.6 Lower Division Clerk: Lower Division Clerks are entrusted to perform the tasks similar to those performed by Upper Division Clerk in his absence, but cases handled by them are less complex and important but more of routine in nature. Other specified duties will be as under:

- a) Processing of demand of various stationery items and equipment required in the Branch;
- b) Data Entry, dispatch, diary and filing of papers;
- c) Data entry and preparation regarding Reservation Roster, Reports, Returns and Seniority Lists;
- d) Typing of reply of Legal Cases / RTI cases;
- e) Typing of records of vacancy positions and placement of candidates in the reservation roster from time to time in consultation with the Assistant;
- f) Filing of papers, maintenance of various Registers, inventory files and their safe custody;
- g) Record on the maintenance of list of files/registers/inventory of physical assets in the Branch;
- h) Any other work assigned by the authorities.

3.7 MTS/Office Attendant:

- a) He/She will be entrusted for timely opening and closing of the offices;
- b) Cleaning of offices and proper dusting;
- c) Photocopy and assistance in file maintenance;
- d) Handing over the Dak to other departments/Branches and any other specified work as assigned by the branch officers/official (s).

4. Standard Operating Procedures (SOP):

Sr. No.	Nature of File	Procedures	Time Frame
1	Issuance of Appointment Letter to the selected candidate (s)	After receiving the Selection Committee recommendations/ result approved by the competent authority, the branch issues the Appointment Letter in the prescribed format via email/by post	Within 03 working days after receiving approval of the competent authority
2	Issuance of employee ID	After joining of new employee, a unique employee ID is issued/generated	Within 15 days

3	Pay fixation of the newly joined employees	<p>a) Initial pay will be fixed as per offer of appointment after approval of the competent authority;</p> <p>b) The request for pay-protection shall be initiated after verifying the record of past service;</p> <p>c) Pay fixation order will be issued to the employee accordingly.</p>	Within 15 days
4	Pay protection of the employee(s)	<p>a) The case of pay protection of the employee will be examined on the basis of last pay certificate from previous organisation;</p> <p>b) After verification of LPC the case is put up for the approval of the competent authority;</p> <p>c) After approval, the pay protection order is issued to the employee.</p>	Within 15 days after submission of the necessary documents by the employee
5	Issuance of seniority list	The seniority list of employees is notified as and when new employee joins/promoted in the University as per the rules in force.	Within 01 month after joining of employees
6	Processing of Casual Leave, and Special Casual Leave	The concerned employee is required to submit the leave application form directly to the sanctioning authority through proper channel well in time. After receiving of approval, the Branch will make entries in the appropriate register/service book and will issue the Office Order, accordingly. In case of Restricted Holiday the employee shall submit the application through the HoD and the entry shall be made in Departmental Leave Register.	Within 03 days
7	Duty Leave, Earned Leave,	The concerned employee is required to submit the leave	

		application form directly to the sanctioning authority through proper channel well in time. After receiving of approval, the Branch will initiate the concerned through e-mail.	
8	Processing of Half Pay Leave/Commutated Leave, Maternity Leave, Paternity Leave, Adoption Leave, Child Care Leave, Study Leave, Quarantine Leave, EOL, Leave not due	The concerned employee is required to submit the leave application form directly to the sanctioning authority through proper channel well in time. After receiving of approval, the Branch will make entries in the appropriate register/service book and will issue the Office Order, accordingly.	Within 05 days
9	Permission for participation of Seminar/Workshop/Symposia/Lecture/Other	The concerned employee is required to submit the leave application form directly to the sanctioning authority through proper channel well in time. After receiving of approval, the Branch will make entries in the appropriate register/service book and will issue the Office Order, accordingly.	Within 05 days
10	Permission for participation of Refresher Course/Orientation Programme/ Induction Programme	The concerned employee is required to submit the leave application form directly to the sanctioning authority through proper channel well in time. After receiving of approval, the Branch will make entries in the appropriate register/service book and will issue the Office Order, accordingly.	Within 03 days
11	Issuance of Relieving order/certificate of employees	The employee concerned will submit the required request through proper channel in the branch with relevant documents. The branch will put up the case for the approval of the competent	Within 15 days

		authority. The final relieving order will be issued after receiving of No-Dues certificate.	
12	To forward applications/ NOC to employees, for appointment to various posts outside CUH	The employee concerned will submit the request through proper channel in the branch with copy of advertisement. The branch will put the case for the approval of the competent authority after taking vigilance clearance from the Vigilance Section.	Within 15 days
13	NOC to apply for Passport/Visa	On receipt of application, the Branch shall verify the details from the personal file and submit the proposal for approval.	Within 15 days
14	Verification of various certificates of teaching and non-teaching staff.	<p>a) The Branch sends the relevant copies of certificates submitted by the employees, to the concerned issuing institution for verification of its genuineness;</p> <p>b) In case the institution demands verification fee, the Establishment Branch submits the proposal for approval of the competent authority;</p> <p>c) The approval is communicated to the Finance Branch for remittance of fee.</p>	Within 06 Months
15	Issuance of letter of appointment/reappointment of teaching/non-teaching staff on contract	<p>a) The employee concerned submits the required request through proper channel (with the recommendation of the reporting officer) in the Branch with relevant documents. The Branch puts up the case, as per rule, for the approval of the competent authority;</p> <p>b) The Offer of Appointment is issued after taking approval from the competent authority.</p>	Within 15 days

16	Issuance of Permission letter for pursuing higher education to employees	a) The concerned employee submits the required request through proper channel in the Branch with relevant documents; b) The branch puts the case as per rule for the approval of the competent authority; c) The permission is issued after taking approval from the competent authority.	Within 15 days
17	Meetings of Departmental Promotion Committees	a) Inviting of applications; b) Scrutiny of applications and conduct of Exams/Typing Test; c) Conduct of DPC; d) Conduct of DPC as per CRR of the University as amended from time to time.	
18	Promotions under Career Advancement Scheme	As per UGC Regulations, 2018 or any other relevant regulation or as amended from time to time	
19	Issuance of Permission letter to avail LTC	a) The employee concerned submits the required request through proper channel in the Branch with relevant documents; b) The branch puts up the case as per rule for the approval of the competent authority; c) The permission for LTC is issued after taking approval from the competent authority.	Within 15 days
20	Issuance of Experience Certificate	The employee concerned submits the request in the Branch. The experience certificate is issued as per records.	Within 03 days
21	Attestation of entries made on the service books	After making suitable entries in the service books, the attestation is done by AR/DR (Estt.)	Within 01 month from the issuance of orders
22	Annual Increment to employees	Presence report of concerned employees is processed and	Within 15 days

		notification is issued in the month of January & July each year as applicable.	
23	Submission of Reports and returns to Desk Section	After receiving the Reports/RTIs/Court Cases from the concerned Branch, the reply is sent as per records.	Within required time limit
24	Reply of RTIs applications		
25	Reply of Court Cases		
26	Counting of past service	<p>a) Branch receives the requests from the individual teachers along with all necessary supporting documents;</p> <p>b) The Branch examines the requests in the light of relevant UGC Regulations and other applicable norms;</p> <p>c) After thorough examination, the Branches submits the proposal for the approval of competent authority with specific recommendation;</p> <p>d) After approval, office order is issued by the Branch.</p>	Within 15 days

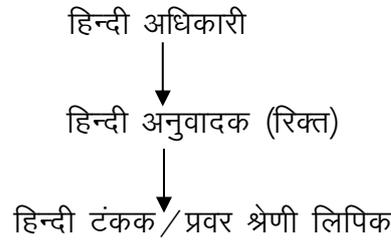
9
राजभाषा अनुभाग
Official Language Section

9 राजभाषा अनुभाग Official Language Section

राजभाषा अनुभाग के बारे में

राजभाषा संबंधी सांविधानिक और कानूनी उपबंधों का अनुपालन सुनिश्चित करने और संघ के सरकारी काम-काज में हिंदी के प्रयोग को बढ़ावा देने के लिए राजभाषा विभाग की स्थापना की गई थी। उसी समय से यह विभाग संघ के सरकारी काम-काज में हिंदी का प्रगामी प्रयोग बढ़ाने के लिए प्रयासरत है। दिसंबर, 2013 के अंतिम सप्ताह में हिंदी अधिकारी एवं स्टाफ के पदभार ग्रहण करने के साथ ही 01 जनवरी, 2014 से राजभाषा अनुभाग ने विधिवत् अपना कार्य प्रारंभ किया। विश्वविद्यालय की स्थापना के उपरांत पहली बार जनवरी, 2014 में विश्वविद्यालय की राजभाषा कार्यान्वयन समिति (राभाकास) का गठन किया गया। तत्पश्चात नियमित रूप से इसकी तिमाही बैठकें आयोजित की जा रही हैं। इन बैठकों में विगत तिमाही की प्रगति रिपोर्ट की समीक्षा की जाती है और आगामी तिमाही के लक्ष्य तय किए जाते हैं।

कार्यालयीय ढांचा



राजभाषा अनुभाग के उत्तरदायित्व:

- विश्वविद्यालय में भारत सरकार की राजभाषा नीति के क्रियान्वयन हेतु प्रयास एवं इस हेतु अन्य विभागों की सहायता करना।
- विश्वविद्यालय की राजभाषा कार्यान्वयन समिति की तिमाही बैठकें, कार्यशालाएं, संगोष्ठियां, आदि आयोजित करना।
- विश्वविद्यालय के दस्तावेज एवं वेबसाइट द्विभाषी रूप में तैयार करने में सहयोग करना।

हिन्दी अधिकारी के उत्तरदायित्व:

- विश्वविद्यालय स्तर पर राजभाषा अधिनियम की अनुपालना सुनिश्चित करवाना
- विश्वविद्यालय की राजभाषा कार्यान्वयन समिति की बैठक हेतु कार्यसूची और कार्यवृत्त तैयार करना।

- नगर राजभाषा कार्यान्वयन समिति (नराकास), महेंद्रगढ़ की बैठक हेतु कार्यसूची और कार्यवृत्त तैयार करना।
- हिन्दी अनुवाद किए गए विभिन्न दस्तावेजों को अंतिम रूप देना।
- हिन्दी के विकास, प्रचार व प्रसार हेतु विश्वविद्यालय स्तर पर विभिन्न प्रकार के आयोजन करना।

प्रवर श्रेणी लिपिक के उत्तरदायित्व:

- विश्वविद्यालय स्तर पर राजभाषा अधिनियम की अनुपालना करवाने में हिन्दी अधिकारी का सहयोग करना।
- विश्वविद्यालय की राजभाषा कार्यान्वयन समिति की बैठक हेतु कार्यसूची और कार्यवृत्त तैयार करने में सहयोग करना।
- नगर राजभाषा कार्यान्वयन समिति (नराकास), महेंद्रगढ़ की बैठक हेतु कार्यसूची और कार्यवृत्त तैयार करने में सहयोग करना।
- हिन्दी अनुवाद कार्य हेतु निर्धारित बाहरी विशेषज्ञों के साथ सम्पर्क करना और समय पर अनुवाद कार्य पूर्ण करवाने के लिए प्रयास करना।
- हिन्दी के विकास, प्रचार-प्रसार हेतु विश्वविद्यालय स्तर पर विभिन्न प्रकार के आयोजन में सहयोग करना।
- राजभाषा अनुभाग के ई-मेल व डाक का रिकॉर्ड व्यवस्थित ढंग से रखना।
- विश्वविद्यालय के विभिन्न दस्तावेजों/पत्रों/अधिसूचनाओं आदि का टंकण कार्य करना।

मानक संचालन प्रक्रिया

Standard Operating Procedure (SOP)

क्र.सं.	फाइल की प्रकृति	प्रक्रिया	समय
1.	सामान्य फाइल/दस्तावेज	निर्धारित प्रक्रिया के तहत	1-2 दिन
2.	अनुवाद संबंधित फाइल	1. अधिकारी/विभाग से मूल प्रति प्राप्त करना। 2. अनुवाद प्रक्रिया अतिशीघ्र निस्तारण करना। 3. आवश्यकतानुसार अनुवादकों का पैनल तैयार करना।	पृष्ठों की संख्या पर निर्भर

राजभाषा अनुभाग के प्रयास एवं उपलब्धियाँ:

- विश्वविद्यालय की संकल्पना एवं उद्देश्य को द्विभाषी रूप में तैयार कर प्रदर्शित किया गया है।

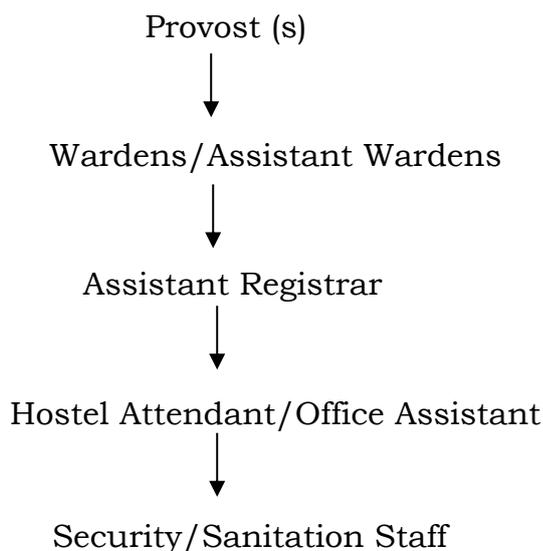
- सभी 16 आरटीआई नियमावलियों का हिंदी में अनुवाद कर विश्वविद्यालय की वेबसाइट पर अपलोड करवाया गया।
- विश्वविद्यालय की वार्षिक प्रतिवेदन, वार्षिक लेखापरीक्षा प्रतिवेदन, न्यूज़लेटर, अध्यादेशों को द्विभाषी रूप में तैयार किया गया।
- विश्वविद्यालय के कार्यालीन कार्य में हिंदी के प्रयोग को सुगम बनाने के लिए राजभाषा संदर्भ पुस्तिका प्रकाशन किया गया।
- हिंदी टिप्पण को आसान बनाने के लिए विश्वविद्यालय के फाइल के कवर पर दैनिक प्रयोग में काम आने वाले टिप्पण का प्रिंट करवाया।
- अधिकारियों के नामपट्ट एवं रबड़ की मुहरें तथा विभागों के नामपट्ट द्विभाषी रूप में तैयार किए गए हैं।
- विश्वविद्यालय में राजभाषा के प्रति जागरूकता उत्पन्न करने के उद्देश्य से राजभाषा संगोष्ठियाँ तथा हिंदी कार्यशाला-व-राजभाषा संगोष्ठियाँ आयोजित की जाती हैं।
- विश्वविद्यालय के कर्मचारियों को हिंदी में कार्य करने हेतु प्रशिक्षित करने के उद्देश्य से तिमाही हिंदी कार्यशालाओं का आयोजन किया जाता है।
- कंप्यूटर पर हिंदी में कार्य करने के लिए समय-समय पर प्रशिक्षण कार्यक्रम चलाए जाते हैं।

10
छात्रावास (पुरुष एवं महिला)
HOSTELS (BOYS AND GIRLS)

छात्रावास (पुरुष एवं महिला) HOSTELS (BOYS AND GIRLS)

1. About the Hostels: The Boys and Girls Hostels of Central University of Haryana were established in the year 2013 to provide accommodation to the full-time students of the University. At present, there are 2 hostels for boys and 2 for girls with total capacity of 519 for boys and 400 for girl students.

1.1 Organisation Chart:



2. Responsibilities of the Hostel Administration: The Boys and Girls Hostels provide accommodation to full time students of the University as per the norms/rules provided in the Hostel Manual of the University. **(Annexure – I)**

3. Responsibilities of the Hostel Administration include the following:

- a) Offering Admission to the eligible students as per the hostel rules;
- b) Providing safe, secure, healthy and conducive environment for the hostellers;
- c) Providing mess facility for the residents/hostellers;
- d) Creating a vibrant atmosphere for the students to study/stay uninterruptedly;
- e) Maintaining the infrastructural facilities including physical infrastructure, proper electricity connection, electric appliances, potable water, etc.;
- f) Conducting periodical repairs and maintenance of all the facilities including water coolers, ROs, electric appliances, etc. in coordination with the concerned branch.
- g) Providing common recreational facilities such as study room, indoor sports, gym, etc;
- h) Conducting periodical health check-ups with the help of University Health Centre;

- i) Preventing menace of ragging or any other activity of indiscipline in hostel premises;
- j) Prohibiting entry/stay of unauthorized visitors in the hostel;
- k) Preparing the schedule of entry/exit timings and meals in the mess;
- l) Initiating disciplinary action against the residents found involved in activities of indiscipline.

4. Individual Responsibilities of Officers/Officials:

4.1 Provost: There is one Provost each for Boys and Girls Hostel. The Provost is the administration in-charge of the concerned hostels in matters related to the general administration, welfare of hostellers, maintenance of discipline in hostel premises, security, supervision and control of the concerned hostels including delegation of duties among Wardens, Assistant Wardens, Assistant Registrar and the officials. The Provost looks after the affairs of the hostel with the help of the Warden(s). The Powers and functions of the Provost are as under:

- a) The Provost shall be the Chief Executive Officer to implement the decisions of the University Hostel Committees either personally or through Committee. He/she is the overall in-charge of all the Establishments of the concerned Hostels;
- b) Allotment of hostel rooms;
- c) Taking measures to prevent incidence of ragging;
- d) Maintaining discipline and supervising the cultural activities of the students residing in the hostels;
- e) Granting permission, where it is expedient to do so, for stay of bonafide guest of Hostel inmate up to seven days as per Hostel norms.
- f) Denying entry of any visitor or student guest who, in his opinion, is likely to disturb the peace of the hostel;
- g) Attending the cases of misbehavior and indiscipline of students residing in the hostel;
- h) Attending the cases of illness of students residing in the hostel;
- i) Planning and supervising the extracurricular activities of the hostel including social service in coordination/consultation with Wardens;
- j) Nominating the Treasurer of the hostel from amongst the Wardens who operate the funds and regulate hostel budget, and handle temporary advances and its timely settlement. He/She will be responsible for the custody as well as maintenance of imprest account;
- k) Sanctioning payment or refund of all kinds of security deposit to Mess contractors/suppliers/students;
- l) Examining the bank reconciliation statement of all accounts pertaining to the concerned hostels;
- m) Deciding the matter of grievances of students and subordinate staff within the limitations of his/her responsibility;

- n) Imposing or waiving fines (as mentioned in the list of punishment) and transferring a resident from one wing of the Hostel to another;
- o) Writing APAR of hostel employees and submitting the same to Registrar/VC Office;
- p) Pursuing the complaints concerning civil and electrical works, repairs/replacement or procurement of furniture, fittings etc. as reported to him/her;
- q) Taking an undertaking from each hosteller that he/she shall abide by the Act, Statutes, Ordinances, Rues and Orders of the University, and shall pay the Mess dues and hostel charges;
- r) Maintaining hostel discipline and taking measures to stop misuse of rooms, electricity, furniture, fittings, water etc..
- s) In absence of the Provost, the duties of Provost shall be performed by the Wardens/Assistant Wardens or any other person who he/she hands over the charge.

Note: The matters of Hostel staff relating to sanctioning of leave, grievances of employees and other day to day affairs are taken up at the appropriate level of Hostel Administration as delegated by the Provost.

4.2 Warden: The Warden looks after all the affairs of Hostel as assigned to him/her. The functions/powers of the Warden are as follows:

- a) Assisting the Provost of the concerned Hostel in matters related to general administration, supervision and control of the concerned hostel including all matters related to students welfare, discipline, mess and security of the hostel;
- b) Making himself/herself available in the hostel office everyday (or he/she assigns somebody else) at specified hours to be notified in hostel office to attend the office business and the problems of the residents;
- c) Assisting the Provost in the allotment of rooms to students;
- d) Taking measures to prevent incidents of ragging;
- e) Keeping contact with the residents and taking care of students in case of illness in the hostel;
- f) Enforcing the rules relating to the management of the mess, extra-curricular activities and all other orders relating to the hostel administration;
- g) Reporting to the Provost the cases of misbehavior/indiscipline by a student residing in hostel;
- h) Attending to all matters of health, sickness, diet, sanitation and cleanliness in the premises of the concerned hostel;
- i) Safe custody, maintenance and repair of property of the concerned hostel with the fund allotted for the purpose;
- j) Assisting the Provost in all matters of administration and supervision which have been referred to him/her by the Provost;

- k) Authenticating attendance of the employees of his/her hostel by putting his/her initials and date;
- l) Maintaining the common room and its discipline during the organization of sports and cultural activities;
- m) Permitting the opening of common room beyond the prescribed hours on special occasions, and taking care of complaints relating to common room;
- n) Supervising the functioning of the mess, working of the mess manager, cook, and helper under his/her charge with the assistance of the Mess Committee;
- o) Conducting regular inspections of the dining hall, kitchen room and the food preparation to monitor cleanliness, discipline and food quality;
- p) Drawing temporary advance for mess related work, if necessary, and ensuring its proper utilization/adjustment;
- q) Examining the income and expenditure of the Mess. The Warden may stop meals of a resident due to default in payment and may recommend for appropriate action to Provost.
- r) Examining the cases of Mess security refund to the students;
- s) Taking appropriate measures for purchase/procurement of newspapers and magazines and also their sale proceed.
- t) Any other assignment /responsibility delegated by the Provost.

4.3 Assistant Wardens: The Assistant Wardens are appointed as per the requirement of Hostels. Assistant Wardens perform the duties assigned to them by Provost or Warden, from time to time. In absence of Warden, the Assistant Warden functions as Warden.

4.4 Assistant Registrar (Hostels): The Assistant Registrar carries out all administrative assignments assigned by the Provost/Wardens/Assistant wardens from time to time. The major responsibilities of the Assistant Registrar are:

- a) Managing the hostel administration in a transparent and efficient manner;
- b) Maintaining the record of all the residents/hostellers and record of fee/dues paid by them;
- c) Maintaining the account books/inventories/stock register and hostel records with the help of Hostel staff;
- d) Maintaining the records of the minutes of the meeting of the Provost/Hostel administration;
- e) Initiating the proposals for procurement of goods of maintenance, repair, renovation etc;
- f) Initiating the tendering process for hiring of agency for mess and catering services/shops;
- g) Engaging the hostel staff for cleanliness, sanitation and other essential services including security;
- h) Receiving the grievances of the hostellers addressed to hostel administration;

- i) Reporting all the matters to Hostel Warden and the Provost;
- j) Supervising the quality of food served by the catering agency, by conducting periodical checks and reporting the issues to appropriate hostel authorities;
- k) Maintaining the record of files, registers, and attendance of hostel staff;
- l) Conducting meetings of the Hostel Management Committee (HMC) ensuring that all provisions and guidelines are timely disseminated and executed;
- m) Administration of Mess, infrastructure, inventories etc;
- n) Any other responsibility assigned by the Provost/Wardens.

4.5 Hostel Attendant/Office Attendant: The Hostel Attendants/Outsource staff employed in the hostels take the attendance of the students on a daily basis and keep the record of such attendance. They perform all the tasks as assigned by Provost/Wardens/Assistant Wardens/Assistant Registrar, from time to time.

4.6 Security and Sanitation Staff: The Security and Sanitation Staff take care of security and sanitation of hostel premises, and perform all such duties as assigned to them by Provost/Wardens/Assistant Wardens/Assistant Registrar, from time to time.

5. Standard Operating Procedure (SOP)

Sr. No.	Nature of File	Procedures	Time Frame
1	Allotment of Hostel	a) Students submit the application in Hostel office within the stipulated time. b) The applications are examined in the light of eligibility of the student. c) Allotment list is notified	Within 10 days from commencement of session
2	Payment of Mess Bill	All students are required to deposit the Mess Bills to Mess Incharge.	By 10 th of every month.
3	Grievances of Mess	Students submit the grievance in writing to Hostel office who in turn submits such complaints to Provost/Warden/Assistant Warden on the same day or next day.	Within 3 days.
4	Grievances of repair of essential	a) The Students are required to submit such complaints in writing to Hostel office.	Within 7 days

	appliances like fan, RO, water cooler, electricity fitting etc.	b) The AR(Hostel) coordinates with the respective branch for repair.	
5	NO Dues Certificate	The Students are required to submit the No Dues Certificate duly signed by the mess contractor/Agency. The application is then examined by the Hostel Administration to ensure that there are no dues pending against the hosteller.	Within 2 days.
6	Complaints by the Hostellers against the fellow residents and acts of Indiscipline.	Indiscipline among students shall be reported to Provost/Warden/Assistant Warden immediately, and prompt action is initiated, accordingly.	Within 3 days.
7	Annual Repair/maintenance	The Hostel Administration liaise with the infrastructure Branch about Annual maintenance/Renovation/White wash/Repair, etc. during summer vacations.	During Vacations

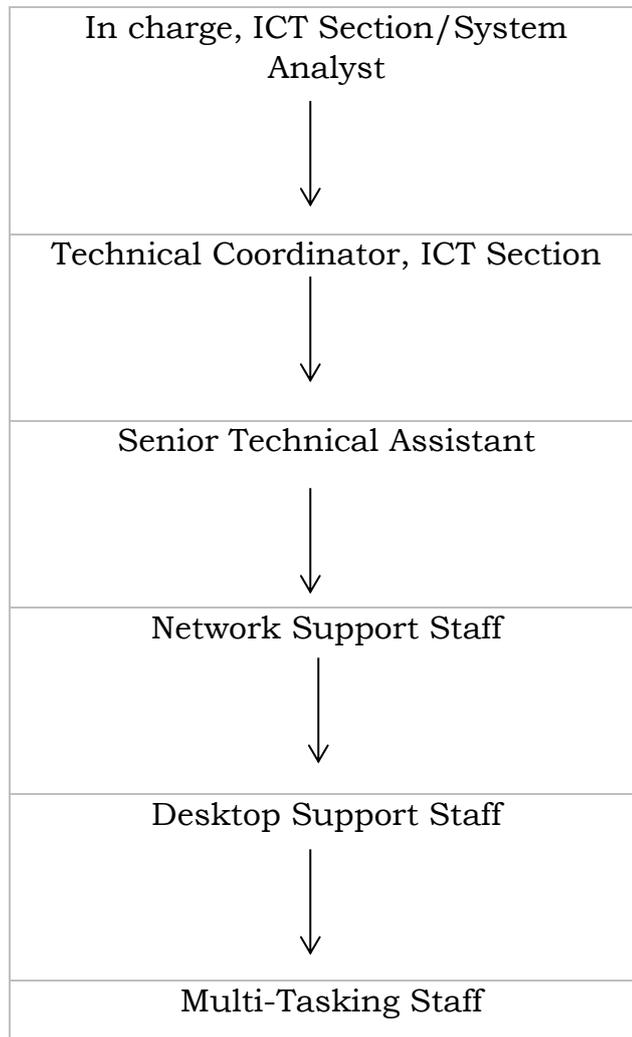
11
सुचना और संचार प्रौद्योगिकी अनुभाग
ICT Section

11
सुचना और संचार प्रौद्योगिकी अनुभाग
ICT Section

1. About the Section

ICT Section is the central technological resource centre of the University providing critical technical support to the entire University community including all its Offices/Departments.

1.1 Organisational Structure



2. Responsibilities of the Branch/Section:

- a) Addressing the IT requirements and requests of academic and administrative units;
- b) Consulting with academic and administrative units to evaluate their IT requirements, capabilities and requests;

- c) Managing CUH central IT infrastructure and services including- academic and collaborative applications, accessible technology, administrative systems, and information management, classroom technology, computing infrastructure, Data Centres, information security, and privacy, IT services and strategic sourcing, networking, technology process continuity and telecommunications
- d) Working with the administrative heads, Deans and appropriate governance committees to determine IT strategies, policies, priorities and resource allocations
- e) Providing uninterrupted Wi-Fi/internet facility;
- f) Redressal of grievances related to hardware, software, internet connection, LAN, anti-virus software, etc.;
- g) Managing and maintaining the University website on daily basis;
- h) Display of all relevant and updated notices/information on the University website;
- i) Carrying out the website audit, periodically;
- j) Up-gradation of IT resources and planning for future IT requirements facilities for Network Routing and Website related technology;
- k) Server installation and up-gradation for future memory requirements
- l) Managing virtual/smart classrooms, video conferences, webinars, live webcasts of various University events/online-meetings;
- m) Online admission and recruitment processes;
- n) Providing all necessary assistance/guidance to the staff/branches on any technology related matter/applications.

3. Individual Responsibilities of each Officer/Officials

3.1 In charge, ICT Section:

All administrative work related to ICT Section and necessary guidance to the staff of ICT section.

3.2 Technical Coordinator ICT Section:

- a) Coordinating all technical activities of the Section and necessary guidance to ICT officers/officials;
- b) Proposing new technical initiatives for the improvement of the IT infrastructure of the University;
- c) Regularly monitoring the working of hardware/software in the University by liasoning with the ICT Section;
- d) Planning and arranging for periodic audit of IT infrastructure;
- e) Apprising the authority/system analyst/incharge ICT section for upgrading the existing system and also strategically implements the best practices in the IT infrastructure of the University.

3.3 Senior Technical Assistant:

- a) Maintenance of university website and updating information from time to time;
- b) Passive (Optical Fibre) and active network support;
- c) Maintaining and Administering the Webserver, IP/ EPABX Server, ELMS (E- Learning Management System) Server, Database Server, Domain E-mail Server, SMS Server and Recruitment application server;
- d) Maintaining various E-Services portals of the University;
- e) Management and administering the Surveillance system, Cyberoam UTM, University network system and Wi-Fi services, Configuring WLAN/LAN hardware and software setup and maintaining regular backup of database;
- f) Managing virtual/smart classrooms, video conferences, webinars, live webcasts of various University events/online-meetings;
- g) Ensuring information security/information management, reporting and statistically monitoring performance of computer/devices in Computer Centre and other departments by managing instances of hardware/software failure, repair and installation;
- h) Managing the online admission and recruitment related work;
- i) Provisioning of ICT tools for the University;
- j) Software installation and maintenance of departmental computer Labs;
- k) Maintenance and up-gradation of computing facilities;
- l) Maintaining and managing e-conferences facility;
- m) Proposing demand for ICT facilities after assessment of futuristic requirements;
- n) Proposing the purchase/procurement and service relating to ICT infrastructure and facilities;
- o) Coordinating with BSNL/MTNL/RailTel/Bharti InfraTel and other ICT service providers from time to time
- p) Administering and assigning of responsibilities among the junior officials;
- q) Any other responsibility assigned by the ICT officers/officials/competent authority.

3.4 Network Support Staff:

- a) Troubleshooting the network issues of the University network system and Wi-Fi services.
- b) Configuring WLAN/LAN hardware and software setup and maintaining regular backup of switches/network devices.
- c) Providing network support for IP/EPABX phones
- d) Any other responsibility assigned by the ICT officers/officials

3.5 Desktop Support Staff:

- a) Troubleshooting the hardware related issues such as desktop, laptops, printers, IP/EPABX phones, photocopiers and other computer peripheral devices;
- b) Any other responsibility assigned by the ICT officers/officials.

3.6 Multitasking Staff/ Office Attendant:

- a) Timely opening and closing of the offices;
- b) Cleaning of office and proper dusting;
- c) Photocopy and assistance in file maintenance;
- d) Cleaning and assembling of hardware;
- e) Handing over the Dak to other departments;
- f) Any other specified work as assigned by the branch officers/official (s).

4. Standard Operating Procedure (SOP)

Sr. No.	Nature of File	Procedures	Time Frame
1	Updating University Website	Request received through online/offline mode and the same is uploaded on the University website	On the same day
2	Broadcasting of emails/official communication	Request is received from the department/branches and the same is processed accordingly	On the same day
3	Broadcasting of SMS to Students/Staff	Request is received from the department/branches is processed accordingly	On the same day
4	Official/email ID Registration	a) Request from research scholars/staff are received online/physically in the prescribed proforma/form; b) Application is processed accordingly and new email is created	Within 2 days
5	Internet Registration	a) Request of student/staff received online/physically in prescribed proforma ; b) Application is processed accordingly	Within 2 days

6	Handing of hardware related complaint	a) Complaint is received from the department/branch is redressed on priority; b) In case of external support required, the necessary proposal is initiated.	Within 1 to 7 working days (Depending upon the nature of problem)
7	Handing of software related complaint	a) Complaint is received from the Department/Branch is redressed on priority; b) In case the external support is required, the necessary proposal is initiated.	Within 1 to 7 working days (Depending upon the nature of problem)
8	Internet Complaint	a) Complaint received from the department/branch redressed on priority; b) In case of external support required, the necessary proposal is initiated.	Within 1 day (If the fault is at the campus itself)
9	Technical assistance required for the purchase of hardware/software by the Departments/offices	Request for technical support is received from the department/offices and the same is complied	Within required time limit or as and when required
10	Booking of Virtual Class Room	The request is received in the prescribed proforma and the necessary support is provided accordingly	Within 1 day
11	ICT arrangements for Departmental or University meetings/webinars/conferences/other events	Request for technical support is received from the department/offices and is complied accordingly.	Within time limit or as and when required
12	Resolving Wi-Fi related complaints	a) Complaint is received from the department/branch redressed on priority; b) In case, the external support required, the necessary proposal is initiated accordingly	Within 1 to 7 days (Depending upon the nature of problem)

13	Students Software/Hardware related complaints Resolving	a) Complaint received from the department/branch redressed on priority; b) In case of external support required, the necessary proposal is initiated.	Within 1 to 7 days (Depending upon the nature of problem)
14	Disposal of routine files	As per the University Norms	Within 3 days
15	Files requiring Inter-departmental consultation	As per the University Norms	Within 7 days
16	Files requiring the approval of Registrar	a) The proposal is initiated by STA in consultation/remarks/technical inputs with Technical Coordinator ; b) The file is submitted for the consideration/remarks of ICT Incharge.	Within 3 days
17	Desktop support to CUH staff	Request for technical support received from the department/offices, and is complied accordingly.	Within 1 day
18	Files requiring the approval of Vice-Chancellor	a) The proposal is initiated by STA in consultation/remarks/technical inputs of Technical Coordinator; b) The file is submitted for the consideration/remarks of ICT Incharge.	Within 7 days
19	Reply of Parliamentary questions	The reply is prepared by the STA in consultation with Technical Coordinator for approval of In charge, ICT	Within 1 day
20	Reply of Desk Section's questions /data requirement	The reply is prepared by the STA in consultation with Technical Coordinator for approval of the ICT In charge	Within 1 day

21	Reply of RTI Section Questions	The reply is prepared by the STA in consultation with Technical coordinator for approval of ICT In charge	Within 1 day
22	Payment against ICT services through ICT Section	a) The STA proposes the payment of ICT services like Wi-Fi services, generation of invoices for rent of mobile towers, procurement of instruments (hardware/software) in consultation with Technical Coordinator; b) ICT Incharge further submits the file to the concerned Branch/competent authority for the necessary approval.	Within 10 days
23	Issuance of No Dues Certificate to staff/students	STA verifies records and 'No Dues Certificate' is issued by ICT section.	Within 1 day
24	Closure of official Email ID	The email id of a student/staff is closed as per the rule of the ICT Section.	Within 1 week of issuance of certificate

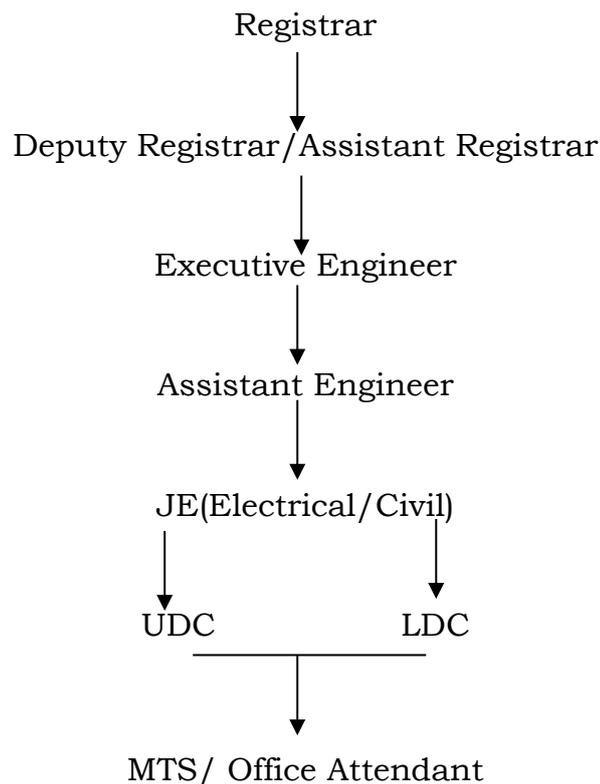
12
आधारभूत संरचना शाखा
Infrastructure Branch

आधारभूत संरचना शाखा Infrastructure Branch

1. About the Branch:

Infrastructure Branch is primarily entrusted with the responsibility to coordinate with Central Public Works Department (CPWD) and other construction agencies engaged by the University for construction and development works. The section checks the quality and the samples of the materials used for construction/ development works carried out by various agencies. It also looks after maintenance of buildings, roads water supply, plumbing, minor electrical/civil works, horticulture activities, public health, purchase of maintenance material, hiring of services for annual/regular maintenance of various facilities like lift, Variable Refrigerant Volume (VRV), water coolers, generator sets, fire safety equipment, electric substations, etc.

1.1 Organisation Chart:



2. Responsibilities of the Branch:

- a) Maintaining entire record of the land, physical infrastructure, master plan of the University and clearance certificates issued by various agencies/bodies;

- b) Correspondence with CPWD and/or other agencies hired by the University for efficient and timely execution of all the construction projects as per the terms and conditions of agreement and design approved by the Competent Authority;
- c) Coordinating with the agency for proper implementation of decision taken in the meetings of Monitoring Committee and Building Committee, etc.;
- d) Checking the quality and samples of the materials used for construction, furniture, fittings and other related work;
- e) Scrutinizing of estimates submitted by the agency for various developmental/construction works;
- f) Planning for use of renewable source of energy such as solar power, bio electrical plants etc.;
- g) Providing and maintaining RO water plants, hot and cold water equipment, etc.;
- h) Handing over of inventory of finished project to Estate Section on handing over of building;
- i) Keeping proper record of underground water tank cleaning schedule and their chemical check;
- j) Yearly estimation of Electrical and water supply requirements of campus based on installation of machines;
- k) Proper audit of standby power supply at critical section like main server, NMR etc.;
- l) Keeping all the maintenance manual, drawings, hand over documents and drawing of major electrical and water pipe lines;
- m) Coordinating with agencies for removal of defects (physical, electrical, civil, and plumbing, horticulture etc.) covered under the terms and conditions of the agreements;
- n) Carrying out periodical inspection of construction sites/works;
- o) Repairing and removal of defects of water supply, plumbing, electrical, civil, etc. by the maintenance staff of Infrastructure Branch;
- p) Providing uninterrupted electricity and potable water supply in the University;
- q) Conducting periodic meetings of the Monitoring Committee and Building Committee of the University;
- r) Maintaining horticulture, civil, electrical and other infrastructural works of the University;
- s) Disposing of complaints received from various departments, branches and residents regarding electricity, civil works, plumbing works, drainage, sewage, etc. ;
- t) Utilisation of funds allocated for construction projects and other infrastructure with the approval of the Competent Authority;
- u) Submitting of physical and financial progress of Higher Education Financing Agency (HEFA) funded projects to the concerned office/agency periodically, or as and when required;

- v) Preparing and inviting tenders relating to the goods and services required by the University under the domain of the branch;
- w) Execution and renewal of AMCs/guarantee/warranty under the domain of the Branch in accordance with the specific terms and conditions in a time bound manner;
- x) Maintenance and replenishment of fire safety equipment;
- y) Depositing of electricity bills of the university and periodical auditing of electricity consumption of the University;
- z) Regular maintenance of engines, motors, machines, equipment, drainage, sewage line, sewage treatment, rainwater harvesting, solar panels, electricity panels, electricity fittings, wirings, etc;
- aa) Maintenance of complaint register and timely redressal of grievances;
- bb) Regular maintenance of roads, footpaths, street lights, University boundaries, gates, etc;
- cc) Arranging whitewash and paint of the buildings, walls and offices;
- dd) Any other assignment delegated to the branch by the competent authority.

3. Individual Responsibilities of each Officer/Officials:-

3.1 Deputy/Assistant Registrar

- a) Administers the overall responsibilities of the Branch;
- b) Monitors the progress and routine work of the Branch;
- c) Coordinates with Executive Engineer/Project Management Consultant (PMC) regarding execution of all ongoing works taken up by the agencies;
- d) Maintains the physical and financial progress/records of all ongoing works;
- e) Conducting the meeting of Monitoring Committee and Building Committee in coordination with the Competent Authority;
- f) Submits the proposals regarding the infrastructure works in coordination with Executive Engineer to be taken-up in future.
- g) Maintains the records of annual and regular maintenance of all existing civil, electrical, public health and horticulture works of the University;
- h) Inviting tenders in coordination with Executive Engineer for various new works/services and AMCs with the approval of the Competent Authority;
- i) Trains the subordinate staff regarding disposal of their duties.
- j) Any other duties/tasks assigned by the competent authority.

3.2 Executive Engineer

- k) Administers the overall responsibilities of the Branch;
- l) Monitors the progress and routine work of the Branch;

- m) Coordinates with Project Management Consultant (PMC) regarding execution of all ongoing works taken up by the agencies;
- n) Maintains the physical and financial progress of all ongoing works and reports the same to the authorities on regular basis;
- o) Prepares the project plan and specifications of all new works;
- p) Finalizes the draft specifications of the new projects;
- q) Implements appropriate building codes/regulations in force;
- r) Conducting the meeting of Monitoring Committee and Building Committee in consultation with the Competent Authority;
- s) Submits the proposals regarding the Infrastructure works to be taken-up in future.
- t) Regular Inspection of all ongoing works;
- u) Annual and regular maintenance of all existing civil, electrical, public health and horticulture works of the University;
- v) Periodic inspection of buildings and other infrastructure works;
- w) Issues advice/instruction on various issues concerning the infrastructure;
- x) Disposal of day to day correspondences;
- y) Inviting tenders for various new works/services and AMCs with the approval of the Competent Authority;
- z) Trains the subordinate staff regarding disposal of their duties.

3.3 Consultant (Infra)/Assistant Engineer:

- a) Technical support in ongoing projects and works to be taken-up in future;
- b) Regular inspection of the ongoing construction/development works and also the existing buildings;
- c) Disposal of day to day correspondences;
- d) Coordination with the construction agencies;
- e) Conducts meeting of Monitoring Committee and Building Committee in consultation with the Executive Engineer;
- f) Preparation of draft agenda and minutes of the meetings in consultation with the Executive Engineer;
- g) Maintenance of existing civil, electrical, public health and horticulture works of the University;
- h) Brings all the relevant issues under the domain of the Branch in the notice of Executive Engineer;
- i) Assists the Executive Engineer in matters relating to maintenance of civil, horticulture and public health works etc.;
- j) Assists the Executive Engineer for the execution of all new works;
- k) Prepares maintenance estimates of buildings, roads, civil and electric works;
- l) Assigns the responsibilities among the subordinate staff i.e. Junior Engineer, electrician, plumber, mason, carpenter, etc.;
- m) Prepares estimates for AMC of civil works;

- n) Taking samples of materials used in construction for testing quality of material;
- o) Prepares engineering plan and specifications for construction purpose both for new construction and minor alterations;
- p) Supervises the works of horticulture staff;
- q) Maintenance of horticulture works;
- r) Inspects horticulture works being executed by the PMC/agency;
- s) Arranges materials required for maintenance of horticulture works i.e. manure, tools & plants etc.;
- t) Arranges repair work of tools and plants.
- u) Any other responsibility assigned by the Executive Engineer/competent authority.

3.4 Junior Engineer (Electrical):

- a) Maintenance and repair of electrical works for smooth functioning of electrical equipment;
- b) Maintains the record of electricity bills, lift maintenance bills etc.;
- c) Prepares the electricity charges on the basis of the electricity consumed by residents of the University;
- d) Monitors the work of electricians and other junior staff;
- e) Checking of electrical works of all ongoing projects;
- f) Timely disposal of the electrical complaints;
- g) Ensures the periodic maintenance of DG Sets, Transformers, fittings and sub-stations etc.;
- h) Ensures the timely payment of the electricity bills;
- i) Coordinates with DHBVN in case of any power breakdown.
- j) Any other responsibility assigned by the Assistant Engineer/Executive Engineer.

3.5 Junior Engineer (Civil):

- a) Assists the Assistant Engineer in matters relating to maintenance of civil, horticulture and public health works etc;
- b) Assists the Assistant Engineer for the execution of all new works;
- c) Prepares the maintenance estimate of buildings, roads, new civil works, AMC etc.;
- d) Monitors the progress of his subordinate staff i.e. plumber, mason, carpenter etc.;
- e) Takes samples of materials used in construction for testing the quality of material;
- f) Assists Assistant Engineer for preparing engineering plan and specifications for construction purpose both for new construction and minor alteration;
- g) Any other responsibility assigned by the Assistant Engineer/Executive Engineer.

3.6 Lower Division Clerk

- a) Processing of demand of various stationery items and equipment required in the Branch.
- b) Data Entry, dispatch, diary and filing of papers.
- c) Typing of reply of e-mails.
- d) Filing of papers, maintenance of various Registers.
- e) Record on the maintenance of list of files/registers/inventory of physical assets in the Branch.
- f) Any other work assigned by the authorities.

3.7 Office Attendant

- a) Timely opening and closing of the offices.
- b) Cleaning of offices and proper dusting
- c) Photocopy and assistance in file maintenance
- d) Cleaning and assembling of hardware
- e) Handing over the Dak to other departments
- f) Any other specified work as assigned by the branch officers/official (s).

3.8 Electrician:

- a) Ensures proper electrical supply and executes all electrical repair work in the University Campus.

3.9 Plumber:

- a) Ensures proper water supply and all sanitation works in the University Campus.

3.10 Pump Operator:

- a) Operates various pumps installed for Sewerage Treatment Plant and water supply system.

3.11 Carpenter:

- a) Maintenance of doors, windows, almirahs, chairs and furniture, etc.

3.12 Mason:

- a) Maintenance of the petty repair work of civil nature.

3.13 Painter:

- a) Carries out petty painting of civil works.

3.14 Mali:

- a) Carries out irrigation work, cutting of grass, marking beds, planting flowers and general keeping of the green area.

4. Standard Operating Procedure (SOP):-

Sr. No.	Nature of file	Procedures	Time Frame
1	Routine files/papers	Disposal as per the standard procedures of University on case to case basis	Within 3 days
2	Complaints regarding repairing of electrical defects/complaints	<p>a) Complaints are received in Infrastructure Section;</p> <p>b) Complaint Register is kept in each building so that defects, if any, noticed by the user can be written in the complaint register;</p> <p>c) Complaints are addressed by subordinate staff i.e. electrician under the guidance of Junior Engineer (E).</p>	Within 2 days
3	Complaints regarding repairing of civil defects/complaints	<p>a) Complaints are received in Infrastructure Section;</p> <p>b) Complaint Register is kept in each building so that defects if any noticed by the user can be written in the complaint register;</p> <p>c) Complaints are addressed by subordinate staff i.e. plumber, carpenter etc. under the guidance of Junior Engineer (C).</p>	Within 4 days
4	Monitoring of physical and financial progress and quality of ongoing projects	<p>a) Meetings of Committee is constituted to identify the defects in the building and to get the defects removed</p> <p>b) Meetings of Monitoring Committee are conducted almost once in a month to monitor the progress of all works assigned to PMC;</p> <p>c) Issues progress in minutes of meeting for speedy quality construction in the campus;</p>	<p>a) Regular monitoring by the Infra Branch</p> <p>b) Monthly monitoring by the Monitoring Committee</p>

		<p>d) Quality of material being checked in presence of representative of the University, PMC/agency and contractor;</p> <p>e) .</p>	
5	Annual Maintenance Contract (AMC) of lifts, VRF, CCTV and Sub-Stations and other equipment's	<p>a) The Committee decides the terms and conditions of the AMC Agreement of various services;</p> <p>b) Open tenders are invited;</p> <p>c) Technical and financial evaluation of tender documents is done by the Committee;</p> <p>d) Work is awarded to the lowest bidder.</p>	Process of renewal is completed prior to the expiry of the AMC
6	Maintenance of record	<p>a) All the files are marked with serial number and file name;</p> <p>b) Location for placement of particular files is earmarked;</p> <p>c) List of the files and their locations is prepared;</p> <p>d) Agreement and Performance Bank Guarantee/security are kept in locker;</p> <p>e) Separate files are prepared for PMC, tender, estimates, drawings, minutes of Monitoring committee, minutes of Building Committee etc.</p>	On day to day basis
7	Approval of Estimates and drawings	<p>a) On the request of Branch, estimates and drawings are submitted by CPWD or other agencies;</p> <p>b) University sub-committee scrutinizes the estimates and drawings submitted by PMC i.e. to see that estimates and drawings fulfil the requirement of the</p>	On priority basis in accordance with the approvals of the Competent Authority

		<p>University, specification of work, rate provided in the estimate etc.;</p> <p>c) Estimates and drawings are put up in the Building Committee for approval;</p> <p>d) After approval of Building Committee, estimates and drawings are put up in Finance Committee for approval;</p> <p>e) After approval of Finance Committee, estimates and drawings are put up in Executive Council for approval;</p> <p>f) Estimates costing more than 75 lakhs are put up before the Standing Committee of UGC for approval.</p>	
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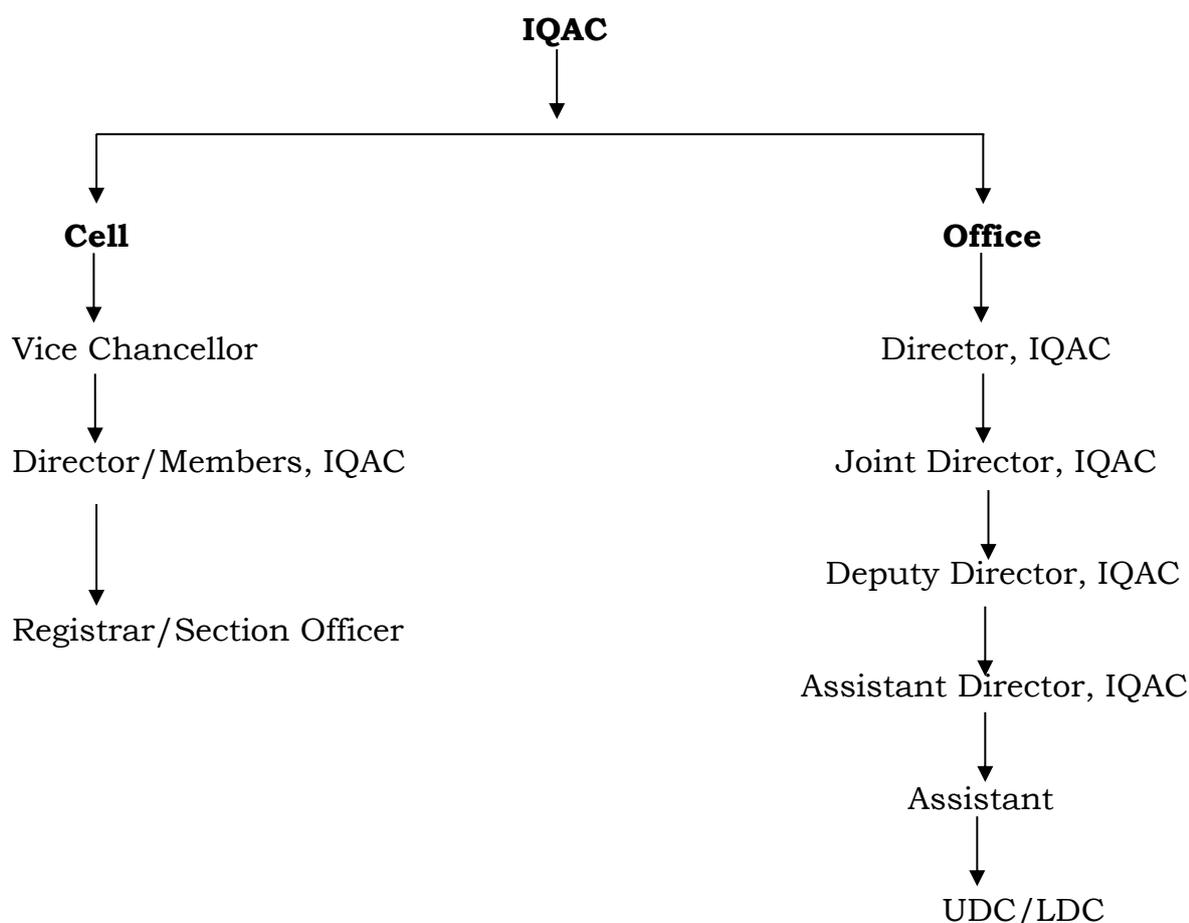
13
आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ
Internal Quality Assurance Cell

आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ Internal Quality Assurance Cell

1. About IQAC:

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), has made it a quality mandate for every accredited institution to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC is a part of the University system and works towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University. It acts as a catalyst to channelize the efforts and measures towards promoting holistic excellence in academics, research and administration in the University.

1.1 Organization Chart:



2. Responsibilities of the IQAC:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education;
- c) Developing feedback mechanism from students, parents and other stakeholders on quality-related University processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra-institutional workshops and seminars on themes relating to institutional quality mandate;
- f) Documentation of various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the University for coordinating quality initiatives including adoption of best practices in academics and administration;
- h) Development and maintenance of University database for the purpose of maintaining /enhancing the quality;
- i) Preparing of the Annual Quality Assurance Report (AQAR), Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR) as per guidelines and parameters of NAAC;
- j) Coordinating with the academic departments and administrative branches for quality initiatives;
- k) Coordinating with the departments/branches for Annual Academic/Administrative Audits;
- l) Conducting Annual Departmental Presentations to showcase various achievements and quality activities successfully conducted by the departments;
- m) Inviting the nominations for Annual Best Researcher Award and Annual Best Performing Non-Teaching Employee;
- n) To prepare the agenda for structural reforms required to be initiated in tune with NEP- 2020;
- o) To conduct colloquia/symposia on the sharing of best practices in collaboration with the sister universities/organisations;
- p) To propose various governance/academic reforms and Best Practices;
- q) To conduct the meetings/discussion sessions/workshops for preparation/review of Citizen Charter and Standard Operating Procedures of various branches/sections.

3. Individual Responsibilities of Officers/Officials:

3.1 Director:

- a) To administer all the affairs concerning quality aspects in the University;

- b) To coordinate with all the concerned stakeholders for dissemination of information on various quality parameters of higher education;
- c) To coordinate with the panel of experts for various activities undertaken by IQAC;
- d) To coordinate with the departments for necessary support in preparation of the Annual Quality Assurance Report and all other reports as required by NAAC;
- e) To Coordinate with the members of IQAC for structured planning and execution of various activities including Annual Quality Assurance Report (AQAR), Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR) to be submitted to NAAC;
- f) Administering the timely and efficient execution of the decisions of IQAC;
- g) Conducting periodic meetings with the stakeholders;
- h) To act as the bridge between the Vice Chancellor, IQAC and the departments/branches;
- i) To seek the guidance and approval of the authorities on various quality aspects.

3.2 Joint Director:

- a) To initiate and propose empanelment of experts for Departmental Presentations, Academic/ Administrative audit and extension activities;
- b) To organize and document various programmes / activities leading to quality improvement of the University;
- c) To discharge all the administrative responsibilities relating to IQAC office;
- d) To assist the Director in administering the affairs concerning quality aspects in the University;
- e) To propose/suggest any quality related initiatives for the overall quality improvement of the University;
- f) To coordinate with the departments for necessary support in preparation of the AQAR, IIQA, SSR, Newsletter, Annual Report, etc.;
- g) To conduct the periodical meeting of the office bearers of the IQAC on behalf of/in the absence of the Director;
- h) To organize and document various programmes/activities leading to quality improvement of the University;
- i) To coordinate, in consultation with the Director, with the panel of experts for various activities undertaken by IQAC;
- j) To assist the Director in administering the timely and efficient execution of the decisions of IQAC;
- k) To act as the bridge between the Director, IQAC Members, IQAC Office bearers and Departments/Branches;
- l) To seek the guidance and approval of the authorities on various quality aspects;
- m) Any other task assigned by the Director, IQAC.

3.3 Deputy Directors:

- a) To assist the Director/Joint Director in administering the affairs concerning quality aspects in the University;
- b) To propose/suggest any quality related initiatives for the overall quality improvement of the University;
- c) To coordinate with all the departments/branches for necessary collection of data/information/facts for the preparation of the AQAR, IIQA, SSR, Newsletter, Annual Report, etc.;
- d) To coordinate with the Director/Joint Director and all officer bearers while processing/compiling and submitting the collected information/data for AQAR, IIQA, SSR, Newsletter, Annual Report, etc.;
- e) Periodically conducting the meeting of the office bearers of the IQAC on behalf/in the absence of the Director/Joint Director;
- f) To plan and organize various programmes/activities leading to quality improvement of the University;
- g) To coordinate, in consultation with the Director/Deputy Director, with the panel of experts for various activities undertaken by IQAC;
- h) To assist the Director/Joint Director in administering the timely and efficient execution of the decisions of IQAC;
- i) Any other task assigned by the Director/Joint Director.

3.4 Assistant Director

- a) To work in coordination with the Director/Joint Director/Deputy Directors in administering the day-to-day activities/affairs of the Cell and Office of IQAC;
- b) To contact and coordinate (with the help of the office staff wherever required) with all the departments/branches for necessary collection of data/information/facts for the preparation of the AQAR, IIQA, SSR, Newsletter, Annual Report, etc.;
- c) To plan, compile and timely submission of the collected information/data for AQAR, IIQA, SSR, Newsletter, Annual Report, etc.;
- d) To report the Director/Joint Director/Deputy Directors about the progress of data collection/submission from/to the various departments/agencies;
- e) To plan, schedule, prepare agenda and minutes of the meetings of IQAC members and office bearers of IQAC;
- f) To bring all the letters/files/communication (both internal/external) to the notice of Director/Join Director/Deputy Directors and preparing replies;
- g) To maintain all the files/data/information/records (both internal and external);
- h) To carry out all the activities in proper coordination with all the stakeholders;

- i) To keep track of the all quality related aspects in the University and recording/reporting the same on regular basis;
- j) Any other task assigned by the Director/Joint Director/Deputy Directors.

3.5 Assistant/UDC/Lower Division Clerk: Lower Division Clerks are entrusted to perform the various tasks of the Cell. But cases handled by them are less complex and important but more of routine in nature. Other specified duties will be as under:

- a) Processing of demand of various stationery items and equipment required in the Cell;
- b) Data Entry, dispatch, diary and filing of papers;
- c) Data entry and preparation of Annual Quality Assurance Report (AQAR)/ Institutional Information for Quality Assessment (IIQA) /and Self Study Report (SSR) etc.;
- d) Typing of reply to emails;
- e) Filing of papers, maintenance of various registers, records and inventory of files and their safe custody;
- f) Submitting proposals for the consideration of authorities as suggested by the Director, IQAC;
- g) Coordinating with branches/departments for compilation of relevant information/data for any meeting/reports etc.;
- h) Preparing the reply of queries received from Desk Section;
- i) Any other work assigned by the Director, IQAC.

4. Standard Operating Procedures (SOP):

Sr. No.	Nature of File	Procedures	Time Frame
1	Routine Files/Papers	Are disposed off as per the standard practices of the University on case to case basis.	Within 2 days
2	Proposal requiring recommendations of the Committee	a) The Committee is proposed for approval; b) The matter is communicated to the committee in the form of Agenda; c) Convening of meeting; d) Submission of Recommendations for approval; e) Initiating necessary action as per the direction/approval of the authorities.	Within 15 days
3	Annual Self-Appraisal Report(ASAR) of Teaching	a) The faculty submits the filled-in ASAR proforma to the respective Head/Reporting officer;	Within 3 days after receiving from the

	Staff w.e.f. 2019-20	<p>b) The Reporting Officer submits the proformas with his/her remarks/recommendations to Reviewing Officer;</p> <p>c) The Dean submits the filled in proformas to IQAC office;</p> <p>d) IQAC forwards department-wise proformas for the consideration of the Vice-Chancellor;</p> <p>e) After the approval of the Vice Chancellor, IQAC maintains the record of ASAR, w.e.f. 2019-20.</p>	Departments
4	IQAC Meeting	<p>a) Meetings are scheduled as and when required;</p> <p>b) Minutes are recorded and circulated to all concerned for comments/observations/suggestions;</p> <p>c) The final minutes are uploaded on the University Website.</p>	Within 3 days
5	Annual Quality Assurance Report (AQAR)	<p>a) Constitution of sub-committees by Director, IQAC;</p> <p>b) Division of responsibility by Director, IQAC;</p> <p>c) Compilation of criteria-wise data by the respective sub-committees;</p> <p>d) Final compilation by IQAC office;</p> <p>e) Sharing the final draft with all the sub-committees;</p> <p>f) Submission for approval within the stipulated time frame;</p> <p>g) The approved AQAR is uploaded on NAAC portal by IQAC officials.</p>	Annually (as per the schedule of NAAC)
6	Institutional Information for Quality Assessment (IIQA)	Strictly in accordance with the provisions established by NAAC.	Before the commencement of next cycle of accreditation as per the prescribe

			d schedule
7	Self-Study Report (SSR)	Strictly in accordance with the provisions established by NAAC.	Before the commencement of next cycle of accreditation as per the prescribed schedule
8	Academic Audit	<p>a) The Academic audit committee is constituted with the approval of the competent authority;</p> <p>b) Each department/school gets the academic audit conducted after the end of each academic year;</p> <p>c) The department/school submits a copy of Academic Audit to the IQAC.</p>	Annually
9	Administrative Audit	<p>a) IQAC proposes the constitution of Administrative Audit committee;</p> <p>b) The comprehensive schedule of section-wise audit is prepared by IQAC office;</p> <p>c) A template of presentation and schedule is circulated well in advance to the branches and the experts;</p> <p>d) Administrative Audit is conducted as per the schedule;</p> <p>e) The assessment/ observations are submitted to IQAC;</p> <p>f) The assessment chart is uploaded on the University website.</p>	Annually
10	Departmental Presentations	<p>a) Preparation of schedule by IQAC;</p> <p>b) Constitution of the Expert Committee;</p> <p>c) Circulation of schedule and template of the PPT;</p> <p>d) Assessment proforma is devised and shared by IQAC;</p> <p>e) The department/faculty presentation is conducted as per the schedule;</p>	Annually

		f) The assessment chart of departmental presentations is uploaded on the University website.	
11	Inviting Nominations for Annual Award for Best Researcher(s) and Best Non-Teaching Employee	a) Nomination proforma is devised by IQAC; b) Nominations are invited; c) Nominations are submitted to the Committee; d) Selected officials are intimated; e) Award is conferred during annual events.	Annually
12	Compiling and sharing of information about NET/JRF/GATE results	a) IQAC requests the departments to email the result in the given format after declaration of results; b) The received information is compiled and collated, accordingly.	As and when result is declared

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विधि प्रकोष्ठ
Legal Cell

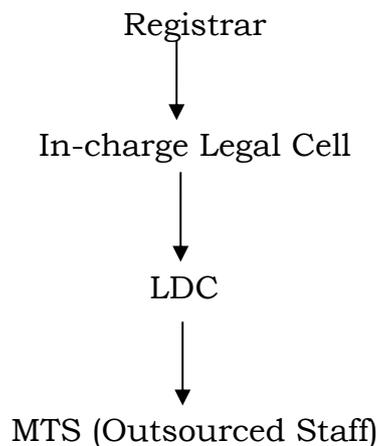
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विधि प्रकोष्ठ

Legal Cell

1. About the Legal Cell: Legal Cell is an administrative branch of Central University of Haryana which primarily deals with the legal matters and defends the University before various courts of law in any legal dispute.

1.1 Organisational Structure:



2. Responsibilities of the Legal Cell:

- a) Renders effective legal assistance in the preparation of legal opinions correspondence, drafting of affidavit / reply, review, drafting of legal documents, as required from time to time by the various Courts of Law at different level i.e. Supreme Court of India, High Court, District Court, sub divisional Courts and various Tribunals, organisations/bodies etc.;
- b) Provides legal support to the University branches/departments in signing of legal documents, Agreements, MOUs, Code of Conduct and Contracts, etc.;
- c) Initiates the proposal for empanelment of advocates for court cases at different levels.
- d) Collects/receives the legal notices/copies of petition addressed to the University in various cases through the counsel /court office;
- e) Coordinates with the concerned Branch for para-wise reply;
- f) Submits the para-wise reply received from the concerned branch for the information/consideration of the Registrar;
- g) Facilitates signing of affidavits on behalf of the University Authorities;
- h) Keeps a track of all the court cases pending in various courts;
- i) Coordinates with the University counsel for submission of reply/affidavits and proper defense in various cases;

j) Any other responsibility assigned by the authorities.

General Procedure for Disposal of files:

- a) As soon as notice from any court of law is received, copies of petition/case are obtained from the concerned court/tribunal;
- b) After receiving the copies/annexures, the para-wise reply is drafted by the concerned Branches/Sections/Departments;
- c) The approval of the Competent Authority is sought for vetting the reply, seeking their concurrence and nomination of Counsel to contest the case on behalf of the University;
- d) The Counsel nominated by the Competent Authority is briefed about the case, so that he/she may check the para-wise comments prior to submission to the court;
- e) A brief shall be provided to the nominated counsel enabling him/her to understand the case and contest it properly. However, if any document is required by the counsel, it shall be responsibility of the concerned branch or the University to provide the same within the shortest possible time;
- f) In case any adverse order is passed against the University, it shall be the duty of the concerned advocate to immediately bring it to the notice of the University for further necessary action or file any appeal against the adverse order. In such cases, the review petition is filed immediately within due course of time;
- g) The daily/weekly cause list of the courts is checked by the Assistant /UDC/ LDC of the Branch;
- h) When there is any special or complex issue pointed out in any court case, the matter is brought to the notice of the Branch, which shall decide further course of action with the approval of the Competent Authority;
- i) Any other unforeseen legal issue, if arises, the Branch takes appropriate action as required with the approval of the Competent Authority;
- j) The Legal Cell provides necessary legal support to all the branches/sections of the University, whenever required.

3. Individual Responsibilities of each Officer/Officials:

3.1 In-Charge Legal Cell:

- a) Supervision and coordination for court cases/appeals of the University at Supreme Court, High Court, District Courts, Tribunals Local Courts, Labour court etc.;
- b) Monitoring the court cases/petitions and taking steps to deal with the legal matters;
- c) Keeping the University authorities informed about the progress of the cases and obtaining the orders, wherever necessary;
- d) Initiating the process for empanelment of advocates;
- e) Coordinating with the University counsels for proper defense in various cases;
- f) Any other responsibility assigned by the authorities.

3.2 Assistant/UDC/LDC:

- a) Coordinating with the empaneled advocates for various cases of the University;
- b) Coordinating with the different branches for preparation of the draft para-wise reply in various cases.
- c) Maintaining the day to day case status.
- d) Tracking the Daily/Weekly cause list of the courts;
- e) Maintaining proper file system for easy retrieval of the records;
- f) Keeping proper in/out record of the file/Dak/e-mail.
- g) Maintaining all the records of the court cases.

4. Standard Operating Procedure (SOP)

Sr. No.	Nature of File	Procedures	Time Frame
1	Court Cases	<ol style="list-style-type: none">a) Receives copy of the petition through the University counsel;b) Sends petition/query to the concerned branch for para-wise reply;c) Submits para-wise reply for the consideration of the authorities;d) Communicates the reply to the University counsel for submission to the concerned court.	10 days or as and when required in a time-bound manner
2	Legal Support to the Branches/ Departments	<ol style="list-style-type: none">a) Receipt of request from the concerned section/branch;b) Providing necessary advice support on the matter of legal relevance.	Within 5 days

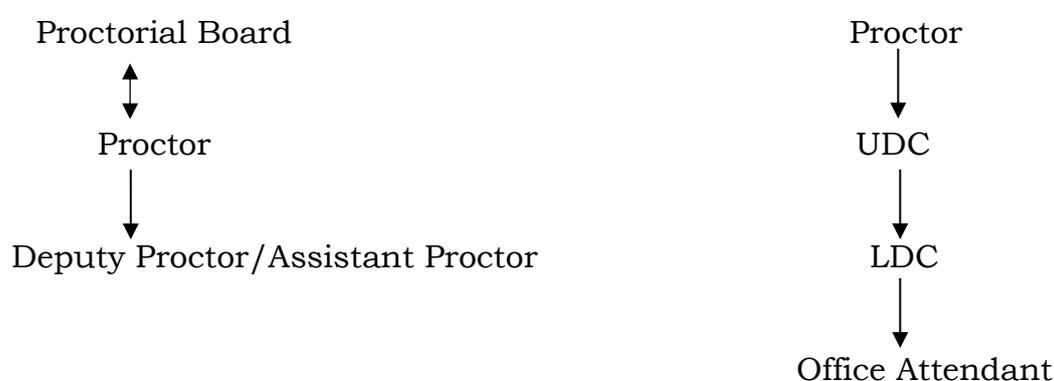
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कुलानुशासक कार्यालय
Proctor's Office

कुलानुशासक कार्यालय Proctor's Office

1. About the Proctor's Office:

The office of the Proctor is entrusted with the responsibility to maintain discipline in the campus and to initiate disciplinary action against the student involved in indiscipline of any type.

1.1 Organizational Chart



2. Responsibilities of the Proctor's Office:

- a) To receive the complaints by/against students related to indisciplined activities.
- b) To conduct the meetings of Proctorial Board to discuss and deliberate on the cases relating to complaint of indisciplined activities.
- c) To initiate appropriate disciplinary action against the students involved/ found responsible for indisciplined activities.
- d) To submit the recommendations of the Proctorial Board for the approval of the competent authority wherever required.
- e) To deliberate on the modes and manners for maintenance of discipline in the campus.
- f) To ensure the publication of the instructions issued by the concerned statutory Bodies dealing with the Anti-Ragging activities.

3. Individual Responsibilities of the Officers/Officials:

3.1 Proctor:

- a) To assist the Vice Chancellor in matters relating to the maintenance of discipline among the students of the University;
- b) To take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases;

- c) To monitor the disciplinary climate prevailing in the students community;
- d) To take necessary preventive steps such as, issue of notices, warnings, instructions regulating certain acts and other arrangements for the purpose of forestalling any act of any individual or collective indiscipline;
- e) To collect relevant facts about any incident of indiscipline, evaluating the evidence and deciding/recommending the quantum of punishment to be imposed on the erring student(s);
- f) To place the relevant information before the Vice-Chancellor, Proctorial Board/the Discipline Committee for the appropriate decision, whenever considered necessary;
- g) To Issue all orders relating to disciplinary proceedings against students;
- h) To maintain Liaison with the District Administration in matter regarding the law and order situation in the University Campus;
- i) To coordinate with the Vice Chancellor and the Proctorial Board for all such issues which are related to students' indiscipline;
- j) To chair the meeting of the Proctorial Board to discuss and deliberate the matters of indiscipline by/against the students;
- k) To institute disciplinary proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself, as the case may be;
- l) To suspend or expel a student up to a maximum period of two weeks as per the University norms, as amended from time to time;
- m) To impose fine as prescribed from time to time;
- n) To record adverse entry in the character certificate to be issued to the student with the approval of Vice-Chancellor at the time of leaving the Department/University in regard to misbehavior, misconduct, indiscipline, etc. committed by him/her;
- o) To perform such other functions or to exercise such other powers, as delegated/assigned by the Vice-Chancellor from time to time.

3.2 Deputy Proctor:

- a) To take all the responsibilities pertaining to Proctor Office and any other assignment as delegated/assigned by the Proctor;
- b) To discharge the duties of Proctor in his/her absence;
- c) To prepare the agenda and to record the minutes of the meetings of the Proctorial Board in consultation with the Proctor;
- d) To make necessary communication with Assistant Proctors, other officers and students on behalf of the Proctor;
- e) To prepare notices, communications and proposals in consultation with the Proctor;
- f) To perform any other assignment as delegated by the Proctor, from time to time.

3.3 Assistant Proctor:

- a) To take all the responsibilities pertaining to Proctor Office and any other assignment as delegated/assigned by the Proctor;
- b) To take the responsibility of Deputy Proctor in his/her absence;
- c) To participate in the deliberations of the Proctorial Board for necessary decisions on the complaints of indiscipline by/ against the student(s);
- d) To perform any other assignment as delegated by the Proctor, from time to time.

3.4 Assistant/UDC/LDC: UDC/LDC is/are entrusted to perform various official assignments of the Proctor Office, but cases handled by them are less complex and important but more of routine in nature. Major specified duties are as under:

- a) To process the demand of various stationery items and equipments required in the Office;
- b) To perform the acts of Data Entry, dispatch, diary and filing of papers.
- c) To print/type the reply of emails;
- d) To file the papers, maintenance of various registers, records and inventory of files and their safe custody;
- e) To draft the proposals for the consideration of authorities as advised by the Proctor;
- f) To coordinate with branches/departments for compilation of relevant information/data for any meeting/reports etc.;
- g) To type print the draft agenda and minutes of the meetings of the Proctorial Board;
- h) To receive the complaints/grievances of the students and to submit the same for the consideration of the Proctor;
- i) To send the email communication/notices for the meetings of the Proctorial Board as advised by the Proctor;
- j) To prepare the reply of queries received from Desk Section;
- k) Any other work assigned by the Proctor/Deputy Proctor/Assistant Proctor(s).

4. Standard Operating Procedures (SOP):

Sr. No.	Nature of File	Procedures	Time Frame
1	Routine files/papers	Shall be disposed of as per the standard practices of the University on case to case basis.	Within 3 days
2	Issues requiring necessary action at the level of Proctor	a) The complaints are received in the office; b) The matter is discussed with the concerned Officer/Branch/student(s);	Within 7 days

	Office/Proctorial Board	c) If required, meeting of the Proctorial Board or with the concerned HoD/Provost or Branch Head is convened. Necessary decision is taken by the Proctor as per the University norms.	
3	Issues requiring recommendations of the Proctorial Board	a) The notice of meeting is circulated well in advance; b) Meeting of the Board is convened under the Chairpersonship of the Proctor; c) The matter is discussed in the light of the facts and the University norms/procedures; d) Minutes are prepared and submitted for the approval of the competent authority; e) Initiating necessary action/issuing necessary communication/order as per the directions/approval of the authorities.	Within 10 days
4	Review Meetings of the Proctorial Board	a) To ensure the safe and secure environment for the students in the campus, the meetings of the Proctorial Board are held at regular intervals; b) If required, necessary proposals are discussed and submitted for the consideration of the University authorities.	Quarterly
5	Sensitisation against the menace of ragging and complaints relating to ragging	a) The issues relating to ragging are dealt strictly in accordance with the anti-ragging guidelines of the Government of India and the University as amended from time to time; b) The cases reported through anti-ragging portal are	As per the guidelines/norms of Anti-ragging Helpline/ University.

		<p>redressed as per the prescribed norms with the specified timeline;</p> <p>c) The sensitisation drive is also launched in coordination with DSW Office to spread the awareness among the students against the menace of ragging.</p>	
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जनसम्पर्क कार्यालय
Public Relations Office

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जनसम्पर्क कार्यालय
Public Relations Office

1. About the Branch:

The Public Relations Office is entrusted with the responsibility to gather and disseminate the relevant information about the activities/achievements of the University in the areas of academics, research, innovations, social outreach and extension activities through print and electronic media. The PRO office establishes coordination between various departments of the University and the media to showcase the curricular and extra-curricular accomplishments of students. It also highlights the best practices being followed by the University.

2. Responsibilities of Public Relations Office

- a) Handling all aspects of planned publicity campaigns and PR activities;
- b) Planning publicity strategies and campaigns;
- c) Writing and producing press releases;
- d) Dealing with enquiries from the public applicants for admission, the press, and related organization;
- e) Organising and attending promotional events such as press conferences, exhibitions, etc.;
- f) Analysing media coverage and liaisoning with journalistic staff;
- g) Providing media support for the execution of different events;
- h) Editing and proofreading of press releases;
- i) Examining and documenting media coverage and tracking relevant PR metrics;
- j) Maintaining contact databases and mailing lists with updates;
- k) Archiving and scanning of materials for periodical reports;
- l) Regular reporting about the media coverage to the authorities;
- m) Any other responsibility assigned by the competent authority.

3. Individual Responsibility of each officer/official

3.1 Public Relations Officer

- a) Overall supervision of the Public Relations Office;
- b) Liaisoning with HoDs/TICs/Branch Heads/Section Heads for various activities;
- c) Liaisoning with media persons for better co-ordination;
- d) Regular reporting to the competent authorities about the media coverage of University activities;
- e) Preparing, finalising and realizing the Press notes;
- f) Empanelment of advertisement agencies;

- g) Organising press conferences/media meet in consultation with the University authorities.
- h) Any other responsibility assigned by the competent authority.

3.2 Upper Division Clerk

- a) Checking the email(s) of the Public Relations Office on regular basis. He/she will take out the printout of the email with date and put the same to Office In-charge for necessary annotation on the subject matter;
- b) Monitoring the receipt of the information from various sections and sending of reminder mails, if needed;
- c) Despatching the approved Tender Notice/Advertisement to empanelled agency (ies);
- d) Empanelling of the Advertising agencies;
- e) Keeping the record of media coverage, press release and photos etc.;
- f) Maintaining proper files system for easy retrieval of the records;
- g) Keeping proper in/out record of the file/Dak/email pertaining to Public Relations Office.

4. Standard Operating Procedures (SOP)

Sr. No.	Nature of File	Procedures	Time Frame
1	Routine Files/Papers	In accordance with the University norms	1-Day
2	Advertisement related files (Tender Notice/Public Notice/Employment Notice etc.)	<ul style="list-style-type: none"> a) Receiving requisition from branches/departments; b) Empaneled agencies are contacted for designs and rates; c) The designs and rates are submitted for the approval of the competent authority; d) Publication of approved Advt. in the leading newspapers. 	Within 3 Days after the approval
3	Empanelling of Advertising Agencies.	As per the GFR norms as amended from time to time.	Three months before the expiry of existing panel.

4	Publishing of institutional news.	<ul style="list-style-type: none"> a) Receipt of details from the concerned Dept./cell/ branch; b) Preparation of press note established procedure on case to case basis; c) Approval of the concerned Dept./cell/ branch; d) Sent to the press; e) News clippings are pasted on website and social media. 	The Press Release is issued the same day
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सूचना का अधिकार प्रकोष्ठ
RTI Cell

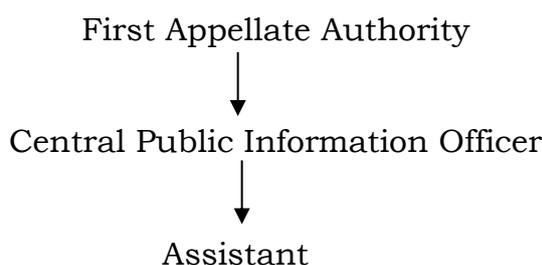
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सूचना का अधिकार प्रकोष्ठ RTI Cell

- 1. About the CPIO Office (RTI Cell):** In order to promote transparency and accountability in administration across government departments, the Right to Information Act was enacted in the year 2005. The Act, which came into force on 12th October, 2005, empowers Indian citizens to seek information from public authority and is aimed at making the Government and its functionaries more accountable and responsible.

The RTI Cell is being administered by the First Appellate Authority and the Central Public Information Officer. The University has also designated Nodal Officer, RTI for the proper implementation of the RTI Act, in letter and Spirit, and for time-bound disposal of RTI Applications and RTI (Appeals) in a transparent and efficient manner.

1.1 Organizational Structure:



Note: The RTI, MIS Portal is operated by the Nodal Officer.

2. Responsibilities of RTI Cell:

The RTI Cell is governed by the provisions of Right to Information Act, 2005 and deals with RTI applications and RTI appeals on behalf of the University under the various provisions of the RTI Act 2005, by coordination with concerned branches/ offices for the information sought by the applicant(s).

3. Individual Responsibilities of Officer/Officials:

First Appellate Authority:

The First Appellate Authority is invoked only when there is an appeal against the reply/decision of CPIO.

3.1 CPIO:

- a) Overall supervision of the RTI Cell;
- b) Processing the RTI Application received from the Assistant/subordinate and marking it to the Departments/Branches from where the information is required to be collected;

- c) Liaising with Branch Heads/Section Heads in case of inordinate delay in receipt of information or in case of any ambiguity in the source of information requested by the RTI Cell;
- d) Examining whether any exemption is applicable under section 8 or 9 or 24 of the Act;
- e) If covered under any exemption, to issue rejection/refusal order with cogent reasons;
- f) Examining of application if it pertains to life or liberty or any urgency;
- g) Examining of application if any further fee is required and issuance of instructions to realize fee;
- h) Issuing intimation for deposit of additional fee with justification and right to review the decision;
- i) Seeking services of other officers who are posted in other departments and are acquainted with the information for ensuring the delivery of complete reply to the applicant;
- j) Ensuring disposal of the requests within prescribed time period;
- k) Certifying the information while providing it to the applicant;
- l) Finding out if third party is involved. If so, issuing notice to third party and to obtain representation from third party, if required;
- m) Giving opportunity of hearing and making oral or written representation to third party;
- n) Forwarding the RTI application u/s 5(4) & 5(5) of the RTI Act 2005.
- o) All other responsibilities relating to the RTI cell.

3.2 Assistant/UDC/LDC:

- a) Checking the Nodal Officer portal, CIC Portal, First Appellate portal and CPIO portal on regular basis & updating the same;
- b) Timely communication to concerned branch/section for getting information to be provided to the applicant;
- c) Receiving application on behalf of CPIO/RTI Cell and acknowledge them with date on such requests, Sending the application to concerned branches for seeking information as per the annotation of CPIO;
- d) Assigning number of requests under RTI Act and entering it in a register with number;
- e) Scrutinizing applications and forwarding them to the concerned section;
- f) Receiving appeals on behalf of appellate authorities for onward submission to Appellate Authority;
- g) Receiving reply/information from the concerned cell/section/Department;
- h) Ensuring realization of requisite fee in each and every case;
- i) Ensuring delivery of information to the applicants;
- j) Monitoring the receipt of the information from various sections and sending reminder mail, if needed, to fetch Information in time;

- k) Compiling the information received from various sections and putting up the compiled information for the perusal of CPIO immediately, with remarks about non receipt of information from any of the designated Branches/Offices, if any;
- l) Maintaining proper file system for easy retrieval of the records;
- m) Keeping backup of all the information in soft and hard copy and arranging them month-wise for easy accessibility;
- n) Keeping proper in/out record of the file/Dak/email pertaining to RTI Cell as the custodian of the record of Cell;
- o) Scrutinizing the information sought by the applicants;
- p) Maintaining all RTI records, receipts of RTI applications, disposal and submitting of annual statement of all applications and their replies.

4. Standard Operating Procedure (SOP)

Sr. No.	Nature of File	Procedures	Time Frame
1	RTI Application/ First Appeal	<ul style="list-style-type: none"> a) The RTI applications/appeals are received in the Cell either by post or through online portal; b) Online portal is firstly dealt by the Nodal Officer for transferring the same to CPIO, if it is original application; c) If it is an Appeal against the CPIO's order, it is transferred to Appellate CPIO; d) Applications received through offline mode are directly received in the office of CPIO; e) After receiving the application, the entry is made in receipt/record register; f) After necessary screening of application, the application is sent to the concerned section for requisite information; g) Reply/information from the concerned section is received, CPIO Office then compiles the reply in accordance with RTI Act, 2005 and updates the same on online portal or sends it to applicant by post/online. 	As prescribed in RTI Act, 2005.

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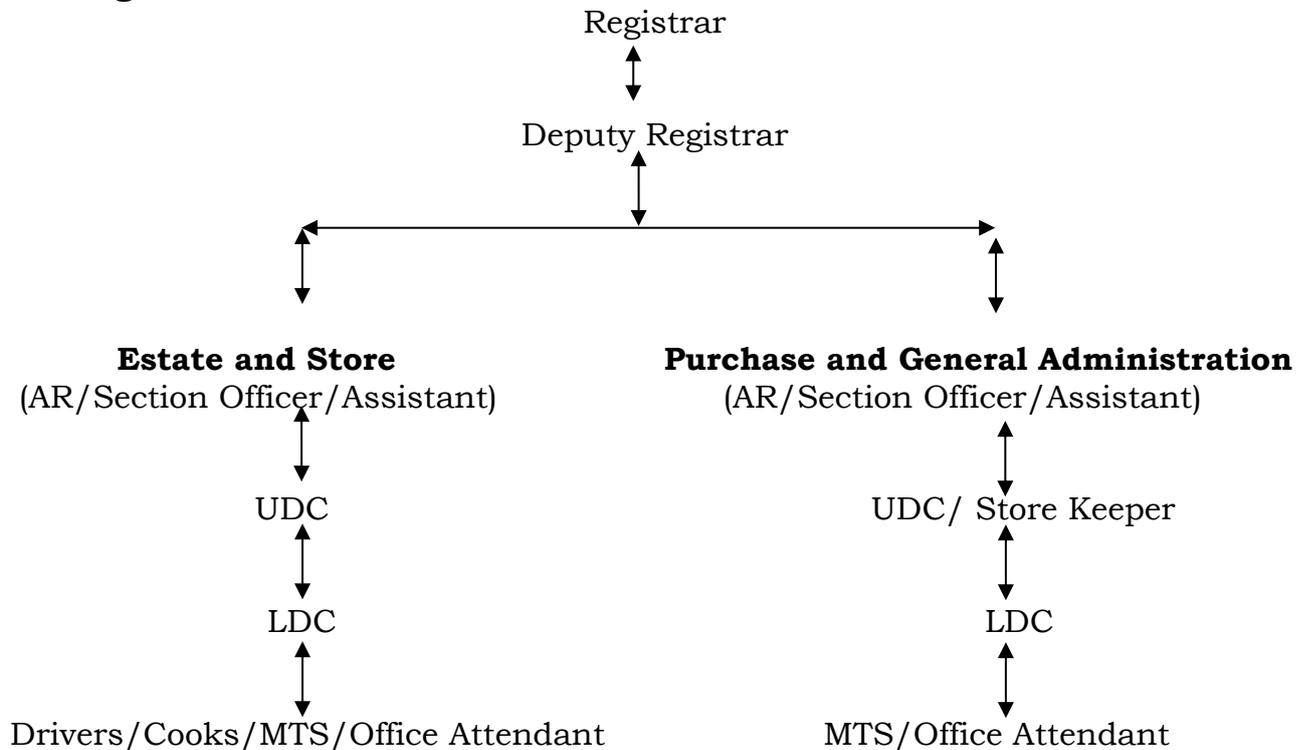
सम्पदा एवं सामान्य प्रशासन शाखा
Estate and General Administration Branch

सम्पदा एवं सामान्य प्रशासन शाखा Estate and General Administration Branch

1. About the Branch:

Estate, Store, Purchase and General Administration Branch is divided into two different sections i.e. i) Estate and Store Section and ii) Purchase and General Administration Section for efficient delivery of services. This branch is entrusted to maintain the record of Consumable and Non-Consumable Assets, Refilling of fuel in University vehicles & Machineries, Allotment of Houses, Transport, Hiring of Outsourced Employees, Tendering for Annual Cultural Festival, Convocation Function and National Science Day, Sanitation, maintenance of physical assets, hospitality and refreshment for various programmes/meetings of the University.

1.1 Organization Chart



2. Responsibilities of the Sections:

A. Estate and Store Section:

- a) Allotment of accommodation to the employees of the University according to the House Allotment Rules;
- b) Allotment of space for classrooms, offices, laboratories, etc.;
- c) Conducting the meetings of House Allotment Committee and Space Allotment Committee;

- d) Maintaining the record of house and space allotment;
- e) Floating of tender to hire the agency for providing manpower and security services to the University;
- f) Engaging the outsource employee in various tasks for the University;
- g) Processing of monthly salary bills in respect of manpower and security services staff;
- h) Submitting the salary bills of outsourced staff after verification of attendance;
- i) Cleanliness and maintenance of the physical assets, University Guest House, shops, Gyms, gardens, gates, hostels, buildings, auditorium, University campus, roads, pavements and other physical amenities;
- j) Issuing necessary tools, items, chemicals, etc. to sanitary/sanitizing, security, maintenance and pest control staff;
- k) Receipt of bills from Purchase Section for stock entry and further processing for payment by Finance Branch;
- l) Maintaining the record of AMCs/Guarantee/warranty, if applicable;
- m) Replenishing of liquid shop vending machines and sanitizing spray machines;
- n) Maintaining the record of consumable and non-consumable stock in the relevant stock register and in Asset Management Software;
- o) Scrutiny of the demand voucher filled through Asset Management Software to be provided and duly signed by the HOD/TIC, Branch Heads of the respective department/section/office for issuance of consumable assets to the indenter;
- p) To install/fix sign boards/name plates of the staff/event/building, etc.;
- q) Issuance of the assets on loan after making entries in the Asset Management System;
- r) Conducting annual physical stock verification in proper coordination with Physical Verification Committee;
- s) Beautification and cleanliness of the campus at regular intervals;
- t) Logistics support for smooth conduct of annual programmes such as Annual Cultural Festival, Convocation Function, National Science Day, Independence Day, Republic Day or any other University level functions. If required, Purchase and General Administration staff may also be roped in;
- u) Any other assignment delegated/assigned by the competent authority.

B. Purchase and General Administration Section:

- a) Processing of files for procurement of items to be procured through GeM or local market after the prior approval of the Competent Authority through relevant Purchase Committee as per GFR norms/CVC/University guidelines;
- b) Preparing and floating Tender documents for the purchase of items/hiring of services, etc;
- c) Placing the purchase order on GeM / local market for procurement of goods/hiring of services;
- d) Immediate communication of acceptance/decline report, if any, reflected on GeM portal to the Branch/department/PI;
- e) Receipt of goods along with bills and AMCs/guarantee/warranty documents, if applicable;
- f) Conducting the inspection of goods by the Inspection Committee and installation by the indenter for further process by the Store Section.
- g) Keeping the record of payment of dish TVs, official telephones, etc. of the University;
- h) Procuring the banners/flexes for various programmes and purposes;
- i) Keeping the University vehicles ready to use;
- j) Providing ambulance and transport facilities;
- k) Refilling of University vehicles and maintenance of University vehicles and machinery from time to time;
- l) Maintaining the accurate record of fuel in log book of the particular vehicle of the University;
- m) Periodical inspection of the vehicles;
- n) Carrying out Annual services of vehicles and renewal of the insurance of the vehicles;
- o) Preparation of monthly duty roaster for drivers;
- p) Initiating the condemnation/phasing out of vehicles as per the established norms;
- q) Issuing bus pass to students through the office of General Manager, Narnaul;
- r) Providing all necessary support in maintenance of the Guest House of the University;
- s) Refreshments, seating and food arrangements for various administrative meetings and other programmes of the University from time to time;
- t) Logistics support for smooth conduct of annual programmes such as Annual Cultural Festival, Convocation Function, National Science Day, Independence Day, Republic Day or any other University level functions. If required, Estate and Store Section staff may also be roped in;
- u) Any other assignment delegated/assigned by the competent authority.

3. Individual Responsibilities of Officer/Officials

(A) Estate and Store Section:

3.1 Deputy Registrar: He/she administers specified subjects from amongst those allocated to the branch as a whole, and as assigned by the Vice Chancellor/Registrar from time to time.

Some of the specified tasks to be performed by the Deputy Registrar are as under:

- a) Supervising overall working of the branch;
- b) Conducting the meetings of House Allotment Committee and Space Allotment Committee;
- c) Maintaining the record of house and space allotment;
- d) Allotment of space for academic, research, hostel, sports and innovation purposes;
- e) Floating of tender to hire the agency for providing manpower and security services to the University;
- f) Processing of monthly salary bills in respect of manpower and security services staff;
- g) Submitting the salary bills of outsourced staff after verification of attendance;
- h) Allocation and distribution of work amongst the subordinate staff;
- i) Engaging the outsource employee in various tasks for the University;
- j) Cleanliness and maintenance of the physical assets, University Guest House, shops, Gyms, gardens, gates, hostels, buildings, auditorium, University campus and other physical amenities;
- k) Maintaining the record of consumable and non-consumable stock in the relevant stock register and in Asset Management Software;
- l) Conducting annual physical stock verification in proper coordination with Physical Verification Committee.
- m) Logistics support for smooth conduct of annual programmes such as Annual Cultural Festival, Convocation Function, National Science Day, Independence Day, Republic Day or any other University level functions. If required, Purchase and General Administration staff may also be roped in.
- n) Submitting the reply of Legal Cases/ RTI cases and other official queries from UGC/MoE/other agencies/Branches to respective Branch/Desk Section;
- o) Training and professional guidance to the officials of the Branch;
- p) Regular maintenance and supervision of Attendance Register of the Branch;
- q) Estate and asset management of all immovable land, property and built up assets of the University, including residences/houses/ flats;
- r) Tracking the record of permanent and temporary assets and building, allotment of these assets to various authorized users as laid down, allotment and vacation of the residences including carrying out evictions, if required;

- s) Issuing allotment/ cancellation letter of University accommodation with prior approval of Competent Authority;
- t) Issuing notices for vacation in general or as applicable, with prior approval of Competent Authority;
- u) Maintaining proper coordination between different sections of the branch.
- v) Any other work assigned delegated by the competent authority.

3.2 Assistant Registrar/Section Officer: The Section Head administers specified subjects from amongst those allocated to the Section as a whole, and as assigned by the Registrar/Deputy Registrar from time to time.

Some of the specified tasks to be performed by the Section Head, are as under:

- a) Authentication of all store entries in Central Store Register and maintaining record of inventory of assets and buildings;
- b) To prepare proposals and to assist Deputy Registrar in allotment/vacation/eviction of accommodation and maintenance of records related to all immovable land, property, build up assets, residences/houses/flats, inventory and levying damage charges, if any;
- c) Signing of issued vouchers provided by the indentor;
- d) Preparation of duty roster and allocation and distribution of work amongst the subordinate staff in consultation with the Branch Head;
- e) Making the recommendations on the particular proposal and processing the same for direction/consideration/perusal/approval of the Deputy Registrar/Branch Head;
- f) Monitoring and checking of records of stock from time to time;
- g) Monitoring and checking of data entry and other Correspondence work of the branch;
- h) Submission of RTI replies and other correspondences to Desk Section;
- i) Providing professional guidance on the Issues/developments/procedures concerning the Branch to the officials of the Branch;
- j) Conducting physical Stock verification as per stock ledger/register of both consumable and non-consumable has to be carried out once in a year and the outcome of the verification shall be recorded in the corresponding ledger/register;
- k) Supervision of attendance/leave register of the Branch;
- l) Initiating annual physical stock verification;
- m) Maintaining the record of space and houses occupied and available for allotment;
- n) Coordination with the agency providing outsourced services/security services for efficient delivery of services;
- o) Coordination with the agency and the concerned branches for timely disbursement of salary of the outsourced staff;
- p) Compliance of terms and conditions of the agreement by the agencies and firms;

- q) Overall supervision of the campus and all types of physical facilities/amenities to ensure hygiene, sanitation, sanitization, cleanliness, proper functioning and maintenance;
- r) Regular inspection to ensure the upkeep of common facilities such as classrooms, labs, seminar halls, hostels, shops, health centre, wi-fi park, lawns, hedges, street lamps, drinking water, parking space, canteens, etc.;
- s) Co-ordination of all the activities related to administration of the university and/or any other administration deemed fit by the Competent Authority of the University;
- t) News Paper Advisement, Supervising of Housekeeping Services and Sweeping of Road & Lifting of Garbage, Court Cases, Health & Identity Card, etc;
- u) Record of timely submission of bills for payment of Mobile towers, maintenance of Imprest Money, Employment/Deployment of workmen from outsourced agency, various shops, Milk Booth, main canteen, timely disbursal of payment to workmen deployed in University through outsourced agency etc.;
- v) Maintaining record of License fee and other applicable changes in case of employees availing residential facility on campus;
- w) Any other work as assigned by the Registrar/Deputy Registrar.

3.3 UDC/LDC/Store Keeper:

- a) Maintaining correspondence files for record, drafting/proposals to be put up to the Branch Head for further seeking approval of the Competent Authority;
- b) Preparing draft replies, data entry in computers and in software and maintenance of Stock Registers etc.;
- c) Prompt disposal of various files brought up for consideration in the Branch;
- d) Processing of demand of consumable and non-consumable assets required for various departments/sections of the University;
- e) Movement of various proposals for approval/payment;
- f) Maintenance of registers pertaining to guest house allotment and booking amount received;
- g) Maintaining the record of the minutes of local purchase committee and inspection committee;
- h) Regular maintenance of indent and issue register/software;
- i) Maintenance of license fee register;
- j) Keeping the record pertaining to the outsourced employees;
- k) Maintaining the record of guarantee/warrantee of the University assets/equipment;
- l) Depositing the guest house booking amount to the University account;
- m) Any other duty assigned by the Officer.

3.4 MTS/Office Attendant:

- a) Drivers and cooks shall ordinarily perform the specified assignments suiting to the name of HoD;
- b) Timely opening and closing of the offices;
- c) Cleaning of offices and proper dusting;
- d) Photocopy and assistance in file maintenance;
- e) Handing over the Dak to other departments and any other specified work as assigned by the branch officer/official (s).

(B) Purchase and General Administration Section:

3.5 Deputy Registrar: He/she administers specified subjects from amongst those allocated to the branch as a whole, and as assigned by the Registrar from time to time.

Some of the specified tasks to be performed by Deputy Registrar are as under:

- a) Submitting proposals relating to procurement and purchase for the approval of the Competent Authority;
- b) Supervising the overall working of the branch;
- c) Preparing and floating Tender documents for the purchase of items/hiring of services, etc;
- d) Processing of bills for payment after making entries in stock register and inspection by the Inspection Committee /installation by the concerned indenter;
- e) Maintaining the record of AMCs/Guarantee/Warranty, if applicable;
- f) Allocation and distribution of work amongst the subordinate staff;
- g) Submitting the reply of Legal Cases/ RTI cases and other official queries from UGC/MoE/other agencies/Branches to respective Branch/Desk Section;
- h) Training and professional guidance to the officials of the Branch;
- i) Timely submission of physical verification of the Branch;
- j) Regular maintenance and supervision of Attendance Register of the Branch;
- k) Issuing bus pass to students through the office of General Manager, Narnaul;
- l) Providing all necessary support in maintenance of the Guest House of the University;
- m) Refreshments and food arrangements for various administrative meetings and other programmes of the University from time to time;
- n) Disposal/Auctioning process of condemned vehicles as per the policy;
- o) Regular coordination with the Registrar for all types of assignments relating to the section/branch;
- p) Logistic support to the departments/branches/cell for organization of events, and arrangement of vehicles etc.;
- q) Coordination between sections of the branch for efficient delivery of services;

r) Any other assignment delegated by the competent authority.

3.6 Assistant Registrar/Section Officer: The Assistant Registrar/Section Officer, in the capacity of Section Head administers specified subjects from amongst those allocated to the Branch as a whole, and as assigned by the Registrar/Deputy Registrar from time to time.

Some of the specified tasks to be performed by the Section Officer, are as under:

- a) Signature & Issue of all University goods/service after approval of Competent authority;
- b) Processing all cases of central procurement;
- c) Carrying out Annual services and renewing the insurance of the vehicles
- d) All GeM procurement in the University;
- e) Immediate communication of decline report, if any, reflected on GeM portal to the Branch;
- f) Signature and issuance of all POs after approval of Competent Authority of the University;
- g) Signature and issue of all Sanctioned order after approval of Competent Authority of the University;
- h) Signature and issue of all correspondence pertaining to the Section;
- i) Forwarding of proposals relating to procurement and purchase for the approval of the Competent Authority;
- j) Preparation of duty roster and allocation and distribution of work amongst the subordinate staff;
- k) Making the recommendations on the particular proposal and processing the same for direction/consideration/perusal/approval of the Competent Authority;
- l) Checking the availability of items on GEM and initiating the process of procurement as per GFR norms;
- m) Coordination with the organisers of the events for all type of logistic and administrative support;
- n) Monitoring and checking of data entry and other Correspondence work of the branch;
- o) Submission of RTI replies and other correspondences to Desk Section;
- p) Providing professional guidance on the Issues/developments/procedures concerning the Branch to the officials of the Branch;
- q) Supervision of attendance/leave register of the Branch;
- r) Providing administrative and logistics support for the organization of annual events of the university, the university-level events and the meetings;
- s) Coordination with Local Purchase Committee, Central Purchase Committee, House Allotment Committee, Space Allotment Committee, Inspection Committee, etc.;
- t) Coordinating with other branch/departments requiring logistics support;

- u) Compliance of terms and conditions of the agreement by the agencies and firms;
- v) Overall supervision of the campus and all types of physical facilities/amenities to ensure hygiene, sanitation, sanitization, cleanliness, proper functioning and maintenance;
- w) Regular inspection to ensure the upkeep of common facilities such as classrooms, labs, seminar halls, hostels, shops, health centre, wi-fi park, lawns, hedges, street lamps, drinking water, parking space, canteens, etc.;
- x) Any other assignment as assigned by the Registrar/Deputy Registrar/Assistant Registrar.

3.7 UDC/LDC:

- a) Drafting of proposal to be put up to the Branch Head for further approval of the Competent Authority;
- b) Preparation of draft reply of RTI queries;
- c) Maintenance of stock records;
- d) Filing papers, maintenance of various Registers, inventory and files and ensuring their safe custody;
- e) Data Entry, dispatch, diary and filing of papers;
- f) Any other work assigned by the higher authority.

3.8 Drivers:

- a) Keeping the required necessary documents in the vehicle;
- b) Maintaining the log book of vehicles;
- c) Keeping the record of vehicles for maintaining the periodical services;
- d) Carrying out the daily inspection of the vehicle, which include, level of Engine Oil, Tyre pressure, light, mechanical aspects etc.;
- e) Keeping the average of fuel consumption every month;
- f) Any other responsibility assigned by the competent officer/officials.

3.9 MTS/Office Attendant:

- a) Timely opening and closing of the offices;
- b) Cleaning of offices and proper dusting;
- c) Photocopy and assistance in file maintenance;
- d) Handing over the Dak to other departments and any other specified work as assigned by the branch officer/official (s).

4. Standard Operating Procedures (SOP):

Sr. No.	Nature of File	Procedures	Time Frame
1	Issuance of consumable stock	a) The department/branch raises the demand through HOD/Branch Head;	On the same day of request

		b) The Branch assesses the availability and issues the items.	
2	Issuance of non-consumable stock	a) The department/branch raises the demand through HOD/Branch Head; b) The Branch assesses the availability and issues the items.	On the same day of request
3	Processing of bills (i.e. consumables and non-consumable assets/ refreshment/food bills)	The bills for consumables, non-consumables and refreshment items are processed for payment by the Branch after stock entry and verification by the committee.	Within 7 days after entry of bills into stock register
4	Refilling of fuel in University vehicles and Machineries	a) The branch takes necessary approval for refilling of fuel; b) The refilling is done on the basis of requirement; c) Logbook is uploaded, accordingly.	As per requirements
5	Ambulance/Transport Facility	a) The branch provides ambulance facility on the advice of Medical Officer/competent authority; b) Transport facility is provided on the directions/advice of the competent authority for official purposes/ educational trips, etc.	Ambulance is available 24x7 and transport is provided as and when required
6	Allotment of houses	a) The applications for house allotment are received in the branch; b) The branch scrutinizes the applications to ensure the eligibility of the employee for a particular type of house;	Within 30 days subject to availability and eligibility

		<p>c) The applications are then submitted for the consideration of House Allotment Committee;</p> <p>d) House Allotment Committee recommends the allotment in accordance with House Allotment Rules and seniority list;</p> <p>e) The recommendations of House Allotment Committee are submitted to the competent authority for approval;</p> <p>f) Allotment notified accordingly.</p>	
7	Logistics support for the organisation of annual events and other events of the University.	<p>a) The branch receives the logistics requirements from the concerned section/departments/cell (except in case of already defined University level events);</p> <p>b) The branch initiates the proposal for hiring/purchase of sources/items as per GFR norms for the administrative and financial approvals;</p> <p>c) The order is placed accordingly;</p> <p>d) Services/facilities and provided.</p>	As per the schedule
8	Refreshments for various Administrative meetings/programmes of the University	<p>a) The branch receives the logistics requirements from the concerned section/departments/cell (except in case of already defined University level events);</p>	As and when required

		<p>b) The branch initiates the proposal for hiring/purchase of sources/items as per GFR norms for the administrative and financial approvals;</p> <p>c) The order is placed accordingly. Services/facilities and provided.</p>	
9	Space allotment of offices, classrooms, labs, etc.	<p>a) The branch assess the availability of space for officials/classrooms/labs, etc.;</p> <p>b) The department/branch/officer submits the request;</p> <p>c) The applications are submitted for the consideration of space allotment committee;</p> <p>d) The space is allotted after approval of the recommendations of Space Allotment Committee by the competent authority.</p>	Within 30 days subject to availability
10	Inspection and installation of equipment/items.	<p>a) The branch receives the consignments along with bills;</p> <p>b) The inspection committee is informed about the items received for verification;</p> <p>c) After verification/inspection, the items are dispatched to concerned branch/department for installation and verification of specifications;</p>	Within 7 days after receipt of the consignments

		<p>d) On confirmation of installation/ satisfactory functioning, the branch brings the items on charge in stock registers meant for the purpose;</p> <p>e) Terms and conditions of guarantee/warranty/AMC are also registered in the specific registers.</p>	
11	Purchase of consumables/non consumables items for general usage.	<p>a) The branch assesses the requirements after periodical stock checking;</p> <p>b) The required items are listed and their availability on GEM is confirmed;</p> <p>c) The proposal is submitted to the Local Purchase Committee;</p> <p>d) The recommendations of the local Purchase Committee are submitted for financial and administrative approval;</p> <p>e) The items are procured as per GFR norms.</p>	Within 7 days
12	Procurement and distribution of the items relating to cleanliness, sanitation and campus hygiene.	<p>a) The branch assesses the requirements after periodical stock checking;</p> <p>b) The requirements/demand submitted by the sanitary supervisor are also assessed and incorporated;</p> <p>c) The required items are listed and their availability on GEM is confirmed;</p> <p>d) The proposal is submitted to the Local Purchase Committee;</p> <p>e) The recommendations of the local Purchase</p>	Within 7 days

		<p>Committee are submitted for financial and administrative approval;</p> <p>f) The items are procured as per GFR norms.</p>	
13	Bulk purchase of items/equipment for University purpose	<p>a) The branch assesses the requirements after periodical stock checking;</p> <p>b) The required items are listed and their availability on GEM is confirmed;</p> <p>c) The proposal for purchase is then submitted to the respective Committee for necessary recommendations;</p> <p>d) The recommendation of the committee is submitted for the administrative approval of the competent authority;</p> <p>e) The items are purchased as per GFR norms.</p>	Within 40 days
14	Refreshment/Hospitality during University level events/meetings	<p>a) The branch is informed about the programme/meeting by the concerned branch/dept./cell at least 1 day in advance;</p> <p>b) The branch provides refreshment/ hospitality arrangement accordingly.</p>	As and when required
15	Stock Verification of Physical/Other assets	<p>a) The branch coordinate with the stock verification committee and gets the verification conducted annually in the month of December every year;</p> <p>b) The classified report of the stock verification committee is submitted for the consideration of the competent authority;</p>	Within 30 days

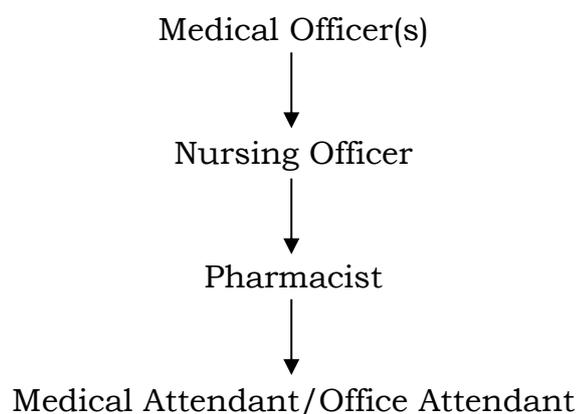
		c) On approval, necessary items are written off as per the University rules.	
16	Provision of sanitary items in washrooms/ guest houses of the University	<p>a) The branch receives the requirements from sanitary supervisor or the Guest House Officials;</p> <p>b) Items are procured as per norms well before time and issued to the sanitary supervisor as per requirements;</p> <p>c) Issue register for the same is maintained in the branch;</p> <p>d) Periodical inspections are conducted to ensure proper hygiene and sanitation in the campus.</p>	As and when required

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विश्वविद्यालय स्वास्थ्य केंद्र
University Health Centre

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विश्वविद्यालय स्वास्थ्य केंद्र
University Health Centre

1. About the Health Centre: University Health Centre is fully manned by the qualified human resources for providing essential medical health facilities to all the employees and students. Currently, it is functioning from the semi- permanent houses of the University, as the designated building of Health Center is under construction.

1.1 Organisation chart:



2. Responsibilities of Health Centre:

- a) To provide curative prevention as well as rehabilitative health care services;
- b) To advise the University community on health issues;
- c) To provide round the clock first-aid facility;
- d) To refer the patients to higher centres, if required;
- e) To provide ambulance service to take the patients to nearby Civil Hospital/ CHCs/PHCs, wherever required (24/7/365);
- f) To carry out vaccination, wherever required;
- g) To provide basic medicinal support;
- h) To provide curative prevention as well as rehabilitative health care services on 24/7/365 basis;
- i) To maintain log book for the operation of ambulance.
- j) Any other responsibility assigned by the authorities.

3. Individual responsibilities of each Officer/Official:

3.1 Medical Officer:

- a) To administer the functioning of all the officials of the Centre;
- b) To monitor the stock of medicines on regular basis;

- c) To diagnose and prescribe the treatment;
- d) To refer the patient to higher Centres, if required;
- e) To verify the claims of medical bills;
- f) To maintain professional decorum and discipline in the Centre;
- g) To devise the roster and assign the duties to the staff of the Centre.
- h) To conduct periodical health checkup of all the employees and students;
- i) To perform all such responsibilities as assigned by the competent authority from time to time;

3.2 Nursing Officer:

- a) Nursing care to the CUH community;
- b) Ensuring highest comfort level in delivering patient care;
- c) Recording medical history and symptoms of patient and administer injections and treatment;
- d) Monitoring patient health & recording signatures;
- e) Management of hygiene;
- f) Any other responsibility assigned by the Medical Officer/Health Centre, Incharge.

3.3 Pharmacist:

- a) Dispensing of medicines;
- b) Consultation of patients regarding medicines;
- c) Procurement of medicines;
- d) Proper storage of medicine;
- e) Maintaining record of medicines;
- f) Inviting empanelment of pharma agencies;
- g) Any other responsibility assigned by the Medical Officer/Health Centre, Incharge.

3.4 Medical Attendant:

- a) Dressing and first aid to the patients;
- b) Management of documents and files;
- c) Assisting Medical Officer, Nursing Officer and Pharmacist in patient care;
- d) Measuring basic health parameters;
- e) Getting the items from the University store;
- f) Proper disposal of the medical waste;
- g) Any other responsibility assigned by the Medical Officer/Health Centre, Incharge.

4. Standard Operating Procedure (SOP):

Identification of problem/symptoms	Medical assistance/treatment	Documentation	Biomedical waste	referral	Information sharing
On arrival of patient in the Health Center, first step is to identify the problems/symptoms, so that proper treatment be provided.	Based on the symptoms & complication of patients, medical treatment is provided which includes diagnosis, medications, injections, dressing, nursing care etc.	Depending on the condition of patient, the documentation is done.	Injection, sharps, cotton, bandages, dressing is properly disposed in biomedical waste containers	If the condition of patient is serious and appropriate facilities/expertise are unavailable then the patient is referred to the higher center i.e. Civil Hospital/PGI	Medical record based on the documentation

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Common Practices followed by various Branches/Departments

Common Practices followed by various Branches/Departments

- 1. Shelf life of documents/files:** As per the University rules.
- 2. Reporting Mechanism:** As per the Organisation structure of individual Branch/Section/Cell/Department.
- 3. Reviewing of SOPs:** In the month of December every year.
- 4. Internal Training:** Quarterly or as and when required.

Note: *The organization structure may vary depending upon the availability of staff in branch/section The Branch head may distribute/delegate the responsibilities, accordingly.*

Note:

1. The Manual is the outcome of untiring efforts and extensive exercise involving all the Administrative Branches/Sections, the references drawn from Statutes/Ordinances of the University and relevant external sources.
2. While executing the provisions contained in the Manual, the concerned Branch shall ensure strict compliance with existing and relevant Statutes/Ordinances/UGC Regulations/MoE/CVC/DoPT guidelines/GFR norms as amended from time to time, whichever is applicable. In case of any controversy, the relevant Statutes/Ordinances/UGC Regulations/MOE/CVC/DoPT guidelines and GFR norms will prevail.
3. The Manual is a reference document for ensuring the ease of administration and, in case of any ambiguity, the directions of the Competent Authority shall prevail.
4. In case of any clash in the domain of responsibilities contained in the Manual, the Competent Authority shall take appropriate decision on case to case basis.
5. Any delay in disposal of files/proposals/cases beyond the timeline should be duly justified by the concerned Officer/official concerned.
6. Though every care has been taken to avoid any sort of ambiguity/discrepancy, still in case of any inadvertent discrepancy/error is observed, the same may be brought to the notice of the Branch concerned for rectification.
7. The Manual is the property of Central University of Haryana, and any reference from the document should be duly acknowledged.