

## **Manual - 1**

### **Particulars of Organization, Functions and Duties**

#### **2.1 Objective/purpose of the public authority.**

The objects of the University shall be

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

#### **2.2 Mission / Vision Statement of public authority.**

##### **VISION:**

- To develop enlightened citizenship for a knowledge society for peace and prosperity of individuals, nation and the larger world through promotion of innovation, creative endeavors and scholarly inquiry.

##### **MISSION:**

- To provide learning environment for the growth and development of students and faculty. The University System will contribute to the educational cultural, economic, and social advancement of India by providing quality education through innovative programmes; by pursuing leading-edge research, scholarly inquiry, and creative endeavors.
- The University will strive to create a learning ambience with diverse cultural backgrounds and enhance students' acquisition of useful knowledge, communicative skills and analytical abilities through innovative teaching and a holistic learning environment.
- To facilitate cutting edge research in traditional disciplines and new/emerging areas at the frontiers of knowledge.
- To focus on relevance and quality in each area/discipline.
- To be a global brand in the education and research sectors.
- To provide international linkages for contextual and cultural learning for both faculty and students.
- To involve various stakeholders including Government, Industry, Community, etc. in providing relevant and quality education and learning environment on campus.
- To constantly review and update the curriculum to include new knowledge and society focus.

- Partnership with national and international institutions.
- Interdisciplinary approach in academic and research areas.
- To create and maintain highest level of integrity, ethics and values on campus and ensure zero tolerance for lack of these core constituents.
- To progressively expand the current academic and research areas into their diversified focus and implementation in phases.
- To encourage creativity and innovation in every discipline.

### **2.3 Brief history of the public authority and context of its formation.**

**The Central University of Haryana** has been established under the Central University Act-2009 (Act No. 25 of 2009). The site of the University has been identified as Jant-Palli Villages, Mahendergarh, Haryana. The site has been identified by the Central Government in consultation with State Government.

The University has started its academic and administrative activities from Govt. B.Ed. College building at Narnaul after handing over of possession to University on 19<sup>th</sup> November 2009 by starting academic programmes, M.Phil in English, Economics and Political Science and Ph.D. in English, Economics and Political Science from the academic year 2009-10

### **2.4 Duties of the public authority.**

#### **2.4.1 To create:**

- A supportive campus climate, leadership and development opportunities and facilities to meet the needs of students and staff .
- Technology to advance educational purposes, including instructional technology, student support services, and life-long learning education (virtual classroom, on-line lessons and examinations, e- teaching and learning).
- Commitment to share physical, human, information, and other resources in collaboration with institutions of higher education in India and outside.
- To focus on inter-disciplinary, multi-disciplinary approach to teaching, learning and researching.
- To review and revise curriculum and courses periodically by bringing in latest development and getting feedback from faculty, students and other stakeholders including industry, business, corporate sector and community.
- To adopt more sensitive and reflective teaching pedagogy - participatory, interactive and collaborative approach to learning instead of lecture method; group discussion, peer learning, seminar courses, and applied approach to learning to guide academic agenda.
- To follow semester system and choice credit system, and system of evaluation to reflect not only subject contents learning but also the contribution made and

experiences gained in the class.

- All programs are offered on the semester mode choice-based credit system (CBCS). Credit System (CBCS) has several unique features:
- Enhanced learning opportunities, ability to match students' scholastic needs and aspirations, students can choose subjects of study from other Schools, improvement in educational quality and excellence, innovation and comparability of educational programmes across the country, etc. All these curricular innovations of CBCS are aimed to achieve vertical integration of knowledge and holistic development of the modern day students suitable for the competitive globe. The CBCS eminently fits into the emerging socio-economic milieu, and could effectively respond to the educational and occupational aspirations of the upcoming generations. Aided by modern communication and information technology, CBCS has a high probability to be operationalised efficiently and effectively – elevating students, institutions and higher education system in the country to newer heights. 'Credit' defines the quantum of contents/syllabus prescribed for a 'course' and determines the number of hours of instruction required per week (including tutorials, term papers, assignments, practical work, classroom teaching etc).
- Curriculum and courses to meet challenges and opportunities thrown by internationalization of higher education.
- To build strong partnership and alliances with institutions of higher education, national and international.
- To promote international collaboration through Joint Degree, Joint Research Projects and Twinning Programmes
- To be a center of attraction for foreign students by taking advantage of low cost, better facilities, democratic ethos and credibility of Indian higher education system.
- Sustainable development to be integral to the University's overall mission to nurture innovation in science & technology, computers & informatics, law & governance and support world-class research in areas such as energy and the environment that are important to us today in this region and the world.

## **2.5 Main activities/function of the public authority.**

- (i) to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- (ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examinations, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (iii) to organise and to undertake extramural studies, training and extension services;

- (iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (iv) to provide facilities through the distance education system to such persons as it may determine;
- (v) to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;
- (vii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
- (viii) to appoint persons working in any other University or academic institution, including those located outside the country, as teachers of the University for a specified period;
- (ix) to create administrative, ministerial and other posts and to make appointments thereto;
- (x) to co-operate or collaborate or associate with any other University or authority or institution of higher learning, including those located outside the country, in such manner and for such purposes as the University may determine;
- (xi) to establish such centres and specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
- (xii) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (xiii) to establish and maintain Colleges, Institutions and Halls;
- (xiv) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;
- (xv) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- (xvi) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants and such other persons who may contribute to the advancement of the objects of the University;
- (xvii) to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;
- (xviii) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- (xix) to demand and receive payment of fees and other charges;
- (xx) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- (xxi) to lay down conditions of service of all categories of employees, including their code of conduct;
- (xxii) to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- (xxiii) to make arrangements for promoting the health and general welfare of the employees;
- (xxiv) to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties, for the purposes of the University;
- (xxv) to borrow, with the previous approval of the Central Government, on the security of the property of the University, money for the purposes of the University; and

- (xxvi) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects. In exercising its powers referred to in sub-section (1), it shall be the endeavour of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:—
- (xxvii) admission of students and recruitment of faculty shall be made on all-India basis;
- (xxviii) admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;
- (xxix) inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;
- (xxx) semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;
- (xxxi) innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;
- (xxxii) active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;
- (xxxiii) accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and
- (xxxiv) e-governance shall be introduced with an effective management information system.

## **2.6 List of services being provided by the public authority with a brief write-up on them.**

**Quality teaching** – The University is committed to provide quality teaching to the students. The University has got infrastructure available to cater to latest developments related to subject and the faculty is competent enough to make best use of that.

**Mentoring and counselling** – Keeping in view the changing scenario, mentoring and counselling is provided wherever needed by the faculty to the students of the college.

**Research \***

The University will have a planning board to continually determine review and assess various policies of the University from the perspective of stakeholder. There will be institutional mechanisms to regularly monitor and make suggestions for better performance. Constitution of such arrangement will have varied experiences and expertise drawn from outside as well as from inside the University. Reflection, experiences and opinions from Teaching faculty, students' community and support staff will form major input in planning, monitoring and evaluating University's performance.

## **2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).**

The President of India shall be the Visitor of the University

The following shall be the officers of the University, namely:—

- (1) the Chancellor;
- (2) the Vice-Chancellor;
- (3) the Pro-Vice-Chancellor;
- (4) the Deans of Schools;
- (5) the Registrar;
- (6) the Finance Officer;
- (7) the Controller of Examinations;

- (8) the Librarian; and
- (9) such other officers as may be declared by the Statutes to be the officers of the University.

**2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

To maintain decorum, law and order in and around the University.

**2.9 Arrangements and methods made for seeking public participation/contribution.**

Right to Information Act 2005.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**

Right to Information Act 2005.

**2.11 Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user)**

**Permanent Campus**

**Central University of Haryana,**

**Jant-Pali Villages, Mahendergarh, Haryana Pin: 123029**

**Tel: 01285-249402**

**Email: [contact@cuharyana.org](mailto:contact@cuharyana.org)**

**Temporary Camp/Transit Office: 3113, DLF Phase III, Opp. House. No. T-25/8,  
Sector – 24, Gurgaon – 122 010.**

**2.12 Morning hours of the office:**

9.00 a.m.

**Closing hours of the office:**

5.30 p.m.

\* The University is committed to provide world class research facilities to the scholars.

Emphasis is on the learning of research methodology through real life seminar etc.