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# CENTRAL UNIVERSITY OF RAJASTHAN

## INFORMATION HANDBOOK

(As per the provisions under Section 4(1)(b) of  
Right to Information Act, 2005)

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## **INTRODUCTION**

The Right to Information Act (RTI Act), 2005 intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Central University of Rajasthan and related information.

This Information Handbook is divided into Part-A (17 manuals) and Part-B as per requirement of Section (4) of the RTI Act, 2005.

**MANUAL - 01**  
**Section 4(1)(b)(i)**

**PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

<b>Name of the University:</b>	CENTRAL UNIVERSITY OF RAJASTHAN
<b>Address of the University:</b>	National Highway-8, Bandarsindri, Kishangarh, District Ajmer (Raj.)-305817 Telephone: 238755 E-mail: <a href="mailto:info@curaj.ac.in">info@curaj.ac.in</a> , website: <a href="http://www.curaj.ac.in">www.curaj.ac.in</a>
<b>Head of the Institution</b>	Prof. Arun K Pujari Vice-Chancellor Central University of Rajasthan Phone and Fax: 01463-238722 E-mail: <a href="mailto:vc@curaj.ac.in">vc@curaj.ac.in</a>

**VISION, MISSION AND KEY OBJECTIVES:**

The Central University of Rajasthan has been established by an Act of Parliament, 'the Central Universities Act, 2009' published in the Gazette of India (No. 25 of 2009) in March, 2009. The University is fully funded by the Government of India through Ministry of Human Resources Development and UGC, New Delhi. The Central Universities Act, 2009 is enacted by the Parliament to establish and incorporate universities for teaching and research in the various States and to provide for matters connected therewith or incidental thereto.

The Jurisdiction of this University shall extend to the whole of the State of Rajasthan.

❖ **Vision:**

The Central University of Rajasthan aspires to be one of India's most dynamic and vibrant universities, responsive to the changing global trends, providing unparalleled educational opportunities for the learner community especially for those coming from the lower socio-economic strata of society seeking quality education. It proposes to offer innovative undergraduate and graduate academic programmes as well as continuing personal and professional enrichment in selected areas that will lead to the formation of a scholarly community by advancing, sharing and applying knowledge and by facilitating the development of thoughtful, creative, sensitive and responsible citizens.

❖ **Mission:**

The mission of the Central University of Rajasthan is to contribute to and work with a sense of Commitment towards the educational, cultural, economic, environmental, health and social advancement of the region and the nation at large by providing excellent

undergraduate liberal education and quality programs leading to bachelor's, master's, professional and doctorate degrees.

❖ **Objectives of the University (under Section 05, Central Universities Act, 2009):**

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

❖ **Goals:**

- To facilitate accessible and affordable quality education that equips the students with scholarly and professional skills, moral principles and global perspectives.
- To strengthen the research potential of both students and faculty focusing in particular on regional problems.
- To integrate national and international perspectives into our fundamental four-fold mission of teaching, research, extension and consultancy.
- To explore knowledge and wisdom in order to build a wealth of interdisciplinary academic resources indispensable for sustainable development to accomplish the status of a leading research -intensive university; and to engage in transferring knowledge and technology to the community in order to strengthen and elevate the community potential, and to increase the competitiveness of India at the global level.
- To employ the strategy of proactive management of the university administration and to operate the system within a sensible framework of high-quality governance based on efficiency, transparency and accountability.
- To formulate the University as one of the best places in the world to attain intellectual skills and acquire an affirmative mindset to thrive in an increasingly internationalized and competitive job market simultaneously acting as responsible citizens of the global community by the inculcation of value oriented education.

**FUNCTIONS AND DUTIES OF THE UNIVERSITY:**

The **functions and duties of Central University of Rajasthan** as enshrined in the Central Universities Act, 2009 is enumerated in under power of the University Section 06 of the said Act and is reproduced below:

1. The University shall have the following powers and exercise its function and duties according the powers vested in the University as per the Central Universities Act, 2009, namely:-
  - i. to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may,

- from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- ii. to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examinations, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
  - iii. to 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;
  - v. to provide facilities through the distance education system to such persons as it may determine;
  - vi. to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;
  - vii. to 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.
2. In exercising its powers referred to above it shall be the endeavour of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:—
- a) admission of students and recruitment of faculty shall be made on all -India basis;
  - b) admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;
  - c) inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;
  - d) semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;
  - e) innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;
  - f) active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;
  - g) accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and
  - h) E-governance shall be introduced with an effective management information system

The following are the authorities of the University, namely:-

1. the Court;
2. the Executive Council;
3. the Academic Council;
4. the Board of Studies;
5. the Finance Committee
6. Planning and Monitoring Board;
7. School Board; and
8. such other authorities as may be declared by the Statutes to be the authorities of the University

The following are the Officers of the University, namely:-

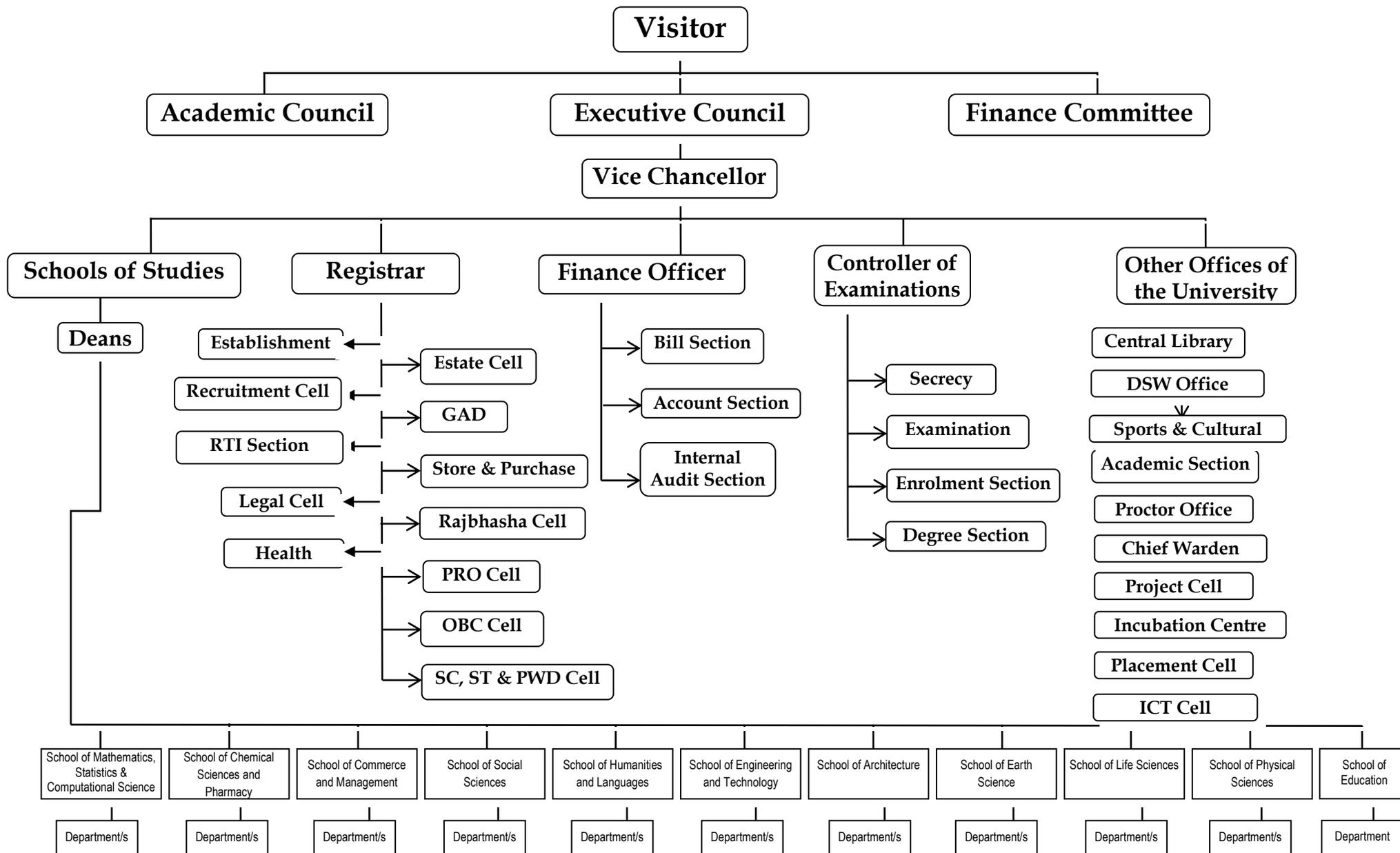
1. The Chancellor;
2. The Vice- Chancellor;
3. The Pro-Vice- Chancellor;
4. The Deans of Schools;
5. The Registrar;
6. The Finance officer;
7. The Controller of Examination;
8. The Librarian; and
9. Such other officers as may be declared by the Statutes to be the office of the University.

❖ **Organization Chart:**

The Organizational Chart of the Central University of Rajasthan is below as:

# Central University of Rajasthan

## Organizational Structure Chart



## GENESIS, INCEPTION AND OTHER DETAILS OF CENTRAL UNIVERSITY OF RAJASTHAN

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The Jurisdiction of this University shall extend to the whole of the State of Rajasthan.

The University has started its functioning since March, 2009 from Jaipur and started two academic PG programmes since in collaboration with MNIT, Jaipur on its campus in 2009.

In the May, 2010, the University has started its functioning from newly constructed building Shri R. K. Patni Govt. P.G. College, Kishangarh, Ajmer as its temporary campus. The University offered eight PG Programmes from 2010-11 at its temporary campus.

The University was allotted 518+ acres of land at village Bandarsindri, Kishangarh, Ajmer for establishment of its permanent campus. The University partially shifted in its permanent Campus on August, 2011 and started full functioning from its permanent Campus from January, 2012.

### ❖ Detail of the Schools, Departments of the University and Academic Programmes offered by the University:

#### Schools of the University

S.No.	Name of Schools	Year of establishment
1	School of Architecture	2011
2	School of Engineering and Technology	2010
3	School of Humanities and Languages	2010
4	School of Commerce and Management	2010
5	School of Life Sciences	2011
6	School of Physical Sciences	2011
7	School of Social Sciences	2010
8	School of Earth Science	2011
9	School of Mathematics, Statistics and Computational Sciences	2009
10	School of Chemical Sciences and Pharmacy	2010
11	School of Education	2015
12	School of Sports Science	2018

### Departments of the University

S. No.	Name of Departments	Year of establishment	Head/ Coordinator/ Head (i/c)
1	Department of Statistics	2009	Dr. Dipesh Bhati (Coordinator)
2	Department of Mathematics	2009	Prof. Jugal Kishore Prajapat
3	Department of Chemistry	2010	Prof. R.T. Pardasani
4	Department of Computer Science	2010	Dr. Nagaraj Aitha (Coordinator)
5	Department of Computer Science & Engineering	2010	Prof. Manish Dev Shrimali
6	Department of Economics	2010	Dr. Hemlata Manglani (Coordinator)
7	Department of English	2010	Prof. Supriya Agarwal
8	Department of Management	2010	Prof. Maithili R. P. Singh
9	Department of Architecture	2011	Ar. Ritu B. Rai
10	Department of Culture and Media Studies	2011	Prof. Nagendra Ambedkar Sole
11	Department of Biotechnology	2011	Dr. Pankaj Goyal
12	Department of Environmental Science	2011	Dr. Laxmi Kant Sharma
13	Department of Hindi	2011	Prof. N. Lakshmi Aiyar
14	Department of Physics	2011	Dr. Ajit Kumar Patra
15	Department of Commerce	2012	Dr. Praveen Sahu
16	Department of Biochemistry	2012	Dr. Chandi Charan Mandal
17	Department of Microbiology	2012	Prof. Pradeep Verma
18	Department of Pharmacy	2012	Prof. Vipin Kumar
19	Department of Public Policy, Law & Governance	2012	Dr. Kandasamy S
20	Department of Social Work	2012	Dr. Subhasis Bhadra
21	DDU Kaushal Kendra	2014	Prof. Neeraj Gupta (Director)
22	Department of Education	2015	Dr. Anjali Sharma
23	Department of Atmospheric Sciences	2016	Dr. Laxmi Kant Sharma
24	Department of Yoga	2017	Dr. Anjali Sharma
25	Department of Sports Bioscience	2018	Dr. Chandra Sekhar Gahan (Coordinator)
26	Department of Sports Psychology	2018	
27	Department of Sports Biomechanics	2018	
28	Department of Department of Society- Technology Interface	2018	Dr. Gyana Ranjan Panda (Coordinator)
29	Department of Data Science and Analytics	2018	Dr. Manas Patra

**Programmes offered by the University**

<b>S.No.</b>	<b>Name of Programmes</b>	<b>Minimum duration</b>
1	M. Sc. / M. A. Statistics (Actuarial)	02 years
2	M. Sc. Mathematics	02 years
3	M. Sc. Chemistry	02 years
4	M. Tech. Computer Science & Engineering	02 years
5	M. Sc. Computer Science	02 years
6	M. A. Economics	02 years
7	Management (MBA)	02 years
8	M. A. English	02 years
9	M. Architecture (Sustainable Architecture)	02 years
10	M. Sc. Environmental Science	02 years
11	M. Sc. Biotechnology	02 years
12	M. Sc. Physics	02 years
13	M. A. Culture & Media Studies	02 years
14	M. A. Hindi	02 years
15	M. Pharm. (Pharmaceutical Chemistry)	02 years
16	M. Sc. Microbiology	02 years
17	M. Sc. Biochemistry	02 years
18	M. A. (Social Work)/M.S.W.	02 years
19	M. A. Public Policy, Law & Governance	02 years
20	M.Com.	02 years
21	M.Sc. Atmospheric Science	02 years
22	M.Sc. Computer Science (Big Data Analytics)	02 years
23	M.Sc./MA in Digital Society	02 years
24	M. Pharm (Pharmaceutics)	02 years
25	M.Sc. (Yoga Therapy)	02 years
26	M.Tech. (Computer Science) in Cyber-Physical Systems	02 years
27	M.Sc.(Sports Biochemistry)	02 years
28	M.Sc. (Exercise/Sports Physiology)	02 years
29	M.Sc. (Sports Nutrition)	02 years
30	M.Sc. (Sport Psychology)	02 years
31	M.Sc. Big Data Analytics	02 years
32	B.Voc (Interior Design) under DDU Kaushal Kendra	03 years
33	Integrated M. Sc. (Chemistry)	05 years
34	Integrated M. Sc. (Environmental Science)	05 years
35	Integrated M. Sc. (Biotechnology)	05 years
36	Integrated M. Sc. (Microbiology)	05 years
37	Integrated M. Sc. (Biochemistry)	05 years
38	Integrated M. Sc. (Statistics)	05 years
39	Integrated M. Sc. (Mathematics)	05 years
40	Integrated M. Sc. (Computer Science)	05 years
41	Integrated M. Sc. (Physics)	05 years
42	Integrated M. Sc. (Economics)	05 years
43	Integrated M. Sc. B.Ed. (Chemistry)	03 years
44	Integrated M. Sc. B.Ed. (Mathematics)	03 years
45	Integrated M. Sc., B.Ed. (Physics)	03 years
46	Integrated M. Sc., B.Ed. (Economics)	03 years

<b>S.No.</b>	<b>Name of Programmes</b>	<b>Minimum duration</b>
47	Ph.D. in Architecture	03 years
48	Ph.D. in Chemistry	03 years
49	Ph.D. in Pharmacy	03 years
50	Ph.D. in Environmental Science	03 years
51	Ph.D. in Computer Science & Engineering	03 years
52	Ph.D. in Biotechnology	03 years
53	Ph.D. in Microbiology	03 years
54	Ph.D. in Biochemistry	03 years
55	Ph.D. in Statistics	03 years
56	Ph.D. in Mathematics	03 years
57	Ph.D. in Computer Science	03 years
58	Ph.D. in Physics	03 years
59	Ph.D. in Social Work	03 years
60	Ph.D. in Culture & Media Studies	03 years
61	Ph.D. in Public Policy, Law & Governance	03 years
62	Ph.D. in Economics	03 years
63	Ph.D. in Business Administration	03 years
64	Ph.D. in Commerce	03 years
65	Ph.D. in Hindi	03 years
66	Ph.D. in English	03 years
67	Ph.D. in Yoga	03 years
68	Ph.D. in Education	03 years

## MANUAL - 02

### Section 4(1)(b)(ii)

#### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

All the statutory officers perform their duties and exercise powers in accordance to the Statutes and Ordinances of the University in general with regard to duties and responsibilities common in nature.

#### **Power and duties of Statutory Officers of the University:**

<b>SL.NO.</b>	<b>NAME OF POST</b>	<b>POWERS AND DUTIES</b>
1	Vice-Chancellor	• The power and function of the Vice-Chancellor are specified in the Statute 03 of the University and the University Ordinance 12.
2	Pro Vice-Chancellor	• The power and function of the Pro Vice-Chancellor are specified in the Statute 04 of the University and the University Ordinance 13.
3	Registrar	• The power and function of the Registrar are specified in the Statute 06 of the University and the University Ordinance 14.
4	Finance Officer	• The power and function of the Finance Officer are specified in the Statute 07 of the University and the University Ordinance 15.
5	Controller of Examinations	• The power and function of the Controller of Examinations are specified in the Statute 08 of the University and the University Ordinance 16.
6	Librarian	• The power and function of the Librarian are specified in the Statute 09 of the University and the University Ordinance 17.
7	Head of Department of Studies	• The power and function of the Head of Department of Studies are specified in the University Ordinance 30.
8	Deans of Schools	• The power and function of the Deans of Schools are specified in the Statute 05 of the University and the University Ordinance 31.
9	Dean, Students' Welfare (DSW)	• The power and function of the Dean, Students' Welfare (DSW) are specified in the University Ordinance 39.
10	Proctor	• The power and function of the Proctor are specified in the University Ordinance 50 and Statute 28(1) of CUs Act, 2009.

The staffs deployed under various officers perform their duties as per the instruction/ direction of the officer of the respective section/ department.

## Power and duties of other employees of the University:

SL.NO.	NAME OF POST	POWERS AND DUTIES
1	Joint Registrar/ Deputy Registrar / Assistant Registrar	The concerned officer supervises the work of the branches/ section placed under their charge. They are assist the Registrar/ Finance / CoE/ Dean (Academics)/ Dean (Research) / senior concerned officer in the performance of their duties.
2	Executive Engineer	To look after original works, repairs and maintenance of civil, electrical and mechanical works of the University projects. University infrastructural development, maintenance campus development.
3	Public Relations Officer	<ul style="list-style-type: none"> <li>To attend general enquiries from the public, write lucidly and prepare information bulletins, pamphlets reports on various aspect of the University for use of the press and other media.</li> <li>To received visitors and distinguished guests of the University, help organizing seminars, etc., released advertisements press notifications of the University to the newspapers and other media and any other works as assigned by the University from time to time.</li> </ul>
4	Hindi Officer	<ul style="list-style-type: none"> <li>Hindi Officer is entrusted for effective implementation of the Rajbhasha Hindi in the University and for necessary action on the instructions as issued by the Govt. of India/ UGC from time to time for Rajbhasha Hindi.</li> <li>To conduct the Rajbhasha workshops, meetings, seminar, etc. as per the annual calendar issued by the Department of Rajbhasha, Govt. of India to achieve the targets.</li> <li>Any other work as assigned by the University from time to time.</li> </ul>
5	Section Officer	<p>The Section Officers are incharge of their respective sections and having following powers and duties:</p> <ul style="list-style-type: none"> <li>to undertake responsibility in respect of important matters as may be assigned by the superiors;</li> <li>to ensure that the Branch diary is maintained properly and that receipts/cases are disposed of without undue delay;</li> <li>to ensure even distribution of work among the staff members so that one is not over loaded while another has very little work;</li> <li>to maintain order and discipline in the section;</li> <li>to ensure efficient management and coordination of work in the sections;</li> <li>to guide the staff in the disposal of complicated and intricate cases;</li> <li>to ensure quick disposal of receipts/cases according to indications given by superiors;</li> <li>to keep up-to-date reference books, guard files, precedent books, office order file,</li> </ul>

SL.NO.	NAME OF POST	POWERS AND DUTIES
6	Private Secretary / Personal Assistant	<p>Statutes/Ordinances/Rules/Regulations, etc.;</p> <ul style="list-style-type: none"> <li>• to submit periodical returns according to calendar of returns;</li> <li>• to train and advise the staff in relation to office work;</li> <li>• to extend full cooperation to all his colleagues and superiors;</li> <li>• to comply with security instructions;</li> <li>• to perform such other duties as may be assigned to him from time to time.</li> <li>• To render stenographic and secretarial assistance of all kinds to the concerned officer, including arranging appointments and maintaining and engagement, diary etc.</li> <li>• To keep record of incoming /outgoing dak, file/register etc. to keep filling upto date to fix appointments, to arrange meetings, and collect information desired by the officer ,to deal in a tactful manner with visitors and to attend telephone calls with courtesy;</li> <li>• To maintain confidentially and secrecy;</li> <li>• To type and take dictation in shorthand and to transcribe to accurately;</li> <li>• To maintain a list of offices (with Their official as well as residential telephone and addresses) with whom the officer in likely to have official dealing;</li> <li>• To keep an accurate list of engagement meeting ; etc and remind the officer in time and to make available to him all the necessary papers for such engagements/ meeting ;</li> <li>• To maintain a proper orders of the papers required to be dealt with by the officer and to bring to his notice, the papers /cases which require immediate attention;</li> <li>• To destroy by burning the stenographic notes of the confidential /secret nature after they have been typed;</li> <li>• To keep track of the progress of cases/matters till these are finally disposed of;</li> <li>• To keep reference books rules/ordinances, statutes, etc. upto date;</li> <li>• To perform such other duties as may be assigned to him from time to time in relation to the function assigned to the School /Centres/ Departments/ Offices;</li> </ul>
7	Assistant	<ul style="list-style-type: none"> <li>• To extend cooperation to his seniors.</li> <li>• Noting, Drafting and correspondence.</li> <li>• Maintenance of files and Registrars in proper order.</li> <li>• Maintenance of a tending orders and guard files.</li> <li>• Any other duties that may be assigned to him from time to time by his superiors.</li> </ul>

SL.NO.	NAME OF POST	POWERS AND DUTIES
8	Security Officer / Security Inspector	<ol style="list-style-type: none"> <li>i. Maintain proactive vigilance in best interest of the organization.</li> <li>ii. To ensure safety and security of University properties.</li> <li>iii. To ensure gate pass/ receipt should be received and checked by security guards at every in/out.</li> <li>iv. To keep record of various activities and take appropriate decisions with approval of the competent authority for effective execution.</li> <li>v. To attend to emergencies promptly and inform higher authorities promptly.</li> <li>vi. To manage information system for necessary corrective action by higher authorities.</li> <li>vii. Assign the duties of security guards on weekly basis and submit a copy of duty chart to the Controlling Officer/ Reporting Officer.</li> <li>viii. Confirm/ check presence and activities of scheduled security guards at assigned buildings/ gates/ sites.</li> <li>ix. Maintain the records of all security guards including their past experience, address, identity proof with necessary and relevant documents.</li> <li>x. Maintain attendance records of security guards including extra duties, absence etc.</li> <li>xi. Prepare complied attendance sheet at the end of the month and submit to the office for verification.</li> <li>xii. To tell security guards what duties should be performed/ required at specific locations.</li> <li>xiii. Check and verify the In/Out Register at each entrance.</li> <li>xiv. To arrange orientation to security guards for their behaviour, discipline, protocol, dressing sense etc.</li> <li>xv. Assign duties of the security guards on national festival/ University and instruct accordingly.</li> <li>xvi. Perform the duties of security guards whenever necessary.</li> <li>xvii. Ensure safety and security of University materials.</li> <li>xviii. Provide direction and training to site officers and contract employees as needed to accomplish service goals.</li> <li>xix. To ensure</li> <li>xx. Provide supplies, materials and implement temporary repairs to compromised fence, gate and lock systems.</li> <li>xxi. Provide periodic reports to management regarding site activities, irregularities, and identifying needed action.</li> <li>xxii. Any other work assigned by the superior authority.</li> </ol>
9	Caretaker	<ul style="list-style-type: none"> <li>• To do the caretaking of building</li> </ul>

SL.NO.	NAME OF POST	POWERS AND DUTIES
		<ul style="list-style-type: none"> <li>To supervised and ensure cleanliness of class rooms , teachers rooms, bathrooms, lavatories, corridors, approach roads, etc.</li> <li>To make physical arrangements for meeting, seminars public lecturers, etc.</li> <li>To look after water supply and electricity.</li> <li>To supervise the work of peons, chowkidars, sweepers, farashes, etc. as are assigned to him;</li> <li>To maintain an inventory of furniture, equivalent, fittings etc. and to take prompt action to remove defacts and arrange their replacements;</li> <li>To undertake periodically physical verification of the equivalent furniture, etc.</li> <li>To be responsible for handling over /taking over of building</li> <li>To perform such other duties as may be assigned to him from time to time.</li> </ul>
10	Upper Division Clerk /Lower Division Clerk	<ul style="list-style-type: none"> <li>To do dispatch and Type work</li> <li>To submit diary regularly and to maintain Registrars/lists of files /movement Registrar, etc.;</li> <li>To keep and maintain files/ correspondence and do such other clerical /caretaking work as may be assigned to him.</li> <li>To perform such other duties may be assigned to him from time to time.</li> </ul>
11	Driver	<ul style="list-style-type: none"> <li>Driving of the Vehicles</li> <li>To keep the record of the petrol and record of the mileage.</li> <li>Maintenance of the Cars/ Buses/ Jeeps/ other vehicles of the University</li> <li>Any other duties that may be assigned to him from time to time by his superiors.</li> </ul>
12	MTS	<ul style="list-style-type: none"> <li>Physical Maintenance of records of the Section/Department.</li> <li>General cleanliness &amp; upkeep of the Section/ Department.</li> <li>Carrying of files &amp; other papers within the building.</li> <li>Photocopying, sending of FAX etc.</li> <li>Other non-clerical work in the Section/ Department.</li> <li>Assisting in routine office work like diary, despatch etc. including on computer.</li> <li>Delivering of dak (inside and outside of the University Campus)</li> <li>Watch &amp; ward duties.</li> <li>Opening &amp; closing of office/ rooms and ensure the windows of the office/ rooms are closed after office hours.</li> <li>Cleaning of office/ rooms.</li> <li>Dusting of furniture etc.</li> </ul>

SL.NO.	NAME OF POST	POWERS AND DUTIES
		<ul style="list-style-type: none"> <li>• Cleaning of building, fixtures etc.</li> <li>• Work related to his ITI qualification, if it exists.</li> <li>• Driving of vehicles, if in possession of valid driving licence.</li> <li>• Upkeep of parks, lawns, potted plants etc.</li> <li>• Any other work assigned by the superior authority.</li> </ul>

The Acts, Statutes and Ordinances of the University are available on the University website – [www.curaj.ac.in](http://www.curaj.ac.in) under which various rules.

Email: info.cura@gmail.com, info@curaj.ac.in  
Website: http://www.curaj.ac.in

No. CURAJR/E39/8209



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN  
(A Central University by an Act of Parliament)

Bandarsindri, NH-8, Kishangarh- 305801  
Dist: Ajmer, State: Rajasthan, INDIA  
Phone: 01463-238755, fax: 01463-238722

9 NOV 2012

### OFFICE ORDER

The undersigned has been directed to communicate the following:

1. The Delegation of Powers (Financial) and Purchase Policy and Procedures is being implemented and will be effective from the date of issue of this Office Order as per statement showing (i) Delegation of Powers (Financial) and (ii) Purchase Policy and Procedures (copy enclosed);
2. Office of Finance Officer shall organize Orientation Programme for the University employees, particularly for non-teaching staff, as deems fit regarding the financial processing and related office procedures;
3. All administrative approval / expenditure sanction (A.A./E.S.) will be passed through the regular channel and necessarily be under the signature of Finance Officer;
4. Office of Finance Officer shall prepare a comprehensive Check-List of the necessary documents to be enclosed and required for a particular administrative approval / financial sanction;
5. As such, necessary draft of the documents required by the office (e.g. template for Purchase Order, Service/Maintenance Contract, Proforma for various Advances to Employees etc.) will be prepared by the office of Finance Officer, as needed;
6. Salary bills of the employees will be prepared and passed by the administrative office and finance department. The final salary bill with disbursement Order shall be submitted for and be issued with approval of Hon'ble Vice Chancellor;
7. Internal correspondence amongst the various Departments/Sections/Units of the University office shall be handled by the concerned Head/Officer In-charge of the same under his/her signature. Any external communication by the University office will be in concurrence with the Hon'ble Vice Chancellor;

The above shall be effective from the date of issue of this Office Order and bears approval from Hon'ble Vice Chancellor.

(Registrar)  
Central University of Rajasthan

**Encl.:** As above

**C.C. to:**

1. Office of Hon'ble Vice Chancellor,
2. All HoD / Coordinators, Dept/Sections/Units
3. Office of Finance Officer / Finance Department
4. Office of OSD (Academics) / Asst. Registrar (A)
5. Office of Registrar/ Dy. Registrar (ESTT)
6. Office Dy. Registrar (Finance)
7. Guard / Despatcher File

### Relevant Part of Minutes of 5<sup>th</sup> Executive Council Meeting

held on Saturday, the 23<sup>rd</sup> October 2012 at 1:00 PM  
in the Board Room, 4<sup>th</sup> Floor, Hotel Fortune Bella Casa,  
Tonk Road, Jaipur

5-4.1.6	<p><b>Approval of Minutes of the 3<sup>rd</sup> Meeting of Finance Committee</b></p> <p>[ The 3<sup>rd</sup> Meeting of the Finance Committee of Central University of Rajasthan is scheduled on 23<sup>rd</sup> October 2010 at 10.00 AM.</p> <p><a href="#">(Minutes of the Finance Committee meeting held on 23<sup>rd</sup> October 2010)</a></p> <p><b>Placed before E.C. for ratification and approval. ]</b></p> <p><b><u>Resolution:</u></b> "The E.C. ratifies and approves Minutes of the 3<sup>rd</sup> Finance Committee meeting and decisions taken therein and authorizes the Vice Chancellor to take necessary steps for implementation of the actions proposed in the meeting."</p>
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### Relevant Part of Minutes of Third Finance Committee Meeting held on Saturday, the 23<sup>rd</sup> October 2012 at 10:00AM in the Board Room, 4<sup>th</sup> Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur

3-4.1.5	<p><b>To consider the documents on (i) The Delegation of Powers (DoP) and (ii) Purchase Policy and Procedures etc recommended by the Accounts Code Committee.</b></p> <p>[ The duly constituted Accounts Code Committee in its meeting held on Sept 27-29, 2010 has been prepared, the Delegation of Powers (<a href="#">Annexure M</a>) and Purchase policy and procedures along with store accounting (<a href="#">Annexure N</a>) and recommended for approval. (Minutes of the meeting: <a href="#">Annexure O</a>) ]</p> <p><b>Placed before the Finance Committee for consideration and recommendation to the EC for approval. ]</b></p> <p><b><u>Resolution:</u></b> "Delegation of Powers and Purchase Procedure is recommended to E.C. for consideration and approval with following recommendations:</p> <p>A. 1) (iii) fixed charges, b) insert monthly fixed charges bills</p> <p>B. 1) (vii) to (xii) and 2)(i), (b),(c) a monthly report to be submitted to the Vice Chancellor on the approvals given during the month.</p> <p>C. 1) (xiv)(c) Purchase Advances and Other Advances for University works following should be inserted – "subject to the limits laid down in GFRs."</p> <p>D. 1)(xvi) following should be inserted at the end. "as per the procedure laid down in DFPRs</p> <p>E. 6)(v) b)(i)(ii)(vii)(viii) This provisions should be deleted.</p> <p><b>Part 2 : Delegation of Powers (Finance Department) with following modifications are recommended:</b></p> <ul style="list-style-type: none"><li>• There shall be at least two signatures of authorized signatories on every cheque, one from the Administration and another from Finance department;</li><li>• One signatory on every cheque will be Finance Officer;</li><li>• Cheques upto Rs. 50,000/- shall be signed jointly by Asst. Registrar and Finance Officer; cheques above Rs. 50,000/- to Rs. 1,00,000/- shall be signed jointly by Asst. Registrar / Dy. Registrar and Finance Officer;</li><li>• The Cheques above Rs. 1,00,000/- upto Rs. 10 lacs jointly signed by the Registrar and Finance Officer;</li><li>• The cheques above Rs. 10 lacs shall be jointly signed by Finance Officer and Hon'ble Vice Chancellor."</li><li>• The Committee further resolved that the above recommendations be incorporated in the entire document and the same may be re-circulated to the members for confirmation. The Vice Chancellor is authorized to consider implementation of the confirmed document from appropriate date after proper orientation and training of the concerned staff."</li></ul>
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**Relevant Part of the Minutes of Second Finance Committee Meeting  
held on Sunday, the 16<sup>th</sup> May, 2010 at 10.00 A.M. in the Board Room,  
4<sup>th</sup> Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur.**

<b>2-4.1.12</b>	<p><b>Delegation of financial powers to the Finance Officer.</b></p> <p>[ Dr. M. K. Gupta has joined on 5<sup>th</sup> May, 2010 as the Finance Officer. The Finance Committee may kindly consider appropriate directions in connection with the delegation of financial powers to the Finance Officer.</p> <p><b>Placed before the Finance Committee for consideration. ]</b></p> <p><b><u>Resolution:</u> "The matter may be referred to the Committee constituted by the Hon. Vice Chancellor in this regard."</b></p>
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**Relevant Part of the Minutes of First Finance Committee Meeting  
held on Saturday, the 6<sup>th</sup> March, 2010 at 11.00 A.M. in the Board Room,  
4<sup>th</sup> Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur**

<b>1-4.1.11</b>	<p><b>Delegation of the financial powers to the other officers of the University.</b></p> <p>[ The Finance Committee may consider giving guidelines for delegation of financial powers to the other officers of the University, as and when they are appointed.</p> <p><b>Placed before the Finance Committee for consideration. ]</b></p> <p><b><u>Resolution:</u> "Resolved to consider this matter by the above committee while preparing the Accounts Code.</b></p> <p><b><i>It was further resolved that Hon. Vice Chancellor may be a authorized to re-delegate some of the financial powers to the subordinate officers till the Accounts Code is approved."</i></b></p>
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**CENTRAL UNIVERSITY OF RAJASTHAN**  
**KISHANGARH, AJMER**

1. **STATEMENT SHOWING DELEGATION OF POWERS (Financial)**

Sr.	Subject	Power to whom delegated	Powers delegated
1)	Administrative sanction for Purchases/ Expenditure -  <b>Recurring -</b>  (i) Chemicals, Glass wares, stationery, advertisement charges, contingency items, petty supplies, store material, Electronic Components and other Consumables, Printing Material, Exam Bills, University Fellowship scholarship & any other item of recurring nature	Vice-Chancellor  <ul style="list-style-type: none"><li>• Registrar</li><li>• Finance Officer</li><li>• Controller of Exam.</li><li>• Deans/HOD/Research Coordinators</li></ul>	Full powers  1) Upto Rs.1.00 lakh 2) above Rs. 1.00 lacs on the recommendation of the PC (duly routing the proposal through IAO & FO (shall be approved by VC)
		Librarian/Director-Computer Centre/University Engineer (in the rank of Supdtg. Engineer of C.P.W.D.)	1) Up to Rs.30,000/- 2) above Rs. 30000/- on the recommendation of the PC (duly routing the proposal through IAO & FO (shall be approved by VC)
	(ii) Sanction of expenditure on postage, courier and franking charges	Registrar	Full Powers
	<b>(iii) Fixed Charges</b> Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges, <b>legal charges.</b> a) First charge	Vice-Chancellor	Full powers
	b) Monthly <b>fixed charges</b> bills (at approved rates)	<ul style="list-style-type: none"><li>• Registrar</li><li>• Finance Officer</li></ul>	Full powers

(iv) Hospitality and entertainment expenses in connection with the visits of distinguished visitors etc.	Vice-Chancellor Registrar, FO, Deans, COE, HODs	Full powers within the budget provisions Up to Rs. 12000/-PA Up to Rs.9,000/-PA
(v) Fuel and lubricants. (Certificate regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.)	Registrar	Full powers (Subject to the limit prescribed per vehicle.)
(vi) Purchase of current news papers and magazines as per norms. (excluding periodicals and journals)	University Librarian	Full powers
(vii) Repairs to equipment, machinery including replacement of spare-parts etc.	Vice-Chancellor	Full powers
	• Registrar • F.O. • Deans	Upto Rs.50,000/-
	COE, HOD/Librarian/ Coordinator/ DSW/ Director-Computer Centre/ University Engineer, Chief Warden	Upto Rs.10,000/-
(ix) Repairs to vehicles (subject to norms prescribed)	Vice-Chancellor	Full powers
	Registrar	Upto Rs. 50,000/-
(x) Repairs to furniture, Fixture & Building (Civil, Sanitary & Electrical Work etc.)	Vice-Chancellor	Full powers
	Registrar	Upto Rs.50,000/-
	University Engineer	Upto Rs. 30,000/-
(xi) Hiring of vehicles, equipments, furniture and other services	Vice-Chancellor	Full powers
(xii) Powers to give orders for printing and binding	Vice-Chancellor	Full powers
	Registrar, FO	Upto Rs.50,000/-

(xiii) Traveling Allowance claims (subject to the existing Rules) a) in case of the bills of the - Registrar, COE, FO & University Teachers	Vice-Chancellor	Full Powers
b) in case of the bills of the - Class I and Other Officers & Staff working under them	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• FO</li> <li>• Controller of Exams.</li> </ul>	Full Powers (in case of the bills of the staff working under them.)
c) in case of other teachers and persons attending exam. work/meetings and other university work	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• FO</li> <li>• <b>Controller of Exams.</b></li> </ul>	Full powers
(xiv) Sanctioning advances for - a) T. A. Advances	Vice-Chancellor	Full powers in case of the claims of Registrar COE, FO and Teachers.
	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• FO</li> <li>• Controller of Exams.</li> </ul>	Full powers in case of the claims of the staff working under them.
b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance (Imprest), all other admissible advances to employees.	Vice-Chancellor	Full Powers (subject to prescribed norms)
c) Purchase Advances and Other Advances for University work (subject to the limits laid down in GFRs)	Vice-Chancellor	Full powers
	Registrar	Upto Rs.50,000/-
	Finance Officer	
	Controller of Exams	

	(xvi) Write-off and disposal of obsolete or unserviceable stores or shortages due to theft, Negligence, fraud damages etc. (subject to recommendations of write -off committee) <b>as per the procedure laid down in DFPRs</b>	Executive Council on recommendation of Finance Committee	Full Powers
2)	<b>NON-RECURRING (CAPITAL EXPENDITURE)</b>		
	(i) Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non-recurring nature	Vice-Chancellor • Registrar • FO • COE, DEANS. HOD/Librarian/Co-ordinator/ DSW/ Director-Computer Centre	Full powers Upto Rs.50,000/- Upto Rs.25,000/-
	(ii) Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature not due to depreciation as per GFR/DFPR1978 (subject to recommendations of write -off committee)	Executive Council on recommendation of Finance Committee	Full powers
	(iii) Sanction of Works (a) Sanction to major works (on recommendation of B&W Committee)	Finance Committee	Full powers
	(b) Sanction to minor works	Vice-Chancellor Registrar University Engineer	Full powers Upto Rs.100,000/- Upto Rs. 30,000/-
	(c) Sanction of expenditure on maintenance works of the Works Department.	Vice-Chancellor Registrar University Engineer	Full powers Upto Rs.50,000/- Upto Rs. 30,000/-

	(d) Sanction of R.A.Bills/ Final Bills.	Vice-Chancellor	Full powers
		University Engineer	Upto Rs. 500,000/-
	(e) To extend date of completion of works	Vice-Chancellor	Full powers
3)	Sanctioning write-off of loss of Receipt Books/Cheque Books and other money value books/ measurement books on recommendation of Finance Committee	Executive Council	Full Powers
4)	Sale of grass, fruits, garden produce, wastepaper, old news papers etc. and dismantle material subject to approval of Sales Committee.	Vice-Chancellor Registrar	Full powers Upto 50000/-
5)	Refund of revenue receipts and deposits (as per rules)		
	i) Refund of Student Fees	Registrar	Full powers
	ii) Refund of all Deposits (security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.)	Finance Officer	Full powers
	iii) Refund of Library Deposit	Librarian	Full Powers
6)	i) Calling of Quotations/ Tenders (* Subject to obtaining prior administrative approval)	Registrar H.O.D. / Librarian/ Coordinator/ Director- Computer Centre/ DSW	Full Powers* Full Powers*

ii) Opening of Tenders	a) Technical and financial offer to be opened before F.O & two members of Central Purchase Committee. (Comparative statement shall be prepared by the concerned section and placed before Purchase Committee for acceptance)	Full Powers
iii) Opening of tenders for works departments	Tendering Committee consisting of Finance representative	Full powers
iv) (a) Opening of Quotations	To be opened by Committee approved by V.C.	Upto Rs.1,00,000/-
<del>v) Acceptance of Tenders:</del>	<del>Purchase Committee</del>	<del>Full Powers</del>
vi) Acceptance of Quotations a) When three or more quotations are received & Selected on the basis of lowest cost	Officers competent to give administrative sanction	Full Powers *
<del>b) (i) When less than three quotations are received (ii) Quotation recommended other than lowest</del>	<del>Vice-Chancellor Registrar, COE, FO</del>	<del>Full-powers Upto Rs.10,000/-</del>
<del>vii) Purchases directly from the selected manufacturer /Sole-dealer, without calling quotations in case of emergency</del>	<del>Vice-Chancellor</del>	<del>Upto Rs.5,00,000/-</del>
<del>viii) Purchases of items directly from the specific manufacturer without calling tenders (single tender in case of proprietary item)</del>	<del>Vice-Chancellor</del>	<del>Full Powers</del>
ix) placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority	Concerned Deans/H.O.D./Librarian/ Coordinator/ Director-Computer Centre	Full Powers

7)	Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget)	Vice-Chancellor	Full Powers (Subject to Ratification by F.C and EC)
8)	Power to create new Budget head	Vice-Chancellor	Full powers (Subject to Ratification by F.C and EC)

**Note :**

- 1) All the financial powers delegated above are subject to the provisions of the Central Universities Act, 2009 (as amended from time to time) and the Statutes and Ordinances framed there under and the rules, norms and procedure laid down by the Executive Council from time to time and other prevailing rules under GFR, 2005 and Delegation of Financial Powers Rules 1978.
- 2) Expenditure involving new service or recurring liability should not be incurred without obtaining the formal approval of the competent authority.
- 3) Purchase / work orders should not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.
- 4) The concerned Officers should exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.
- 5) Approval of Purchase Committee and Technical Committee should be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations should be called for invariably where the purchase cost of individual item is Rs.10000/- or more, in exceptional cases, this condition can be relaxed by the Vice-Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance Officer and Other Officers.
- 8) No purchase / expenditure should be incurred without pre-sanction of competent authority.
- 9) The competent authority should take all precautions while exercising powers delegated to them to avoid any audit objections / queries.
- 10) Subject to the provision of the acts and statutes of the University, any officer may delegate his/her powers to any other officer under his control, and subject to the condition that overall responsibility for the exercise for the power so delegated shall continue to vest with the officer delegating such power.
- 11) These delegation of powers are subject to review after the period of six months, or/and as and when considered necessary.

**CENTRAL UNIVERSITY OF RAJASTHAN**  
**KISHANGARH, AJMER**

**2. DELEGATION OF POWERS**  
**(Finance Department)**

<b>ACCOUNTS WING</b>		<b>AUDIT WING</b>	
<b>Signing of vouchers</b>		<b>Passing of vouchers</b>	
Section Officer	All vouchers prepared in the concerned Unit.	Section Officer (Bill Passing Unit) and Section Officer (T.A.D.A/Medical etc.)	upto Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	upto Rs.25,000/-
		Dy. Registrar (Finance)/ Equivalent	upto Rs.1,00,000/-
		Finance Officer	Full powers
<b>Signing of Pay Bills</b>		<b>Signing of cheques</b>	
Finance Officer	Monthly Pay Bills	Section Officer (Payment Unit)	up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	up to Rs.25,000/-
	Supplementary Pay Bills including Daily wages & Honorarium -	Dy. Registrar (Finance)/ Equivalent	up to Rs.1,00,000/-
		Finance officer	Full powers
Dy. Registrar	Upto Rs. 1,00,000/-		
Finance Officer	Full powers	<b>Signing of Cash Books</b>	
		Asstt. Registrar (Finance)/ Equivalent	Full powers (All cash books)
		Dy. Registrar (Finance)/ Equivalent	Dy. Registrar should also certify the cash and bank book
		Finance Officer	Signing of monthly Abstract

राजस्थान केन्द्रीय विश्वविद्यालय  
(अंतर के अधिनियम के द्वारा स्थापित केन्द्रीय विश्वविद्यालय)  
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**Central University of Rajasthan**

(A Central University by an Act of Parliament)

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No. : CURAJ/R/F.83/2016/2 8 8 6

Date: 22-11-2016

### OFFICE ORDER

The university has deployed various non-teaching (technical/non-technical) staff in the academic departments for smooth functioning of academic activities and to take care the administrative work of the concerned departments.

For timely compliance of various statutory and administrative functions/duties, it is essentially required to strengthen the Dean offices with optimal use of skills/talent available in the existing non-teaching (technical/non-technical) staff deployed in the academic departments. In this connection, the following is to inform to all concerned :-

1. The Dean of the concerned school shall ensure the optimal use of deployed non-teaching (technical/non-technical) staff for smooth functioning of laboratories in the respective departments and Integrated programmes.
2. The Dean of the concerned school will be the Reporting Officer for non-teaching staff deployed under the school.
3. The Dean of the concerned school shall ensure the administrative / clerical work of Dean office with the help of existing deployed non-teaching staff by optimum use of their skills.
4. The Dean office shall ensure the following works:
  - (a) timely compliance of various statutory duties/functions as mentioned in the Act, Statues and Ordinances of the University.
  - (b) issue of Notice, circulation of Agenda and Minutes of the School Board meetings.
  - (c) to maintain leave records of sanction of casual leave and restricted holidays of faculty and non-teaching staff.
  - (d) timely submission of leave details of the concerned teaching and non-teaching staff latest by 20<sup>th</sup> day of every month to enable timely release of monthly salary.
  - (e) any document related to application for employment, orientation/refresher programmes, regular leave or any other administrative/academic matter, shall not be forwarded to the administration without proper recommendation of the Dean concerned.
  - (f) the forwarding of regular leave applications including duty leave, with proper recommendation of the Dean, well in advance for timely administrative sanction.
  - (g) no employee shall proceed on leave without administrative sanction of Competent Authority.
  - (h) timely ensure the follow up action on the resolution passed by the authorities and subsequent submission of action taken reports thereof.
  - (i) supply of information as asked by the concerned officer to timely dispose off the matters related to RTI, grievances and others.
  - (j) proper maintenance of records, files and register related to purchase and maintenance of equipments, articles, consumable/non-consumables items etc.
  - (k) maintenance of proper records of attendance, leave etc. in respect of the students in their concerned departments.
  - (l) submission of proposals for engaging Guest Faculty as per University Guidelines dated 07.09.2016.
  - (m) any other works/responsibilities may be assigned by the Authorities/Vice Chancellor, from time to time.

  
22/11/16

Continued...

The school-wise deployment of existing non-teaching (technical/non-technical) staff is enclosed herewith. The University is in process to depute some more manpower for strengthening the schools/departments as early as possible.

This issues with the approval of the Competent Authority.

  
Registrar

Copy for information and necessary action:  
All Deans of the Schools of Studies,  
Central University of Rajasthan

Central University of Rajasthan  
Deployment of Non-teaching (technical/non-technical) Staff

Dean / School / Dean's Office	Departments	Senior Technical Assistant / Technical Assistant / Laboratory Assistant	Attendant / MTS	Remarks / Additional Works
Dr. Sunil G. Naik School of Chemical Sciences & Pharmacy Room No. 18, First Floor, Academic Block (4A4)	Chemistry Pharmacy	Mr. Sharwan Kr. Kumawat, TA Mr. Alok Sharma, LA Mr. Malu Ram Yadav, LA Mr. Satyanarayan Rao, LA	Mr. Dashrath Kr. Sharma,	---
Dr. D. C. Sharma School of Mathematics, Statistics & Computational Sciences Room No. M-104, Second Floor, Academic Block (4A5)	Mathematics, Statistics, Computer Science	*Mr. Balwant Singh Chouhan, TA  *Mr. Sanjay Joshi, TA	Mr. Ashish Chaturvedi	* Additional work of School of Education  * Additional work of CUCET, Recruitment Cell, and any other work assigned by the ICT (Incharge) and Dean (Academics)
Prof. Pradeep Verma School of Life Sciences Room No. 133, Right Wing, First Floor, Building No. 3	Biotechnology Microbiology Biochemistry	Mr. Avdhesh Vijay, TA Mr. Nisar Chaudhary, TA Mr. Ashish Kr Sharma, LA Mr. Pankaj Kumar Tailor, LA Mr. Giriraj Sharma, LA Mr. Ashish Kr Sharma, LA	Mr. Lekhranj	---
Prof Manish Dev Shrimali School of Physical Sciences Left Wing, SP-3 Building	Physics	Mr. Pushpender Kr. Sharma, TA  Mr. Rahul Sharma, TA	Mr. Kheemaram	---
Prof Manish Dev Shrimali School of Earth Sciences Left Wing, SP-3 Building	Environmental Science Atmospheric Science	---	Mr. Vimal Kumar Jain	---
Prof Manish Dev Shrimali School of Engineering & Technology Left Wing, SP-3 Building	Computer Sc & Engg.	*Mr. Naresh Kr Mangal, TA  *Mr. Mohit Jamer, TA	Mr. Satyanarayan Solanki	* Additional work assigned by the ICT (Incharge) * Additional work of Big Data Analytics programme and assist to Web Administrator

  
22/11/16

continued...

Dr. M.R. P. Singh School of Commerce & Management Right Wing, SP-1 Building	Management Commerce	**Mr. Rajendra Soni, TA	Mr. Paras Mal Saini	**Additional work of Campus Networks
Dr. Lakshmi Aiyer School of Humanities & Languages Right Wing, SP-1 Building	English Hindi	---	Mr. Anurag Singh Bhati	** Additional assignment of Computer Labs of School of Humanities and Languages
Prof. S.N. Ambedkar School of Social Sciences Room No. 238, Second Floor, Building No. 3	PPLG Economics Social Work CMS	Mr. Nitesh Jain, TA	Mr. Jaswant Singh Mr. Shivji Ram Jat	---
Mrs. Ritu B. Rai School of Architecture Right Wing, Ground Floor, Estate Building	Architecture	^ Mr. Vivek Vyas	Mr. Dilip Kr. Malakar	^ Additional works of Campus Network, Campus Wi-Fi project
Dr. D. C. Sharma Integrated Programmes Right Wing, SP-4 Building	10 Integrated programmes	<sup>00</sup> Ms. Jaya Tiwari, TA		<sup>00</sup> Additional work of Girls Hostels Networks

**Note:** Any other works as may be assigned from time to time.

**Chart for Duty on Weekend**

S.No.	Name of Personl	Days in a Month
1	Miss Jaya Tiwari	All Saturday and / or Sunday
2	Mr. Mohit Jamer and Mr. Rajendra Soni	1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturday   2 <sup>nd</sup> and 4 <sup>th</sup> Sunday
3	Mr. Balwant Singh Chauhan, Mr. Nitesh Jain	2 <sup>nd</sup> and 4 <sup>th</sup> Saturday   1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Sunday

The services of Mr. Naresh Kumar Mangal, Mr. Sanjay Joshi and Mr. Vivek Vyas may be utilized on Closed Holidays as and when required by the ICT (Incharge).

\*\*\*

*(Handwritten signature)*  
22/11/16

## राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)  
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जिला-अजमेर (राजस्थान) भारत  
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## Central University of Rajasthan

(A Central University by an Act of Parliament)  
N.H.8, Bandersindri, Kishangarh-305817  
District - Ajmer (Rajasthan) INDIA  
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Website: <http://www.curaaj.ac.in>, Email: [info@curaaj.ac.in](mailto:info@curaaj.ac.in)

No. : CURAJ/R/F.91/2017/1737

Date: 27.07.2017

### OFFICE ORDER

This is notified for information of all concerned the constitution of various Internal Committees for academic year 2017-18 as per provisions of the Central Universities Act, 2009, University Ordinances and Government of India Guidelines, as the case may be, for smooth functioning of various activities in the University.

All the Conveners/Chairman/Chairpersons are requested to ensure proper functioning of the committees, conduct meetings and submit the report of the meetings to the undersigned for favour of taking necessary action.

This is issued with the approval of Hon'ble Vice Chancellor.

  
Registrar

Encl. : As above

#### Copy for information and necessary action to:

1. Office of Hon. Vice Chancellor
2. Office of the Registrar/ Finance Officer / Controller of Examinations / Librarian
3. Office of the Dean (Academics) / Dean Research
4. All Deans of the Schools of Studies
5. Office of the Dean of Students' Welfare
6. Office of the Proctor / Chief Warden
7. All Conveners of the Internal Committees
8. All HoDs / Coordinators of Academic Departments
9. Joint Registrar (Finance)
10. Deputy Registrar (Estt.)
11. Public Relations Officer / Assistant Registrar / Hindi Officer /
12. Medical Officer, University Health Centre
13. All Section In-charge
14. All Teaching & Non-teaching Staff
15. Website Administrator – with request to update the University website
16. Guard / Dispatch File

*Internal Committees (2017-18)*

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# Central University of Rajasthan

## Internal Committees (Session 2017-18)

Date: 27 July 2017

### PART-A: COMMITTEES AS PER UNIVERSITY ORDINANCES

#### 1. University Building Committee (Refer Ordinance 24):

The University Building Committee for the Academic Session 2017-18 is constituted as under:

The Vice Chancellor (Chairperson)	Vice Chancellor
A Representative of the CPWD/PWD not below the rank of Executive Engineer	Chief Project Manager, CURAJ
A member of Planning Board nominated by Vice Chancellor	Prof. K.L. Sharma
The Finance Officer	Finance Officer
A Representative of User Department	-
Two teachers of the University not below the rank of Professor nominated by the Vice Chancellor	(1) Prof. D.C. Sharma (2) Prof. A.K. Gupta
Head, Department of Civil Engineering, (where it exists),	-
Head, Department of Electrical Engineering, (where it exists) or Principal of Engineering College in the University or from nearby University Engineering College.	Prof. Neeraj Gupta
The University Engineer, or the University Architect or a Government Architect.	Mr. Sultan Singh, University Engineer, Ms. Ritu B. Rai, Associate Professor, Department of Architecture
Member Secretary	Registrar

#### 2. Purchase Committee (Refer Ordinance 25):

The Purchase Committee for the Academic Session 2017-18 is constituted as under:

One of the Deans/Senior most Professor to be nominated by Vice Chancellor (Chairman)	Prof. Supriya Agarwal
The Registrar or his representative	Registrar
The Finance Officer or his representative	Finance Officer
Head of the Department/Institution concerned;	----
Officer in charge of Purchase & Procurement (Secretary)	Joint Registrar (Finance)

#### 3. Sexual Harassment Committee (Refer Ordinance 21):

The Sexual Harassment Committee for the Academic Session 2017-18 is constituted as under:

##### (A) Apex Body of SPARSH (ABS):

The Chairperson, a women nominated by the Vice-Chancellor, CURAJ from amongst the faculty members.	Prof. Supriya Agarwal
Five members representing various Schools/Departments/Centers of the University of which at least three shall be women.	Ar. Ritu B Rai Dr. Raghu Chitta Dr. Suman Tapryal Dr. Suresh Singh Rathore Dr. Chhabi Rani Panigrahi

Two student's representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).	
Two members from the non-teaching staff, of which at least one should be women.	Mr. S. K. Srivastava Ms. Anuradha Mittal
One woman NGO representative	Mrs. Rashmi Chaturvedi, President, Women Rehabilitation Group, Rajasthan
One Woman Counsellor	Dr. Shaizy Ahmed

**(B) University Complaints Committee (UCC):**

Five (at least three women) teacher representatives.	Dr. Bhumika Sharma Dr. Avantika Singh Dr. Ajit K. Patra Dr. Vidyottama Jain Dr. Neeraj Panwar Dr. Chandra Sekhar Gahan
One non-teaching staff representative of the University.	Ms. Neha Bajaj
One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.	Mrs. Rashmi Chaturvedi, President, Women Rehabilitation Group, Rajasthan
The Chairperson shall be elected from amongst the above-mentioned members who are full time employees of the University.	<i>*To be elected in first meeting of the committee</i>
One Member-Secretary shall also be elected from amongst the above-mentioned members who are full time employees of the University.	<i>*To be elected in first meeting of the committee</i>

**4. Games and Sports Committee (Refer Ordinance 49):**

The Games and Sports Committee for the Academic Session 2017-18 is constituted as under:

Chairman, appointed by the Vice-Chancellor	Prof. Pradeep Verma
Dean Students' Welfare	Dean, Students' Welfare
Presidents of various Games and Sports Clubs (individual charges to be assigned by the Chairman)	Dr. Raghu Chitta Dr. Ajit Kumar Patra Dr. Tarun Kumar Bhatt Dr. Suman Tapryal Dr. Devesh Sharma Dr. Vishvanath Tiwari Dr. Hemlata Manglani Dr. Jitendra Kumar Singh (Hindi) Dr. Jeevan Kumar Cheruku Dr. Ritu Singh Dr. Vijay Kumar Yadav Dr. Shiv Swaroop Dr. Vipul Kakkar Dr. Deeksha Tripathi Dr. Brijesh Kumar Singh Dr. Partha Roy
One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year *	-

*Internal Committees (2017-18)*

Director of Physical Education, who shall be the <i>Ex-Officio</i> Secretary of the Games and Sports Committee	Mr. Ravi Raj Choudhary
--	------------------------

5. **Employees and Students Grievance Redressal Committee (Refer Ordinance 28):**  
The Grievance Redressal Committees for the Academic Session 2017-18 are constituted as under:

(i) **Students Grievance Redressal Committee**

Chairman (to be nominated by the Vice Chancellor)	Prof. D.C. Sharma
3 Representatives of Students' Council. (Names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval). *	
Three Nominees of the Vice Chancellor	Prof. Vipin Kumar Dr. Suman Tapryal Dr. Muzzammil Hussain Mohd.
Dean of Students' Welfare, Member-Secretary	Dean of Students' Welfare
Dean of the School concerned (special invitee)	-

(ii) **Teachers' Grievances Committee:**

A Representative of the Vice Chancellor (Chairman)	Prof. A.K. Gupta
Five representatives from the teachers community representing gender, minority, SC, ST, OBC.	Prof. S. N. Ambedkar Prof. J. K. Prajapat Dr. Devesh Sharma Dr. Atiq Ahmed Dr. Umesh Gupta
Vice Chancellor's nominee shall be the Secretary to the Committee.	Dr. Jogeswar Panigrahi

(iii) **Non-Teaching Staff Grievances Committee:**

The Chairman to be nominated by the Vice Chancellor.	Prof. Supriya Agrawal
Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.	Mr. Santosh Kumar Srivastava Mr. Pardeep Kumar (AR) Ms. Pratima Chattraj Mr. Lalit Bhopriya Mr. Jahangeer Kureshi
The Registrar or his nominee shall be the Member Secretary of the Committee.	Registrar

6. **Equivalence Committee for Recognition of Examinations/ Degrees (Refer Ordinance 38):**

The Equivalence Committee for Recognition of Examinations/Degrees for the Academic Session 2017-18 is constituted as under::

Pro-Vice-Chancellor or Senior most Dean (Chairman)	Senior Most Dean
Deans of the Schools (Members)	All remaining Deans
One person nominated by the Academic Council from amongst its members for a period of three years (Member)	Prof. Neeraj Gupta
Controller of Examinations (Member)	Controller of Examinations
Registrar (Secretary/Member)	Registrar

7. **Deans' Committee (Refer Ordinance 42):** Ex-Officio and automatically constituted.
8. **Admission Committee (Refer Ordinance 45):** Constitution of the Admission Committee for the Academic Session for each school has been constituted separately and is available with the Academic Session.
9. **Examination Discipline Committee (Refer Ordinance 54):**  
*Constitution of the Examination Discipline Committee was already issued vide Office Order No. CURAJ/R/F.77/2015-16/5314 dated March 17, 2016 which is valid upto March 16, 2018.*
10. **Central Committee on Residence (Refer Ordinance 27):** Ex-Officio and automatically constituted.
11. **Discipline Committee (Refer Ordinance 47):**  
The Discipline Committee for the Academic Session 2017-18 is constituted as under:

Vice-Chancellor's nominee or Pro-Vice-Chancellor	Prof. Neeraj Gupta
Dean Students' Welfare	Dean Students' Welfare
Deans of the Schools	All Deans of the Schools
Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration	-
Proctor (Member/Secretary)	Proctor

12. **Anti-Ragging Committee (Final)**

Head	Prof. Arun K Pujari, Vice Chancellor
Convener/ Nodal Officer	Prof. L.K. Sharma
Vice-Chancellor nominee	Mr. K. V. S. Kameswara Rao (Registrar)
Faculty Representatives:	Prof. Vipin Kumar (Chief Warden) Dr. Nicholas Lakra Dr. Jeevan Kumar Cheruku Dr. Muzzammil Hussain Mohammad Dr. Shaizy Ahmad Dr. Hemlata Manglani
Student Representative (Senior)	Ms. Sucheta, Research Scholar, Department of English
Student Representative (Junior)	Convener will identify a student from new batch *
Non-teaching Staff Representatives:	Mr. Om Kumar Karn Mr. Saroja Kumar Panda Ms. Pratima Chattraj
Representative of Local Administration	Mr. Madan Lal, SHO, Bandarsindri, Police Station
Representative of Local Media	Mr. Shyam Manohar Pathak, Senior Correspondent, Dainik Bhaskar, Kishangarh
Representative of NGO	Ms. Kshama Kaushik, Rajasthan Mahila Kalyan Mandal, Ajmer
Parent's Representatives	*Names will be incorporated after receiving nominations

- 13. Anti-Ragging Squad (Final)**
1. Proctor
  2. Chief Warden
  3. Dean Student Welfare (DSW)
  4. Security Officer
  5. Dr. S. Kandasamy
  6. Dr. Ruchi Malik
  7. Dr. Jeevan Kumar Cheruku
  8. Dr. Jagadeesh Kakarla
  9. Warden of Concerned Hostel

**14. Special Cell for SC/ST**

Convener	Prof. S.N. Ambedkar
Members	Dr. Suman Tapryal Dr. Mahendra Saha Dr. C. Jeevan Kumar Dr. Alok Kumar Dr. M. Bhanuchandra
Member Secretary	Dr. Kiran K. Tejavath
Liaison officer for SC/ST (nominated by the Vice Chancellor)	Dr. Anand Kumar
Liaison officer for OBC (nominated by the Vice Chancellor)	Dr. Vijay Kumar Prajapati

**Functions:** The special cell for SC/ST will perform such function and duties as per instructions/ guidelines issued by the UGC/ Govt, of India, from time to time.

The University is in process to submit a proposal to the UGC to establish cell for SC/ST as per XII Plan guidelines prescribed by the UGC in case of Central funded institutions.

**15. Annual Report Committee**

Convener	Prof. Supriya Agarwal
Co-Convener	Prof. Neeraj Gupta
	Dr. Vijayakumar M.
	Mr. Om Kumar Karn
Content Collection / Formatting	Dr. Bhumika Sharma Dr. Umesh Gupta Dr. Suresh Singh Rathore Dr. Vijay Kumar Prajapati Dr. Jai Prakash Tripathi
Design, Page setting	Dr. Pankaj Goyal Dr. Devesh Sharma Dr. Mamata Khandal Mr. Ved Prakash Dr. Girish Chandra Tewari
Logistics	Mr. Santosh K Srivastava Ms. Anuradha Mittal Mr. Saroja Kumar Panda

**Functions:**

- Prepare Annual Report and Annual Magazine, Annual Audit Report in English and Hindi both.
- E-Brochure, Placement and Admission brochure, Prospectus *etc.*

**16. Committee for NSS/NCC Activities**

Chairperson	Prof. Someshwar Das
Convener	Dr. Hemlata Manglani
Members	Dr. Gyana Ranjan Panda Dr. Pramod Kumar Naik Dr. Deeksha Tripathi Dr. Krishna Kumar Mohbey Dr. Arvind Pandey

**Functions:**

- Correspondence with concerned departments for establishment of NSS/NCC units.
- Organizing camps like social service camp, blood donation camp, etc. for the students
- Plantation and Cleanliness in University premises.

**17. Departmental Committee**

Chairman	Head of the Department
Members	All Faculty members of the respective department
Two Faculty members from other departments, to be nominated by the Vice Chancellor	To be constituted for each Department
One External members to be nominated by the Vice Chancellor	
One Student of the department as observer	HOD can nominate

**Functions:**

All the academic activities of the department will be handled by the Departmental Committee / Council including attendance, evaluation, invitation to the guests and visiting faculty members, student seminars, time table, electives *etc.* and all other items concerning to the department which should be placed in the School Board. This Committee deliberates at department level, different matters that requires approval at School Board (does not exist for unitary schools).

**18. Placement and Career Counselling Cell**

All activities related to placement and summer training, to establish Placement Cell. The Advisory Committee should meet atleast once in a semester. The Placement Committee should meet regularly to monitor progress of the placement activities.

Advisory Committee	Dean, School of Mathematics, Statistics & Computational Sciences
	Dean, School of Commerce & Management
	Dean, School of Architecture
	Dean, School of Earth Sciences
Placement Committee	Prof. J.K. Prajapat
	Dr. Sanjay Kumar Garg (Management)
	Mr. Ravi Saharan
	Dr. Avantika Singh
	Dr. Devesh Sharma
	Dr. Janmejy Pandey
	Dr. Devesh Madhukar Sawant
	Dr. Kaiser Raza
Dr. Jagadeesh Kakarla	

**19. ICT Cell**

The following Committees for the Academic Session 2017-18 are constituted as under:

Apex Body	Vice Chancellor
	Dr. Manish Dev Shrimali
	Mr. K.V.S. Kameswara Rao
	Mr. Ravi Saharan
	Dr. Naga Raju Aitha
Hardware and Software Committee	-----
	Mr. Ravi Raj Choudhary
Surveillance Committee	Mr. Ravi Saharan
	Mr. Gaurav Meena
	Dr. Karan Verma
Network/Wi-Fi Committee	Dr. Naga Raju Aitha
	Dr. Karan Verma
	-----
Website Committee	Dr. Jagadeesh Kakarla
	Dr. Krishna Kumar Mohbey
	Mr. Mohit Jamer, Mr. Nitesh Jain will assist the committee
	-----
E-mail – Management Committee	Mr. Ravi Raj Choudhary
	Dr. Chhabi Rani Panigrahi
	Mr. Mohit Jamer, Mr. Nitesh Jain will assist the committee
	-----

**Functions:**

- Website development
- Uploading and upgrading of information on University Website every week in consultation with Registrar and Dean (Academics)
- Collection and implementation of suggestions for University website.
- Prepare Website in both English and Hindi.
- Operating Grievances Redressal Portals

**20. Cultural Committee –**

Convener	HOD, Culture Media & Studies
Members of different clubs	Mrs. Ritu Bhargava Rai
	Dr. Vidyottama Jain
	Dr. Mahendra Saha
	Dr. Hemlata Manglani
	Mr. Pranta Pratik Patnaik
	Dr. Partha Roy
	Dr. Nicholas Lakra
	Dr. Chandra Sekhar Gahan
	Mr. Ved Prakash

Each club will determine the student representatives.

**21. Innovation Cell**

Convener	Prof. Someshwar Das
Members	Dr. Easwar Srinivasan
	Dr. Subrat Kumar Panda
	Dr. Devesh Sharma
	Dr. Tarun Kumar Bhatt
	Dr. Jay Kant Yadav

**22. Committee for Assisting Recruitment Process**

Members	Prof. Manish Dev Shrimali
	Prof. Pradeep Verma
	Dr. Jogeswar Panigrahi
	Hindi Officer (Secretary) Non Member

**23. House Allotment Committee**

Convener	Prof. Supriya Agarwal
Members	Prof. J. K. Prajapat
	Dr. Anand Kumar
	Mr. Santosh Kumar Srivastava (Not from campus)
	Mr. Manoj Kumar Indoria
-	-

**24. Kendriya Vidyalaya Enabling Committee**

Kendriya Vidyalaya Enabling Committee is constituted to interact with Kendriya Vidyalaya Sangathan to ensure smooth initiation of Kendriya Vidyalaya in this Academic Year (2017-18):

Chairman	Prof. Pradeep Verma – Chairman
Members*	Dr. Hari Singh Parihar, Deputy Registrar
	Dr. Anand Kumar, Assistant Professor
	Dr. Ajit Patra, Assistant Professor

**25. Nodal Committee for NAD:**

The Nodal Committee for NAD for the Academic Session 2017-18 is constituted as under:

	Dr. Jogeswar Panigrahi
	Dr. Devesh Madhukar Sawant
	Dr. Devesh Sharma
	Assistant Registrar (Academics)

**26. Committee for SWAYAM PRABHA:**

The Committee for SWAYAM PRABHA for the Academic Session 2017-18 is constituted as under:

	Librarian
	Public Relation Officer

**27. Library Advisory Committee**

Library Advisory Committee for the academic year 2017-18 for smooth functioning of activities of the University Library is constituted as under.

Vice – Chancellor	Prof. Arun K Pujari (Ex-officio Chairman)
Dean (Academics)	Ex-Officio
Professor	Prof. Supriya Agarwal (Member)
Professor	Prof. J.K. Prajapat (Member)
Associate Professor	Dr. Maithili R. P. Singh (Member)
Associate Professor	Dr. Chandi Charan Mandal (Member)
Assistant Professor	Dr. Sanjay Kumar (Member)

Registrar	Mr. K.V. S. Kameswara Rao (Member)
Finance Officer	Mr. D.K. Agarwal (Member)
Librarian	Dr. Vijayakumar M. (Ex - Officio Member Secretary)

  
(K V S Kameswara Rao)  
Registrar

**Note:**

1. Other Committees will be constituted as and when need arises.
2. The convener of the respective Committee may involve temporary/contractual faculty for activities considering their special interest/achievements in the relevant fields as per requirement.

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\* - To be incorporated / notified after receiving names from the concerned.

**राजस्थान केन्द्रीय विश्वविद्यालय**  
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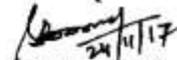
No.: CURAJ/R.F.94/2017/3421

Date **24 NOV 2017**

**OFFICE ORDER**

With reference to office order no. CURAJ/R.F.91/2017/1737 dated 27.07.2017 regarding constituting various Internal Committee (Academic Session 2017-18), it is hereby informed that Shri Rajpal Singh Rewar, Security Officer, has been included as Member of Surveillance Committee (Committee No. 19: ICT Cell) at Central University of Rajasthan.

This issues with the approval of the Competent Authority.

  
24/11/17  
Registrar (1/6)

C.C. to (for information and necessary action):

1. Office of the Vice Chancellor
2. All Deans of the School of Studies
3. Office of the Dean (Academics) / Dean (Research) / Dean of Students Welfare
4. Office of the Finance Officer / Controller of Examinations / Librarian
5. Office of the Proctor / Chief Warden
6. All Concerned:
7. Shri Rajpal Singh Rewar, Security Officer, CURaj.
8. All HoDs of the Academic Departments
9. All Officers / Sections Incharge
10. Administrator ([webadmin@curaj.ac.in](mailto:webadmin@curaj.ac.in)) – with request to update the University website
11. Guard / Despatch File

# राजस्थान केन्द्रीय विश्वविद्यालय

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Website <http://www.curaaj.ac.in>, Email [info@curaaj.ac.in](mailto:info@curaaj.ac.in)

No. : CURAJ/R/F.100/2018/ 1418

Date: 10 JUL 2018

## OFFICE ORDER (INTERNAL COMMITTEE: SESSION 2018-19)

It is hereby notified for information of all concerned that the Annual Report Committee for session 2018-19 at Central University of Rajasthan, is hereby constituted consisting of the following:

### Annual Report Committee

Steering Committee (Annual Report)	Prof. Supriya Agarwal
	Dr. Pankaj Goyal
	Dr. Jagdish Ulhas Jadhav
	Dr. Subhasis Bhadra
	Mr. Santosh Kumar Srivastava
	Dr. Hari Singh Parihar
	Dr. Kaiser Raza
	Mr. Saroja Kumar Panda
	Mr. Om Kumar Karn

### Individual Sub Committees

Printing Logistic	Mr. Santosh Kumar Srivastava (Convener)
	Dr. Bhumika Sharma
	Dr. Sanjay Kumar (Management)
	Dr. Nidhi Pareek
	Ms. Anuradha Mittal
Chapter 1-4	Dr. Subhasis Bhadra (Convener)
	Dr. Ved Prakash
	Dr. Vipul Kakkar
Chapter 5-7	Dr. Jagdish Ulhas Jadhav (Convener)
	Dr. Jay Kant Yadav
Chapter 8-9	Dr. Pawan Kumar Dadheech (Convener)
	Dr. Pankaj Goyal
	Dr. Anuj Kumar Sharma
	Dr. Subrat Kumar Panda
Chapter-10 and other parts	Dr. Kaiser Raza (Convener)
	Dr. Ram Kishor
	Dr. Shiv Swaroop
Chapter 11-12	Dean (Research) or his Nominee (Convener)
	Dr. Devesh Sharma
	Dr. Vijay Kumar Prajapati
Annual Accounts (English)	Prof. D.C. Sharma (Convener)
	Sh. D. K. Aggarwal, FO
	Mr. Santosh Kumar Srivastava
Gender Audit Report/SPARSH/UCC	Dr. Neha Arora (Convener)
	Dr. Shaizy Ahmed
	Dr. Devesh Madhukar Sawant
Hindi Version/Translation	Dr. Hari Singh Parihar (Convener)
	Dr. Mamata Khandal
	Dr. Suresh Singh Rathore
	Mr. Om Kumar Karn

This issues with the direction of the Competent Authority.

  
Registrar 7/18

To: All concerned

## राजस्थान केन्द्रीय विश्वविद्यालय

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District - Ajmer (Rajasthan) INDIA  
Phone (O): +91-1463-238755, Fax: +91-1463-238722  
Website: <http://www.curaaj.ac.in>, Email: [info@curaaj.ac.in](mailto:info@curaaj.ac.in)

No. : CURAJ/R/F.100/2018/1417

Date: \_\_\_\_\_

10 JUL 2018

### **OFFICE ORDER** (INTERNAL COMMITTEE: SESSION 2018-19)

It is hereby notified for information of all concerned that the **Digital Learning and Monitoring Cell** for session 2018-19 at Central University of Rajasthan, is hereby constituted consisting of the following:

#### **Digital Learning and Monitoring Cell:**

Advisor	Dean Academics
Convener	Librarian
Members	Dr. Anjali Sharma Dr. Ajit Kumar Patra Dr. Umesh Gupta
Social Network	Dr. Krishna Kumar Mohbey

This issues with the direction of the Competent Authority.

  
Registrar

To: All concerned

## **MANUAL - 03**

### **Section 4(1)(b)(iii)**

#### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

In the University, any policy matter is decided at the level of Vice-Chancellor/ Executive Council/ Academic Council/ Finance Committee of the University. Decision on any matter/ issue is taken in accordance with the provisions of the Act/ Statutes/ Ordinances/ Rules & Regulations/ Policies, etc. of the University/ Instructions received from MHRD/UGC and the decisions taken by University Court/ Executive Council/ Academic Council/ Finance Committee from time to time and procedures/practices of the University..

The Vice-Chancellor is the principal executive and Academic Officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities.

The administration of the University consists of various Sections / Cells which are normally headed by a Section Officer or equivalent Officer who is a Group 'B' Officer. The Section Officer performs the duty of a supervisor and manages the affairs of the Section. He is assisted by the Assistants, Upper Division Clerk, Lower Division Clerk as is posted as per administrative requirement, workload, availability of staff, etc. The Sections under the central administration report to the concerned Joint Registrar/ Deputy Registrar/ Assistant Registrar who, in turn, report to the Registrar/ Finance Officer/ Controller of Examinations/ Vice-Chancellor as per administrative requirement. The Sections in the Faculties/Departments report to the concerned Administrative Officer or the Head of the Department as the case may be.

For smooth conduct of academic activities in the Department, the concerned head of the Department and Dean of the School of Studies may take necessary decision in conformity with the Act, Statutes, Ordinances, etc. of the University.

The Organizational Chart at Manual-01 shows the channels of supervision & accountability.

## **MANUAL - 04**

### **Section 4(1)(b)(iv)**

#### **THE NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS**

The Central University of Rajasthan has been established by an Act of Parliament, 'the Central Universities Act, 2009' to contribute to and work with a sense of commitment towards the educational, cultural, economic, environmental, health and social advancement of the region and the nation at large by providing excellent undergraduate liberal education and quality programs leading to bachelors, masters, professional and doctorate degrees.

Norms and standards for various activities of the University are set by the Authorities of the University such as University Court, Executive Council (EC)/Academic Council (AC)/ Finance Committee (FC) etc., as follows:

**The Court:** The University Court is the authority of the University has the power to review, from time to time, the broad policies and programmes of the University, and to suggest measures for the improvement and development of the University. For more details, please visit Section 20 and Statute 10, CUs Act, 2009. The term of first Court has been expired on 06-10-2016. The constitution of the second Court is under process.

**Executive Council:** The Executive Council is the principal executive body of the University. The Executive Council shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University not otherwise provided for. For more details, please visit Statute 12, CUs Act, 2009.

**Academic Council:** The Academic Council is the principal academic body of University and shall, subject to the provision of this Act, the Statutes and the Ordinances, Coordinate and exercise general supervision over the academic policies of the University. For more details, please visit Statute 14, CUs Act, 2009.

**Finance Committee:** Finance Committee is the authority of the University to examine the account and to scrutinize the proposal for expenditure. For more details, please visit Statute 17, CUs Act, 2009.

## GRIEVANCES REDRESSAL MECHANISM

- i) The Govt. of India has launched a portal named 'Public Grievances Portal ([pgportal.gov.in/cpgoffice/](http://pgportal.gov.in/cpgoffice/)), wherein complainants may lodge their grievances on-line. The Public Grievance Redress Mechanism in Government of India functions on a decentralized basis.
- ii) Pgportal is an online system for facilitating citizen for lodging of grievances from anywhere, anytime 24x7. The system enables Ministries/Departments close monitoring of the grievances received for expeditious disposal and upload Action Taken Report. The citizens can view the status of action taken. There is also a feedback mechanism for satisfaction rating by the complainant of the action taken which may lead to further improvements.
- iii) On successful lodging of a grievance an acknowledgment is auto generated on the online system. A grievance received by post is acknowledged within three days of the receipt. A grievance received by hand is acknowledged at the same time.
- iv) The public grievances received on-line will be forwarded through PG portal and hard copies of grievances received on-line will not be forwarded.
- v) Efforts shall be made to redress the grievance within a period of 60 days. If disposal of grievance petition is anticipated to take longer than 60 days, an interim reply would invariably be sent.
- vi) The following types of grievances are not taken up for redress by the University -
  - (a) Subjudice cases or any matter concerning judgment given by any court,
  - (b) Personal and family disputes and
  - (c) RTI matters.
- vii) The Registrar, Central University of Rajasthan has been designated as Director of Grievances in the University.
- viii) The Joint Registrar (Estt.), Central University of Rajasthan has been designated as Nodal Officer of Grievances in the University.

### **Grievance Redressal Committees in the University:**

There is Employees and Students' Grievances Redressal Committees (as per the Ordinance 28 under Section 28(n) of the Act, 2009) in the Central University of Rajasthan for redressal of the grievances of Employees and Students of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal mechanism;
2. Every grievance from the student/staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;

5. The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

### **I. Students Grievance Redressal Committee:**

**Chairman** – The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.

**Members:**

- 3 Representatives of Students' Council.
- 3 Nominees of the Vice Chancellor.
- Dean of Students' welfare, Member-Secretary.
- Dean of the School concerned (special invitee)

**Powers and Functions:**

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

राजस्थान केन्द्रीय विश्वविद्यालय  
(असत के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)  
राष्ट्रीय राजमार्ग- 8, बांदारसिंदरी, किशंगरह- 305817  
जिला-अजमेर (राजस्थान) भारत  
दूरभाष (का.): +91-1463-238755, फैक्स: +91-1463-238722  
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No. : CURAJ/R/F.100/2018/142



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Website: http://www.curaj.ac.in, Email: info@curaj.ac.in

Date: \_\_\_\_\_  
10 JUL 2018

**OFFICE ORDER**  
(INTERNAL COMMITTEE: SESSION 2018-19)

It is hereby notified for information of all concerned that the **Grievance Committee (Students)** for session 2018-19 at Central University of Rajasthan, is hereby constituted consisting of the following:

**Grievance Committee (Students):**

1. Prof. D. C. Sharma (Chairman)
2. Prof. Supriya Agarwal
3. Dr. Pankaj Goyal
4. Dr. Pawan Dadheech

The term of the committee is for one year from July 1, every year. On expiry of the term, the committee may be reconstituted or be extended for at most one more year.

This issues with the direction of the Competent Authority.

  
Registrar

## II. TEACHERS' GRIEVANCES COMMITTEE

The constitution of the Committee by the Executive Council consisting of the following:

- A representative of the Vice Chancellor Chairman
- Five representatives from the teachers community representing gender, minority, SC, ST, OBC.
- Vice Chancellor's nominee shall be the Secretary to the Committee.

### Powers and Functions:

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

## राजस्थान केन्द्रीय विश्वविद्यालय

(एन.ए. के अधीन) केन्द्रिय विश्वविद्यालय (राजस्थान)  
राजस्थान राजस्थान - 0, बंदारसिंद्री, किशंगर-305817  
जिला - अजमेर (राजस्थान) भारत  
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No. : CURAJ/R/F.100/2018/1413



## Central University of Rajasthan

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Website: <http://www.curaj.ac.in>, Email: [info@curaj.ac.in](mailto:info@curaj.ac.in)

Date: \_\_\_\_\_

10 JUL 2018

### **OFFICE ORDER** (INTERNAL COMMITTEE: SESSION 2018-19)

It is hereby notified for information of all concerned that the **Grievance Committee (Teachers)** for session 2018-19 at Central University of Rajasthan, is hereby constituted consisting of the following:

#### **Grievance Committee (Teachers):**

1. Prof. Supriya Agarwal (Chairperson)
2. Prof. S. N. Ambedkar
3. Prof. M.R.P. Singh
4. Dr. Atiq Ahmed
5. Dr. Nicholas Lakra
6. Dr. Kiran Kumar Tejavath

The term of the committee is for one year from July 1, every year. On expiry of the term, the committee may be reconstituted or be extended for at most one more year.

This issues with the direction of the Competent Authority.

  
Registrar

### **III. NON-TEACHING STAFF GRIEVANCES COMMITTEE**

- The Chairman - to be nominated by the Vice Chancellor.
- Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.
- The Registrar or his nominee shall be the Member- Secretary of the Committee.

#### **Powers and Functions:**

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

## राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के द्वारा स्थापित केन्द्रीय विश्वविद्यालय)  
राष्ट्रीय राजमार्ग-8, बंदरसिन्दरी, किशनगढ़-305817  
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Website: <http://www.curaaj.ac.in>, Email: [info@curaaj.ac.in](mailto:info@curaaj.ac.in)

Date: **10 JUL 2019**

No. : CURAJ/R/F.100/2018/1408

### OFFICE ORDER

(INTERNAL COMMITTEE: SESSION 2018-19)

It is hereby notified for information of all concerned that the **Grievance Committee (Non - Teaching)** for session 2018-19 at Central University of Rajasthan, is hereby constituted consisting of the following:

#### Grievance Committee (Non - Teaching):

1. Prof. M. R. P. Singh (Chairman)
2. Dr. Utpal Debnath
3. Mr. Sultan Singh
4. Mr. Om Kumar Karn
5. Mr. Lalit Bhopriya
6. Dr. Jahangeer Kureshi

The term of the committee is for one year from July 1, every year. On expiry of the term, the committee may be reconstituted or be extended for at most one more year.

This issues with the direction of the Competent Authority.

  
Registrar 10/7/18

## MANUAL - 05

### Section 4(1)(b)(v)

#### RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

The following Act, Statutes, Ordinances, Rules, Regulations etc. are being used for discharging functions by the Central University of Rajasthan:

<b>Sl. No.</b>	<b>Name of the act, rules, regulations, etc.</b>	<b>Brief gist of the contents</b>
1.	<u>Act &amp; Statutes for CURaj:</u>	
i.	<a href="#">The Central Universities Act, 2009</a>	1. <b>Act:</b> Definitions Objects & Powers Jurisdiction of CURAJ Officers and various authorities of the University, such as Court, Executive Council, Academic Council, etc.
ii.	<a href="#">Revised/ amended/ new Statutes</a>	2. <b>Statutes:</b> the constitution, powers and duties of authorities and other bodies, qualification and disqualification of such authorities, appointment, powers & duties of Officer of University and their terms and conditions of service & power and duties, administration of University, Selection Committee, Appointments, Seniority, maintenance of discipline of Students, Students' Council etc. 3. <b>Revised/ amended/ new Statutes:</b> School of Studies, Academic Departments, Planning and Monitoring Board, Selection Committee, term of Vice-Chancellor, Executive Council, Academic Council, Appointment of Head of the Departments, Dean of Student's Welfare.
2.	<a href="#">The Ordinances of the University</a>	1. Admission and enrollment of students to the University - for regular on Campus Education 2. Medium of Instruction and Examinations 3. Examination and Evaluation 4. Conditions of Service of Teachers 5. Procedure / Norms for appointment to the posts of Professor, Associate Professor, and Assistant Professor and Academic Staff 6. Manner of appointment and emoluments of employees other than teachers and other academic staff 7. Written contract of Appointments 8. Fees payable by students of the University 9. Doctor of Philosophy Programme

Sl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents
		10. Convocation
		11. Norms/regulations for promotion through career advancement of assistant professors, associate professors, professors and academic staff
		12. Emoluments, terms and conditions of service of the Vice Chancellor
		13. Emoluments, terms and conditions of service of the Pro Vice Chancellor
		14. Emoluments, terms and conditions of service of the Registrar
		15. Emoluments, terms and conditions of service of the Finance Officer
		16. Emoluments, terms and conditions of service of the Controller of Examinations
		17. Emoluments, terms and conditions of service of the Librarian
		18. Assignment of Departments to Schools of Studies
		19. Constitution, Terms of Office and Responsibilities of the Board of Studies and term of Office of its Members
		20. Duties of Heads of Departments / Centres
		21. Sensitization, prevention and Redressal of sexual harassment
		22. Curbing the Menace of Ragging in Higher Educational Institutions
		23. Traveling and Halting Allowance Rules
		24. University Building Committee
		25. Purchase Committee
		26. Award of Undergraduate / P.G. Degrees and Diplomas / P.G. Diplomas & Certificates of the University (for regulars on campus mode)
		27. Conditions of residence of the students of the University
		28. Employees and Students' Grievances Redressal Committee
		29. Rules for Medical Reimbursement
		30. Powers & Functions of Heads of Departments of Studies
		31. Powers and functions of the Deans of Schools
		32. Schools BOARD
		33. Award of Fellowship, Scholarships, Studentships, Medals and Prizes

Sl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents
		34. Board of Research Studies
		35. Functions and duties of the Departments in the School
		36. Appointment of Examiners
		37. Appointment of adjunct faculty members & scholars in residence
		38. Equivalence Committee for recognition of Examinations/Degrees
		39. Powers and Functions of the Dean, Students' Welfare
		40. Floating Posts
		41. Transfer of Students
		42. Deans' Committee
		43. Code of Conduct of the employees of the University
		44. Courses of Study
		45. Admission Committee
		46. Reservation of seats and other special provisions for Admission
		47. Students Discipline
		48. Visiting Professors
		49. Games and Sports Committee
		50. The Proctor
		51. Transfer of Credits
		52. Visiting Fellow
		53. Appointment of faculty against sanctioned posts under exigent situations
		54. Conduct of Examination
3	Cadre Recruitments Rules (Non-teaching employees), including Library staff 2013 and its amendments	Recruitments Rules for Non-teaching employees
4	Medical Reimbursement Rules for employees of the University	
5	Guidelines for engaging guest/part-time teachers	
6	Guidelines for Leave Travel Concession for University Employees	
7	Guidelines for re-employment of superannuated teachers	
8	Guidelines for staff car driver	
9	Rules for payment of Over Time Allowance (OTA) to University Driver	
10	Leave Rules for teaching staff	
11	Matter related to NPS, LTC, TA/DA etc. are dealt as per the direction issued by the GOI and UGC as issued from time to time.	

### **Transfer Policy**

The Central University of Rajasthan is a Central Autonomous Body under the MHRD, Govt. of India and having no constituent college. There is no provision for transfer from one Autonomous Body to other Autonomous Body.

However, internal transfers of the employees of Central University of Rajasthan have been made from time to time for internal management.

Transfer orders of the employees of the University under section 4(1)(b)(v):

<p><b>राजस्थान केन्द्रीय विश्वविद्यालय</b> (संसद के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय) राष्ट्रीय राजधानी-8, बांदरसिन्धी, किशनगढ़-305817 जिला-अजमेर (राजस्थान) भारत दूरभाष (का.): +91-1463-238755, फैक्स: +91-1463-238722 वेबसाइट: <a href="http://www.curaaj.ac.in">http://www.curaaj.ac.in</a>, ईमेल: <a href="mailto:info@curaaj.ac.in">info@curaaj.ac.in</a></p>		<p><b>Central University of Rajasthan</b> (A Central University by an Act of Parliament) N.H.8, Bandarsindri, Kishangarh-305817 District - Ajmer (Rajasthan) INDIA Phone (O): +91-1463-238755, Fax: +91-1463-238722 Website: <a href="http://www.curaaj.ac.in">http://www.curaaj.ac.in</a>, Email: <a href="mailto:info@curaaj.ac.in">info@curaaj.ac.in</a></p>
No. CURAJ/R/F.101/2018/1847		Date: 03.08.2018

**OFFICE ORDER**

Ms. Neha Bajaj, Assistant presently working in Finance & Accounts Section, is hereby transferred to the Academic Section with immediate effect till further orders.

This issues with the direction of the Competent Authority.

  
Registrar  
o/c

✓ Copy to:

1. Office of the Vice Chancellor
2. Office of the Finance Officer
3. Office of the Dean (Academics)
4. Joint Registrar (Finance)
5. Ms. Neha Bajaj, Assistant (directed to report in the office of Dean (Academics) with immediate effect)
6. Concerned File.



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

Call

Bandarsindri, NH-8, Kishangarh-305817, Distt. Ajmer (Rajasthan)

No. : CURAJ/R/F.102/2018/2461

Date: 20.09.2018

OFFICE ORDER

As per approval of the Competent Authority, the following staff are hereby transferred to the respective Section as per details given below:

S. No.	Name & Designation of the Staff	Present Office	New Office / Work Assignment	New Reporting Officer	New Office/ Other Instructions
1.	Shri Om Kumar Karn, Hindi Officer	Rajbhasha Cell & Recruitment Cell	Rajbhasha Cell and Examinations & Academics Section	Controller of Examinations	Room No. 101, Ground Floor
2.	Mr. Pardeep Kumar, Assistant Registrar	Academics Section	Purchase Section	Joint Registrar (F)	Room No. 117, Ground Floor
3.	Mr. Pradeep Kumar Garg, Section Officer	Academics Section	Finance & Accounts Section	Joint Registrar (F) Finance Officer	Finance & Accounts Wing, Ground Floor
4.	Mr. Santosh Kumar Kumawat, Upper Division Clerk	Receipt & Despatch Section	Finance & Accounts Section	Joint Registrar (F),	Finance & Accounts Wing, Ground Floor
5.	Mr. Anshu Sharma, Lower Division Clerk	Receipt & Despatch / Establishment Section	Receipt & Despatch	Joint Registrar (Estt.)	Room No. 101, Ground Floor
6.	Mr. Naveen Sen, Lower Division Clerk	Internal Audit / Legal	Establishment Section	Joint Registrar (Estt.)	Room No. 225, First Floor

The matters related to Recruitment Cell presently looked after by Mr. Om Kumar Karn, will be dealt by Joint Registrar (Estt.) in addition to his present duties.

It is hereby directed to all concerned above mentioned staff to report to the new office with immediate effect after proper handing over the charge of their duties at present position.

This issues with the approval of the Competent Authority.

  
Registrar 20/9/18

To: All Concerned

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No.CURAJ/R/F.100/2018/1457

Date - 12.07.2018

**OFFICE ORDER**

Ms. Pratima Chattraj, Assistant, is hereby transferred to the Office of the Chief Warden, till further orders, for providing support to Chief Warden in Hostel and Mess Administration.

She should report to the Chief Warden on 16.07.2018 (Monday).

  
12/7/18  
Registrar

Central University of Rajasthan

Copy for information / necessary action:

1. Office of the Vice Chancellor
2. Finance Officer
3. Chief Warden
4. Joint Registrar (Finance & Coordinating Nodal Officer - Performance Audit)
5. Joint Registrar (Estt.)
6. Ms. Pratima Chattraj, Assistant
7. Guard File

**MANUAL - 06**  
**Section 4(1)(b)(vi)**

**STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY CENTRAL**  
**UNIVERSITY OF RAJASTHAN**

The documents held by Central University of Rajasthan are categorized in terms of the Department holding them.

As such, the documents may be categorized as follows:

1. Minutes of the University Court, Executive Council, Academic Council, Board of Studies and Finance Committee, Planning and Monitoring Board, School Board and Building and works committee printed and published from time to time.
2. Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form in the respective Faculties/ Departments. Many of them are also available on the website of the University.
3. Annual Reports of the University
4. Annual Accounts & Audited Reports of the University
5. Academic Calendar
6. List of holidays observed by the University
7. Documents related to MoU/ MoA with other organizations/ institutions
8. The Establishment Branch maintains personal files, service books of the University employees and documents, papers, rules, circulars, notifications, decisions/instructions, etc. issued by the University/UGC/MHRD/GOI on such service matters from time to time.
9. The Finance & Account Section of the University is responsible for payment of salary including arrears bills of the faculty, staff and officers of the University. Deduction of Income tax from salary, depositing it with Income Tax Department etc. Records maintained by it include salary ledgers, files, instructions, circulars issued by the University/Govt. of India, MHRD/UGC in this regard from time to time, rules on matters being dealt by it. The F&A Section is responsible for issue of Cheques/Bank drafts. The Section also issues receipts for the payments received from Students, Staff, etc. and maintains Cash Books, Ledgers, Registers, etc. The Section is also responsible to process bills/temporary advance requisitions, etc. and to maintain instructions records, ledgers, rules, etc. relating to the above works.
10. The Library maintains a number of Books, Magazines, Journals, press clipping, News papers, Govt. Documents etc. for the benefit of students/faculty/staff and other readers. It also makes purchase of books etc. from time to time to meet the requirements of its readers. It maintains records, files, stock registers, etc. in connection with the above activities.

11. University Health Centre provides medical facilities to the Students and staff. It maintains records relating to purchases of medicines, files, registers etc. relating to the above matters.
12. The Estate Branch pertains records of major and minor works in the University and day to day maintenance work. The Branch maintains Files, Records, Estimates, Circulars, copies of Budget Allocation, building register, Sanction Plans Register, Register for Annual Maintenance Account, work assigned to CPWD and related documents etc.
13. The Examination Branch maintains records of certificates, mark-sheets, transfer-cum-migration certificates, degrees, convocation etc.

**Custodian of the records of the University:**

As per the Central Universities Act, 2009, the Registrar of the University is the Custodian of the records of the University. The files/ documents related to the concerned section/ department shall be maintained by that Section/ Department under their control.

**MANUAL - 07**  
**Section 4(1)(b)(vii)**

**ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR**  
**REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE**  
**FORMULATION OF ITS POLICY OR IMPLEMENTATION**

**Mode of public participation:**

Various statutory bodies/ authorities/ public committees of the University comprise of eminent people from society and representatives of member of the public who are involved directly / indirectly in formulation of policies of the University and implementation thereof for betterment of the society through University.

1. The **Executive Council** has the following representations from the members of the public :
  - i. Statute 11(1)(xi):  
Four persons of distinction in academic and public life, to be nominated by the Visitor for a period of three years. They are:
    - (i) Prof. Reena Dadhich, Head, Department of Computer Science and Management, University of Kota, Kota (Raj.)
    - (ii) Prof. Akhil Ranjan Garg, Professor, Department of Electrical Engineering, Jai Naraiyan Vyas University, Jodhpur (Raj.)
    - (iii) Prof. Ashok Nagawat, Professor & Head, Department of Physics, University of Rajasthan, Jaipur (Raj.)
    - (iv) Prof. Krishna Gopal Sharma, Head, & Professor, Department of History & Indian Culture, University of Rajasthan, Jaipur (Raj.)
  
2. The **Academic Council** has the following representations from the members of the public :
  - i. Statute 13(i)(viii): Six persons not in the service of the University co-opted by the Academic Council for a period of three years for their Special Knowledge in education progress and development. They are:
    - i) Prof. R. Prasad, IIT Roorkee
    - ii) Prof. K.C. Sharma, MDS University, Ajmer
    - iii) Prof. Maithili Sharan, IIT, Delhi
    - iv) Prof. Chandrakala Padia, Maharaja Ganga Singh University, Bikaner
    - v) Prof. Aparna Rayaprol, University of Hyderabad, Hyderabad
    - vi) -----

3. The **Planning and Monitoring Board** has the following representations from the members of the public:
- i. Six experts to be nominated for a period of three years from among the persons who have special interest in education process and development and are of high academic standards. Of which, four shall be nominated by the Executive Council and two by the Vice Chancellor. They are:
    - i) Shri Arjun Malhotra, Co-founder, HCL Technologies
    - ii) Prof. V. S. Vyas, Member, Economic Advisory Council to the Prime Minister
    - iii) Mrs. Aruna Roy, Social Activist & Ex-Member, NAC, Govt. of India
    - iv) *Padmashree* Prof. M.S. Sodha, Visiting Professor & former Vice Chancellor, University of Lucknow & Chief of the Society, BAG-Energy Research Society
    - v) Prof. K.L. Sharma, Former Vice Chancellor, University of Rajasthan
    - vi) Prof. V.R. Mehta, Former Vice Chancellor, University of Delhi & Founder & Member Secretary, Foundation for Academic Excellence & Access
4. In addition, several member of public in capacity of Expert, Representative etc. also associated in other University Authorities and Internal Committees constituted by the University as per the provisions of Central Universities Act, 2009, University Ordinances and Government of India guidelines, as the case may be, for formulation of policies of the University and smooth functioning of various activities. The Internal Committees for the Academic Year 2018-19 may be seen on the University website at the following link:
- <http://www.curaj.ac.in/internalcommitteesoftheunive/internal-committees-university>

**MANUAL - 08**  
**Section 4(1)(b)(viii)**

**STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES  
CONSTITUTED, AND THOSE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH  
MEETINGS ARE ACCESSIBLE FOR PUBLIC**

The Section 19 of Central Universities Act, 2009 specifies the following authorities of the University and its powers and functions:-

1. the Court;
2. the Executive Council;
3. the Academic Council;
4. the Board of Studies;
5. the Finance Committee;
6. Planning and Monitoring Board;
7. School Board; and
8. such other authorities as may be declared by the Statutes to be the authorities of the University

1. **The Court:** The University Court is the authority of the University has the power to review, from time to time, the broad policies and programmes of the University, and to suggest measures for the improvement and development of the University. For more details, please visit Section 20 and Statute 10, CUs Act, 2009.

**The term of first Court has been expired on 06-10-2016. The constitution of the second Court is under process.**

2. **Executive Council:** The Executive Council is the principal executive body of the University. The Executive Council shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

**Power of the Executive Council:**

Subject to the provisions of this Act, the Statutes and the Ordinances, the Executives council shall, in addition to all other powers vested in it, have the following powers, namely-

- (i) to create teaching and other academic posts including Chairs, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Associate Professors, Assistant Professors and other academic staff;  
Provide that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise then after consideration of the recommendations of the Academic Council;
- (ii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff including Chairs, an may be necessary, on the recommendation of

the Selection Committee constituted for the purpose and to fill up temporary vacancies therein:

- (iii) to promote inter- facial research by making joint appointments of teaching staff in different Schools, Department and Centres;
- (iv) to create administrative, ministerial and other necessary posts and to define their duties and conditions of their service and to make appointments thereto in the manner prescribed by the ordinances;
- (v) to grant leave of absence to any officer of the University other than the Chancellor and the Vice- Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;
- (vi) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- (vii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may taken fit;
- (viii) To fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;
- (ix) To invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time, as it may think fit or in the purchase of immovable property in India, which the like powers of varying such investment from time to time;
- (x) To transfer or accept transfers of any movable or immovable property on behalf of the University;
- (xi) To provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University ;
- (xii) To enter into very, carry out and cancel contracts on behalf of the University ;
- (xiii) To entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;
- (xiv) To appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;
- (xv) To select a common seal for the University and provide for the use of such seal;
- (xvi) To make such special arrangements as may be necessary for the residence of women students;
- (xvii) To institute fellowships, scholarships, studentships, medals and prizes;
- (xviii) To provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
- (xix) To enter into partnership with industry and non-government agencies for the advancement of knowledge and establish a corpus of funds out of the profits of such partnership ; and
- (xx) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the CUs Act, 2009 or the Statutes.

**NOTIFICATION****Subject: Revised Constitution of the Executive Council of Central University of Rajasthan**

The revised constitution of the Executive Council of Central University of Rajasthan, under the Statute 11(amended) of the Central Universities Act, 2009 is hereby notified for information of all concerned, including the new members under Statute 11(1)(vi), 11(1)(viii), 11(1)(ix) and 11(1)(xi), as follows:

Statute	Provisions	Name of Person on the Executive Council
11(1)(i)	Vice-Chancellor	Prof. Arun K Pujari Chairman
11(1)(ii)	Secretary, Deptt. of Higher Education, MHRD, Govt. of India, or his/her nominee	Secretary, Department of Higher Education, MHRD, Govt. of India
11(1)(iii)	Chairman, UGC or his/ her nominee,	Dr. (Mrs.) Paula Banerjee, Department of South & South Asian Studies, Calcutta University, Kolkata; Vice Chancellor, The Sanskrit College and University, Kolkata
11(1)(iv)	Principal Secretary, Higher Education of the State Government or his/her nominee not below the rank of Secretary preferably dealing with matters relating to Higher Education;	Principal Secretary, Department of Higher Education, Government of Rajasthan
11(1)(v)	Pro-Vice Chancellor, if any	---
11(1)(vi)	Four members from among Deans of Schools of Studies, by rotation according to seniority, to be appointed by the Vice-Chancellor,	Prof. D.C. Sharma, Dean, School of Mathematics, Statistics & Computational Sciences, Central University of Rajasthan  Prof. Pradeep Verma, Dean, School of Life Sciences, Central University of Rajasthan  Ms. Ritu Bhargava Rai, Dean, School of Architecture, Central University of Rajasthan
11(1)(vii)	One Professor who is not a Dean, by rotation according to seniority, to be appointed by the Vice-Chancellor,	Prof. A.K. Gupta Department of Biotechnology Central University of Rajasthan
11(1)(viii)	One Associate Professor, by rotation according to seniority, to be appointed by the Vice-Chancellor,	Dr. Pawan Kumar Dadheech Associate Professor, Department of Microbiology, Central University of Rajasthan
11(1)(ix)	One Assistant Professor, by rotation according to seniority, to be appointed by the Vice-Chancellor	Dr. Bhumika Sharma Assistant Professor, Department of English, Central University of Rajasthan
11(1)(x)	Two of the elected members of the Court, none of whom shall be an employee or a student of the University or an institution recognized by or associated with the University, to be nominated by Visitor	---

Continued from pre-page...

11(1)(xi)	Four persons of distinction in academic and public life, to be nominated by the Visitor	Prof. Reena Dadhich, Head, Department of Computer Science and Management, University of Kota, Kota (Raj.) Prof. Akhil Ranjan Garg, Professor, Department of Electrical Engineering, Jai Narayan Vyas University, Jodhpur (Raj.) Prof. Ashok Nagawat, Professor & Head, Department of Physics, University of Rajasthan, Jaipur (Raj.) Prof. Krishna Gopal Sharma, Head, & Professor, Department of History & Indian Culture, University of Rajasthan, Jaipur (Raj.)
6(6)	Registrar, Central University of Rajasthan	Sh. KVS Kameswara Rao Secretary & Registrar, Central University of Rajasthan

The new members of the Executive Council shall hold office for a term of three years from the date of issue of this Notification.

The minutes of the meeting of Executive Council are open to the public which may be accessed through the University website at the following link:

<http://www.curaj.ac.in/Default.aspx?PageId=263>

3. **Academic Council:** The Academic Council is the principal academic body of University and shall, subject to the provision of this Act, the Statutes and the Ordinances, Coordinate and exercise general supervision over the academic policies of the University. For more details, please visit Statute 14, CUs Act, 2009.

**Power of the Academic Council:**

Subject to the provisions of this Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:-

- (i) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction ,co-ordination of teaching among the Colleges and the Institutions, evaluation of research and improvement of academic standards;
- (ii) to bring about and promote inter-School co-ordination and to establish or appoint such committees or boards as may deemed necessary for the purpose;
- (iii) to Consider matters of general academic interest either on its own initiative ,or on a reference by a School or the Executive Council, and to take appropriate action thereon; and to take appropriate action thereon; and
- (iv) to frame such Regulations and rules consistent with the Statures and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.



No. : CURAJ/R/F.104/2018/3045

Date: 31.10.2018

**NOTIFICATION**

**Sub. : Constitution of the Academic Council, Central University of Rajasthan – Revised.**

Referring to the Notification No. CURAJ/R/F.92/2017/2203 dated 25.08.2017, the revised constitution of the Academic Council of Central University of Rajasthan under the Statute 13 (amended) of the Central Universities Act, 2009 with partial modifications under Statute 13(1)(iii), Statute 13(1)(iv), Statute 13(1)(v), Statute 13(1)(vi), Statute 13(1)(vii), Statute 13(1)(viii) and Statute 13(2) is notified as follows:

<b>Statute 13(1)(i):</b> The Vice-Chancellor	Prof. Arun K Pujan Vice Chancellor
<b>Statute 13(1)(ii):</b> The Pro-Vice Chancellor, if any	---
<b>Statute 13(1)(iii):</b> Deans of Schools of Studies	<ol style="list-style-type: none"> <li>1. Dean, School of Social Sciences - Prof. S.N. Ambedkar</li> <li>2. Dean (i/c), School of Engineering &amp; Technology - Prof. Manish Dev Shrimali</li> <li>3. Dean, School of Mathematics, Statistics &amp; Computational Sciences – Prof. D.C. Sharma</li> <li>4. Dean (i/c), School of Education - Prof. D.C. Sharma</li> <li>5. Dean, School of Life Sciences - Prof. Pradeep Verma</li> <li>6. Dean, School of Chemical Sciences &amp; Pharmacy - Prof. Vipin Kumar</li> <li>7. Dean, School of Humanities and Languages - Prof. N. Lakshmi Aiyar</li> <li>8. Dean, School of Architecture - Mrs. Ritu B. Rai</li> <li>9. Dean, School of Commerce &amp; Management - Dr. Praveen Sahu</li> <li>10. Dean, School of Earth Sciences – Dr. L.K. Sharma</li> <li>11. Dean, School of Physical Sciences – Dr. Ajit Kumar Patra</li> </ol>
<b>Statute 13(1)(iv):</b> Heads of Teaching Departments/ Centers	<ol style="list-style-type: none"> <li>1. Head, Department of Chemistry - Prof. R.T. Pardasani</li> <li>2. Head, Department of English - Prof. Supriya Agarwal</li> <li>3. Head, Department of Economics - Prof. S.N. Ambedkar</li> <li>4. Head, Department of Society Technology Interface – Prof. S.N. Ambedkar</li> <li>5. Head, Department of Culture &amp; Media Studies - Prof. S.N. Ambedkar</li> <li>6. Head, Department of Yoga – Prof. M. Krishnan</li> <li>7. Head, Department of Atmospheric Science – Prof. Someshwar Das</li> <li>8. Head, Department of Computer Science - Prof. D.C. Sharma</li> <li>9. Head, Department of Statistics - Prof. D.C. Sharma</li> <li>10. Head, Department of Microbiology - Prof. Pradeep Verma</li> <li>11. Head, Department of Mathematics – Prof. J.K. Prajapat</li> <li>12. Head, Department of Management - Prof. M.R.P. Singh</li> <li>13. Head, Department of Pharmacy - Prof. Vipin Kumar</li> <li>14. Head, Department of Hindi - Prof. N. Lakshmi Aiyar</li> <li>15. Head, Department of Public Policy, Law &amp; Governance - Dr. S. Kandasamy</li> <li>16. Head, Department of Biotechnology - Dr. Pankaj Goyal</li> <li>17. Head, Department of Commerce - Dr. Praveen Sahu</li> <li>18. Head, Department of Environmental Science - Dr. L.K. Sharma</li> <li>19. Head, Department of Biochemistry - Dr. Chandi Charan Mandal</li> <li>20. Head, Department of Education - Dr. Anjali Sharma</li> <li>21. Head, Department of Social Work – Dr. Subhasis Bhadra</li> <li>22. Head, Department of Data Science and Analytics – Dr. Manas Kumar Patra</li> <li>23. Head, Department of Sport Bioscience – Dr. Chandra Sekhar Gahan</li> </ol>
<b>Statute 13(1)(v):</b> Ten Professor (excluding those who are Deans of Schools of Studies & Heads of the Departments/ Centers) on the basis of seniority and rotation, to be nominated by the Vice Chancellor giving due regard to representation of different Schools	<ol style="list-style-type: none"> <li>1. Prof. A.K. Gupta, Department of Biotechnology</li> <li>2. Prof. Neeraj Gupta, Department of Architecture</li> </ol>

continued...

<b>Statute 13(1)(vi):</b> Five Associate Professors, who are not Head of Teaching Department, by rotation according to seniority, to be appointed by the Vice Chancellor	1. Dr. Pawan K. Dadheech, Department of Microbiology 2. Dr. Jitendra Kumar, Department of Statistics 3. Dr. Jagdish Ulhas Jadhav, Department of Social Work
<b>Statute 13(1)(vii):</b> Three Assistant Professors, by rotation according to seniority, to be appointed by the Vice Chancellor	1. Dr. Bhumika Sharma, Department of English 2. Dr. Tulsi Giri Goswami, Department of Management 3. Dr. Sanjay Kumar, Department of Statistics
<b>Statute 13(1)(viii):</b> Six persons not in the service of the University co-opted by the Academic Council for their Special Knowledge in education progress and development	1. Prof. R. Prasad, IIT Roorkee 2. Prof. K.C. Sharma, MDS University, Ajmer 3. Prof. Maithili Sharan, IIT Delhi 4. Prof. Chandrakala Padia, Maharaja Ganga Singh University, Bikaner 5. Prof. Aparna Rayaprol, University of Hyderabad, Hyderabad 6. ----
<b>Statute 13(1)(ix):</b> Two of the elected members of the Court, to be nominated by Visitor	-----
<b>Statute 13(2): Dean of Students Welfare</b>	Prof. S.N. Ambedkar
<b>Statute 13(2): Proctor</b>	Dr. Laxmi Kant Sharma
<b>Statute 13(2): Controller of Examinations</b>	Dr. Utpal Kumar Debnath
<b>Statute 13(2): Librarian</b>	Dr. Vijayakumar M.
<b>Statute 6(6): Registrar (Ex-officio Secretary)</b>	K.V.S. Kameswara Rao

The term of the members, other than the *ex-officio*, is for a period of three years.



Registrar,  
Central University of Rajasthan

**Copy forwarded for information:**

1. The Chancellor, Central University of Rajasthan
2. The Secretary to the President of India, President's Secretariat, Rashtrapati Bhawan, New Delhi-110004
3. The Secretary, Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001
4. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002
5. The Vice Chancellor, Central University of Rajasthan
6. The Joint Secretary (CU), Ministry of Human Resource Development, Deptt. of Higher Education, Shastri Bhawan, New Delhi-110 001
7. The Joint Secretary(CU), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002
8. The Chief Secretary to the Government of Rajasthan, Secretariat, Jaipur-302005
9. All members of the Academic Council, Central University of Rajasthan
10. Deputy Secretary (CU), Deptt. of Higher Education, Ministry of Human Resource Development, Govt. of India, Shastri Bhawan, New Delhi-110001
11. All Deans of Schools / Heads of Academic Departments, Central University of Rajasthan
12. All Officers / Sections Incharge, Central University of Rajasthan
13. Office of the Vice Chancellor / Registrar / Finance Officer / Controller of Examinations / Proctor / Librarian / Dean of Students Welfare, Central University of Rajasthan
14. Web Administrator (webadmin@curaj.ac.in) – with request to update the University website

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4. **Board of Studies:** Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for

various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances –

- (i) Courses of studies and appointment of examiners for courses, but excluding research degrees
- (ii) appointment of supervisors for research; and
- (iii) measures for the improvement of the standard of teaching and research

5. **Finance Committee:** Finance Committee is the authority of the University to examine the account and to scrutinize the proposal for expenditure. For more details, please visit Statute 17, CUs Act, 2009.

**Power of the Finance Committee:**

Subject to the provisions of this Act, the Statutes and the Ordinances, the Finance Committee shall, in addition to all other powers vested in it, have the following powers, function, namely-

- (i) All proposals relating to creation of posts , and those items which have not been included in the budget, shall be examined by the Finance Committee before they are considered by the Executive Council.
- (ii) The annual account and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval .
- (iii) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

**NOTIFICATION****Sub: Revised Constitution of Finance Committee of Central University of Rajasthan – reg.**

It is notified for all concerned that in compliance to the provisions of Statute 17, read with Section 24 of the Central Universities Act 2009, the Finance Committee has been reconstituted. As per the Statutes 17 (3), all the members, other than *Ex officio* members, shall hold office for a term of three years. In partial modification of the Notification No. CURAJ/F&A/16-17/F1/1683231 dated 10<sup>th</sup> August, 2016, the revised constitution of the Finance Committee shall consist the following members:

17 (1) (i)	<b>The Vice Chancellor</b>	1. Prof. Arun K Pujari Vice Chancellor, Central University of Rajasthan ( <i>Ex-officio</i> Chairman)
17 (1) (ii)	<b>The Pro-Vice Chancellor</b>	2. Vacant
17 (1) (iii)	<b>One Person nominated by the Court</b>	3. Vacant
17 (1) (iv)	<b>Three Persons nominated by the Executive Council, out of whom at least one shall be member of the Executive Council</b>	4. Dr. N U Siddiqui, Former Finance Officer Jamia Milia Islamia, New Delhi  5. Prof. V. P. Gulati, Consulting Advisor (Vice President), T.C.S., Hyderabad (Ref. I.O.N. No. CURAJ/ R/ F.79/ 2016/597 dated 20.05.2016)  6. Prof. D. C. Sharma Professor, Department of Mathematics, Central University of Rajasthan (Member, Executive Council) (Ref. I.O.N No. CURAJ/R/F.94/2017/3083 dated 30.10.2017)
17 (1) (v)	<b>Three Persons nominated by the Visitor</b>	7. Joint Secretary (CU&L) MHRD, New Delhi 8. Joint Secretary & Finance Advisor, MHRD, New Delhi 9. Joint Secretary (CU) UGC, New Delhi (Visitor's nominee w.e.f. 18.03.2014)
The Statutes 7 (5)	<b>The Finance Officer</b>	<i>Ex-officio</i> Secretary

6. **Planning & Monitoring Board:** The University has constituted a Planning & Monitoring Board of the University which shall advise generally on the planning and development actions of the University and to monitor and to review the standard of education and research in the University.

राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan  
(Established under the Central Universities Act 2009)  
<http://www.curaj.ac.in>



Bandarsindri, N.H.-8, Kishangarh-305801  
Dist. Ajmer, Rajasthan, INDIA

Ph. - (+91) 01463 238755, Fax: 238722  
Email: [info@curaj.ac.in](mailto:info@curaj.ac.in)

No. CURAJ/ R/FSS/2013-14/4739

Date: 13 FEB 2014

### NOTIFICATION

**Subject:** Constitution of the Planning and Monitoring Board

This is notified for information of all concerned that the Planning and Monitoring Board of the Central University of Rajasthan, is hereby constituted as per provisions of the Statute (41) as communicated by MHRD vide letter no. 48-3.2012-Desk(U) dated 20<sup>th</sup> March 2013. The Planning and Monitoring Board shall consists of the following members:

1. Vice Chancellor  
(Prof. M.M. Salunkhe) - Chairman
2. Pro-Vice Chancellor  
(*Vacant*) - Member
3. Dean, School of Chemical Sciences and Pharmacy  
(Prof. R.T. Paradasani) - Member
4. Dean, School of Commerce and Management  
(Prof. R.C. Sharma) - Member
5. Shri Arjun Malhotra  
Co-founder, HCL Technologies - Member
6. Prof. V.S. Vyas  
Member, Economic Advisory Council to the Prime Minister - Member
7. Mrs. Aruna Roy  
Social Activist & Ex-Member, NAC, Govt. of India - Member
8. *Padmashree* Prof. M.S. Sodha  
Visiting Professor & former Vice Chancellor, University  
of Lucknow & Chief of the Society, BAG-Energy Research Society - Member
9. Prof. K.L. Sharma  
Former Vice Chancellor, University of Rajasthan - Member
10. Prof. V.R. Mehta  
Former Vice Chancellor, University of Delhi &  
Founder & Member Secretary, Foundation for Academic  
Excellence & Access - Member

11. Finance Officer (Shri Dinesh Kumar Aggarwal) - Special Invitee
12. The Registrar (Shri M.S. Yadav) - Secretary

The tenure of the members of Planning and Monitoring Board shall be three years.



(Registrar)

C.C. to:

1. Members of the Executive Council, Academic Council and Finance Committee of the Central University of Rajasthan
2. Secretary to the President of India, President's Secretariat, Rashtrapati Bhavan, New Delhi-110004
3. Director (CU), Deptt. of Higher Education, Ministry of Human Resource Development, Govt. of India, Shastri Bhawan, New Delhi-110115
4. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002
5. The Vice Chancellor, Central University of Rajasthan
6. Secretary, Ministry of Human Resource Development, Deptt. of Higher Education, Shastri Bhawan, New Delhi-110115
7. Joint Secretary (CU), Ministry of Human Resource Development, Deptt. of Higher Education, Shastri Bhawan, New Delhi-110115
8. Chief Secretary to the Government of Rajasthan, Secretariat, Jaipur-302005
9. Registrars of All Central Universities in India
10. All Deans / Heads / Coordinators / Officers, Central University of Rajasthan
11. Concerned Members, Planning and Monitoring Board
12. P.S. to Vice Chancellor / Registrar / Finance Officer, Central University of Rajasthan
13. Web Administrator (webadmin@curaj.ac.in) – with request to update the University website

7. Such other authorities as may be declared by the Statutes to be the authorities of the University.

## **MANUAL - 09**

### **Section 4(1)(b)(ix)**

#### **DIRECTORY OF OFFICERS AND EMPLOYEES**

[Working Hours: 09:30 hours to 18:00 hours with a break of 30 minutes for lunch]

[Weekly off : Saturday and Sunday]

- Directory of teaching staff is available in a print form as telephone directory which is updated every year. This directory is also available on the University website.
- The Directory of the employees other than teachers is as follows:

STD code: 01463

#### **Directories of Officers and Non-teaching Staff**

S. No.	Name of Employee	Designation	Contact No.	E-mail ID
1	Prof. Arun K Pujari	Vice-Chancellor	238722	vc@curaj.ac.in
2	Sh. K.V.S. Kameswara Rao	Registrar	238727	registrar@curaj.ac.in
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## MANUAL - 10

### Section 4(1)(b)(x)

#### MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES OF CENTRAL UNIVERSITY OF RAJASTHAN INCLUDING THE SYSTEM OF COMPENSATION

#### MONTHLY REMUNERATION TO THE REGULAR TEACHING STAFF

As on 31-03-2019

S. No.	Name of Employee	Designation	Department	Date of Joining/ Promotion	Pay Level (7th CPC)	Basic Pay as on 31.09.2019
1	Prof. Neeraj Gupta	Professor	Architecture	10.07.2013	14	162300 (Net pay 133065)
2	Prof. Aditya Kumar Gupta	Professor	Biotechnology	24.06.2013	14	211800 (Net pay 136074)
3	Prof. R.T. Pardasani	Professor	Chemistry	16.05.2012	14	167200
4	Prof. Supriya Agarwal	Professor	English	10.07.2013	14	182700
5	Prof. Pradeep Verma	Professor	Microbiology	25.07.2014	14	157600
6	Prof. Manish Dev Shrimali	Professor	Physics	14.12.2015	14	157600
7	Prof. S.N. Ambedkar	Professor	PPLG	14.08.2015	14	205600
8	Prof. D. C. Sharma	Professor	Mathematics	14.06.2017	14	193800 (Net pay 156212)
9	Prof. Jugal Kishore Prajapat	Professor	Mathematics	14.06.2017	14	153000
10	Prof. Vipin Kumar	Professor	Pharmacy	15.06.2017	14	172200
11	Prof. Maithili R.P. Singh	Professor	Management	19.09.2017	14	148500
12	Prof. N Lakshmi Aiyar	Professor	Hindi	21.01.2018	14	148500
13	Mrs. Ritu Bhargava Rai	Associate Professor	Architecture	10.07.2013	13A	152300
14	Dr. Chandi Charan Mandal	Associate Professor	Biochemistry	04.03.2016	13A	143600
15	Dr. Pankaj Goyal	Associate Professor	Biotechnology	19.07.2013	13A	143600
16	Dr. Praveen Sahu	Associate Professor	Commerce	29.12.2015	13A	143600
17	Dr. Mamta Rani	Associate Professor	Computer Science	29.06.2012	13A	152300
18	Dr. Sanjay Arora	Associate Professor	English	07.10.2013	13A	152300 (Net pay 131751)
19	Dr. Laxmi Kant Sharma	Associate Professor	Environmental Science	30.12.2015	13A	143600
20	Dr. N. Lakshmi Aiyar	Associate Professor	Hindi	05.10.2012	13A	143600
21	Dr. Pawan Kumar Dadheech	Associate Professor	Microbiology	17.04.2013	13A	171400 (Net pay 127027)
22	Dr. S Kandasamy	Associate Professor	PPLG	14.10.2013	13A	152300
23	Dr. Jagdish Ulhas Jadhav	Associate Professor	Social Work	02.08.2013	13A	143600
24	Dr. Jitendra Kumar	Associate Professor	Statistics	14.05.2013	13A	143600
25	Dr. Arun Kumar Giri	Associate Professor	Economics	18.12.2017	13A	135300
26	Dr. Anjali Sharma	Associate Professor	Education	23.09.2017	13A	143600
27	Dr. Ajit Kumar Patra	Associate Professor	Physics	18.08.2017	13A	135300
28	Dr. Subhasis Bhadra	Associate Professor	Social Work	02.11.2017	13A	135300
29	Mr. Vivekanand Tiwari	Assistant Professor	Architecture	10-07-2013	10	75200

S. No.	Name of Employee	Designation	Department	Date of Joining/ Promotion	Pay Level (7th CPC)	Basic Pay as on 31.09.2019
30	Mr. Sunil Sharma	Assistant Professor	Architecture	25-07-2013	10	68800
31	Dr. Vishvanath Tiwari	Assistant Professor	Biochemistry	20-05-2017	11	77600
32	Dr. Kiran Kumar Tejavath	Assistant Professor	Biochemistry	29-05-2017	11	77600
33	Dr. Vijay Kumar Prajapati	Assistant Professor	Biochemistry	05-08-2017	11	77600
34	Dr. Janmejy Pandey	Assistant Professor	Biotechnology	19-03-2017	11	77600
35	Dr. Tarun Kumar Bhatt	Assistant Professor	Biotechnology	19-03-2017	11	77600
36	Dr. Suman Tapryal	Assistant Professor	Biotechnology	19-03-2017	11	77600
37	Dr. Jay Kant Yadav	Assistant Professor	Biotechnology	16-05-2017	11	77600
38	Dr. Shiv Swaroop	Assistant Professor	Biochemistry	11-12-2016	10	61200
39	Dr. S.Thangminlal Vaiphei	Assistant Professor	Biotechnology	13-12-2016	10	61200
40	Dr. Jayendra Nath Shukla	Assistant Professor	Biotechnology	12-01-2017	10	61200
41	Dr. Easwar Srinivasan	Assistant Professor	Chemistry	07-05-2016	11	79900
42	Dr. M. Bhanuchandra	Assistant Professor	Chemistry	11-04-2016	10	63000
43	Dr. Thirumoorthi Ramalingam	Assistant Professor	Chemistry	02-01-2017	10	61200
44	Dr. Partha Roy	Assistant Professor	Chemistry	01-05-2017	10	61200
45	Dr. Anuj Kumar Sharma	Assistant Professor	Chemistry	10-12-2016	10	61200
46	Dr. Neha Seth	Assistant Professor	Commerce	31-07-2012	10	73000
47	Dr. Ruchita Verma	Assistant Professor	Commerce	30-07-2012	11	79900
48	Dr. Sushila Kumari Soriya	Assistant Professor	Commerce	24-07-2012	11	75300
49	Dr. Sanjay Kumar Patel	Assistant Professor	Commerce	21-12-2015	10	66800
50	Dr. Naga Raju Aitha	Assistant Professor	Computer Science	24-05-2012	10	77500
51	Dr. Nishtha Kesswani	Assistant Professor	Computer Science	24-04-2016	11	79900
52	Mr. Ravi Raj Choudhary	Assistant Professor	Computer Science	27-06-2013	11	71000
53	Mr. Gaurav Meena	Assistant Professor	Computer Science	22-04-2013	11	71000
54	Dr. Krishna Kumar Mohbey	Assistant Professor	Computer Science	26-12-2016	10	61200
55	Mr. Gaurav Somani	Assistant Professor	Computer Sc. & Engg.	21-06-2012	10	70900
56	Mr. Ravi Saharan	Assistant Professor	Computer Sc. & Engg.	01-09-2015	11	82300
57	Dr. Muzzammil Hussain Mohd.	Assistant Professor	Computer Sc. & Engg.	23-09-2013	11	84800
58	Dr. Pranta Pratik Patnaik	Assistant Professor	Culture & Media Studies	10-07-2013	10	70900
59	Dr. Neeru Prasad	Assistant Professor	Culture & Media Studies	01-08-2013	10	75200
60	Dr. Nicholas Lakra	Assistant Professor	Culture & Media Studies	25-07-2013	10	75200
61	Dr. Hemlata Manglani	Assistant Professor	Economics	10-07-2017	11	73100
62	Dr. Pragati Jain	Assistant Professor	Economics	17-07-2017	11	77600
63	Dr. Pramod Kumar Naik	Assistant Professor	Economics	08-03-2016	10	63000
64	Dr. Mohd. Hussain Kunroo	Assistant Professor	Economics	27-12-2016	10	61200
65	Dr. Satyanarayanamurty Dogga	Assistant Professor	Economics	11-12-2016	10	61200
66	Dr. Bhumika Sharma	Assistant Professor	English	23-04-2016	11	79900
67	Dr. Neha Arora	Assistant Professor	English	21-05-2016	11	79900
68	Dr. Devendra Rankawat	Assistant Professor	English	25-06-2017	11	71000
69	Dr. Ved Prakash	Assistant Professor	English	01-03-2016	10	63000
70	Dr. Devesh Sharma	Assistant Professor	Environmental Science	19-03-2017	11	77600
71	Dr. Garima Kaushik	Assistant Professor	Environmental Science	19-03-2013	10	75200
72	Dr. Ritu Singh	Assistant Professor	Environmental Science	03-09-2017	11	73100
73	Dr. Alok Kumar	Assistant Professor	Environmental Science	16-12-2015	10	70900
74	Dr. Subrat Kumar Panda	Assistant Professor	Atmospheric Science	11-12-2016	10	61200
75	Dr. Suresh Singh Rathore	Assistant Professor	Hindi	26-07-2017	11	77600
76	Dr. Sandeep V. Ranbhirker	Assistant Professor	Hindi	01-08-2017	11	95400
77	Dr. Mamata Khandal	Assistant Professor	Hindi	15-07-2017	11	77600
78	Dr. Sanjay Kumar	Assistant Professor	Management	23-04-2016	11	79900

S. No.	Name of Employee	Designation	Department	Date of Joining/ Promotion	Pay Level (7th CPC)	Basic Pay as on 31.09.2019
79	Dr. Avantika Singh	Assistant Professor	Management	06-07-2014	11	92600
80	Dr. Tulsee Giri Goswami	Assistant Professor	Management	23-04-2016	11	75300
81	Dr. Anand Kumar	Assistant Professor	Mathematics	08-01-2015	11	79900
82	Dr. Amit Chakraborty	Assistant Professor	Mathematics	23-04-2016	11	79900
83	Dr. Vidyottama Jain	Assistant Professor	Mathematics	19-03-2017	11	77600
84	Dr. Ram Kishor	Assistant Professor	Mathematics	21-12-2015	10	70900
85	Dr. Jai Prakash Tripathi	Assistant Professor	Mathematics	11-12-2016	10	61200
86	Dr. Vipul Kakkar	Assistant Professor	Mathematics	15-12-2016	10	61200
87	Dr. Vijay Kumar Yadav	Assistant Professor	Mathematics	11-12-2016	10	61200
88	Dr. Nidhi Pareek	Assistant Professor	Microbiology	25-06-2017	11	77600
89	Dr. Akhil Agrawal	Assistant Professor	Microbiology	21-06-2013	11	77600
90	Dr. Arvind Pratap Singh	Assistant Professor	Microbiology	26-03-2013	11	76600
91	Dr. Deeksha Tripathi	Assistant Professor	Microbiology	23-12-2016	10	61200
92	Dr. Vijay Kumar Verma	Assistant Professor	Microbiology	18-01-2017	10	61200
93	Dr. Devesh Madhukar Sawant	Assistant Professor	Pharmacy	30-08-2013	11	84800
94	Dr. Ruchi Malik	Assistant Professor	Pharmacy	16-09-2013	11	84800
95	Dr. Umesh Gupta	Assistant Professor	Pharmacy	31-10-2013	11	84800
96	Dr. Kaiser Raza	Assistant Professor	Pharmacy	26-09-2013	11	77600
97	Dr. Neeraj Panwar	Assistant Professor	Physics	26-06-2017	11	84800
98	Dr. Rajneesh Kumar Verma	Assistant Professor	Physics	02-04-2013	10	75200
99	Dr. Sukhmander Singh	Assistant Professor	Physics	14-12-2015	10	70900
100	Dr. Brijesh Kumar Singh	Assistant Professor	Physics	16-01-2017	10	61200
101	Dr. Rakesh Kumar	Assistant Professor	Physics	16-01-2017	10	61200
102	Dr. Gyana Ranjan Panda	Assistant Professor	Pub. Policy, Law & Gov.	12-08-2017	11	84800
103	Dr. Jeevan Kumar Cheruku	Assistant Professor	Pub. Policy, Law & Gov.	01-08-2017	11	73100
104	Dr. Jose Almin Cicily	Assistant Professor	Pub. Policy, Law & Gov.	10-07-2013	10	70900
105	Dr. Anjan Kumar Sahu	Assistant Professor	Pub. Policy, Law & Gov.	01-08-2017	11	71000
106	Dr. Shaizy Ahmed	Assistant Professor	Social Work	04-06-2015	11	79900
107	Dr. Atiq Ahmed	Assistant Professor	Social Work	01-08-2017	11	75300
108	Mr. Dandub Palzor Negi	Assistant Professor	Social Work	29-07-2013	10	64900
109	Dr. Rajeev M.M.	Assistant Professor	Social Work	28-03-2016	10	73000
110	Dr. Deepesh Bhati	Assistant Professor	Statistics	23-04-2012	10	70900
111	Dr. Sanjay Kumar	Assistant Professor	Statistics	23-04-2016	11	75300
112	Dr. Mahendra Saha	Assistant Professor	Statistics	25-03-2017	11	77600
113	Dr. Arvind Pandey	Assistant Professor	Statistics	26-12-2016	10	61200
114	Dr. Abhimanyu Singh Yadav	Assistant Professor	Statistics	18-09-2017	10	59400
115	Dr. Gobind Singh	Assistant Professor	Education	18-08-2016	10	61200
116	Dr. Narendra Kumar	Assistant Professor	Education	18-08-2016	10	61200

The Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) are being paid as per the Govt. of India /UGC instruction issued from time to time.

**MONTHLY REMUNERATION TO THE**  
**REGULAR ADMINISTRATIVE AND NON-TEACHING STAFF**

**As on 31-03-2019**

S. No.	Name of Employee	Designation	Date of Joining/ Promotion	Pay Level (7th CPC)	Basic Pay as on 01.07.2018
	Prof. Arun K Pujari	Vice-Chancellor	05-10-2015	-	210000 (fixed)
1	Mr. K.V.S. Kameswara Rao	Registrar	01-01-2016	14	182700
2	Mr. Dinesh Kumar Aggrawal	Finance Officer	20-05-2013	14	162300
3	Dr. Utpal Kumar Debnath	Controller of Examinations	18-12-2017	14	148500
4	Dr. Vijayakumar M.	Librarian	18-01-2016	14	157600
5	Mr. Santosh Kumar Srivastava	Joint Registrar	11-04-2012	13	142700
6	Dr. Hari Singh Parihar	Joint Registrar	27-01-2017	13	130600
7	Mr. Sultan Singh	Executive Engineer	23-05-2016	11	74000
8	Mr. Saroja Kumar Panda	Assistant Librarian	19-05-2016	10	63000
9	Ms. Sobhagyawati Gupta	Assistant Librarian	27-01-2012	10	66800
10	Ms. Anuradha Mittal	Public Relations Officer	02-03-2012	10	65000
11	Dr. Ankur Mittal	Medical Officer	22-07-2016	10	59500 + NPA 5250
12	Mr. Pardeep Kumar	Assistant Registrar	03-04-2017	10	59500
13	Mr. Om Kumar Karn	Hindi Officer	05-04-2017	10	59500
17	Mr. Ashish Kumar Gupta	Assistant Registrar	13-02-2012	7	53600
15	Mr. Shyam Singh	Assistant Registrar	27-01-2012	7	53600
16	Mr. Manoj Kumar Indoria	Assistant Registrar	06-02-2012	7	
18	Ms. Kavita Jesrani	Private Secretary	01-03-2012	7	53600
14	Mr. Ramesh Singh Solanki	Section Officer	27-01-2012	7	53600
19	Mr. Rajpal Singh Rewar	Security Officer	19-08-2016	7	47600
20	Mr. Gaurav Sharma	Section Officer	15-11-2017	7	46200
21	Mr. Pradeep Kumar Garg	Section Officer	15-11-2017	7	46200
22	Mr. Girdhari Lal Verma	Assistant	07-04-2017	6	37600
23	Ms. Neha Bajaj	Assistant	15-11-2017	6	36500
24	Ms. Pratima Chattraj	Assistant	15-11-2017	6	36500
25	Mr. Seva Ram Kumawat	Personal Assistant	26-04-2016	6	38700
26	Mr. Bharat Bhushan Gupta	Personal Assistant	16-05-2016	6	38700
27	Mr. Shankar Kumar Gupta	Personal Assistant	23-05-2016	6	38700
28	Dr. Deepak Meena	Professional Assistant	10-05-2016	6	38700
29	Mr. Kartik Bhati	Assistant Engineer (Electrical)	18-02-2019	7	44900
30	Mr. Rajesh Kumar	Junior Engineer (Civil)	26-05-2017	6	37600
31	Mr. Darpan Bansal	Junior Engineer (Electrical)	19-07-2017	6	41100
32	Mr. Mohit Jamer	Senior Technical Asst. (ICT)	26-05-2017	6	37600
33	Mr. Sanjay Joshi	Technical Assistant	09-02-2012	5	35900
34	Mr. Naresh Kumar Mangal	Technical Assistant	10-02-2012	5	35900
35	Mr. Avdhesh Vijay	Technical Assistant	01-05-2017	5	31000
36	Mr. Jai Ram Chejara	Security Inspector	22-09-2016	5	31000
37	Mr. Dibakar Sen	Semi-Professional Assistant	20-05-2016	5	31900
38	Mr. Vineet Prakash Bishnoi	Upper Division Clerk	26-07-2017	4	26300
39	Ms. Lata Gurbaxani	Upper Division Clerk	05-01-2018	4	26300
40	Mr. Santosh Kumar Kumawat	Upper Division Clerk	15-03-2017	4	27100
41	Mr. Vivek Vyas	Laboratory Assistant	07-02-2012	4	30500
42	Mr. Aarif Khan	Laboratory Assistant	03-05-2017	4	27100
43	Mr. Pushpendra Kumar Sharma	Laboratory Assistant	01-05-2017	4	27100

S. No.	Name of Employee	Designation	Date of Joining/ Promotion	Pay Level (7th CPC)	Basic Pay as on 01.07.2018
44	Mr. Sandeep Sharma	Laboratory Assistant	05-05-2017	4	27100
45	Mr. Satya Narayan Rao	Laboratory Assistant	01-05-2017	4	27100
46	Mr. Giriraj Sharma	Laboratory Assistant	02-05-2017	4	27100
47	Mr. Pankaj Kumar Tailor	Laboratory Assistant	01-05-2017	4	27100
48	Mr. Dilip Raichandani	Upper Division Clerk	10-11-2017	4	26300
49	Mr. Vimal Kumar Jain	Laboratory Assistant	10-11-2017	4	26300
50	Mr. Dashrath Kumar Sharma	Laboratory Assistant	10-11-2017	4	26300
51	Mr. Somyajeet Dey	Library Assistant	16-05-2016	3	23800
52	Mr. Manoj Pareek	Library Assistant	26-07-2017	3	23800
53	Mr. Madhur Sagar Sharma	Lower Division Clerk	20-01-2016	2	21700
54	Mr. Jahangeer Kureshi	Lower Division Clerk	14-03-2017	2	21100
55	Mr. Vinod Choudhary	Lower Division Clerk	14-03-2017	2	21100
56	Mr. Pawan Kumar Sharma	Lower Division Clerk	14-03-2017	2	21100
57	Mr. Govind Kumawat	Lower Division Clerk	14-03-2017	2	21100
58	Mr. Lalit Bhopriya	Lower Division Clerk	14-03-2017	2	21100
59	Mr. Naveen Chand Sen	Lower Division Clerk	14-03-2017	2	21100
60	Mr. Surendra Singh Rajawat	Lower Division Clerk	14-03-2017	2	21100
61	Mr. Yogesh Kumar Meena	Lower Division Clerk	16-03-2017	2	21100
62	Mr. Puneet Agarwal	Lower Division Clerk	11-04-2017	2	21100
63	Mr. Gaurav Kumar	Lower Division Clerk	26-04-2017	2	21100
64	Mr. Girraj Prasad Sharma	Caretaker	27-01-2012	2	24500
65	Mr. Rajveer Singh	Cook	27-01-2012	2	24500
66	Mr. Gourav Sukhwal	Driver	30-01-2012	2	24500
67	Mr. Navin Kumar Sharma	Driver	07-02-2012	2	24500
68	Mr. Sanjay Kumar Sharma	Driver	01-02-2012	2	24500
69	Mr. Hukma Ram Meghwal	Driver	01-05-2017	2	21100
70	Mr. Ganpat Lal Solanki	Lower Division Clerk	26-07-2017	2	22400
71	Mr. Anshu Sharma	Lower Division Clerk	26-07-2017	2	22400
72	Mr. Sagar Mal Gurjar	Office Attendant	27-01-2012	1	21500
73	Mr. Mangal Chand Dhanka	Office Attendant	27-01-2012	1	21500
74	Mr. Nitesh Yadav	Library Attendant	15-04-2016	1	19700
75	Mr. Priya Sharma	Library Attendant	02-05-2016	1	19700
76	Mr. Rajendra Kumar Soni	Laboratory Attendant	01-05-2017	1	19100
77	Mr. Kheema Ram	Laboratory Attendant	03-05-2017	1	19100
78	Mr. Ashish Kumar Sharma	Laboratory Attendant	05-05-2017	1	19100
79	Mr. Akhilesh Tiwari	Laboratory Attendant	01-05-2017	1	19100
80	Mr. Bhagirath Ashiya	Laboratory Attendant	09-05-2017	1	19100
81	Mr. Vishnu Bansal	Laboratory Attendant	12-05-2017	1	19100
82	Mr. Anuj Kumar	Laboratory Attendant	15-05-2017	1	19100
83	Mr. Jai Singh	Hostel Attendant	01-05-2017	1	19100
84	Mr. Nathmal Tak	Hostel Attendant	03-05-2017	1	19100
85	Mr. Ashish Kumar Sharma	Multi Tasking Staff	01-05-2017	1	19100
86	Mr. Lekhraj	Multi Tasking Staff	01-05-2017	1	19100
87	Mr. Satya Narayan Solanki	Kitchen Attendant	01-05-2017	1	19100

The Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) are being paid as per the Govt. of India /UGC instruction issued from time to time.

**Monthly Remuneration to the  
Temporary/ Contractual Basis**

The University has engaged 30 teaching staff (as on 31-03-2019) on purely temporary/ contract basis against vacant teaching positions for smooth functioning of academic activities. The monthly remuneration received by the each temporary faculty on the minimum pay bands and Academic Grade Pay as applicable to the post as indicate below as per the GoI/ UGC rules:

Professor : Pay Level-14, [Rs. 144200-218200]  
Associate Professor : Pay Level-13A, [Rs. 131400-217100]  
Assistant Professor : Pay Level-10, [Rs. 57700-182400]

**Engagement of Non-teaching staff:**

In addition to the above, the University has engaged several non-teaching staff on purely temporary/ contract basis through outsourced agency on consolidated amount per month as decided by the University from time to time. At present, the wages are as follows:

Sl. No.	Name of Post	Consolidate amount per month
1	Junior Engineer	42200
2	Senior Technical Assistant	
3	Nurse	
4	Assistant	
5	Technical Assistant	34800
6	UDC/ Supervisor	30400
7	Laboratory Assistant	
8	Lower Division Clerk / Cook	23700
9	Data Entry Operator (DEO)	22600
10	MTS/ Driver/ Hostel Attendant/ Kitchen Attendant/ Library Attendant/ Assistant Cook	21500

**MANUAL - 11**  
**Section 4(1)(b)(xi)**

**BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**



सत्यमेव जयते

No.F.45-3/2017(CU)

The Registrar,  
Central University of Rajasthan,  
NH-8, Bandar Sindri,  
Distt-Ajmer-305801 Rajasthan

**Subject: Approval of Grants-in-aid to Central University of Rajasthan, Rajasthan for Capital Assets for the year 2017-2018.**

Sir,

I am directed to convey the approval of the University Grants Commission for an amount Rs. 20,00,00,000/- (Rupees Twenty Crore only) to Central University of Rajasthan, NH-8, Bandar Sindri, Dist-Ajmer-305801, Rajasthan as first installment for Capital Assets for the year 2017-2018 as under:-

(Rs. in lakhs)

Tentative Annual Allocation under Capital Assets	Items / Head of Accounts		Grant already released	Grant now sanctioned	Total Grant released so far
3000.00	Capital Assets (35)	CU General Component I (A) 35	0.00	1860.00	1860.00
		CU SC Component I (B) 35	0.00	100.00	100.00
		CU ST Component I (C) 35	0.00	40.00	40.00
		<b>Total</b>	<b>0.00</b>	<b>2000.00</b>	<b>2000.00</b>

The sanction letter of the above mentioned grant is being issued separately under General, SC, ST Component.

Yours faithfully

(Sushma Rathore)  
Under Secretary

Annexure 2

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
मन्व्य ससंस्थान विकास भंत्रालय, भारत सरकार  
(Ministry of Human Resource Development,  
Govt. of India)  
बहादुरशाह जफर मार्ग नई दिल्ली- 110 002  
BahadurshahZafarMarg, New Delhi-110002  
Phone : 011-23406429



ज्ञान-विज्ञान विमुक्तये

26<sup>th</sup> September, 2017

26 SEP 2017



सत्यमेव जयते

No.F.45-2/2017(CU)

The Registrar,  
Central University of Rajasthan,  
NH-8, Bandar Sindri,  
Distt-Ajmer-305801 Rajasthan

**Subject: Approval of Grants-in-aid to Central University of Rajasthan, Rajasthan under Grant-in-Aid Recurring components for the year 2017-2018.**

Sir,

I am directed to convey the approval of the University Grants Commission for an amount Rs.3,45,82,000/- (Rupees Three Crore Forty Five Lakh Eighty Two Thousand Only) to Central University of Rajasthan, Rajasthan as next installment under Grant-in-Aid Recurring components for the year 2017-2018 as per details below :-

Items	Allocation	(Rs. in Lakhs)		
		Grant already released	Grant now sanctioned	Total Grant released so far
Pension and Pensionary Benefits	152.27			
Non-Salary	800.00			
Non-NET Fellowship for M.Phil./Ph.D. holders	160.00	749.57	345.82	1095.39
<b>Total</b>	<b>1112.27</b>			

Further, the bifurcation of above releases under General, SC and ST components are as under:-

Tentative Annual Allocation under Recurring Head	Items / Head of Accounts	(Rs. in lakhs)			
		Grant already released	Grant now sanctioned	Total Grant released so far	
1095.39	Grants in aid Recurring (31)	CU General Component I (A) 31	681.55	315.39	996.94
		CU SC Component I (B) 31	43.68	19.71	63.39
		CU ST Component I (C) 31	24.34	10.72	35.06
		<b>Total</b>	<b>749.57</b>	<b>345.82</b>	<b>1095.39</b>

The sanction letter of the above mentioned grant is being issued separately under General, SC, ST Component.

Yours faithfully

(Sushma Rothore)  
Under Secretary

FOR OFFICE  
NO. \_\_\_\_\_  
DATE \_\_\_\_\_

Annexure - 2

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
मनव ससाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development,  
Govt of India)  
बहादुरशाह जफर मार्ग नई दिल्ली- 110 002  
Bahadurshah Zafar Marg, New Delhi-110002  
Phone : 011-23406429



ज्ञान-विज्ञान विमुक्तये

March, 2018

9 MAR 2018



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
मानव संसाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह जफर मार्ग नई दिल्ली - 110 002  
Bahadurshah Zafar Marg, New Delhi-110002  
Phone : 011-23504429



ज्ञान-विज्ञान विमुक्तये

No.F.45-1/2017(CU)

March 2018

The Registrar  
Central University of Rajasthan  
NH-8, Bandar Sindri  
Dist-Ajmer - 305 801  
Rajasthan

13 MAR 2018

**Subject: Approval of Grants-in-aid to Central University of Rajasthan under Grant-in-Aid Salary for the year 2017-2018.**

Sir,

I am directed to convey the approval of the University Grants Commission for an amount **Rs.7,73,13,000/- (Rupees Seven Crore Seventy Three Lakh Thirteen Thousand Only)** as next installment to **Central University of Rajasthan, NH-8, Bandar Sindri, Dist-Ajmer - 305 801, Rajasthan** under Grant-in-Aid Salary for the year 2017-2018 as under:-

(Rupees in Lakh)

Annual Allocation under Salary Head	Items / Head of Accounts		Grant already released	Grant now sanctioned	Total Grant released so far
3266.55	Grants in aid Salary (36)	CU General Component I (A) 36	2336.80	690.15	3026.95
		CU SC Component I (B) 36	72.57	47.93	120.50
		CU ST Component I (C) 36	84.05	35.05	119.10
		<b>Total</b>	<b>2493.42</b>	<b>773.13</b>	<b>3266.55</b>

The sanction letter of the above mentioned grant is being issued separately under General, SC, ST Component.

Yours faithfully

(Sushma Rathore)  
Under Secretary

Copy to:-

1. The Finance Officer, Central University of Rajasthan, NH-8, Bandar Sindri, Dist-Ajmer - 305 801, Rajasthan
2. Policy File No. F.1-1/2017(CU)
3. Computer File

V. Talreja  
(V. Talreja)  
Section Officer

**MANUAL - 12**  
**Section 4(1)(b)(xii)**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

- Nil -

The University does not have any subsidy Programme.

**MANUAL - 13**  
**Section 4(1)(b)(xiii)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORIZATION GRANTED BY CENTRAL UNIVERSITY OF RAJASTHAN**

In the matters of appointment & promotions of teaching & non-teaching staff, admissions to students etc., the concessions are given to the different sections of society such as Persons with Disability (PWDs), SC/STs & OBCs as per the Government of India Rules as amended from time to time. In addition to above, the exemption of fee, relaxation in age and eligibility criteria for appointment on various teaching and non-teaching post as well as in admission, travelling allowance for SC/ST candidates for appearing in Examination / interview for appointment etc. are also extended by the University for specified categories as per the direction issued by the GoI / UGC from time to time.

**MANUAL - 14**  
**Section 4(1)(b)(xiv)**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY  
CENTRAL UNIVERSITY OF RAJASTHAN, REDUCED IN AN ELECTRONIC FORM**

Sl. No.	Type of Document (Source: <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> )	In Which Electronic format it is kept	Mode of retrieval
1	<a href="#">Central Universities Act, 2009</a> Website Address: <a href="http://www.curaj.ac.in/sites/default/files/Central%20Universities%20Act%202009.pdf">http://www.curaj.ac.in/sites/default/files/Central%20Universities%20Act%202009.pdf</a>	On University Website	Internet
2	<a href="#">University Statutes</a> Website Address: <a href="http://www.curaj.ac.in/sites/default/files/Statutes%202%284%29%2C%2015%281%29%2C%2018%282%29%2C%2011%2C%2013%2C%2015%286%29%2C%2040%2C%2041%2C%2042%2C%2043%2C%2044.pdf">http://www.curaj.ac.in/sites/default/files/Statutes%202%284%29%2C%2015%281%29%2C%2018%282%29%2C%2011%2C%2013%2C%2015%286%29%2C%2040%2C%2041%2C%2042%2C%2043%2C%2044.pdf</a>	-do-	-do-
3	<a href="#">University Ordinances</a> Website Address: <a href="http://www.curaj.ac.in/ordinance-roster">http://www.curaj.ac.in/ordinance-roster</a>	-do-	-do-
4	<a href="#">Cadre Recruitment Rules (Non-Teaching Employees), 2013</a> Website Address: <a href="http://curaj.ac.in/pdf/CADRE%20RECRUITMENT%20RULES%20(NON-TEACHING)-2013%20-%20CURAJ.pdf">http://curaj.ac.in/pdf/CADRE%20RECRUITMENT%20RULES%20(NON-TEACHING)-2013%20-%20CURAJ.pdf</a>	-do-	-do-
5	<a href="#">Annual Report 2012-13 to 2016-17</a> Website Address: <a href="http://www.curaj.ac.in/annual-accounts-and-reports">http://www.curaj.ac.in/annual-accounts-and-reports</a>	-do-	-do-
6	<a href="#">Information Handbook (Suo Motu Disclosures under Section 4(b) of Right to Information Act, 2005)</a> Website Address:	-do-	-do-

Sl. No.	Type of Document (Source: <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> )	In Which Electronic format it is kept	Mode of retrieval
	<a href="http://www.curaj.ac.in/acts/rti">http://www.curaj.ac.in/acts/rti</a>		
7	RTI Act, 2005 ( <a href="#">in English</a> ) Website Address: <a href="http://www.curaj.ac.in/sites/default/files/RTI-Act%202005%20%28English%29%20%281%29.pdf">http://www.curaj.ac.in/sites/default/files/RTI-Act%202005%20%28English%29%20%281%29.pdf</a> RTI Act, 2005 ( <a href="#">in Hindi</a> ) Website Address: <a href="http://www.curaj.ac.in/sites/default/files/RTI-Act%202005%20%28Hindi%29.pdf">http://www.curaj.ac.in/sites/default/files/RTI-Act%202005%20%28Hindi%29.pdf</a>	-do-	-do-
8	RTI Rules, 2012 ( <a href="#">in English</a> ) Website Address: <a href="http://www.curaj.ac.in/sites/default/files/RTI%20Rule%202012%20%28English%29.pdf">http://www.curaj.ac.in/sites/default/files/RTI%20Rule%202012%20%28English%29.pdf</a> RTI Rules, 2012 ( <a href="#">in Hindi</a> ) Website Address: <a href="http://www.curaj.ac.in/sites/default/files/RTI%20Rule%202012%20%28Hindi%29.pdf">http://www.curaj.ac.in/sites/default/files/RTI%20Rule%202012%20%28Hindi%29.pdf</a>	-do-	-do-
9	<a href="#">RTI (Regulation of Fee and Cost) Rule, 2005 (in English &amp; Hindi)</a> Website Address: <a href="http://www.curaj.ac.in/sites/default/files/RTI%20%28Regulation%20of%20Fee%20and%20Cost%29%20Rule%20C%202005%20%28English%29%20%28Hindi%29.pdf">http://www.curaj.ac.in/sites/default/files/RTI%20%28Regulation%20of%20Fee%20and%20Cost%29%20Rule%20C%202005%20%28English%29%20%28Hindi%29.pdf</a>	-do-	-do-
10	<a href="#">Detail of Officers &amp; Employees</a>	-do-	-do-
11	Information regarding various School/ departments, teaching faculties, facilities, achievements, etc. Website Address: <a href="http://www.curaj.ac.in/schools">http://www.curaj.ac.in/schools</a>	-do-	-do-
12	<a href="#">Advertisements/Tenders</a>	-do-	-do-

Sl. No.	Type of Document (Source: <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> )	In Which Electronic format it is kept	Mode of retrieval
	Website Address: <a href="http://www.curaj.ac.in/tenders">http://www.curaj.ac.in/tenders</a>		
13	<b><u>Employment / Recruitment</u></b> Website Address: <a href="http://www.curaj.ac.in/news-and-events">http://www.curaj.ac.in/news-and-events</a> and <b><u>Admission Notifications</u></b> Website Address: <a href="http://www.curaj.ac.in/admissions">http://www.curaj.ac.in/admissions</a>	-do-	-do-
14	<b>Press Release</b> Website Address: <a href="http://www.curaj.ac.in/news-and-events">http://www.curaj.ac.in/news-and-events</a> <a href="http://www.curaj.ac.in/admissions">http://www.curaj.ac.in/admissions</a>	-do-	-do-
15	Telephone - Directory Website Address: <a href="http://www.curaj.ac.in/telephone-directory">http://www.curaj.ac.in/telephone-directory</a>	-do-	-do-
16	Information about the <a href="#">admissions</a> , syllabus, examinations, academic programmes, results Website Address: <a href="http://www.curaj.ac.in/schools">http://www.curaj.ac.in/schools</a>	-do-	-do-
17	<b><u>Download Academic related documents</u></b> Website Address: <a href="http://www.curaj.ac.in/Default.aspx?PageId=131">http://www.curaj.ac.in/Default.aspx?PageId=131</a>	-do-	-do-
18	Details of the <a href="#">Convocations 2018:</a> Website Address: <a href="http://www.curaj.ac.in/convocation2018/convocation-2018">http://www.curaj.ac.in/convocation2018/convocation-2018</a>	-do-	-do-
19		-do-	-do-

Sl. No.	Type of Document (Source: <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> )	In Which Electronic format it is kept	Mode of retrieval
20	<a href="#">Important Office Orders/ Circulars/ Notices etc.</a> Website Address: <a href="http://www.curaj.ac.in/Default.aspx?PageId=208">http://www.curaj.ac.in/Default.aspx?PageId=208</a>	-do-	-do-

**MANUAL - 15**  
**Section 4(1)(b)(xv)**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

Information can be obtained by the University staff and students through various means which includes i.e.

- Notice boards at the Departments, Faculties, and various Offices of the University
- Prospectus/Brochures/ of various courses run by the respective Departments/ Faculties of the University. However Prospectus is generally a priced publication.
- Information for the general public is disseminated occasionally through Magazine, newspapers, press releases, advertisements and University website i.e. [www.curaj.ac.in](http://www.curaj.ac.in) etc.
- As a result of the implementation of the Right to Information Act 2005, facilities have now been made available for the citizens for obtaining information from the University subject to the provisions of the above mentioned Act. These are:
  - By submitting a written application for information to the Public Information Officer.
  - Inspection of Records.

**Working hours of library or reading room:**

- The University provides the Library facility or reading room for its students, staff, visiting faculties.

The timings of the CURaj Library is as follows:

Monday to Friday 8:00 AM to 12:00 Midnight

Saturday & Sunday 10:00 AM to 6:00 PM

Holidays Closed

During examinations (on request by the students) 10:00 AM to 6:00 PM

**Facilities available to citizens for obtaining information**

**RTI Cell:** An RTI Cell has been set up in the Central University of Rajasthan for receiving RTI Applications related to the University as prescribed under the RTI Act, 2005. The RTI Cell acts as a central point for receiving the RTI Applications addressed to CPIO, from the public as well as through post and further distribution of these applications to the concerned deemed CPIOs within the Department as well as to the other Public Authorities.

The details of the Central Public Information Officer (CPIO) at Central University of Rajasthan to whom RTI application shall be addressed:

Dr. Hari Singh Parihar  
Joint Registrar (Estt.) & Central Public Information Officer (CPIO)  
Central University of Rajasthan  
NH-8, Bandarsindri, Kishangarh, District Ajmer (Raj.)-305817  
Phone and Fax: 238754 (O),  
E-mail: [jradmin@curaj.ac.in](mailto:jradmin@curaj.ac.in)

The RTI Cell accepts various fees prescribed under the Act, both in Cash against a proper receipt, as well as through IPO/DD/Banker's cheque drawn in the name of the University. The RTI Cell also facilitates the applicants by providing them information on the status of their Applications and any other information required by them in connection with RTI Applications filed by them in University.

The person seeking information under the Right to Information Act, 2005 may apply on a plain paper giving particulars of information being sought and his/her correct address for communication.

A request for obtaining information under sub-section (1) of section 6 of RTI Act, 2005 shall be accompanied by an application fee of rupees ten (Rs. 10/-) by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Central University of Rajasthan.

For providing the information to the applicant under sub-section (1) of section 7 of RTI Act, 2005, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Central University of Rajasthan at the following rates:-

- rupees two for each page (in A4 or A3 size paper) created or copied;
- actual charges or cost price of a copy in larger size paper;
- actual cost or price for samples or models; and
- for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof.)

For providing the information to the applicant under sub-section (5) of section 7 of RTI Act, 2005, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, Central University of Rajasthan at the following rates:-

- for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.

### **Online Web Portal to file RTI Applications:**

A Web Portal namely RTI Online with url <https://rtionline.gov.in/> has been launched. This portal, developed by NIC, is a facility for the Indian Citizens to online file RTI applications and first appeals and also to make online payment of RTI fees.

It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a- RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others, besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments.

The prescribed fees can be paid through Internet banking of State Bank of India and its associate banks as well as by Credit/Debit cards of Visa/Master, RuPay cards through the payment gateway of SBI linked to this site.

The instructions on the home page of the Online Portal clearly indicate viz. 'Please do not file RTI applications through this portal for the public authorities under the State Governments, including Government of NCT Delhi. If filed, the application would be returned, without refund of amount.'

**Help Desk:** For any query or feedback related to the Online RTI Portal, the citizen may contact at 011-24622461, during normal office hours (9:00 AM to 5:30 PM, Monday to Friday except Public Holidays) or send an email to [helprtionline-dopt@nic.in](mailto:helprtionline-dopt@nic.in).

On submission of an RTI application through online portal, a unique registration number will be issued, which may be referred by the applicant for any future reference. It may be noted that the application filed through this RTI Online Portal will reach electronically to the "Nodal Officer" of the said Ministry/Department and "Not" to the CPIO of the concerned Ministry/Department.

The Nodal Officer will transmit the RTI application electronically to the concerned CPIO. The detail of the Nodal Officer at Central University of Rajasthan is as follows:

Name of Nodal Officer	Designation	Date of appointment
Dr. Hari Singh Parihar	Joint Registrar Central University of Rajasthan	23-09-2016

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**Section 4 (1)(b)(xvi)**

**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE**  
**PUBLIC INFORMATION OFFICERS**

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<b>Appellate Authority:</b> (w.e.f. 01-01-2016 to till date)	The Registrar Central University of Rajasthan NH-8, Bandarsindri, Kishangarh, District Ajmer (Raj.)-305817 Ph.: 238727 (O) E-mail: <a href="mailto:registrar@curaj.ac.in">registrar@curaj.ac.in</a>
<b>Central Public Information Officer:</b> (w.e.f. 28-08-2010 to till date)	Dr. Hari Singh Parihar Joint Registrar (Estt.) Central University of Rajasthan NH-8, Bandarsindri, Kishangarh, District Ajmer (Raj.)-305817 Phone and Fax: 238754 (O) E-mail: <a href="mailto:dradmin@curaj.ac.in">dradmin@curaj.ac.in</a>
<b>Nodal Officer for Online RTI at RTIMIS:</b> (w.e.f. 23-09-2016 to till date)	Dr. Hari Singh Parihar Joint Registrar (Estt.) Central University of Rajasthan NH-8, Bandarsindri, Kishangarh, District Ajmer (Raj.)-305817 Phone and Fax: 238754 (O) E-mail: <a href="mailto:dradmin@curaj.ac.in">dradmin@curaj.ac.in</a>

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**Details of earlier CPIO and First Appellate Authority at Central University of Rajasthan:**

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<b>CPIO/ First Appellate Authority</b>	<b>Duration</b>
Dr. Hari Singh Parihar CPIO and Joint Registrar (Estt.) Central University of Rajasthan	w.e.f. 28-08-2010 to till date
Mr. M.S. Yadav First Appellate Authority Registrar, Central University of Rajasthan	01-06-2013 to 13-05-2015
Dr. K.M. Hironi First Appellate Authority Registrar, Central University of Rajasthan	01-05-2010 to 30-04-2013

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## Participation in the training programme to advance understanding of RTI

Participation in the training programme to advance understanding of RTI conducted by the other Govt. organizations/ Institutions:

<b>Name of participants</b>	<b>Particular</b>	<b>Organized by</b>
Dr. Hari Singh Parihar, CPIO & Joint Registrar	Attended two days workshop on RTI from 17 <sup>th</sup> - 18 <sup>th</sup> December 2012	Institute of Secretariat Training & Management (ISTM), New Delhi
Dr. Hari Singh Parihar, CPIO & Joint Registrar	Attended one day seminar on RTI on 25-09-2014	ISTM, New Delhi
Dr. Hari Singh Parihar, CPIO & Joint Registrar	Attended one day workshop on RTI on 07-10-2016	HCM Rajasthan State Institute of Public Administration (HCM RIPA), Jaipur under the sponsorship of Department of Personnel & Training, Govt. of India
Dr. Hari Singh Parihar was awarded by a cash of Rs. 5,000 with a Certificate by Sh. Sudhir Bhargava, Information Commissioner, Central Information Commission in one day Regional Workshop on Right to Information for selection of his 'Success Story in Right to Information' organized by HCM Rajasthan State Institute of Public Administration in association with Department of Personnel and Training, Govt. of India, New Delhi on 7 <sup>th</sup> October, 2016 at Jaipur.		
Dr. Hari Singh Parihar, CPIO & Joint Registrar	Attended one day seminar on Right to Information Act, 2005 on 28-09-2015	ISTM, New Delhi
Mr. S.K. Srivastava, Joint Registrar (Finance)	Attended programme on "Effective Governance through IT & RTI" held from 18 <sup>th</sup> - 22 <sup>nd</sup> January 2016 at Goa	National Productivity Council, Utpadakta Bhawan, 5-6, Institutional Area, Lodi Road, New Delhi
Mr. Seva Ram Kumawat, Personal Assistant	Attended two days International Right to Information Summit held from 16-17 September, 2017 at Gandhi Peace Foundation, New Delhi	RTI Institute of India, New Delhi
Mr. Vineet P. Bishnoi, Upper Division Clerk		

## Rules, Regulations, Guidelines on Right to Information Act, 2005 on University website:

The University has published all the Rules, Regulations, Guidelines on Right to Information Act, 2005 on University website i.e. [www.curaj.ac.in](http://www.curaj.ac.in). The same may be accessed through the following link:

<http://curaj.ac.in/Default.aspx?PageId=86>

**MANUAL - 17**  
**Section 4 (1)(b)(xvii)**

**OTHER INFORMATION**

**GRIEVANCES REDRESSAL MECHANISM**

**1. Public Grievances Portal (PG Portal):**

- i) The Govt. of India has launched a portal named 'Public Grievances Portal ([pgportal.gov.in/cpgoffice/](http://pgportal.gov.in/cpgoffice/)), wherein complainants may lodge their grievances on-line. The Public Grievance Redress Mechanism in Government of India functions on a decentralized basis.
- ii) Pgportal is an online system for facilitating citizen for lodging of grievances from anywhere, anytime 24x7. The system enables Ministries/Departments close monitoring of the grievances received for expeditious disposal and upload Action Taken Report. The citizens can view the status of action taken. There is also a feedback mechanism for satisfaction rating by the complainant of the action taken which may lead to further improvements.
- iii) On successful lodging of a grievance an acknowledgment is auto generated on the online system. A grievance received by post is acknowledged within three days of the receipt. A grievance received by hand is acknowledged at the same time.
- iv) The public grievances received on-line will be forwarded through PG portal and hard copies of grievances received on-line will not be forwarded.
- v) Efforts shall be made to redress the grievance within a period of 60 days. If disposal of grievance petition is anticipated to take longer than 60 days, an interim reply would invariably be sent.
- vi) The following types of grievances are not taken up for redress by the University -
  - (d) Subjudice cases or any matter concerning judgment given by any court,
  - (e) Personal and family disputes and
  - (f) RTI matters.
- vii) The Registrar, Central University of Rajasthan has been designated as Director of Grievances in the University.
- viii) The Joint Registrar (Estt.), Central University of Rajasthan has been designated as Nodal Officer of Grievances in the University.

**2. Employees and Students' Grievances Redressal Committee (as per the Ordinance 28 under Section 28(n) of the Act, 2009):**

There is a mechanism in the University for the redressal of the grievances of Employees and Students of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal mechanism;
2. Every grievance from the student/staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

#### **I. Students Grievance Redressal Committee:**

**Chairman** – The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.

##### **Members:**

- 3 Representatives of Students' Council.
- 3 Nominees of the Vice Chancellor.
- Dean of Students' welfare, Member-Secretary.
- Dean of the School concerned (special invitee)

##### **Powers and Functions:**

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

#### **II. TEACHERS' GRIEVANCES COMMITTEE**

The constitution of the Committee by the Executive Council consisting of the following:

- A representative of the Vice Chancellor, Chairman
- Five representatives from the teachers community representing gender, minority, SC, ST, OBC.
- Vice Chancellor's nominee shall be the Secretary to the Committee.

##### **Powers and Functions:**

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

### III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

- The Chairman - to be nominated by the Vice Chancellor.
- Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.
- The Registrar or his nominee shall be the Member- Secretary of the Committee.

#### **Powers and Functions:**

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

### **3. Details of Application received under RTI and information provided**

The Central University of Rajasthan proactively discloses the RTI applications and appeals received and their responses on its websites i.e. [www.curaj.ac.in](http://www.curaj.ac.in) with the search facility based on key words keeping in view of the provisions under Section 8 and 9 of RTI Act, 2005. The RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

The detail of the Applications and Appeal under RTI Act, 2005 is available on the University website i.e. [www.curaj.ac.in](http://www.curaj.ac.in) which may be accessed through the following link: <http://www.curaj.ac.in/acts/rti>

#### 4. List of Schemes/ Projects at Central University of Rajasthan:

S.No.	Project Name
1	Cholesterol-lowering drug targets osteoclastogenic facto to prevent osteolytic bone metastasis of breast cancer
2	Investigating Anticancer Potential of Biosynthesized Silver Nanoparticles and Polymeric Nanoparticles Using Medicinal Plants of Rajasthan - INDIA
3	Interaction studies of the <i>Acinetobacter baumannii</i> with the human pulmonary cell model
4	Development of natural product derived febrifugine analogues as a novel therapeutics against Visceral Leishmaniasis
5	Differential Expression of the Iron Regulated Membrane Protein in Sensitive & Resistant Strain of <i>Acinetobacter Baumannii</i>
6	Influence of diabetes on bone metastasis of breast cance
7	To invastigate the Antileishmanial activity of silver nanoparticles attached to amphotericin B
8	Heavy metal removal and conformational stability of the <i>Moringa oleifera</i> coagulant protein (MOCP) a homodimeric protein from <i>Moringa oleifera</i>
9	In silico screening of apicoplast proteome: In search of potential anti-malarials.
10	Functional Characterization of HSP, NAP and AAT genes for their role in root development in tomato.
11	"How lysophospholipids (lysophosphatidic acid and sphingosine-1-phosphate) metabolic pathways regulate placental development during pregnancy maintainance"
12	"Understanding the molecular mechanis, of sex determination in yellow fever mosquito , <i>Aedes Aegypti</i> "
13	Molecular & Structural Characterization of Mitochondrial DNA Primase in <i>Leishmania Donovanii</i> "
14	Nano Particle aided delivery of siRNA for the treatment of breast cancer (9583)
15	Development and screening of potential and materials based on privileged scaffolds
16	Development and qPCR based statistical optimization of bioprocess for production of PGPR strains associated with cluster bean ( <i>Cyamopsis tetragonoloba</i> ) cultivars
17	Development of multimeric, glycoprotein D - Ig $\mu$ chain fusion, subunit vaccine against Herpes Simplex Virus-2
18	Development of glycoprotein E1/E2 - immunoglobulin (Ig) chimeric subunit vaccine candidates against Chikungunya virus in <i>E.coli</i>
19	Assessment of amyloidogenic propensities of HIV infection enhancing peptide PAP(248-286) under relevant physiological conditions
20	Investigating the role of Rho-GTPases associated pathway & odherian protius in decidualization and embryo implantation
21	Comparative Analyses of soil microbial communities accos concentration gradient of textile effluent streams in Saganer Region, Rajasthan
22	"Novel Receptor Targeted Nanotechnology Based Gene Silencing Approach to Suppress Metabolic Functions of PCSK9 Gene for Treatment of Hypercholestrolemia"
23	Molecular Modeling of Malaria Parasite Secretome: A potential drug Target
24	Studies on the role of Sphingosine Kinases (SPHK 1/2) in Pregnancy maintenance and disorder
25	"Polymeric Nanoparticles Mediated locked nucleic Acids Delivery for the treatment of Breast Cancer"
26	Biochemical and Structural studies on two secretory proteins of plasmodium facliparum
27	Cloning and expression of anti Chikungunya Ig-viral envelope protein E2 chimeric vaccine constructs in <i>E. coli</i> .
28	TOTAL SYNTHESIS OF NATURAL AND HYBRID NATURAL PRODUCTS FOR HEALTH AND SUSTAINABILITY

29	Design and synthesis of bio-inspired dinuclear copper complexes mimic the structure and reactivity of th active center of catechol oxidase
30	Smart Metal Chelators for MRI Contrast Agent (IFA-13,CH-97)
31	Synthesis & Studies on Catalytic Performance of Novel Ion-tagged Recyclable Chiral Organocatalysts Generated from Suitable Dipeptides
32	SR/FST/MSI-096/2014(C)
33	Cost Effective Zinc Oxide Nanorod-Copper (I) Polypyridine Nanohybrids for Dye Sensitized Solar Cells: Cheaper Metal Sensitize for Harvesting Solar Energy
34	Organocatalysis for Health and Sustainability
35	A divergent syntheses of benzazoles via direct C-H activation and their cytotoxic activity: A way to cancer research
36	Designing novel late transition metal catalysts for atom/group transfer reactions
37	Swift heavy ion irradiated transition metaloides for fuel cell electrode catalyst.
38	A concise and stereospecific synthesis of functionality embellished pyran, piperidine (and fused heterocyclic) motifs and application in natural products synthesis.
39	"Development of sustainable reactions and methods using dibenzothiophene 5, 5-dioxide: Synthesis of pi-conjugated systems"
40	Multifunctional small Molecules bases on Azostilbene Molecular Framework as Amyloid Imaging Agents and Metal Chelators for Controlling Metal Induced- Newuodegenerative Desease.
41	Enginneering Fe(II) spincross over swtiches: prospective contende in molecular electronics File no: EMR/2015/000764
42	Crstal engenneering and molecular magnetism insome 3d bivalent metal-organic frameworks.
43	Design Synthesis and study of natural product based ligands for the effective N-arylation in aquous and recyclable medium
44	Combinatorial Design of Panchromatic Sensitizers for Dye Sensitized Solar Cell applications (F.30-97/2015(BSR))
45	Activation of Small molecules by transition metal ions (F.4-5/2006(BSR))
46	Studies towards the synthesis of protoberberine based natural products.
47	Development of novel strategies for the construction of benzothiophene dioxide
48	Ab initio molecular dynamics & simulation of ionic liquid doped polymer electrolyte membranes and palitnum electrode interface
49	Synthesis, Structure and Optical study of Phosphane and Chalcogen Stabilizwd gold complex.
50	A framework for detection & remission of security attacks in software defined network
51	Visvesvaraya PhD scheme for electronics and IT
52	A context-aware and Preference-aware Recommender system for use of facilities and utilities in Indian Cities.
53	Secure Energy Efficient Routing Techniques for Large Scale Wireless Sensor Networks With Multiple Sink Nodes
54	WaSH Future in Ajmer District: Culture and Media in Development (CMiD) Techniques for Interpretative Capacity Building (ICB)
55	Impact of mining and subsequent Livelihood shifts in the health status of tribal communities in Udaipur district of Southern Rajasthan
56	Developing an Operational Water Security Index, and Its Application in Selected Divee Regions of Asia
57	Assessment of Climate-Induced Long-term Water Availability in Ganges Basin and Impacts on Energy Security in South Asia
58	Water Energy - Food Nexus approach for making Path of sustainable Development Goals (SDGs) to the Country Actions
59	Design of a microbial process for the removal organophosphorus pesticides in water supplies from rural and urban water bodies

60	Climate change impact studies for Rajasthan( Area of Inland Drainage and Mahi basin)
61	Remediation of Heavy Metals contaminated water using Encapsulated Zero-valent Iron Nanoparticles
62	Optimization of Process degradation and decolonization of textile industry wastewater in Rajasthan
63	Assessment of Climate Change Impact on Water Availability Using Improved Climate Change Scenarios - A Case of Banas River Basin, Rajasthan
64	Low Carbon Urban Water Environment
65	SR/FST/ESI-150/2016/C
66	Modern Philosophy of Tamil Nadu: A Comprehensive Study.
67	Healthcare Services of Specialty Hospitals in Rajasthan: An Empirical Analysis of Marketing Practices
68	-
69	SR/FST/MSI-096/2014(C)
70	Study of open problems and conjectures in Planar Harmonic Mappings
71	Escaping sets and it's properties.
72	Complex Dynamics & Escaping Sets of Entire Functions
73	Investigation of Geometric Properties of Generalized Bessel Functions, Hypergeometric Functions and their Applications
74	Solid Waste Management: A Mathematical Approach
75	Farmer Satisfaction Fuzzy Cognitive Mapping in Agriculture Insurance
76	Libratin orbit mission design with perturbations.
77	Consultancy and research on sulfate reducing bacteria and souring control in the mangala oil field.
78	Targeted Discovery of novel thermostable chitinolytic enzyme system and elucidation of reaction mechanism for production of bioactive oligosaccharides sanctioned to Dr. Nidhi Pareek
79	Developing Low water demanding cultivation system of algae for Rajasthan
80	Exploring Fungal diversity from Selected area of Assam Using Biochemical and Molecular Approach for Industrially Important Bio-molecules: Principal Investigator Coordinated Project"
81	An integrated approach for the development of microwave system for pretreatment of lignocellulosic biomass for cellulolytic enzymes and ethanol production
82	Mitigation of microbial souring in the oil fields of western Rajasthan
83	Exploration of thermostable chitinolytic enzyme system from thar desert for production of bioactive oligosaccharides
84	Monitoring pollutants, toxins and microbial community in the Chambal river to predict its environment and social consequences
85	Human enteric pathogens in fresh vegetables and fruits: A genotypic and phenotypic analysis
86	Innovative Biohydrometallurgical approach to recover metal values from petroleum refinery spent catalyst
87	Monitoring and control of the sulfate reducing bacteria (SRB) and souring in the oil fields in Rajasthan, India
88	UGC grant screening of mycosporine like amino acids producing cyanobacteria from the hypersaline lakes in Rajasthan
89	Identification and characterization of Non-Typhoidal salmonella in plants by phenotypic and genotypic analysis.
90	Functional characterization of FKBP type peptidyl prolyl isomerase (Rv2462c) of Mycobacterium tuberculosis for its role in stress response of the pathogen.

91	Characterization of membrane/secretory proteins in helicobacter pylori: Mystery of bacterial persistent infection (An interphase of host-pathogen interaction)
92	SR/FS/LSI-6/6/2016©
93	Identification and functional characterization of novel membrane/secretory proteins in Helicobacter pylori responsible for host-pathogen cross talk and pathogenesis.
94	Design of FRET assay for quantitative and high-throughput screening of deubiquitinase inhibitors
95	Targeted, safe and effective delivery of doxorubicin to breast cancer by means of strategically-designed folate-targeted phospholipid-based mixed nanomicelles.
96	FIST Program-2016
97	Design, synthesis and biological evaluations of B-secretase inhibitors as anti-Alzheimer's agents
98	Isolation of Antidiabetic and enzyme inhibitory constituents of cassia siamea
99	Dendrimer Mediated Non-invasive Delivery of Rifampicin and Imipenem for the Effective Treatment of Pulmonary Tuberculosis
100	Computational Studies, Synthesis and Biological Evaluation of Novel Pyrimidin-4-amine Derivatives, A Multi Targeted Kinase Inhibitors
101	Novel Strategic Approaches for the Safe and Effective Delivery of Docetaxel to the Drug-Resistant Cancer Cells
102	Multi-functional nanotherapeutics for the effective treatment of advanced breast cancer: A dual delivery approach for siRNA and anticancer drug
103	Design and Synthesis of Selective Irreversible Inhibitor of Trypanothione Reductase as Antileishmanial Agents.
104	A promising strategies for the prevention and regression of cardiovascular diseases induced by metabolic disorders.
105	Evaluation of polyimidoamine (PAMAM) dendrimers to deliver drugs to brain bypassing blood brain barrier (BBB) through nasal route.
106	Design, synthesis and screening of acridine-based trypanothione reductase inhibitor as antileishmanial agents.
107	Design, synthesis and biological evaluation of some novel aryloxy derivatives as potential AChE inhibitor with memory enhancing activity
108	Non-invasive alternative delivery of docetaxel employing nanocolloidal drug delivery vehicles.
109	Rationally designed indolizine derivative(s) as multitarget anticancer agent for inhibition of cancer cell growth and metastasis.
110	Probing electronic structure of cobaltite thin films
111	"Synchronisation Based Pattern Selection in Coupled Neuronal Oscillators in the area of cognitive"
112	Controlling multi-stability in hidden attractors and its application
113	Tailoring the Electronic properties of Semiconductor Oxides Interfaces and Surfaces: First Principles Study
114	Effect of swift-heavy ions on magnetic and transport properties of Heusler alloys
115	Ion beam induced Modification of transport properties of Mn doped GaAs nanowires
116	Complex Network of Non-linear Oscillators Interacting Through a Common Environment Physical Sciences
117	Electric field controlled magnetism in InAs semiconductor nanowires
118	Structural and magnetic properties of Mn based thin films with perpendicular magnetic anisotropy for spintronic applications
119	Gallium oxide thin films deep-UV transparent conductor and photo-detector (SB/FTP/PS-169/2013)
120	Synthesis and characterization of charge ordered magnetites for multiferroic application
121	Theoretical studies on surface plasmon resonance based fiber optic sensor utilizing metamaterials and experimental realization of SPR based prism and fiber optic sensor

122	Magnetic and transport properties of epitaxial Cr <sub>3</sub> Al films: an experimental approach to verify the spin gapless semiconducting behavior
123	Numerical modeling for the stabilization of Plasma in a hall thruster
124	Synthesis of semiconductor nanowires for spintronics
125	Explosive oscillation suppression in coupled nonlinear oscillators.
126	The Comparative study of International political economy perspective of financing clean energy in select countries
127	"Financial Exclusion: A study of Muslim Women Weave of Rajasthan"
128	The study of Gender Bias in Higher Eductaion Institutions (HEIs): Gender Audit of State Univeities in Rajasthan (NCW Project)
129	Assessment of Policy Priorities of Low Carbon: Economy of India", UGC-MRP Project (F.No.-5-348/2014(HRP))
130	Jalsamwad: A WaSH based communication and capacity Building initiative
131	JALSHALA: Workshop series for Institutional Capacity Building and community empowerment.
132	Unnat Bharat Abhiyan, supported by MHRD, New Delhi administered and facilitated through IIT-Delhi.
133	Consultancy Project
134	Time Series Model with Outlier and Management of Extreme values: A Bayesian Approach.
135	Bayesian Analysis of Multivariate Time Series Model.
136	Generalized Lifetime Performance Index: Statistical Inference and Applications
137	Interplay of metabolic and signal pathways of N-acyl dopamines and cholesterol in cancer cells.
138	Stratified forest biomass modelling using hyperspectral data.
139	Investigation of certain open problems in planar harmonic mappings.
140	Digital governance in India: A case study of Rajasthan with reference to digital India programme.
141	Validation studies of radiation induced genes as potential molecular biomarkers of stress response.
142	Identification and characterization of genes involved in the sex determination pathway of callosobruchus maculatus.
143	Modelling frailty for bivariate survival data based on reserved hazard rate.
144	Spatiotemporal modelling of schistosomiasis transmission and control under various demographic and seasonal environment.
145	Generation and characterization of super-oscillatory vector beams.
146	Low dimensional transition metal oxide based thermoelectric materials applications in energy generatin and refrigeration.
147	Evaluating bio prospects of extreme-tolerant cyanobacteria inhabit sambhar lake if Rajasthan.
148	Block copolymer-DNA based template for conductivity tunable polyaniline electronic devices.
149	Design of novel bifunctional amine-urea/thiourea catalysts for asymmetric C-C bond forming applications.
150	Transition metal-catalyzed C-H nitrogenation and oxygenation of arenes using sulfoxides as functionalizable directing groups.
151	Mammalian bladder is not sterile: Characterizing the cattle (cow) urinary microbiome for understanding its therapeutic value
152	Multi-functional nanomaterial systems for modulation of glycosylation in animals.
153	Role of escaping sets in complex dynamics.
154	Modeling frailty for survival data.
155	Mathematical and computational modelling of below ground nitrogen biogeochemical pathways using systems biology approaches.

156	Synthesis, Structure and Magnetic properties of polymetallic cages.
157	Development of Mn, Fe, Co and Ni based ordered mesoporous metal phosphate materials and their application as catalysts in electrochemical water oxidation
158	Design, synthesis and in silico/in vitro studies of cladosporin derivatives as potent antimalarial agents.
159	Identification of sex-determining signal(s) and sexual differentiation factors in the red flour beetle, <i>Tribolium castaneum</i> .
160	Graphene based composites for high performance thermally conducting interface and electromagnetic interference shielding applications.
161	Design, synthesis and characterization of multifunctional platform for targeted-tumor phototherapy.

**SUO MOTU DISCLOSURE OF MORE ITEMS**

**UNDER SECTION 04 OF THE RIGHT TO INFORMATION ACT, 2005**

Sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information suo motu to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Central University of Rajasthan proactively disclose the following items also under the suo motu disclosure provisions of Section 04:

➤ **Information related to Procurement:**

- All the tender notices are uploaded on the University website i.e. [www.curaj.ac.in](http://www.curaj.ac.in) as per the applicability. To same may be accessed by the following link:  
<http://www.curaj.ac.in/tenders>
- No E-tendering is started in the University till date.
- Information relating to procurement of goods as well as services etc. above 10 Lakh for the Financial Year 2017-18 are given as under:

**Information regarding purchase and procurement through tendering and GEM Portal during Financial Year 2017-18**

S. No.	Name of the Firm	Item Purchased	Name of the Department	Qty.	Rate	Purchase Order Value
1.	M/s Gupta Computers, Jaipur	HP Desktop Computers	Central Store	62	Rs. 58,340.00	Rs.36,17,080.00
2.	M/s Gupta Computers, Jaipur	HP Desktop Computers	Architecture	65	Rs.62,870.00	Rs.40,86,550.00
3.	M/s Gupta Computers, Jaipur	HP Desktop Computers	Mathematics	16	Rs.59,132.00	Rs.9,46,112.00
4.	M/s Gupta Computers, Jaipur	HP Desktop Computers	Computer Science & School of Education	60	Rs.58,340.00	Rs.35,00,400.00
5.	M/s A. S. Infoways, Jaipur	BPE-UPS	Architecture	65	Rs.1796.50	Rs.116,773.00
6.	M/s Rise Tech Software Pvt. Ltd., Jaipur	Canon-Laser Printer	Mathematics	01	Rs.10,290.00	Rs.10,290.00
7.	M/s Rise Tech Software Pvt. Ltd., Jaipur	Dell Server	Computer Science & School of Education	02	Rs.3,61,080.00	Rs.7,22,160.00
8.	M/s Techscience Services Pvt. Ltd., Chennai	Arc Melting Furnace	Physics	01	Euro 30,890.00 + Rs. 80,000.00	Euro 30,890.00 + Rs. 80,000.00
9.	M/s Deepshikha Enterprises, Ajmer	Canon- Colour Photocopy Machine cum Printer	V.C. Secretariat	01	Rs.1,83,809.00	Rs.1,83,809.00
10.	M/s Cyfuture India Pvt. Ltd., Noida	Designing and development of University Website	Central University	01	Rs.2,80,000 + GST as applicable	Rs.2,80,000+ GST as applicable
11.	M/s Eppendorf AG, Hamburg	PCR Machine	Biotechnology	01	EURO 5,500.00	EURO 5,500.00
12.	M/s Bioline, Jaipur	Electrophoresis System with Power Bank	Biotechnology	01	Rs.3,18,010.00	Rs.3,18,010.00
13.	M/s Bioline, Jaipur	Micropipettes	Biotechnology	01	Rs.53,100.00	Rs.53,100.00
14.	M/s Lalit Mohan, Jaipur	Computer Chair	Computer Science	25	Rs.3325	Rs.100802 (with GST)
15.	M/s Cole Parmer Ltd., UK.	Nano Spectrophotometer	Biochemistry	01	USD 7,000.00	USD 6,900 (USD 1,000.00 discount offered)
16.	M/s Beckman Coulter Internation S.A. Switzerland.	Microprocessor based Ultracentrifuge with accessories	Microbiology	01	USD 43,000.00	USD 43,000.00
17.	M/s Ge Healthcare Pte Ltd., Singapore.	FPLC	Microbiology	01	USD 41,800.00	USD 41,800.00
18.	M/s Sidhivinayak Enterprises, Amritsar. (Through GEM)	75 GSM Photo Copier Paper	Central University	270	Rs.175.00	Rs.47,250.00

19.	M/s Bhupindra Trading Company, Chandigarh. (Through GEM)	<b>Volta</b> Air Conditioner	Pharmacy	04	Rs.51,471.00	Rs.2,05,884.00
20.	M/s Smart Infotech Pvt. Ltd., Delhi. (Through GEM)	<b>LG</b> Air Conditioner	Central University	10	Rs.38,050.00	Rs.3,80,500.00
21.	M/s KJM Group System Solutions, Maharashtra. (Through GEM)	<b>Dell</b> Desktop Computers	COE	03	Rs.72,900.00	Rs.2,18,700.00
22.	M/s Softek Enterprises, Vadodara. (Through GEM)	<b>Nikon</b> Still Camera	V.C Office	01	Rs.40,500.00	Rs.40,500.00
23.	M/s Rukmini Creation, Jharkhand. (Through GEM)	<b>MFSTAB</b> with LAN	Central University	03	Rs.11,000.00	Rs.33,000.00
24.	M/s Kamna Enterprises, Delhi. (Through GEM)	<b>Beetal</b> Landline Phone Caller id	V.C. Secretariat	01	Rs.3,509.00	Rs.3,509.00

**Items purchases through Constitution of Local Purchase Committee are not included in the aforesaid list.**

➤ CAG & PAC paras:



संख्या / No.....

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय)  
शाखा कार्यालय राजस्थान, जनपथ, जयपुर-302 005

INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
Office of the Principal Director of Audit (Central)  
Branch office Rajasthan, Janpath, Jaipur-302 005

दिनांक / Date.....

To,  
The Secretary,  
Government of India,  
Ministry of Human Resources Development,  
Department of Secondary & Higher Education,  
Shastri Bhawan New Delhi-110001

**Sub.:** Separate Audit Report on the accounts of Central University of Rajasthan,  
Bandar Sindri, Ajmer for the year 2016-17.

Sir,

Please find enclosed the Separate Audit Report on the accounts of Central University of Rajasthan- Ajmer for the year 2016-17 along with copy of Annual Accounts.

2. The Audited accounts and Separate Audit Report required to be placed before the AGM of the Apex Governing Body of the Institute for consideration and adoption and resolutions passed thereon before these are sent by the Ministry for being placed before parliament.
3. The dates of presentation of Audited Accounts and Separate Audit Report before the Parliament may please be intimated. Five sets of printed documents (Audit Report, Annual Report & Audited Accounts) may also please be sent to this office.
4. Hindi version of the Separate Audit Report will be issued shortly.
5. Kindly acknowledge receipt of the documents.

Encl.: As above

Yours sincerely,

sd/-

Deputy Director/CRA-II

Dated : 9.11.17

No. CRA-II (Exp.)/SAR/CUR/2016-17/ 1576

Copy of the Separate Audit Report and Audited Accounts forwarded to Prof. Arun K Pujari, Vice Chancellor, Central University of Rajasthan, Bandarsindri, Kisangarh, Ajmer-305801 with the remarks to ensure that Audited Accounts and Separate Audit Report is adopted/considered in the AGM of Institute's Apex Governing Body and resolution adopted/considered on the Audited Accounts and report thereon may be furnished to this office.

Encl : As above

21/11/17  
Deputy Director/CRA-II

Mahalekhakar Bhawan, Janpath, Jaipur-302005

Phone/फोन : 0141-2385431-39

E-mail : brpdacahmedabad@cag.gov.in

महालेखकार भवन, जनपथ, जयपुर-302005

फैक्स/Fax : 0141-2385038



Received original cover LUNCP.1)  
and original Audit Report.  
12-12-18  
Received  
original on  
dt. 23-3-18  
23-3-18

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय)  
शाखा कार्यालय राजस्थान, जनपथ, जयपुर-302 005

INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
Office of the Principal Director of Audit (Central)  
Branch office Rajasthan, Janpath, Jaipur-302 005

दिनांक / Date.....

To,  
The Secretary,  
Government of India,  
Ministry of Human Resources Development,  
Department of Secondary & Higher Education,  
Shastri Bhawan New Delhi-110001

Sub.: Separate Audit Report on the accounts of Central University of Rajasthan,  
Bandar Sindri, Ajmer for the year 2016-17.

Sir,

Please find enclosed the Separate Audit Report on the accounts of Central University of Rajasthan- Ajmer for the year 2016-17 along with copy of Annual Accounts.

2. The Audited accounts and Separate Audit Report required to be placed before the AGM of the Apex Governing Body of the Institute for consideration and adoption and resolutions passed thereon before these are sent by the Ministry for being placed before parliament.
3. The dates of presentation of Audited Accounts and Separate Audit Report before the Parliament may please be intimated. Five sets of printed documents (Audit Report, Annual Report & Audited Accounts) may also please be sent to this office.
4. Hindi version of the Separate Audit Report will be issued shortly.
5. Kindly acknowledge receipt of the documents.

Encl.: As above

Yours sincerely,

sd/-

Deputy Director/CRA-II

Dated : 9.11.17

No. CRA-II (Exp.)/SAR/CUR/2016-17/ 1576

Copy of the Separate Audit Report and Audited Accounts forwarded to Prof. Arun K Pujari, Vice Chancellor, Central University of Rajasthan, Bandarsindri, Kisangarh, Ajmer-305801 with the remarks to ensure that Audited Accounts and Separate Audit Report is adopted/considered in the AGM of Institute's Apex Governing Body and resolution adopted/considered on the Audited Accounts and report thereon may be furnished to this office.

Encl : As above

21/11/17  
Deputy Director/CRA-II

40/18  
23/11/17

Mahalekhakar Bhawan, Janpath, Jaipur-302005  
Phone/फोन : 0141-2385431-39.  
E-mail : brpdacahmedabad@cag.gov.in

महालेखाकार भवन, जनपथ, जयपुर-302005  
फैक्स/Fax : 0141-2385038

**Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of the Central University of Rajasthan, 'Bandar Sindri (District Ajmer) for the year 2016-17**

We have audited the attached Balance Sheet of the Central University of Rajasthan (CUR), Bandar Sindri, Ajmer as at 31 March 2017, the Income & Expenditure Account and Receipt & Payment Account for the year ended on that date under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 read with Section 31 (1) of the Central University Act, 2009. These financial statements are the responsibility of the Central University of Rajasthan's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (C&AG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards, disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/C&AG's Audit Reports separately.

3. We have conducted our audit in accordance with the auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

- i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.
- ii. The Balance Sheet, Income & Expenditure Account and Receipt & Payment Account dealt with by this report have been drawn up in the format approved by Ministry of Human Resources Development, Government of India vide order No.29-4/2012-FD dated 17 April 2015.
- iii. In our opinion, proper books of accounts and other relevant records have been maintained by the Central University of Rajasthan, Bandar Sindri, Ajmer as required in so far as it appears from our examination of such books.

iv. We further report that:

**Comments on Accounts:**

**A Balance Sheet**

**A.1 Assets**

**A.1.1 Fixed Assets (Schedule-4)**

**A.1.1.1 Capital works-in progress: Rs 416.93 crore**

It includes Rs 297.32 crore incurred on construction/completion of various Buildings of the University which were being utilized for the intended purposes but not capitalized as fixed assets and shown as Capital work in progress. Further, due to non-capitalisation of these buildings, depreciation Rs 14.86 crore @ 5 per cent on Written Down value method for the year 2016-17 could not be charged on this asset.

It resulted in understatement of Fixed Asset (Buildings) by Rs 282.46 crore and deficit by Rs 14.86 crore and overstatement of Capital work in progress by Rs 297.32 crore.

**A.1.2 Capital work-in progress (Schedule-4) : Rs 416.93 crore**

It includes capital advance of Rs 850.18 lakh given for various works. According to instructions contained in formats of financial statements for Central Higher Educational institutions issued by the MHRD, advance payments on Capital Account was to be booked/shown in Schedule-8 Loans, Advances & Deposits.

It resulted in overstatement of Capital work in progress and understatement of Loans, Advance and Deposits (Schedule-8) by Rs 850.18 lakh.

**A.1.3 Fixed Assets (Schedule-4):**

**Tangible Assets Rs 27.88 crore**

**Scientific & Laboratory equipments: Rs 14.43 crore**

It includes an expenditure of Rs 5.23 lakh incurred on purchase of computers/peripherals which was booked under the Head Scientific & Laboratory equipment instead of booking the same under the Head Computers and peripherals. Thus due to classification of the computers/desktop/UPS under the Head Scientific & laboratory equipment depreciation was charged at 10 per cent instead of 30 per cent applicable on computers/peripherals.

It resulted in understatement of depreciation by Rs 1.05 lakh and understatement of deficit by Rs 1.05 lakh and overstatement of fixed assets to that extent.

**B Grant – in – Aid**

During the financial year 2016-17, CUR received Plan Grant-in-aid of Rs 65.31 crore from University Grants Commission. Balance of unadjusted/unspent grant of Rs 18.43 crore of previous year was available in the beginning of the year. Out of total sum of Rs 83.74 crore, the Institute utilized a sum of Rs 57.46 crore leaving a balance of Rs 26.28 crore as unutilized Plan Grant at the end of financial year.

**C. Net Impact of Comments on Accounts**

The net Impact of comments given in the preceding paragraphs is that as on 31<sup>st</sup> March 2017, the assets were overstated by Rs 1487.05 lakh and deficit was understated by Rs 1487.05 lakh.

**D. Management letter**

Deficiencies, which have not been included in the Separate Audit Report, have been brought to the notice of the Management through a management letter issued separately for remedial/corrective action.

- v. Subject to our observations in the preceding paragraphs, we report that the Balance Sheet, Income & Expenditure Account and Receipt & Payment Account dealt with by this report are in agreement with the books of accounts.
- vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters, stated above and other matters mentioned in Annexure to this Separate Audit Report give a true and fair view in conformity with accounting principles generally accepted in India.
  - a. In so far as it relates to the Balance Sheet, of the state of affairs of the Central University of Rajasthan, Bandar Sindri, Ajmer as at 31 March 2017, and
  - b. In so far as it relates to Income & Expenditure Account of the deficit for the year ended on that date.

For and on behalf of the C&AG of India

Place: Ahmedabad

Date: 09-11-2017

  
Principal Director of Audit (Central)  
Ahmedabad

**Annexure**

**1. Adequacy of Internal Audit System**

- Internal Audit of the University was though stated to be conducted during the year 2016-17 and a copy of Internal audit report was also made available to audit. However, perusal of Internal audit report shows that the same is not in proper format as information like period during which Internal audit conducted, name of audit party members who conducted Internal audit, date of submission of report etc. This report was not submitted to any higher authority.
- Internal Audit conducted pre-check audit on all the bills and Vouchers.
- Internal audit reports to Vice Chancellor directly.
- However, no Internal Audit Manual has been prepared as yet.
- As such, the Internal audit system was inadequate.

**2. Adequacy of Internal Control**

Rotation of staff dealing with cash, store and accounts were not made.

Internal control system was adequate.

**3. Physical Verification of Assets**

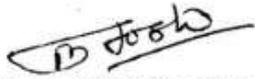
Physical Verification of Fixed Assets was conducted during the year 2016-17.

**4. Physical Verification of Inventory**

Physical Verification of Inventory was carried out during the year 2016-17.

**5. Regularity in payment of Statutory Dues**

Statutory dues were paid regularly by the Institute.

  
Sr. Audit Officer/CRA-II (Exp)

**Statement of Net Effect of Audit**

Central University of Rajasthan, Bandarsindri (District Ajmer) for the year 2016-17

(Rs in lakh)

S.No	Comments	Liabilities		Assets		Deficit	
		Overstated	Understated	Overstated	Understated	Overstated	Understated
1	A.1.1	-	-	29732	28246	-	1486
2	A.1.2	-	-	850.18	850.18	-	-
3	A.1.3	-	-	1.05	-	-	1.05
	<b>Total</b>	-	-	<b>30583.23</b>	<b>29096.18</b>	-	<b>1487.05</b>
	<b>Net Impact</b>			<b>1487.05</b>		-	<b>1487.05</b>

**Deficit Understated** = Rs 1487.05 lakh

**Assets overstated** = Rs 1487.05 lakh

  
Sr. Audit Officer/CRA-II(Exp)



सत्यमेव जयते

अर्चना गुर्जर, आई.ए.ए.एस.  
Archana Gurjar, IAAS

प्रधान निदेशक लेखा परीक्षा (केन्द्रीय)  
अहमदाबाद  
Principal Director of Audit (Central)  
Ahmedabad

D.O.No.CRA-II(Exp.)SAR/CUR/2016-17

1577/09.11.17

Dear

*Prof Pujari,*

The Annual Accounts of Central University of Rajasthan, (CUR) Ajmer for the year 2016-17 were audited by the undersigned for which a Separate Audit Report has been issued vide letter No. CRA-II (Exp.)/SAR/CUR/2016-17/1576 dated 9.11.17. During the course of audit, following deficiencies were also noticed which have not been included in the Separate Audit Report. This is being brought to your notice for corrective and remedial action.

- 1. Designated/Earmarked/Endowment Funds amounting Rs. 34.78 lakh (schedule-2)**  
The Endowment funds amounting Rs. 34.78 lakh does not include interest amounting Rs. 0.33 lakh earned on Rs. 4.78 amount which was sponsored by Bank of India for engaging one chair professor. This resulted in understatement of Endowment Fund by Rs. 0.33 lakh and overstatement of University income by equal amount.
- 2. Incorrect depiction of figures in Schedule-8**  
In Annexure-1 of Sponsored Project, advances to staff was shown as Rs. 311701 and advance to party shown as Rs. 0.00. Whereas in Schedule-8 (Loans, Advances and Deposits) advances to suppliers was shown as Rs. 311701 and others (Staff Advance) have been shown as Rs. 0.00. Thus, there was incorrect depiction of figures in Schedule-8)
- 3. Incorrect Heading and Numbering of Annexure.**  
It has been observed that the Heading Administrative Expenses (Prior period) and the annexure numbered as Annexure-33 was incorrect as per the details (particulars) given in Schedule-22. The correct heading of annexure should have been Repairs & Maintenance Expenses (Prior period) and Annexure should have been numbered as Annexure-34.

*Regards.*

Yours Sincerely,

*Archana Gurjar*

Prof. Arun K. Pujari  
Vice Chancellor,  
Central University of Rajasthan,  
Bandarsindri, Nh-8  
Kishangarh, Ajmer-305801

# CENTRAL UNIVERSITY OF RAJASTHAN

## Annual Accounts for the year 2016-17

9 have checked & verified each & every figure in  
Balance Sheet.

*Kuldeep*

(K. K. SATHI)

CENTRAL UNIVERSITY OF RAJASTHAN

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**CENTRAL UNIVERSITY OF RAJASTHAN**  
**CONSOLIDATED BALANCE SHEET AS AT 31st MARCH, 2017**

(Amount in ₹)

SOURCES OF FUNDS	Annex	Schedule	Current Year	Previous
CORPUS/CAPITAL FUND	CBS - 1	1	4559932457.02	4269673
DESIGNATED/ EARMARKED / ENDOWMENT FUNDS	CBS - 1	2	3477818.00	3707
CURRENT LIABILITIES & PROVISIONS	CBS - 1	3	594780847.75	440028
<b>TOTAL</b>			<b>5158191122.77</b>	<b>4713409</b>

APPLICATION OF FUNDS	Annex	Schedule	Current Year	Previous
<b>FIXED ASSETS</b>				
Tangible Assets	CBS - 1	4	279749940.00	299445
Intangible Assets	CBS - 1	4	3290039.00	
Capital Works-In-Progress	CBS - 1	4	4169392313.00	3875806
<b>INVESTMENTS FROM EARMARKED / ENDOWMENT FUNDS</b>		5		
Long Term			0.00	
Short Term			0.00	
<b>INVESTMENTS - OTHERS</b>		6	0.00	
<b>CURRENT ASSETS</b>	CBS - 1	7	646549657.45	50055
<b>LOANS, ADVANCES &amp; DEPOSITS</b>	CBS - 1	8	59209173.32	3760
<b>TOTAL</b>			<b>5158191122.77</b>	<b>471340</b>

  
**Finance Officer**  
 Central University Of Rajasthan  
 Bikaner  
 Rajasthan

**CENTRAL UNIVERSITY OF RAJASTHAN**

Annexure - CBS 1  
Amount in Rupees

SOURCES OF FUNDS	Schedule	Current Year					Previous Year				
		University	Sch. of Edu.	DOU (Comm. Coll.)	Sports Proj.	Total	University	Sch. of Edu.	Comm. Coll.	Sports Proj.	Total
CORPUS/CAPITAL FUND		4558071171.02	93998.00	93026.00		4651071395.02	4208442201.20	0.00	0.00	0.00	4208442201.20
DESIGNATED/ EARMARKED / ENDOWMENT FUNDS	7	3477818.00	0.00	0.00	0.00	3477818.00	3707932.33	0.00	0.00	0.00	3707932.33
CURRENT LIABILITIES & PROVISIONS	8	414630018.11	104630824.08	30446758.28	57185304.27	601287684.75	283381242.71	105470801.04	4076479.26	50553936.23	440286861.24
		4976179007.13	105567960.08	21377888.28	57185304.27	516478665.77	480551273.24	105470801.04	4076479.26	50553936.23	471340869.77

APPLICATION OF FUNDS	Schedule	University	Sch. of Edu.	Comm. Coll.	Sports Proj.	Total	University	Sch. of Edu.	Comm. Coll.	Sports Proj.	Total
<b>FIXED ASSETS</b>											
Tangible Assets		278773156.00	46494.00	105292.00	0.00	279343442.00	29417955.00	0.00	87000.00	0.00	29494955.00
Intangible Assets		3405537.00	88452.00	0.00	0.00	3493989.00	44.00	0.00	0.00	0.00	44.00
Capital Works in Progress		4180292312.00	0.00	0.00	0.00	4180292312.00	387560618.00	0.00	0.00	0.00	387560618.00
<b>INVESTMENTS FROM EARMARKED / ENDOWMENT FUNDS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long Term		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short Term		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>INVESTMENTS - OTHERS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CURRENT ASSETS</b>		47420614.33	104355739.38	16783148.53	48407376.41	136863377.65	33088607.20	101129505.09	7849542.26	42787689.23	155361243.78
<b>LOANS, ADVANCES &amp; DEPOSITS</b>		51388580.50	4289324.70	363649.35	818264.40	52637328.95	2038718.00	4381396.00	122187.00	4271269.00	57003407.00
<b>TOTAL</b>		4976179007.13	105567960.08	21377888.28	57185304.27	516478665.77	480551273.24	105470801.04	4076479.26	50553936.23	471340869.77

Note : 1. The effect of Rs. 6517827 towards amount payable by University to Sponsored Project have been notified in this Consolidated Balance Sheet.  
 2. This Consolidated Balance Sheet is not a part of Annual Accounts of the University. It is prepared only for consolidated information at a glance.

*(Signature)*  
**Finance Officer**  
 Central University Of Rajasthan  
 N.H.-8, Bandarsindri, Teh-Kishangarh  
 PIN-305817 Distt-Ajmer (Rajasthan)

**CENTRAL UNIVERSITY OF RAJASTHAN**

**INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED 31st MARCH, 2017**

(Amount in Rupees)

Particulars	Schedule	Current Year	Previous Year
<b>INCOME</b>			
Academic Receipts	9	13277101.75	11763639.00
Grants / Subsidies	10	262918150.55	238382521.45
Income from investments	11	0.00	0.00
Interest Earned	12	7764802.00	16972747.00
Other Income	13	12752796.99	11496143.00
Prior Period Income	14	16940.12	657515.80
<b>TOTAL (A)</b>		<b>296729791.41</b>	<b>279272566.25</b>
<b>EXPENDITURE</b>			
Staff Payments & Benefits (Establishment expenses)	15	185839432.87	157850820.00
Academic Expenses	16	21010010.00	16588639.00
Administrative and General Expenses	17	51941763.86	42071246.76
Transportation Expenses	18	1449331.00	1281322.00
Repairs & Maintenance	19	22982335.00	13673523.00
Finance costs	20	5149.69	33965.00
Depreciation	4	35576706.55	41188977.58
Other Expenses	21	0.00	0.00
Prior Period Expenses (Salary)	22	446423.50	0.00
Prior Period Expenses (Recurring)	22	-1185461.00	6882987.00
<b>TOTAL (B)</b>		<b>318065691.47</b>	<b>279571499.03</b>
Balance being excess of Income over Expenditure (A-B)		-21335900.06	-298932.78
Transfer to / from Designated Fund		0.00	0.00
Building fund		0.00	0.00
Others (unutilized grant)		0.00	10882281.00
<b>Balance Being Surplus / (Deficit) Carried to Capital Fund</b>		<b>-21335900.06</b>	<b>-11181213.78</b>

Significant Accounting Policies 23  
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*(Signature)*  
**Finance Officer**  
Central University Of Rajasthan  
N.H.-8, Hanumantara, Jaipur - 302004  
PIN-302004

Page



No.: CURAJ/R/F.104/2018/3486

Date: 05 DEC 2018

**Sub.: Submission of Annual Report & Audited Annual Accounts for the year 2017-18 – reg.**

Dear Sir,

With reference to the subject mentioned above, please find herewith the 60 copies of the Annual Report (30 in Hindi and 30 in English) and 60 copies of the Audited Annual Accounts (30 in Hindi and 30 in English) for the year 2017-18 duly approved by the Authorities of the Central University of Rajasthan. The same are submitted for laying on the table of both the Houses of Parliament.

With regards,

Yours sincerely,

(K.V.S. Kameswara Rao)  
Registrar

**Encl.:** As above.

To,

Shri Umesh Kumar,  
Under Secretary (CU)  
Department of Higher Education  
Ministry of Human Resource Development, Govt. of India  
Shastri Bhawan  
New Delhi

7/12/18  
(उमेश कुमार)  
(UMESH KUMAR)  
Under Secretary  
Ministry of Human Resource Development, Govt. of India  
Shastri Bhawan  
New Delhi

## राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)

राष्ट्रीय राजमार्ग-8, बाँदरसिन्दरी, किशनगढ़-305817

जिला-अजमेर (राजस्थान) भारत

दूरभाष (का.): +91-1463-238755, फ़ैक्स: +91-1463-238722

वेबसाइट: <http://www.curaj.ac.in>, ईमेल: [info@curaj.ac.in](mailto:info@curaj.ac.in)



## Central University of Rajasthan

(A Central University Established by an Act of Parliament)

N.H. 8, Bandarsindri, Kishangarh-305817

District - Ajmer, (Rajasthan) INDIA

Phone (O): +91-1463-238755, Fax: +91-1463-238722

Website: <http://www.curaj.ac.in>, Email: [info@curaj.ac.in](mailto:info@curaj.ac.in)

No.: CURAJ/R/F.94/2017/3335

Date: 15 NOV 2017

**Sub.:** Submission of Annual Report & Audited Annual Accounts for the year 2016-17

Dear Sir,

With reference to the above mentioned subject, please find herewith the 70 copies of Annual Report ( 35 in Hindi and 35 in English) and 70 copies of the Audited Annual Accounts ( 35 in Hindi and 35 in English) for the year 2016-17 duly approved by the Authorities of the Central University of Rajasthan. The same are submitted for laying on the table of both the Houses of Parliament.

With regards,

Yours sincerely,

  
(K.V.S. Kameswara Roa)  
Registrar

**Encl.:** As above.

To,

Shri Surat Singh  
Deputy Secretary (CU)  
Department of Higher Education  
Ministry of Human Resource Development, Govt. of India  
Shastri Bhawan  
New Delhi - 110 115

Received  
  
24/11/2017

(उमेश कुमार)  
(UMESH KUMAR)  
अवर सचिव/Under Secretary  
भारत सरकार/Govt. of India  
भा. सं. वि. मन्त्रालय/Min. of H. R. D.  
उच्चतर शिक्षा विभाग/D/o Higher Edu.  
नई दिल्ली/New Delhi

(उमेश कुमार)  
(UMESH KUMAR)  
अवर सचिव/Under Secretary  
भारत सरकार/Govt. of India  
भा. सं. वि. मन्त्रालय/Min. of H. R. D.  
उच्चतर शिक्षा विभाग/D/o Higher Edu.  
नई दिल्ली/New Delhi

राजस्थान केन्द्रीय विश्वविद्यालय  
(संघ के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)  
राष्ट्रीय राजमार्ग-8, बान्दरसिन्दरी, किशनगढ़-305817  
जिला-अजमेर (राजस्थान) भारत  
दूरभाष (का.): +91-1463-238755, फैक्स: +91-1463-238722  
वेबसाइट: <http://www.curaaj.ac.in>, ईमेल: [info@curaaj.ac.in](mailto:info@curaaj.ac.in)



## Central University of Rajasthan

(A Central University by an Act of Parliament)  
N.H.8, Bandarsindri, Kishangarh-305817  
District - Ajmer (Rajasthan) INDIA  
Phone (O): +91-1463-238755, Fax: +91-1463-238722  
Website: <http://www.curaaj.ac.in>, Email: [info@curaaj.ac.in](mailto:info@curaaj.ac.in)

Ref.: CURAJ/R/F.84/2016/3074

Date: 06-12-2016

**Sub: Submission of Annual Report & Audited Annual Accounts for the year 2015-16.**

**Ref.: MHRD D.O. letter No. F.18-10/2016-CU.Cdn. dated 30<sup>th</sup> September, 2016.**

Dear Sir,

With reference to the letter mentioned above and in continuation to the letter no. CURAJ/R/F.84/2016/3053 dated 02-12-2016, please find herewith the 35 copies of Annual Report (in Hindi) and 35 copies of the Audited Annual Accounts (in Hindi) for the year 2015-16 duly approved by the Authorities of the Central University of Rajasthan. The same are submitted for laying on the table of both the Houses of Parliament.

with regards,

Yours sincerely,

(K.V.S. Kameswara Rao)  
Registrar

Encl.: As above.

To

Shri Surat Singh  
Deputy Secretary (CU)  
Department of Higher Education  
Ministry of HRD, Govt. of India,  
Shastri Bhawa,  
New Delhi-110115

07/12/2016

(उमेश कुमार)  
(UMESH KUMAR)  
अवर सचिव/Under Secretary  
भारत सरकार/Govt. of India  
सा. स. वि. मन्त्रालय/Min. of H. R. D.  
उच्चतर शिक्षा विभाग/Dire Higher Edu.

➤ Discretionary and Non-discretionary grants:

**CENTRAL UNIVERSITY OF RAJASTHAN**  
**Provisional Utilization Certificate (GF-19-A) (XII<sup>th</sup> Plan General Development Assistance)**  
**Up to 31<sup>st</sup> March, 2018**

Annexure - 4

Sl. No.	Letter No. and date	Amount
1	UGC letter No. F.79-1/2012 (CU) dated 06 <sup>th</sup> August, 2012	250,000,000.00
2	UGC letter No. F.79-1/2012 (CU) dated 03 <sup>rd</sup> August, 2012 (Sanctioned for Merge Scheme)	2,500,000.00
3	UGC letter No. F.79-3/2012 (CU) dated 03 <sup>rd</sup> August, 2012 (Sanctioned for Fellowship Scheme for Non-Net M.Phil/Ph.D.)	625,000.00
4	UGC letter No. F.79-1/2012 (CU) dated 10 <sup>th</sup> Oct., 2012	500,000,000.00
5	UGC letter No. F.79-1/2012 (CU) dated 7 <sup>th</sup> March, 2013	250,000,000.00
6	UGC letter No. F.79-1/2012 (CU) dated 20 <sup>th</sup> June, 2013	500,000,000.00
7	UGC letter No. F.79-1/2012 (CU) dated 15 <sup>th</sup> Oct, 2013	500,000,000.00
8	UGC letter No. F.79-1/2012 (CU) dated 25 <sup>th</sup> March,	150,000,000.00
9	UGC letter No. F.79-1/2012 (CU) dated 17 <sup>th</sup> June, 2014	558,094,000.00
10	UGC letter No. F.79-1/2012 (CU) dated 09 <sup>th</sup> Jan. ,	100,000,000.00
11	UGC letter No. F.79-1/2012 (CU) dated 22 Jun. , 2015	63,332,000.00
12	UGC letter No. F.79-1/2012 (CU) dated 27 Oct. , 2015	463,643,000.00
13	UGC letter No. F.79-1/2012 (CU) dated 08 Aug. , 2016	489,306,000.00
14	UGC letter No. F.79-1/2012 (CU) dated 02 Dec. , 2016	120,000,000.00
15	UGC letter No. F.79-1/2012 (CU) dated 08 Feb. , 2017	20,000,000.00
16	UGC letter No. F.45-1/2017 (CU) dated 08 Aug. , 2017	156,880,000.00
17	UGC letter No. F.45-2/2017 (CU) dated 08 Aug. , 2017	28,000,000.00
18	UGC letter No. F.45-1/2017 (CU) dated 08 Aug. , 2017	44,823,000.00
19	UGC letter No. F.45-2/2017 (CU) dated 08 Aug. , 2017	20,000,000.00
20	UGC letter No. F.45-3/2017 (CU) dated 26 Sept. , 2017	200,000,000.00
21	UGC letter No. F.45-2/2017 (CU) dated 08 Dec. , 2017	26,957,000.00
22	UGC letter No. F.45-1/2017 (CU) dated 03 Jan. , 2018	47,639,000.00
23	UGC letter No. F.45-1/2017 (CU) dated 13 Mar. , 2018	77,313,000.00
24	UGC letter No. F.45-2/2017 (CU) dated 19 Mar. , 2018	34,582,000.00
	<b>Total</b>	<b>4,603,694,000.00</b>

Certified that out of Rs. 4,60,36,94,000.00 (Four Hundred Sixty Crores Thirty Six Lakhs Ninety Four Thousand and Paise Zero Only) of grants-in-aid sanctioned during XII plan upto 31-03-2018 in favour of Central University of Rajasthan under this UGC letter no. given in the margin and Rs. NIL on account of unspent balance as on 01-04-2012 plus Bank interest earned & academic receipts etc Rs. 31,31,76,078.97, a sum of Rs. 4,21,11,01,305.74 (Rs. Four Hundred Twenty Nine Crores Eleven Lakhs One Thousand Three Hundred Five and Paise Seventy Four Only) has been utilized for the purpose of General Development Scheme during XII Plan for which it was sanctioned and that the balance of Rs. 62,17,68,773.23 (Rs. Sixty Two Crores Fifty Seven Lakhs Sixty Eight Thousand Seven Hundred Seventy Three and Paise Twenty Three Only) remaining unutilized at the end as on 31.03.2018 has been surrendered to Government (Vide No. .... dated .....) will be adjusted towards the grants-in-aid payable during the next year .....

**Details of funds received and expenditure incurred so far**

Year	Grant Received	Interest earned on the grant received	Academic Receipts/ Fees/ Other receipts etc.	Total Funds available	Grants in aid	Grants in aid	Creation of	Total	Unspent balances at the end on 1 <sup>st</sup> Apr., 2018
					General (31)	Salary (36)	Capital Assets (35)		
2012-2013	1,003,125,000.00	23,090,297.93	9,270,044.00	1,035,485,341.93	29494596.00	82,745,931.00	879,562,323.00	991,802,850.00	
2013-2014	1,150,000,000.00	26,502,133.50	8,431,091.17	1,184,933,224.67	7477,223.11	120,879,950.00	678,246,547.00	873,901,720.11	
2014-2015	658,094,000.00	13,924,953.83	23,016,308.74	695,035,262.57	6851,103.79	147,167,105.00	497,383,154.36	713,061,363.15	
2015-2016	526,975,000.00	75,839,823.00	30,007,763.80	632,822,586.80	7932,796.45	159,054,725.00	459,067,306.58	697,449,828.03	
2016-2017	629,306,000.00	22,691,411.74	32,900,497.45	684,897,909.19	9620,128.55	186,285,856.37	311,254,249.55	593,743,234.47	
2017-2018	636,194,000.00	13,246,570.00	34,255,183.81	683,695,753.81	126325363.98	** 270,530,722.00	24,286,224.00	421,142,309.98	
<b>Total</b>	<b>4,603,694,000.00</b>	<b>175,295,190.00</b>	<b>137,880,888.97</b>	<b>4,916,870,078.97</b>	<b>474,627,211.88</b>	<b>966,664,289.37</b>	<b>2,849,799,804.49</b>	<b>4,291,101,305.74</b>	<b>625,768,773.23</b>

\* Includes Non recurring grant interest Rs. 50574088.00 of FY 14-15 and Rs. 14383454.00 of FY 15-16.

\*\* Includes Salary Amount given to Kendriya Vidyalaya.

**CENTRAL UNIVERSITY OF RAJASTHAN**  
**Provisional Utilization Certificate (GFR 19-A)**

Annexure-4

**(Additional Grant - (Additional Grant for Establishment of School of Education Under General Development  
Up to 31st March, 2018**

Sl. No.	Letter No. and date	Amount
1	UGC letter No. F.79-10/2013 (CU) dated 28 <sup>th</sup> March, 2013	100,000,000.00
	<b>Total</b>	<b>100,000,000.00</b>

Certified that out of Rs. 100,000,000.00 ( Rs. Ten Crores and Paise Zero Only ) of additional grants-in-aid sanctioned during XII Plan upto 31.03.2018 in favour of Central University of Rajasthan under this UGC letter no. given in the margin and Rs. NIL on account of unspent balance as on 01.04.2012 plus Bank interest earned & academic receipts etc Rs.2,63,97,571.28, a sum of Rs. 1,89,36,550.00 (One Crore Eighty Nine Lakhs Thirty Six Thousand Five Hundred Fifty and Paise Zero Only) has been utilized for the purpose of School of Education for which it was sanctioned and that the balance of Rs. 10,74,61,021.28 (Ten Crore Seventy Four Lakhs Sixty One Thousand Twenty One and Paise Twenty Eight Only) remaining unutilized at the end as on 31.03.2018 has been surrendered to Government (Vide No. .... dated .....)/will be adjusted towards the grants-in-aid payable during the next year .....

**Details of funds received and expenditure incurred so far**

Year	Grant Received	Interest earned on the grant received	Academic Receipts/ Fees/ Other	Total Funds available	Expenditure incurred				Unspent balances at the end on 1st Apr., 2018
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	Total	
<del>2012-</del> <del>2013</del>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<del>2013-</del> <del>2014</del>	100,000,000.00	0.00	0.00	100,000,000.00	157,424.00	1,226,731.00	20,000,000.00	21,384,155.00	
<del>2014-</del> <del>2015</del>	0.00	6,033,015.08	0.00	6,033,015.08	22,394.00	3,123,313.00	0.00	3,145,707.00	
<del>2015-</del> <del>2016</del>	0.00	8,904,798.00	0.00	8,904,798.00	800.00	5,445,958.00	-20,000,000.00	-14,553,242.00	
<del>2016-</del> <del>2017</del>	0.00	7,744,560.00	0.00	7,744,560.00	82,151.00	3,005,394.00	1,163,745.00	4,251,290.00	
<del>2017-</del> <del>2018</del>	0.00	3,707,956.00	7,242.20	3,715,198.20	274,433.00	2,322,927.00	2,111,280.00	4,708,640.00	
<b>Total</b>	<b>100,000,000.00</b>	<b>26,390,329.08</b>	<b>7,242.20</b>	<b>126,397,571.28</b>	<b>537,202.00</b>	<b>15,124,323.00</b>	<b>3,275,025.00</b>	<b>18,936,550.00</b>	<b>107,461,021.28</b>

- **Foreign Tours of the University Officer:** The detail of the foreign/ domestic official tours undertaken by the officials of the Central University of Rajasthan is enclosed as **Annexure-B** and the details of official tours of remaining employees are also available in the respective Annual Reports of the University (available in the Manual 14).

**Annexure-B****Details of Official tour of Ministers and Officials of the rank of Joint Secretary and above and Heads of Departments foreign and domestic tours in respect of Prof. M. M. Salunkhe, Vice Chancellor, Central University of Rajasthan from 01.01.2012**

S. No.	Nature of official tour	Places visited	Period	Number of people included as the official delegation	Total cost of such tours undertaken
1.	National Seminar on Recent Advances in Synthetic Chemistry and Nanomaterials	Shivaji University, Kolhapur	January 21-22, 2012	-	00.00
2.	Chief Guest of 14 <sup>th</sup> National Seminar on Cultural History of Rajasthan: New Researches, Hypotheses & Prospects	University of Rajasthan, Jaipur	January 27-28, 2012	-	Official Car used
3.	Chief Guest of the Closing Ceremony of the Annual Cultural and Technical Festival 'Primvera 2012'	Malaviya National Institute of Technology, Jaipur	February 26, 2012	-	Official Car used
4.	UGC Workshop: UGC Innovative Course Remote Sensing and Geoinformatics"	Maharshi Dayanand Saraswati University, Ajmer	February 29, 2012	-	Official Car used
5.	Meeting of Working Group on Higher Education in Rajasthan	State Planning Board, Yojana Bhawan, Jaipur	March 05, 2012	-	Official Car used
6.	Chief Guest of "National Seminar on Carbon Emission Versus Go Green" Is There Midway!	Rajasthan Institute of Engineering & Technology (RIET), Jaipur	March 17, 2012	-	Official Car used
7.	Symposium on "Millennium Development Goals (MDG) in the 12 <sup>th</sup> Plan of Rajasthan: Integrated and Futuristic Approach" by State Planning Board with Support from UNICEF	SMS Convention Hall, Jaipur	March 17-18, 2012	-	Official Car used
8.	National Seminar on Chemistry and its Role in Human Development	Dr. Patangrao Kadam Mahavidyalaya, Sangli, Maharashtra	March 26, 2012	-	00.00
9.	Inauguration of 2 Days National Seminar on "Chemistry – Our Life, Our Future"	Kuvempu University, Shankaragatta	April 25, 2012	-	00.00
10.	Meeting with Hon'ble Minister of Human Resource Development, Government of India	New Delhi	April 30, 2012	-	2247.00
11.	Special Guest at Deepak Rathore Memorial National Science Communication Award Ceremony by VDS. Jaipur	Jaipur	May 01, 2012	-	Official Car used
12.	1 day workshop on Evolving the Administrative and Academic Structure for Upcoming Educational Institutes/ Universities of National importance	Indian Institute of Technology, Jodhpur	May 18, 2012	-	00.00