



# **CENTRAL UNIVERSITY OF RAJASTHAN**

## **INFORMATION HANDBOOK**

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

### **PART-I**

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# **INFORMATION HANDBOOK**

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Right to Information Act, 2005)

## **अध्याय 1 –प्रस्तावना**

### **Chapter-1 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.

In case if any additional information required on topics covered in the Handbook as well as other information which may be disclosed as per the provision of the RTI Act, 2005, the concerned may visit the University website [www.curaj.ac.in](http://www.curaj.ac.in) or contact at the following address:

Central Public Information Officer  
Central University of Rajasthan  
National Highway-8, Bandarsindri-305817  
Tehsil Kishangarh, District-Ajmer (Raj.)  
Telephone: 01463-238547  
E-mail: [jradmin@curaj.ac.in](mailto:jradmin@curaj.ac.in)

To get the information which is not available in the Information Handbook and on the University website, the concerned may submit RTI application as per the provision of RTI Act, 2005.

## **अध्याय 2 - (मैन्युअल - 1)**

### **Chapter-2 (Manual - 1)**

#### **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

##### **2.1 OBJECTIVE OF THE UNIVERSITY:**

- Building character values and simultaneously forging the careers of the students by developing analytical thinking, individual initiative and responsibility.
- Providing flexible, innovative academic and research programmes and support structures that are responsive to a broad range of learners and regional needs.
- Facilitating a wide range of learning opportunities for learners engaged in graduate, postgraduate and research programmes.
- Encouraging considerate and accountable faculty-student participatory interaction on local, state, national and international affairs.
- Recognizing a special obligation to educate the students coming from minorities and lower socio-economic strata of society.
- Undertaking research and consultancy on the challenges the region is facing and contributing its expertise for the community.
- Providing means for capacity building for leadership and service through academic programmes, campus activities and creating opportunities for community involvement.

##### **2.2 VISION / MISSION / GOALS AND QUALITY STATEMENT:**

###### **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 bachelors, masters, professional and doctorate degrees.

###### **Goals**

- To facilitate accessible and affordable quality education that equips the students with scholarly and professional skills, moral principles, and global perspectives.
- To strengthen both faculty and student research addressing basic and 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.

### Quality Statement

In order to meet the challenges of the knowledge era and to keep pace with the knowledge explosion in Higher Education, the Central University of Rajasthan is committed to inculcating and sustaining quality in all the dimensions of Higher Education viz. teaching, learning, research, extension and governance while catering to the regional and global needs.

## 2.3 BRIEF HISTORY OF THE UNIVERSITY:

The Central University of Rajasthan ('A' Grade by NAAC in 2016) 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.



Starting off in 2009 and by now with a decade-long existence, the Central University of Rajasthan is a front-line institute of higher education in Rajasthan. In its aesthetic and salubrious surroundings, the University affords an optimal scenario for education and research.

### **Academic Growth**

By now, the university has come to offer a wide array of PhD, PG and UG programs across 29 departments. All the programs on offer are specially designed to give high employability as well as value-based education for sustainable development and equity. Disciplines like Big Data Analytics, Yoga Science, Atmospheric Science, and Digital Society are perfectly in tune with the emerging global trends. Simultaneously, our concern for relatively less-trumpeted programs like B.Voc, Interior Design, and the ones under DDU Kaushal Vikas Kendra is also evenly channelled. On the whole, all programs are geared up towards a better, inclusive, and equal society.

The School of Sport Science came in existence in May 2018 with the support of Ministry of Youth Affairs and Sports, Government of India and three departments, namely, Sports-bio Sciences, Sports Mechanics, and Sports-Psychology became functional subsequently. In the School of Social Sciences, in the same year, two more programs were added under the newly formed Department, Society Technology Interphase. This department started offering two years M.SC Digital Society and One year Post-Graduate Diploma in Cultural Informatics. M.Sc. Digital Society is offered in collaboration with IIIT, Bangalore.

### **State of Infrastructure**

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 onwards.

The edifice of academics rises on the strength of its infrastructural frame. The University is richly equipped to offer state-of-the-art facilities for accommodation, classroom teaching, laboratory work, library experience, recreation, physical fitness, sports, day-to-day household needs, and telecommunication. There are 08 well-furnished hostels for the students; there are lush green football and cricket fields, volleyball grounds, tennis courts outdoors while there are badminton and Table-tennis courts indoors. Besides, there are other facilities like Mega Mess (with the capacity of about 500 diners at a time), Laundry (with 06 operators), on-campus Bank, Post office, Day-Care Centre, Incubation Centre and so on. Hostels provide salubrious environs and facilities like Vending Machine and Incinerators, reading rooms and common lounges.

Besides, the University is well equipped with the latest technology whether in laboratories or the library (Inflibnet and other e-resources) or the class-rooms (with projectors and video-conferencing facility). The ICT cell of the University has made available Internet facility under NMEICT. Optical fibre connectivity is also in place. Now WiFi using OPEX through RailTel is being made available. There are already about 1200 LAN points in place. The students have all facilities for indoor and outdoor sports apart from separate gymnasium for boys and girls. The crowning glory of our infrastructure is the University Guest House. The University has well designed

residence for the staff apart from formidable buildings for academic departments and administrative apparatus. For education of staff children and for those from neighbouring communities, Kendriya Vidyalaya and pre-school are also available on campus.

### **Learner-friendly Module**

The entire framework within which the University functions is learner-friendly. Right from admission to the award of degree, the student is given a transparent, hassle-free experience. The student in-take through an All-India Test (CUET) is in perfectly in line with the idea of 'social inclusion' besides bolstering up the national character of a Central University with cultural diversity and due regional representation. With the facility of Choice-based Credit System, Audit Courses, Open Electives and MOOC courses through SWAYAM and NPTEL, the academic structuring is strongly student-friendly. Presence of Foreign students helps make classrooms multi-cultural. The students are facilitated to get financial support through various fellowships from state- and union-government agencies.

### **Extra-Curricular World of the University**

Holistic growth and bringing the inner potential of the student is of key importance in higher education. Therefore, effort is always made in Central University of Rajasthan to bring appropriate mix and balance of the academic, sports, culture, extra-curricular engagements and other activities in coherence. For a proper nurturing and show-casing of innate talent of the students, the University has constituted Cultural Committee, Sports Committee, and also has active NSS unit in addition to various activities around the academic year. Within Cultural Committee there are five clubs, like Literary Club (*Abhivyakti*), Drama Club (*Abhinaya*), Dance Club (*Nrityada*), Music Club (*Sargam*), Art Club (*Kala-Kriti*). Each of these clubs organised their annual events where the students took active part and added colours, vibration and enjoyment in campus life. The Cultural Committee actively celebrated the *Matribhasha Diwas* that represented the cultural and linguistic diversity within the University. Further, cultural evenings were arranged in various other occasions of International/ National conferences and workshops held in university campus.

The Sports Committee organized a number of sports events like football, cricket, volleyball, badminton, basketball tournaments and competition round the year both for the girls and boys. Such activities were most important to support active sporting spirit and healthy physical engagements of the students.

Beyond these annual events, the students are engaged with various sports, music, drama and cultural activities in their hostel and clubs. The clubs and activities became a very effective medium for encouraging interactions among different batch of students across the schools.

Over the year various other activities like Republic Day, Blood Donation Camp, Foundation Day International Yoga Day, Independence Day, Cleanliness Campaign, Plantation, SPIC MACAY etc. were organized in the Campus. These activities effectively added enjoyment, warmth, fun, learning and sense of social responsibility among the students.

## **The Student Achievers**

The students have always made the university proud of their achievements. The University is proud to have scores of achievers amongst its alumni and equally high number amongst those still pursuing their courses at the university. Most importantly the students from different discipline have qualified National level tests conducted by UGC, ICSSR, and CSIR. The Students of CURaj have showed their talents at several sports events at national and regional levels. The Ph.D. scholars have made number of presentations in various national, international conferences. Likewise, several students from different departments have made their space in various fields. This year University Students' were participated in the West Zone and All India Inter University competitions at various places organized by Association of Indian Universities (AIU).

## **Faculty Profile**

Centres of higher learning are best known by the quality of teachers they have. The University is proud to have a very young and energetic lot of faculties, who have had their education and research experiences from highly reputed and top-notch institutions of the country for e.g., IITs, IIMs, AIIMS, JNU, HCU, DU, ICGEB, NCL CDFD, CDRI, NIMHANS and many other Central Universities, and Centres of Excellence. Besides, many of the faculties have research experiences from top foreign institutions of USA (Washington University, University of Chicago, Ohio State University, The Rockefeller University, Scripps Research Institute, Rutgers University, University of South Alabama, Cornell University, University of Rochester, Texas A&M University, California State University, Indiana University, University of Kentucky), Canada (University of Alberta, Environmental Health Science and Research Bureau), Germany (University of Muenster, University of Munich, Max-Planck Research Unit), Australia (University of Queensland), Japan (Okayama University, Kyoto University, University of Tokyo), Italy (University of Bologna), Israel (Tel Aviv University), Singapore (National University of Singapore) and suchlike.

The expertise of highly qualified teachers is thus ensured for the proper mentoring and growth of the learners. During the year under report, the University faculty members presently are working on various research projects worth more than 39 Crores from funding agencies like DST, CSIR, DBT, ICSSR, SAC, SERB, and UGC.

## **Employment Initiative**

Meeting the needs of the job sector and industrial demands for appropriate human resources is always kept at the forefront while designing the syllabi and through various practical field exposures to the students. The motto of the University is not just to educate students but also to make them employable so that they can contribute responsibly in the advancement of the country. The skill of young India is most important for changing the socio-economic paradigm of the country. The University Placement Cell has, over the years, conducted various workshops and placement drive within campus and off-campus. Each of the department developed their placement brochure with the basic details of the students willing to join in the placement drive and subsequently, the brochures were sent to number of prospective companies, agencies.

## **MOUs and Partnerships**

Staying connected is today the surest way of staying updated. Keeping with this spirit, the University has tied up with various institutions of international and national stature for educational and professional purposes. Some of these are: University of Castilla-La Mancha (UCLM), Spain, Gorno-Altaisk State University (GASU), Russia, Monash University, Melbourne, Australia, California State University, San Bernardino, USA, Central Queensland University of Rockhampton in the State of Queensland (CQ University), Australia, Institute of Tropical Medicine, Antwerp, Belgium, Thuyloi University, Hanoi, Vietnam, UNIVERSIDAD AUTÓNOMA DE NUEVO LEÓN, México. The ones within the country are: GENPACT India, New Delhi, A3 Logics, Jaipur, Bank of India as a Banker of the University, Bank of India Professor Chair, MCX Stock Exchange Limited, Mumbai, Institute of Public Enterprise, Hyderabad, Centre for Budget and Policy Studies, Bangalore, Harideo Joshi University of Journalism and Mass Communication, Institute of Social and Economic Change (ISEC), Bangalore, INFLIBNET Centre, an IUC of University Grants Commission located at Ahmadabad, Department of Biotechnology, Ministry of Science & Technology, Govt. of India, New Delhi. Besides, Centre for Technology Incubation, Community College and Community Radio are other ventures worth-mentioning. The recent ones are Curaj-Armstrong Collaboration, NIPAM (Nation Institute of Public Administration and Management) Namibia.

## **University-Community Engagement**

The University has developed a Community Development Cell in compliance with policy requirements of the Government of India. It has been functional since April 2015 to keep the University embedded with the surrounding community. The Cell has adopted 05 villages of its vicinity, namely Sirohi, Mundoti, Khera, Bandarsindri and Nohria. To benefit the villagers, the Cell has conducted Drug Awareness Camp, Adolescent Education Camp, Water Management Camps and a host of other activities for the welfare of the community. In the neighbouring villages, the various initiatives taken were: promotion of plantation, greener, constructed soak pits, health sanitation activities, life-skills sessions, and personal hygiene sessions with adolescent girls.

## **Developing Ideas for a Better World**

The university is untiringly committed to the task of generating ideas for a better world. To this end, it regularly holds academic activities. Several conferences, seminars and workshops had been organized. Besides, several research projects are underway. The University has recipients of INSA young scientist award, and similar prestigious accolades. Besides, the University has hosted illustrious academicians under GIAN (Global Initiative of Academic Networks).

In the same vein, the University hosts a Distinguished Lecture Series under which different scholars of high calibre came to enlighten students in various areas of human experience. University also celebrate the International Women's day in its true spirit.

## **University Innovation Cell**

Innovation is the key to finding a solution to long-standing problems of human life. Hence, innovation club has been part of the CURAJ from inception with the objectives of encouraging out-

of-the-box thinking and also technologically empowering villages with innovative solutions. Subsequently, considering MHRD's directive, an Institute Innovation Council (IIC) was established in October 2018. The IIC also has on board several External Experts from various fields related to the development of innovation and innovative practices. It has a representative from a nearby Incubation Centre, an expert on Intellectual Property Rights (IPR) / Patent, alumni of Central University, student representatives and others. The major focus of the IIC is to create a vibrant local innovation ecosystem and to foster the culture of innovation amongst all members. To this end, the IIC worked in unison in organizing various internal activities in CURAJ as well as some of the activities that had been put up by the MoE.

### **Teaching Learning Centre (TLC)**

The Teaching Learning Center was established in the year 2017-18 with a vision to support evidence-based teaching and to provide diverse opportunities for teachers. It is funded by MHRD, Govt. of India under the Scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMSTT). It is envisaged to help teachers to modernize their teaching style, to scaffold concepts and information in a way that students can meaningfully take in, and to help students learn more deeply and retain what they have learned. It is also meant to train teachers about the new and effective methods of teaching and TLC envisaged promote on a continuous basis, discipline-specific curricula, pedagogy, learning materials (including e-content) for use by the teachers in colleges and postgraduate departments.

The TLC developed a user-friendly software (web address: [www.nextgenmooc.com](http://www.nextgenmooc.com)) to facilitate content cleaning and content delivery. The software gathers MOOC courses metadata (course name, syllabus, provider, start date, end date, etc.) from all the MOOCs courses provider and displays the details of all the MOOCs courses available for a specified course in the order of matching with the course syllabus of the university.

### **Vistas and Prospects**

The University is solemnly committed to the vision of evolving into a centre of education where skillful and knowledgeable human resource is developed for a better, equitable and forward-looking nation. Each of our future endeavours shall be a step in this direction. Our vision is to help nation remain heritage-rich (natural as well as cultural) and to help society become virtue-strong, and wisdom-nurturing. With these ideals in our view, we shall strive to become a society wherein human potential should blossom to its outermost contours with an unwavering belief in human perfectibility through education.

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

**Schools of the University**

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

**Departments of the University**

<b>S. No.</b>	<b>Name of Departments</b>	<b>Year of establishment</b>
1	Department of Statistics	2009
2	Department of Mathematics	2009
3	Department of Chemistry	2010
4	Department of Computer Science	2010
5	Department of Computer Science & Engineering	2010
6	Department of Economics	2010
7	Department of English	2010
8	Department of Management	2010
9	Department of Architecture	2011
10	Department of Culture and Media Studies	2011
11	Department of Biotechnology	2011
12	Department of Environmental Science	2011
13	Department of Hindi	2011
14	Department of Physics	2011
15	Department of Commerce	2012
16	Department of Biochemistry	2012
17	Department of Microbiology	2012
18	Department of Pharmacy	2012
19	Department of Public Policy, Law & Governance	2012
20	Department of Social Work	2012
21	Department of Education	2015
22	Department of Atmospheric Sciences	2016
23	Department of Yoga	2017
24	Department of Sports Bioscience	2018
25	Department of Sports Psychology	2018
26	Department of Sports Biomechanics	2018
27	Department of Department of Society-Technology Interface	2018

<b>S. No.</b>	<b>Name of Departments</b>	<b>Year of establishment</b>
28	Department of Data Science and Analytics	2018
29	Department of Electronics and Communication Engineering (ECE)	2019
30	Department of Linguistics	2019
31	Department of Biomedical Engineering	2020
32	Department of Vocational Studies and Skill Development	2020

### **Programmes offered by the University**

<b>S. No.</b>	<b>Name of Programmes</b>	<b>Minimum duration</b>
1.	M.Sc. Atmospheric Science	02 years
2.	M.Sc. Biochemistry	02 years
3.	M.Sc. Biotechnology	02 years
4.	M.Sc. Chemistry	02 years
5.	M.Sc. Computer Science	02 years
6.	M.Sc. (Computer Science) in Big Data Analytics	02 years
7.	M.Sc. Environmental Science	02 years
8.	M.Sc. Mathematics	02 years
9.	M.Sc. Microbiology	02 years
10.	M.Sc. Physics	02 years
11.	M.Sc. Sports Biochemistry	02 years
12.	M.Sc. Sports Biomechanics	02 years
13.	M.Sc. Sports Nutrition	02 years
14.	M.Sc. Sports Physiology	02 years
15.	M.Sc. Yoga Therapy	02 years
16.	M.Sc./M.A. Digital Society	02 years
17.	M.Sc. /M.A. Statistics	02 years
18.	MBA (Master of Business Administration)	02 years
19.	M. Architecture (Sustainable Architecture)	02 years
20.	M.Com.	02 years
21.	M. Pharm (Pharmaceutics)	02 years
22.	M. Pharm. (Pharmaceutical Chemistry)	02 years
23.	M. Tech. Computer Science & Engineering	02 years
24.	M. Tech. (Computer Science) in Cyber-Physical Systems	02 years
25.	M.A. Culture & Media Studies	02 years
26.	M.A. Cultural Informatics	02 years
27.	M.A. Economics	02 years
28.	M.A. English	02 years
29.	M.A. Hindi	02 years
30.	M.A. Public Policy, Law & Governance	02 years
31.	M.A. Social Work/M.S.W.	02 years
32.	M.A./M.Sc. Sports Psychology	02 years
33.	M.A. Education	02 years
34.	B. Tech in Computer Science and Engineering	04 years
35.	B. Tech. in Electronics and Communication	04 years
36.	B. Tech. in Biomedical Engineering	04 years
37.	PG Diploma in Media Writing and Digital Communication	01 year
38.	Diploma in Yoga and Pain Management	01 year
39.	Integrated M. Sc. Biochemistry	05 years

<b>S. No.</b>	<b>Name of Programmes</b>	<b>Minimum duration</b>
40.	Integrated M. Sc. Biotechnology	05 years
41.	Integrated M. Sc. Chemistry	05 years
42.	Integrated M. Sc. Computer Science	05 years
43.	Integrated M. Sc. Economics	05 years
44.	Integrated M. Sc. Environmental Science	05 years
45.	Integrated M. Sc. Linguistics	05 years
46.	Integrated M. Sc. Mathematics	05 years
47.	Integrated M. Sc. Microbiology	05 years
48.	Integrated M. Sc. Physics	05 years
49.	Integrated M. Sc. Statistics	05 years
50.	Integrated M. Sc. B.Ed. Chemistry	03 years
51.	Integrated M. Sc. B.Ed. Economics	03 years
52.	Integrated M. Sc. B.Ed. Mathematics	03 years
53.	Integrated M. Sc. B.Ed. Physics	03 years
54.	Ph.D. in Architecture	03 years
55.	Ph.D. in Atmospheric Science	03 years
56.	Ph.D. in Biochemistry	03 years
57.	Ph.D. in Biotechnology	03 years
58.	Ph.D. in Chemistry	03 years
59.	Ph.D. in Commerce	03 years
60.	Ph.D. in Computer Science	03 years
61.	Ph.D. in Computer Science & Engineering	03 years
62.	Ph.D. in Culture & Media Studies	03 years
63.	Ph.D. in Economics	03 years
64.	Ph.D. in Education	03 years
65.	Ph.D. in Electronics and Communication Engineering	03 years
66.	Ph.D. in English	03 years
67.	Ph.D. in Environmental Science	03 years
68.	Ph.D. in Hindi	03 years
69.	Ph.D. in Linguistics	03 years
70.	Ph.D. in Management	03 years
71.	Ph.D. in Mathematics	03 years
72.	Ph.D. in Microbiology	03 years
73.	Ph.D. in Pharmacy	03 years
74.	Ph.D. in Physics	03 years
75.	Ph.D. in Public Policy, Law & Governance	03 years
76.	Ph.D. in Social Work	03 years
77.	Ph.D. in Sports Bioscience	03 years
78.	Ph.D. in Sports Biomechanics	03 years
79.	Ph.D. in Sports Psychology	03 years
80.	Ph.D. in Statistics	03 years
81.	Ph.D. in Yoga	03 years

## **2.4 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:-

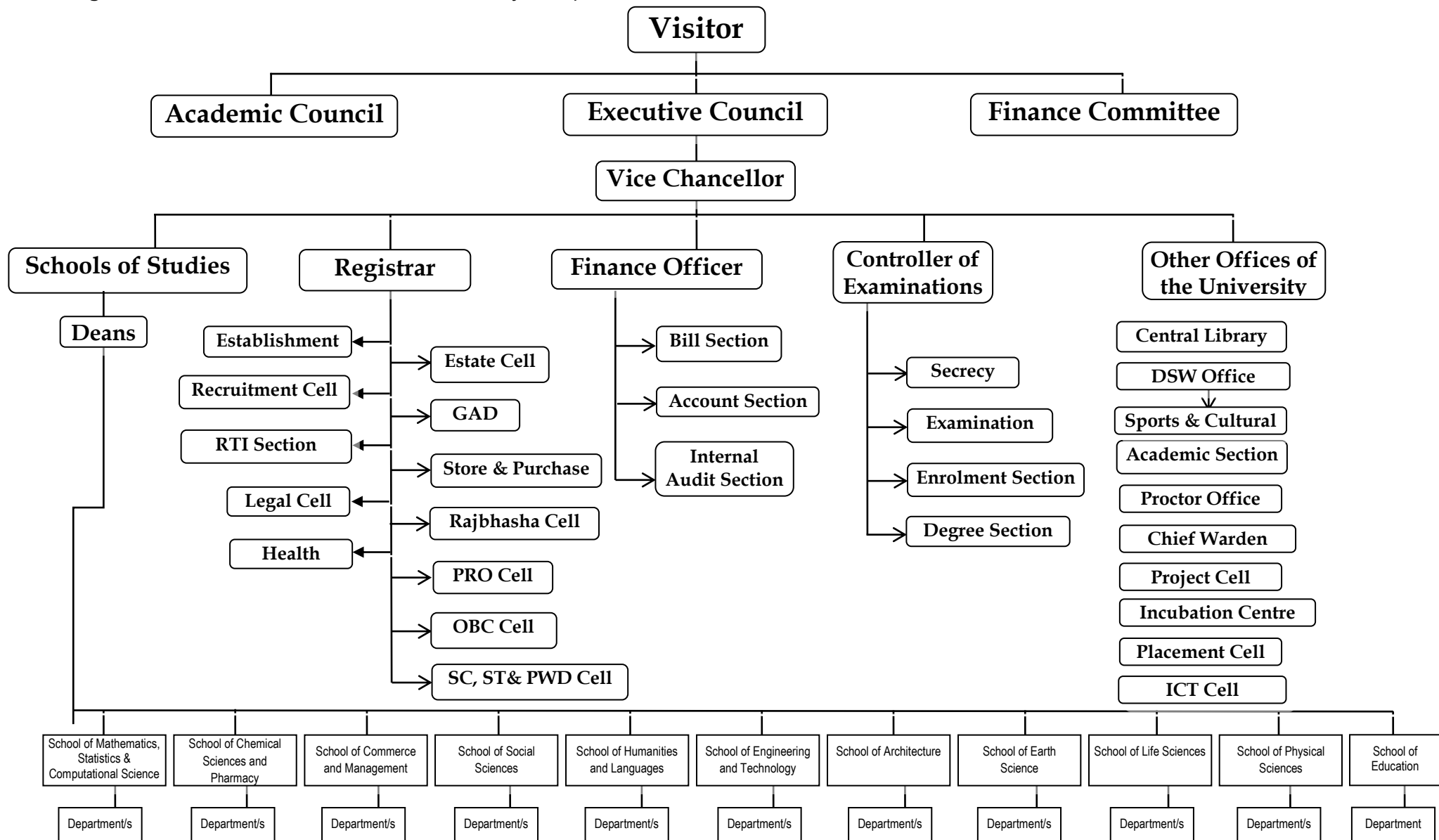
1. the Court;
2. the Executive Council;
3. the Academic Council;
4. the Board of Studies;
5. the Finance Committee
6. Planning and Monitoring Board;
7. School Board; and
8. such other authorities as may be declared by the Statutes to be the authorities of the University

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.

## 2.5 ORGANIZATION STRUCTURE:

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



## **2.6 ADDRESS:**

CENTRAL UNIVERSITY OF RAJASTHAN  
National Highway-8, Bandarsindri-305817  
Tehsil Kishangarh, District-Ajmer (Raj.)  
Telephone: 01463-238755  
E-mail: [info@curaj.ac.in](mailto:info@curaj.ac.in), website: [www.curaj.ac.in](http://www.curaj.ac.in)

## **2.7 WORKING HOURS OF THE UNIVERSITY:**

Central University of Rajasthan is a Central University and focused on high level research along with teaching. Hence, the research laboratories in academic departments are generally functional till late evening based on the requirements and faculties may also be available in the departments. However, the official working pattern is 5 days in a week as per following time schedule:

Opening of the office: 09:30 AM

Closing of the office: 06:00 PM

Opening and Closing of Central Library is as follows:

Monday to Friday: 08:00 AM to 12:00 Mid-night

Saturday to Sunday: 10:00 AM to 06:00 PM

## **Chapter-3 (Manual - 2)**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

#### **3.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE UNIVERSITY:**

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:**

S.NO.	NAME OF POST	POWERS AND DUTIES
1	Vice-Chancellor	<ul style="list-style-type: none"><li>The power and function of the Vice-Chancellor are specified in the Statute 03 of the University and the University Ordinance 12.</li></ul>
2	Pro Vice-Chancellor	<ul style="list-style-type: none"><li>The power and function of the Pro Vice-Chancellor are specified in the Statute 04 of the University and the University Ordinance 13.</li></ul>
3	Registrar	<ul style="list-style-type: none"><li>The power and function of the Registrar are specified in the Statute 06 of the University and the University Ordinance 14.</li></ul>
4	Finance Officer	<ul style="list-style-type: none"><li>The power and function of the Finance Officer are specified in the Statute 07 of the University and the University Ordinance 15.</li></ul>
5	Controller of Examinations	<ul style="list-style-type: none"><li>The power and function of the Controller of Examinations are specified in the Statute 08 of the University and the University Ordinance 16.</li></ul>
6	Librarian	<ul style="list-style-type: none"><li>The power and function of the Librarian are specified in the Statute 09 of the University and the University Ordinance 17.</li></ul>
7	Head of Department of Studies	<ul style="list-style-type: none"><li>The power and function of the Head of Department of Studies are specified in the University Ordinance 30.</li></ul>
8	Deans of Schools	<ul style="list-style-type: none"><li>The power and function of the Deans of Schools are specified in the Statute 05 of the University and the University Ordinance 31.</li></ul>
9	Dean, Students' Welfare (DSW)	<ul style="list-style-type: none"><li>The power and function of the Dean, Students' Welfare (DSW) are specified in the University Ordinance 39.</li></ul>
10	Proctor	<ul style="list-style-type: none"><li>The power and function of the Proctor are specified in the University Ordinance 50 and Statute 28(1) of CUs Act, 2009.</li></ul>

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:

S.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, Statutes/Ordinances/Rules/Regulations, etc.;</li> <li>to submit periodical returns according to calendar of</li> </ul>

S.NO.	NAME OF POST	POWERS AND DUTIES
6	Private Secretary / Personal Assistant	<p>returns;</p> <ul style="list-style-type: none"> <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 Registers in proper order.</li> <li>• Maintenance of a tender documents and guard files.</li> <li>• Any other duties that may be assigned to him from time to time by his superiors.</li> </ul>
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</li> </ol>

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

S.NO.	NAME OF POST	POWERS AND DUTIES
10	Upper Division Clerk / Lower Division Clerk	<ul style="list-style-type: none"> <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> <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> <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.curaj@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, Deptt/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</a> meeting held on 23<sup>rd</sup> October 2010)</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></p> <p>“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></b> <i>“The matter may be referred to the Committee constituted by the Hon. Vice Chancellor in this regard.”</i></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></b> <i>“Resolved to consider this matter by the above committee while preparing the Accounts Code.</i></p> <p><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></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><u>Recurring</u></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)  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><u>(iii) Fixed Charges</u></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	Upto Rs.50,000/-
		• F.O.	
		• Deans	Upto Rs.10,000/-
		COE, HOD/Librarian/ Coordinator/ DSW/ Director-Computer Centre/ University Engineer, Chief Warden	
	(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	
		Finance Officer	
		Controller of Exams	Upto Rs.50,000/-

	(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</del> <del>Registrar, COE, FO</del>	<del>Full powers</del> <del>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

## HEAD OF DEPARTMENTS



### राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.136/2022/361

Date: 2 MAY 2022

#### OFFICE ORDER

It is notified for information of all concerned that Prof. Inshad Ali Khan, Department of Microbiology under School of Life Sciences, is hereby appointed as Head, Department of Microbiology by the Vice Chancellor, with immediate effect for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to his present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

#### Copy to:

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Life Sciences
8. All Heads / Coordinators of Academic Departments
9. Prof. Pawan Kumar Dadheech – with a request to hand over the charge of Headship of Department of Microbiology to Prof. Inshad Ali Khan.
10. Prof. Inshad Ali Khan - with a request to take over the charge of Headship from Prof. Pawan Kumar Dadheech
11. All Officers / Section Incharge
12. Web Admin – *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.137/2022/697

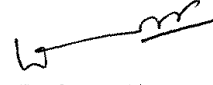
Date: 26.05.2022

**OFFICE ORDER**

As per Office Order No. 838 dated 31.05.2019, the term of Prof. Praveen Sahu as Head, Department of Commerce is going to expire on 31.05.2022.

In this regard, I am directed to inform all concerned that Prof. Praveen Sahu, Department of Commerce under the School of Commerce & Management, shall continue as Head, Department of Commerce, till further orders.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

  
Registrar (I/c)

**Copy 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. Proctor, Chief Warden, Dean of Students Welfare
6. Dean, School of Commerce & Management
7. Prof. Praveen Sahu, Department of Commerce
8. All Heads / Coordinators of Academic Departments
9. All Officers / Section Incharge
10. Web Admin – *with request to update the University website*
11. Concerned File / Estt. Section
12. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय

Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.138/2022/154

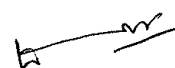
Date: 21 JUL 2022

**OFFICE ORDER**

In continuation of this Office Order No. 1683 dated 31.07.2019, it is to inform to all concerned that Dr. Easwar Srinivasan, Associate Professor shall continue as Head, Department of Chemistry, till further orders.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time, in addition to his present duties in the University.

This issues with the approval of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Chemical Sciences & Pharmacy
8. Office of the Head, Department of Chemistry
9. All Heads / Coordinators of Academic Departments
10. Dr. Easwar Srinivasan, Associate Professor, Department of Chemistry
11. All Officers / Section Incharge
12. Web Admin – *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय

Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F. 138 /2022/1455


Date: 21 JUL 2022

**OFFICE ORDER**

It is to inform to all concerned that Prof. Vipin Kumar, is hereby appointed as Head, Department of Pharmacy under the School of Chemical Sciences & Pharmacy by the Vice Chancellor, with immediate effect for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to his present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, the School of Chemical Sciences & Pharmacy
8. All Heads / Coordinators of Academic Departments
9. Office of the Head, Department of Chemistry
10. Prof. Vipin Kumar – *with a request to take over the charge of Headship of Department of Pharmacy from Prof. Amit Kumar Goyal.*
11. Prof. Amit Kumar Goyal- *with a request to hand over the charge of Headship of Department of Pharmacy to Prof. Vipin Kumar.*
12. All Officers / Section Incharge
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F. 139/2022/1596

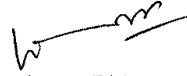
Date: 29 JUL 2022

**OFFICE ORDER**

In continuation of this Office Order No. 1253 dated 03.07.2019, it is to inform to all concerned that Dr. Devesh Sharma, Associate Professor shall continue as Head, Department of Atmospheric Science, till further orders.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time, in addition to his present duties in the University.

This issues with the approval of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Chemical Sciences & Pharmacy
8. Office of the Head, Department of Chemistry
9. All Heads / Coordinators of Academic Departments
10. Dr. Devesh Sharma, Associate Professor, Department of Atmospheric Science
11. All Officers / Section Incharge
12. Web Admin – *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

Ena'ic

No. : CURAJ/R/F.139/2022/1769

Date: 12/08/2022

**OFFICE ORDER**

It is to inform to all concerned that Dr. Shital Prasad Mahendra, Associate Professor is hereby appointed as Head, Department of Hindi under the School of Humanities & Languages by the Vice Chancellor, with effect from 17.08.2022 for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to his present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Humanities & Languages
8. All Heads / Coordinators of Academic Departments
9. Office of the Head, Department of Hindi
10. Prof. N. Lakshmi Aiyar - with a request to hand over the charge of Headship of Department of Hindi to Dr. Shital Prasad Mahendra
11. Dr. Shital Prasad Mahendra, Associate Professor – with a request to take over the charge of Headship of Department of Hindi from Prof. N. Lakshmi Aiyar.
12. All Officers / Section Incharge
13. Web Admin – with request to update the University website
14. Concerned File / Estt. Section
15. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F. 139 /2022/ 1774

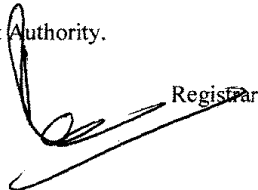
Date: 1.2 AUG 2022

**OFFICE ORDER**

It is to inform to all concerned that Prof. Chandi Charan Mandal, is hereby appointed as Head, Department of Biochemistry under the School of Life Sciences by the Vice Chancellor, with immediate effect for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to his present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

 Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Life Sciences
8. All Heads / Coordinators of Academic Departments
9. Office of the Head, Department of Biochemistry
10. Prof. Chandi Charan Mandal – *with a request to take over the charge of Headship of Department of Biochemistry from Prof. Sanjib Panda.*
11. Prof. Sanjib Panda- *with a request to hand over the charge of Headship of Department of Biochemistry to Prof. Chandi Charan Mandal*
12. All Officers / Section Incharge
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.115/2022/2012

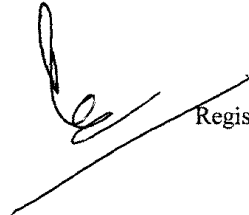
Date: 31.08.2022

**OFFICE ORDER**

It is to inform to all concerned that Dr. S. Kandasamy, Associate Professor is hereby appointed as Head, Department of Public Policy, Law & Governance under the School of Social Sciences by the Vice Chancellor, with immediate effect for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to his present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor/Chief Warden
7. The Dean, School of Social Sciences
8. All Heads / Coordinators of Academic Departments
9. Office of the Head, Department of PPLG
10. Prof. S.N. Ambedkar - *with a request to hand over the charge of Headship of Department of PPLG to Dr. S. Kandasamy*
11. Dr. S. Kandasamy, Associate Professor – *with a request to take over the charge of Headship of Department of PPLG from Prof. S.N. Ambedkar*
12. All Officers / Section Incharge
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.141/2022/2595

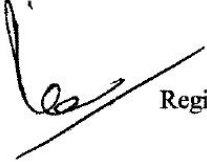
Date: 13 OCT 2022

**OFFICE ORDER**

It is to inform to all concerned that Dr. Laxmi Kant Sharma, Associate Professor is appointed as Head, Department of Environmental Science under the School of Earth Sciences by the Vice Chancellor, with effect from 14.10.2022 for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to her present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Sports Sciences
8. All Heads / Coordinators of Academic Departments
9. Office of the Head, Department of Sports Bioscience
10. Prof. Rajesh Kumar- *with a request to hand over the charge of Headship to Dr. Laxmi Kant Sharma*
11. Dr. Laxmi Kant Sharma- *with a request to take over the charge of Headship from Prof. Rajesh Kumar*
12. All Officers / Section Incharge
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file



## राजस्थान केन्द्रीय विश्वविद्यालय

### Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.141/2022/2722


Date: 19.10.2022

#### OFFICE ORDER

It is to inform to all concerned that Dr. Jay Kant Yadav, Associate Professor is appointed as Head, Department of Biotechnology under the School of Life Sciences by the Vice Chancellor, with effect from 31.10.2022 for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to present duties in the University.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

  
Registrar

#### Copy to:

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Proctor, Chief Warden
7. The Dean, School of Life Sciences
8. Head, Department of Life Sciences
9. Dr. Pankaj Goyal- *with a request to hand over the charge of Headship to Dr. Jay Kant Yadav*
10. Dr. Jay Kant Yadav- *with a request to take over the charge of Headship from Dr. Pankaj Goyal*
11. All Heads / Coordinators of Academic Departments
12. All Officers / Section Incharge
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.146/2023/ 5245

Date: 23 MAR 2023

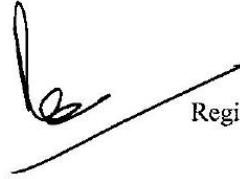
**OFFICE ORDER**

It is to inform to all concerned that Dr. Rajneesh Choubisa, Associate Professor, Department of Sports Psychology is hereby appointed as Head, Department of Sports Psychology under the School of Sports Sciences by the Vice Chancellor, with immediate effect for a period of three years, as per provisions of the Statute 40 under the Central Universities Act, 2009, in addition to present duties in the University.

Dr. Rajneesh Choubisa has also been entrusted with the charge of Head of the Department of Sports Biomechanics till further orders, in addition to his present duties, for smooth functioning of the Department.

The Head of the Department shall perform such functions as may be prescribed by the Act, Statutes and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar, Finance Officer, CoE, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Dean, School of Social Sciences
7. The Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Inshad Ali Khan
10. Dr. Subhasis Bhadra
11. Dr. Rajneesh Choubisa
12. All Officers / Section Incharge
13. Web Admin – with request to update the University website
14. Concerned File / Estt. Section
15. Guard / Dispatch file

*with a request to hand over/ take over the charge of Headships*

## DEANS OF SCHOOLS



राजस्थान केन्द्रीय विश्वविद्यालय

**Central University of Rajasthan**

Bandarsindri, N.H.-8, Kishangarh-305817, Distt. Ajmer (Raj.)

No. : CURAJ/R/F.138/2022/1456

Date: 21 JUL 2022

### OFFICE ORDER

In continuation of this Office Order No. 1266 dated 03.07.2019, it is to inform to all concerned that Prof. Jagdish Ulhas Jadhav shall continue as Dean, School of Social Sciences, till further orders.

He shall perform such functions as may be prescribed by the University Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean (Academics), Dean (Research), Dean (ARCI), Dean Students' Welfare, Director (IQAC)
4. All Deans of the Schools of Studies
5. Office of the Proctor, Chief Warden
6. Office of Dean, School of Social Sciences
7. Prof. Jagdish Ulhas Jadhav, Department of Social Work.
8. All HoDs / Coordinators of the Academic Departments
9. All Officers / All Section Incharge
10. Web Admin – *with request to update the University website*
11. Estt. Section / Concerned File
12. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
**Central University of Rajasthan**  
Bandarsindri, N.H.-8, Kishangarh-305817, Distt. Ajmer (Raj.)

No. : CURAJ/R/FI/32022/1453

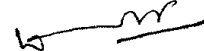
Date: 21 JUL 2022

**OFFICE ORDER**

It is to inform to all concerned that Dr. Sanjay Arora, Associate Professor, Department of English, is appointed as Dean, School of Humanities & Languages, by Hon'ble Vice-Chancellor with immediate effect for a period of three years or till further orders, whichever is earlier, as per the Statue 5 of the Central Universities Act, 2009.

He shall perform the functions as Dean, School of Humanities & Languages, as may be prescribed by the University Act, Statutes and Ordinances, from time to time, in addition to his present duties in the University.

This issues with the approval of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean (Academics), Dean (Research), Dean (ARCI), Dean Students' Welfare, Director (IQAC)
4. All Deans of the Schools of Studies
5. Office of the Proctor, Chief Warden
6. Dr. Sanjay Arora, Associate Professor, Department of English- *with a request to take over the charge with immediate effect.*
7. Office of Dean, School of Humanities & Languages
8. All HoDs / Coordinators of the Academic Departments
9. All Officers / All Section Incharge
10. Web Admin – *with request to update the University website*
11. Estt. Section / Concerned File
12. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.140/2022/2309

Date: 26 SEP 2022

**OFFICE ORDER**

It is to inform to all concerned that Prof. Chandi Charan Mandal, Department of Biochemistry is appointed as Dean, School of Life Sciences, by Hon'ble Vice-Chancellor with immediate effect for a period of three years or till further orders, whichever is earlier, as per the Statue 05 of the Central Universities Act, 2009.

He shall perform the functions as Dean, School of Life Science, as may be prescribed by the University Act, Statutes and Ordinances, from time to time, in addition to his present duties in the University.

This issues with the approval of the Competent Authority.



Registrar

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean (Academics), Dean (Research), Dean (ARCI), Dean Students' Welfare, Director (IQAC)
4. All Deans of the Schools of Studies
5. Office of the DSW/ Proctor/ Chief Warden
6. Office of Dean, School of Architecture
7. Prof. Pawan Kumar Dadheech– *with a request to hand over the charge of Deanship of School of Life Sciences, to Prof. Chandi Charan Mandal*
8. Prof. Chandi Charan Mandal– *with a request to take over the charge of Deanship of the School of Life Science, from Prof. Pawan Kumar Dadheech*
9. All HoDs / Coordinators of the Academic Departments
10. All Officers / All Section Incharge
11. Web Admin – *with request to update the University website*
12. Estt. Section / Concerned File
13. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F. 149/2022/ 2014

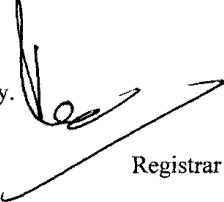
Date: 31.08.2022

**OFFICE ORDER**

It is to inform to all concerned that Ms. Ritu B. Rai, Associate Professor, Department of Architecture is appointed as Dean, School of Architecture, by Hon'ble Vice-Chancellor with immediate effect for a period of three years or till further orders, whichever is earlier, as per the Statue 05 of the Central Universities Act, 2009.

She shall perform the functions as Dean, School of Architecture, as may be prescribed by the University Act, Statutes and Ordinances, from time to time, in addition to his present duties in the University.

This issues with the approval of the Competent Authority.



Registrar

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean (Academics), Dean (Research), Dean (ARCI), Dean Students' Welfare, Director (IQAC)
4. All Deans of the Schools of Studies
5. Office of the DSW/ Proctor/ Chief Warden
6. Office of Dean, School of Architecture
7. Prof. Neeraj Gupta - *with a request to hand over the charge of Deanship of School of Architecture, to Ms. Ritu B. Rai*
8. Ms. Ritu B. Rai, Associate Professor – *with a request to take over the charge of Deanship of the School of Architecture, from Prof. Neeraj Gupta*
9. All HoDs / Coordinators of the Academic Departments
10. All Officers / All Section Incharge
11. Web Admin – *with request to update the University website*
12. Estt. Section / Concerned File
13. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय

Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

No. : CURAJ/R/F.146/2023/S ३५५

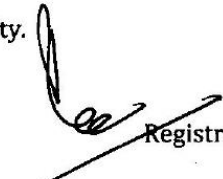
Date: 23 MAR 2023

**OFFICE ORDER**

It is to inform to all concerned that Dr. Easwar Srinivasan, Associate Professor, Department of Chemistry is appointed as Dean, School of Chemical Sciences and Pharmacy, by Hon'ble Vice-Chancellor with immediate effect for a period of three years or till further orders, whichever is earlier, as per provisions of the Statue 05 under the Central Universities Act, 2009, in addition to present duties in the University.

The Dean, School of Chemical Sciences and Pharmacy shall perform such functions as may be prescribed by the Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. Office of Hon. Vice Chancellor – for information, pl.
2. Office of the Registrar, Finance Officer, CoE, Librarian
3. Office of the Dean- Academics, Research, Students Welfare, ARCI
4. The Director (IQAC)
5. All Deans of the Schools of Studies
6. The Dean, School of Chemical Sciences and Pharmacy
7. The Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Amit Kumar Goyal | with a request to hand over/ take over the charge
10. Dr. Easwar Srinivasan | of Deanship
11. All Officers / Section Incharge
12. Web Admin – with request to update the University website
13. Concerned File / Estt. Section
14. Guard / Dispatch file

राष्ट्रीय राजमार्ग-८, बांदरसिन्दरी, किशंगढ़-३०५८१७, जिला-अजमेर (राज.) भारत

N.H-8, Bandarsindri, Kishangarh-305817, District-Ajmer (Raj.) INDIA

दूरभाष (क्र.) / Phone (O): +91-1463-238755, फैक्स / Fax: +91-1463-238722, वेबसाइट / Website: www.curaj.ac.in, ई-मेल / Email: info@curaj.ac.in

## OTHER ORDERS



### राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

एन.एच. 8 बांदरसिंदरी, तहसील किशनगढ़-305817, जिला अजमेर (राजस्थान)  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F. 136 /2022/170

Date: 13 APR 2022

#### OFFICE ORDER

It has been decided that following cadres of the regular/outsourced/contractual non-teaching staff will follow the uniform code as mentioned against each while on duty:-

Sl No	Cadre	Uniform Colour/Code
1.	Medical Officers	Doctor's white coat with name plate (name & designation)
2.	Pharmacist	White coat with name plate (name & designation)
3.	Medical Staff	<b>Male-</b> Sky blue shirt, dark blue pants, white coat, black formal leather lace shoes, dark blue sweater (winters), name plate (name & designation) <b>Female-</b> Sky blue saree/salwar & kameez, white coat, black sandal/shoes, dark blue sweater (winters), name plate (name & designation)
4.	Security Officer, Security Inspector	Black coat, black tie, white shirt, black pants, black leather notches belt and black formal leather lace shoes, name plate (name & designation)
5.	Driver	<b>VC and VIP vehicles-</b> White shirt, white pants, white sweater (in winters), white peak cap, black leather notches belt, black formal leather lace shoes, name plate (name & designation). <b>Other vehicles-</b> Dark grey shirt and pants, dark grey sweater (in winters), black leather notches belt, black formal leather lace shoes, name plate (name & designation).
6.	MTS, Hostel Attendant	<b>Male-</b> Sky blue shirt & dark blue pants, dark blue sweater (in winters), black leather notches belt and black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Sky blue saree/salwar & kameez, dark blue sweater (in winters), black sandals/shoes, name plate (name & designation)
7.	Lab Attendant, Library Attendant	<b>Male-</b> Light grey shirt & pants, dark grey sweater (in winters), black leather notches belt and black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Light grey saree/salwar & kameez, dark grey sweater (in winters), black sandals/shoes, name plate (name & designation)
8.	Cook, Kitchen attendant	<b>Male-</b> White shirt, white pants, black apron, white chef's cap, black formal leather lace shoes, name plate (name & designation) <b>Female-</b> White saree/salwar & kameez, black apron, white chef's cap, black sandals/shoes, name plate (name & designation)
9.	Housekeeping Staff/Horticulture	<b>Male-</b> Rustic orange shirts & pants, black formal leather lace shoes, name plate (name & designation) <b>Female-</b> Rustic orange saree/salwar & kameez, black sandals/shoes, name plate (name & designation)

10.	Maintenance Staff (Plumber, electrician, carpenter, etc.)	<b>Male-</b> Sky blue shirt & dark blue pants, dark blue sweater (in winters), black leather notches belt and black leather formal lace shoes, name plate (name & designation) <b>Female-</b> Sky blue saree/salwar & kameez, dark blue sweater (in winters), black sandals/shoes, name plate (name & designation)
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2. Amongst above cadres, employees of Group B & C of the regular staff, will be provided Uniform Allowance at the rate of Rs. 5,000/- annually (or as amended from time to time by the GoI) to cope up the requirement of the uniform. Initially, for the financial year 2022-23, the allowance is being released to the respective regular employees in the monthly salary of April 2022 and henceforth, it will be payable in the salary of the month of July every year.

3. The uniform for outsourced/contractual employees will be provided by the contractor which further may be reimbursed by the University in the cases of ongoing work orders. In future tenders, term/condition related to Uniform will be mandatorily included by the concerned Section in their tender document.

4. The employees of the above respective cadres will ensure to purchase/prepare their uniforms on or before 30.04.2022 and wear the same with effect from 01.05.2022 and onwards. The controlling officers of the respective employee/cadre will make sure that while on duty they are wearing uniform as per prescribed code and take strict action in non-compliance cases.

5. Before purchase/prepare uniforms by the employees/contractor, the Section Head/Controlling Officers of the respective cadres will consult the Uniform Committee (Dr. Gaurav Somani, Assistant Professor, Dr. Neha Seth, Assistant Professor, Mr. Inderpal, Section Officer and Ms. Hema Chaudhary, Assistant) and accordingly, they will further advise the employees to ensure uniform quality, colour and uniformity of the all dress materials.

6. This issues with the approval of the competent authority.

  
Registrar (i/c)

Copy to:

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. Finance Officer, CURaj- for payment of Uniform allowance to respective regular employees in the salary of April 2022 and reimbursement of outsourced/contractual employees (list attached).
3. All Deans of School of Studies.
4. All Heads/Coordinators of Academic Departments.
5. All Teaching/Non-Teaching employees of the University.
6. Estt Section/Concerned File.
7. Guard/Despatcher File.



No.: CURAJ/R/F.136/2022/193

Date: 17.04.2022

18.04.2022

**OFFICE ORDER**

In order to strengthen the Academic Departments in terms of Infrastructure and Facilities in light of upcoming visit of AICTE for approval of Professional Degree Programmes like Engineering, Management etc., NBA accreditation of Engineering programmes and NAAC visit for accreditation for the University, the university has decided to provide the SP-03 building for School of Engineering & Technology and SP-04 building for School of Social Sciences. In this connection, the existing Administrative departments/Office working in the SP-04 building may be shifted at the following locations with immediate effect:

S. No.	Present Office with Location	New Office Location
1.	Chief Warden Office	Hostel office, Ground Floor, B5 Hostel
2.	Proctor Office	Room No. 33, Ground Floor, B6 Hostel
3.	Sports Store & Office	Room No. 35, Ground Floor, B6 Hostel
4.	DSW Office	SP-01 Building*
5.	SPARSH Office	
6.	JR-II Office	
7.	AR-IV Office	
8.	Security Officer	
9.	Integrated Programmes Office	

\*Time being arrangements. Allotment of Rooms will be later as per availability.

All above Concerned officers are requested to shift at their new location at the earliest on or before 21<sup>st</sup> April 2022 positively. If any assistance is required for shifting may please contact to Mr. Giriraj Sharma, Caretaker for the same.

These issues with the approval of the competent authority

Registrar  
Central University of Rajasthan

Copt to-

1. Vice Chancellor Secretariat –for kind information of Hon'ble Vice Chancellor
2. All Concerned Officials
3. All Dean of the Schools/Head of the Departments
4. All Officers/Section In-charge of the Concerned Sections
5. Executive Engineer, Estate Section
6. Mr. Giriraj Sharma, Caretaker



By Email

No. : CURAJ/R/F.136/2022/33

Date: 18.04.2022

**OFFICE ORDER**  
(SPACE ALLOTMENT)

It is to inform all concerned that after considering various requests received for additional space requirement in various academic department functioning in SP-I, SP-III and SP-IV Buildings, the following point are hereby communicated regarding space allotted in these premises :-

1. The whole SP-III building has been allotted to the School of Engineering & Technology. The Dean of School of Engineering & Technology will work out the internal distribution as per requirements of their various departments.
2. The SP-IV Building has been allotted to the School of Social Sciences, except all spaces for the existing labs of Physics, Chemistry and Biology currently housed in SP-IV Building. The Dean of School of Social Sciences will work out the internal distribution as per requirements of their various departments.
3. The Department of Linguistics presently functioning in SP-III Building will be shifted into SP-I Building. The Deptt. of PPLG, Deptt. of Economics and Deptt. of Digital Society Technology Interface presently in SP-III Building will be shifted to SP-IV Building.
4. The Department of Social Work and Department of Culture & Media Studies presently from SP-I will be shifted into SP-IV Building.
5. The SP-I Building has been allotted to the School of Humanities & Languages and School of Commerce & Management. The respective Deans of Schools will work out the internal distribution as per requirements of their various departments.
6. Classes of Integrated Courses will be conducted in the Auditoriums (240 Seater) of Academic Buildings 4A3, 4A4, 4A5 and 4A6 on sharing basis as per availability.
7. The shifting of all the offices currently housed in the SP-IV building may be explored elsewhere as per availability of space.

Accordingly, the respective departments are requested to start their shifting in mutual consultation with the Dean of the School and/or other department and making logistic arrangements, if needed.

This issues with approval of the Competent Authority.

Registrar (I/c)

To: All concerned :-

1. Office of Dean, School of Commerce & Management - Head, Deptt. of Management/ Commerce
2. Office of Dean, School of Humanities & Languages - Head, Deptt. of Hindi/ English / Linguistics
3. Office Dean, School of Social Sciences - Head, PPLG/ Social Work/ Economics/ CMS/ DSTI
4. Office Dean, School of Engineering & Technology - Head, Deptt. of CSE / ECE / BME
5. Office of JR-II / Proctor/ Chief Warden/ Dean of Students Welfare/ Security Officer / SPARSH Cell/ Games & Sports
6. Office of Executive Engineer / Estate Section
7. Guard / Despatch File

राजस्थान केन्द्रीय विश्वविद्यालय



Central University of Rajasthan

No. : CURAJ/R/F.136/2022/283

Date: 22.04.2022

**OFFICE ORDER**

The Central University of Rajasthan is going to organize the event of National Youth Parliament in the campus on 27.04.2022. For successful and smooth conduct of the event, duties are assigned to the following Sections/ Officials:

1. Audio and Video facilities- ICT Cell
2. Electricity other infrastructure facilities- Estate Section
3. Videography and photography- Department of Culture & Media Studies
4. Publishing of the news- Public Relation Officer
5. Security Arrangement of the Member of Parliament and other dignitaries- Security Section
6. Stay arrangement in Two Guest Rooms of University Guest House (on official account)-Incharge Guest House

All concerned Sections/ Officials are hereby directed to carry out the assigned duties in coordination with Dr. Gyana Ranjan Panda, Coordinator, National Youth Parliament.

Registrar (I/c)

Central University of Rajasthan

To:

All concerned Sections/ Officials

**Copy to:**

1. Office of the Hon'ble Vice Chancellor
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. The Dean- Academics/ Research/ Welfare/ ARCI
4. The Director- IQAC
5. All Deans of the School of Studies
6. The Dean, School of Social Sciences
7. The Head, Department of PPLG
8. Office of Chief Warden / Proctor
9. All HoDs/Coordinators of Academics Departments
10. All Officers/ Section Incharge
11. Dr. Gyana Ranjan Panda, Coordinator, National Youth Parliament
12. Guard / Dispatch File

# राजस्थान केन्द्रीय विश्वविद्यालय

No. : CURAJ/R/F.136/2022/326



Central University of Rajasthan

Date: 28.04.2022  
29 APR 2022

## **CIRCULAR** (BY E-MAIL ONLY)

This is for information of all concerned that various departments/offices in various buildings of the University should have identically appearing signages/name-plates in both Hindi and English (bi-lingual).

In this connection, all the HoDs/Office Incharge are requested to provide the department-wise requirement details for making signages in the following proforma :-

Name of Department / Office :-			
S. No.	Description of Signage/ Nameplate	Location/ Building/ Room No.	Remark
Signature - Dean / Head / Office (I/c)			

The above information duly signed (hard copy) may please be submitted positively **on or before Monday, 02.05.2022 (5.00PM)** to the Estate Section for enabling further necessary action.

This issues with the direction of the Competent Authority.

Registrar (I/c)

To,

1. All the Deans of Schools of Studies, Central University of Rajasthan
2. All the Head/Coordinators of Academic Departments, Central University of Rajasthan
3. All the Officers / Section Incharge, Central University of Rajasthan

Copy to:

1. Executive Engineer, Central University of Rajasthan
2. Hindi Officer, Rajbhasha Cell, Central University of Rajasthan
3. Guard / Dispatch File



No. CURAJ/R/F.136/2022/347

Date: 2 MAY 2022

### OFFICE ORDER

This is for information all that Air Cooler is allowed to be used in hostel rooms for power capacity upto 150 Watt. Further, charges for each Air Cooler per month will be Rs. 540/- (Five Hundred Forty Rupees).

At the time of installing Air Cooler by any individual the approval with requisite charges of Rs. 540/- (advance) be sought from the Office of the Chief Warden.

This is issued with the approval of the Competent Authority.

Registrar (i/c)  
Central University of Rajasthan

Copy to:

1. Vice Chancellor Secretariat
2. Finance Officer
3. Office of Chief Warden/JR-II – for approval with requisite charges.
4. Security Section
5. Estate Section / Executive Engineer
6. All Students
7. Office Copy



No. CURAJ/R/F.136/2022-23/378

Date - 04.05.2022

**OFFICE ORDER**

The University has invited Tenders (NIT) for providing "Integrated Hostel and Mess Management Services at CURAJ" vide NIT No. CURAJ/R/F 136/2022-23/144 dated 12.04.2022. The Services includes Mess and Catering Services, House Keeping Services, Caretaking Services, Security Services and Minor repair and Maintenance Services, under this NIT.

The last date of submission of NIT is 05.05.2022 up to 2.00 pm. The Technical Bid will be opened on 06.05.2022 at 11.30 am.

A Committee of the following members is hereby constituted by the Competent Authority to decide minimum base rate for the Mess Services fee per bed per month as per the provisions of the terms and conditions of the NIT.

- |  |                    |
|--|--------------------|
| 1. Prof. Rajesh Kumar                      | - Chairman         |
| 2. Prof. Amit Goyal, Proctor               | - Member           |
| 3. Dr. S. Kandasamy, Chief Warden          | - Member           |
| 4. Dr. Hari Singh Parihar, Joint Registrar | - Member Secretary |
| 5. Sh. Shyam Singh, Assistant Registrar    | - Member           |

This issue with the approval of the Competent Authority.

Registrar  
Central University of Rajasthan

Encl. Detailed NIT.

Copy for information and necessary action to -

1. Office of the Hon'ble Vice-Chancellor
2. All Committee Members
3. Chief Warden Office
4. Joint Registrar-II Office.
5. Guard File.



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

N.H. 8, Bandarsindri, Tehsil - Kishangarh-305817, Distt. - Ajmer, Rajasthan

**4 MAY 2022**  
Date:

No. : CURAJ/R/F/24/2022/387

**OFFICE ORDER**

In pursuance of the Government of India Instructions, the process of APAR of regular Non-teaching employees (Group 'A', 'B', 'C') for FY 2021-22 (period from 01.04.2021 to 31.03.2022) is to be completed as per the following date schedule:

Sn.	Activity	Date by which to be completed
1.	Distribution of Blank APAR Forms through E-Mail	from the date of issue of the Office Order
2.	Submission of Self-appraisal to Concerned Reporting Officer	20.05.2022
3.	Submission of Report by Reporting Officer to Reviewing Officer	31.05.2022
4.	Appraisal by Accepting Authority, (Registrar for all Group B & C and VC for all Group A Officers)	30.06.2022
5.	Report to be Completed by Accepting Officer and to be sent to Administration (Establishment Section)	15.07.2022

2. Reporting Officer of an employee will be the Superior under whom the employee rendered his/her services during the reporting period and Reviewing Officer will be the Superior of the Reporting Officer. Accepting Authority of all Group B and C employees (except employees of VC Secretariat) will be the Registrar and for all Group A Officers the Vice Chancellor. The Reporting/Reviewing Authority can write/review the APAR of a University employee for at least an experience of three months of work/ conduct of an employee, reported upon.

3. In case an employee reported upon, is a member of Scheduled Castes/Scheduled Tribes, the Reviewing Officer should specifically indicate whether the attitude of Reporting Officer in assessing the performance of SC/ST employee, has been fair and just.

4. The Government e-Market (GeM) digital e-commerce facility (online portal) for procurement of common use/available goods and services by the Central Government Ministries/Departments, has been made mandatory under Rule 149 of the GFR-2017. To ensure the GeM portal is appropriately utilized, a reflection of work done through GeM by the employees reported upon, shall be made in APAR, for handling procurement of goods and services during the reporting period. Accordingly, in general the Reporting/Reviewing Officers, while recording the numerical grading and pen picture in APARs, wherever applicable, shall take into account the performance of the employee(s) assigned in procurement of goods & services through GeM in accordance with the extant instructions.

5. All are requested to strictly adhered to the time schedule for submission and process of APARs. All Reporting Officers are requested to receive filled-in APAR from Non-teaching staff working under their supervision and submit the same to the Reviewing Officer with comments.

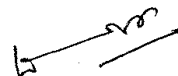
6. The APAR duly filled-in and signed by the concerned employee and Reporting/Reviewing Officer should be submitted in a closed envelop superscribed as "**CONFIDENTIAL : APAR FOR FY 2021-22**" on the top and NAME OF EMPLOYEE, REPORTING OFFICER & REVIEWING OFFICER with date of submission by each, should be clearly written on the envelope.

7. Whereas an employee reported upon has worked for a period of more than three months under the supervision of different Reporting Officers (if any), separate APAR should be submitted for that period of supervision (more than three months) to the concerned Reporting Officer/s.

8. In case of any doubts/queries about filling-up of APARs, the concerned Reporting/Reviewing Officer may please contact the Joint Registrar – I (Estt.) in this regard.

This issues with the approval of the Competent Authority.

Hindi Version will follow.



Registrar (I/c)

**Encl. :** (i) APAR Forms alongwith General Instructions (Employee to Download/Use the APAR relevant to the post)

**To:** All regular Non-teaching Employees

**Copy for information and necessary action:**

1. Office of Hon. Vice Chancellor
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian, Dean (Academics), Dean (Research), Proctor, Chief Warden, Director (IQAC), Dean of Students' Welfare, Dean (ARCI)
3. All Deans of the Schools of Studies
4. All Heads / Coordinators of Academic Departments
5. Hindi Officer, Rajbhasha Cell- to arrange to issue Hindi version of the Office Order
5. All Officers / Section Incharge
6. Concerned File




राजस्थान केन्द्रीय विश्वविद्यालय  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/FI36/2022/ 436

Date: 09.05.2022

**OFFICE ORDER**

It is to inform to all concerned that during the absence of Prof. Neeraj Gupta, the duties of the Chief Vigilance Officer will be looked after by Prof. Manish Dev Shrimali, Dean (Research) in addition to his present duties in the University, with immediate effect till Prof. Neeraj Gupta rejoins his office or till further orders, whichever is earlier.

  
Registrar (I/c)

***Copy to (through e-mail):***

1. Office of Hon. Vice Chancellor
2. Office of the Finance Officer / Controller of Examinations / Librarian
3. All Deans of the Schools of Studies
4. Office of the Proctor / Chief Warden / Dean of Students Welfare
5. Office of the Dean (Academics) / Dean (Research)/ Dean (ARCI)
6. Office of the Director (IQAC)
7. Prof. Neeraj Gupta, Department of Architecture
8. Prof. Manish Dev Shrimali, Department of Physics
9. All Heads/Coordinators of the Academic Departments
10. All Officers / Sections Incharge
11. Guard / Dispatch File

EMail only

राजस्थान केन्द्रीय विश्वविद्यालय



Central University of Rajasthan

No. : CURAJ/R/F.136/2022/475

Date: 11 MAY 2022

**OFFICE ORDER**

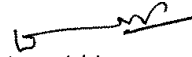
For optimal usage of furniture items, it is directed to inform that each faculty member except HoD/Deans and also the office bearers upto Joint Registrar level in any academic department/office in the University should have the following furniture items :-

<b>Furniture Items:</b>	<b>Qty. (per teacher/officer)</b>
• Sitting Chair:	One (01)
• Table:	One (01)
• Visitor Chair:	Two (02)
• Almira:	One (01)
• Book Rack:	One (01)

In case, any faculty member or officer who has furniture items more than the above prescribed quantity, additional furniture should be returned immediately to the office of Dean of the School concerned and officers should also return the additional furniture items to the Central Store, immediately. The Dean's office is also requested to return the additional furniture items to the Central Store, as early as possible,

After additional items returned to the Central Store, additional requirement will be worked out in the University based on the actual need of the furniture (if any).

This is issued for necessary compliance by the faculty members in all academic departments and officers as above, without further delay.

  
Registrar (I/c)

To,

1. All the Deans of Schools of Studies, CURaj
2. All the Head/Coordinators of Academic Departments, CURaj
3. All the Administrative Officers, CURaj

Copy to:

1. Office of Executive Engineer, CURaj
4. Assistant Registrar (Central Store), CURaj – to take stock of additional furniture items.
5. Guard / Dispatcher File



**राजस्थान केन्द्रीय विश्वविद्यालय**  
**Central University of Rajasthan**

एन.एच. 8 बांदरसिंदरी, तहसील किशनगढ़-305817, जिला अजमेर (राजस्थान)  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F. 137 /2022/534

Date : 13 MAY 2022

**OFFICE ORDER**

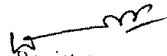
In pursuance of Department of Expenditure/Ministry of Finance OM No. 25(12)/E.Coord-2018 dated 03.04.2018, UGC letter F. 25-4/2007(CU) dated 24.09.2018 and subsequent resolution of the 36<sup>th</sup> FC (Agenda Item 36-4.2) and approval of 46<sup>th</sup> EC (Agenda Item 46.5.19), reimbursement for newspaper may be made at the rates mentioned below:

Sl No	Posts/Designation	Reimbursement to be made per month (in Rs.)
1	Vice Chancellor	As per actuals
2	Registrar, Finance Officer, Controller of Examination, Librarian	Rs. 850/-
3	Joint Registrar, Deputy Registrar, Internal Audit Officer, Deputy Librarian, Executive Engineer, Medical Officer, Assistant Registrar, Hindi Officer, PRO, System Analyst, Information Scientist, Assistant Librarian, Section Officer, Private Secretary, Assistant Engineer (Elect), Security Officer	Rs. 500/-
4*	Deans of the School of Studies, Dean Students (Welfare) Dean (Research), Dean (Academics), Dean (ARCI), Director (IQAC), Proctor, Heads of the Academic Departments, Chief Warden, Additional Chief Warden and Coordinator (Integrated Programmes)	Rs. 500/-
* By considering quasi administrative duties and responsibilities.		

2. The Newspaper reimbursement will be regulated as under:

- This will be admissible only to the regular employees of the University holding full time charge of above posts starting from the current month by adhering the guidelines mentioned in DoE/MoF OM No. 25(12)/E.Coord-2018 dated 03.04.2018 and/or as amended from time to time.
- The employee who is in receipt of Newspaper(s) at his/her office/residence, will not be entitled for this reimbursement.
- Initially, an application (Annex-I) is required to be submitted by the concerned eligible employee to Finance & Account Section to start the payment of Newspaper reimbursement with monthly salary and thereafter, a certificate (Annex-II) on half yearly basis to the effect that expenditure has been incurred on newspaper, will be provided by the employees in order to continue the reimbursement.

- (iv) In case of handing/taking of charge by the employees in the middle of the month, full reimbursement will be admissible.
- (v) The reimbursement will be admissible even during the leave, tour, training, etc. subject to the employee holds the regular charge. In case of temporary charge holds by an employee, reimbursement will not be admissible.
- (vi) An employee will only be eligible for single reimbursement, even in case of multiple charges.
- (vii) It will be the responsibility of the official concerned to intimate the Finance & Account Section to stop the reimbursement immediately after becoming ineligible for the same due to various reasons such as relinquishing of charge, etc.
- (viii) This order will be implemented w.e.f. 01.05.2022.

  
Registrar

**Distribution to:**

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. Finance Officer, CURaj- to pay the Newspaper reimbursement in the monthly salary of the respective employees after receipt of the applications.
3. All Deans of School of Studies.
4. Dean (Academics)/Dean (Research)/Dean (ARCI).
5. Director, IQAC.
6. All Heads/Coordinators of Academic Departments.
7. All Teaching/Non-Teaching employees of the University.
8. Estt Section/Concerned File.
9. Guard/Despatcher File.



राजस्थान केन्द्रीय विश्वविद्यालय  
**Central University of Rajasthan**  
Bandarsindri, N.H.-8, Kishangarh-305817, Distt. Ajmer (Raj.)

No. : CURAJ/R/F/137/2022/ 559

Date: 18 MAY 2022

**OFFICE ORDER**

It is to inform to all Heads of the Academic Departments and Deans of the Schools of Studies that their offices are expected to be functional, during Summer Vacations to be observed from 19.05.2022 to 15.06.2022 on all working days, while the administrative offices remain open.

In case of any exigency, a HoD/Dean is not in a position to be available in the University on specific days during the vacation, the concerned HoD/Dean shall inform the name of appropriate Head/Dean (Incharge) making alternative arrangements during the period of his/her non-availability in the office, specifying the dates properly, to the University administration.

Further, all the teachers who are involved in Recruitment, Admission Committee and IQAC which require work during vacation period, must inform the concern Chairperson of that Committee before leaving the Headquarters. All faculties before leaving for vacation, will complete their examination related work and inform their HoD before leaving the campus.

Apart from this, member (s) of any Committee and faculties may also be asked to be present in the University as and when required by the Competent Authority. The teachers before leaving the Headquarters during the summer vacation will inform the following to their respective Heads/ Incharge:

- a) Period of Leaving the Headquarters
- b) Date of travel
- c) Address and contact no. during their stay outside Headquarters

Earned Leave will be credited/ accrued to Heads of the Academic Departments, Deans of the School of Studies and other faculties who are required to work during the summer vacation, as per rules, on the basis of their attendance.

This issues with the approval of the Competent Authority.

Registrar (I/c)

To,

1. All Deans of the Schools of Studies
2. All Heads of Academic Departments
3. All Teaching Staff
4. Guard / Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

एन.एच. 8 बांदरसिंदरी, तहसील किशनगढ़-305817, जिला अजमेर (राजस्थान)  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F.137/2022/582

Date : 20 MAY 2022

**OFFICE ORDER**

In continuation of Office Order No CURAJ/R/F.136/2022/170 dated 13.04.2022, the following uniform will be followed by the employees of the Lab Attendant and Library Attendant in place of earlier order:-

Cadre	Uniform Colour/Code
Lab Attendant, Library Attendant	<b>Male-</b> Light grey shirt & black pants, dark grey sweater (in winters), black leather notches belt and black leather lace shoes, name plate (name & designation) <b>Female-</b> Light grey sarree/ kamceez & black salwar, dark grey sweater (in winters), black sandals/shoes, name plate (name & designation)

2. This issues with the approval of the competent authority.

Registrar (i/c)

Copy to:

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. Finance Officer, CURaj.
3. All Deans of School of Studies.
4. All Heads/Coordinators of Academic Departments.
5. All Teaching/Non-Teaching employees of the University.
6. Estt Section/Concerned File.
7. Guard/Despatcher File.

# राजस्थान केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF RAJASTHAN

N.H-8, Bandarsindri, Kishangarh, District – Ajmer (Rajasthan) India - 305817

No.: CURAJ/R/F.137/2022/781

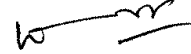
Date: 03.06.2022

### OFFICE ORDER

This is with reference to the Recruitment Process on various Teaching Positions going on at the University. In this regard, the following may please be noted:

1. The Faculty Members, who have applied for any position within a particular advertisement, cannot be a part of the Recruitment Process including the member of the Scrutiny Committee or Document Verification Committee. They should recuse themselves from the Recruitment Process.
2. As per directions of the competent authority, with reference to the UGC Public Notice No. F.1-1/2018(Journal/CARE) dated 16<sup>th</sup> September 2019, the Quality of Research Publications in the journals which are not listed in UGC CARE/Scopus/Web of Science/SCI may be verified by two experts from the respective departments. The departments, where two professors are not available, Chairman-Recruitment Process Committee will act as an expert for the purpose.
3. It is also to inform that the Committee Members, who are involved in the Scrutiny / Shortlisting of the Application Forms for a particular position, will be doing Document Verification at the time of Selection Committee Meetings / Interviews / Colloquium for that position.

This is issued as per the directions of the Competent Authority.



Registrar (i/c)

Copy to:

1. Office of the Vice Chancellor
2. All the Deans of the Schools
3. All the Heads of the Departments
4. All the Faculty Members
5. Joint Registrar-I (Recruitment Cell)
6. Recruitment Cell, CURaj
7. Guard/Dispatch File



## राजस्थान केन्द्रीय विश्वविद्यालय

Central University of Rajasthan

एन.एच. 8 बांदरसिंदरी, तहसील किशनगढ़-305817, जिला अजमेर (राजस्थान)

NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F.137/2022/816


Date : 6 JUN 2022

### OFFICE ORDER

In continuation of Office Order No CURAJ/R/F.136/2022/170 dated 13.04.2022 and CURAJ/R/F.137/2022/582 dated 20.05.2022, the following uniform will be followed by the employees of following cadres in place of earlier order:-

Cadre	Uniform Colour/Code
Security Inspector	Frosted Navy Blue Safari Suit, black formal leather lace shoes, Frosted Navy Blue sweater/ jacket (in winters) and name plate (name & designation)
Cook and Kitchen Attendant	<b>Male-</b> White shirt, black pants, black apron, white chef's cap, black formal leather lace shoes, name plate (name & designation) <b>Female-</b> White saree/salwar & kameez, black apron, white chef's cap, black sandals/shoes, name plate (name & designation)

2. This issues with the approval of the competent authority.

  
Registrar (i/c)

Copy to:

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. Finance Officer, CURaj.
3. All Deans of School of Studies.
4. All Heads/Coordinators of Academic Departments.
5. All Teaching/Non-Teaching employees of the University.
6. Estt Section/Concerned File.
7. Guard/Despatcher File.



**राजस्थान केन्द्रीय विश्वविद्यालय**  
**Central University of Rajasthan**  
 Bandarsindri, N.H.-8, Kishangarh-305817, Distt. Ajmer (Raj.)

No. : CURAJ/R/F.137/2022/966

Date: 15.06.2022


**OFFICE ORDER**

In supersession of Office Order No. CURAJ/R/F.111/2019/1286 dated 04.07.2019, it is to inform that Dr. Mahendra Shah, Assistant Professor, Department of Statistics, will work as Guest House Manager (I/c) in place of Dr. Narendra Kumar, Assistant Professor, Department of Education, in addition to his present duties in the University till further orders. He will look after the following works with immediate effect for smooth functioning of the University Guest House:

1. Guest House Allotment
2. Supervisory Functions of the Guest House
3. To ensure the regular maintenance of the Guest House through the Estate Section
4. To ensure the maintenance of Cash Register, Stock Register, Guest Register and necessary office records as per requirement.
5. Any other duties/work related to Guest House as assigned by the Competent Authority from time to time

In addition, during absence of Dr. Mahendra Shah for any reason, Dr. Gobind Singh, Assistant Professor Department of Education will look after the duties of the Guest House Manager (I/c).

This issues with the direction of the Competent Authority.

  
Registrar (I/c)

***Copy for information/necessary action:***

1. Office of Hon. Vice Chancellor
2. Office of the Registrar/ Finance Officer/CoE/Librarian
3. Office of Dean- Academics/ Research/ ARCI/ Director (IQAC)
4. Office of the Chief Warden/Proctor/DSW
5. All Deans of the Schools of Studies
6. All Heads/ Coordinators of Academic Departments
7. The Chairperson, House Allotment Committee
8. Dean, School of Mathematics, Statistics & Computational Sciences
9. Dean, School of Education & Head, Department of Education
10. Head, Deptt. of Statistics
11. All Officers / Sections Incharge
12. Executive Engineer, Estate Section
13. Dr. Narendra Kumar- with a request (i) to settle the Guest House accounts till the date of handing over the charge/issue of the order and (ii) hand over the charge of Guest House Manager to Dr. Narendra Kumar
14. Dr. Mahendra Shah, Assistant Professor, Department of Statistics - to take over the charge of Guest House Manager from Dr. Narendra Kumar
15. Dr. Gobind Singh, Assistant Professor Department of Education - to look after the duties of Guest House Manager (I/c) in absence of Dr. Mahendra Shah
16. Concerned File / Dispatch File.



**राजस्थान केन्द्रीय विश्वविद्यालय**  
**Central University of Rajasthan**  
 Bandarsindri, N.H.-8, Kishangarh-305817, Distt. Ajmer (Raj.)

No. : CURAJ/R/F.137/2022/1053

Through Email  
 Date: 20.06.2022

**NOTICE**

This has reference to the Circular No. CURAJ/R/F.137/2022/ 1041 dated 17.06.2022 regarding details of various activities scheduled for celebration of International Day of Yoga at Central University of Rajasthan on 21.06.2022.

In this regard, all Teaching and Non-Teaching Staff are hereby directed to mandatorily attend the following activities:

Name of the Activities	Venue, Date and Time	You-tube / Facebook Link
Mass Suryanamaskar followed by Common Yoga Protocol	In Front of Administrative Building on 21.06.2022 6:45AM to 8:00 AM	<a href="https://youtu.be/Bqv9YQ_zqWM">https://youtu.be/Bqv9YQ_zqWM</a> <a href="https://fb.me/c/2A8pncWoG">https://fb.me/c/2A8pncWoG</a>
Address by the Hon'ble Vice Chancellor and Chief Guest on International Day Yoga Celebration followed by Yoga Demonstration, Yoga Contemporary Dance, Yoga Pyramid and Yoga Kriya	University Auditorium on 21.06.2022 10:15 AM to 12:30 PM	<a href="https://youtu.be/okdefshspCw">https://youtu.be/okdefshspCw</a> <a href="https://fb.me/c/6FNOYXPvV">https://fb.me/c/6FNOYXPvV</a>
Exclusive Session for all the Teaching and Non-Teaching Staff on "Meditation for Stress Management"	University Auditorium on 21.06.2022 4:15 PM to 5:30 PM	<a href="https://youtu.be/9r3sM-c5pdw">https://youtu.be/9r3sM-c5pdw</a> <a href="https://fb.me/c/1Ln8Q8npR">https://fb.me/c/1Ln8Q8npR</a>
Students Interaction with the Chief Guest on the "Scientific Understanding of Yoga"	University Auditorium on 21.06.2022 5:45 PM to 7:30 PM	<a href="https://youtu.be/6zzXahUDxlg">https://youtu.be/6zzXahUDxlg</a> <a href="https://fb.me/c/1QQbl0f3g">https://fb.me/c/1QQbl0f3g</a>

Kindly adhere to the schedule of activities, strictly.

Looking forward for active participation of all staff for making this event a grand success.

This is issued as per directions of the Competent Authority.

Registrar (I/c)

**Copy to (through e-mail):**

1. Office of Hon. Vice Chancellor
2. Office of the Registrar/ Finance Officer/CoE/Librarian
3. Office of Dean- Academics/ Research/ ARCI/ Director (IQAC)
4. Office of the Chief Warden/Proctor/DSW
5. All Deans of the Schools of Studies
6. All Heads/ Coordinators of Academic Departments
7. All Officers / Sections Incharge
8. All Teaching Staff
9. All Non-Teaching Staff
10. Concerned File / Dispatch File.



No. CURAJ/R/F.138/2022/1060

Date: 20.06.2022

**NOTICE**

To facilitate to the students, coming after summer vacation, the facility of E-Rickshaw (RJ42-EP-0004) is being arranged by the University to pick-up the students from NH-8, Bandarsindri to CURaj Campus.


The E-Rickshaw (RJ42-EP-0004) facility will be available for the students from 23.06.2022 to 30.06.2022 including in the late night, as and when required. The facility of E-Rickshaw (RJ42-EP-0004) can be availed by the students to contact to the E-Rickshaw Driver as per detail given below:

S. No.	Name of Vehicle	Mob. No.
1.	E-Rickshaw (RJ42-EP-0004)	9462584572

In case any difficulty, the students may contact to the University Drivers on their mobile number, as per following details:

S. No.	Name of Driver	Mob. No.
1.	Mr. Navin Kumar Sharma	9530492007
2.	Mr. Hukma Ram Meghwal	9461442829
3.	Mr. Gourav Sukhwal	9214532404

This is issued as per directions of the Competent Authority.

  
Registrar (I/c)

**Copy for information:-**

1. Office of the Vice Chancellor
2. Office of the Registrar / Finance Officer/ CoE / Librarian
3. Dean (Academics) / Dean (Research) / DSW / Dean (ARCI) / Director (IQAC)
4. Office of the Proctor / Chief Warden
5. All Deans of the School of Studies
6. All the Heads / Coordinators of the Academic Department
7. All Officers / Section In-charge
8. All Teaching and Non-Teaching Staff
9. All Drivers of the University – For compliance please.
10. All students of the University
11. Guard File



No.: CURAJ/R/F.138/2022/ 1190

Date: 01.07.2022

**OFFICE ORDER**

With reference to letter received no. NIC/RSU/SIO/10024 "Selection of Beneficiary for Interaction with Hon'ble Prime Minister under Digital India Week, it is hereby informed that Mr. Mohit Jamer, Senior Technical Assistant (ICT CELL), Central University of Rajasthan (Mobile no. 9214563969, Email id: mohitjamer@curaj.ac.in) has been nominated for participation in Digital week 2022 to be held from 3<sup>rd</sup> July to 6<sup>th</sup> July 2022 at Mahatma Mandir, Gandhinagar, Gujarat.

This issues with the approval of Competent Authority.

Registrar (I/c)

**Copy to:-**

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar/ Finance Officer
3. Office of the Proctor/ Chief Warden/ DSW
4. Mr. Mahendra Kr. Bamidya Network Administrator NIC, Jaipur (net2-fms-rj@nic.in)
5. Mr. Mohit Jamer, Senior Technical Assistant, ICT CELL
6. All officers/ Section Incharge
7. Guard/ Dispatch File



No.: CURAJ/R/F.138/2022/1466

Date: 21.07.2022

// **OFFICE ORDER** //

The 7<sup>th</sup> Convocation Ceremony of the Central university of Rajasthan is scheduled to be held on 16<sup>th</sup> August, 2022 at 03:00 PM in University campus. In this regards, all teaching and non-teaching employees are hereby informed that:

In view of various responsibilities/works related to the Convocation, University will observe 13<sup>th</sup> to 14<sup>th</sup> August, 2022 (Saturday to Sunday) as working days for all teaching and non-teaching staff.

Any employee availing sanctioned leave with prefix to 13<sup>th</sup> to 14<sup>th</sup> August, 2022 (Saturday to Sunday) shall apply for leave applicable for the above dated 13<sup>th</sup> to 14<sup>th</sup> August, 2022 (Saturday to Sunday) declared as working days.

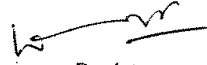
In case of any exigency, a person is not in position to attend the duties; he/she shall inform the concerned Reporting Officer/Convener of the respective Committee(s) and to apply for applicable leave.

There will be no classes on 16<sup>th</sup> August, 2022 (Tuesday) on the occasion of Convocation Ceremony.

17<sup>th</sup> August, 2022 (Wednesday) will be observed as holiday in the University.

The concerned faculty members may arrange special classes in consultation with the students during these day, if they so desire.

This issues with the direction of the Competent Authority.

  
Registrar

To,

1. Office of Hon'ble Chancellor
2. Office of the Finance Officer/Controller of Examinations/Librarian
3. Office of Dean (Academic)/ Dean (Research)
4. Office of the Proctor/ Chief warden/Dean of Students Welfare
5. All Deans of the Schools of Studies
6. All Heads of Academic Departments/Coordinators
7. All Officers & Section in-charge
8. All Teaching & Non-teaching Staff
9. Guard/Dispatch File

with request to  
inform students  
accordingly.



## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)

**Central University of Rajasthan**

NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

EMAS

No. : CURAJ/R/F.136/2022/ 1594

Date: 29.07.2022

### OFFICE ORDER

This has reference to various requests received for requirements of additional staff for deputing in the Offices/Departments/Schools of the University, looking to the pending works.

In continuation of Notice No. CURAJ/R/F.136/ 2022/ 389 dated 04.05.2022 and to complete the pending works, it is hereby informed that services of non-teaching manpower engaged on outsourced/contractual/temporary basis is to be utilized on every Saturday, with One day weekly off.

The list of concerned manpower and their Reporting Officer for Saturday work is enclosed herewith, for ready reference and further needful. For other week days, the existing assigned duties and their Reporting Officer will continue.

The outsourced manpower will work under the supervision/control of the concerned Reporting Officer in the respective office/department/School, as the case may be on every Saturday. In case of exigencies and they are unable to attend the University office on Saturday, they will have to apply for leave to be sanctioned by the concerned Reporting Officer. The Reporting Officers are requested to utilize the services of manpower, accordingly and will submit the attendance for working on Saturday to the Establishment Section, on monthly basis, positively.

This is issued with the direction of the Competent Authority.

Registrar (I/c)

To: All Concerned (*as per list*)

Copy to: Joint Registrar-I (Estt), CURaj



राजस्थान केन्द्रीय विश्वविद्यालय  
**Central University of Rajasthan**  
Bandarsindri, N.H.-8, Kishangarh-305817, Distt. Ajmer (Raj.)

No. : CURAJ/R/F/39/2022/1597

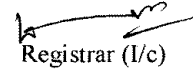
Date: 29 JUL 2022

**OFFICE ORDER**

It is to inform to all concerned that Dr. Laxmi Kant Sharma, Associate Professor, Department of Environmental Science, is hereby appointed as Proctor of the Central University of Rajasthan, with immediate effect for a period of three years or till further orders, whichever is earlier.

The Proctor shall perform such functions/ duties as per the provisions of the University Act, Statutes and Ordinances and as assigned by the Vice Chancellor from time to time, in addition to his present duties in the University.

This issues with the directions of the Competent Authority.

  
Registrar (I/c)

**Copy to:**

1. Office of Hon. Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean (Academics), Dean (Research), Dean (ARCI), Dean Students' Welfare, Director (IQAC)
4. All Deans of the Schools of Studies
5. Office of the Proctor, Chief Warden
6. Prof. Amit Kumar Goyal, Department of Pharmacy
7. Dr. Laxmi Kant Sharma, Department of Environmental Science
8. All HoDs / Coordinators of the Academic Departments
9. All Officers / All Section Incharge
10. Web Admin – *with request to update the University website*
11. Estt. Section / Concerned File
12. Guard / Dispatch file



No. : CURAJ/R/F.139/2022/1742

**Date:** 10.08.2022

## सूचना / NOTICE

विश्वविद्यालय के समस्त अधिकारियों, शैक्षणिक एवं गैर शैक्षणिक सदस्यों एवं विद्यार्थियों को सूचित किया जाता है कि **"76वाँ स्वतंत्रता दिवस"** समारोह दिनांक 15 अगस्त, 2022 को प्रातः 09.00 बजे से विश्वविद्यालय के ध्वजारोहण स्थल, प्रशासनिक भवन पर आयोजित किया जायेगा।

समारोह के आयोजन के लिए विभिन्न समिति सदस्य नामित किये गये हैं जिनकी सूची एवं ध्वजारोहण कार्यक्रम इस प्रपत्र के साथ संलग्न है।

सभी की उपस्थिति दिनांक 15 अगस्त, 2022 को स्वतन्त्रता दिवस के राष्ट्रीय पर्व पर प्रातः 8.30 बजे विश्वविद्यालय के ध्वजारोहण स्थल, प्रशासनिक भवन पर सादर प्रार्थित है।

15

It is to inform all the Officers, Faculty, Non-Teaching staff and Students that the celebration of **"76<sup>th</sup> Independence Day"** on 15<sup>th</sup> August, 2022 will commence from 09.00 a.m. at flag hosting site, Administrative Building of the University.

Detailed programme and the duties assigned to different teams/persons for successfully organizing the event is attached.

All are requested to be present on 15<sup>th</sup> August, 2022 on the National Festival of Independence Day, on the Flag hosting site, Administrative Building of the University by 08.30 a.m.

क. व. १०  
क. व. २  
कलसचिव / Registrar

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु / Copy for information and necessary action:-

1. माननीय कुलपति सचिवालय / Hon'ble Vice Chancellor Secretariat
2. समस्त अधिकारी / All Officers
3. समस्त डीन / All Deans
4. समस्त विभागाध्यक्ष / समन्वयक / All HoD / Coordinators
5. समस्त शैक्षणिक / गैर शैक्षणिक सदस्य (ई-मेल द्वारा) / All Teaching / Non-Teaching Staff (by e-mail)
6. प्राचार्य — केन्द्रीय विद्यालय / Principal Kendriya Vidyalaya
7. निजी सहायक कुलसचिव / वित्त अधिकारी / P.A. to Registrar / F.O.
8. सुरक्षा अधिकारी / Security Officer
9. समस्त विद्यार्थी / All Students
10. सूचना पट्ट—छात्रावास / विभागीय / Notice Board-Depts. / Hostels
11. संबंधित पत्रावली / Concerned File



No. : CURAJ/R/F.138/2022/1763

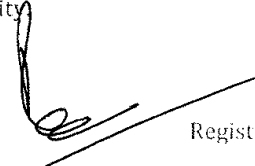
Date: 11.08.2022

**OFFICE ORDER**

In continuation to this office order CURAJ/R/F.138/2022/1388 dated 16.07.2022, the ICT staff shall attend the assigned works as per above office order in the supervision of respective Reporting/Controlling Officer.

With immediate effect, the ICT Cell be looked after by the Registrar towards its smooth functioning and discharge of duties.

This issues with the approval of the Competent Authority

  
Registrar

To,

1. ICT Staff (Above S. No. 1 to 6)
2. Reporting /Controlling Officers (as above)

Copy to:

1. Office of the Hon'ble Vice Chancellor – For information to the Hon'ble VC
2. Joint Registrar – I/Establishment Section
3. Joint Registrar-II/Assistant Registrar-I – ICT Cell
4. Faculty Incharge - ICT Cell
5. Assistant Registrar – IV (Security)
6. Executive Engineer/Estate Section



क्र.सं. CURAJ/R/F 139 /2022/1768

दिनांक: 12/08/2022

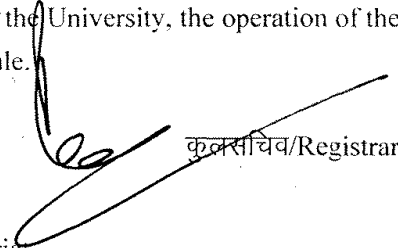
**सूचना/NOTICE**

सभी सम्बंधितों को एतद्वारा सूचित किया जाता है कि “76वाँ स्वतंत्रता दिवस” समारोह के अवसर पर दिनांक 15 अगस्त 2022 (सोमवार) को विश्वविद्यालय वाहन टाटा बस (वाहन सं. आर.जे.-01-पीए-2063) किशनगढ़ से प्रातः 07:40 बजे विश्वविद्यालय परिसर के लिए रवाना होगी तथा विश्वविद्यालय परिसर से किशनगढ़ हेतु अपने निर्धारित समयानुसार (06:15 सायं) रवाना होगी।

उपरोक्त के अतिरिक्त यह भी सूचित किया जाता है कि दिनांक 13.08.2022 (शनिवार) एवं 14.08.2022 (रविवार) को विश्वविद्यालय में कार्य दिवस होने के कारण विश्वविद्यालय बस का संचालन पूर्व निर्धारित समयानुसार किया जायेगा।

All concerned are hereby informed that on the occasion of “76<sup>th</sup> Independence Day” celebration on 15<sup>th</sup> August 2022 (Monday), the University’s Tata Bus (Vehicle No. RJ-01-PA-2063) will depart from the Kishangarh to the University Campus at 07:40 AM and will depart from the University Campus to the Kishangarh at its scheduled time (06:15 PM).

In addition to the above, it is also informed that due to working days on 13.08.2022 (Saturday) and 14.08.2022 (Sunday) in the University, the operation of the University bus will remain as per its routine schedule.


 कुलसचिव/Registrar
**प्रतिलिपि सूचनार्थ / Copy for information:-**

1. कुलपति सचिवालय/Vice Chancellor’s Secretariat
2. कार्यालय-कुलसचिव/वित्ताधिकारी/परीक्षा नियंत्रक/Office of the Registrar/FO/CoE
3. समस्त अध्ययन केन्द्रों के अधिष्ठाता/All Deans of School of Studies
4. समस्त विभागाध्यक्ष/समन्वयक/All HoDs/Coordinators
5. समस्त अधिकारी एवं अनुभाग प्रभारी/All Officers & Section Incharge
6. समस्त शैक्षणिक एवं गैर-शैक्षणिक स्टाफ/All Teaching & Non-Teaching Staff
7. बस वाहन चालक / Bus Driver
8. समस्त विधार्थी/All Students
9. संबंधित पत्रावली/Concerned File

राष्ट्रीय राजमार्ग-8, बांदरसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत

N.H-8, Bandarsindri, Kishangarh-305817, District -Ajmer (Raj.) INDIA

दूरभाष (का.) / Phone (O): +91-1463-238755, फैक्स / Fax: +91-1463-238722, वेबसाइट / Website: www.curaj.ac.in, ई-मेल / Email: info@curaj.ac.in



सं.: रा.के.वि./कुलसचिव/ए.ए. 139/2022/1821

दिनांक: 18-08-2022

### कार्यालय आदेश

**विषय :** माननीय संसदीय राजभाषा समिति के निरीक्षण संबंधी शिक्षा मंत्रालय के पत्र के अनुपालन में विश्वविद्यालय में राजभाषा कार्यान्वयन हेतु।

संयुक्त सचिव, उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के पत्र संख्या 13035/1(2)/2021-रा.भा.ए. दिनांक 10 जून 2022 में माननीय राजभाषा संसदीय समिति द्वारा मंत्रालय के विभिन्न संस्थानों में राजभाषा विभाग, गृह मंत्रालय के वार्षिक कार्यक्रम में निर्धारित लक्ष्यों को प्राप्त न किये जाने पर अप्रसन्नता व्यक्त किये जाने का उल्लेख किया गया है तथा सभी संस्थानों में वार्षिक कार्यक्रमों में निर्धारित लक्ष्यों को प्राप्त करने के निर्देश दिये गये हैं। अतः विश्वविद्यालय के सभी सदस्यों द्वारा राजभाषा के निम्नलिखित बिंदुओं पर कार्यवाई अपेक्षित है:

1. राजभाषा अधिनियम की धारा 3(3) में उल्लिखित दस्तावेजों को हिंदी एवं अंग्रेजी दोनों भाषाओं में जारी किया जाना अनिवार्य है। (इसमें सामान्य आदेश, संकल्प, नियम, अधिसूचना, प्रशासनिक व अन्य रिपोर्ट, प्रेस विज्ञप्तियां, संविदा, करार, अनुज्ञप्तियाँ, अनुज्ञा पत्र, निविदा सूचनाएँ, निविदा प्रपत्र, संसद के किसी सदन या दोनों सदनों के समक्ष रखी जाने वाली प्रशासनिक तथा अन्य रिपोर्टें व सरकारी कागजात शामिल हैं।)
2. राजभाषा के 'क' तथा 'ख' क्षेत्रों के कार्यालयों एवं व्यक्तियों से शत प्रतिशत मूल पत्राचार हिंदी में किये जायें और 'ग' क्षेत्र के कार्यालयों एवं व्यक्तियों से न्यूनतम 65 % मूल पत्राचार हिंदी में किये जायें।
3. विश्वविद्यालय के विभिन्न विभागों एवं अनुभागों द्वारा फाइलों में न्यूनतम 75% टिप्पणी केवल हिंदी में की जायें।
4. कार्यालय में प्रयुक्त सभी फाइलों, पंजिकाओं (रजिस्ट्रों) के शीर्षक द्विभाषी (हिंदी एवं अंग्रेजी में) होना अनिवार्य है, जिनमें ऊपर हिंदी में तथा उसके नीचे अंग्रेजी में शीर्षक अंकित किये जायें।
5. मानक और संदर्भ पुस्तकों को छोड़कर पुस्तकालय के कुल अनुदान में से हिंदी पुस्तकों की खरीद पर 50% राशि व्यय किये जाने का प्रावधान है। (इनमें हिंदी ई-पुस्तक, सीडी, डीवीडी, तथा अन्य भाषाओं से हिंदी में अनुवाद पर व्यय भी शामिल है)
6. हिंदी आशुलिपि का ज्ञान नहीं रखने वाले विश्वविद्यालय के सभी आशुलिपिक हिंदी आशुलिपि का प्रशिक्षण प्राप्त करें।
7. राजभाषा विभाग, गृह मंत्रालय, भारत सरकार के संलग्न वार्षिक कार्यक्रम - 2022-23 में निर्धारित सभी लक्ष्यों की प्राप्ति के प्रयास किये जायें।

यह परिपत्र सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

(कर्मल ब. वेंकट)  
कुलसचिव

प्रतिलिपि:

- |   |                                |
|---|--------------------------------|
| 1. कुलपति सचिवालय                       | 6. सभी विभागों के विभागाध्यक्ष |
| 2. अधिष्ठाता (अकादमिक/अनुसंधान/एआरसीआई) | 7. सभी प्रशासनिक अधिकारी       |
| 3. मुख्य छात्रावास अधीक्षक/कुलानुशासक   | 8. सभी अशैक्षणिक कर्मचारी      |
| 4. सभी स्कूलों के अधिष्ठाता             | 9. सभी अधिकारी एवं कर्मचारी    |
| 5. पुस्तकालयाध्यक्ष                     | 10. गार्ड/प्रेषण फाइल          |



राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F.139/2022/187/

Date: 23.08.2022

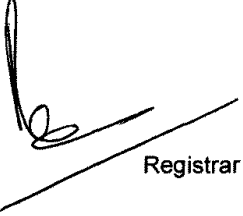
**OFFICE ORDER**

It is directed to inform to involve the Department of Culture & Media Studies in photography of various events held in the Central University of Rajasthan.

Accordingly, the Department of Culture & Media Studies is entrusted with responsibility of the photography of any activities / events for purpose of maintaining records and to provide the photographs and videos as required from time to time in the University.

All the concerned Schools / Departments / Offices will directly inform the Department of Culture & Media Studies of their requirement in advance.

This issues with the approval of the Competent Authority.



Registrar

To,

1. Head, Department of Culture & Media Studies, CURaj

Copy to:

1. Office of Hon'ble Vice Chancellor – for information of HVC pl.
2. Dean, School of Social Sciences, CURaj
3. All Faculty Members, CURaj
4. All Officers/Section Incharge, CURaj
5. Public Relation Officer, CURaj
6. Order Guard / Dispatch File

**OFFICE ORDER**

As referred office order no. CURAJ/FO/F.1/64 dated 25.06.2013, to enable minimum handling and faster disposition of files, following procedure will be adopted with immediate effect on files with financial implication:-

## 1. Files originated from Estate Section:

- The file will be marked directly to Finance Officer for financial concurrence.
- Finance Officer will provide financial concurrence as per financial norms/office order referred and forward the same to Registrar with remarks of "Subject to final approval".
- Registrar, after thorough scrutiny will recommend/send the file for approval of the Vice Chancellor.

## 2. Files originated from Departments:

- The files from departments will be marked to Finance Officer with complete self-explanatory noting details.
- Finance Officer will scrutinize the file for its completeness and expected financial expenditure with justification, and shall mark the file for approval of Vice Chancellor.

This is issued with the approval of the Competent Authority.

(Col. B. Venkat)  
Registrar

## Copy to:

1. Office of the Hon'ble Vice-Chancellor
2. Finance Officer, Controller of Examinations, Librarian
3. Deans of All Schools of Studies
4. Dean (Academic)/Dean (Research)/Dean Students Welfare/Dean (ARCI)
5. Proctor/Chief Warden, Librarian
6. Head/Coordinators - Academic Departments
7. All Teaching and Non-Teaching staff members
8. All Officers / Section In charge
9. Dispatch/Guard file

**CIRCULAR**

This is for information to all that Mahatma Gandhi Jayanti will be celebrated in the University on 02.10.2022 (Sunday) from 10:30 AM onwards.

All teaching and non-teaching staff will attend the same and be seated in the Conference Room, Second Floor, 4A5 Academic Building in the University Campus accordingly.

Distribution of responsibility for the said programme is as follows:

**ICT** – Audio / visual arrangements & live streaming of the event in Mega Mess and Central Auditorium.

**Public Relation Officer** – Live streaming of programme on Youtube/Twitter and Electronic/Press Media Report.

**Estate Office** – Additional plastic chairs if required and drinking water.

**JR-II** – Banner and standees for the event.

This is issued with the approval of the competent authority.

Registrar

**Copy to:**

1. Office of the Hon'ble Vice-Chancellor
2. Finance Officer, Controller of Examinations, Librarian
3. Deans of All Schools of Studies
4. Dean (Academic)/Dean (Research)/Dean Students Welfare/Dean (ARCI)
5. Proctor/Chief Warden, Librarian
6. Head/Coordinators - Academic Departments
7. All Officers / Section In charge
8. All teaching and non-teaching staff members
9. Dispatch/Guard file

राजस्थान केन्द्रीय विश्वविद्यालय



Central University of Rajasthan

No. CURAJ/R/F.140/2022/2406

30 SEP 2022  
Date: 29.09.2022

**CIRCULAR**

This is for information to all that inauguration Function of Dr. Ambedkar Centre of Excellence (DACE) will be held in the University on 01.10.2022 (Saturday) from 11:00 AM onwards. Shri K.C. Verma, IAS (Retd.) has consented to be the Chief Guest for the event.

All teaching and non-teaching staff will attend the same and be seated in the Conference Room, Second Floor, 4A5 Academic Building in the University Campus accordingly.

Distribution of responsibility for the said programme is as follows:

**ICT** – Audio / visual arrangements & live streaming of the event in Mega Mess and Central Auditorium.

**Public Relation Officer** – Live streaming of programme on Youtube/Twitter, and Electronic/Press Media Report.

**Estate Office** – Additional plastic chairs if required and drinking water.

**JR-II** – Banner and standees for the event.

**Dept. of CMS** – Photography of the event.

Please find enclosed the schedule of the event.

This is issued with the approval of the competent authority.

Registrar

Copy to:

1. Office of the Hon'ble Vice-Chancellor
2. Finance Officer, Controller of Examinations, Librarian
3. Deans of All Schools of Studies
4. Dean (Academic)/Dean (Research)/Dean Students Welfare/Dean (ARCI)
5. Proctor/Chief Warden, Librarian
6. Head/Coordinators - Academic Departments
7. All Officers / Section In charge
8. All teaching and non-teaching staff members
9. Dispatch/Guard file

राजस्थान केन्द्रीय विश्वविद्यालय, जयपुर-302002  
No. CURAJ/R/F.140/2022/2406  
Date: 29.09.2022  
Registrar/Website: www.cura.ac.in ई-मेल: info@cura.ac.in

**OFFICE ORDER**

It is hereby informed that 01.10.2022 (Saturday) will be observed as working day for teaching and non-teaching staff in Central University of Rajasthan, in view of inauguration of Dr. Ambedkar Centre of Excellence (DACE).

Further, 02.10.2022 (Sunday) - being the Mahatma Gandhi Jayanti, the same will be celebrated in the University and all will attend this event.

Venue: Conference Room, Second Floor, 4A-5 Academic Building

Time: 10.30 A.M. onwards

2) Following days will be observed as holidays to compensate earlier working carried out in view of 7<sup>th</sup> Convocation and for the above days (For Non-Teaching Staff only) :-

(A) 25.10.2022 - 26.10.2022, in lieu of working on 13.08.2022 - 14.08.2022

(B) 27.10.2022 - 28.10.2022, in lieu of working on 01.10.2022 - 02.10.2022

3) Following day will be observed as holiday to compensate earlier working carried out in view of 7<sup>th</sup> Convocation and for the above days (For Teaching Staff only) :-

(A) 28.10.2022, in lieu of working on 13.08.2022. For the balance intimation will be communicated subsequently.

4) All the Administrative offices, Departments, Hostels, Mess facility, Health Centre, Electricity & Water supply and Internet (ICT) services will function with minimum regular staff during 25.10.2022 to 28.10.2022 who may be compensated by the respective Reporting Officer, accordingly. Format for nomination of staff for duty, is enclosed herewith and the same to be sent by return mail to Establishment Section (Email: establishment@curaj.ac.in)

5) Any staff who has already availed compensatory off (if any) in lieu of working declared previously, should not be allowed compensatory off.

This supersedes Office Order No. 2323 dated 27.09.2022.

This is issued with the approval of the Competent Authority.

  
Registrar

**Encl. :** Format for Nomination of Staff (MS Excel Sheet), as above

To,

1. All Teaching & Non-teaching Staff (including Outsourced/Contract/Temporary staff)
2. Coordinator, Dr. Ambedkar Centre of Excellence (DACE)

**Copy to** (with a request to nominate staff on duty on each day from 25<sup>th</sup> to 28<sup>th</sup> Oct' 2022 in individual office/Deptt./hostel/mess/centre etc. in Ms Excel format (encl.) by return e-mail):-

1. Office of Vice Chancellor - for information please
2. All Deans of Schools of Studies
3. Office of Chief Warden / Proctor / Dean of Students Welfare
4. Dean (Academics) / Dean (Research) / Dean (ARCI)
5. All Heads of Academic Departments / Coordinators
6. All Officers / Section Incharge
7. Establishment Section
8. Estate Section / Health Centre
9. Guard / Dispatch File



क्र.सं. CURAJ/R/FI.48/2022/2421

दिनांक: 30 SEP 2022

**सूचना/NOTICE**

सभी संबंधितों को एतद्वारा सूचित किया जाता है कि विश्वविद्यालय में 01.10.2022 (शनिवार) और 02.10.2022 (रविवार) को कार्य दिवस होने के कारण विश्वविद्यालय की टाटा बस (RJ-01-PA-2063) का संचालन पूर्व निर्धारित समयानुसार किया जायेगा (किशनगढ़ से विश्वविद्यालय परिसर के लिए सुबह 08.35 बजे प्रस्थान करेगी और विश्वविद्यालय परिसर से शाम 06.15 बजे किशनगढ़ के लिए प्रस्थान करेगी)।

All concerned are hereby informed that due to working days on 01.10.2022 (Saturday) and 02.10.2022 (Sunday) in the University, the operation of the University Tata Bus (RJ-01-PA-2063) will remain as per its routine schedule (will depart from the Kishangarh to University Campus at 08.35 AM and depart from the University Campus to the Kishangarh at 06.15 PM).

कुलसचिव/Registrar

**प्रतिलिपि सूचनार्थ /Copy for information:-**

1. कुलपति सचिवालय/Vice Chancellor's Secretariat
2. कार्यालय-कुलसचिव/वित्ताधिकारी/परीक्षा नियंत्रक/Office of the Registrar/FO/CoE
3. समस्त अध्ययन केन्द्रों के अधिष्ठाता/All Deans of School of Studies
4. समस्त विभागाध्यक्ष/समन्वयक/All HoDs/Coordinators
5. समस्त अधिकारी एवं अनुभाग प्रभारी/All Officers & Section Incharge
6. समस्त शैक्षणिक एवं गैर-शैक्षणिक स्टाफ/All Teaching & Non-Teaching Staff
7. बस वाहन चालक / Bus Driver
8. समस्त विद्यार्थी/All Students
9. संबंधित पत्रावली/Concerned File



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan  
एन.एच. 8, बांदरसिंदरी, तहसील किशनगढ़-305817, जिला अजमेर (राजस्थान)  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F. 141/2022/2706

Date : 18 OCT 2022

**OFFICE ORDER**

The following faculty members are assigned the responsibility of maintaining of the record of faculty members who are invited lecture/talk outside the University with full details from NAAC point of view:

1. Prof. Neeraj Gupta, Professor, Department of Architecture
2. Dr. Sanjay Arora, Associate Professor, Department of English
2. This issues with the approval of the competent authority.

Registrar

**Copy to:**

1. Office of the Hon'ble Vice Chancellor.
2. All Deans of Schools of Studies.
3. All Head of Academics Departments.
4. All Teaching Staff of the CURAJ are requested to provide full details of invited lecture/talk, etc. immediately after delivering the same in outside institutes to above members for record management.
5. Estt Section/Concerned File.
6. Guard/Despatcher File.



No. CURAJ/R/F.142/2022-23/3015

Date: 15.11.2022

**CIRCULAR**

This is for information to all that Janajatiya Gaurav Diwas on the occasion of the birth Anniversary of Bhagwan Birsa Munda will be celebrated in the University on 15.11.2022 (Tuesday) from 03:30 p.m. onwards. The function will be presided over by the Hon'ble Vice-Chancellor.

On this occasion, a talk on "The Legacy of Bhagwan Birsa Munda" will be delivered by Dr. Manna Lal Rawat, Joint Transport Commissioner, Rajasthan.

All students, teaching and non-teaching staff not on essential duties will attend the same and be seated in the Conference Room, Second Floor, 4A5 Academic Building on the University Campus accordingly.

The classes will be suspended during 3:30-5:00 PM.

In view of the above, responsibility for the said programme is as follows:

1. ICT - Audio / visual arrangements & live streaming of the event.
2. Public Relation Officer - Live streaming of programme on Youtube/Twitter and Electronic/Press Media Report.
3. Estate Office - Additional plastic chairs if required and drinking water.
4. JR-II - Banner and standees for the event.
5. Refreshments - Mr. Giriraj Sharma, Dept. of Mathematics.

This is issued with the approval of the competent authority.

Registrar

Copy to:

1. Office of the Hon'ble Vice-Chancellor
2. Finance Officer, Controller of Examinations, Librarian
3. Deans of All Schools of Studies
4. Dean (Academic)/Dean (Research)/Dean Students Welfare/Dean (ARCI)
5. Proctor/Chief Warden
6. Head/Coordinators - Academic Departments
7. All Teaching and Non-Teaching staff members
8. All Officers / Section In charge
9. All students of this University
10. Dispatch/Guard file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

एन.ए.व. 8 बांदरसिंदरी, तहसील किशंगढ़-305817, जिला अजमेर (राजस्थान)  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F. 142/2022/ 3113

Date :

21 NOV 2022

**OFFICE ORDER**

In order to expedite the processing of Medical Reimbursement Claims (MRCs) of the University employees and cashless medical claims of empanelled hospitals will be processed as follows, with immediate effect:

Sl	Functionaries	Action
1.	Claimant	Shall submit all the MRCs with the relevant documents <u>alongwith copy of Medical Card issued by the University (to ascertain dependency)</u> directly to Medical Officer/Health Centre.
2.	Medical Officer/Health Centre	Shall maintain the register of MRCs. Shall examine the claims as per the applicable CS (MA) & CGHS rates/rules and recommend the reimbursable amount and send the same to F&A Section.
3.	F&A Section	Shall scrutinize the claims under applicable rules and submit the claims for approval of the controlling authority. Maintain claims register and records as per University Ordinance 29 and CS (MA) Rules 1944.
4.	FO/PAO	After receiving the approval of the controlling authority, the PAO/FO will release the payment to the concerned claimant.

2. All above functionaries shall process the MRCs of the University employees so as the claimant may receive his/her reimbursement preferably within 01 month of submission of the claim(s).

3. This is issued in supersession of all earlier orders on the subject, with the approval of the Competent Authority.

Registrar

**Distribution to:**

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. Finance Officer
3. Pay & Account Officer (PAO)
4. Drawing and Disbursing Officer (DDO)
5. Internal Audit Officer (IAO)
6. Medical Officer/Health Centre
7. All Teaching Staff – for information
8. All Non-Teaching Staff- for information.
9. Estt Section/Concerned File
10. Guard/Despatcher File



No. CURAJ/R/F.143/2022/3692

Date: 21.12.2022

**Office Order**

As per the direction and approval from the competent authority, it is to inform that the National Mathematics Day is to be celebrated on 22.12.2022 annually to commemorate the birth anniversary of the famous mathematician Shri Srinivasa Ramanujan by the department of Mathematics, Central University of Rajasthan at department level.

Following responsibilities are entrusted:-

**ICT** – Audio / visual arrangements.

**Public Relation Officer** –Coverage on University Social Media handles.

**JR-II** – Banner and standees for the event (As per requirement).

**Department of CMS** – Photography of the event.

This is issued with the approval of the competent authority.

Registrar

**To:**

1. Dean, School of Mathematics, Statistics and Computational Sciences
2. HoD, Mathematics

**Copy to:**

1. Office of the Hon'ble Vice-Chancellor
2. Finance Officer, Controller of Examinations, Librarian
3. Dean (Academic)/Dean (Research)/Dean Students Welfare/Dean (ARCI)
4. Proctor/Chief Warden, Librarian
5. ICT
6. JR-II
7. PRO
8. Dispatch/Guard file



No. CURAJ/R/F.143/2022/3693

Date: 21.12.2022

**Office Order**

As per the direction and approval from the competent authority, it is to inform that the Kisan Diwas or Farmer's Day in India or National Farmer's Day is to be celebrated on 23.12.2022 annually to commemorate the birth anniversary of the former Prime Minister Shri Chaudhary Charan Singh by the department of Environmental Science, Central University of Rajasthan at department level.

Following responsibilities are entrusted:-

**ICT** – Audio / visual arrangements.

**Public Relation Officer** –Coverage on University Social Media handles.

**JR-II** – Banner and standees for the event (As per requirement).

**Department of CMS** – Photography of the event.

This is issued with the approval of the competent authority.

Registrar

**To:**

1. Dean, School of Earth Sciences
2. HoD, Environmental Science

**Copy to:**

1. Office of the Hon'ble Vice-Chancellor
2. Finance Officer, Controller of Examinations, Librarian
3. Dean (Academic)/Dean (Research)/Dean Students Welfare/Dean (ARCI)
4. Proctor/Chief Warden, Librarian
5. ICT
6. JR-II
7. PRO
8. Dispatch/Guard file



राजस्थान केन्द्रीय विश्वविद्यालय  
Central University of Rajasthan

एन.एच. 8 बांदरसिंदरी, तहसील किशनगढ़-305817, जिला अजमेर (राजस्थान)  
NH-8, Bandarsindri, Teh- Kishangarh-305817, Ajmer (Raj.)

No.: CURAJ/R/F.143 /2022/ 3824

Date : 30/12/2022

**OFFICE ORDER**

Sh. Santosh Kumar Srivastava, Joint Registrar is hereby assigned the duties of Finance Officer (Officiating) of the University for all administrative purposes until further orders.

2. This issues with the approval of the competent authority.



Registrar

Copy to:

1. Office of the Hon'ble Vice Chancellor for kind information, please
2. Office of the Registrar/Finance Officer/CoE/Librarian
3. Office of the Dean (Academics)/Dean (Research)/Dean (ARCI)/Dean of Student's Welfare/Dean (IQAC)
4. All Deans of the School of Studies
5. All Head of the Academics Departments
6. Sh. Santosh Kumar Srivastava, Joint Registrar
7. Office of the Chief Warden/Proctor
8. All Officers/Section Incharge
9. Guard/Despatcher File



**राजस्थान केन्द्रीय विश्वविद्यालय**  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F/43.12623/3969

Date: 9 JAN 2023

**OFFICE ORDER**

**Sub.: Allotment of University Auditorium (SP-II) for various University programs / functions.**

In continuation to the office order No. 1496 dated 15.07.2015, it is to inform all concerned that the Proctor shall be the authority for allotting the University Auditorium (SP-II) for various University programs / functions.

2. Upon the implementation of ERP in the University, the allotment of the auditorium will be system generated. However, Proctor shall be authority for allotment of the auditorium.
3. The maintenance of the infrastructure will be towards the Estate Section and audio video equipments with ICT Cell.

This supersedes all earlier orders and is issued with the approval of the Competent Authority.

(Col. B. Venkat)  
Registrar

Copy to:

1. Office of the Vice Chancellor – for information to HVC please.
2. Office of Finance Officer / Controller of Examinations / Librarian
3. Office of Dean (Academics)/Dean (Research)/Dean (Students Welfare)/Chief Warden
4. All Deans of the Schools of Studies & HoDs/Coordinators of Academic Departments
5. The Proctor
6. ICT Cell
7. All Officers/Section In-charge
8. All teaching and non-teaching staff
9. Guard/Despatch File



**राजस्थान केन्द्रीय विश्वविद्यालय**  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

**25 JAN 2023**

Date: 01.2023

No. : CURAJ/R/F.144/2023/4205

**OFFICE ORDER**

('Pariksha Pe Charcha' by Hon'ble Prime Minister of India on 27.01.2023)

It is to inform that Hon'ble Prime Minister directly interacts with the students, teachers and parents on "Pariksha Pe Charcha" every year. For this year, Hon'ble Prime Minister will be interacting with the students, teachers and parents on 27.01.2023 from Talkatora Stadium, New Delhi, wherein about 1200 students will be participating in the programme. The programme will be Live streaming by major TV/ Doordarshan Channels, Radio/FM Channels, Website of PMO, MoE, Youtube Channel of MoE, Facebook Live and Swayamprabha Channels of MoE. The objective of the Live interaction programme for the benefit of the students, is to leave the exam stress behind and get inspired to do the best, with parents and teachers to help and support the students enabling them to accomplish all their dreams and goals.

2. This programme will be held in the **University Auditorium** on **27.01.2023 (Friday)** at **11.00 AM onwards**. Prof. Anand Bhalariao, Hon'ble Vice Chancellor has consented to be present in the programme. All students, teachers and staff at Central University of Rajasthan, shall attend the same.

3. The following duties/responsibilities are assigned to conduct the event successfully:-

S. No.	Office / Official	Duties / Responsibilities
1.	All Dean of School of Studies and Head/Coordinators of Departments	To inform/advise the students and faculty members to ensure maximum participation
2.	Office of Dean (Academics)	To ensure attendance of students is taken and submitted (preferably department-wise)
3.	Establishment Section	To submit the attendance of faculty and other staff members
4.	ICT Cell	Arrangement for uninterrupted Live Telecast in the University Auditorium and PA (A/V) System
5.	Public Relation Officer	Publicity through Electronic/Official Social Media Handles
6.	Joint Registrar - II	Banner and Standees for the event
7.	CMS Department	Photography / Videography of the event
8.	Office of Executive Engineer	To ensure seating arrangement, availability of drinking Water, Uninterrupted Power Supply
9.	Medical Officer / Health Centre	To ensure availability of medical attendance / first-aid facility (if required)
10.	Security Officer	To ensure security related arrangements

4. Office of Dean of Students Welfare and Chief Warden, shall coordinate to ensure the overall smooth conduct of the 'Pariksha Pe Charcha' annual event at Central University of Rajasthan.

5. Necessary adjustment for scheduled classes in academic departments be made accordingly. Office of Dean (Academics) may issue instructions separately, if required, in this regard.

This is issued with the approval of the Competent Authority.

Registrar

To,

1. All Concerned (as above)
2. All Deans of Schools / Head & Coordinators of Academic Departments, CURaj
3. All Officers / Section Incharge, CURaj
4. All Teaching and Non-teaching Staff, CURaj
5. All Students, CURaj

Copy to:

1. Office of Hon'ble Vice Chancellor, CURaj

**CENTRAL UNIVERSITY OF RAJASTHAN**

NH-8, Bandar Sindri, Kishangarh  
Dist-Ajmer-305817, Rajasthan [INDIA]

No. CURAJ/R/F.144/2023/4225

Date: 30/01/2023

**OFFICE ORDER**

The Audit Team from the Office of the Principal Director of Audit (Central), Branch Office Rajasthan, Jaipur has started the compliance/transaction audit of the records of the University for the period from 01/04/2021 to 31/03/2022.

For providing the information & other logistic support to audit, the following officials are nominated:

Sr. No.	Department/Section	Name of Official
1	Registrar Office	Mr. Seva Ram Kumwat, Personal Assistant
2	Information and record of Library	To be nominated by Librarian
3	Information related to Establishment	Mr. Inderpal, Section Officer Mr. Ganpat Solanki, LDC
4	Information and record of Accounts Section	Mr. Shaffiq Mohammed, Section Officer Mr. Pradeep Garg, Section Officer Mr. Puneet Agarwal, Assistant Mr. Pawan Kumar Sharma, LDC
5	To assist with the Audit Team	Mr. Pradeep Garg, Section Officer Mr. Manish Wadhvani, LDC
6	Estate Section	Mr. Sultan Singh, Executive Engineer Mr. Kartik Bhati, Assistant Engineer Mr. Jhangcer Kureshi, Assistant Mr. Deepak, LDC (Outsourced)
7	Purchase Section & Store Section	Mr. Shyam Singh, AR-III Ms. Hema Choudhary, Assistant
8	Sponsored Project	To be nominated by Dean (Research)
9	Academic Section	To be nominated by Dean (Academics)
10	Proctor Office	To be nominated by Proctor
11	DSW Office	To be nominated by DSW
12	Chief Warden Office	To be nominated by Chief Warden
13	JR-II Office	To be nominated by Joint Registrar-II
14	PRO Office	Ms. Anuradha Mittal, PRO
15	All Academic Departments	To be nominated by HoD's/co-ordinator's
16	Other Activities/other Sections	To be nominated by Head/Incharge of concerned Sections
17	Office arrangement & Attendant	F&A Section Attendant

This is issued with the approval of Competent Authority.

Copy to:

1. Office of Hon. Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of the Dean-Academic/Dean-Research/Dean-Student Welfare/Dean-ARCI/Director-IQAC
4. All Deans of the Schools
5. All HoDs/Coordinators of Academic Departments
6. Office of the Chief Warden/ Proctor
7. Joint Registrar-I/Joint Registrar-II/Internal Audit Officer
8. Executive Engineer/Public Relation Officer/Medical Officer/Assistant Engineer
9. All Concerned/All Section in-charge
10. Guard/Dispatch File

Registrar



## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)

**Central University of Rajasthan**

NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F.144/2023/4232

Date: 31.01.2023

### OFFICE ORDER

(Cultural Exchange under 'Ek Bharat Shreshtha Bharat' programme)

India is a unique nation with diverse linguistic, cultural and religious threads, held together into a composite national identity by a rich history of cultural evolution. The idea of a sustained and structured cultural connect between people of different regions was mooted by Prime Minister Shri Narendra Modi during the Rashtriya Ekta Divas held on 31.10.2015 to commemorate the birth anniversary of Sardar Vallabhbhai Patel.

'Ek Bharat Shreshtha Bharat' (EBSB) programme aims to enhance interaction and promote mutual understanding between people through the concept of pairing of different States/UT and carry out activities to promote a sustained and structured cultural connect in the areas of language learning, culture, traditions & music, tourism & cuisine, sports and sharing of best practices, etc. In this process, CURaj is paired with North Eastern Regional Institute of Science & Technology (NERIST), Nirjuli, Itanagar (Arunachal Pradesh).

All activities pertaining to involvement/participation of CURaj in making EBSB a success, will be coordinated by Prof. D.C. Sharma, Deptt. of Mathematics / Dean (Academics) as Nodal Officer for EBSB events.

Following faculty members are nominated for tasks mentioned as follows :-

#### 1. Faculty visiting NERIST :-

- (i) Dr. Abhay Kumar Rai, Assistant Professor (Computer Science)
- (ii) Dr. Mahesh Shivaji B., Assistant Professor (Statistics)
- (iii) Dr. Jaya Kritika Ojha, Assistant Professor (Society Technology Interface)
- (iv) Dr. Bhavna Saini, Assistant Professor (Data Science & Analytics)
- (v) Dr. Dipak Gayen, Assistant Professor (Biochemistry)

#### 2. Coordination & Publicity Committee :-

- (i) Dr. Hemlata Manglani, Associate Professor (Economics)
- (ii) Dr. Deepesh Bhati, Assistant Professor (Statistics)
- (iii) Dr. Jugal Kishor, Assistant Professor (Society Technology Interface)
- (iv) Dr. Hari Singh Parihar, Joint Registrar-II
- (v) Ms. Anuradha Mittal, Public Relation Officer

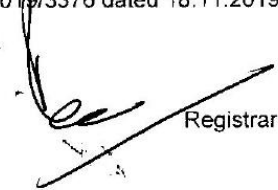
#### 3. Selection Committee (for students) :-

- (i) Prof. D.C. Sharma, Dean (Academics)
- (ii) Prof. J.K. Prajapat, Dean of Students' Welfare
- (iii) Prof. Rajesh Kumar, Convener, Committee for NSS Activities

Necessary office assistance will be provided by the office of Dean of Students Welfare.

This supersedes earlier Office Order No. CURAJ/R/F.115/2019/3376 dated 18.11.2019.

This is issued with the approval of the Competent Authority.

  
Registrar

To: All Concerned (as above)

#### Copy to :

1. Office of Hon'ble Vice Chancellor – for information please
2. All Deans of Schools / Head / Coordinators of Academic Departments
3. All Officers / Section Incharge
4. Establishment Section – for records/retention file
5. Office of Dean (Academics) – with original noting for further needful action please
6. Guard / Dispatch File



**राजस्थान केन्द्रीय विश्वविद्यालय**  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

No. : CURAJ/R/F.145/2023/ 4630

Date: 17.02.2023

**CIRCULAR**

This is for information of all concerned that to commemorate the birth anniversary of Chhatrapati Shivaji Maharaj, the founder of the Hindi Vishwarajya, a programme is being organised on 19.02.2023 (Sunday) at 11.00 AM in the Guest House of the University.

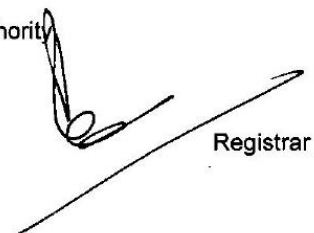
Interested teaching and non-teaching staff members are requested to make it convenient to attend the programme.

For smooth conduct of the programme, duties/responsibilities are assigned as follows :-

S. No.	Duties / Responsibility	Assigned to
1.	A/V arrangement	ICT Cell
2.	Publicity through official Social Media handles	PRO
3.	Banner for the programme	Joint Registrar - II
4.	Photography/Videography	CMS Department

The teaching and non-teaching employees residing in the University campus are sincerely requested to attend the same and make the event a grand success.

This is issued with the approval of the Competent Authority

  
Registrar

To,

1. All Teaching Staff, CURaj
2. All Non-teaching Staff, CURaj

Copy to:

1. Vice Chancellor Secretariat, CURaj – for information of HVC please
2. All Deans of Schools of Studies, CURaj
3. All Heads/Coordinators of Academic Departments, CURaj
4. All Concerned (as per above table)
5. Guest House Manager (I/c)
6. Establishment Section, CURaj – for record/retention file
7. Guard / Dispatch File



No. CURAJ/R/F.144/2023/ 4481

Date: 10.02.2023

**OFFICE ORDER**

In continuation to the office order No. CURAJ/R/F.144/2023/4408 dated 07.02.2023 regarding celebrations of 15<sup>th</sup> Foundation Day, the following addition/amendments shall be included in the above office order.

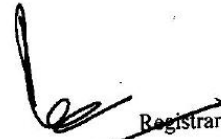
**(a) Addition**

S. No.	Name of the Committee with their responsibilities	Incharge	Member
1.	<b>Press and Media Committee</b> Invitation to the media people. Briefing Conference & preparation of brief material (before Foundation Day). Entire arrangement of Media for providing required material / snacks / Press conference during and after Foundation Day) Publicity on official social media handling of the University	Ms. Anuradha Mittal	Ms. Isha Choudhary

**(b) Amendment**

S. No.	Name of the Committee with their responsibilities	Incharge	Member
2.	<b>Audio Visual Committee</b> Audio Visual arrangements in Auditorium, Stage etc. at all places, Video shooting, photography of the programme, Live streaming of the programmes.	Dr. Gaurav Somani	1. Dr. Krishna Kumar Mohbey 2. Dr. Ajay Indian 3. Dr. Sudhir Bhaskar 4. Dr. Abhay Rai 5. Mr. Naresh Mangal 6. Mr. Rajendra Soni 7. Mr. Vivek Vyas 8. Mr. Balwant

This is issued as per approval of the Competent Authority.

  
Registrar

**Copy to:**

1. Office of the Hon'ble Vice-Chancellor - for kind information to the Hon'ble Vice Chancellor
2. Finance Officer/Controller of Examination/Librarian/Assistant Registrar (Purchase)
3. All Committee Members
4. All Teaching and Non-Teaching Staff
5. Office Copy/Guard File



**राजस्थान केन्द्रीय विश्वविद्यालय**  
राष्ट्रीय राजमार्ग-08, बांदरसिंदरी, किशनगढ़-305817, अजमेर (राज.)  
**Central University of Rajasthan**  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer(Raj.)

Email

No. : CURAJ/R/F.145/2023/R04669

Date: 21.02.2023

**OFFICE ORDER**

Under dynamic vision of Hon'ble Vice Chancellor, Central University of Rajasthan, a Job Fair is being organised on 23<sup>rd</sup> – 24<sup>th</sup> February, 2023 from 11.00 AM onwards in the Central Auditorium at University campus, with a view to enable maximum students taking benefit from the invited companies/placement providers.

Prof. Anand Bhalerao, Hon'ble Vice Chancellor will inaugurate the event on the 23<sup>rd</sup> February, 2023 with his Opening Remarks on the first day.

To make the event a grand success, following responsibilities are hereby assigned :-

S. No.	Duties / Responsibilities	Assigned to -
1.	Announcements / Anchoring	Under arrangements of TPO
2.	A/V System & Wi-fi Internet availability in Auditorium	ICT Cell
3.	Publicity through Official Social Media handles/Print/Electronic Media	Public Relation Officer
4.	Photography, Videography and Rangoli	Head, Department of CMS
5.	Arrangement for Medical attendance	Medical Officer
6.	Banner / Standees for the event	Joint Registrar-II
7.	Seating, Drinking Water and Uninterrupted Power Supply arrangements	Office of Executive Engineer
8.	Security related arrangements	Security Officer

Office of Dean (Academics) may issue separate instruction for adjustment of academic classes, if required, in this regard.

The programme will be coordinated under overall supervision of Mr. Rony Sharma, Training & Placement Officer, including hospitality/transport arrangements, as per requirement and he will submit a detailed feedback report by 27.02.2023 duly supported with facts and relevant photos on conclusion of the event.

This is issued with the approval of the Competent Authority.

Registrar

To,

1. All Concerned (as above)
2. All Deans of Schools / Head & Coordinators of Academic Departments, CURaj
3. All Officers / Section Incharge, CURaj
4. All Students, CURaj

Copy to:

1. Office of Hon'ble Vice Chancellor, CURaj – for information please
2. Office of Dean (Academics)
3. Training & Placement Officer, CURaj / Placement Cell
4. Establishment Section – for records/retention file
5. Guard / Dispatch File

# राजस्थान केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF RAJASTHAN

No.: CURAJ/R/F. 146/2022/5063

Date: 16 MAR 2023

### OFFICE ORDER

Prof. Pradeep Verma, Department of Microbiology was assigned the additional charge of Chairman Purchase Committee vide Office Order No CURAJ/R/F.129/ Internal Committees/ 2021-21/693 dated 23.07.2021.

The University acknowledges the valuable time, energy and efforts put in by Prof. Pradeep Verma for successfully supervising and managing the Purchase related affairs of the University during this period.

Considering the fact that Prof. Pradeep Verma is overburdened with many other assigned tasks, his time and energy is essentially required for the NAAC and other important works. Accordingly, the request of Prof. Verma, to relinquish him from this additional charge due to his health conditions, is hereby accepted and he is relieved from the responsibilities Chairman, Purchase Committee with immediate effect.

In this regard, it is to inform to all concerned that Prof. Vipin Kumar, Professor, Department of Pharmacy, is hereby assigned the charge of Chairman, Purchase Committee, with immediate effect till further orders.

He shall perform such functions/duties as per the provisions of the University Act, Statutes and Ordinances and as assigned by the Vice Chancellor from time to time, in addition to his present duties in the University. In addition to this, Chairman, Purchase Committee can invite two senior faculty members concerned as and when he deemed to fit.

This issue with the approval of the Competent Authority.

  
Registrar

#### Copy to:

1. Office of Hon'ble Vice Chancellor – for info pl.
2. Office of the Registrar, Finance Officer, Controller of Examinations, Librarian
3. Office of the Dean (Academics), Dean (Research), Dean (ARCI), Dean Students' Welfare, Director (IQAC)
4. All Deans of the Schools of Studies
5. Office of the Proctor, Chief Warden
6. Prof. Pradeep Verma, Department of Microbiology – with a request to hand over the charge to Prof. Vipin Kumar
7. Prof. Vipin Kumar, Department of Pharmacy – with a request to take over the charge from Prof. Pradeep Verma
8. All HoDs / Coordinators of the Academic Departments
9. All Teaching Staff
10. All Officers / All Section Incharge
11. Web Admin – with request to update the University website
12. Estt. Section / Concerned File
13. Guard / Dispatch file

# राजस्थान केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF RAJASTHAN

N.H-8, Bandarsindri, Kishangarh, District – Ajmer (Rajasthan) India - 305817

No.: CURAJ/R/F.146/2023/5417

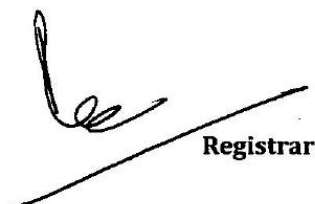
Date: 30.03.2023

### OFFICE ORDER

This is with reference to the Office Order No. 5176 dated 21.03.2023 regarding the proposed visit of the NAAC PEER TEAM for accreditation by National Assessment and Accreditation Council (NAAC) in 2<sup>nd</sup> Cycle.

In this regard, in partial modification to the Office Order No. 5176 dated 21.03.2023 and in light of the NAAC PEER TEAM visit to Central University of Rajasthan scheduled in the month of May 2023, all the Teaching and Non-Teaching Staff Members of the University are hereby informed that no leave / vacation shall be allowed from 16.04.2023 onwards till completion of the NAAC Peer Team visit.

This is as per the directions of the Competent Authority.



Registrar

#### Distribution to:

1. Office of the Hon'ble Vice Chancellor – for kind information to the Hon'ble Vice Chancellor
2. Office of the Finance Officer / Controller of Examinations / Librarian
3. Office of the Dean Academics / Dean Research
4. All the Deans of School of Studies
5. All the Heads of the Academic Departments
6. All the Officers of the University
7. All Teaching and Non-Teaching Staff Members (including contractual/outsourced staff)
8. Establishment Section
9. Office Copy / Guard File