



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

(As per the provisions under Section 4(1)(b) of
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 or contact at the following address:

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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 (NAAC 'A++' Graded University and recognised as status of Category-I University by UGC, Govt. of India) has been established by an Act of Parliament, 'The Central Universities Act, 2009' (Gazette of India No. 25 of 2009) in March, 2009. The University is fully funded by the Ministry of Education, Government of India through University Grants Commission (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.

The University started M.Sc. Neuroscience, M.Sc. Medical Laboratory Technology, M.A. Theatre and Performing Arts, 4-year B.Sc. Cardiology (Hons./Research) and 4-year Bachelor of Hotel Management & Catering Technology from session 2024-25.

The Students can take admission in various programmes of the Central University of Rajasthan through:

1. UG-CUET-UG conducted by NTA,
2. PG Admission-CUET CUET-PG conducted by NTA includes some seats (M.Sc. Biotechnology - DBT, M. Tech CSE - CCMT)
3. B. Tech Admission - CSAB/JoSSA
4. B.Sc. B.Ed. Admission - NCET conducted by NTA

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 is 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 (PMMMNTT). 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) 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 skilful 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

S. No.	Name of Schools	Year of establishment
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 Sports Sciences, Education and Yoga	2017
12.	School of Performing Arts	2023
13.	Interdisciplinary School of Health Sciences	2023

Departments of the University

S. No.	Name of Departments	Year of establishment
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 Data Science and Analytics	2018
25.	Department of Sports Bioscience	2018
26.	Department of Sports Psychology	2018
27.	Department of Sports Biomechanics	2018

S. No.	Name of Departments	Year of establishment
28.	Department of Society-Technology Interface	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
33.	Department of Health Sciences	2023
34.	Department of Hotel and Tourism Management	2023
35.	Department of Theatre and Performing Arts	2023

Programmes offered by the University

S. No.	Name of Programmes	Minimum duration
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. Medical Laboratories Technology	02 years
10.	M.Sc. Microbiology	02 years
11.	M.Sc. Neuroscience	02 years
12.	M.Sc. Physics	02 years
13.	M.Sc. Sports Biochemistry	02 years
14.	M.Sc. Sports Biomechanics	02 years
15.	M.Sc. Sports Nutrition	02 years
16.	M.Sc. Sports Physiology	02 years
17.	M.Sc. Yoga Therapy	02 years
18.	M.Sc. Digital Society	02 years
19.	M.Sc. /M.A. Statistics	02 years
20.	MBA (Master of Business Administration)	02 years
21.	M. Architecture (Sustainable Architecture)	02 years
22.	M. Com.	02 years
23.	M. Pharm (Pharmaceutics)	02 years
24.	M. Pharm (Pharmaceutical Chemistry)	02 years
25.	M. Pharm (Pharmacology)	02 years
26.	M. Tech. Computer Science & Engineering	02 years
27.	M. Tech. (Computer Science) in Cyber-Physical Systems	02 years
28.	M.A. Culture & Media Studies	02 years
29.	M.A. Economics	02 years

S. No.	Name of Programmes	Minimum duration
30.	M.A. Education	02 years
31.	M.A. English	02 years
32.	M.A. Hindi	02 years
33.	M.A. Public Policy, Law & Governance	02 years
34.	M.A. Theatre and Performing Arts	02 years
35.	M.A. Social Work/M.S.W.	02 years
36.	M.A./M.Sc. Sports Psychology	02 years
37.	B.Sc. B.Ed. (ITEP)	04 years
38.	B. Tech in Computer Science and Engineering	04 years
39.	B. Tech. in Electronics and Communication	04 years
40.	B. Tech. in Biomedical Engineering	04 years
41.	PG Diploma in Media Writing and Digital Communication	01 year
42.	Diploma in Yoga and Pain Management	01 year
43.	Integrated M. Sc. Biochemistry/ Four year B.Sc. Biochemistry (Hons./Research)	05 years/04 years
44.	Integrated M. Sc. Biotechnology/ Four year B.Sc. Biotechnology (Hons./Research)	05 years/04 years
45.	Integrated M. Sc. Chemistry/ Four year B.Sc. Chemistry (Hons./Research)	05 years/04 years
46.	Integrated M. Sc. Computer Science/ Four year B.Sc. Computer Science (Hons./Research)	05 years/04 years
47.	Integrated M. Sc. Economics// Four year B.Sc. Computer Science (Hons./Research)	05 years/04 years
48.	Integrated M. Sc. Environmental Science/ Four year B.Sc. Environmental Science (Hons./Research)	05 years/04 years
49.	Integrated M. Sc. Linguistics/ Four year B.Sc. Linguistics (Hons./Research)	05 years/04 years
50.	Integrated M. Sc. Mathematics/ Four year B.Sc. Mathematics (Hons./Research)	05 years/04 years
51.	Integrated M. Sc. Microbiology/ Four year B.Sc. Microbiology (Hons./Research)	05 years/04 years
52.	Integrated M. Sc. Physics/ Four year B.Sc. Physics(Hons./Research)	05 years/04 years
53.	Integrated M. Sc. Statistics/ Four year B.Sc. Statistics (Hons./Research)	05 years/04 years
54.	Four year B.Sc. Cardiology (Hons./Research)	04 years
55.	Bachelor of Hotel Management and Catering Technology	04 years
56.	B.Voc. (Interior Design)	04 years
57.	B.Voc. (Robotics and Automation)	04 years
58.	M.Sc. B.Ed. (Innovative) Chemistry	03 years
59.	M.Sc. B.Ed. (Innovative) Economics	03 years
60.	M.Sc. B.Ed. (Innovative) Mathematics	03 years

S. No.	Name of Programmes	Minimum duration
61.	M.Sc. B.Ed. (Innovative) Physics	03 years
62.	Ph.D. in Architecture	03 years
63.	Ph.D. in Atmospheric Science	03 years
64.	Ph.D. in Biochemistry	03 years
65.	Ph.D. in Biotechnology	03 years
66.	Ph.D. in Chemistry	03 years
67.	Ph.D. in Commerce	03 years
68. .	Ph.D. in Computer Science	03 years
69.	Ph.D. in Computer Science & Engineering	03 years
70.	Ph.D. in Culture & Media Studies	03 years
71.	Ph.D. in Data Science and Analytics	03 years
72.	Ph.D. in Digital Society	03 years
73.	Ph.D. in Economics	03 years
74.	Ph.D. in Education	03 years
75.	Ph.D. in Electronics and Communication Engineering	03 years
76.	Ph.D. in English	03 years
77.	Ph.D. in Environmental Science	03 years
78.	Ph.D. in Hindi	03 years
79.	Ph.D. in Linguistics	03 years
80.	Ph.D. in Management	03 years
81.	Ph.D. in Mathematics	03 years
82.	Ph.D. in Microbiology	03 years
83.	Ph.D. in Pharmacy	03 years
84.	Ph.D. in Physics	03 years
85.	Ph.D. in Public Policy, Law & Governance	03 years
86.	Ph.D. in Social Work	03 years
87.	Ph.D. in Sports Bioscience	03 years
88.	Ph.D. in Sports Biomechanics	03 years
89.	Ph.D. in Sports Psychology	03 years
90.	Ph.D. in Statistics	03 years
91.	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:-

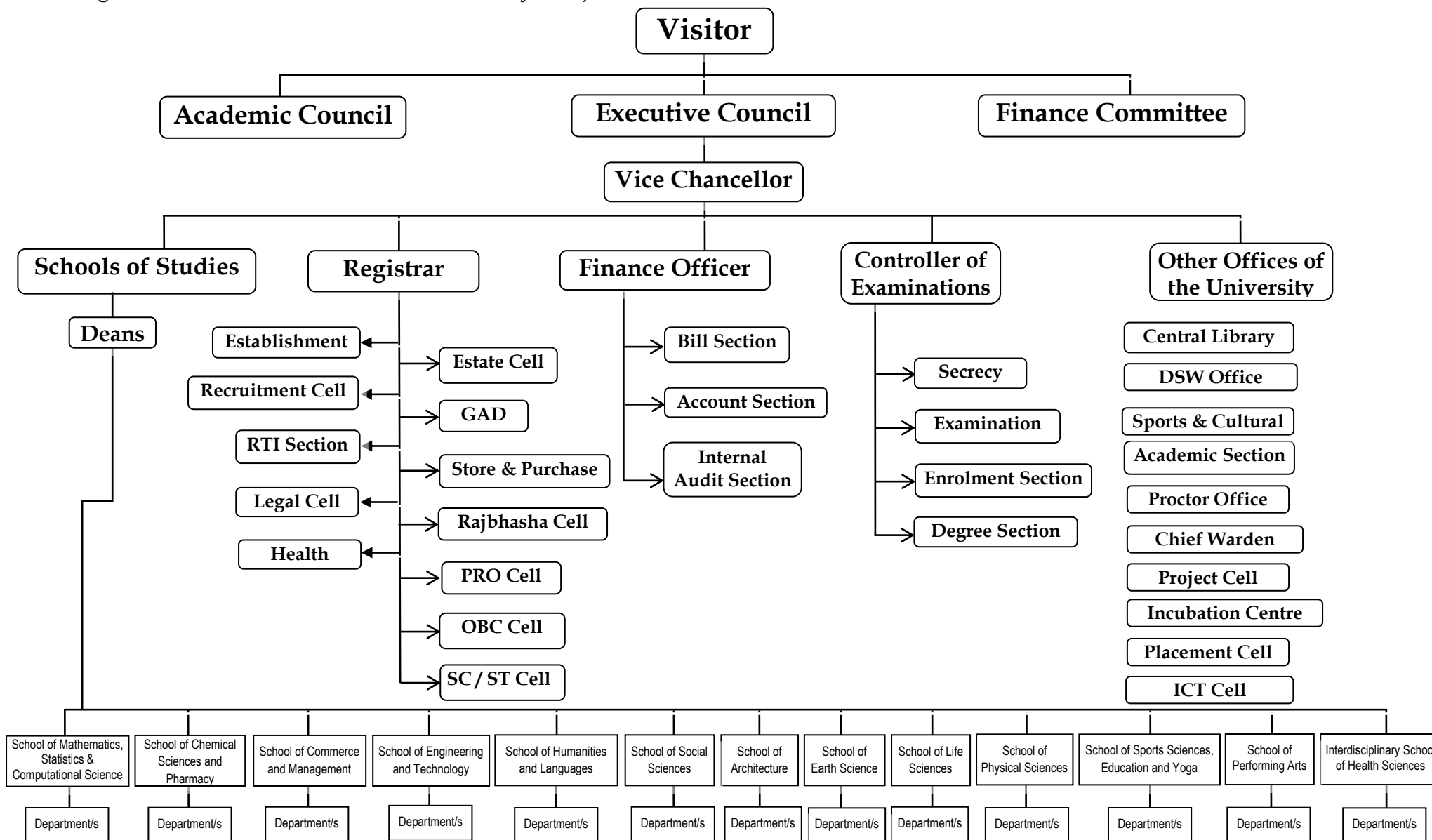
1. the Court;
2. the Executive Council;
3. the Academic Council;
4. the Board of Studies;
5. the Finance Committee
6. Planning and Monitoring Board;
7. School Board; and
8. such other authorities as may be declared by the Statutes to be the authorities of the University

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, website: 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">The power and function of the Vice-Chancellor are specified in the Statute 03 of the University and the University Ordinance 12.
2	Pro Vice-Chancellor	<ul style="list-style-type: none">The power and function of the Pro Vice-Chancellor are specified in the Statute 04 of the University and the University Ordinance 13.
3	Registrar	<ul style="list-style-type: none">The power and function of the Registrar are specified in the Statute 06 of the University and the University Ordinance 14.
4	Finance Officer	<ul style="list-style-type: none">The power and function of the Finance Officer are specified in the Statute 07 of the University and the University Ordinance 15.
5	Controller of Examinations	<ul style="list-style-type: none">The power and function of the Controller of Examinations are specified in the Statute 08 of the University and the University Ordinance 16.
6	Librarian	<ul style="list-style-type: none">The power and function of the Librarian are specified in the Statute 09 of the University and the University Ordinance 17.
7	Head of Department of Studies	<ul style="list-style-type: none">The power and function of the Head of Department of Studies are specified in the University Ordinance 30.
8	Deans of Schools	<ul style="list-style-type: none">The power and function of the Deans of Schools are specified in the Statute 05 of the University and the University Ordinance 31.
9	Dean, Students' Welfare (DSW)	<ul style="list-style-type: none">The power and function of the Dean, Students' Welfare (DSW) are specified in the University Ordinance 39.
10	Proctor	<ul style="list-style-type: none">The power and function of the Proctor are specified in the University Ordinance 50 and Statute 28(1) of CUs Act, 2009.

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

Power and duties of other employees of the University:

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">• 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.• 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.
4	Hindi Officer	<ul style="list-style-type: none">• 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.• 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.• Any other work as assigned by the University from time to time.
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">• to undertake responsibility in respect of important matters as may be assigned by the superiors;• to ensure that the Branch diary is maintained properly and that receipts/cases are disposed of without undue delay;• to ensure even distribution of work among the staff members so that one is not over loaded while another has very little work;• to maintain order and discipline in the section;• to ensure efficient management and coordination of

S.NO.	NAME OF POST	POWERS AND DUTIES
		<p>work in the sections;</p> <ul style="list-style-type: none"> to guide the staff in the disposal of complicated and intricate cases; to ensure quick disposal of receipts/cases according to indications given by superiors; to keep up-to-date reference books, guard files, precedent books, office order file, Statutes/Ordinances/Rules/Regulations, etc.; to submit periodical returns according to calendar of returns; to train and advise the staff in relation to office work; to extend full cooperation to all his colleagues and superiors; to comply with security instructions; to perform such other duties as may be assigned to him from time to time.
6	Private Secretary / Personal Assistant	<ul style="list-style-type: none"> To render stenographic and secretarial assistance of all kinds to the concerned officer, including arranging appointments and maintaining and engagement, diary etc. 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; To maintain confidentially and secrecy; To type and take dictation in shorthand and to transcribe to accurately; 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; 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; 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; To destroy by burning the stenographic notes of the confidential /secret nature after they have been typed; To keep track of the progress of cases/matters till these are finally disposed of; To keep reference books rules/ordinances, statutes, etc. upto date; To perform such other duties as may be assigned to

S.NO.	NAME OF POST	POWERS AND DUTIES
		him from time to time in relation to the function assigned to the School /Centres/ Departments/ Offices;
		<ul style="list-style-type: none"> To extend cooperation to his seniors.
7	Assistant	<ul style="list-style-type: none"> Noting, Drafting and correspondence. Maintenance of files and Registers in proper order. Maintenance of a tender documents and guard files. Any other duties that may be assigned to him from time to time by his superiors.
8	Security Officer / Security Inspector	<ol style="list-style-type: none"> Maintain proactive vigilance in best interest of the organization. To ensure safety and security of University properties. To ensure gate pass/ receipt should be received and checked by security guards at every in/out. To keep record of various activities and take appropriate decisions with approval of the competent authority for effective execution. To attend to emergencies promptly and inform higher authorities promptly. To manage information system for necessary corrective action by higher authorities. Assign the duties of security guards on weekly basis and submit a copy of duty chart to the Controlling Officer/ Reporting Officer. Confirm/ check presence and activities of scheduled security guards at assigned buildings/ gates/ sites. Maintain the records of all security guards including their past experience, address, identity proof with necessary and relevant documents. Maintain attendance records of security guards including extra duties, absence etc. Prepare complied attendance sheet at the end of the month and submit to the office for verification. To tell security guards what duties should be performed/ required at specific locations. Check and verify the In/Out Register at each entrance. To arrange orientation to security guards for their behaviour, discipline, protocol, dressing sense etc. Assign duties of the security guards on national festival/ University and instruct accordingly. Perform the duties of security guards whenever necessary.

S.NO.	NAME OF POST	POWERS AND DUTIES
		<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"> • To do the caretaking of building • To supervised and ensure cleanliness of class rooms, teachers rooms, bathrooms, lavatories, corridors, approach roads, etc. • To make physical arrangements for meeting, seminars public lecturers, etc. • To look after water supply and electricity. • To supervise the work of peons, chowkidars, sweepers, farashes, etc. as are assigned to him; • To maintain an inventory of furniture, equivalent, fittings etc. and to take prompt action to remove defects and arrange their replacements; • To undertake periodically physical verification of the equivalent furniture, etc. • To be responsible for handling over /taking over of building • To perform such other duties as may be assigned to him from time to time.
10	Upper Division Clerk / Lower Division Clerk	<ul style="list-style-type: none"> • To do dispatch and Type work • To submit diary regularly and to maintain Registrars/lists of files /movement Registrar, etc.; • To keep and maintain files/ correspondence and do such other clerical /caretaking work as may be assigned to him. • To perform such other duties may be assigned to him from time to time.
11	Driver	<ul style="list-style-type: none"> • Driving of the Vehicles • To keep the record of the petrol and record of the mileage.

S.NO.	NAME OF POST	POWERS AND DUTIES
		<ul style="list-style-type: none"> • Maintenance of the Cars/ Buses/ Jeeps/ other vehicles of the University • Any other duties that may be assigned to him from time to time by his superiors.
12	MTS	<ul style="list-style-type: none"> • Physical Maintenance of records of the Section/Department. • General cleanliness & upkeep of the Section/ Department. • Carrying of files & other papers within the building. • Photocopying, sending of FAX etc. • Other non-clerical work in the Section/ Department. • Assisting in routine office work like diary, despatch etc. including on computer. • Delivering of dak (inside and outside of the University Campus) • Watch & ward duties. • Opening & closing of office/ rooms and ensure the windows of the office/ rooms are closed after office hours. • Cleaning of office/ rooms. • Dusting of furniture etc. • Cleaning of building, fixtures etc. • Work related to his ITI qualification, if it exists. • Driving of vehicles, if in possession of valid driving licence. • Upkeep of parks, lawns, potted plants etc. • Any other work assigned by the superior authority.

The Acts, Statutes and Ordinances of the University are available on the University website – 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 5th Executive Council Meeting
held on Saturday, the 23rd October 2012 at 1:00 PM
in the Board Room, 4th Floor, Hotel Fortune Bella Casa,
Tonk Road, Jaipur

5-4.1.6	<p>Approval of Minutes of the 3rd Meeting of Finance Committee</p> <p>[The 3rd Meeting of the Finance Committee of Central University of Rajasthan is scheduled on 23rd October 2010 at 10.00 AM.</p> <p>(Minutes of the Finance Committee meeting held on 23rd October 2010)</p> <p>Placed before E.C. for ratification and approval.]</p> <p><u>Resolution:</u> “The E.C. ratifies and approves Minutes of the 3rd 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 23rd October 2012 at 10:00AM in the Board Room, 4th Floor,
Hotel Fortune Bella Casa, Tonk Road, Jaipur

3-4.1.5	<p>To consider the documents on (i) The Delegation of Powers (DoP) and (ii) Purchase Policy and Procedures etc recommended by the Accounts Code Committee.</p> <p>[The duly constituted Accounts Code Committee in its meeting held on Sept 27-29, 2010 has been prepared, the Delegation of Powers (Annexure M) and Purchase policy and procedures along with store accounting (Annexure N) and recommended for approval. (Minutes of the meeting: Annexure O)</p> <p>Placed before the Finance Committee for consideration and recommendation to the EC for approval.]</p> <p><u>Resolution:</u></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>Part 2 : Delegation of Powers (Finance Department) with following modifications are recommended:</p> <ul style="list-style-type: none"> • There shall be at least two signatures of authorized signatories on every cheque, one from the Administration and another from Finance department; • One signatory on every cheque will be Finance Officer; • 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; • The Cheques above Rs. 1,00,000/- upto Rs. 10 lacs jointly signed by the Registrar and Finance Officer; • The cheques above Rs. 10 lacs shall be jointly signed by Finance Officer and Hon’ble Vice Chancellor.” • 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.”
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**Relevant Part of the Minutes of Second Finance Committee Meeting
held on Sunday, the 16th May, 2010 at 10.00 A.M. in the Board Room,
4th Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur.**

2-4.1.12	<p>Delegation of financial powers to the Finance Officer.</p> <p>[Dr. M. K. Gupta has joined on 5th 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>Placed before the Finance Committee for consideration.]</p> <p><u>Resolution:</u> <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 6th March, 2010 at 11.00 A.M. in the Board Room,
4th Floor, Hotel Fortune Bella Casa, Tonk Road, Jaipur**

1-4.1.11	<p>Delegation of the financial powers to the other officers of the University.</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>Placed before the Finance Committee for consideration.]</p> <p><u>Resolution:</u> <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 – <u>Recurring</u> - (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"> Registrar Finance Officer Controller of Exam. Deans/HOD/Research Coordinators 	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
	<u>(iii) Fixed Charges</u> Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges, legal charges. a) First charge	Vice-Chancellor	Full powers
	b) Monthly fixed charges bills (at approved rates)	<ul style="list-style-type: none"> Registrar Finance Officer 	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"> Registrar FO Controller of Exams. 	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"> Registrar FO Controller of Exams. 	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"> Registrar FO Controller of Exams. 	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) as per the procedure laid down in DFPRs	Executive Council on recommendation of Finance Committee	Full Powers
2)	NON-RECURRING (CAPITAL EXPENDITURE)		
	(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/-
	v) Acceptance of Tenders :	Purchase Committee	Full Powers *
	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 *
	b) (i) When less than three quotations are received — (ii) Quotation recommended other than lowest	Vice Chancellor Registrar, COE, FO	Full powers Upto Rs.10,000/-
	vii) Purchases directly from the selected manufacturer /Sole dealer, without calling quotations in case of emergency	Vice Chancellor	Upto Rs.5,00,000/-
	viii) Purchases of items directly from the specific manufacturer without calling tenders (single tender in case of proprietary item)	Vice Chancellor	Full Powers
	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)

ACCOUNTS WING		AUDIT WING	
Signing of vouchers		Passing of vouchers	
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
Signing of Pay Bills		Signing of cheques	
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	Signing of Cash Books	
		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



No. : CURAJ/R/Estt./F.151/2023/ 479

Date: 06.05.2024

OFFICE ORDER

Consequent upon resignation of Prof. Sanjib Kumar Patra from the charge of Head, Department of Yoga and Head, Department of Education, Prof. Raghavendra Bhat, Professor is appointed as the Head, Department of Yoga under the School of Sports Sciences, Yoga and Education by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Prof. Raghavendra Bhat will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

Further, with reference to Office Order No. CURAJ/R/F.128/2021/225 dated 25.05.2021, Dr. Narendra Kumar will continue to discharge the duties as Coordinator, Department of Education for smooth functioning of the Department and will report to the Dean, School of Sports Sciences, Yoga and Education.

This issues with the approval of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy to:

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3. Office of the Dean- Academics/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Sports Sciences, Yoga and Education
7. The Head, Department of Education / Yoga
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Prof. Sanjib Kumar Patra
11. Prof. Raghavendra Bhat | with a request to hand over/ take over the charge of Headship / Coordinator
12. Dr. Narendra Kumar
13. All Officers / Section In-charge
14. Web Admin – with request to update the University website
15. Concerned File / Estt. Section
16. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.159/2024/ 1064

Date: 12.06.2024

14 JUN 2024

OFFICE ORDER

It is hereby informed to all concerned that Dr. Anand Kumar, Associate Professor is appointed as the Head of the Department of Mathematics under the School of Mathematics, Statistics and Computational Sciences by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Dr. Anand Kumar will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

Copy to:

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5. All Deans of the Schools of Studies
6. Dean, School of Mathematics, Statistics and Computational Sciences
7. Head, Department of Mathematics
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Prof. D.C. Sharma *with a request to hand over/ take over the charge of*
11. Dr. Anand Kumar *Headship*
12. All Officers / Section Incharge
13. Hindi Officer, CURaj – *with request to prepare Hindi version*
14. Web Admin – *with request to update the University website*
15. Concerned File / Estt. Section
16. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.159/2024/1112

Date: 18.06.2024

OFFICE ORDER

It is hereby informed to all concerned that Dr. Pawan Singh, Associate Professor is appointed as the Head of the Department of Computer Science under the School of Mathematics, Statistics and Computational Sciences by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Dr. Pawan Singh will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

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5. All Deans of the Schools of Studies
6. Dean, School of Mathematics, Statistics and Computational Sciences
7. Head, Department of Computer Science
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Prof. Mamta Rani | with a request to hand over/ take over the charge of
11. Dr. Pawan Singh | Headship
12. All Officers / Section Incharge
13. Hindi Officer, CURaj – with request to prepare Hindi version
14. Web Admin – with request to update the University website
15. Concerned File / Estt. Section
16. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.160/2024/1681

Date: 16.08.2024

OFFICE ORDER

It is hereby informed to all concerned that Dr. Umesh Gupta, Associate Professor is appointed as the Head, Department of Health Science under the Interdisciplinary School of Health Science by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, until further order, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Dr. Umesh Gupta will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar
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Central University of Rajasthan

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5. All Deans of the Schools of Studies
6. Dean, Interdisciplinary School of Health Science
7. Head, Department of Health Science
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Dr. Umesh Gupta |with a request to take over the charge of Headship
11. All Officers / Section Incharge
12. Hindi Officer, CURaj – with request to prepare Hindi version
13. Web Admin – with request to update the University website
14. Concerned File / Estt. Section
15. Guard / Dispatch file

राष्ट्रीय राजधानी-8, कदमनाथपुरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत

N H-8, Bandarsundri, 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



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.160/2024/ 1785

Date: 23.08.2024

28 AUG 2024

It is hereby informed to all concerned that Dr. Basant Agarwal, Associate Professor is appointed as the Head, Department of Computer Science & Engineering under the School of Engineering and Technology by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Dr. Basant Agarwal will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

Copy to:

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- Office of the Registrar/ Finance Officer/ CoE/ Librarian
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- Director (IQAC)/ (R&D)
- All Deans of the Schools of Studies
- Dean, Interdisciplinary School of Health Science
- Head, Department of Health Science
- Proctor/Chief Warden
- All Heads / Coordinators of Academic Departments
- Dr. Basant Agarwal *with a request to hand over/ take over the charge*
- Dr. Prakash Choudhary *of Headship*
- All Officers / Section Incharge
- Hindi Officer, CURaj – *with request to prepare Hindi version*
- Web Admin – *with request to update the University website*
- Concerned File / Estt. Section
- Guard / Dispatch file

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

राजस्थान राज्य-8, बंदारसिंदरी, किशनगढ़-305817, जिला- अजमेर (राज.) भारत

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राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.161/2024/ 26 SEP 2024 /2039

26 SEP 2024
Date: 25.09.2024

OFFICE ORDER

It is hereby informed to all concerned that Dr. Anuj Kumar Sharma, Associate Professor is appointed as the Head, Department of Chemistry under the School of Chemical Sciences and Pharmacy by the Hon'ble Vice-Chancellor. This appointment is effective from the date of assuming the charge of HoD, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Dr. Anuj Kumar Sharma will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

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- Director (IQAC)/ (R&D)
- All Deans of the Schools of Studies
- Dean, School of Chemical Sciences and Pharmacy
- Head, Department of Chemistry
- Proctor/Chief Warden
- All Heads / Coordinators of Academic Departments
- Dr. Easwar Srinivasan *with a request to hand over/ take over the charge*
- Dr. Anuj Kumar Sharma *of Headship*
- All Officers / Section Incharge
- Hindi Officer, CURaj – *with request to prepare Hindi version*
- Web Admin – *with request to update the University website*
- Concerned File / Estt. Section
- Guard / Dispatch file

राजस्थान केन्द्रीय विश्वविद्यालय, बन्दारसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत

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राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.163/2025/3227

Date: 8 JAN 2025

OFFICE ORDER

Hon'ble Vice-Chancellor has appointed **Dr. Narendra Kumar**, Assistant Professor as **Head, Department of Education** under the School of Sports Sciences, Yoga and Education. This appointment is effective from the date of assuming the charge of Head, for a period of three years, as per the provisions of Statute 40 of the Central Universities Act, 2009.

Dr. Narendra Kumar will assume the responsibility of Head in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.


Registrar 7/1/25

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

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4. Director (IQAC) / (R&D) / (ODL&OP)
5. All Deans of the Schools of Studies
6. Dean, School of Sports Sciences, Yoga and Education
7. Head, Department of Education
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Dr. Narendra Kumar *with a request to hand over/ take over the charge*
11. Prof. Sanjib Kumar Patra *of Headship, and submit the same in Estt. Section.*
12. All Officers / Section Incharge
13. Hindi Officer, CURaj – *with request to prepare Hindi version*
14. Web Admin – *with request to update the University website*
15. Concerned File / Estt. Section
16. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.163/2025/3484

Date: 03.02.2025

OFFICE ORDER

It is to inform to all concerned that owing to administrative reasons, Dr. Bhumika Sharma, Associate Professor and Head Department of English is hereby given the additional charge of Head, Department of Linguistics under the School of Humanities & Languages, with immediate effect and till further orders. This is in addition to her present duties in the University.

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

This is issued as per directions of the Competent Authority.


Registrar

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action to:

1. Office of the Vice Chancellor
2. Office of the Registrar/ Finance Officer / Controller of Examinations / Librarian
3. Office of the Dean Academics / Research / Director (R &D)
4. The Dean, School of Humanities & Languages
5. All Deans of the Schools of Studies
6. Office of the Dean of Students' Welfare / Proctor / Chief Warden
7. Office of the Head, Department of Linguistics
8. Dr. Bhumika Sharma, Associate Professor, Dept. of English- *with a request to take over the charge of Headship of Department of Linguistics to Dr. Bhumika Sharma*
9. Dr. Dhanapati Shougrakpam, Assistant Professor, Dept. of Linguistics- *with a request to hand over the charge of Headship of Department of Linguistics to Dr. Bhumika Sharma*
10. All HoDs / Coordinators of Academic Departments
11. All Administrative Officers
12. The Assistant Registrar (Establishment)- for office record
13. All Teaching & Non-teaching Staff
14. Website Administrator - with request to update the University website
15. Guard / Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURA/R/Estt./F.157/2024/362

Date: 25-04-2024

OFFICE ORDER

This has reference to the Notification No. 155 dated 08.04.2024 regarding change in constituent department of School of Education and School of Sports Sciences, renamed as the 'School of Sports Sciences, Yoga and Education'.

In this regard, all concerned are hereby informed that as per the Office Order No. 2318 dated 16.12.2021, Dr. Sanjib Kumar Patra, appointed as Dean of School of Education effective from 19.12.2021 will continue as Dean, School of Sports Sciences, Yoga and Education.

The Dean, School of Sports Sciences, Yoga and Education shall perform such function as may be prescribed by the Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishanganri
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy to:

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4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. Proctor, Chief Warden
7. All Heads / Coordinators of Academic Departments
8. Prof. Sanjib Kumar Patra | *with a request to hand over/ take over the charge*
9. Prof. Pradeep Verma | *of Deanship of School of Sports, Yoga and Education*
10. All Officers / Section Incharge
11. Web Admin – *with request to update the University website*
12. Concerned File / Estt. Section
13. Guard / Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.158/2024/ 974

Date: 03.06.2024

12 JUN 2024

OFFICE ORDER

All concerned are hereby informed that Hon'ble Vice-Chancellor has appointed **Prof. Praveen Sahu**, Department of Commerce as **Dean, School of Commerce and Management** as per provisions of the Statute 05 under the Central Universities Act, 2009. This appointment is effective from the date of assuming the charge of Dean, for a period of three years or till further orders, whichever is earlier.

Prof. Sahu will take care of responsibility of Dean, School of Commerce and Management in addition to his present duties in the University, till further orders and he shall perform such function as may be prescribed by the Act, Statutes and Ordinances, from time to time.

This University acknowledge the contribution of the outgoing Dean of School of Commerce & Management.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh. Kishanganr
PIN-305 817 Distt. Ajmer (Rajasthan) INDIA

Copy to:

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4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. Dean, School of Commerce and Management
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Uma Sankar Mishra | with a request to hand over/ take over the charge
10. Prof. Praveen Sahu | of Deanship
11. All Officers / Section Incharge
12. Hindi Officer, CURaj – with request to prepare Hindi version
13. Web Admin – with request to update the University website
14. Concerned File / Estt. Section
15. Guard / Dispatch file

राष्ट्रीय राजमार्ग-8, बान्दरसिन्दरी, क़िशनगर-305817, ज़िला-अजमेर (राज.) भारत

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राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.160/2024/1680

Date: 16.08.2024

OFFICE ORDER

All concerned are hereby informed that **Prof. Chandi Charan Mandal**, Department of Biochemistry has been assigned the additional charge of **Dean, Interdisciplinary School of Health Science** as per provisions of the Statute 05 under the Central Universities Act, 2009.

Prof. Mandal will take care of responsibility of Dean, Interdisciplinary School of Health Science in addition to his present duties in the University and shall perform such function as may be prescribed by the Act, Statutes and Ordinances, from time to time.

This issues with the approval of the Competent Authority.


Registrar (I/c)
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

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4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. Dean, Interdisciplinary School of Health Science
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Chandi Charan Mandal | with a request to take over the charge of Deanship
10. All Officers / Section Incharge
11. Hindi Officer, CURaj – with request to prepare Hindi version
12. Web Admin – with request to update the University website
13. Concerned File / Estt. Section
14. Guard / Dispatch file

केंद्रीय राजस्थान-8, बंधारसिन्धु, किशंगम-305817, जिला-अजमेर (राज.) भारत

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OFFICE ORDER

Hon'ble Vice-Chancellor has appointed **Prof. Raghavendra Bhat**, Department of Yoga, as **Dean, School of Sports Sciences, Yoga and Education**. This appointment is effective from the date of assuming the charge of Dean, for a period of three years or till further orders, whichever is earlier as per provisions of Statute 05 of the Central Universities Act, 2009.

Prof. Raghavendra Bhat will assume the responsibility of Dean, School of Sports Sciences, Yoga and Education in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.


Registrar 6/1/25

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

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3. Office of the Dean- Academics/ Research/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)/ (ODL&OP)
5. All Deans of the Schools of Studies
6. Dean, School of Sports Sciences, Yoga and Education
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Prof. Raghavendra Bhat *(with a request to take over the charge of Deanship)*
10. Prof. Sanjib Kumar Patra *(with a request to hand over the charge of Deanship)*
10. All Officers / Section Incharge
11. Hindi Officer, CURaj – *with request to prepare Hindi version*
12. Web Admin – *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file



No. : CURAJ/R/Estt./F.164/2025/3512

Date:

5 FEB 2025

OFFICE ORDER

As per the provisions of Statute 05 of the Central Universities Act, 2009 and subsequent approval of the Competent Authority, **Prof. Amitabh Srivastava**, Department of Culture & Media Studies has been appointed as **Dean, School of Social Sciences**. This appointment is effective from the date of assuming the charge of Dean, for a period of three years or till further orders, whichever is earlier.

Prof. Amitabh Srivastava will assume the responsibility of Dean, School of Social Sciences in addition to his present duties in the University. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

This issues with the approval of the Competent Authority.


Registrar

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

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/ Students Welfare
4. Director (IQAC)/ (R&D)/ (ODL&OP)
5. All Deans of the Schools of Studies
6. Proctor/ Chief Warden
7. All Heads / Coordinators of Academic Departments
8. Prof. Jagdish Ulhas Jadhav (with a request to hand over the charge of Deanship)
9. Prof. Amitabh Srivastava (with a request to take over the charge of Deanship)
10. All Officers / Section Incharge
11. Hindi Officer, CURaj – with request to prepare Hindi version
12. Web Admin – with request to update the University website
13. Concerned File / Estt. Section
14. Guard / Dispatch file



कार्यालय आदेश

प्रो. ममता रानी, कम्प्यूटर विज्ञान विभाग को केंद्रीय विश्वविद्यालय अधिनियम, 2009 के कानून 05 के प्रावधानों एवं सक्षम प्राधिकारी के अनुमोदन के अनुसार, गणित, सांख्यिकी एवं कंप्यूटेशनल विज्ञान स्कूल के अधिष्ठाता के रूप में नियुक्त किया जाता है। यह नियुक्ति अधिष्ठाता का पदभार ग्रहण करने की तिथि से त्रिन वर्ष की अवधि के लिए या अगले आदेश तक, जो भी पहले हो, तक प्रभावी होगी।

प्रो. ममता रानी, अपने वर्तमान कर्तव्यों के अलावा अधिष्ठाता, गणित, सांख्यिकी एवं कंप्यूटेशनल विज्ञान स्कूल की जिम्मेदारी संभालेंगी। वह समय-समय पर विश्वविद्यालय के अधिनियम, कानून और अध्यादेशों द्वारा निर्धारित कार्यों का निष्पादन करेंगी।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।


कुलसचिव

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

प्रतिलिपि:

1. कार्यालय - माननीय कुलपति- सूचनार्थ
2. कार्यालय - कुलसचिव/ वित्त अधिकारी/ परीक्षा नियंत्रक/ पुस्तकालयाध्यक्ष
3. अधिष्ठाता कार्यालय - अकादमिक, अनुसंधान, छात्र कल्याण
4. निदेशक - (आईक्यूएसी)/ (आरएंडडी)/ (ओडीएलएंडओपी)
5. सभी स्कूलों के अधिष्ठाता
6. कुलानुशासक/ मुख्य छात्रावास अधीक्षक
7. सभी शैक्षणिक विभागों के विभागाध्यक्ष/ समन्वयक
8. प्रो. डी. सी. शर्मा (अधिष्ठाता का प्रभार सौंपने के अनुरोध के साथ)
9. प्रो. ममता रानी (अधिष्ठाता का प्रभार संभालने के अनुरोध के साथ)
10. सभी अधिकारी/अनुभाग प्रभारी
11. वेब एडमिन - विश्वविद्यालय की वेबसाइट को अपडेट करने के अनुरोध के साथ
12. संबंधित फाइल/ स्थापना अनुभाग
13. गार्ड/ प्रेषण फाइल

OTHER ORDERS



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

सं./No.: CURAJ/R/F.157/2024/ 77

दिनांक/Date: 02.04.2024

OFFICE ORDER

The National Skill Development Corporation (NSDL), under the aegis of Ministry of Skill Development Entrepreneurship is undertaking a Pan India "Labour Markets and Skills Assessment" study to present a comprehensive understanding of youth aspirations, migration patterns, and employability skills from the supply side. NSDL has empanelled Axis My India as the external vendor to conduct surveys across the country. As part of study, the vendor would like to interview students from colleges, universities and other Higher Education Institutions.

In this regard, Prof. Uma Sankar Mishra, Department of Management, is hereby appointed as a single point of contact for coordinating with the all concerned including the selected vendor (Axis My India) and to provide all necessary assistance for conducting interviews.

This is issued as per directions of Competent Authority.


Registrar (I/c)
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan.

To:

Prof. Uma Sankar Mishra,
Dean, School of Commerce & Management
Central University of Rajasthan
Email: usmishra@curaj.ac.in

Copy for information and necessary action:

1. The Vice Chancellor Secretariat
2. Mr. Ved Mahi Tiwari, COO & Officiating CEO, NSDC
(Email: vedm@nsdcindia.org, monitoring@nsdcindia.org)
3. Mr. Sandeep Jain, Deputy Secretary, Department of Higher Education, Ministry of Education- in reference of your letter F.No. 3-5/ 2004-TS.II dated 07.03.2024
(Email: sandeepjain.edu@nic.in)
4. Office of the Registrar/ Finance Officer/ CoE/ Librarian
5. All Deans of the Schools of Studies
6. Office of the Dean (Academics)/ Director (R&D)/Director IQAC
7. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
8. All Heads/Coordinators of Academic Departments
9. All Officers/ Section Incharge
10. Guard / Dispatcher File



No. : CURAJ/R/F.157/Estt./2024/ 112

Date: 05.04.2024

OFFICE ORDER

Consequent upon resignation dated 06.03.2024, **Dr. Manish Didwania** is hereby relieved from the post of Controller of Examinations at Central University of Rajasthan w.e.f. 05.04.2024 (A/N).

2. This is issued with the approval of the Competent Authority.

Registrar (I/c)**Distribution to:**

1. The Secretary to President of India & Visitor of Central University of Rajasthan
2. Dr. K. Kasturirangan, Hon'ble Chancellor, Central University of Rajasthan
3. The P.S. to Hon'ble Minister of Education, Govt. of India
4. The P.S. to Hon'ble Minister of State for Education, Govt. of India
5. The Secretary, Department of Higher Education, Ministry of Education, Govt. of India
6. The Joint Secretary (CU), Department of Higher Education, Ministry of Education
7. The Chairman, University Grants Commission
8. The Secretary, University Grants Commission
9. The Chief Secretary, Govt. of Rajasthan
10. The Secretary to the Hon'ble Governor of Rajasthan
11. The Secretary to the Hon'ble Chief Minister, Govt. of Rajasthan, Jaipur
12. All Members of Executive Council/Academic Council/Finance Committee of CURaj
13. The District Collector, Ajmer
14. The Sub Divisional Magistrate, Kishangarh.
15. The Registrar (I/c), CURaj
16. The Finance Officer, CURaj
17. The Librarian (I/c), CURaj
18. Dr. Manish Didwania
19. All Deans/Heads/Officers, CURaj
20. All Teaching and Non-Teaching employees, CURaj
21. P.S. to Vice Chancellor, CURaj.
22. Guard & Concerned File



No. : CURAJ/R/F.157/2024/202

Date: 10.04.2024

OFFICE ORDER

This is in reference to the Publication Committee constituted vide S.No. 12 of the Office Order No. 1773 dated 25.08.2023 (Internal Committees).

In partial modification of the said Office Order, it is to inform all concerned that in addition to the existing responsibilities, the Publication Committee is hereby also entrusted with the responsibility of the University Brochure.

All other provisions and constitution of the Publication Committee remains unchanged.

This is issued as per directions of the Competent Authority.

Registrar (I/c)

To: All Members of Publication Committee

Copy to:

1. The Vice Chancellor Secretariat
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. All Deans of the Schools of Studies
4. Office of the Dean (Academics)/ Director (R&D)/Director IQAC
5. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
6. All Heads/Coordinators of Academic Departments
7. All Officers/ Section Incharge
8. Guard / Dispatcher File



OFFICE ORDER

For effective functioning and monitoring of CCTV Surveillance System in the campus, it is to inform all concerned that the work related to CCTV Surveillance System is hereby assigned and distributed between the Security Section and ICT with immediate effect, as under:

Section/ Cell	Assigned duties & responsibilities
Security Section	<ol style="list-style-type: none"> 1. Actively Monitoring/ Watching and access of CCTV Surveillance System from security aspect. 2. Immediate reporting of incidences to the appropriate authorities/ administration. Security section will be responsible for non-availability of video footage on account of non working of cameras. 3. Saving and providing records/ footages of CCTV Cameras to the concerned authorities. 4. Reporting of any Malfunctioning in CCTV Cameras to the ICT for technical support and resolving the issues 5. Submission of requirement (quantity, location/ relocation and basic specification)
ICT Cell	<ol style="list-style-type: none"> 1. Ensuring Repair & Maintenance on reporting from the Security Section and periodical check up to ensure proper functioning of the CCTV Surveillance System in the Campus. 2. To ensure initial setup and installation of CCTV cameras, providing additional cameras at designated locations/ relocations as per the security plan 3. To ensure proper connectivity and provide technical support related camera operation, software configuration, troubleshooting etc. 4. Procurement and finalization of technical specification of CCTV Cameras and DVRs. 5. Installation and maintenance of Surveillance room (CCTV monitoring Control room) 6. Periodical inspection of CCTVs and Surveillance room for updates of software and hardwares.

This is in supersession of all earlier orders regarding CCTV Surveillance System in the campus.

This is issued as per orders of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
NH-8, Bandarsindri, Teh.-Jodhpur
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information & necessary action to:-

1. Office of Hon'ble Vice Chancellor
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean (Academics), Director (Research & Development), Director (IQAC)
5. Office of the Proctor/ Chief Warden/ DSW
6. All Heads/Coordinators of Academic Departments
7. All Officers / Section Incharge
8. Establishment Section - for information and circular retention file



No. : CURAJ/R/F.157/Estt./2024/ 240

Date: 16.04.2024

OFFICE ORDER

In continuation to the Office Order No. 1485 dated 02.08.2023 and Office Order No. 3990 dated 14.02.2024, I am directed to inform all concerned that upon relieving of Dr. Manish Didwania from the post of Controller of Examination at CURaj on 05.04.2024, the following responsibilities are hereby assigned to Dr. Chandrakanta Dash, Assistant Professor, Department of Chemistry, in addition to his present duties in the University, with immediate effect and till further orders.

- (1) Controller of Examinations
- (2) Director, Open Distance Learning and Online Learning
- (3) Coordinator/ Nodal Officer, National Education Policy

The responsibilities assigned in the above mentioned Office Orders are now entrusted to Dr. Chandrakanta Dash.

This is issued with the approval of the Competent Authority.

Registrar (I/c)
Central University of Rajasthan

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information/ necessary action:

1. Office of Hon. Vice Chancellor - for info. pl.
2. Office of Registrar / Finance Officer / CoE / Librarian
3. Office of Dean (Academics)/Dean (Research)/Dean (ARCI)/DSW/ Director-IQAC
4. All Deans of Schools of Studies
5. Dean, School of Chemical Sciences and Pharmacy
6. Chairman, NEP Cell, CURaj
7. Office of the Proctor / Chief Warden
8. All Heads/ Coordinators of Academic Departments
9. Head, Department of Chemistry
10. Dr. Chandra Kanta Dash, Assistant Professor, Department of Chemistry
11. All Officers / Section Incharge
12. Concerned File / Estt. Section
13. Guard I Despatch File



राजस्थान केन्द्रीय विश्वविद्यालय

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

Central University of Rajasthan

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

सं./No.: CURAJ/R/F.157/2024/ २१०

दिनांक/Date: 22.04.2024

OFFICE ORDER

To showcase the achievements and schemes of the Government of India, the NNS Media Group, is organising an exhibition- Government Achievement and Schemes Expo – 2024 from 20th – 22nd July, 2024 at Pragati Maidan, New Delhi. A copy of the Letter received from Ministry is enclosed herewith for reference.

In this regard, following officials shall coordinate to ensure the university's participation in the said event:

1. Dr. Tarun Kumar Bhatt, Assistant Professor, Department of Biotechnology and Incharge Orientation Cum Counselling Cell
2. Dr. Hari Singh Parihar, Joint Registrar, Institutional Branding Cell

This is issued as per directions of Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action:

1. The Vice Chancellor Secretariat
2. Sh. Bhagwan Sawrup, Asst. Section Officer (CU.Cdn), CU Bureau, Ministry of Education (Email: bhagwanswaroop.edu@nic.in).
3. NNS Media Group (Email: nnsexpo2024@gmail.com).
4. Dr. Hari Singh Parihar, Joint Registrar, Institutional Branding Cell
5. Dr. Tarun Kumar Bhatt, Assistant Professor, Department of Biotechnology and Incharge Orientation Cum Counselling Cell
6. Guard / Dispatcher File



OFFICE ORDER

This is in continuation to the Office Order No. CURAJ/R/F.150/1773 dated 25.08.2023 (Internal Committees), the NSS and NCC cell is constituted as follows:

NSS and NCC Cell:	
The NSS and NCC Cell from the Academic Session 2024-25 is constituted as under:	
Chairperson	Dr. Devendra Rankawat, Assistant Professor, Department of English
Members	1. Dr. Mahesh Shivaji Barale, Assistant Professor, Department of Statistics 2. Dr. Kamlesh Jangid, Assistant Professor, Department of Mathematics
Member Secretary	Dr. Jugal Kishor, Assistant Professor, Department of Society-Technology Interface

This Committee shall be responsible for the activities of the NSS and NCC.

The Chairperson and Member-Secretary are requested to prepare the guidelines, functions, activities and format for submission of report.

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

Registrar (I/c)

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

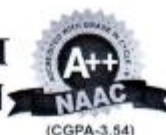
To: All Members of NSS & NCC Cell

Copy for information and necessary action to:

1. Office of the Vice Chancellor
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean (Academics)/ Director (R&D)/Director IQAC
4. All Deans of the Schools of Studies
5. Office of the Proctor/ Chief Warden/ Dean of Students' Welfare
6. All Heads/Coordinators of Academic Departments
7. All Convenors/ Member Secretary of the Internal Committees
8. All Administrative Officers
9. All Section In-charge
10. All Teaching & Non-Teaching Staff
11. The Web- Administrator- with a request to update the University Website
12. Guard / Dispatcher File



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.157/2024/447

Date: 02-05-2024

OFFICE ORDER

This is in continuation to the Office Order No. CURAJ/R/F.150/1773 dated 25.08.2023 (Internal Committees), the SWAYAM cell is constituted as follows:

SWAYAM Cell:	
The SWAYAM Cell from the Academic Session 2024-25 is constituted as under :	
Chairperson	Dr. Umesh Gupta, Associate Professor, Department of Pharmacy
Members	<ol style="list-style-type: none"> 1. Dr. Dhaneshwar Prusty, Assistant Professor (UGC-FRP), Department of Biochemistry 2. Dr. Seema Gopinath, Assistant Professor, Department of Education 3. Dr. Kuldeep Suthar, Assistant Professor, Department of Physics
Member Secretary	Dr. Jai Prakash, Assistant Professor, Department of Atmospheric Science

This Committee shall be responsible for the activities under SWAYAM.

The Chairperson and Member-Secretary are requested to prepare the guidelines, functions, activities and format for submission of report.

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

Registrar (I/c)

To: All Members of SWAYAM Cell

Copy for information and necessary action to:

1. Office of the Vice Chancellor
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. Office of the Dean (Academics)/ Director (R&D)/Director IQAC
4. All Deans of the Schools of Studies
5. Office of the Proctor/ Chief Warden/ Dean of Students' Welfare
6. All Heads/Coordinators of Academic Departments
7. All Convenors/ Member Secretary of the Internal Committees
8. All Administrative Officers
9. All Section In-charge
10. All Teaching & Non-Teaching Staff
11. The Web- Administrator- with a request to update the University Website
12. Guard / Dispatcher File



No.: CURAJ/R/F.158/Estt./2024/ 777 .

Date : 30.05.2024

OFFICE ORDER

In continuation to the Office Order No. CURAJ/R/F.136/2022/363 dated 02.05.2022, the competent authority has directed the same committee ([comprising of (1) Prof. C. C. Mandal, Department of Biochemistry, (2) Prof. Amit Goyal, Department of Pharmacy, and (3) Prof. Rajesh Kumar, Department of Environmental Science) to assess the claims of past services, Post-Doctoral experiences, etc. as per the approved guidelines and to submit its recommendation in respect of the period of past service to be counted for promotion under CAS, as per norms / guidelines.

2. This is issued with the approval of the competent authority.

Registrar (i/c)
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy for information and necessary action:

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar / Finance Officer / Librarian / CoE
3. Office of the Dean (Academics)
4. Office of the Director (IQAC / R&D)
5. All Deans of the Schools of Studies
6. All Heads/Coordinators of Academic Departments
7. All concerned Committee members
8. All Regular Faculties
9. Establishment Section / Recruitment Cell
10. Guard/Despatcher File



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/F.158/2024/ 782

Date:-
30 MAY 2024
31 MAY 2024

OFFICE ORDER

This is to inform to all Deans of the Schools of Studies and Heads of the Academic Departments that their offices are expected to be functional, during Summer Vacations to be observed from 06.06.2024 to 05.07.2024 on all working days, while the administrative offices remain open.

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

Further, all the teachers who are involved in Recruitment, Admission Committee and in any other committee and expected to work during the vacation period, must inform the concerned Chairperson of that Committee before leaving the Headquarters. All faculty members 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 any faculty may also be asked to be present in the University as and when required by the Competent Authority. The faculty members before leaving the Headquarters during the summer vacation will inform the following to their respective Heads/Incharge:

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

Earned Leave will be credited/ accrued to Deans of the School of Studies, Heads of the Academic Departments and other faculty members, worked during the summer vacation, on the basis of their attendance and as per rules.

This issues with the approval of the Competent Authority.

To,

- All Deans of the Schools
- All Heads of Academics Departments
- All Teaching Staff
- Gurad/ dispatch File


Registrar (I/c)
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

राष्ट्रीय राजमार्ग-8, बाँदरसिन्दरी, कियानगर-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.cura.ac.in, ई-मेल / Email: info@cura.ac.in



कार्यालय आदेश OFFICE ORDER

कार्यकारी परिषद ने 20.02.2024 को आयोजित अपनी 51वीं बैठक में ग्रहणाधिकार बनाए रखते हुए नियमित कर्मचारियों को राहत देने पर चर्चा की। तदनुसार, कार्यकारी परिषद ने कुलपति को मामला-दर-मामला आधार पर तकनीकी त्यागपत्र पर ग्रहणाधिकार बनाए रखने के मामले पर निर्णय लेने के लिए प्राधिकृत किया। इसके अलावा, कुलपति के निर्णय पर कोई चर्चा नहीं की जाएगी।

Executive Council, in its 51st Meeting held on 20.02.2024 discussed relieving of regular staff while retaining lien. Accordingly, the Executive Council authorized the Vice Chancellor to decide the matter of retaining lien on technical resignation on case to case basis. Further, no discussion shall be entertained on the decision of the Vice Chancellor.

कुलसचिव (प्रभारी)
Registrar (in-charge)

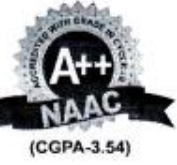
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

प्रति: Copy to:

1. कुलपति कार्यालय / Office of Hon'ble Vice Chancellor
2. सभी संबंधित / All Concerned
3. स्थापना अनुभाग / Establishment Section
4. कार्यालय प्रति प्रेषण / गार्ड फाइल / फाइल / Office Copy / Guard File / Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/F.158/Estt./2024/ 797

Date: 03.06.2024

कार्यालय आदेश OFFICE ORDER

जुड़ाव और सामूहिक प्रतिनिधित्व को बढ़ाने के लिए, समुदाय, राष्ट्रीय गौरव और संस्थागत पहचान की भावना को बढ़ावा देने के लिए, कार्यकारी परिषद ने 20.02.2024 को आयोजित अपनी 51वीं बैठक में अनुमोदित किया है कि सभी कर्मचारी असाधारण परिस्थितियों को छोड़कर, राष्ट्रीय और विश्वविद्यालय महत्व की निम्नलिखित महत्वपूर्ण घटनाओं में अनिवार्य रूप से भाग लेंगे:

To enhance engagement and collective representation, fostering a sense of community, national pride, and institutional identity, Executive Council, in its 51st Meeting held on 20.02.2024 has resolved that all employees shall mandatorily participate in the following important events of National and University significance, except extraordinary circumstances:

1. गणतंत्र दिवस Republic Day
2. स्वतंत्रता दिवस Independence Day
3. विश्वविद्यालय के दीक्षांत समारोह का दिन Day of Convocation of the University
4. विश्वविद्यालय का स्थापना दिवस Foundation Day of the University

राष्ट्रीय और विश्वविद्यालय महत्व के उपरोक्त महत्वपूर्ण आयोजनों के दौरान संबंधित रिपोर्टिंग प्राधिकारी द्वारा किसी भी कर्मचारी की छुट्टी की सिफारिश नहीं की जाएगी।

No leave of any staff shall be recommended by the concerned reporting authority during above important events of National and University significance.

कुलसचिव (प्रभारी)

Registrar (in-charge)

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय

Central University of Rajasthan

प्रति: Copy to:

1. कुलपति कार्यालय / Office of Hon'ble Vice Chancellor
2. सभी संबंधित / All Concerned
3. स्थापना अनुभाग / Establishment Section
4. कार्यालय प्रति प्रेषण / गार्ड फाइल / फाइल / Office Copy / Guard File / Dispatch File



OFFICE ORDER

11 JUN 2024

A Committee was constituted to make a policy to consider requests received from employees to apply for employment elsewhere by meeting the faculty members to understand their prospective and to recommend a suitable policy. Accordingly, the recommendations of the Committee have been approved by the Competent Authority, as under:

1. While applying for any post within or outside the university, all employees must give information to the Registrar with a copy to the Establishment Section of the University. Specific requests for a grant of NOC while forwarding the application, if required by the outside organization or after shortlisting for an interview, must be explicitly made in writing in the form of paper copy and/or through the digital communication system in place. Any application seeking a post-factor grant of NOC made by the employee in the absence of any prior information to the University may not be considered. In all cases related to NOCs, the University may take prompt action on applications so that the employee does not miss the opportunity to appear for an interview.
2. Employees must ensure that the requests for NOCs are made within the permissible limits of NOC in a year. Requests beyond the permissible limits will be treated as null and void.
3. Faculty members occasionally ask to cancel their NOC requests to remain within the maximum permissible limit of NOC within a year. Such cancellation requests cause additional administrative work. Thus, a request of withdrawal of NOC may not be considered except for specific circumstances such as a change in eligibility or shortlisting criteria by the Institute/University/Organization where the application is made or due to unavoidable personal/health reasons. In all such cases, the request to cancel the NOC must not be entertained after the date of interview for the post applied for.
4. In order to streamline the processing forwarding job applications and/or grant of NOC, a module must be integrated with the University's ERP System. Until such a system is in place, the current practice of on-paper processing must continue.
5. The University should follow, in letter and spirit, the guidelines/orders issued by the UGC / Government of India from time to time.
6. Notwithstanding the above, for the regularly selected employees in permanent positions, no NOC will be given during the probation period or two years from the date of joining the regular post, whichever is earlier.
7. Employees on contract for fixed short-term tenure will not be granted any NOC.

This is for necessary compliance by all the concerned.

Registrar (i/c)

Copy for information and necessary action:

1. Office of Hon'ble Vice Chancellor
2. Office of Registrar / Finance Officer / Librarian / CoE / Dean (Acad) / Director (IQAC / R&D)
3. All Deans of the Schools of Studies / Heads or Coordinators of Academic Departments
4. All Administrative Officers / Section Heads
5. All Employees of the University
6. Establishment Section / Recruitment Cell
7. Guard/Despatcher File



राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

Category-I University Status by UGC, New Delhi



No.: CURAJ/R/Estt./F.158/2024/ 335

Date: 05.06.2024

31 JUN 2024

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee (DPC) held on 22.11.2022, and subsequent approval by the Competent Authority, **Mr. Dilip Raichandani**, Upper Division Clerk (Group 'C'), is hereby promoted to the post of Assistant (UR) (Group 'B') in the Pay Level-06 (Pay Range 35400-112400) on a regular basis w.e.f. 15.02.2024.

Mr. Dilip Raichandani will be on probation for a period of two years from the date of promotion.

The other terms and conditions will remain same as applicable for the appointment on promotion, as per the University Act, Statutes, Ordinances, etc. in force and as amended from time to time.

This issues with the approval of the Competent Authority.

Registrar (I/c)
Central University of Rajasthan

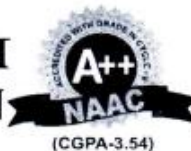
REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy to (for information and necessary actions):

1. Vice Chancellor's Secretariat, CURaj
2. O/o the Registrar, CURAJ
3. O/o the Finance Officer, CURAJ
4. Concerned staff (with a request to submit joining report, and Option Form for increment on promotion)
5. Concerned Dean/ HoD/ Section Head
6. Establishment Section
7. Personal File
8. Guard File/ Dispatcher File



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/Estt/F.159/2024/ 1259

Date: 02.07.2024

OFFICE ORDER

It is to inform all concerned that Dr. Sanjay Kumar, Assistant Professor, Department of Statistics is hereby appointed as Chief Warden, Central University of Rajasthan by Hon'ble Vice Chancellor, with immediate effect, in addition to his present duties in the University, till further orders.

The Chief Warden will perform his duties as per the provisions of the Act, Statutes and Ordinances of the University and as assigned by the Vice Chancellor, from time to time.

This is issued with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Cc to (for information/necessary action):-

1. Office of Hon'ble Vice Chancellor, CURaj
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian, CURaj
3. Office of the Dean (Academics) /Dean (Research)/Dean (ARCI), CURaj
4. All Deans of the Schools of Studies, HoDs/ Coordinators, CURaj
5. Office of the Proctor/Chief Warden/Dean of Students' Welfare, CURaj
6. Director, IQAC, CURaj
7. Prof. S. Kandasamy - *with a request to hand over the charge to Dr. Sanjay Kumar*
8. Dr. Sanjay Kumar - *with a request to take over the charge from Prof. S. Kandasamy*
9. All Officers/ Section Incharge
10. Public Relations Officer, CURaj
11. Web Administrator, CURaj (for uploading on the University Website)
12. 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.)

सं./No.: CURAJ/R/F.159/2024/ 1372

दिनांक/Date: 8 JUL 2024

OFFICE ORDER

This is in continuation of Office Order No. 1259 dated 02.07.2024 regarding appointment of Chief Warden. In this regard, for smooth and effective hostel administration, it is to inform all concerned that Chief Wardens, Assistant Chief Wardens and Wardens are hereby appointed by Hon'ble Vice Chancellor, for Boys and Girls Hostel separately, with immediate effect as under:

Girls Hostel

Chief Warden- Dr. Neha Arora, Dept. of English			
Assistant Chief Warden (Building No. 1 & 2) Dr. Jaya Kritika Ojha, Dept. of Society Technology Interface		Assistant Chief Warden (Building No. 3 & 4) Dr. Deeksha Tripathi, Dept. of Microbiology	
Warden (Building 1) Dr. T. Sangeetha, Dept. of Education	Warden (Building 2) Dr. Nivedita Chaudhary, Dept. of Environmental Science	Warden (Building 3) Dr. Sangeeta Yaduvanshi, Dept. of Education	Warden (Building 4) Dr. Dhanapati Shougrakpam, Dept of Linguistics

Boys Hostel

Chief Warden- Dr. Sanjay Kumar, Department of Statistics			
Assistant Chief Warden (Building No. 5 & 6) Dr. Narendra Kumar, Dept. of Education		Assistant Chief Warden (Building No. 7 & 8) Dr. Kaisar Raza, Dept. of Pharmacy	
Warden (Building 5) Dr. Ajay Indian, Dept. of Computer Science	Warden (Building 6) Dr. Kamlesh Jangid, Dept. of Mathematics	Warden (Building 7) Dr. Ram Kishore, Dept. of Mathematics	Warden (Building 8) Dr. Jai Prakash, Dept. of Atmospheric Science

The Chief Warden, Assistant Chief Warden and Wardens shall perform their duties (in addition to their present duties) as per the provisions of the Act, Statutes, Ordinances of the University and as assigned by the Vice Chancellor from time to time.

This is in supersession of all earlier orders, if any in this regard.

This is issued as per directions of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh,
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy to:

1. Office of Hon'ble Vice Chancellor - for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. Office of the Proctor
4. Office of the Chief Warden- for office record
5. The Dean (Academics) / Dean (ARCI) / DSW/ Director (R&D)/ Director (IQAC)
6. All Deans of the School of Studies/ Heads & Coordinators of the Academic Department
7. All Officers / Section In-charge
8. All Concerned
9. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/Estt/F.159/2024/1333

Date: 09/07/2024
09/07/2024

OFFICE ORDER

It is notified for information of all concerned that Prof. Rajesh Kumar, Department of Environmental Science, has been entrusted the responsibilities of the Director, Internal Quality Assurance Cell (IQAC) of Central University of Rajasthan with immediate effect, till further orders.

This is issued with the approval of the Competent Authority.

Registrar (I/c)

बुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Cc to (for information/necessary action):-

1. Office of Hon'ble Vice Chancellor, CURaj
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian
3. Office of the Dean (Academics)
4. All Deans of the Schools of Studies, HoDs/ Coordinators
5. Office of the Proctor/Chief Warden/Dean of Students' Welfare
6. Director, IQAC
7. Prof. Pradeep Verma - *with a request to hand over the charge to Prof. Rajesh Kumar*
8. Prof. Rajesh Kumar - *with a request to take over the charge from Prof. Pradeep Verma*
9. All Officers/ Section Incharge
10. Public Relations Officer
11. Rajbhasha Cell
12. Web Administrator, CURaj (for uploading on the University Website)
13. Establishment Section/ Guard File/Despatch File



No.: CURAJ/R/Estt/F.159/2024/ 1336

Date: 9 JUL 2024

OFFICE ORDER

It is to inform all concerned that Prof. Gajanan Balasaheb Zore, Department of Biotechnology is hereby appointed as Dean, Students' Welfare (DSW), for a period of three years or till further orders, whichever is earlier, in addition to his present duties in the University.

The Dean, Students' Welfare shall perform such function/ duties as per the provisions of the Act, Statutes and Ordinances of the University and as assigned by the Vice-Chancellor from time to time.

It is also to inform that the following faculty members are appointed as Assistant Dean of Students' Welfare, with immediate effect, till further orders:

1. Dr. Tarun Kumar Bhatt, Associate Professor, Department of Biotechnology
2. Dr. Priyanka Bhaskar, Assistant Professor, Department of Commerce

This is issued with the approval of the Competent Authority.

Registrar (I/c)
Central University of Rajasthan

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Cc to (for information/necessary action):-

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian
3. Office of the Dean (Academics) / Director (IQAC)
4. All Deans of the Schools of Studies, HoDs/ Coordinators
5. Office of the Proctor/Chief Warden/Dean of Students' Welfare
6. Prof. Vipin Kumar- with a request to hand over the charge to Prof. Gajanan Balasaheb Zore
7. Prof. Gajanan Balasaheb Zore- with a request to take over the charge from the Registrar (I/c)
8. All Officers/ Section Incharge
9. Public Relations Officer, CURaj
10. Web Administrator (for uploading on the University Website)
11. Establishment Section
12. 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.)

सं./No.: CURAJ/R/F.159/2024/ 339

दिनांक/Date: 10.07.2024

OFFICE ORDER

In partial modification of Office Order No. 1332 dated 08.07.2024, it is to inform all concerned that the Chief Wardens, Assistant Chief Wardens and Wardens are hereby appointed by Hon'ble Vice Chancellor for Boys and Girls Hostels, with immediate effect as under:

Girls Hostel

Chief Warden- Dr. Neha Arora, Dept. of English			
Assistant Chief Warden, Hostel-B1 & B2 Dr. Jaya Kritika Ojha, Dept. of Society Technology Interface		Assistant Chief Warden, Hostel-B3 & B4 Dr. Deeksha Tripathi, Dept. of Microbiology	
Warden, Hostel- B1 Dr. T. Sangeetha, Dept. of Education	Warden, Hostel- B2 Dr. Nivedita Chaudhary, Dept. of Environmental Science	Warden, Hostel- B3 Dr. Nithya Prem S R, Dept. of Education	Warden, Hostel- B4 Dr. Dhanapati Shougrakpam, Dept of Linguistics

Boys Hostel

Chief Warden- Dr. Sanjay Kumar, Department of Statistics			
Assistant Chief Warden, Captain Vikram Batra Boys Hostel (B5) Second Lieutenant Arun Khetarpal Boys Hostel (B6) Dr. Narendra Kumar, Dept. of Education		Assistant Chief Warden, Company Havildar Major Piru Singh Boys Hostel (B7) Lieutenant Manoj Kumar Pandey Boys Hostel (B8) Dr. Kaisar Raza, Dept. of Pharmacy	
Warden, Captain Vikram Batra Boys Hostel (B5) Dr. Ajay Indian, Dept. of Computer Science	Warden, Second Lieutenant Arun Khetarpal Boys Hostel (B6) Dr. Kamlesh Jangid, Dept. of Mathematics	Warden, Company Havildar Major Piru Singh Boys Hostel (B7) Dr. Ram Kishore, Dept. of Mathematics	Warden, Lieutenant Manoj Kumar Pandey Boys Hostel (B8) Dr. Jai Prakash, Dept. of Atmospheric Science

The Chief Warden, Assistant Chief Warden and Wardens shall perform their duties (in addition to their present duties) as per the provisions of the Act, Statutes, Ordinances of the University and as assigned by the Vice Chancellor from time to time.

This is in supersession of all earlier orders, if any in this regard. This is issued as per directions of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
NH-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy to:

- Office of Hon'ble Vice Chancellor – for information pl.
- Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
- Office of the Proctor
- Office of the Chief Warden- for office record
- The Dean (Academics) / Dean (ARCI) / DSW/ Director (R&D)/ Director (IQAC)
- All Deans of the School of Studies/ Heads & Coordinators of the Academic Department
- All Officers / Section In-charge
- The Assistant Registrar, Establishment
- All existing Wardens- for handing over the charge
- All Concerned Chief Wardens, Assistant Chief Wardens and Warden
- Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/Estt/F.159/2024/1435

Date: 19.07.2024

OFFICE ORDER

It is notified for information of all concerned that Prof. Uma Sankar Mishra, Department of Management, has been entrusted the responsibilities of the Director, Open Distance Learning and Online Programmes (ODL & OP) of Central University of Rajasthan with immediate effect, till further orders.

This is issued with the approval of the Competent Authority.

Registrar (I/c)

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Cc to (for information/necessary action):-

1. Office of Hon'ble Vice Chancellor, CURaj
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian
3. Office of the Dean (Academics)/ Director, IQAC/ Director (R&D)
4. All Deans of the Schools of Studies, HoDs/ Coordinators
5. Office of the Proctor/Chief Warden/Dean of Students' Welfare
6. Prof. Uma Sankar Mishra- *with a request to take over the charge from Dr. C.K. Dash*
7. Dr. C.K. Dash – *with a request to hand over the charge to Prof. Uma Sankar Mishra*
8. All Officers/ Section Incharge
9. Public Relations Officer
10. Rajbhasha Cell
11. Web Administrator, CURaj (for uploading on the University Website)
12. Establishment Section/ Guard File/Despatch File



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/Estt/F.160/2024/1619

Date:

9 AUG 2024

OFFICE ORDER

It is hereby notified for the information of all concerned that the Controller of Examinations has been nominated as the Nodal Officer for the UTSAH Portal, developed by the UGC, which is designed to capture all initiatives undertaken by Higher Education Institutions (HEIs) as per NEP 2020.

The Nodal Officer will oversee the regular updates of information on the UTSAH Portal.

This is issued with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishanganarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Cc to (for information/necessary action):-

1. Office of Hon'ble Vice Chancellor, CURaj
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian
3. Office of the Dean (Academics)/ Director, IQAC/ Director (R&D)
4. All Deans of the Schools of Studies, HoDs/ Coordinators
5. Office of the Proctor/Chief Warden/Dean of Students' Welfare
6. Dr. Chancrakanta Dash, CoE (I/c)
8. All Officers/ Section Incharge
9. Public Relations Officer
10. Rajbhasha Cell
11. Web Administrator, CURaj (for uploading on the University Website)
12. Establishment Section/ Guard File/Despatch File



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F160./2024/ 1621

Date:

9 AUG 2024

OFFICE ORDER

The University has adopted the UGC Regulations, 2018 as resolved by the Executive Council vide agenda item 33-4.6. The UGC Regulations requires Annual Performance Appraisal Report (APAR) for teachers of the University. In this connection, an APAR Format is enclosed and being distributed to all faculty members at the Central University of Rajasthan. The APAR process has to be completed as per the following schedule:

Sn.	Activity	Date by Which to be Completed
1.	Distribution of Blank APAR Forms (through e-mail) to Teachers	from date of issue of the Office Order
2.	Submission of Self-appraisal to Reporting Officer by a Teacher	31.08.2024
3.	Submission of APAR by Reporting Officer to Reviewing Officer	30.09. 2024
4.	Report to be Completed by Reviewing Officer and to be sent to Administration (Establishment Section)	15.11.2024

2. The Reporting Officer of an employee, will be the superior under whom the employee rendered his/her services and the Reviewing Officer will be the superior of the Reporting Officer, as the case may be. The Reporting/Reviewing Authority can write/review the APAR of a Government servant for at least an experience of three months of work and conduct of an employee reported upon.

3. In case of 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. All the Reporting Officers are requested to receive the filled-in APAR Form from teaching staff under their Headship and submit the same to the Reviewing Officer with comments. The Reviewing Officer shall send the APARs alongwith a forwarding Note to the office of the Registrar.

5. The APAR Form for the Academic Year 2023-24(June-July) duly filled-in and signed by the concerned official (Teacher and Reporting/ Reviewing Officer) should be submitted in a closed envelop superscribed as "CONFIDENTIAL : APAR (TEACHING) FOR ACADEMIC YEAR" on the top and NAME OF TEACHER, REPORTING OFFICER & REVIEWING OFFICER with date of submission be written on the envelope.

6. Separate APAR Form should be submitted for a period of supervision for more than three months (if any) to the concerned Reporting Officer. All teachers, Reporting Officers and Reviewing Officers are requested to strictly adhered to the date schedule for submission and timely processing of APARs.

7. In case of any doubts/queries about filling-up of APARs, the concerned Reporting/Reviewing Officer etc. may please feel free to contact the Assistant Registrar (Estt.) in this regard.

This issues with the approval of the Competent Authority.

Registrar (I/c)

Encl. : As above - APAR Form (For Faculty Members)

Copy for information and necessary action:

1. Office of Hon. Vice Chancellor
2. Office of the Director (IQAC)
3. All Deans of the Schools of Studies
4. All Heads / Coordinators of Academic Departments
5. All Regular Teaching Employees
7. Concerned File

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 211 Distt.-Ajmer (Rajasthan) INDIA

राष्ट्रीय राजमार्ग-8, बंदरसिंदरी, क़िशंगढ़-305817, ज़िला-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.cura.ac.in, ई-मेल / Email: info@cura.ac.in



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.160/2024/1667

Date: 16.08.2024

Office Order

Subject: Allotment of Hostel Rooms (Academic Session 2024-25)

It is to inform all concerned that due to limited hostel capacity, it is not possible to accommodate all students seeking hostel rooms. The process of allotting hostel rooms to Postgraduate (PG) students is currently underway/ completed, and the allotment for Undergraduate (UG) students will commence once the admission process is finalized.

In light of the above, it has been decided that hostel rooms available will be allocated to newly admitted and continuing students. Students who are taking re-admission for different reasons will not be allotted hostel rooms in the campus. This decision ensures that the available hostel facilities are utilized in a fair and efficient manner, prioritizing those who are entering or continuing their regular course of study.

However, it is important to note that after the completion of the admission process for all students, hostel rooms may be allocated to re-admitted students subject to availability of rooms.

All concerned are requested to take note of this and implement it accordingly. This order is effective immediately and must be strictly followed.

Registrar (I/c)

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. Office of the Proctor/ Chief Warden
4. The Dean (Academics) / DSW/ Director (R&D)/ Director (IQAC)
5. All Deans of the School of Studies/ Heads & Coordinators of the Academic Department
6. All Administrative Officers
7. The Assistant Registrar (Establishment)- for record/retention file
8. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.160/2024/1679

Date: 16.08.2024

OFFICE ORDER

It is to inform to all concerned that Dr. Tarun Kumar Bhatt, Associate Professor, Biotechnology is hereby designated as Coordinator of the programme namely B.Sc. in Cardiology being run in under the Department of Health Science, with immediate effect. He will take care of responsibility of Coordinator of above Programme in addition to his present duties in the University, till further orders.

This issues with the approval of the Competent Authority.

Registrar (I/c)

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/ Students Welfare/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. Dean, Interdisciplinary School of Health Science
7. Head, Department of Health Science
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Dr. Tarun Kumar Bhatt | *with a request to take over the charge of Coordinator*
11. All Officers / Section Incharge
12. Hindi Officer, CURaj – *with request to prepare Hindi version*
13. Web Admin – *with request to update the University website*
14. Concerned File / Estt. Section
15. Guard / Dispatch file

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan



No.: CURAJ/R/F.160/2024/1753

Date: 24.06.2024

OFFICE ORDER

Sub:- Reimbursement of telephone call charges of residential telephone/ mobile phone/ broadband/ mobile data/ data card to University officers – reg.

As approved by the Executive Council and as per GOI OM F.No. 24 (3)/ E.Coord/ 2018 dated 26.03.2018, in supersession of this Office Order No.CURAJ/R/F.77/2015-16/5128 dated 03-03-2016 and No.CURAJ/R/F.88/2017/488 dated 27-04-2017, the ceiling for reimbursement of residential/ mobile phone/ broadband/ data card (for internet purpose) for University Officers is revised as follows:

Posts	Academic Pay/ Pay Level	Amount (Rs.)
Vice Chancellor	Fixed	Rs.4,200/- per month + taxes as applicable
Pro Vice Chancellor*	15	Rs.3,000/- per month + taxes as applicable
Registrar, Finance Officer, Controller of Examinations and Librarian	14	Rs.2,700/- per month + taxes as applicable
Joint Registrar, Deputy Registrar, and Internal Audit Officer	12 and 13	Rs.2,250/- per month + taxes as applicable
Assistant Registrar or equivalent/ higher Administrative officers	10 and 11	Rs.1,200/- per month + taxes as applicable

* In case of Level 14, the entitlement will be determined accordingly.

In addition to above, the reimbursement of telephone call charges of residential telephone/ mobile phone/ broadband/ mobile data/ data card will be considered up to Rs.750/- in respect of Deans of the School of Studies, Dean (Students Welfare), Dean/ Director (Research), Dean (Academics), Director (IQAC), Proctor, Heads of the Academic Departments, Chief Warden and Coordinator (Integrated Programmes) taking into account their quasi-administrative functions in the University.

Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month(s).

The reimbursement would be either at actuals or the prescribed ceilings, based on production of bills, whichever is less. The other terms & conditions will be governed by OM No. F.No. 24 (3)/ E.Coord/ 2018 dated 26.03.2018.

These orders come into force with effect from date of approval of Executive Council in its meeting held on 18.07.2024.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
Nikarnjan, Jaipur-302 004, Tel. -Kishanganri
PIN-302 017 Dist. -Jaipur (Rajasthan) INDIA

Copy to:

- Office of Hon'ble Vice Chancellor – for information pl.
- Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
- Office of the Proctor/ Chief Warden
- The Dean (Academics) / DSW/ Director (R&D)/ Director (IQAC)
- All Deans of the School of Studies/ Heads & Coordinators of the Academic Department
- All Administrative Officers
- The Assistant Registrar (Establishment)- for record/retention file
- Guard/ Dispatch file



OFFICE ORDER

Executive Council, in its 52nd Meeting held on 18.07.2024 considered the recommendation of the duly constituted Committee and in principle approved the following revised policy for Duty Leave. Further, the Vice Chancellor has been authorized to decide the matter of long duty leave requests, if any, on case to case basis.

Duty leave upto 30 days in an academic year may be granted for the following purposes:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/ Principal of the College;
- (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- (e) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.
- (f) For performing any other duty assigned to him / her by the university or invitation / participation in any academic / research / administrative assignment at any Government or Private University / Institution / Laboratory / Industry / Non-Government Organization etc.

The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he / she may be sanctioned duty leave on reduced pay and allowances.

Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

Other than duty leave, a Teacher will be considered ON DUTY when so deputed by the University authorities for any specific academic/administrative work, including government official visits such as NAAC/NBA etc. Team Chairman/ Member, University / Department Research Proposal Meetings to UGC / DST or any other funding agencies.

The Vice Chancellor shall have the powers to consider to sanction the Duty Leave / On Duty in respect of any other assignments which are not covered above.

Leave of any kind cannot be availed as a matter of right. It can be refused/revoked by the sanctioning authority in the interest of the institution.

A teacher concerned should apply Duty Leave / On Duty in the prescribed application form through proper channel before proceeding for such leave, except in case of urgency.

Decision on the long duty leave requests will be taken by the Hon'ble Vice Chancellor, on case to case basis and subject to academic work in progress.

This is for necessary compliance by all the concerned.

Registrar (I/c)

Central University of Rajasthan
I.H.-3, Bandarsindri, Teh.-Kishangarh
Dist.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action:

1. Office of Hon'ble Vice Chancellor
2. Office of Registrar / Finance Officer / Librarian / CoE / Dean (Acad.) / Director (Co-Op / Res)
3. All Deans of the Schools of Studies / Heads or Coordinators of Academic Departments
4. All Administrative Officers / Section Heads
5. All Employees of the University
6. Establishment Section / Recruitment Cell
7. Guard/Despatcher File



No. : CURAJ/R/F.161/2024/2074

Date: September 25, 2024

OFFICE ORDER

The Government of India is organising Special Campaign 4.0 for Swachhata and Minimizing Pendency in alignment with the national vision for a clean and efficient governance system from 2nd- 31st October, 2024.

As per directions and guidelines received from the UGC, this Special Campaign 4.0 is to be organized in two phases as follow:

1. Preparatory Phase (16th September 2024 to 30th September 2024):

During this phase, after nomination of Nodal Officers, University is required to undertake the following activities:

a) Mobilize the Officers and ground functionaries for the Campaign, b) Identify pending References, c) Identify campaign sites for cleanliness, d) Space management planning, e) Scrap disposal f) Record Management.

2. Implementation Phase (2nd October 2024 to 31st October 2024)

This phase will focus on the actual execution of the identified plans. University is expected to improve records management, categorization, recording, review and weeding out of physical records, as per extant guidelines.

In pursuance of directions and guidelines of UGC, following Nodal Officers are hereby appointed for carrying out activities towards active participation and proper implementation of the objectives of the Special Campaign 4.0 in the University:

S.No.	Name of the activity	Nodal Officer
1	Implementation of Swachhata Campaign- Mobilize the Officers and ground functionaries for the Campaign, Identify campaign sites for cleanliness, Overall cleanliness drive with Space management planning and Scrap disposal. Promoting awareness for cleanliness and hygiene within the campus.	Dr. Devendra Rankawat, Department of English, Assistant Professor. <i>A. Chaturvedi NSS Cell.</i>
2	Record Management, Identify and disposal of pending References & Grievances, recording and weeding of old records/items, disposal of scraps (with quantifiable sale proceeds) and Space management and reduction of pendency	Dr. Hari Singh Parihar, Joint Registrar.

The Nodal Officer (s) shall ensure to carry out the activities as per the guidelines issued by the Ministry/UGC and in line with the successful Special Campaigns held in the year 2021, 2022 and 2023. Further, Nodal Officer (s) will also review the progress on daily basis to access the impact of this Swachhata Campaign. The details of activities carried out during this campaign may be submitted to the Public Relation Officer.

The Public Relation Officer shall upload the details of activities on the UGC University Activity Monitoring Portal at <https://uamp.ugc.ac.in> and also ensure issue of tweet/ retweet using the hashtag #Special Campaign 4.0. through various social media handles of the University from 15th September 2024 onwards.

This is issued as per approval of the Competent Authority.


Registrar (I/c)
मुख्य अधिकारी / Registrar
राजस्थान केंद्रीय विश्वविद्यालय
Central University of Rajasthan

To:

1. Devendra Rankawat,
Department of English , Assistant Professor &
Chairperson, NSS Cell
2. Dr. Hari Singh Parihar, Joint Registrar

Copy for information and necessary action:

1. The VC Secretariat for the information of Hon'ble VC.
2. Office of the Registrar / Finance Officer / CoE / Librarian
3. Office of the Dean- Academics, ARCI, Students Welfare
4. Office of the Director IQAC, R&D
5. All Deans of the School of Studies/ Heads of Academic Departments
6. The Estate Section- to extend support and coordinate in Swachhata Campaign
7. Personal File / Estt. Section
8. Guard / Dispatcher 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.161/2024/2183

Date: - 8 OCT 2024

OFFICE ORDER

(Appointment of Nodal Officer for "SAMARTH Implementation")

"Samarth" is an initiative by the Ministry of Education, with an aim to enable Universities and Higher Education Institutions (HEIs) through a digital framework for planning, management, delivery, and monitoring of services for students, staff, and other stakeholders. Under the project, the HEIs are provided with a fully managed, cloud-based, comprehensive ERP custom-built for HEIs of the country.

In continuation of this Office Order No. 3525 dated 11.01.2024, it is to inform all that Dr. Krishna Kumar Mohbey, Assistant Professor, Department of Computer Science is hereby appointed as the **Nodal Officer for Samarth implementation** at Central University of Rajasthan.

This is issued as per directions of the Competent Authority.


Registrar (I/c)

To

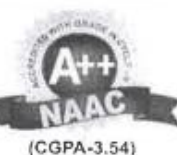
Dr. Krishna Kumar Mohbey
Assistant Professor, Dept. of Computer Science,
Central University of Rajasthan

Copy to:

1. Office of Hon. Vice Chancellor – for kind information.
2. Office of the Registrar/ Finance Officer/ CoE/ Librarian
3. All Deans of the Schools of Studies
4. Office of the Dean (Academics)/ Director (R&D)/Director IQAC
5. Office of the Proctor/ Chief Warden/ Dean of Students Welfare
6. All Heads/Coordinators of Academic Departments
7. The Samarth Monitoring Committee, CURAJ
8. All Officers/ Section Incharge
9. All Teaching & Non-Teaching Staff
10. Guard / Dispatcher File



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/Estt./F.161/2024/ 2254

Date: 17.10.2024

18.10.2024

OFFICE ORDER

In continuation of this Office Order No. 246 dated 31.05.2021, it is to inform to all concerned that Dr. Dhanapati Shougrakpam, Assistant Professor, Department of Linguistics shall continue as Coordinator, Department of Linguistics, till further orders.

This issues with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

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. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. The Dean, School of Humanities & Languages
7. Proctor, Chief Warden
8. All Heads / Coordinators of Academic Departments
9. Dr. Dhanapati Shougrakpam
10. All Officers / Section Incharge
11. Hindi Officer, CURaj – *with request to prepare Hindi version*
12. Web Admin – *with request to update the University website*
13. Concerned File / Estt. Section
14. Guard / Dispatch file

**OFFICE ORDER**

The Central University of Rajasthan is participating in the Vibrant India-2024 and PSEs Development and Achievement EXPO from 25th to 27th October 2024 at Dilli Haat, Pitampura, New Delhi to showcase its achievements and development.

The following employees are hereby deputed for smooth conduct of activities during exhibition on behalf of the University, including interaction with visitors, distribution of printing material of University and submit a report.

1. Dr. Tarun Kumar Bhatt, Associate Professor, Department of Biotechnology.
2. Dr. Dhananjay Tiwari, Assistant Professor, Department of Linguistics.

This is issued as per the approval of Competent Authority.


22.10
Registrar (i/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action:

1. The Vice Chancellor Secretariat
2. The Finance Officer
3. NNS Media Group (Email: nsexpo2024@gmail.com)
4. Dr. Hari Singh Parihar, Joint Registrar, Institutional Branding Cell
5. HoD, Department of Biotechnology
6. HoD, Department of Linguistics
7. Dr. Tarun Kumar Bhatt, Associate Professor, Department of Biotechnology
8. Dr. Dhananjay Tiwari, Assistant Professor, Department of Linguistics
9. Establishment Section
10. Guard / Dispatcher File

**OFFICE ORDER**

The Central University of Rajasthan is participating in the Bharat Shiksha Expo 2024 to be held from November 11-13, 2024 at India Expo Centre & Mart, Greater Noida to showcase its achievements and development.

The following employees are hereby deputed for smooth conduct of activities during exhibition on behalf of the University.

1. Dr. Tarun Kumar Bhatt, Associate Professor, Department of Biotechnology.
2. Dr. Dhananjay Tiwari, Assistant Professor, Department of Linguistics.

This is issued as per the directions of Competent Authority.

Registrar (i/c)
REGISTRAR

Central University of Rajasthan,
V.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action:

1. The Vice Chancellor Secretariat
2. The Finance Officer
3. India Exposition Mart Limited (Email: gm@indiaexpocentre.com, exhibition2@bharatshikshaexpo.com)
4. Dr. Hari Singh Parihar, Joint Registrar, Institutional Branding Cell
5. HoD, Department of Biotechnology
6. HoD, Department of Linguistics
7. Dr. Tarun Kumar Bhatt, Associate Professor, Department of Biotechnology
8. Dr. Dhananjay Tiwari, Assistant Professor, Department of Linguistics
9. Establishment Section
10. Guard / Dispatcher File

**OFFICE ORDER**

The Central University of Rajasthan is participating in the 'Vision for Viksit Bharat' (VIVIBHA 2024) - Three-day National Conclave organised by Bharatiya Shikshan Mandal, scheduled from 15-17 November 2024, at the SGT University, Gurugram, Haryana showcase its achievements and development.

The following employees are hereby deputed for smooth conduct of activities during exhibition on behalf of the University.

1. Dr. Shailendra Pratap Singh, Assistant Professor, Department of Sports Bio-Sciences.
2. Dr. Akshansh Bharadwaj, Assistant Professor, Department of Hindi.

This is issued as per the directions of Competent Authority.

Registrar (i/c)

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy for information and necessary action:

1. The Vice Chancellor Secretariat
2. The Finance Officer
3. Vivibha Conference and Exhibition Group (Email: vce@bsmbharat.org)
4. Dr. Hari Singh Parihar, Joint Registrar, Institutional Branding Cell
5. HoD, Department of Sports Bio-Sciences
6. HoD, Department of Hindi
7. Dr. Shailendra Pratap Singh, Assistant Professor, Department of Sports Bio-Sciences
8. Dr. Akshansh Bharadwaj, Assistant Professor, Department of Hindi
9. Establishment Section
10. Guard / Dispatcher File



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

सं./No.: CURAJ/R/F.162/2024/ 2592

दिनांक/Date:

14 NOV 2024

OFFICE ORDER

In partial modification of this Office Order No. CURAJ/R/F.159/ 2024/1332 dated 08.07.2024 and No. 1339 dated 10.07.2024 regarding appointment of Chief Wardens, Assistant Chief Wardens and Wardens, it is to inform all concerned that Dr. Seema Gopinath, Assistant Professor, Department of Education is hereby appointed as the Warden, Hostel-B3, in place of Dr. Nithya Prem S R, Assistant Professor, Education with immediate effect.

The above assignment shall be in addition to her present duties in the University.

This is issued as per directions of the Competent Authority.

Registrar (I/c)

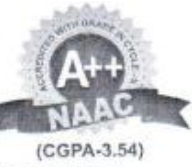
Copy for information & necessary action to:-

1. Office of the Vice Chancellor
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. Office of the Proctor
4. Office of the Chief Warden- original file returned for office record and
5. Office of the Dean (Academics/ Research/ARCI/Student Welfare)
6. All Deans/HoD's of the Academic Departments
7. All Officers/ Section Incharge
8. All concerned members
9. Guard/ Dispatch File

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No: - CURAJ/R/F.162/2024/ 2638

Date:-19/11/2024

OFFICE ORDER

This is in reference to University Office Order No. CURAJ/R/F.150/2023/1773 dated 25.08.2023 and No. CURAJ/R/F.154/2024/3659 dated 23.01.2024, under which the University has constituted the University Complaints Committee.

In partial modification to these orders, Mr. Tanmay Saini, M.Sc., II Year, Mathematics, has been nominated as the Male Student Representative on the University Complaints Committee in place of Mr. Raghvendra Hardeniyan, B.Tech., Biomedical Engineering.

This issues with the approval of the Competent Authority.

Registrar (I/c)
REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Alwar (Rajasthan) INDIA

Copy to:-

- 1) Office of Hon'ble Vice Chancellor – for Information pl.
- 2) Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
- 3) All Dean of Schools of Studies
- 4) Dean (Academics) / Director (R&D)
- 5) Ar. Ritu B. Rai., Chairperson, University Complaints Committee
- 6) University Complaints Committee Members
- 7) Office of the Chief Warden/ DSW
- 8) All Head/ Coordinators of Academics Departments
- 9) All Officers / Section Incharge
- 10) Mr. Raghvendra Hardeniyan, Ex-student, B.Tech., BME
- 11) Mr. Tanmay Saini, M.Sc., Department of Mathematics
- 12) Establishment Section
- 13) Guard/ Dispatch Section



राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

Category-I University Status by UGC, New Delhi



No. : CURAJ/R/F.162/Estt./2024/2633

Date: 18.11.2024

OFFICE ORDER

Consequent upon the selection to the post of Lower Division Clerk in the ICFRE-Arid Forest Research Institute, Jodhpur in the Pay Level-02 and his subsequent request dated 29.10.2024, **Mr. Yashpal Solanki** is hereby relieved upon tendering technical resignation from the post of Lower Division Clerk at Central University of Rajasthan w.e.f. 18.11.2024 (A/N) to enable him to join the new assignment.

2. He will retain no lien at this University.
3. This is issued with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Kishangarh
PIN-305817 Distt.-Ajmer (Rajasthan) INDIA

Distribution to:

1. Office of Hon'ble Vice Chancellor
2. Office of the Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Director (Research & Development)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. Incharge, Store & Purchase Section, CURaj
6. Mr. Yashpal Solanki, CURaj
7. The Director, ICFRE-Arid Forest Research Institute, Jodhpur
8. Public Relations Officer/ Information Scientist/ Statistical Assistant
9. Web Admin- with request to update the University website (www.curaj.ac.in)
10. Concerned File/Estt. Section/ ICT Cell
11. Guard/Despatcher File

राष्ट्रीय राजमार्ग-8 बांदरसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत
दूरभाष (का.)/ Phone (O): +91-1463-257508, +91-1463-257504, वेबसाईट/Website: www.curaj.ac.in, ई-मेल/Email: info@curaj.ac.in

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



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No: - CURAJ/R/F.162/Estt./2024/2655

Date: 19/11/2024

OFFICE ORDER

In reference to University Office Order No. CURAJ/R/F.136/2022/170 dated 13.04.2022, University is following a uniform code for regular, outsourced, and contractual employees and provides a Dress Allowance at an annual rate of Rs. 5,000. Following the increase in Dearness Allowance by 50%, the Dress Allowance has been revised to Rs. 6,250, effective from January 2024 for all eligible employees.

2. The Section Heads/Controlling officers should ensure that employees receiving Dress Allowance are wearing the prescribed uniform while on duty. Failure to comply the same will result in strict action.

2. This issues with the approval of the Competent Authority.

Registrar (I/c)

REGISTRAR

Central University of Rajasthan

N.H.-8, Bandarsindri, Teh.-Kishangarh

PIN-305 817 Dist.-Ajmer (Rajasthan) INDIA

Copy to:-

- 1) Office of Hon'ble Vice Chancellor – for Information pl.
- 2) Finance Officer, CURAJ- *(with request to release arrears of Dress Allowance to eligible employees after necessary deduction as per norms.)*
- 3) Estate Section
- 4) Establishment Section
- 5) Security Officer
- 6) All Dean of Schools of Studies
- 7) Dean (Academics) / Director (R&D)
- 8) Office of the Chief Warden/ DSW
- 9) All Head/ Coordinators of Academics Departments
- 10) All Officers / Section Incharge
- 11) Guard/ Dispatch Section

with request to release arrears of Dress allowance to Outsourced staff subject to claim or the same in monthly bill by the concerned agency, accordingly. .



No. : CURAJ/R/F.162/2024/2887

Date: 10.12.2024

OFFICE ORDER

Consequent upon joining of Sh. Mukesh Khandelwal as Project Manager, to streamline the administrative decision and smooth operations of the Estate Section, Sh. Mukesh Khandelwal will be the Overall Incharge related to all work of the Estate Section.

Accordingly, it is hereby notified that henceforth, in all Committees where the Executive Engineer is a member, the position shall be represented by the Project Manager.

All concerned are requested to make the necessary changes in their records and ensure compliance with this order in all relevant matters.

This order comes into effect immediately.

This is issued as per directions of the Competent Authority.


Registrar 10/12/24.

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Dean Student Welfare
5. Office of the Proctor/ Chief Warden
6. All Heads/Coordinators of Academic Departments
7. The Estate Section- for necessary action
8. All Officers / Section Incharge
9. All Teaching and Non-Teaching Staff
10. Establishment Section – for information and circular retention file
11. The System Analyst- to temporarily cease the email id of ee_civil@curaj.ac.in
12. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/F.163/2024/ 3084

Date:-27.12.2024

OFFICE ORDER

This is to inform to all Deans of the Schools of Studies and Heads of the Academic Departments that their offices are expected to be functional, during Winter Vacation to be observed from 30.12.2024 to 03.01.2025 on all working days, while the administrative offices remain open.

In case of any exigency, a Dean/HoD is not in a position to be available in the University on specific day(s) during the vacation, the concerned Dean/HoD shall inform the name of the appropriate Dean/HoD(Incharge).

Further, all the teachers who are involved in Recruitment, Admission Committee and in any other committee and expected to work during the vacation period, must inform the concerned Chairperson of that Committee. All faculty members before leaving for vacation, will complete their assessment of ESE answer sheets, submission internal examination marks and all other examination related work and inform their HoD before leaving the campus.

This issues with the approval of the Competent Authority.


Registrar 28/12/24

To,

1. All Deans of the Schools
2. All Heads of Academics Departments
3. All Teaching Staff
4. Gurad/ dispatch File

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan



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

सं./No.: CURAJ/R/F.163/2025/3222

दिनांक/Date: 07.01.2025

OFFICE ORDER

In partial modification of this Office Order No. CURAJ/R/F.162/ 2024/2781 dated 29.11.2024 regarding constitution of Cultural Committee (S.No. 16 of various Internal Committees) for the Academic Year 2024-25, it is to inform all concerned that following two committee members are hereby included in the said committee with immediate effect:

1. Dr. T. Sangeetha, Assistant Prof., Department of Education (in place of Dr. Neethu P.S.) to coordinate Dance Club activities
2. Dr. Kashinath Metri, Assistant Prof., Department of Yoga (additional member) to coordinate the Yoga club activities

Sh. Ankur Jangid, (Contractual), Department of Economics shall assist the committee as co-opted member.

The above assignment shall be in addition to present duties in the University. Other members of the committee remain unchanged.

This is issued as per directions of the Competent Authority.


Registrar
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy for information & necessary action to:-

1. Office of the Vice Chancellor
2. Office of the Registrar/ Finance Officer / Controller of Examinations / Librarian
3. Office of the Dean Academics / Research / Director (R &D)
4. All Deans of the Schools of Studies
5. Office of the Dean of Students' Welfare / Proctor / Chief Warden
6. The Chairperson, Cultural Committee
7. All Conveners/Member Secretary of the Internal Committees
8. All HoDs / Coordinators of Academic Departments
9. All Administrative Officers
10. All Section In-charge
11. All Teaching & Non-teaching Staff
12. Website Administrator – with request to update the University website
13. Guard / Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

Category-I University Status by UGC, New Delhi



No. : CURAJ/R/F.163/2025/3233

Date: 09-01-2025

OFFICE ORDER

12th January, 2025 (Sunday) will be observed as working day for teaching staff, non-teaching staff and students in Central University of Rajasthan in view of activities pertaining to SRIJAN Annual Fest, happening from 12th to 14th January 2025 and Swami Vivekananda Jyanti on 12.01.2025 (Sunday). All the teaching and non-teaching staff shall be present in their respective working places.

Any employee availing sanctioned leave with prefix to 12th January, 2025 (Sunday) shall apply for leave applicable for the above date [12th January, 2025 (Sunday)] being declared as a working day.

The Compensatory off will be allowed in lieu of the above declared working day as per rules.

This is issued with the approval of the Competent Authority.


Registrar 9/1/25

To: All Teaching, Non-teaching staff (including Outsourced/Contract/Temporary Staff) and Students.

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy to:

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



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



क्र.सं. CURAJ/R/F/163/2025/3258

दिनांक: 10.01.2025

NOTICE

In continuation of the Office Order No. 3233 dated 09.01.2025. It is hereby informed to to all concerned that due to working day declared on the occasion of Swami Vivekananda Jyanti on 12 January, 2025 (Sunday), the operation of the University Tata Bus (Vehicle No. RJ-01-PA-2063) will remain as per its scheduled time.

Registrar

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information:-

1. Vice Chancellor's Secretariat
2. All Dean of School of Studies
3. All HoD/Coordinators
4. All Officers & Section Incharge
5. All Teaching & Non-Teaching Staff
6. P.S. to Registrar/FO/CoE
7. Bus Driver
8. All Students
9. Concerned File



OFFICE ORDER

Under the relevant provisions of CCS (Conduct) Rules, 1964, all Government servants (Group A and Group B) are required to submit the Annual Property Returns (APR) every year to the Competent Authority, giving full particulars of immovable property inherited by him/her or owned or acquired by him/her on lease or mortgage either in his/her own name or in the name of any members of his/her family or in the name of any other persons.

In compliance to the above, all Group A and B employees are requested to submit their **Annual Property Returns (Immovable)** as on **31.12.2024** to the office of the Establishment Section **on or before 31.01.2025** positively, in the prescribed proforma (Form No. I enclosed).

As the filing of Annual Property Returns (APR) within the stipulated time period is mandatory, it is also informed that the matter involving Vigilance Clearance (e.g. Forwarding application for employment elsewhere through proper channel/NOC for attending written examination/interview & relieving from the post, NOC for obtaining passport/ visa to visit abroad, deputation, promotion etc.) will not be considered by the University as per Govt. of India directives, for those who have not submitted the requisite APR.

The University may notify on its website about the fact of submission of such Annual Property Returns (APR) by the employees and also the names of employees who fail to submit the said Return within the stipulated time. The action taken in this regard may also be intimated to the CVO from time to time.


Registrar 13/1/25

Encl. As above (Form No. 1)

Copy to (for information/necessary action):

1. Office of Hon. Vice Chancellor, CURaj
2. Office of the Registrar
3. Chief Vigilance Officer, CURaj
4. All Teaching & Non-teaching Employees (Group A and B), CURaj
5. Establishment Section
6. Web Administrator - to upload this circular on University website
7. Guard/Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

Category-I University Status by UGC, New Delhi



No.: CURAJ/R/F. 163 /Estt./2025/ 3280

Date: 15 JAN 2025

OFFICE ORDER

Subsequent to the resignation e-mail dated 22.11.2024 accepted by the Competent Authority, Dr. Mahendra Kumar Sharma is hereby relieved from the post of Assistant Professor (on contractual basis), Department of Yoga under the School of Sports Sciences, Yoga and Education on 22.11.2024 (A/N) at Central University of Rajasthan.


Registrar 15/1/25

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

C.C. to:

1. Office of Hon. Vice Chancellor
2. Office of the Registrar /Finance Officer /CoE /Librarian
3. Office of the Dean (Academics)/ (Students Welfare)
4. Director (R&D)/ (IQAC)
5. Office of the Proctor / Chief Warden /Joint Registrar
6. Dean, School of Sports Sciences, Yoga and Education
7. Head, Department of Yoga
8. Dr. Mahendra Kumar Sharma
9. Recruitment Cell – for information
10. Estate Section
11. Account Section / Salary Clerk
12. Web Admin - with request to update the University website
13. Personal File / Estt. Section
14. Guard / Dispatcher File

राष्ट्रीय राजमार्ग-8 बांदरसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत
दूरभाष (का.)/ Phone (O): +91-1463-257508, +91-1463-257504, वेबसाईट/Website: www.curaj.ac.in, ई-मेल/Email: info@curaj.ac.in

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



No. : CURAJ/R/F.163/2025/3465

Date: 31.01.2025

OFFICE ORDER

To streamline operations of the ICT Cell, Sh. Mohit Jamer, Senior Technical Assistant is hereby assigned the overall charge of ICT Cell, with immediate effect.

Accordingly, Sh. Mohit Jamer shall carry out all task assigned to System Analyst in official capacity and as member of any such committee.

Further, Sh. Mohit Jamer in capacity of Incharge, ICT Cell shall define and submit the roles and responsibilities of each staff member to ensure accountability and efficient operations. The staff of the ICT Cell shall henceforth report to Sh. Mohit Jamer and perform the duties as assigned by Sh. Mohit Jamer till further orders.

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


Registrar 31/1/25

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Dean Student Welfare
5. Office of the Proctor/ Chief Warden
6. All Heads/Coordinators of Academic Departments
7. The ICT Cell (All Staff)- for necessary action
8. All Officers / Section Incharge
9. All Teaching and Non-Teaching Staff
10. Establishment Section – for information and circular retention file
11. 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.)

सं./No.: CURAJ/R/F.163/2025/ 3437

दिनांक/Date: 04.02.2025

OFFICE ORDER

In partial modification of the Office Order No. CURAJ/R/F.162/ 2024/2781 dated 29.11.2024 regarding constitution of various Internal Committees for Academic Year 2024-25, it is to inform all concerned that **Prof. Pankaj Goyal** is hereby appointed as the **Chairperson of the Grievance Redressal Committee** (Teaching, Non-Teaching and Students) at S.No. 04 of the order, in place of Prof. Arvind Singh Sajwan, with immediate effect.

The above assignment shall be in addition to his present duties in the University.

This is issued as per orders of the Competent Authority.


Registrar

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

To

Prof. Pankaj Goyal
Department of Biotechnology

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Director (IQAC)
5. All Members of the Grievance Redressal Committee
6. The Proctor/ Chief Warden/ DSW
7. All Heads/Coordinators of Academic Departments
8. All Officers / Section Incharge
9. 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.)

सं./No.: CURAJ/R/F.164/2025/ 3621

दिनांक/Date: 13.02.2025

OFFICE ORDER

In partial modification of the Office Order No. CURAJ/R/F.162/ 2024/2781 dated 29.11.2024 regarding constitution of various Internal Committees for Academic Year 2024-25, it is to inform all concerned that all the activities related to Malviya Mission Centre (MMC) are hereby included in the scope of the Training and Development of Employees Committee (at S.No. 04 of the order No. 2781 dated 29.11.2024) with immediate effect.

Dr. Easwar Srinivasan shall hand over all relevant documents, records, and responsibilities related to UGC-Malviya Mission Teacher Training Programme (UGC-MMTTP) to Dr. Narendra Kumar, Chairman, Training and Development of Employees Committee at the earliest.

This is issued as per orders of the Competent Authority.


Registrar 13/2/25

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan
Librarian

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Director (IQAC)
5. Dr. Easwar Srinivasan, Associate Prof. Dept. of Chemistry- to hand over the charge to Dr. Narendra Kumar
6. Dr. Narendra Kumar, Assistant Prof., Education- to take over the charge from Dr. Easwar Srinivasan
7. All Members of the Training and Development of Employees Committee
8. The Proctor/ Chief Warden/ DSW
9. All Heads/Coordinators of Academic Departments
10. All Officers / Section Incharge
11. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.164/Estt./2025/ 3626

Date: 11.02.2025

13 FEB 2025

OFFICE ORDER

Consequent upon the resignation tendered by Sh. Rajesh Chand Parashar from the post of Accounts Officer, engaged on a purely contractual basis, he has been relieved with immediate effect.

2. This is issued as per the approval of the Competent Authority.


Registrar 11/2/25

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Distribution to:

1. Office of Hon'ble Vice Chancellor
2. Office of the Finance Officer/Controller of Examination/Librarian
3. Office of Dean (Academics)/Director (Research & Development)
4. Office of the Proctor/Chief Warden/Dean of Students Welfare
5. All Deans of School of Studies
6. All Heads/ Coordinators of the Departments
7. All Officers/ Section Incharge
7. Sh. Rajesh Chand Parashar
8. Public Relations Officer/ Information Scientist/ Statistical Assistant
9. Web Admin- with request to update the University website (www.curaj.ac.in)
10. Concerned File/Estt. Section/ ICT Cell
11. Guard/Despatcher File



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.164/2025/3682

Date: 18.02.2025

OFFICE ORDER

As per the Office Order No. 2751 dated 09.10.2018 and No. 76 dated 05.04.2019, a monthly Special Allowance (Warden) is payable to the Chief Warden @ Rs. 4,000/-, Additional Chief Warden @ Rs. 3,500/- and Wardens @ Rs. 3,000/-, without any perks e.g. mobile reimbursement and free accommodation facility.

Subsequently, as per Office Order No. 1339 dated 10.07.2024, University has appointed 02 Chief Wardens (01 each for Boys and Girls), 04 Assistant Chief Wardens (02 each for Boys and Girls Hostel, each one on 2 hostels) and 08 Hostel Wardens for each Boys & Girls Hostels.

Accordingly, it is hereby informed that the Assistant Chief Warden (s), shall also be entitled for the Special Allowance (Warden) of Rs. 3,500/- per month.

All other terms & conditions mentioned in Office Order No. 2751 dated 09.10.2018 and No. 76 dated 05.04.2019 remains unchanged.

This is issued with the approval of the Competent Authority.

Registrar
REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Dean Student Welfare
5. Office of the Proctor
6. Office of the Chief Warden- for office record and necessary action for release of special allowance on monthly basis.
7. All Heads/Coordinators of Academic Departments
8. All Officers / Section Incharge
9. Establishment Section – for information and circular retention file
10. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.164/2025/3704

Date: 19.02.2025

OFFICE ORDER

In supersession of Office Order No. 3946 dated 06.02.2017, it has been decided to revise the Honorarium of the members of the University statutory bodies to Rs. 5,000/- per day irrespective of the number of meetings in a day.

Further, it has also been decided to increase the Ph.D. thesis evaluation remuneration from Rs. 2,500/- to Rs. 4,000/-.

The above decision shall be implemented with immediate effect.

This is issued with the approval of the Competent Authority.


Registrar 19/2/25
कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy for information and necessary action to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. The Finance Officer
3. The Controller of Examinations/ Librarian
4. All Deans of Schools of Studies
5. Dean(Academics)/Director (Research & Development)/ Dean Student Welfare
6. Office of the Proctor/ Chief Warden
7. All Heads/Coordinators of Academic Departments
8. All Officers / Section Incharge
9. Establishment Section – for information and circular retention file
10. Guard/ Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan
 Category-I University Status by UGC, New Delhi



No. CURAJ/R/F.164/2025/3740

Date: 20.02.2025

21 FEB 2025

OFFICE ORDER

The 8th Convocation Ceremony of the University is being held at Central University of Rajasthan, Bandarsindri, Kishangarh, Dist. Ajmer on Saturday, 1st March 2025 at 03:00 P.M. **Hon'ble Prof. T.G. Sitharam, Chairman of the All India Council for Technical Education (AICTE)** will grace the occasion as the Chief Guest and deliver the convocation address. **Dr. Nilesh Desai, Distinguished Scientist & Director of Space Application Centre, Ahmedabad** will be the Distinguished Guest for this momentous occasion.

The following faculty and staff members are hereby assigned the work for distribution of invitation cards of this programme to the various – Hon'ble Ministers (Central / State), Present and former MLA's, Panchayat Samiti members, State Govt. Officials, Districts Administration (Collector, SP, IG, DIG, Commissioner), Sarpanch and other Local dignitaries of the Jaipur, Ajmer and Kishangarh personally by hand.

The names are as follows:

S. No.	Place	Teaching and Non-Teaching Staff
1.	Kishangarh	Dr. Suresh Singh Rathore, Associate Professor- Coordinating Officer Dr. Anuj Sharma, Associate Professor Dr. Gaurav Somani, Assistant Professor Mr. Devendra Mathur Mr. Vinod Chaudhary Mr. Naveen Chand Sen
2.	Ajmer	Dr. Kumar Sambhav Pareek, Associate Professor - Coordinating Officer Dr. Nishtha Kesswani, Associate Professor Dr. Gaurav Meena, Assistant Professor Mr. Ankit Yadav Mr. Anurag Singh Bhati Mr. Lalit Bhopariya
3.	Jaipur	Dr. Jayendra Nath Shukla, Assistant Professor- Coordinating Officer Dr. Surendra Nimesh, Assistant Professor Dr. Shiv Swaroop, Assistant Professor Dr. Tulsee Giri Goswami, Assistant Professor Mr. Manoj Pareek Mr. Vimal Jain
4.	Local cards - Nearby University Campus	Dr. Dhananjay Tiwari, Assistant Professor - Coordinating Officer Mr. Madhur Sagar Sharma Sh. Girraj Sharma Sh. Sagar Mal Gurjar

In order to streamline the distribution work of the Invitation card the concerned faculty/staff members are required to perform the duty well before the programme so that the Invitation card can be distributed on time.

City wise cards will be handed over to these members from the Office of Joint Registrar. The Concerned members are required to ensure that the assigned faculty / staff take a selfie while handing over the invitation card to the dignitaries / guests and provide the same to the office, this will save as memories of the invitation process.

This issues with the approval of the Competent Authority.

Registrar

** Central University of Rajasthan

REGISTRAR

Central University of Rajasthan
 N.H.-8, Bandarsindri, Teh.-Kishangarh
 PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action to -

- 1- Hon'ble Vice Chancellor Secretariat - for kind information to HVC.
- 2- All concerned Persons
- 3- All concerned HoD/Officers
- 4- Joint Registrar -II

राष्ट्रीय राजमार्ग-8 बान्दरसिन्दरी, किशनगर-305817, जिला-अजमेर (राज.) भारत

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

दूरभाष (का.)/ Phone (O): +91-1463-257508, +91-1463-257504, वेबसाइट/Website: www.curaj.ac.in, ई-मेल/Email: info@curaj.ac.in



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/Estt./F.164/2025/3741

Date: 21/02/2025

OFFICE ORDER

The University is celebrating National Science Day on 28th February 2025, 8th Convocation Ceremony on 01st March 2025 and 17th Foundation Day on 03rd March 2025.

In this regard, all teaching and non-teaching employees are hereby informed that no leave will be allowed from 24.02.2025 to 03.03.2025. Also, the University will observe 01.03.2025 (Saturday) as working days for all the faculty and staff members and 02.03.2025 (Sunday) for the faculty and staff members assigned with various responsibilities for these events. Compensatory Off will be allowed in lieu of the above declared working day to such staff members upto 30.06.2025, as per rules.

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

All are requested to cooperate for the same.

This is issued with the approval of the Competent Authority.


Registrar 24/2/25

To: All Teaching, Non-Teaching Staff
(including Outsourced/Contract/Temporary Staff)
and Students.

REGISTRAR
Central University of Rajasthan,
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy to:

1. Office of Vice Chancellor - for information, pl.
2. Office of the Finance Officer/Controller of Examinations/Librarian
3. Office of Dean (Academic)/ Director (R&D)/Director (IQAC)
4. Office of the Proctor/ Chief warden/DSW
5. All Deans of the Schools of Studies
6. All Heads of Academic Department/Coordinators
7. All Officers & Section in-charge
8. Establishment Section: Personal File
9. Guard/ Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan
Category-I University Status by UGC, New Delhi



No.: CURAJ/R/Estt./F.164/2025/ 3760

Date: 25.02.2025

कार्यालय आदेश/ OFFICE ORDER

सक्षम प्राधिकारी के अनुमोदन उपरान्त, प्रो. एन. लक्ष्मी अय्यर, हिन्दी विभाग को 25.02.2025 (अपराह्न) से एक अकादमिक वर्ष की अवधि के लिए प्रतिनियुक्ति पर सबरागामुवा विश्वविद्यालय, श्रीलंका में आईसीसीआर चेयर ऑफ हिन्दी के विजिटिंग प्रोफेसर के रूप में कार्यभार ग्रहण करने के लिए राजस्थान केन्द्रीय विश्वविद्यालय से कार्यमुक्त किया जाता है।

Consequent upon the approval of the Competent Authority, Prof. N. Lakshmi Aiyar, Department of Hindi, is hereby relieved from the Central University of Rajasthan w.e.f. 25.02.2025 (AN) to join the position of Visiting Professor at the ICCR Chair of Hindi, Sabaragamuwa University, Sri Lanka, on deputation for a period of one academic year.

2. इसके अलावा, यह प्रमाणित किया जाता है कि प्रो. एन. लक्ष्मी अय्यर, हिन्दी विभाग के विरुद्ध कोई सतर्कता मामला या अनुशासनात्मक कार्यवाही लंबित नहीं है, न ही उस पर विचार किया गया है।

Further, it is certified that no vigilance case or disciplinary proceedings are either pending or contemplated against Prof. N. Lakshmi Aiyar.

3. यह आदेश सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।
This is issued with the approval of the Competent Authority.

कुलसचिव/Registrar
बुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

प्रतिलिपि/Distribution to:

1. कार्यालय - माननीय कुलपति- सूचनार्थ (Office of Hon'ble Vice Chancellor- for information)
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10. प्रो. एन. लक्ष्मी अय्यर (Prof. N. Lakshmi Aiyar)
11. सुश्री अर्चना शर्मा, कार्यक्रम निदेशक (आईसीसी एवं सी), आईसीसीआर (Ms. Archana Sharma, Programme Director (ICC & C), ICCR)
12. सभी अधिकारी/अनुभाग प्रभारी (All Officer/ Section Head)
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Category-I University Status by UGC, New Delhi



No.: CURAJ/R/F. 164 /Estt./2025/ 3758

Date: 25 FEB 2025

OFFICE ORDER

Mr. Pushpender is hereby relieved from the post of Assistant Professor (on purely contractual basis), Department of Commerce under the School of Commerce and Management on 31.05.2024 (A/N) at Central University of Rajasthan.

This supersedes earlier Office Order No. CURAJ/R/F.158/2024/985 dated 12.06.2024.


Registrar

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Central University of Rajasthan

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4. Director (R&D)/ (IQAC)
5. Office of the Proctor / Chief Warden /Joint Registrar
6. Dean, School of Commerce and Management
7. Head, Department of Commerce
8. Mr. Pushpender
9. Recruitment Cell – for information
10. Estate Section
11. Account Section / Salary Clerk
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13. Personal File / Estt. Section
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Category-I University Status by UGC, New Delhi



No. : CURAJ/R/Estt./F.164/2025/ 3845

Date: 05.03.2025

कार्यालय आदेश/ OFFICE ORDER

दिल्ली विश्वविद्यालय, दिल्ली में रसायन विज्ञान विभाग के सह आचार्य पद पर अकादमिक वेतन स्तर-13A में ध्यन होने तथा दिनांक 26.01.2025 के अनुरोध के क्रम में, डॉ. थिरुमूर्ति रामालिंगम को तकनीकी त्यागपत्र पर राजस्थान केन्द्रीय विश्वविद्यालय के रसायन विज्ञान विभाग के सहायक आचार्य पद से दिनांक 05.03.2025 (अपराह्न) से कार्यमुक्त किया जाता है, ताकि वे नया कार्यभार ग्रहण कर सकें।

Consequent upon the selection to the post of Associate Professor in Chemistry at Delhi University, Delhi in the Academic Pay Level-13A and subsequent request dated 26.01.2025, **Dr. Thirumoorthi Ramalingam** is hereby relieved upon tendering technical resignation from the post of Assistant Professor of the Department of Chemistry at Central University of Rajasthan w.e.f. 05.03.2025 (A/N) to enable him to join the new assignment.

- धारणाधिकार के संबंध में निर्णय यथासमय लिया जाएगा तथा बाद में सूचित किया जाएगा।
The decision regarding lien will be taken in due course of time and communicated at a later date.
- यह आदेश सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।
This is issued with the approval of the Competent Authority.

कुलसचिव/Registrar

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

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- विभागाध्यक्ष, रसायन विज्ञान विभाग (Head, Department of Chemistry)
- डॉ. थिरुमूर्ति रामालिंगम (Dr. Thirumoorthi Ramalingam)
- कुलसचिव, दिल्ली विश्वविद्यालय (Registrar, Delhi University)
- सभी अधिकारी/अनुभाग प्रभारी (All Officer/ Section Head)
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Category-I University Status by UGC, New Delhi



No. : CURAJ/R/Estt./F.164/2025/ 3865

Date: 06.03.2025

कार्यालय आदेश/ OFFICE ORDER

दिल्ली विश्वविद्यालय, दिल्ली में रसायन विज्ञान विभाग के सह आचार्य पद पर अकादमिक वेतन स्तर-13A में चयन होने तथा दिनांक 26.01.2025 के अनुरोध के क्रम में, डॉ. एम. भानुचंद्रा को तकनीकी त्यागपत्र पर राजस्थान केन्द्रीय विश्वविद्यालय के रसायन विज्ञान विभाग के सहायक आचार्य पद से दिनांक 06.03.2025 (अपराह्न) से कार्यमुक्त किया जाता है, ताकि वे नया कार्यभार ग्रहण कर सकें।

Consequent upon the selection to the post of Associate Professor in Chemistry at Delhi University, Delhi in the Academic Pay Level-13A and subsequent request dated 26.01.2025, **Dr. M. Bhanuchandra** is hereby relieved upon tendering technical resignation from the post of Assistant Professor of the Department of Chemistry at Central University of Rajasthan w.e.f. 06.03.2025 (A/N) to enable him to join the new assignment.

- धारणाधिकार के संबंध में निर्णय यथासमय लिया जाएगा तथा बाद में सूचित किया जाएगा।

The decision regarding lien will be taken in due course of time and communicated at a later date.

- यह आदेश सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।

This is issued with the approval of the Competent Authority.

कुलसचिव/Registrar

कुलसचिव / Registrar

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- डॉ. एम. भानुचंद्रा (Dr. M. Bhanuchandra)
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Category-I University Status by UGC, New Delhi



No. : CURAJ/R/Estt./F.164/2025/ 3863

Date: 06.03.2025

कार्यालय आदेश/ OFFICE ORDER

दिल्ली विश्वविद्यालय, दिल्ली में रसायन विज्ञान विभाग के सह आचार्य पद पर अकादमिक वेतन स्तर-13A में चयन होने तथा दिनांक 24.01.2025 के अनुरोध के क्रम में, डॉ. रितेश सिंह को तकनीकी त्यागपत्र पर राजस्थान केन्द्रीय विश्वविद्यालय के रसायन विज्ञान विभाग के सहायक आचार्य पद से दिनांक 06.03.2025 (अपराह्न) से कार्यमुक्त किया जाता है, ताकि वे नया कार्यभार ग्रहण कर सकें।

Consequent upon the selection to the post of Associate Professor in Chemistry at Delhi University, Delhi in the Academic Pay Level-13A and subsequent request dated 24.01.2025, **Dr. Ritesh Singh** is hereby relieved upon tendering technical resignation from the post of Assistant Professor of the Department of Chemistry at Central University of Rajasthan w.e.f. 06.03.2025 (A/N) to enable him to join the new assignment.

2. धारणाधिकार के संबंध में निर्णय यथासमय लिया जाएगा तथा बाद में सूचित किया जाएगा।

The decision regarding lien will be taken in due course of time and communicated at a later date.

3. यह आदेश सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।

This is issued with the approval of the Competent Authority.

कुलसचिव/Registrar

कुलसचिव / Registrar

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Central University of Rajasthan

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10. डॉ. रितेश सिंह (Dr. Ritesh Singh)
11. कुलसचिव, दिल्ली विश्वविद्यालय (Registrar, Delhi University)
12. सभी अधिकारी/अनुभाग प्रभारी (All Officer/ Section Head)
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Category-I University Status by UGC, New Delhi



No.: CURAJ/R/F. 164/Estt./2025/ 3849

Date: 6 MAR 2025

OFFICE ORDER

Subsequent to the resignation e-mail dated 08.01.2025 accepted by the Competent Authority, Prof. Arvind Singh Sajwan has been relieved from the post of Professor (on contractual basis), Department of Sports Bioscience under the School of Sports Sciences, Yoga and Education w.e.f. 05.11.2024 (A/N) at Central University of Rajasthan.


Registrar

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

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4. Director (R&D)/ (IQAC)
5. Office of the Proctor / Chief Warden /Joint Registrar
6. Dean, School of Sports Sciences, Yoga and Education
7. Head, Department of Sports Bioscience
8. Prof. Arvind Singh Sajwan
9. Recruitment Cell – for information
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12. Web Admin - with request to update the University website
13. Personal File / Estt. Section
14. Guard / Dispatcher File

राष्ट्रीय राजमार्ग-8 बांदरसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत N.H.-8, Bandarsindri, Kishangarh-305817, District-Ajmer (Raj.) INDIA
दूरभाष (कां)/ Phone (O): +91-1463-257508, +91-1463-257504, वेबसाइट/Website: www.curaj.ac.in, ई-मेल/Email: info@curaj.ac.in



No.: CURAJ/Estt./F.¹⁶⁴/2025/3980

Date :
13 MAR 2025

OFFICE ORDER

Dr. Khem Raj Meena, Assistant Professor, Department of Biotechnology is hereby nominated as Coordinator, Equal Opportunity Cell, Central University of Rajasthan under the scheme of the UGC, New Delhi

Dr. D. Bhagawan, Assistant Professor, Department of Environmental Science and Dr. Nivedita Chaudhary, Assistant Professor, Department of Environmental Science are hereby nominated as Members of the Equal Opportunity Cell.

Dr. Kham Raj Meena may co-opt any other Member as he deems fit for smooth implementation and to expedite the activities for Equal Opportunity Cell.

This is issued as per the approval of Competent Authority.

Registrar

Central University of Rajasthan

Cc to (for information/necessary action):

1. Office of Hon'ble Vice Chancellor, CURaj
2. Office of the Registrar/Finance Officer/Controller of Examinations/Librarian, CURaj
3. Office of the Dean (Academics)/ (Student Welfare)
4. Director (IQAC)/ (R&D)
5. Office of the Proctor/Chief Warden/Joint Registrar
6. All Deans of The Schools of Studies, HoDs/ Coordinators of Academic Departments, CURaj
7. Ms. Madhu Mehra, Under Secretary, University Grants Commission, New Delhi- 110002
8. Prof. Nagendra Ambedkar Sole. Professor, Department of Public Policy, Law & Governance (with a request to provide previous records/ file to the Coordinator, Equal Opportunity Cell)
9. Dr. Khem Raj Meena, Assistant Professor, Department of Biotechnology
10. Dr. D. Bhagawan, Assistant Professor, Department of Environmental Science
11. Dr. Nivedita Chaudhary, Assistant Professor, Department of Environmental Science
12. Establishment Section, CURaj
13. Web Administrator, CURaj (for uploading on the University Website)
14. Guard/Despatch File



No. : CURAJ/R/F.164/2025/4031

Date: 20.03.2025

OFFICE ORDER

To streamline the administrative decision and smooth operations of the Estate Section, in absence of regular Incharge (Executive Engineer/ Project Manager), the Overall charge related to all work of the Estate Section is hereby assigned to Prof. Vipin Kumar, Department of Pharmacy, with immediate effect.

Accordingly, Prof. Vipin Kumar shall carry out all task assigned to Incharge, Estate Section/ Project Manager/ Executive Engineer in official capacity and as member of any such committee.

The staff of the Estate Section shall henceforth report to Prof. Vipin Kumar and perform the duties as assigned by him, till further orders.

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


20/3/25
Registrar

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Dean Student Welfare
5. Office of the Proctor/ Chief Warden
6. All Heads/Coordinators of Academic Departments
7. The Estate Section- for necessary action
8. All Officers / Section Incharge
9. All Teaching and Non-Teaching Staff
10. Establishment Section – for information and circular retention file
11. Guard/ Dispatch file



No. : CURAJ/R/F.164/2025/4092

Date: 24.03.2025

OFFICE ORDER

Mr. Nitesh Kumar Jangid, Assistant Professor, Department of Computer Science, is hereby appointed as the Incharge of the Data Centre and CCTV Surveillance Network System in the University, with immediate effect. This is in addition to his existing duties in the University.

As Incharge, Mr. Nitesh Kumar Jangid shall be responsible for the operation, maintenance and security of the University's Data Centre and CCTV Surveillance Network System. He shall oversee proper monitoring, technical upgradation, and coordination with the concerned technical and administrative units to ensure seamless functionality.

This order supersedes all previous orders related to the Data Centre and CCTV Surveillance system. All staff and sections handling related work shall report to Mr. Nitesh Kumar Jangid for further instructions and coordination.

This is issued with the approval of the Competent Authority.


Registrar

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

To,

Mr. Nitesh Kumar Jangid
Assistant Professor, Department of Computer Science
Central University of Rajasthan

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies
4. Dean(Academics)/Director (Research & Development)/ Dean Student Welfare
5. Office of the Proctor/ Chief Warden
6. All Heads/Coordinators of Academic Departments
7. The ICT Cell (All Staff)- for necessary action
8. The Security Officer
9. All Officers / Section Incharge
10. All Teaching and Non-Teaching Staff
11. Establishment Section – for information and circular retention file
12. Guard/ Dispatch file



OFFICE ORDER

Dr. Ravi Raj Choudhary, Assistant Professor, Department of Computer Science has been entrusted the responsibilities of the Coordinator of Integrated M.Sc. 5 Year Programmes in addition to his present duties, with immediate effect, till further orders.

This issues with the approval of the Competent Authority.

Hindi version will follow.


24/3/25

Registrar

REGISTRAR

Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy for information and necessary action to:

1. Office of the Hon'ble Vice Chancellor (for information pl.)
2. Office of the Registrar/ Finance Officers/ CoE/ Librarian
3. Office of the Dean (Academics)/ Dean (Research)/ DSW
4. Director (IQAC)/ (R&D)/ (ODL&OP)
5. All Deans of School of Studies
6. All Heads/ Coordinators of the Departments
7. Dr. Ravi Raj Choudhary'
8. Dr. Anuj Kumar Sharma, Deputy Coordinator
9. All Officers/ Section Incharge
10. Rajbhasha Cell
11. Web Admin (www.curaj.ac.in) with request to update/ upload on University website
12. Personal File/ Establishment
13. Guard/ Dispatch File



सं./No.: CURAJ/R.F.164/2025/4150

दिनांक/Date: 27.03.2025

OFFICE ORDER**Subject: Facilitation of Visit to Students of Tagore Public School, Bhilwara.**

The request of Tagore Public School, Bhilwara, for permission to visit the Central University of Rajasthan on 01.04.2025 with approximately 80-100 students from Science, Agriculture, and Arts streams, along with accompanying staff members, has been accepted by the Competent Authority.

To ensure a smooth and meaningful visit, Dr. Hari Singh Parihar, Joint Registrar-II is hereby directed to coordinate the said visit. Mr. Ramesh Solanki, Section Officer shall assist him.

Dr. Hari Singh Parihar is required to undertake the following activities:

1. Visit Schedule & Arrangements: In coordination with the concerned Deans of Schools/ Heads of Departments, Joint Registrar-II shall prepare a detailed schedule for Visits to important laboratories, the Central Instrumentation Laboratory (CIL), sports facilities, the fitness centre, etc.
2. The schedule shall be shared with the school authority in advance. (Contact No.: 9461542215)
3. Sports Activities: Students shall be given an opportunity to participate in sports activities at the football, hockey and other grounds.
4. Lunch Arrangements: Lunch for the visiting students and staff shall be arranged at the Mega Mess.
5. Photographs and videos of the visit shall be taken.
6. Student feedback regarding their experience shall be collected and submitted.

All Deans, Heads and Incharges are requested to extend their support and cooperation for ensuring smooth execution of the visit.

This is issued as per directions of the Competent Authority.

Registrar

REGISTRAR
Central University of Rajasthan
N.H.-8, Bandarsindri, Teh.-Kishangarh
PIN-305 817 Distt.-Ajmer (Rajasthan) INDIA

Copy to:

1. Office of Hon'ble Vice Chancellor – for information please.
2. All concerned members for necessary action.
3. All Deans of the Schools & HoDs of the Departments
4. Chief Warden for necessary arrangements.
5. Sports Chairman/Secretary for arrangements of sports activities.
6. Guard/Dispatch file



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R.F.164/2025/4185

(CGPA-3.54)
Date: 29.03.2025

Office Order

Duties assigned for Celebration of Rajasthan Diwas on 30.03.2025 at
Central University of Rajasthan

Sr.No	Duties/ Responsibilities	Concerned Team/ Person
1.	Overall Coordination of Events	1. Prof. G B. Zore, DSW- Convenor 2. The Registrar 3. Dr. Sanjay Garg 4. Dr. Hemlata Manglani
2.	Welcome of Rally and Felicitation of Guests and distribution of certificates and medals	1. Dr. Tarun Kumar Bhatt (Asst. DSW) 2. Dr. Promod Kamble 3. Dr. T. Sangeeta 4. Dr. Rajiv M M 5. Dr. Kumar Sambhav Pareek
3.	Stage Committee	1. Dr. Priyanka Bhaskar (Asst. DSW) 2. Dr. Dhananjay Tiwari 3. Dr. JP Tripathi 4. Dr. Akshansh Bharadwaj 5. Mr. Mahaveer Singh 6. Mr. Nand Ram
4.	Anchoring and circulation of programme on social media accounts	1. Ms. Anuradha Mittal, PRO
5.	Rally arrangement (Bike)	1. Dr. Neha Arora 2. Dr. Sanjay Kumar 3. Dr. Sanjay Garg 4. Dr. Kashinath Metri 5. Dr. Sunil Purohit 6. Dr. Ankur Jangid 7. Dr. Brijesh
6.	Certificate Printing includes banner and Trophies arrangement	1. Dr. Hari Singh Parihar 2. Mr. Manoj Indoria 3. Mr. Dilip Raichandani
7.	Cultural Programmes (including Vishwavidyalaya Geet and Swagat Geet)	4. Cultural Committee
8.	High Tea	1. Mr. Shyam Singh 2. Mr. Avdhesh Vijay 3. Mr. Pawan Kumar Sharma
9.	Seating Arrangement at Auditorium (Including Stage and Podium)	Estate Section
10.	Arrangement of Security and Flag installation near admin building	Security Office
11.	Arrangement of Ambulance and Medical help	Medical Officer
12.	Arrangement of Sound System in the event including live streaming	ICT Cell
13.	Photography and Videography of the event	CMS Department

Copy to:

- Office of Hon'ble Vice Chancellor - for information pl.
- Deans/All HoDs
- All the concerned committee Members
- All Teaching and Non-Teaching Staff
- Guard file


Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

राष्ट्रीय राजमार्ग-8, बंदरसिन्दरी, किशंगढ़-305817, जिला-अजमेर (राज.) भारत N.H.-8, Bandarsindri, Kishangarh-305817, District-Ajmer (Raj.) INDIA
दूरभाष (का.) / Phone (O) : +91-1463-257503, 504 वेबसाइट / Website : www.cura.ac.in, ईमेल / Email : info@cura.ac.in