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CENTRAL UNIVERSITY OF RAJASTHAN

INFORMATION HANDBOOK

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

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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Central University of Rajasthan
National Highway-8, Bandarsindri-305817
Tehsil Kishangarh, District-Ajmer (Raj.)
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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 - (मैनुअल - 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, established in 2009 through an Act of Parliament (Gazette of India No. 25 of 2009), is a NAAC 'A++' accredited institution and has been granted Category-I status by the University Grants Commission (UGC), Government of India. The University is currently ranked 89th in the NIRF (University category) and 27th in Pharmacy Category. It has also achieved notable recognition in international rankings, securing the 90th position in the Nature Index Ranking 2026 for research quality and the 651st rank in the QS Asia University Rankings 2026.

The University is fully funded by the Ministry of Education, Government of India through University Grants Commission (UGC), New Delhi. 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 (PMMNMTT). 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 (School of Education in 2015) (School of Sports Sciences in 2017)	2024
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

S. No.	Name of Departments	Year of establishment
27.	Department of Sports Biomechanics	2018
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 Nutrition	02 years
15.	M.Sc. Sports Physiology	02 years
16.	M.Sc. Yoga Therapy	02 years
17.	M.Sc. Digital Society	02 years
18.	M.Sc. Statistics	02 years
19.	MBA (Master of Business Administration)	02 years
20.	M. Architecture (Sustainable Architecture)	02 years
21.	M. Com.	02 years
22.	M. Pharm (Pharmaceutics)	02 years
23.	M. Pharm (Pharmaceutical Chemistry)	02 years
24.	M. Pharm (Pharmacology)	02 years
25.	M. Tech. Computer Science & Engineering	02 years
26.	M.A. Culture & Media Studies	02 years
27.	M.A. Economics	02 years
28.	M.A. English	02 years

S. No.	Name of Programmes	Minimum duration
29.	M.A. Hindi	02 years
30.	M.A. Public Policy, Law & Governance	02 years
31.	M.A. Social Work/M.S.W.	02 years
32.	M.A./M.Sc. Sports Psychology	02 years
33.	B.Sc. B.Ed. (ITEP)	04 years
34.	B. Tech in Computer Science and Engineering	04 years
35.	B. Tech. in Electronics and Communication	04 years
36.	B. Tech. in Biomedical Engineering	04 years
37.	Integrated M. Sc. Biochemistry/ Four year B.Sc. Biochemistry (Hons./Research)	05 years/04 years
38.	Integrated M. Sc. Biotechnology/ Four year B.Sc. Biotechnology (Hons./Research)	05 years/04 years
39.	Integrated M. Sc. Chemistry/ Four year B.Sc. Chemistry (Hons./Research)	05 years/04 years
40.	Integrated M. Sc. Computer Science/ Four year B.Sc. Computer Science (Hons./Research)	05 years/04 years
41.	Integrated M. Sc. Economics// Four year B.Sc. Computer Science (Hons./Research)	05 years/04 years
42.	Integrated M. Sc. Environmental Science/ Four year B.Sc. Environmental Science (Hons./Research)	05 years/04 years
43.	Integrated M. Sc. Linguistics/ Four year B.Sc. Linguistics (Hons./Research)	05 years/04 years
44.	Integrated M. Sc. Mathematics/ Four year B.Sc. Mathematics (Hons./Research)	05 years/04 years
45.	Integrated M. Sc. Microbiology/ Four year B.Sc. Microbiology (Hons./Research)	05 years/04 years
46.	Integrated M. Sc. Physics/ Four year B.Sc. Physics(Hons./Research)	05 years/04 years
47.	Integrated M. Sc. Statistics/ Four year B.Sc. Statistics (Hons./Research)	05 years/04 years
48.	Four year B.Sc. Cardiology (Hons./Research)	04 years
49.	B.Voc. (Interior Design)	04 years
50.	B.Voc. (Robotics and Automation)	04 years
51.	M.Plan.	02 years
52.	M.Sc. B.Ed. (Innovative) Chemistry	03 years
53.	M.Sc. B.Ed. (Innovative) Economics	03 years
54.	M.Sc. B.Ed. (Innovative) Mathematics	03 years
55.	M.Sc. B.Ed. (Innovative) Physics	03 years
56.	Ph.D. in Architecture	03 years
57.	Ph.D. in Atmospheric Science	03 years
58.	Ph.D. in Biochemistry	03 years
59.	Ph.D. in Biotechnology	03 years

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

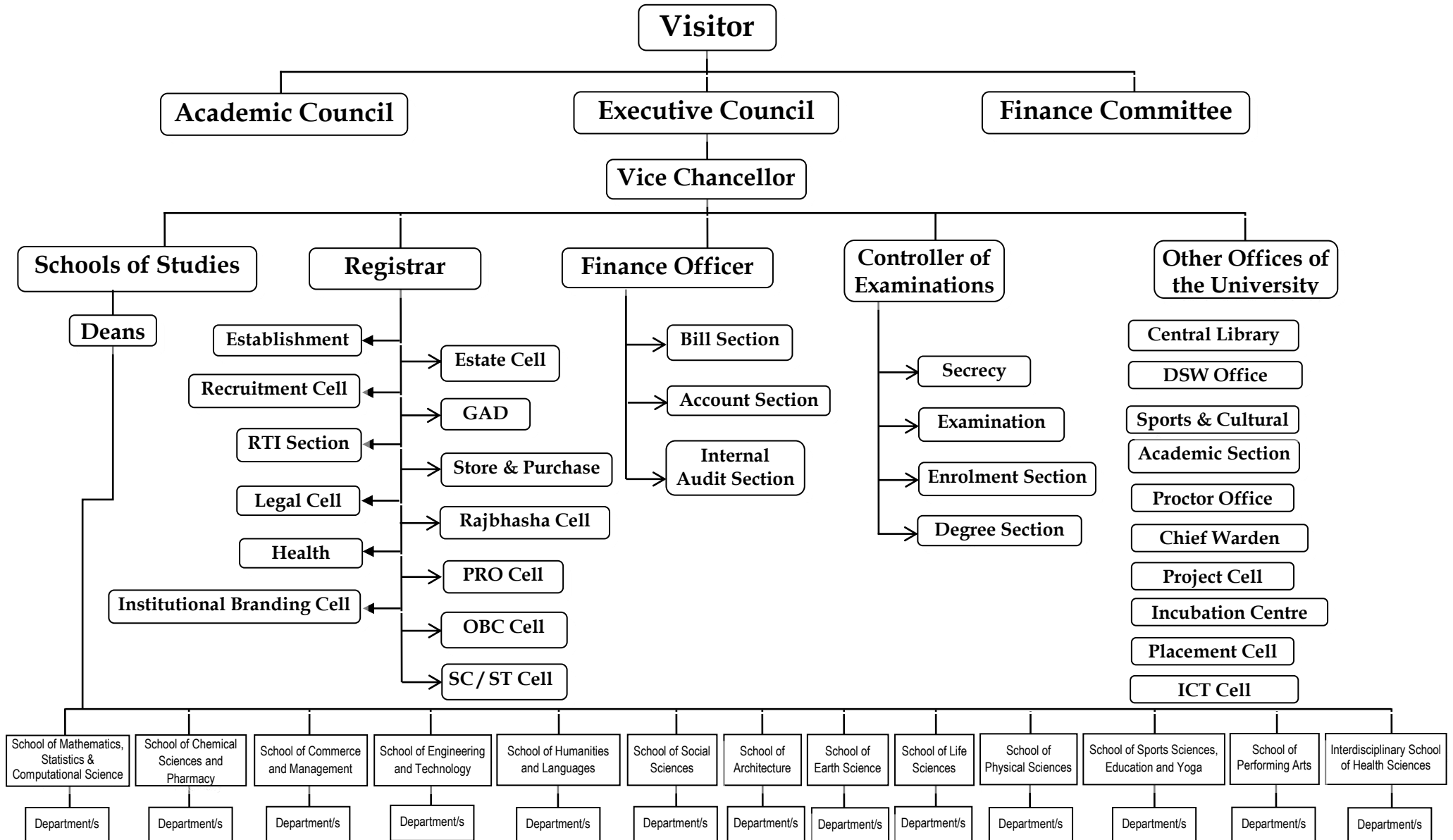
1. the Court;
2. the Executive Council;
3. the Academic Council;
4. the Board of Studies;
5. the Finance Committee
6. Planning and Monitoring Board;
7. School Board; and
8. such other authorities as may be declared by the Statutes to be the authorities of the University

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	The Section Officers are incharge of their respective sections and having following powers and duties: <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;

S.NO.	NAME OF POST	POWERS AND DUTIES
6	Private Secretary / Personal Assistant	<ul style="list-style-type: none"> • to ensure efficient management and coordination of work in the sections; • 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. <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;

S.NO.	NAME OF POST	POWERS AND DUTIES
	Assistant	<ul style="list-style-type: none"> • To perform such other duties as may be assigned to him from time to time in relation to the function assigned to the School /Centres/ Departments/ Offices; • 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	<ul 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.

S.NO.	NAME OF POST	POWERS AND DUTIES
		<ul style="list-style-type: none"> • Perform the duties as Security Personnel whenever necessary. • Ensure safety and security of University materials. • Provide direction and training to site officers and contract employees as needed to accomplish service goals. • Provide supplies, materials and implement temporary repairs to compromised fence, gate and lock systems. • Provide periodic reports to management regarding site activities, irregularities, and identifying needed action. • Any other work assigned by the superior authority.
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
12	MTS	<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. <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><i>Resolution:</i> “<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><i>Resolution:</i> “<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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	(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	Upto Rs.50,000/-
		Finance Officer	
		Controller of Exams	

	(xvi) Write-off and disposal of obsolete or unserviceable stores or shortages due to theft, Negligence, fraud damages etc. (subject to recommendations of write -off committee) 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)

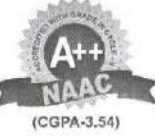
Note :

- 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



No. : CURAJ/R/Estt./F.165/2025/328

Date: 23.04.2025

OFFICE ORDER

Prof. Amit Kumar Goyal, Department of Pharmacy is appointed as the (1) Head, Department of Sports Biomechanics, (2) Head, Department of Sports Bioscience, and (3) Head, Department of Sports Psychology 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. Amit Kumar Goyal 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 23/4/25
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/ ARCI
4. Director (IQAC)/ (R&D)
5. All Deans of the Schools of Studies
6. Dean, School of Sports Sciences, Yoga and Education
7. Head, Department of Sports Biomechanics, / Sports Bioscience / Sports Psychology
8. Proctor/Chief Warden
9. All Heads / Coordinators of Academic Departments
10. Dr. Neha Singh / Dr. Guneet Inderjeet Kaur, Coordinator of the Departments *with a request to hand over / take over the charge*
11. Prof. Amit Kumar Goyal
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



No. : CURAJ/R/Estt./F.173/2026/4231

Date: 20-03-2026

कार्यालय आदेश / OFFICE ORDER

इस संबंध में पूर्व में जारी कार्यालय आदेश संख्या 4056 दिनांक 03.03.2026 के अधिक्रमण में, माननीय कुलपति महोदय द्वारा केंद्रीय विश्वविद्यालय अधिनियम, 2009 के संविधि 05 के प्रावधानों के अंतर्गत डॉ. उमेश गुप्ता, सह-आचार्य, फार्मसी विभाग को रासायनिक विज्ञान और फार्मसी स्कूल के अधिष्ठाता के रूप में नियुक्त किया जाता है। यह नियुक्ति दिनांक 24.03.2026 से तीन वर्षों की अवधि अथवा अगले आदेश तक, जो भी पहले हो, तक प्रभावी होगी।

2. डॉ. उमेश गुप्ता, अपने वर्तमान कर्तव्यों के अलावा अधिष्ठाता, रासायनिक विज्ञान और फार्मसी स्कूल की जिम्मेदारी संभालेंगे। वह समय-समय पर विश्वविद्यालय के अधिनियम, कानून और अध्यादेशों द्वारा निर्धारित कार्यों का निष्पादन करेंगे।

3. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

In supersession of earlier Office Order No. 4056 dated 03.03.2026, issued in this regard, the Hon'ble Vice-Chancellor is pleased to appoint Dr. Umesh Gupta, Associate Professor, Department of Pharmacy, as Dean, School of Chemical Sciences and Pharmacy, in terms of the provisions contained in Statute 05 of the Central Universities Act, 2009. The appointment is effective from 24.03.2026 for a term of three years or till further orders, whichever is earlier.

2. Dr. Umesh Gupta will assume the responsibility of Dean, School of Chemical Sciences and Pharmacy in addition to her present duties. He shall perform functions as prescribed by the Act, Statutes, and Ordinances of the University, from time to time.

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

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. डॉ. ईश्वर श्रीनिवासन
9. डॉ. उमेश गुप्ता
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


20/3/26

कुलसचिव / Registrar
REGISTRAR

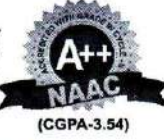
Central University of Rajasthan,
N.H.-8, Bandarsindri, Teh.-Kishangarh,
PIN-305 617 Distt.-Ajmer (Rajasthan) INDIA.

अनुरोध है कि अधिष्ठाता का प्रभार सौंपने/ ग्रहण करने की कार्रवाही करें तथा इसकी रिपोर्ट की प्रतिलिपि स्थापना अनुभाग में प्रेषित करें।

OTHER ORDERS



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/F.168/2025/ 06

Date: ___

8 1 APR 2025

OFFICE ORDER

For smooth conduct of the official works and to look after the official duties of the administrative officers given below during his leave/absence, following arrangements are hereby notified to all concerned that:

- The official charge to look after the day to day works of an Officer mentioned in Column (A) shall be looked after by the Link Officer-1 mentioned in Column (B), and
- In case Link Officer-1 is on leave, his day-to-day work will be looked after by the Link Officer-2 mentioned in Column (C)

S. No.	(A) Officer	(B) Link Officer-1	(C) Link Officer-2
1.	Registrar	Finance Officer	Controller of Examinations
2.	Finance Officer	Registrar	Controller of Examinations
3.	Controller of Examinations	Dean (Academics)	Director (Research & Development)
4.	Dean (Academics)	Controller of Examinations	Director (Research & Development)
5.	Director (Research & Development)	Dean (Academics)	Controller of Examinations
6.	Joint Registrar	Assistant Registrar (Mr. Manoj Kumar Indoria)	-----
7.	Assistant Registrar (Mr. Manoj Kumar Indoria)	Joint Registrar	-----
8.	Public Relation Officer	Hindi Officer	-----
9.	Hindi Officer	Public Relation Officer	-----
10.	Assistant Registrar (Estt./Rectt.)	Assistant Registrar (Registrar Office)	Assistant Registrar (F&A)
11.	Assistant Registrar (Registrar Office)	Assistant Registrar (Estt./Rectt.)	Assistant Registrar (F&A)
12.	Assistant Registrar (F&A)	Assistant Registrar (Registrar Office)	Assistant Registrar (Estt./Rectt.)

No separate orders will be issued for this purpose, till further orders.

This issues with the approval of the Competent Authority.

Registrar 14/25
REGISTRAR

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

Copy to:

1. Office of Hon. Vice chancellor – for info pl.
2. Office of the Registrar/Finance officer/ COE/ Dean (Academics)/Director(R&D)
3. Joint Registrar
4. Assistant Registrar / Public Relation Officer/ Hindi Officer
5. All officers / Section Incharge
6. Concerned File / Estt. Section



No. : CURAJ/R/F.165/Estt./2025/ 16

Date: 02.04.2025

OFFICE ORDER

In supersession to Order No. 4092 dated 24.03.2025, Mr. Nitesh Kumar Jangid, Assistant Professor, Department of Computer Science, is hereby appointed as the Incharge of the ICT Cell, with immediate effect. This is in addition to his existing duties in the University.

As Incharge, Mr. Jangid shall be responsible for all the duties related to the ICT Cell including establishment, operation and maintenance of the University's Data Centre, CCTV Surveillance Network System, Website, Campus Internet Network etc. He shall oversee proper monitoring, technical upgradation, and coordination with the concerned technical and administrative units to ensure seamless functionality. He shall submit report periodically to VC Office.

This order supersedes all previous orders related to the Incharge of ICT Cell. All staff members of ICT Cell shall report to Mr. Nitesh Kumar Jangid for further instructions and coordination.

This is issued with the approval of the Competent Authority.

Registrar

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

To,
Mr. Nitesh Kumar Jangid
Assistant Professor
Department of Computer Science

Copy to:

1. Office of Hon'ble Vice Chancellor – for information please,
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. 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



राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

Category-I University Status by UGC, New Delhi



No.: CURAJ/R/F. 165/Estt./2025/ 17

Date: 02 APR 2025

OFFICE ORDER

Subsequent to the resignation e-mail dated 27.02.2025 accepted by the Competent Authority, Mr. Mukesh Khandelwal is hereby relieved from the post of Project Manager (on contractual basis), w.e.f. 27.02.2025 (A/N) at Central University of Rajasthan.

Registrar

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

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. Mr. Mukesh Khandelwal
7. Recruitment Cell – for information
8. Incharge Estate Section
9. Account Section / Salary Clerk
10. Web Admin - with request to update the University website
11. Personal File / Estt. Section
12. Guard / Dispatcher File

राष्ट्रीय राजमार्ग-8 बांदरसिन्दरी, किशनगढ़-305817, जिला-अजमेर (राज.) भारत
दूरभाष (का.)/ Phone (O): +91-1463-257508, +91-1463-257504,

N.H-8, Bandarsindri, Kishangarh-305817, District-Ajmer (Raj.) INDIA
वेबसाईट/Website: www.curaj.ac.in, ई-मेल/Email: info@curaj.ac.in



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.165/2025/72

Date: 07.04.2025

OFFICE ORDER

In supersession of earlier orders, the Role and Responsibility of the following Staff Members are hereby re-assigned as indicated below, with immediate effect:

Sl. No.	Name and Designation	Designation	Posting	Reporting
1	Dr. Manish Kumar Bhomia	Deputy Registrar	Establishment	Registrar
			International Affairs	Chairperson, International Student Cell
			Controller of Examinations	CoE
			Hostel Management	Chief Warden
2	Mr. Ashish Kumar Gupta	Assistant Registrar	Recruitment Cell	Registrar
			Open and Distance Learning & Online Programme	Director, Open and Distance Learning & Online Programme

The Staff Members shall ensure smooth transition and be responsible for services rendered in previous offices.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. Office of Hon'ble Vice Chancellor – for information please.
2. Office of the Registrar
3. Concerned Section In-charge (for information and compliance)
4. Concerned Staff (For information and compliance)
5. Establishment Section: Personal File
6. Guard / Dispatch File



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

सं./No.: CURAJ/R/F.165/2025/ 78

दिनांक/Date: 09.04.2025

OFFICE ORDER

Dr. Hemlata Manglani, Associate Professor and Head, Department of Economics is hereby nominated to represent the Central University of Rajasthan at the Study in India Education Fair being held at Ghana (West Africa) on 22nd April and 23rd April, 2025 at Lancaster Kumasi, Kumasi and Accra International Conference Centre, Accra respectively.

2. Dr. Hemlata Manglani is requested to consult and coordinate with Dr. Anuj Sharma, Associate Professor Department of Chemistry and Dr. Umesh Gupta, Associate Professor Department of Pharmacy for all necessary preparations in this regard.

3. The Finance Officer is requested to process the payment of the participation fee of Rs. 3,20,000/- as per the attached details.

4. Dr. Hemlata Manglani, is also requested to submit a detailed report on concluding the event for kind perusal of the Competent Authority.

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. The Finance Office
3. Mr. Ashish Bisht, Study in India Cell (Email: studyinindia.gov.in)
4. Dr. Hari Singh Parihar, Joint Registrar, Institutional Branding Cell
5. Dr. Hemlata Manglani, Associate Professor & Head Department of Economics
6. Dr. Anuj Sharma, Associate Professor Department of Chemistry
7. Dr. Umesh Gupta, Associate Professor Department of Pharmacy
8. Establishment Section
9. Personal/Guard File



No. : CURAJ/R/Estt./ F.165/2025/ 260

Date: 16.04.2025

17 APR 2025

OFFICE ORDER

Sub.: Payment of Dearness Allowance at the revised rate of 55% w.e.f. 01.01.2025- reg.

The Competent Authority has approved the payment of Dearness Allowance (D.A.) to the employees of the Central University of Rajasthan, at the enhanced rate of 55% (increased from the existing rate of 53%) with effect from **01.01.2025**, in accordance with the Office Memorandum No. 1/1(1)/2025-E.II(B) dated 02.04.2025 issued by the Department of Expenditure, Ministry of Finance, Government of India.

2. The applicable arrears for the period from 01.01.2025 to 31.03.2025 will be released to all eligible employees accordingly.

3. 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:

The Finance Officer (with a copy of DoE/MoF O.M.)

Copy to:

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. Establishment Section
3. All Employees of CURaj



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.165/2025/303

Date: 22.04.2025

OFFICE ORDER

In partial modification to this office order CURAJ/R/F.165/2025/3980 dated 17.04.2025, Dr. K. Satish Kumar, Assistant Professor, Department of Statistics is added as member of Equal Opportunity Cell, Central University of Rajasthan for smooth implementation and to expedite the activities of Equal Opportunity Cell.

This issues with the approval of the Competent Authority:


22/4/25
Registrar

Copy to:

1. Office of the 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 School 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
9. Dr. Khem Raj Meena, Assistant Professor, Department of Biotechnology
10. Dr. D. Bhagwan, Assistant Professor, Department of Environmental Science
11. Establishment Section, CURaj
12. Web Administrator, CURaj (for uploading on the University Website)
13. Guard/Dispatch File

Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan



No. : CURAJ/R/F.165/2025/384

Date: 28.04.2025

OFFICE ORDER

Subject: Revised Mechanism for Dissemination of Official Communication

In order to enhance workflow efficiency and ensure optimal utilization of resources, responsibility for the dispatch of routine official communications—including scanning, emailing, and physical dispatch where required—will henceforth rest with the respective Sections/ Section In-Charges.

This delegation is subject to the following conditions:

1. Post-approval Process:

- Following approval and directions from the Competent Authority, and after obtaining the signature of the designated University Officer (Registrar or as specified), the Section In-Charge shall oversee to:
 - Undertake the scanning, emailing, and physical dispatch of communications using their official University email domain.
 - Ensure that communications are disseminated promptly, adhering to all prescribed procedures.
 - Keep the Office of the Hon'ble Vice Chancellor, Registrar, and other relevant authorities informed by including them in the CC/BCC fields of the email correspondence.

2. Scope of Delegation:

- This revised mechanism applies only to routine communications. A list of illustrative, but not exhaustive, routine items for decentralization are enclosed for reference.

3. Exclusions:

- The Office of the Registrar will continue to manage all external communications related to Ministries, Commissions, Central Government/State Authorities, Legal matters, MoUs, Policy issues, Confidential documents, and high-priority correspondence, in accordance with existing practices.

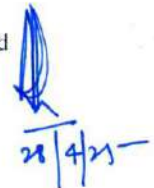
4. Documentation Requirements:

- All circulars, notices, and communications issued under this new process must include the following statement: "This has been issued with the approval of the Competent Authority."

5. On-going Responsibility:

- Section In-Charges are responsible for ensuring that any further communication or correspondence related to these matters is addressed promptly and submitted for review or direction by the Competent Authority.

It is important to note that any misuse or errors arising from the exercise of this delegated


28/4/25

By implementing these changes, we aim to streamline communication processes, reduce delays, and ensure greater accountability at all levels.

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

Encl: As above



Registrar

कुलसचिव / Registrar
राजस्थान केंद्रीय 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. All Officers / Section Incharge
8. All Teaching and Non-Teaching Staff
9. Establishment Section – for information and circular retention file
10. Guard/ Dispatch file

CENTRAL UNIVERSITY OF RAJASTHAN

Revised Mechanism for dissemination of official communication

S. No.	Section / Department/Office/ Cell	Particulars	To be sent by
1	Registrar	All external communications related to Ministries/ Commissions/ Central & State authorities, Legal, MoUs, policy matters, confidential documents, and high-priority correspondence as per the existing practice	Office of the Registrar
2	Establishment Section (All related to Establishment Section)	Letters Office Orders Notices Notifications IONs/ IOCs Appointment Letter/Offer Letter/Offer of Engagement etc. (Faculty and Non-Teaching Staff) Mails (Approved by the Competent Authority) CAS / Non-Teaching Staff Promotion Orders Non-Teaching Promotion Letters Last Pay Certificate Relieving/ Joining Orders Any other correspondence internal and external from time to time Referral letters for medical treatments Nomination Letters Any other communication as and when assigned by the Competent Authority/Registrar except as mentioned at S.No. 01	Incharge of the Section/Officer of the Section / Office mail ID
3	Recruitment Cell (All related to Recruitment Cell)	Office Orders (Selection Committees, Assigning Duties, Constitution of the Committees for recruitment process) Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	Incharge of the Section/Officer of the Section / Office mail ID
4	Dean (Academics) (All related to Academics)	Letters Office Orders Circulars Notices Mails (Approved by the Competent Authority) Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	Incharge of the Section/Officer of the Section / Office mail ID


 28/1/22

5	Estate Section (All related to Estate Section)	Work Orders	Incharge of the Section/Officer of the Section / Office mail ID
		Letters/ Allotment Letter	
		Office Orders	
		Mails (Approved by the Competent Authority)	
		Circulars	
		Allotment Letter (House and quarters)	
		Service Certificates of vendors	
Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01			
6	Purchase & Store Section/ Transport (All related to Purchase & Store Section/ Transport)	Purchase Orders	Incharge of the Section/Officer of the Section / Office mail ID
		Letters	
		Office Orders	
		Service Certificates of vendors	
		Any other communication as and when assigned by the Competent Authority /Registrar except as mentioned at S.No. 01	
7	COE (All related to COE)	Letters	Incharge of the Section/Officer of the Section / Office mail ID
		Office Orders	
		Circulars	
		Notices	
		Any other Certificates of vendors/ Students	
Any other communication as and when assigned by the Competent Authority/Registrar except as mentioned at S.No. 01			
8	Research & Development Section (All related to Research & Development Section)	Officer Orders (JRF/SRF etc.)	Incharge of the Section/Officer of the Section / Office mail ID
		Endorsement Certificate	
		Utilization Certificate and Statement of Expenditure	
		Any other Certificates of vendors/ Students	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
9	IQAC, NIRF, NAAC etc. (All related to IQAC, NIRF, NAAC etc.)	All Correspondence related to the IQAC, NIRF, NAAC etc.	Incharge of the Section/Officer of the Section / Office mail ID
10	Departments (All related to Department)	Seminars, Lecture series, Organizations of Workshops etc.	Incharge of the Section/Officer of the Section / Office mail ID
		Any other Events mails	
		Inter Office/ Department communications	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
11	DSW (All related DSW)	Letters/ Office Order/ Circulars/ Notices etc.	Incharge of the Section/Officer of the Section / Office mail ID
		Communication regarding organization of various events	


28/4/21

12	Chief Warden Office (All related to Chief Warden Office)	Letters	Incharge of the Section/Officer of the Section / Office mail ID
		Office Orders	
		Circulars	
		Notices	
		Mails (Approved by the Competent Authority)	
		Service Certificates of vendors	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
13	Branding Cell/ RTI/ JR-II (All related to Branding Cell/ RTI/ JR-II)	Work Orders	Incharge of the Section/Officer of the Section / Office mail ID
		Mails (Approved by the Competent Authority)	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
14	ICT (All related to ICT)	Letters	Incharge of the Section/Officer of the Section / Office mail ID
		Office Orders	
		Circulars	
		Notices	
		Mails (Approved by the Competent Authority)	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
15	Finance & Accounts (All related to Branding Cell/ RTI/ JR-II)	Letters	Incharge of the Section/Officer of the Section / Office mail ID
		Office Orders	
		Circulars	
		Notices	
		Mails (Approved by the Competent Authority)	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
16	Public Relation Officer (All related to Public Relation Officer)	Letters	Incharge of the Section/Officer of the Section / Office mail ID
		Office Orders	
		Circulars	
		Notices	
		Mails (Approved by the Competent Authority)	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	
17	Rajbhasha (All related to Rajbhasha)	Letters	Incharge of the Section/Officer of the Section / Office mail ID
		Office Orders	
		Circulars	
		Notices	
		Mails (Approved by the Competent Authority)	
		Any other communication as and when assigned by the Competent Authority/ Registrar except as mentioned at S.No. 01	

Registrar

28/11/25

राजस्थान / Registrar
राजस्थान केंद्रीय विश्वविद्यालय
Central University of Rajasthan



राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



No. : CURAJ/R/F.166/2025/626

Date: 13.05.2025

OFFICE ORDER

Following Committees for rally and other activities under the edges of "राष्ट्र प्रथम - A Campaign in Support of Nation first" on 14th May 2025 at Central University of Rajasthan are constituted for successful organization of activity:

Sr.No	Duties/ Responsibilities	Concerned Team/ Person
1	Overall Coordination of Event (Volunteers to be coordinated for slogans and arrangements)	1. Prof. G B. Zore, DSW 2. Prof. Rajesh Kumar 3. Dr. Sanjay Garg 4. Dr. Hemlata Manglani
2	Felicitation	1. Dr. Tarun Kumar Bhatt 2. Dr. T. Sangeeta
3	Anchoring	Ms. Anuradha Mittal, PRO
4	Rally arrangement	1. Dr. Sanjay Garg and Sports Committee Members 2. Dr. Sanjay Kumar and Dr. Neha Arora and Chief Warden Office 3. Dr. Devendra Rankawat, NSS Team 4. Dr. Hemlata Manglani and Cultural committee Members
5	Printing banners and availing Flags	1. Dr. Harisingh Parihar 2. Mr. Manoj Indoria 3. Mr. Dilip Raichandani
6	Arranging DJ, mic and e-Cart	1. Mr. Mohit Kumar and ICT Staff 2. Mr. Mahaveer, Estate section
7	Seating Arrangement at Auditorium (Including Stage and Podium)	1. Dr. Kaiser Raza, 2. Dr. Neeru Prasad 3. Dr. Ramulu Bhukya 4. Dr. Sagar Shivaji Barale 5. Mr. Mohit Kumar and ICT Staff 6. Mr. Mahaveer, Estate section
8	High Tea	1. Mr. Shyam Singh 2. Mr. Pawan Kumar Sharma

(Signature)

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

9	Communication with Locals Leaders	1. Dr. Rajeev M.M. 2. Dr. Brijesh Jagarwal
10	Videography and Photography	HoD, CMS
11	Water Arrangements during Rally	Mr. Rajesh Kumar, Jr. Engineer, Estate Section
12	Cultural Activities (Patriotic Songs, Shayari, Poem etc.)	1. Dr. Hemlata Manglani 2. Dr. Priyanka Bhaskar 3. Dr. Dhananjay Tiwari 4. Dr. Akshansh Bharadwaj
13	Publicity Social & other Media	Public Relation Officer
14	Security Arrangements	Security Officer
15	Parking Arrangements	Security Inspector

1. Each committee will prepare a detailed program of its activities and prepare the budget for the proposed activities and submit the same by tomorrow (14.05.2025).
2. The Committee may purchase required material with the approval of the competent authority as per the procedures.
3. All Attendants/ Lab. Assistants/ Technical Assistant/ other supporting staff of the University are directed to provide necessary assistance to the committees as per call/ issuing order.

This is issued with the approval of the Competent Authority.

Copy to:

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of Registrar/ Finance Officer/ Controller of Examination
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. All Officers / Section Incharge
8. All Teaching and Non-Teaching Staff
9. All Committee Members
10. Establishment Section – for information and circular retention file
11. Guard/ Dispatch file


 Registrar
 कुलसचिव / Registrar
 राजस्थान केंद्रीय विश्वविद्यालय
 Central University of Rajasthan



OFFICE ORDER

Committees for Ninth Convocation Ceremony

Committees constituted with approval of the Vice Chancellor for organization of the 9th Convocation are listed in the following table. All conveners and members are requested to kindly initiate action accordingly.

S. No.	Name of the Committee with their responsibilities	Incharge	Member
1.	Steering Committee <ul style="list-style-type: none">• Overall coordination• Tender Preparation• Finalization of Vendors• Preparation of Work order with work details• Monitoring of the progress of each committee twice in a week• Procurement of Memento for Chief Guest	Vice Chancellor	1. Prof. S. N. Ambedkar 2. Prof. D. C. Sharma 3. Prof. Rajesh Kumar 4. Registrar 5. Finance Officer 6. Incharge Estate
2.	Arrangement of Pandal, VIP Lounge etc. All Arrangements related to Pandal, Stage, Chairs, and Lounge for VIPs and sitting arrangement for dignitaries, members of the EC, AC, Deans, etc as per protocol in the Pandal.	Prof. Amit Goyal	1. Dr. Jayendra Nath Shukla 2. Dr. Subrat K Panda 3. Dr. Anand Kumar 4. Dr. Shailendra Pratap Singh 5. Dr. Ritesh Singh
3.	Audio Visual facilities Audio Visual arrangement in Pandal, Stage etc. at all places, Video shooting, photography of the programme, Live streaming of the programmes. Fax/Internet Facility/Printing Station, Preparation of Video CD	Dr. Basant Agarwal	1. Dr. Tarun Kumar 2. Dr. Rajan Singh 3. Dr. Milan Sasmal 4. Dr. Sudhir Bhaskar 5. ICT Cell
4.	Arrangement of Robbing Gown Arrangements for Robbing gown, Chief Guest, Dignitaries, members of EC, AC, Deans etc.	Dr. Jay Kant Yadav	1. Dr. Janmejy Pandey 2. Dr. Deeksha Tripathi 3. Dr. Khem Raj Meena 4. Dr. Gajendra Singh 5. Dr. Surendra Nimesh

5.	Printing & Distribution and Exhibition Design & Printing and Distribution of invitation cards, Convocation booklet including address of Chief Guest and Vice Chancellor, Programme booklet, Minute to Minute programme, Deans presentation of Candidates, Gold Medal presentation, Distribution of invitation cards, confirming arrival of invited guests/VIPS and coordinating with respective committee for proper seating / accommodation, Exhibition of University Achievements. Preparation of mailing list, sending invitation card in hard and soft copy to all.	Dr. Hari Singh Parihar	1. Mr. Manoj K Indoria 2. Mr. Dilip Raichandani 3. Mr. Girdhari Lal Verma 4. Mr. Sanjay Gaur
6.	Refreshments/Tea, snacks arrangement Seating arrangements, refreshment including tea, coffee, cold drink for Chief Guest, Dignitaries, members of EC, AC, Deans etc. Finalization of snacks items in packed form and distribution to Faculties, Non-Teaching Staff, Parents and students.	Dr. Devesh Sharma	1. Dr. Kapil Sarswat 2. Dr. Gyana Ranjan Panda 3. Dr. Shailesh Kumar Patidar 4. Dr. Bhagawan D. 5. Mr. Shyam Singh 6. Mr. Avdhesh Vijay 7. Mr. Damodar Prasad
7.	Seating arrangement and Discipline in Pandal Seating and signage arrangements for Gold Medallist/ Ph.D holders, dignitaries, VIPs, School-wise Graduants, Parents, University's teaching & non-teaching staff, receiving and welcoming and their orderly sitting. Maintenance of discipline Managing other students and their conduct etc. and all material required	Dr. Kaisar Raza	1. Dr. Jai Prakash Tripathi 2. Dr. Neeru Prasad 3. Dr. Rina Godara 4. Dr. Ramulu Bhukya 5. Dr. Akshansh Bharadwaj 6. Dr. Suresh Kumar Patra 7. Dr. Sagar Shivaji Barale 8. Dr. Rajeev M.M. 9. Dr. Devendra Rankawat and NSS Volunteers 10. Mr. Shivji Ram Jat 11. Mr. Dashrath Kumar Sharma
8.	Convocation Procession Arrangement of procession, orderly standing of COE, Chief Guest, Chancellor,	Prof. Manish Dev Shrimali	1. Dr. Sukhmander Singh 2. Dr. Siddharth Dwivedi

	Vice Chancellor, Registrar, Deans, AC, EC member and Gold Medalist.		3. Dr. Brijesh Kumar Singh 4. Dr. Kuldeep Suthar
9.	Group Photo Photograph with Chief Guest, Chancellor, Vice Chancellor, Registrar, CoE with i. Deans ii. Academic Council iii. Executive Council iv. Gold Medallist v. Ph.D Holders and CD Writing/Preparation	Dr. Anoop Kumar	1. Dr. Pranta Pratik Patnaik 2. Dr. Nicholas Lakra
10.	University report and address Preparation of University report, drafts speeches of Chief Guest, Chancellor, Vice Chancellor and handing over to Printing Committee	Dr. Sanjay Arora	1. Dr. Shital Prasad Mahendra 2. Dr. Ved Prakash 3. Dr. Mamata Khandal 4. Dr. Om Kumar Karn
11.	Convocation Booklet Preparation of Convocation booklet, Deans Presentation of Students, Gold Medalists, Ph.D. Awardees and handing over to Printing Committee. Distribution of Convocation Booklet to Deans, EC and AC members and dignitaries & Deans presentation of Students.	Mr. Sangadi Murali Mohan	1. COE Section
12.	Cultural Activities, Swagat Geet, vishwavidyalaya Geet, National Anthem, Rangoli, Decoration of Entrances	Dr. Hemlata Manglani	Cultural Committee
13.	Felicitation of Dignitaries Felicitation of Chief Guest, Chancellor, Distribution of Gold Medal, arrangement of Gold Medallist on dias Felicitation of Chief Guest- Shawl, Shrifal, Memento and Gita Felicitation of Chancellor- Shawl, Shrifal, University Memento and Gita	Dr. Tarun Kumar Bhatt	1. Dr. Vidyottama Jain 2. Dr. Dhanapati Shougrakpam 3. Dr. T. Sangeetha 4. Ms. Pratima Chattraj 5. Ms. Hema Chaudhary
14.	Anchoring of Programme Announcement of Convocation proceedings (Bilingual)	Dr. Hemlata Manglani Dr. Shital Prasad Mahendra	

15.	Distribution of Uttaria to Graduants Distribution of Uttaria to the Graduants in their respective department	Registrar	Respective HoDs of the Department
16.	Distribution of the degree Collection of degree with list from CoE office and issue record	CoE Office	Respective HoDs of the Departments
17.	Press and Media Committee Invitation to the media people. Briefing Conference & preparation of brief material (before Convocation/National Science Day/Foundation Day). Printing, Stationary, Snacks etc. and Press Conferences	Ms. Anuradha Mittal	1. Mr. Jyotiraditya Sharma
18.	Robbing Gown Procurement for guest Committee Procurement of Robbing Gown - Uttaria/Stole, Jacket etc. for the degree recipients, dignitaries and members of the Court/EC/AC and hand over to Dr. Jay Kant Yadav	Dr. Ritu B. Rai	1. Dr. Bhumika Sharma 2. Mr. Mahesh Kumar 3. Mr. Vivekanand Tiwari 4. Mr. Shyam Singh
19.	Security, Law and other Discipline Ensuring proper security arrangements, coordination with local administration and with other committees	Security Officer	
20.	Parking Arrangements Parking arrangement for Vehicles/ Cars of VIPs, Invitees and others with the help of Security Agency deployed in the Campus	Security Inspector	
21.	Accommodation for Students and Parents Arrangement of accommodation of degree recipients and parents	Dr. Sanjay Kumar	All Assistant Chief Wardens, Wardens and Caretakers
22.	Accommodation for Guests Invitees Receiving of and Arrangement of accommodation of members of the Court/EC/AC/FC other guests	Dr. Gobind Singh	1. Dr. Sudhir Kumar Garhwal 2. Mr. Satyanarayan Solanki

23.	Hospitality and Transportation Arrangement of Air Tickets, local hospitality and transport for EC/AC/FC members, VIPs, Arrangement for local transportation for movement of students and parents. Transportation within the campus (e-rickshaw)/Bus/Golf Cart	Mr. Ashish Kumar Gupta	1. Mr. Pradeep Garg 2. Mr. Ravinder Laxkar
24.	Alumni Communication Giving information to all alumni and providing link for online live-streaming, inviting them for the Convocation	Dr. Sanjay Garg	1. Alumni Committee
25.	Dias Arrangement and Backdrop Banner Preparation of Back Drop banner, podium, remote controlled lamp lighting, Saraswathi idol, flower decoration, Convocation booklet for Chief Guest, Chancellor, Vice Chancellor, small height stool, and all material required	Dr. Akhil Agarwal	1. Dr. Vipul Kakkar 2. Dr. Bhavna Saini 3. Dr. Dipak Gayen
26.	Lighting at Gates and Building Lighting at the Administrative Building, Gate, and top terrace of academic buildings	Mr. Darpan Bansal	Mr. Jahangir Kureshi
27.	Planning and Layout of Convocation Venue	1. Ar. Vivekanand Tiwari 2. Dr. Sunil Sharma	
28.	Communication Incharge with Chief Guest		Vice Chancellor Secretariat
29.	Lunch Committee	Dr. Umesh Gupta	All faculty and students of Hotel and Tourism Management

Important note:

1. The meeting of Steering Committee members, all Incharges of Committees and officers of the University, with the Vice Chancellor for reviewing the progress of the work of the committees will be held as per the following tentative schedule:
 - i. **First meeting** on 21.05.2025 at 11.00 AM in the NAAC Room, 2nd Floor, Admin Block.

ii. Next meetings of incharge of all committees is as below:
03.06.2025, 10.06.2025 and 16.06.2025 at 03.00 PM.

iii. On 17th, 18th and 19th June 2025 at 05.00 PM there will be rehearsal followed by the meeting.

Any other meeting may be called considering the urgency of the work at a short notice by the competent authority of the University.

2. The Committee may purchase required material as per the procedure specified in GFR with the approval of the Steering Committee, which is authorized to scrutinise the proposals having financial implication and will provide AA&ES.
3. All Attendants/ Lab. Assistants/ Technical Assistant/ other supporting staff of the University are directed to provide necessary assistance to the committees as per call/ orders in this regard.

To:

All concerned.



Registrar

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



No. CURAJ/R./F.166/2025/ 739

Date: 22.05.2025

OFFICE ORDER

Subject: Revised Schedule of Summer Vacation and Faculty Participation for 9th Convocation of the Central University of Rajasthan

As you are aware that the 9th Convocation of the Central University of Rajasthan is scheduled to be held on Friday, 20th June 2025. This is a prestigious and iconic event for the University, and its successful organization requires the active involvement of all staff members.

As per the University Academic Calendar, the Summer Vacation is scheduled from 06th June 2025 to 05th July 2025. As discussed in the meeting of Deans and HoDs, held on 19th May 2025 under the Chairmanship of the Hon'ble Vice Chancellor, it was decided that the summer vacation will split into two parts to ensure adequate preparation and smooth conduct of the convocation.

Accordingly, the revised vacation schedule is as follows:

1. From 06th June to 15th June 2025
2. From 22nd June to 11th July 2025

Faculty members not part of any convocation-related committee may avail this period as vacation.

Considering the short preparation time and critical assignments, vacation for the faculty members, who are parts of convocation-related committees will start from 22nd June 2025, however they will be compensated suitably by extended vacation or getting credit in the form of EL.

From 16th June to 21st June 2025, all faculty members are required to be present for preparation, participation and organization of the convocation. As you are aware that as per EC resolution, it is mandatory to all staff members to attend the Convocation Programme.

As, results are to be declared by 8th June 2025, all faculty members are requested to complete the assessment of answer papers before 6th June 2025.

We look forward to your cooperation in making the 9th Convocation a grand success.


Registrar

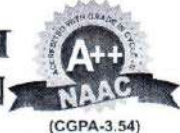
Copy to:

1. Office of Hon'ble Vice Chancellor.
2. Office of Registrar/ Finance Officer/ Controller of Examinations/ Librarian
3. All Deans of Schools of Studies/ Dean Student Welfare
4. The Dean(Academics)/ Director(IQAC)/ Director (R&D)
5. The Proctor/ Chief Warden
6. All Heads/Coordinators of Academic Departments
7. All Officers / Section Incharge
8. All Teaching Staff

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



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No.: CURAJ/R/F.166/2025/ 765

Date:-23.05.2025

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 Vacation to be observed from 06.06.2025 to 15.06.2025 and 22.06.2025 to 11.07.2025 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, Convocation Committee, Admission Committee or in any other committee are expected to work during the vacation period.

All faculty members before leaving for vacation will complete their assessment of ESE answer sheets, submit internal examination marks and all other examination related work and inform their HoD accordingly.

This issues with the approval of the Competent Authority.

To,

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

Registrar

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

**OFFICE ORDER**

A committee consisting of the following members is hereby constituted by the Competent Authority for evaluation of bids received for "Outdoor advertisement display through Unipole/Hoarding" for Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer (Raj).

1. Prof. Vipin Kumar, Department of Pharmacy
2. Mr. Shyam Singh, Assistant Registrar
3. Mrs. Anuradha Mittal, PRO

Hence, the committee is requested to take necessary action for further finalizing the firm(s) along with the rates of various items as per the provisions of GFR 2017, Govt. of India and as amended from time to time.

This is issued with the approval of the Competent Authority.

Registrar

कुलसचिव / Registrar

राजस्थान केन्द्रीय विश्वविद्यालय

Central University of Rajasthan

Copy to:

1. Concerned Committee Members - Prof. Vipin Kumar
Mr. Shyam Singh
Mrs. Anuradha Mittal
2. Vice Chancellor's Secretariat
3. Finance Officer
4. Joint Registrar, Institutional Branding Cell
5. Guard/Dispatch File



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



No. CURAJ/R./F.168/2025/ 1715

Date: 18/08/2025

OFFICE ORDER

The Ministry of Education has issued directions for compliance in the matter of the National Task Force (NTF) constituted to address mental health concerns among students, prevent incidents of suicide in educational institutions and recommend appropriate preventive measures. Copy of MoE Office Memorandum No.- 5-21/2025-PN.11 dated 30.07.2025 and D.O. No.- 5-21/2025-PN.II dated 03.07.2025 enclosed for reference.

Accordingly in pursuance of the directives of the MoE, the Competent Authority has nominated, Dr. Pramod N Kamble, Associate Professor, Department of Environmental Science, as the Nodal Officer to ensure all compliance and to coordinate with the National Task Force during their visit to the University.

The Nodal Officer shall coordinate and ensure:

- smooth conduct of the field visit of the National Task Force (NTF) to the University. To keep the data about the students admitted under various reservation quotas readily available during the visit of NTF and permit these students to interact NTF without any hesitation.
- Compiling and submitting information on institutional mechanisms related to student mental health and well-being, including counselling services, third-party faceless evaluation mechanisms, and outcomes thereof;
- Providing any additional information or data as may be requested from time to time by the Ministry of Education or the National Task Force.

Dr. Pramod N Kamble shall coordinate with all relevant University sections/ Departments to ensure timely submission of all required information to the Ministry of Education.

This is issued as per directions of the Competent Authority.



Registrar

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

To

Dr. Pramod N Kamble
Associate Professor, Department of Environmental Science,
Central University of Rajasthan

Copy for information and necessary action:

1. Office of the Hon'ble Vice Chancellor for kind information, please.
2. The Joint Secretary, Ministry of Education
3. Office of the Finance Officer/Controller of Examinations/Librarian
4. Office of Dean (Academic)/ Director (R&D)/Director (IQAC)
5. Office of the Proctor/ Chief warden/DSW
6. All Deans of the Schools of Studies
7. All Heads of Academic Department/Coordinators
8. All Officers & Section in-charge
9. The Guard/ Dispatch file



No. : CURAJ/R/F.168 /2025/1808

Date: 25.08.2025

OFFICE ORDER

This is to inform to all concerned that Central University of Rajasthan will be celebrating Teachers Day on 05.09.2025 in the Auditorium. Shri Vasudev Devnani, Hon'ble Speaker, Rajasthan Legislative Assembly will be the Chief Guest for the programme. The following committees are hereby constituted for successful organizations of the Teachers Day:

S. No.	Name of the Committee with their responsibilities	In-charge	Member
1	Steering Committee <ul style="list-style-type: none">Overall coordinationMonitoring of the progress of each committee	Vice Chancellor	1. Prof. D. C. Sharma 2. Prof. S. N. Ambedkar 3. Prof. Rajesh Kumar 4. Registrar 5. Finance Officer 6. Prof. Vipin Kumar
2	Communication In-charge with Chief Guest		Vice Chancellor Secretariat
3	Printing, Publicity and Distribution of Invitation Cards Designing and Printing of invitation cards, address of Chief Guest and Vice Chancellor, Minute to Minute programme, Distribution of invitation cards, confirming arrival of guests and coordinating with other committee for proper seating / accommodation. Printing and erection of Event Advertisement Poster/Banner/Flex/ Standee Preparation and Printing of Back drop banner Exhibition at the entrance of Auditorium	Dr. Hari Singh Parihar	1. Mr. Manoj Indoria 2. Mr. Girdhari Lal Verma 3. Mr. Dilip Raichandani 4. Mr. Sanjay Gaur
4	Transport Committee	Mr. Ashish Kumar Gupta	1. Mr. Pradeep Garg 2. Mr. Ravindra Laxkar
5	Preparation and Decoration arrangement of Auditorium Carpet in Auditorium, at the entrance of admin building till NAAC Room Arrangement of Planters on both side of carpet during ceremonial welcome	Mr. Rajesh Kumar	1. Mr. Darpan Bansal 2. Mr. Jahangir Kureshi 3. Mr. Deepak Singh and Estate Section
6	Accommodation for Guests / Invitees Arrangement of accommodation of Guests/Awardees	Dr. Govind Singh	Mr. Satyanarayan Solanki



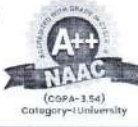
राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



S. No.	Name of the Committee with their responsibilities	In-charge	Member
7	Refreshment, Hospitality and Catering Services Committee Refreshment for Chief Guest Arrangement of lunch for Chief Guest, VIPs, Planning and finalization of the Menu for Lunch	Dr. Devesh Sharma	1. Dr. Chinmay Malik 2. Dr. Jayanti Pal 3. Dr. Jai Prakash 4. Mr. Shyam Singh 5. Mr. Vimal Jain
8	Reception Committee After receiving the Chief Guest at the entrance of Administration Building, All Deans will be available to receive outside the Auditorium.	Hon'ble Vice Chancellor	1. Deans of the Schools 2. Registrar 3. Finance Officer 4. CoE 5. Director ODL
10	Dias Arrangement and Decoration Podium, remote controlled lamp lighting, Saraswati idol, flower decoration, small height stool, and all material required regarding and overall coordination Coordination with Felicitating Committee and Anchoring Committee	Dr. Bhumika Sharma	1. Dr. Dhanpati Shougrakpam 2. Dr. Bhawana Saini 3. Mr. Pawan Sharma 4. Mr. Nand Ram (Purchase & Store Section)
11	Anchoring Committee Proceedings and anchoring of Teachers Day Programme		1. Dr. Garima Kaushik 2. PRO
12	Swagat Geet and Rangoli	Dr. Jaya Kritika Ojha	Cultural Committee
13	Welcome, Felicitating and Award Conferring Committee Welcome of Chief Guest at Administrative Building, Felicitating of Chief Guest, Guests and Awardees, Awards for Teachers for Higher Education, CURAJ Best Teacher & Researcher Awards	Dr. Tarun Kumar Bhatt	1. Dr. T. Sangeeta 2. Dr. Sangeeta Yaduvanshi 3. Dr. Jai Prakash Tripathi
14	Chanting the Mantra (मंत्र उच्चारण) Chanting the welcome mantra at the time of welcoming the Guest with dress code	Prof. Raghvendra Bhat	Students of the dept. of Yoga
15	Seating arrangement and Discipline Committee Seating and signage arrangements for dignitaries, VIPs, Alumni, University's teaching & non-teaching staff, Students. Maintenance of discipline Managing students and their conduct etc. and all material required regarding	Dr. Devendra Rankawat	1. Dr. Partha Roy 2. Dr. Thirumoorthi Ramalingam 3. Dr. Hemant Joshi 4. Dr. Kamlesh Jangid 5. Mr. Shivji Ram Jat 6. Mr. Dashrath Kumar Sharma 7. NSS Team



राजस्थान केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF RAJASTHAN



S. No.	Name of the Committee with their responsibilities	In-charge	Member
7	Refreshment, Hospitality and Catering Services Committee Refreshment for Chief Guest Arrangement of lunch for Chief Guest, VIPs, Planning and finalization of the Menu for Lunch	Dr. Devesh Sharma	1. Dr. Chinmay Malik 2. Dr. Jayanti Pal 3. Dr. Jai Prakash 4. Mr. Shyam Singh 5. Mr. Vimal Jain
8	Reception Committee After receiving the Chief Guest at the entrance of Administration Building, All Deans will be available to receive outside the Auditorium.	Hon'ble Vice Chancellor	1. Deans of the Schools 2. Registrar 3. Finance Officer 4. CoE 5. Director ODL
10	Dias Arrangement and Decoration Podium, remote controlled lamp lighting, Saraswati idol, flower decoration, small height stool, and all material required regarding and overall coordination Coordination with Felicitating Committee and Anchoring Committee	Dr. Bhumika Sharma	1. Dr. Dhanpati Shougrakpam 2. Dr. Bhawana Saini 3. Mr. Pawan Sharma 4. Mr. Nand Ram (Purchase & Store Section)
11	Anchoring Committee Proceedings and anchoring of Teachers Day Programme		1. Dr. Garima Kaushik 2. PRO
12	Swagat Geet and Rangoli	Dr. Jaya Kritika Ojha	Cultural Committee
13	Welcome, Felicitating and Award Conferring Committee Welcome of Chief Guest at Administrative Building, Felicitating of Chief Guest, Guests and Awardees, Awards for Teachers for Higher Education, CURAJ Best Teacher & Researcher Awards	Dr. Tarun Kumar Bhatt	1. Dr. T. Sangeeta 2. Dr. Sangeeta Yaduvanshi 3. Dr. Jai Prakash Tripathi
14	Chanting the Mantra (मंत्र उच्चारण) Chanting the welcome mantra at the time of welcoming the Guest with dress code	Prof. Raghvendra Bhat	Students of the dept. of Yoga
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Registrar

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



No. : CURAJ/R/F.169/2025/ 2191

Date: 25.09.2025

CIRCULAR

In pursuance of the communication received from the University Grants Commission vide DO No. 2-55/2023/(CPP-II)/(C-132118) dated 19.08.2025 regarding Special Campaign 5.0 for disposal of pending matters on priority and to contribute towards the success of the campaign, the Competent Authority has appointed **Dr. Devendra Rankawat, Assistant Professor, Department of English** as the **Nodal Officer for Special Campaign 5.0** at the Central University of Rajasthan.

In this connection, all Heads/ Section Incharges are requested to prepare the list of pending matters at their respective Departments/ Section level and take necessary action for disposal the same on priority basis.

Further, all are requested to provide the following details as per schedule for uploading the information on designated platform / link of the Ministry / UGC.

1. List of pending matters and tentative action plan to remove 100% pendency on or before 31.10.2025, latest by 26.09.2025.
2. Provide a weekly status report of disposal of pending matters on every Friday latest by 5:00 p.m. from 03.10.2025 onwards.

The above information is required to be sent via email to jradmin@curaj.ac.in so that a compiled report may be prepared for onward submission to the Ministry / UGC.

The Nodal Officer shall monitor the Special Campaign 5.0, coordinate with the concerned and ensure to upload the compiled reports on the designated platforms of the UGC/ Ministry as per timeline.

This activity may be taken on top priority.

This issues with the approval of the Competent Authority.

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 (R&D)/Director(IQAC)
5. Proctor/DSW/Chief Warden
6. All Heads/Coordinators of Academic Departments
7. All Officers / Section Incharge
8. Dispatch/ Guard file

Registrar

कुलसचिव / Registrar
राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan



राजस्थान केन्द्रीय विश्वविद्यालय
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Registrar

कुलसचिव

Rajasthan



राजस्थान केन्द्रीय विश्वविद्यालय
RA U RAJA H



कुलसचिव
राजस्थान विश्वविद्यालय