



Central University of Himachal Pradesh
(Established under Central Universities Act 2009)
PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH
www.cuhimachal.ac.in

ADMINISTRATIVE OFFICE				
Sr. No.	Particular	Key Aspects	Observations with documentary evidence (Yes/No)	Remarks
1.	General Administration	• Does the University/Schools/Departments specify and fix the responsibility of the Admin Staff?	Yes	
		• Does the staff go for training from time to time?	Yes	
		• Does the University/Schools/Departments delegates duties to alternate in case of absence of the technical staff?	Yes	
		• Record of all equipment/activities/decisions maintained?	Yes	
		• Are maintenance procedures documented?	Yes	
		• Has the Procedures & periodicity of maintenance of equipment is being followed as per the prescribed norms?	Yes	
		• Are mechanical volumetric devices checked for accuracy on a quarterly basis?	--	
		• Equipment for which AMC are done compulsorily	Yes	Diesel Generators
		• Are maintenance procedures documented?	Yes	
• Do the Office/Accounts/Laboratories have	--			

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		work instructions?		
		• Are all documentation entries signed or initiated by responsible staff?	Yes	
		• Proper record & display of Files is maintained	Yes	
		• Proper Utilization of existing storage/ Amirah	Yes	
		• Repairing of electric, sanitary & wooden appliances/furniture	-	
		• How much time is taken in disbursement of circulars?	within 1-2 days	
		• Are Display of Do's and Don'ts are properly placed?	Yes	
		Workshops attended by non-teaching/Office staff Provide Details of List of members benefitted	--	
		Training attended by non-teaching/Office staff Provide Details of List of members benefitted	--	
		Knowledge of ICT/ Computers -of non-teaching staff Provide Details of separate List of members	--	
2.	Stock Register	• Lab Development Fund: planning, procurement, upgradation, deployment and maintenance of Laboratories/departments	Yes	
		• Expenditure Control Register	Yes	
		• Stock register to be maintained in proper format i.e. As per rules GFR-4	Yes	
		• Receipt of goods in good condition and full quantity	Yes	
		• Authentication by stock keeper/In-charge	Yes	
		• Verification by Stock In-charge	Yes	



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		• Annual Physical verification of stock with signatures of stock-keepers as per GFR-Rule 192	Yes	
		• Record of issue of items.	Yes	
		• Record of excess stock/material	Yes	
		• Proper maintenance of Balances	Yes	
		• Procedure and record of written-off items	GFR-2017. No record of written off items	
		• Entries to be verified by Store In-charge/supervisory official	Yes	
		• Page certificate on the first page to be recorded	Yes	
		• Balances to be maintained properly	Yes	
		• Co-relation between issue of items and written-off items	No	
		• Proper record of use of equipment	Yes	
		• Record of consumables and non-consumables	Yes	
3.	Admissions Procedures	• OFFLINE/ONLINE	Yes	
		• PUBLICITY (Measures of wider publicity)	Yes	
		• PROCEDURES	Yes	
		○ PROCESS	--	
		○ MIGRATION/CANCELLATION	--	
		• GRIEVANCES	No	
		• FEE COLLECTIONS & DISBURSEMENT	Yes	
		• ALLOCATION OF		
		○ Section	--	
		○ Optional papers	Yes	

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		<ul style="list-style-type: none"> ○ Co-curricular activities (NCC/NSS/SPORTS) ○ Club Activities 		
		• Identity Card	--	
		• Enrolment	--	
		• E- Suvidha	--	
		• Eligibility	--	
4.	Examinations	• Submission of Examination Form & Fee	NO	
	i. Home Exam	• Distribution of Exam Admission Ticket	--NO	
	ii. Internal Assessment	• Verification of Internal Assessment	--NO	
	iii. Semester Exam (Odd & Even)	• Grievances (If Any)	-- NO	
5.	Attendance Record	• Process of attendance (Online/offline)	Offline - Yes	
		• Date/frequency of uploading attendance on website	--	
		• Person responsible for attendance uploading	--	
		• Process of rectification of any problem	--	
		• Does all the teachers upload attendance	--	
6.	Recommendations	TIME OF DISBURSEMENT	--	
		• Bonafide certificates	--	
		• Character certificates	--	
		• Provisional certificates/Degree	Yes	
7.	Concessions	• RAILWAY	--	

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		• BUS	--	
8.	Inward and Outward Registers • Office • Accounts • Osd/spa • Library • Laboratories	• PROCEDURE	Yes (Contained in GFR-2017)	
		• MAINTAINANCE	Yes (As per GFR & CPWD Manual)	
		• Verification	Yes	
		• Checking & Counter Signed by Section/Departmental In-charge	SO/AR/DDO	
9.	Dead Stock Registers • Office • Accounts • Osd/spa • Library • Laboratories	PROCEDURES STORAGE	No	
		• Verification		
		• Checking & Counter Signed by Section/Departmental In-charge	--	
10.	Records of Minutes of • Office • Accounts • Osd/spa • Library • Laboratories	• Committee	Yes (FC)	
		• Societies	--	
		• Department	--	
		• Quality Assurance Cell	--	
		• Governing body	--	

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11.	Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Software's <ul style="list-style-type: none"> • Office • Accounts • Spa • Library • Laboratories • Process of Procurement and installation of Genuine/original Software(s) should be ascertained 	• Existing	Yes	
		• Newly Added	Yes	
		• Maintenance	Yes	
		• Issue and receipt (Transfer or handover)	Yes	
		<ul style="list-style-type: none"> • Annual Verification <ul style="list-style-type: none"> a. Consumable b. Non-consumable 	Yes	



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12.	Accounts and Finance Section:	• Cashbook	Yes				
		• Ledger	Yes				
		• Salary Registers	Yes				
		• Salary Bills	Yes				
		• Vouchers	Yes				
		• Receipt Books	Yes				
		• Fee Registers, etc.	Yes				
		• Maintenance of Medical bills • (claim and reimbursements)	Yes				
		• Child allowances (claim and reimbursements)	Yes				
13.	Budgets and Audited Balance Sheet	<ul style="list-style-type: none"> • ESTIMATE/ALLOCATION of Budget (Augmentation for following facilities in Rs.)(See Annexure 1) • Campus Area Existing • Class rooms Existing • Laboratories Existing • Laboratories Newly Added • Seminar Halls Existing • Classrooms with LCD facilities Existing • Seminar halls with ICT facilities Existing • Number of important equipments purchased (Greater than 1-0 lakh) during the current year • Number of important equipments purchased (Greater than 1-0 lakh) during the current year • Newly Added Classrooms with Wi-Fi OR LAN • Sports/Gymnasium • Divyangjan • Guest house 	Amount of Budget (Rs. in Lakhs)				
			17-18	18-19	19-20	20-21	21-22
			0.00	600.00	300.00	450.00	300.00

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		<ul style="list-style-type: none"> • EXPENDITURE • (Augmented for the above facilities in Rs. in Lakhs) 	17-18	18-19	19-20	20-21	21-22	
		• Assigned Budget on academic facilities	700.00	652.79	711.97	800.00	800.00	
		• Expenditure incurred on maintenance of academic facilities	133.94	218.93	190.21	68.28	155.79	
		• Assigned budget on physical facilities	700.00	1252.79	711.97	800.00	800.00	
		• Expenditure incurred on maintenance of physical facilities	169.00	167.05	234.79	240.35	295.76	
		• Expenditure incurred on Infrastructure Augmentation	188.74	278.59	184.56	326.86	380.47	
		• Audited Balance Sheet	Yes Maintained upto the f/y 2021-22					
		• ACCOUNTS	Yes Maintained					
14.	Annual Maintenance Contract Records of: <ul style="list-style-type: none"> • OFFICE • ACCOUN • TS • OSD/SPA • Library • LABORA • TORIES • Class rooms 	<ul style="list-style-type: none"> • Pest Control • Air Conditions, • Water Coolers, • CCTV, • Fire Extinguishers, • Computers and • Printers • GENERATOR • LAB EQUIPMENTS 	AMC record of Equipment etc. have been maintained at all Department Level of CUHP					


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15.	Non- Teaching Staff Welfare	Provide Details of List of: <ul style="list-style-type: none"> • Schemes, • Members Enrolled • Members Benefitted, • Actual amount allocated • Actual expenditure 	--	
16.	Teaching Staff Welfare	Provide Details of List of: <ul style="list-style-type: none"> • Schemes, • Members Enrolled • Members Benefitted, • Actual amount allocated • Actual expenditure 	--	
17.	Membership of Health Centre/Health Schemes	Existing Membership (Any Health Centre/Health Scheme)	--	
		Efforts for subscription from all members (Any Health Centre/Health Scheme)	--	
		List of members (Teaching and Non-Teaching)	--	
18.	Rtis/Legal/Grievances /ICC	List of Nodal Officers/Conveners/In charges	--	
		Number of cases raised	--	
		Number of cases resolved	--	
19.	Assessment / Audit Reports <ul style="list-style-type: none"> • OFFICE • ACCOUNTS • OSD/SPA • LIBRARY • LABORATORIES 	CONCERNING OBSERVATIONS	Audit Report up-to the financial year 2020-21 received from CAG and necessary action has been initiated to settle the outstanding Audit Para(s)	
		ACTION TAKEN		

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Annexure 1

Details of augmentation in infrastructure facilities during the year				
S.No.	Facilities	Existing	Newly added	Remarks
1.	Campus area	--	--	The University is running from different Academic/Administrative Campuses i.e. Dharamshala, Shahpur & Dehra (H.P.) which has been provided the State Govt. of Himachal Pradesh and some premises hired by the University. The Basic infrastructural facilities are available in all campuses.
2.	Class rooms	--	--	
3.	Laboratories	--	--	
4.	Seminar Halls	--	--	
5.	Classrooms with LCD facilities	--	--	
6.	Classrooms with Wi-Fi/ LAN	--	--	
7.	Seminar halls with ICT facilities	--	--	
8.	Video Centre	--	--	
9.	No. of important equipment purchased (< 1 lakh) during the current year.	30	2	
10.	No. of important equipment purchased (≥ 1 lakh) during the current year.	13	3	
11.	Total Value of the equipment purchased during the year (Rs. In Lakhs)	170.99	17.03	
12.	Sports/Gymnasium	--	--	The Gym facilities available in the Hostels of CUHP
13.	Divyangjan	--	--	
14.	Guest house	--	--	
15.	Green Waste Management	--	--	
16.	Electronic waste management	--	--	

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Academic Records

S. No.	Particular	Key Aspects	Observations	Remarks
	Teachers Workload	Department wise	--	--
		Course wise	--	--
		Student-teacher ratio of each department	--	--
	Position Filled/vacant (Teaching staff)	Record of	151	--
		i. Regular	--	--
		ii. Temporary	--	--
		iii. Contract	--	--
	Position Filled/vacant (Non-teaching)	Record of	74	--
		i. Regular	--	--
		ii. Contractual	--	--
		iii. Hired/outsourced	--	--
	Time Tables	Course-wise	--	--
		Class-wise	--	--
		Teacher-wise	--	--
		Room-wise	--	--
	Service Books (Teaching and Non - Teaching Staff)	i. Yearly verification of services	--	--
		ii. Yearly signed by employee	--	--
		iii. Police verification & medical verification of newly appointed employees	Yes	--
		iv. Declaration of nominee	Yes	--
		v. Inclusion of Aadhaar	Yes	--
	Leave Records (Teaching and Non - Teaching Staff)		Yes	--

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LIBRARY


Sr. No.	Particular	Key Aspects	Observation	Remarks
1.	Library Collection Policy Statement		--	--
2.	Receipt of fine	i. Details of students and fault	--	--
3.	Untraceable books	i. Track of such books ii. Efforts for their recovery	--	--
4.	To Write Off Books	i. Procedure ii. Initiative taken	--	--
5.	Digitalization		--	--

Collection Controls		Observation	Remarks
1.	How often Library Collection Policy Statement is prepared and reviewed?	--	--
2.	The Library manages collections order, purchase and budget	--	--
Circulation Controls			
3.	Automation of Library is completed	--	--
4.	Every user including students in the Access Services area has been issued an individual sign-on/ unique login.	--	--
5.	Passwords have been updated and the administrator access has been limited to the Library Systems Department	--	--
6.	The workflow process is reviewed by a multi-departmental group	--	--
7.	Fines/fees are managed against patrons who retain library resources beyond the established loan period.	--	--

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8.	The issue of non-returned items by faculty is managed.	--	--
9.	How the process of weeding materials from the collection is managed?	--	--
10.	Repair items are returned to circulation in a timely manner.		
Financial Controls			
11.	Library resources are the responsibility of the University Library for accounting and inventory control.	--	--
12.	Library resources are capitalized and recorded at cost at the date of acquisition or at estimated fair value at the date received in the case of gifts.	--	--
13.	Library resources are reported as part of the University's depreciable capital assets	--	--
14.	Capital asset accounts for the Library are maintained	--	--
Action Plan			
15.	Are Display of Do's and Don'ts are properly placed?	--	--
16.	Complete Automation	--	--
17.	Additional reading area	--	--
Workstation			
18.	Workstation are provided for the access to intranet/e-resources	--	--
19.	Separate Workstation are provided for differently abled/Divyangjan	--	--
20.	Workstations are adequately protected from malicious code.	--	--



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ACCOUNTS AND FINANCE SECTION

Sr. No.	Particular	Key Aspects	Observation	Remarks	
1.	Budget	Budget allocated (See Annexure 1)			
		a. Infrastructure augmentation (Follow the list in para 13 of Administrative Office)	The Capital Budget under Capital Assets Head Rs. 3.00 Crore and under Recurring Head Rs. 9.05 Crore was allocated by the UGC/MHRD for the F/Y 2021-22		
		b. Academic purposes			
		c. Research			
		d. Skill Enhancement			
		e. Training (Teaching, Non-Teaching, Students)			
		f. Facilities			
			Budget utilized:		
		a. Infrastructure development (Follow the list in para 13 of Administrative Office)	The Capital Budget Rs. 3.00 Crore and Recurring Budget Rs. 9.05 Crore has been fully utilized during the F/Y 2021-22		
		b. Academic purposes			
		c. Research			
		d. Skill Enhancement			
		e. Training (Teaching, Non-Teaching, Students)			
		f. Facilities			
2.	<ul style="list-style-type: none"> • Ledger, • Salary Registers, • Salary Bills, • Vouchers, • Receipt Books, • Fee 	• Procedure	Yes Maintained		
		• Maintenance	Yes Maintained		
		• Verification	Yes Maintained		
		• Procedure of Checking & Counter Sign by Section In-charge, SO, FO,	Yes Maintained by DDO		

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	Registers			
3.	Cash Book	• Procedure	Yes Maintained	
		• Maintenance of Cash Book	Yes Maintained	
		• Verification	Yes Maintained	
		• Checking & Counter Signed by Section In-charge, SO, FO,	Yes Maintained by DDO	
		• In case of alterations, corrections or modifications	--	
		• Who gives authorization for such corrections	FO/DDO	
		• Who maintains record of authorization	FO/DDO	
4.	Bank reconciliation statements	• Frequency of their preparation	Yes Maintained	
		• Certification		
5.	Reconciliation of deposits	• Frequency of their preparation	Yes Maintained	
		• Certification		
6.	Government Scholarships and Free Ships	• Declaration	Yes Maintained	
		• Attestation		
		• Time taken in Disbursement		
		• List of beneficiaries		
		• Record Keeping		
7.	University SCHOLARSHIPS AND FREE SHIPS	• Declaration	Yes Maintained	
		• Attestation		
		• Time taken in disbursement		
		• Record keeping		
8.	Membership of Health Centre/Health Schemes	• Existing Membership	--	
		• Efforts for subscription from all members	--	
9.	Claim and reimbursements	• Maintenance of Medical bills (list)	Yes Maintained	
		• Child allowances		

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		<ul style="list-style-type: none"> LTC/HTC Others 		
10.	Pay Bill Register	<ul style="list-style-type: none"> Separate record of serving and retired employees is maintained [Name Dealing Person (s)] Authentication 	Yes Maintained (Sh. Rahul Chauhan)	
11.	Expenditure Control Register	<ul style="list-style-type: none"> Estimate Expenditure 	PFMS System Implemented and Payment are being made through Digital Mode from Assignment Limit Assigned by the UGC/MOE on monthly basis.	
12.	Record of Projects <ul style="list-style-type: none"> Infrastructure Projects Research Projects Seminars etc. 	<ul style="list-style-type: none"> Separate record maintained [Name Dealing Person (s)] Utilization Certificates <ol style="list-style-type: none"> Prepared Submitted Record Kept 	Yes Maintained	
13.	Mode of Payments <ul style="list-style-type: none"> NEFT/R TGS Cheque Payment Cash Payment 	<ul style="list-style-type: none"> Record of each mode is separately maintained [Name Dealing Person(s)] Tax deducted at source (If not please specify) [Name Dealing Person(s)] 	Yes Maintained (Payment are being made through PFMS-TSA System by Using DSC)	

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