

**Career Point University Hamirpur  
Himachal Pradesh  
176041**

**suo-moto disclosure under section 4 of rti act, 2005**

**AS ON DECEMBER .2020**

**SECTION 4(1)(B)(I)**

**PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

<b>Name of the University:</b>	Career Point University (H.P)176041
<b>Address of the University:</b>	Career Point University Hamirpur (H.P) Tikker (Kharwarian), Bhoranj, Hamirpur (H.P) Tel: 01972-269701, 9625380006/07 Email: <a href="mailto:hp@cpuniverse.in">hp@cpuniverse.in</a>
<b>Head of the Institution</b>	Prof(Dr) K.S. Verma Vice-Chancellor Career Point University Hamirpur (H.P)176041 Tel: 01972-069701, 8261001316, 9418679022. E-mail Id: <a href="mailto:vc@cpuh.in">vc@cpuh.in</a>

**Genesis**

The Governor of Himachal Pradesh notified the establishment of Career Point University Hamirpur on 04.05.2012 vide No. L.L.R-D(6) 5/2012- Shimla-171002 under article 348(3) of the Constitution of India.

**Establishment**

The Career Point University Hamirpur was established by the Government of Himachal Pradesh vide Act No 12 of 2012 under section 2(f) of the UGC Act, 1956. The University is empowered by the University Grant Commission (UGC), a statutory body of Government of India, for the award of degrees under Section 22 of the UGC Act 1956.

**Objectives of University**

The objectives of the University include:- to provide instructions, teaching and training in higher education with a view to create higher level of intellectual abilities; to establish facilities for education and training; to carry out teaching, research and offer continuing education programs; to create centers of excellence for research and development relevant to the needs of the State and for sharing knowledge and its application; to institute degree, diplomas, certificates and other academic distinctions; to engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the University education system that is academic engagement clearly distinguishable from programmes of an ordinary nature

that lead to conventional degrees in arts, science, engineering, medicine, dental, pharmacy, management, etc. routinely offered by conventional institutions; to establish broad-based, and viable under graduate, post graduate and research programmes in several disciplines with firm interdisciplinary orientation and linkages; and to pay special attention to the improvement of the social and economic conditions and welfare of the people especially weaker sections of the Society inhibited in the rural villages, their intellectual, academic and cultural development.

### **Powers of the University**

The Power of the University include namely: - to provide for instructions in such branches of learning as the University may, from time to time, determine, and to make provision for research and for advancement and dissemination of knowledge and for extension of education; to conduct innovative experiments in modern methods and technologies in the field to technical education in order to maintain international standards of such education, training and research; to organize and to undertake extra – mural teaching and extension services; to create such teaching, administrative and other posts as the University may deem necessary, from time to time, and make appointments thereof; to hold examinations and grant diplomas and certificates to and confer degrees and other academic distinctions on persons, subject to recognition by any statutory body under any law, if required, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause; to establish and maintain Hostel including Halls, recognize guide, supervise and control Hostels including Halls not maintained by the University and other accommodation for the residence of the students, and to withdraw any such recognition; to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures as may be deemed necessary; to make arrangement for promoting health and general welfare of the students and the employees of the University and Colleges; to develop and maintain twinning arrangement with centers of excellence in modern advanced technology in the developed countries for higher education training and research, including distance education subject to the University Grants Commission Act, 1956 and the regulation made thereunder; to co-operate with any other University, authority or association or any public body having purpose and objects similar to those of the University for such purposes as may be agreed upon, on such terms and conditions as may, from time to time, be specified by the University; to co-operate with other National and International institutions in the conduct of research and higher education subject to the University Grants Commission Act, 1956 and the regulation made thereunder; to enter into any agreement for the incorporation in the University of any institution and for taking over its rights, properties and liabilities and for any other purpose not repugnant to this Act; to demand and receive payment of such fees and other charges as may be specified from time to time; to receive donations and grants, except from parents and students, and to acquire, hold manage and dispose of any property, movable or immovable, including trust or endowed property within or outside Himachal Pradesh for the purposes and to objects of the University, and to invest funds in such manner as the University thinks fit; to make provisions for research and advisory services and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary; to provide for the printing, reproduction and publication of research and other work, including text books, which may be issued by the university; to frame statutes, ordinances and regulations for carrying out the objects of the University in accordance with the provisions of the Act.

## **Territorial Jurisdiction**

Territorial Jurisdiction of the University, as per the Act of the University<sup>12</sup> of 2012 extends to the whole state of Himachal Pradesh.

## **Vision & Mission of the University**

**Our Mission:** To be a premier institution for graduate, post graduate studies and research innovations by educating leaders of the future.

**Our Vision:** To promote global competitiveness by providing multiple opportunities for excellent education, applied research, academic innovation and service to the humanity.

## **Core Values**

- Maintain integrity and highest ethical standards in teaching, learning, research and service to the society.
- *Develop creative potential of each student by nurturing critical thinking, problem solving skills with social, ethical, and emotional capacities.*
- **Remain sensitive to the key stakeholders viz. Students, employees and parents.**
- **Accountability and** responsibility towards common goals and objectives set by the Government of India and State.
- Develop the educational infrastructure with minimum disturbance to natural hill ecosystem and maintain clean and green campus mimicking the natural environment congenial to studies.
- Fulfill the regional mandate and requirements of the state universities and work for the overall upliftment of rural populace especially weaker section of the society so as to enable them escape poverty.

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

- (i). The Governing body
- (ii). The Board of Management.
- (iii). The Academic Council ;
- (iv). Such other authorities as may be declared by the Statutes to be the authorities of the University

**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 Chief Finance and Account 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.

**Section 4(1)(b)(ii)**

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

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

SR.NO.	NAME OF POST	POWERS AND DUTIES
1	Chancellor	The power and function of the Vice-Chancellor are specified in Clause 04 of the Statues of the University.
2	Pro Chancellor	The power and function of the Pro Vice-Chancellor are : Advice on policy, Planning and implantation; Representing the University in external and internal committees as and when requested for ; Advise the Chancellor and Vice Chancellor on varies academic, administrative and management aspects for efficient running of the University; Interaction with government and other regulatory agencies as per need; Furthering the University's interests by networking with academic and industry organizations; preside over the convocation in the absence of chancellor and perform any all other duties assigned by the Chancellor from time to time;
3	Vice-Chancellor	The power and function of the Vice-Chancellor are specified in Clause 05 of the Statues of the University.
4	Registrar	The power and function of the Registrar are specified in the Clause 06 of Statutes of the University.

5	Finance Officer	The power and function of the Finance Officer are specified in the Clause 07 of Statutes of the University.
6	Controller of Examinations	The power and function of the Controller of Examinations are specified in the Clause 14 of Statutes of the University
7	Deans of Schools	The power and function of the Deans of Schools are specified in the Clause 08,09 ,10 , and 13 of Statutes of the University
8	Dean, Students' Welfare (DSW)	The power and function of the Dean, Students' Welfare (DSW) are specified in the Clause 11 of Statutes of the University
9	Librarian	The power and function of the Librarian are specified in the in the Clause 15 of Statutes of the University
10	Head of Department	The power and function of the Head of Department of Studies are specified Clause 15 (A)of Statutes of the University

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

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

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

The Policy and Planning decisions of the University are taken in the meetings of Board of Studies, Academic Council, Finance Committee, Board of Management and Governing Body in accordance with provisions of the Act/ Statutes/ Rules & Regulations of the University. Instructions received from the Ministry of Higher Education Government of Himachal Pradesh, Ministry of GOI, UGC, HP-PERC received from time to time are followed in the University after the approval of University authorities.

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

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

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

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

The Career Point University Hamirpur was established by the Government of Himachal Pradesh vide Act No 12 of 2012 under section 2(f) of the UGC Act, 1956. The University is empowered by the University Grant Commission (UGC), a statutory body of Government of India, for the award of degrees under Section 22 of the UGC Act 1956 to work with a sense of

commitment towards the educational, cultural, economic, environmental, health and social advancement of the region and the nation at large by providing excellent undergraduate liberal education and quality programs leading to bachelors, masters, professional and doctorate degrees.

Norms and standards for various activities of the University are set by the Authorities of the University such as the Governing body; the Board of Management; the Academic Council;

<b>Sr. No.</b>	<b>Name of Bodies of the University</b>	<b>Functions</b>
1.	Governing Body	The power and function of the Governing Body are specified Clause 18 of Statutes of the University
2.	Board of Management	The power and function of the Governing Body are specified Clause 20 of Statutes of the University
3.	Academic Council	The power and function of the Governing Body are specified Clause 21 of Statutes of the University

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

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

The following Act, Statutes, Rules, Regulations etc. are being used for discharging functions by the Career Point University Hamirpur Himachal Pradesh

<b>Sr. No.</b>	<b>Name of the act, rules, regulations etc.</b>	<b>Brief gist of the contents</b>
1.	Act & Statutes, Career Point University Hamirpur(H.P)	<b>Act:</b> Definition Objects & Power Jurisdiction of the University Officers and various authorities of the University, such as Governing Body, Board of Management, Academic Council. <b>Statutes:</b> the constitution, powers and duties of authorities and other bodies, qualification and disqualification of such authorities, appointments, powers& duties of Officer of University and their terms and conditions of service & power and duties, administration of University, Selection Committee ,Appointments, Seniority, maintenance of discipline of Students, Students' Council etc.
2.	Academic Regulations	Academic Regulations of the University have been framed in pursuance of the Section 30 of the Career Point University (Establishment & Regulations) Act, 2012 and shall be called

		<p>as the Academic Regulations of the Career Point University Hamirpur</p> <p>The Academic Regulations deal mainly with:-</p> <p>Academic Programme , Syllabus, Admissions, Attendance rules , Course Structure and credit system, Practical, Training ,Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees, Conduct Discipline and Punishment , Examination and Evaluation, Award of Diplomas and Degrees, Fellowship, Scholarship and Stipend, Hostel Rules, Grievance Redressal Cell and Ragging, Maintenance of Academic Records.</p>
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## **Transfer Policy**

The Career Point University Hamirpur (H.P) is a Private Self Finance University- Autonomous Body under the aegis of Gopi Bai Foundation Kota Rajasthan. At present there is only one campus of the University at Tikker (Kharwarian), Bhoranj, Hamirpur (H.P) and all staff is working in this campus i.e Headquarter of the University. Hence, transfer of staff is not required.

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

#### **STATEMENT OF RECORDS / DOCUMENTS**

Statement of records / documents are given bellow:-

- 1.Minutes of the University Governing Body, Board of Management, Academic Council, Board of Studies.
- 2.Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form and on the website of the University.
3. Annual Reports of the University
4. Annual Accounts & Audited Reports of the University
5. Academic Calendar
6. List of holidays observed by the University
7. Documents related to MOUs/ with other organizations/ institutions
8. The Establishment Branch maintains personal files, service books of the University employees and documents, papers, rules, circulars, notifications, decisions/instructions, etc. issued by Ministry of Higher Education Government of Himachal Pradesh, Ministry of GOI, UGC, HP-PERC received from time to time.

9. The Finance & Account Section of the University is responsible for payment of salary including arrear bills of the faculty, staff and officers of the University. Deduction of Income tax from salary
10. The Library maintains a number of Books, Magazines, Journals, press clipping, News papers, Govt. Documents etc. for the benefit of students/faculty/staff and other readers. It also makes purchase of books etc. from time to time to meet the requirements of its readers. It maintains records, files, stock registers, etc. in connection with the above activities.
11. H.P State Government Ayurvedic Dispensary 200 yards from the University provides medical facilities to the students and staff. The University for the On Spot Treatment has First Aid facility with the provision of a Pharmacist.
12. The Examination Branch maintains records of certificates, mark-sheets, transfer-cum-migration certificates, degrees, convocation etc.

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

As per the Act of the University, the Registrar of the University is the Custodian of the records of the University. The files/ documents related to the concerned section/ department shall be maintained by the Concerned Deans / Controller of examination, Chief Finance officer, Librarian and Head of the Departments.

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

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

Mode of public participation:

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

1. **The Governing Body:** has the following representations from the members of the public :-
  - Statute 18(1) (c): 3 person nominated by the sponsoring body out of whom two shall be eminent educationists;
  - (d) 1 expert of management or information technology from outside the University, nominated by the Chancellor.
  - (e) 2 persons nominated by the Government
2. **The Board of Management:** has the following representations from the members of the public:-



Statute 19(1) (c) 2 Person, nominated by the sponsoring body from amongst eminent educationist or from management field;

(d) 2 eminent academic to be nominated by the Government in consultation with the Regulatory Commission;

(e) 2 persons from amongst the teachers (from Professor, Associate Professors), by rotation based on seniority;

3. **The Academic Regulation:** has the following representations from the members of the public:-

Status (21) (1) (b) (i) 2 persons, not being employees of the University.

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

### DIRECTORY OF OFFICERS

Sr. No	Name	Designation	Contact No	e-mail address (University)
1	Shri Pramod Maheshwari	Chancellor	9829037492	pramod@cpil.in
2	Prof. P.L. Gautam	Pro Chancellor	8261001310	
3	Prof. K.S.Verma	Vice Chancellor	8261001316	vc@cpuh.in
4	Dr. Sanjeev Sharma	Registrar	8261001311	registrar@cpuh.in
<b>Dean/Associate Dean/Assistant Dean of All Department</b>				
1	Prof. K.L. Verma	Dean Academic Affairs	9418090952	klverma@cpuh.edu.in
2	Dr. Jitender Singh	Dean School of Pharmacy	9780757178	jitender.pharmacy@cpuh.edu.in
3	Dr. Naveen Thakur	Associate Dean School of Basic and Applied Science	8894718243	naveen.phy@cpuh.in
4	Dr. Yogesh Kumar Walia	Associate Dean R&D	9805071048	yogesh.che@cpuh.in
5	Dr. S. Vaibhav	Associate Dean Students Welfare	9882677377	vaibhav.me@cpuh.in
6	Dr. Sanjay Thakur	Associate Dean Business Management	8894718244	sanjay.mba@cpuh.in
7	Dr. Anupam Manhas Sharma	Assistant Dean School of Legal Studies and Governance	8261001327	anupam.law@cpuh.in
<b>HODs All department</b>				
1	Er Gaurav	Assistant Professor (CE)	9626977164	gaurav.ce@cpuh.edu.in
2	Mr Hakam Singh	Assistant	9817009053	hakamsingh.cse@cpuh

		Professor (CSE)		.edu.in
3	Er. Rahul Jamwal	Assistant Professor (ME)	9418162838	rahul.me@cpuh.in
4	Dr. Indu Sharma	Assistant Professor (Physics)	9418469600	indu.phy@cpuh.in
5	Dr. Kuldeep Kumar	Assistant Professor (Chemistry)	8261001322	kuldeep.che@cpuh.edu u.in
6	Dr. Shilpa Sood	Assistant Professor (Mathematics)	9816280885	shilpa.math@cpuh.edu .in
7	Dr. Arti Jamwal	Assistant Professor (Botany)	8988079030	arti.botany@cpuh.edu. in
8	Dr. Rajesh Kumar	Assistant Professor (Zoology)	7831005644 9805430493	rajesh.zoology@cpuh. edu.in
9	Mr. Saurabh Kumar	Assistant Professor (English)	7833052075	saurabh.eng@cpuh.in
10	Dr. Shashi Punam	Assistant Professor (Sociology)	9418636222	shashi.law@cpuh.edu. in
11	Dr Vineet Kumar	Assistant Professor (Hotel Mgt)	9418212532 7018601952	vineet.hm@cpuh.edu.i n
12	Dr. Manish Khanna	Associate Professor (Management)	9418530942	manish.mba@cpuh.in
13	Ms Anjana Devi	Assistant Professor (Pharmacy)	9418166446 7807027446	anjana.pharmacy@cpu h.edu.in
14	Dr Vijay Kumar	Assistant Professor (Microbiology)	8219800603	vijay.micro@cpuh.edu .in
<b>Administration</b>				
1.	Mr B.S. Rana	Deputy Registrar	8261001315	bs.rana@cpuh.in
2.	Mr Subhash Sharma	Section Officer	8894718242	subhash.sharma@cpuh .in
3.	Dr Rajender Kumar	OSD	8261001314	rajender.phy@cpuh.ed u.in
4.	Ms Rich Sharma	PA to VC	9625380006	rich.admin@cpuh.in
5.	Er Shashi Kant Thakur	PRO	<b>9882040202</b> <b>9418745926</b>	shashi.mech@cpuh.edu.in
6.	Mr Ashwani Kumar	Sports officer	9418849174	ashwanikchandel83@ gmail.com

7.	Mr Yudhvir Singh Verma	Security	9736361794	yudhvirsingh217@gmail.com
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Details of Faculty and other staff is available on University Website [www.cpuh.in](http://www.cpuh.in)

Section 4(1)(b)(xii)

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

Nil. The University does not have any subsidy Programme.

Section 4(1)(b)(xiii)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY CAREER POINT UNIVERSITY HAMIRPUR (H.P)**

In the matters of appointment & promotions of teaching & non-teaching staff, admissions to students etc., the concessions are given to the different sections of society such as Persons with Disability (PWDs), SC/STs & OBCs as per the Government of Himachal Pradesh and amended by time to time.

Section 4(1)(b)(xiv)

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY CAREER POINT UNIVERSITY OF HIMACHAL PRADESH, REDUCED IN AN ELECTRONIC FORM**

Sl. No.	Type of Document (Source: <a href="http://www.cpuh.in">www.cpuh.in</a> )	In Which Electronic format it is kept	Mode of retrieval
1.	Career Point Universities Act, 12 of 2012 and Statues Website Address: <a href="http://www.cpuniverse.in">www.cpuniverse.in</a>	On University Website	Internet
2.	University Academic Regulation  <a href="http://www.cpuh.in">www.cpuh.in</a>	-do-	-do-
4.	Officers of the University Website Address: <a href="http://www.cpuh.in">www.cpuh.in</a>	-do-	-do-

5.	Directory of the University Website Address: <a href="http://www.cpuh.in">www.cpuh.in</a>	-do-	-do-
6.	Profile of the Faculty Members Website Address: <a href="http://www.cpuh.in">www.cpuh.in</a>	-do-	-do-
7.	Annual Reports Website Address: <a href="http://www.cpuh.in">www.cpuh.in</a>	-do-	-do-
8	Institution Innovation Council(IIC) Website Address:	-do-	-do-

#### Section 4(1)(b)(xv)

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

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

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

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

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

The timings of the Career Point University of Himachal Pradesh, Library is as follows:

Monday to Saturday

9:00 AM to 7:00PM

### **Facilities available to citizens for obtaining information**

**RTI Cell:** An RTI Cell has been set up in the Career Point University Hamirpur Himachal Pradesh for receiving RTI Applications related to the University as prescribed under the RTI Act, 2005. The RTI Cell acts as a central point for receiving the RTI Applications addressed to CPIO, from the public as well as through post and further distribution of these applications to the concerned deemed CPIOs.

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

**Dr Sanjeev Sharma**

**Registrar**

**Career Point University**

**Hamirpur (H.P) 176041**

**E-mail: [registrar@cpuh.in](mailto:registrar@cpuh.in)**

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

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

A Web Portal namely RTI Online with URL <https://rtionline.gov.in/> is under process with NIC, which will provide a Gateway facility for the Indian Citizens to online filing of RTI applications and first appeals and also to make online payment of RTI fees.

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

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

<b>Authority</b>	<b>Contact Detail</b>
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	<b>Name</b>	<b>Landline No.</b>	<b>Mobile No.</b>	<b>Email No.</b>
PIO	Mr B.S. Rana Deputy Registrar	01972269702	8261001315	bs.rana@cpuh.in
1 <sup>st</sup> Appellate Authority	Dr Sanjeev Sharma	01972269702	8261001311	registrar@cpuh.in

