

CENTRAL UNIVERSITY OF TAMIL NADU

FACULTY MEMBERS AND STAFF HAND BOOK

AUGUST-2022

Index

1. About University	-----	3-5
2. Establishment and Recruitment section	-----	6
3. Finance and Accounts Section	-----	7
4. Purchase Section	-----	8
5. Administration Section	-----	9

Central University of Tamil Nadu (CUTN) was established in 2009 by Central Universities Act-2009.

List of Vice-Chancellors:

Name of the Incumbent	Period	
	From	To
Prof. B. P. Sanjay	02.03.2009	02.03.2014
Prof. T. Sengadir (Officiating)	03.03.2014	05.08.2015
Prof. A. P. Dash	06.08.2015	05.08.2020 FN
Sr. Prof. R.KarpagaKumaravel (Officiating)	05.08.2020 AN	05.08.2021
Prof. Muthukalingan Krishnan (https://cutn.ac.in/vc/)	06.08.2021	Till date

Staff Strength:

Teaching Staff(<https://cutn.ac.in/schools/>)

SI No	Name of the Department	Professor	Associate Professor	Assistant Professor
1	Applied Psychology	0	0	3
2	Chemistry	2	0	6
3	Commerce	0	2	2
4	Computer Science	0	1	4
5	Economics	1	2	4
6	Education	1	0	4
7	English Studies	1	2	3
8	Epidemiology & Public Health	1	1	4
9	Geography	1	0	4
10	Geology	0	1	3
11	Hindi	1	1	2
12	History	1	0	3
13	Horticulture	1	1	4
14	Law	0	0	3
15	Library & Information Sciences	1	1	4
16	Life Sciences	2	2	6
17	Management	1	2	3
18	Material Science	0	2	4
19	Mathematics	2	1	6
20	Media & Communication	1	2	4
21	Microbiology	1	2	4
22	Music & Fine Arts	0	1	4

23	Physics	3	0	5
24	Social Work	1	0	4
25	Statistics & Applied Mathematics	0	2	3
26	Tamil	2	1	4
27	Tourism & Hospital Management	0	1	3
28	Physical Education	0	0	0
Total		24	28	103

Pay levels of Teaching Staff:

Designation	Academic Pay Level	Pay Range
Professor	14	Rs.1,44,200 - Rs.2,18,200/-
Associate Professor	13A	Rs.1,31,400 - Rs.2,17,100/-
Assistant Professor	12	Rs.79,800 - Rs.2,11,500/-
	11	Rs.68,900 -Rs. 2,05,500/-
	10	Rs.57,700 - Rs.1,82,400/-

Non-Teaching Staff:

Sl No	Name of the post	Present Strength	Pay Level
Statutory Officers			
1	Registrar (https://cutn.ac.in/registrar/)	0	Level-14
2	Finance Officer (https://cutn.ac.in/finance-officer/)	1	Level-14
3	Controller of Examinations (https://cutn.ac.in/coe/)	0	Level-14
4	Librarian (https://cutn.ac.in/librarian/)	1	Level-14
Group A (https://cutn.ac.in/officers/)			
5	Joint Registrar	2	Level-13
6	Deputy Librarian	1	Level-13A
7	Assistant Registrar	2	Level-10
8	Internal Audit Officer	0	Level-12
9	Public Relation Officer	0	Level-10
10	Assistant Librarian	2	Level-10
11	Information Scientist	1	Level-10
12	Medical Officer	2	Level-10
13	Executive Engineer	1	Level-11
14	Hindi Officer	0	Level-10
15	System Analyst	1	Level-10
	Total	14	

Group B (https://cutn.ac.in/staff-2/)			
1	Section Officer	2	Level-7
2	Assistant	7	Level-6
3	Private Secretary	2	Level-7
4	Personal Assistant	0	Level-6
5	Professional Assistant(Library)	1	Level-6
6	Senior Technical Assistant(Laboratory)	2	Level-6
7	Senior Technical Assistant (Computer)	0	Level-6
8	Nursing Officer	1	Level-7
9	Assistant Engineer	1	Level-7
10	Junior Engineer	1	Level-6
11	Hindi Junior Translation Officer	1	Level-6
12	Security Officer	1	Level-7
	Total	19	
Group C (https://cutn.ac.in/staff-2/)			
1	Upper Division Clerk	5	Level-4
2	Lower Division Clerk	11	Level-2
	LDC (Care taker)	3	Level-2
3	Multi-Tasking Staff	4	Level-1
4	Semi Professional Assistant(Library)	1	Level-5
	Junior Professional Assistant	1	Level-5
5	Library Assistant	2	Level-4
6	Library Attendant	3	Level-1
7	Technical Assistant(Laboratory)	2	Level-5
8	Laboratory Assistant	6	Level-4
9	Laboratory Attendant	6	Level-1
10	Pharmacist	1	Level-5
11	Medical Attendant/Dresser	1	Level-1
12	Hindi Typist	1	Level-2
13	Security Inspector	0	Level-5
14	Cook	3	Level-2
15	Kitchen Attendant	2	Level-1
16	Hostel Attendant	1	Level-1
17	Driver	4	Level-2
18	Statistical Assistant	0	Level-5
	Total	57	

ESTABLISHMENT AND RECRUITMENT SECTIONS

Establishment and Recruitment sections functions under the Joint Registrar under the overall control of the Registrar.

The Establishment Section deals with the service matters of Teaching Staff (Professor, Associate Professor and Assistant Professor), Library staff and Non-Teaching Staff (Group 'A', Group 'B' & Group 'C' belonging to various cadres). Service matters include framing/review of Recruitment Rules, creation of posts, appointments, C&A verification, probation & confirmation, promotions, service matters related to CAS (Career Advancement Scheme), maintenance of Service Books, APARs, PBAS, transfers, pay-fixation, increments, leaves, LTC, superannuation, resignation, lien, deputation, disciplinary proceedings, etc. In addition to the above, the section deals with Reservation Roster/ Register, engagement of guest faculty, non-teaching staff temporary engagement, Samarth-employee, leave and recruitment modules, Hostel Warden appointment, Nodal Officers appointment, Nomination of Deans & Heads, permission for higher studies, forwarding of applications, RTI related to section, Court cases related to section, movable and immovable property related matters, Duty leave for refresher course and Faculty induction programmes, Visits abroad, ID card for regular employees.

The Recruitment Section deals with recruitment of teaching and non-teaching staff.

Establishment Section Staff details:

Email ids of Officer and staff of Establishment section
jrestt@cutn.ac.in
assistantestt@cutn.ac.in
esttudc3@cutn.ac.in
esttldc1@cutn.ac.in
esttldc2@cutn.ac.in
esttmts2@cutn.ac.in

Recruitment section email IDs - [recruitmentteaching @cutn.ac.in](mailto:recruitmentteaching@cutn.ac.in) recruitment@cutn.ac.in

Service conditions of Teaching and Non-Teaching Staff:

["https://cutn.ac.in/wp-content/uploads/2019/01/CUTN_Academic_Administrative_Ordinances.pdf"](https://cutn.ac.in/wp-content/uploads/2019/01/CUTN_Academic_Administrative_Ordinances.pdf)

Cadre Recruitment Rules for Non-Teaching Staff:

["https://cutn.ac.in/wp-content/uploads/2019/04/CADRE_RECRUITMENT_RULES_CUTN.pdf"](https://cutn.ac.in/wp-content/uploads/2019/04/CADRE_RECRUITMENT_RULES_CUTN.pdf)

UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Other Measures For The Maintenance Of Standards In Higher Education, 2018

["https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf"](https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)

List of Holidays for the year 2022“https://cutn.ac.in/wp-content/uploads/2021/12/List_of_Holidays-2022.pdf”

FINANCE & ACCOUNT SECTIONS

Finance &Accounts sections function under the overall control of the Finance officer:

Link- <https://cutn.ac.in/finance-officer/>

The sections deal with Accounts, Budget, staff salary, all payments[employees, purchases and others], Imprest recouperation, PhD students Non NET fellowship disbursal, Income tax deductions, issue of Income Tax Form-16 to staff, NPS deductions, furnishing periodical financial data to the Ministry and UGC.

Email ids
fo@cutn.ac.in
arfinance@cutn.ac.in, sofinance@cutn.ac.in
assistantfinance@cutn.ac.in
assistantfinance2@cutn.ac.in
financeldc2@cutn.ac.in
financeldc3@cutn.ac.in
financemts@cutn.ac.in

- ❖ Finance & Accounts section details link: https://cutn.ac.in/finance_section/
- ❖ SBI link for Student’s fee, Recruitment fee and other miscellaneous payment link

<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

PURCHASE SECTION

Major Functions of Purchase Section:

- Purchase and Stores Section headed by the Officer In-Charge (Purchase & Stores) under the control of Registrar to deal with the procurement of required items and monitor their distribution among various indenting departments/sections
- Purchase Section procures Equipment, Machinery, Vehicle, Instruments, Furniture & Fixtures, Computer & Peripherals, IT Equipments, Accessories, Spares, Software, Stationery, Consumables, Medicines, and any other basic purchases required by the University based on the indent received from the user Department duly forwarded by the concerned Head of the Department as per the GFR 2017 & GOI norms and its amendments from time to time.
- E-publishing (<https://eprocure.gov.in/epublish/app>).
- Procurement through Government e-Market(GeM) place (<https://gem.gov.in>).
- Basic Inventory Management System
- Annual Rate Contract
- Empanelment of Suppliers
- Physical Verification of Goods
- Disposal of Goods

Link to the Purchase Procedures:

- 1) General Financial Rules 2017 - https://doe.gov.in/sites/default/files/GFR2017_0.pdf
- 2) Manual for Procurement of Goods - https://doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Goods_1.pdf
- 3) Manual for Procurement of Consultancy & other Services - https://doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Consultancy%20%26%20Other%20Services_0.pdf
- 4) GeM Guidelines – https://assets-bg.gem.gov.in/resources/upload/shared_doc/gtc/GeM-GTC-40-1659862432.pdf

Email IDs of Officer and staff at Purchase Section:

arpurchase@cutn.ac.in

assisantpurchase@cutn.ac.in

assisantpurchase2@cutn.ac.in

purchaseudc1@cutn.ac.in

ADMINISTRATION SECTION

The Administration section functions under the Joint Registrar under the overall control of the Registrar.

The Admin section consists of Diary and Dispatch, Security, Transport and General Admin Units.

Diary and Dispatch:

Deals with the letter inward and outward from the Post office and various courier services. Official letters are dispatch through Speed post (BNPL).

Security:

Deals with the security of the university, students and staff and multipurpose such as fire fighting, snake catching, etc., There are presently 38 security guards, allotted 24x7 duties. The unit issues vehicle pass to the students and employees and implements the traffic control system and traffic rules.

Transport:

Deals with arranging of transport to University Statutory Officers and vehicle arrangement for external experts for attending official meetings such as Statutory committee meetings, recruitments, workshops, conferences, convocation, and other official purposes.

The Unit also deals with issue of Railway concession to the students for various occasions such as vacation, sports concession, Educational tour and field visit.

General Administration:

Deals with booking of halls in the University, making arrangements for the university meetings, conferences and other national events and hall arrangements for convocation, and University cultural programmes. The section manages the housekeeping of the campus and its deployment.

Also, deals with preparing of newspaper advertisement for various official advertisement such as recruitments, various tender advertisements, file maintenance, other general works and outsourced staff bills.

Email-Ids

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adminldc1@cutn.ac.in
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