

PANJAB UNIVERSITY

CALENDAR

VOLUME III

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CONTENTS

	<i>PAGES</i>
CHAPTER I	
Election of –	
(i) Two Fellows (Non-Syndics) to the Board of Finance ..	1
(ii) Degree teachers to the Academic Council ..	4
(iii) Principals to the Academic Council ..	6
(iv) Five Fellows to the Academic Council ..	10
(v) Added Members to the Faculties ..	12
(vi) Ten Men and Ten Women Assistant/Associate Professor/Professor in Physical Education on the Panjab University Sports Committee ..	20
(vii) Two Men and Two Women Students on the Panjab University Sports Committee ..	22
CHAPTER II	
The Constitution, objectives and functions of the Panjab University Sports Committee ..	24
CHAPTER III	
(i) University Library ..	30
(ii) University Extension Library, Ludhiana ..	36
CHAPTER IV	
University Employees–	
(i) Advance from Prevident Fund ..	44
(ii) Allotment of Residential Accommodation ..	52
(iii) (a) Part-Time Teaching staff in the Department of Laws ..	59
(b) Rules for Guest Faculty in the Departments ..	60
(c) Non-teaching Part-time staff ..	62
(iv) Acceptance of outside assignments and permission for doing other than normal work ..	63
(v) Consultancy work by the Academic staff of the teaching Departments ..	65
(vi) Addressing Official Communications to the Chancellor of the University or Ministers of the Govt. and inviting High Dignitaries to the University ..	69
(vii) Service & Conduct Rules for University Employees ..	70

(ii)

	PAGES
(viii) Fixation of salary of an employee on confirmation ..	130
(ix) Fixation of Seniority of University teachers ..	131
(x) Re-employment of teachers after superannuation ..	132
(xi) Code of Conduct for Re-employed Teachers ..	133
(xii) Transfer of Provident Fund ..	136
(xiii) Staff Club ..	137
(xiv) University Teachers seeking election to a Legislature or a Municipal Body ..	140
(xv) Uniforms for employees of Class C ..	141
(xvi) Ex-gratia grant and other facilities to the family of a University employee who dies while in service ..	144
(xvii) Special increment to Teaching and Non-teaching employees for promoting the small family norms ..	150
(xviii) Guidelines for Processing of Serious Charges of Allegations against the University, its officers and others ..	151
(xix) Policy for the Protection, Prevention, Prohibition and Redressal of Women from Sexual Harassment at Workplace ..	152
(xx) Pensionary benefits in respect of missing University employees ..	154
(xxi) Procedure relating to Retirement benefits to the University Employees ..	155
CHAPTER V	
Travelling Allowance ..	158
CHAPTER VI	
Use of University Staff Cars ..	201
CHAPTER VII	
Conditions for Grant of Affiliation to Colleges	
(i) B.A./B.Sc. and B.Com. Courses ..	204
(ii) B.A./B.Sc. (for women) ..	207
(iii) Honours Courses at Undergraduate Level ..	210
(iv) M.A. and M.Sc. classes ..	211
(v) B.Ed. ..	213
(vi) Affiliated Colleges with evening classes for B.A./B.Sc. courses ..	215
(vii) Languages Faculty (O.T./M.I.L. examinations) ..	216
(viii) Other Courses ..	217
(ix) General Rules ..	218

	(iii)
	<i>PAGES</i>
UGC Regulations 2009 with first amendment regarding affiliation of the Colleges.	221
CHAPTER VIII	
Inspection of Colleges	229
CHAPTER IX	
Service and Conduct Rules for Non-teaching staff of Non-Govt. affiliated Colleges	250
CHAPTER X	
Leave rules for teachers working in Non-Govt. Colleges affiliated to Panjab University	264
CHAPTER XI	
Preparation of seniority lists of teachers in Non-Govt. affiliated colleges	269
CHAPTER XII	
(i) Provident Fund Rules for College Teachers	270
(ii) Cash payment in lieu of unutilised privilege leave on the death of an employee of Non-Govt. affiliated college, while in service	285
(iii) Agreement Form for Teachers in a Non-Govt. affiliated college	286
(iv) Teachers of Non-Govt. affiliated colleges seeking election to a Legislature or a Municipal Body	289
CHAPTER XIII	
Fee for University School of Open Learning	290
CHAPTER XIV	
Migration of Students	292
Migration of Students (Lateral Entry)	306
CHAPTER XV	
Condoning Deficiency in Lectures	312
CHAPTER XVI	
Rustication and Expulsion of Students of Affiliated Colleges	315
CHAPTER XVII	
Withdrawal of Admission Forms and Refund of Fees	316
CHAPTER XVIII	
Youth Welfare Activities	318

(iv)

PAGES

CHAPTER XIX

(a) Constitution of Students' Organisation for the Teaching Departments of the University	..	327
(b) Constitution for the Central Association of Students in the Affiliated Colleges	..	345
(c) Constitution of the Students' Aid Fund of the University School of Open Learning	..	349
(d) Norms and strength of teachers in University School of Open Learning	..	351

CHAPTER XX

Teaching Load for University/College Teachers	..	353
---	----	-----

CHAPTER XXI

Cheap notes, Guides and Help-Books Publication of, by Teachers of Affiliated Colleges	..	354
---	----	-----

CHAPTER XXII

(a) Powers and Functions of the Principal of an Affiliated College	..	355
(b) Amalgamated Fund	..	356
(c) Utilization of Building Fund	..	359

CHAPTER XXIII

(i) Change by a Student/Candidate of-		
(a) Category		
(b) Subjects; or		
(c) Faculty	..	360
(ii) Change of subject/option by the students of University School of Open Learning	..	360

CHAPTER XXIV

Admission to Diploma and Degree courses in Medical Colleges	..	362
---	----	-----

CHAPTER XXV

(a) Late Admissions	..	363
(b) Cancellation of Candidature	..	364
(c) Enrolment Fee	..	365
(d) Receipt of Admission forms and fees for the various examinations	..	365
(e) Reservation of seats for the sons and daughters/ wives of Military Personnel	..	367

CHAPTER XXVI

Physical Training of Students	..	368
-------------------------------	----	-----

CHAPTER XXVII

Submission of Dissertation/Thesis	..	371
-----------------------------------	----	-----

CHAPTER XXVIII

(a) M.A./M.Sc. examination (Semester System)	..	372
(b) Degree of Master of Philosophy	..	374
(c) Degree of Doctor of Philosophy	...	379
(d) Form of enrolment as a candidate for the Degree of Doctor of Philosophy	..	390
(e) Norms for Recongnition of Research Centres for pursuing Research work leading to Ph.D.	..	399
(f) M.Sc. in Home Science (Semester System)	..	405
(g) Procedure for conducting the B.Ed. skill in teaching practical examination	..	406
(h) B.E.	..	409
(i) Master of Fine Arts	..	410
(j) Master of Library and Information Science	..	411
(k) Post-M.Sc. (One Year) Diploma in Accelerator Physics	..	412
(l) M.Tech. (Nanoscience and Nanotechnology) (Semester System)	..	413
(m) Bachelor of Dental Surgery	..	414
(n) Special Diploma in Fine Arts (for Hearing and Speech impaired and Mentally Challenged)	..	415
(o) Master of Pharmacy	..	416
(p) M.Sc. in Environment Science	..	417
(q) One Year PG Diploma in Mass Communication (in affiliated Colleges)	..	418
(r) Postgraduate Diploma in Yoga Therapy	..	419
(s) Postgraduate Diploma in Educational Management	..	421
(t) Bachelor of Physical Education (Four Year Course)	..	422
(u) Five-year Integrated Programme in Economics– B.A. (Honours School) in Economics (three-year/ six semester) followed by two years/four semester M.A. (Honours School) in Economics	..	424
(v) B.A./B.Com. LL.B. (Honours) 5 years Integrated Course	..	425
(w) (a) B.Sc. (Medical Laboratory Technology)	..	426
(b) B.Sc. in Medical Technology (X-Ray)	..	426
(c) B.Sc. in Medical Technology (Anaesthesia and Operation Theatre Techniques)	..	426
(x) Post M.A. Diploma in Professional Counselling and Psychotherapy and Psychological Testing	..	428
(y) B.Sc. (Bionformatics)	..	429
(z) Bachelor of Vocation (B.Voc.)	..	430

(vi)

PAGES

CHAPTER XXIX

Grant of Association to Institutions for Oriental Titles/ Modern Indian Languages Examinations	..	432
---	----	-----

CHAPTER XXX

Conduct of Examinations		
(i) Appointment of Chief Co-ordinators, Superintendents and Assistant Superintendents	..	434
(ii) Creation of Examination Centres	..	441
(iii) Change of Examination Centre	..	443
(iv) Special Arrangement for Amanuensis (Writer of Answers)	..	444

CHAPTER XXXI

Conferences of the Teachers in various subjects of Arts and Languages Faculties	..	445
--	----	-----

CHAPTER XXXII

(a) Appointment of Paper-Setters and Examiners	..	446
(b) Scale of Remuneration for Paper-Setters, Head Examiners and Examiners	..	483
(c) Re-evaluation of Answer-Books	..	497
(d) Remuneration for Lesson Writers etc. working in the University School of Open Learning	..	501

CHAPTER XXXIII

Rates of payment to Scrutineers for Examination Results	..	502
---	----	-----

CHAPTER XXXIV

Complaints against question papers	..	504
------------------------------------	----	-----

CHAPTER XXXV

(a) (i) Financial powers of Head of University Departments	..	505
(ii) Financial powers of the Head of the Department of Publication Bureau	..	507
(iii) Financial powers of the Head of the Press Department	..	509
(b) Writing off losses-	..	511

CHAPTER XXXVI

(a) Procedure and guidelines for the research schemes/ projects sanctioned by various sponsoring bodies	..	515
(b) Research Scholars and Research Fellows	..	525
(c) Research Fellowships (Not printed)	..	527
(d) U.G.C. Junior Research Fellowships	..	528
(e) Teaching Assistantships	..	530

CHAPTER XXXVII

(i)	Rates of tuition and hostel fees etc. for University students	..	531
(ii)	Admission/Examination and other Fees for Various Examinations.	..	531

CHAPTER XXXVIII

(a)	Brij Narain Memorial Lectures	..	550
(b)	D.C. Sharma Memorial Lectures	..	551
(c)	Acharya Vishwa Bandhu Memorial Lectures	..	552
(d)	Mehr Chand Mahajan Memorial Lectures	..	553
(e)	M.R. Sahni Memorial Lectures	..	554
(f)	Hari Ram Gupta Memorial Lecture	..	555
(g)	Shahid Bhagat Singh Memorial Lecture	..	556
(h)	Dr. B.R. Ambedkar Memorial Lecture	..	557
(i)	Surendra Nath Memorial Lecture	..	558
(j)	Bawa Kartar Singh Memorial Lecture	..	559
(k)	Late Shri K.C. Shenmar Memorial Lecture	..	560
(l)	Late Professor J.C. Anand Memorial Lecture	..	561
(m)	Professor B.M. Anand Memorial Fund	..	562
(n)	Major Harjinder Singh EME World War-II Memorial Gold Medal	..	563
(o)	Honorarium to a University teacher/any other person invited for delivering class room lectures	..	564
(p)	Payment of remuneration to a University Teacher for delivering extra lectures	..	565
(q)	Terms and Conditions for P.U. Pharmaceutical Sciences Oration	..	566

CHAPTER XXXIX

(a)	Faculty House	..	567
(b)	Transit Hostel	..	569
(c)	University Guest House/Golden Jubilee Guest House	..	571
(d)	Visiting Professors' Flats	..	573
(e)	Swimming Pool	..	574

CHAPTER XL

	Holiday Homes	..	577
--	---------------	----	-----

CHAPTER XLI

	Subsidies for–		
(i)	Sponsored Scholars	..	582
(ii)	University Teachers Attending International Conferences	..	583

CHAPTER XLII

	Award of Scholarships	..	586
--	-----------------------	----	-----

CHAPTER XLIII

University Medals–

(i)	University Medals (Gold)	..	588
(ii)	University Gold Medal	..	590
(iii)	Award of Silver Medals by the Students Council	..	591
(iv)	Other Medals and Prizes created by Endowments	..	592
(v)	A Silver medal for the best translation of a piece of English prose/verse into Hindi, Panjabi and Urdu	..	597
(vi)	(a) Gold Medal for Dr. Hazari Prasad Dwivedi Essay Contest on Emotional Integration of the Country	..	599
	(b) Prem Chand Short Story Prize	..	600
	(c) The Krishan Kishore Grover Memorial Goodwill Declamation Contest	..	601
	(d) A.C. Bali Memorial Declamation Contest	..	602
	(e) Gold Medal in the memory of late Shri Shiv Kumar Batalvi relating to Panjabi Poetry	..	603
	(f) Principal Jai Kishan Prize	..	604
(vii)	Stipends for Vishard Students and Scholarships for Shastri and Acharya Students	..	605
(viii)	Sports Stipends (Non-Plan) under the Panjab University Scheme	..	606
(ix)	Late Dewan Som Nath Stipends	..	608
(x)	Lt. Charanjit Singh Dhillon and Mai Partap Kaur Scholarships	..	609
(xi)	Inderpal Singh 'Palu' Memorial Scholarship	..	610
(xii)	Late Sh. Hari Ram Luther & Smt. Ved Kaur Luther Memorial Scholarship	..	610
(xiii)	Late Sh. Ajit Singh Sarhadi Memorial Scholarship	..	610
(xiv)	Tara Chand Gupta Memorial Scholarship	..	611
(xv)	Radha Krishan Prem Kaur Scholarships	..	612
(xvi)	Smt. Balwant Kaur and Shri Dhanpat Roy Bahl Scholarship	..	613
(xvii)	Guranditta Mal Shiv Ram Fellowship & Lachmi Durga Scholarship	..	614
(xviii)	(i) Prof. K.N. Lakshminarayan Memorial Scholarship and	..	615
	(ii) Prof. K.N. Lakshminarayan Memorial Silver Medal	..	615
(xix)	Dr. S.R. Ranganathan Merit Scholarship	..	615
(xx)	Justice G.R. Majithia endowment for financial help to the needy students	..	615

(xxi)	Bawa Prithvi Singh Azad Scholarship	..	616
(xxii)	Indian Institute of Chemical Engineers Scholarship	..	617
(xxiii)	Prof. I.N. Madan Memorial Scholarship	..	617
(xxiv)	Dr. V.N. Tewari Memorial Oration	..	618
(xxv)	Prof. Hansraj Gupta Memorial Scholarship	..	618
(xxvi)	Durga Devi Ram Das Merit Scholarship	..	619
(xxvii)	Prof. D.V.S. Jain Merit Scholarship	..	620
(xxviii)	Raghunath Chawla Memorial Scholarship	..	621
(xxix)	Yamuna Devi-Tejaswigiri Scholarships	..	622
(xxx)	Dharampal Sarla and Ramesh Bansal Charitable Trust	..	623
(xxxi)	(I) Sh. H.L. Sarin Memorial All India Essay Competition on Rent Laws	..	624
	(II) Sh. H.L. Sarin Memorial Annual Prize Moot Competition	..	624
(xxxii)	Sh. Pritam Nath and Mrs. Ram Piari Scholarship	..	625
(xxxiii)	Class of 1969 Alumni Scholarship and Amrit Kaur Scholarship	..	626
(xxxiv)	Award of Mr. Justice R.P. Khosla Memorial Scholarship	..	627
(xxxv)	Dr. B.M. Anand and Mrs. Ram Lubhia Anand Scholarships	..	628
(xxxvi)	Abhishek Sethi Memorial award for Academic Excellence	..	629
(xxxvii)	Bhag Yatra Award	..	630
(xxxviii)	Dr. J.N. Kaushal Scholarship	..	631
(xxxix)	Justice Tikka Jagjit Singh Bedi Memorial Scholarship	..	631
(xl)	Award of Labhu Ram Sharma Scholarship and Labhu Ram Sharma & Shanta Sharma Scholarship	..	632
(xli)	Master Nitin Jain Memorial Endowment	..	633
(xlii)	Chander Lekha Sharma Memorial Nursing Scholarship	..	633
(xliii)	P.C. Wadhwa Scholarship	..	634
(xliv)	Prof. V.C. Dumir Scholarship for Excellence in Mathematics	..	634
(xlv)	Late Smt. Sandhya Devi Memorial Scholarship	..	634
(xlvi)	Late Professor P.S. Gill Memorial Scholarship	..	635
(xlvii)	Late Begum Iqbal Bano Memorial Hindi Scholarship	..	636
(xlviii)	Professor Shiv Ram Kashyap's Oration Award	..	637
(xlix)	Late Mr. Pritish Bery Memorial Scholarship	..	638
(l)	Shri D.P. Sharma and Smt. Nirmal Sharma Memorial Scholarship.	..	639
(li)	Pran Nath Vohra Instrumentation Laboratory of the Chemistry Department	..	640
(lii)	Dr. Harvansh Singh Judge for Founder's Day Colloquium and Award of Medal	..	641

	<i>PAGES</i>
(liii) Hari Ram Arora and Bhajan Kaur Arora Medals	.. 642
(liv) Professor L.N. Gupta Merit Scholarship	.. 643
(lv) Dashmesh Pita Gold Medal	.. 644
(lvi) Mata Gujri Gold Medal	.. 645
(lvii) Professor Roshan Lal Raina Award	.. 646
(lviii) Gargi Scholarship	.. 647
(lix) Dr. Rahul Sharma Gold Medal	.. 648
(lx) Shishu Memorial Lecture	.. 649
(lxi) Late Smt. Savitri Anand Gold Medal	.. 650
(lxii) Professor B.K. Dass Memorial Gold Medal	.. 651
(lxiii) Dr. Bhagwan Das Miglani Gold Medal	.. 652
(lxiv) Ch. Satya Parkash Ji Scholarship	.. 653
(lxv) Merit Certificates	.. 658
CHAPTER XLIV	
(a) Registration of Publishers	.. 659
(b) Procedure for Submission of Books	.. 659
(c) Procedure for Selection of Books	.. 661
CHAPTER XLV	
Grant of tuition fee concession, refund of tuition fee and examination fee	.. 674
CHAPTER XLVI	
Fee for various types of certificates, etc.	.. 686
CHAPTER XLVII	
Delegation of Authority	.. 688
CHAPTER XLVIII	
Destruction of various records	.. 695
CHAPTER XLIX	
Date of Birth Correction (Deleted)	.. 711
CHAPTER L	
Establishment of Revolving Fund	.. 712
CHAPTER LI	
Guidelines for Resolution by Fellows	.. 713
CHAPTER LII	
Rotation of Headship–Teaching Departments	.. 714

PANJAB UNIVERSITY, CHANDIGARH

IMPORTANT NOTE :

- (i) Besides the Rules incorporated in Calendar Volume III, 2019, the office may be consulted for further amendments/additions/deletions (if any).
- (ii) All fees, funds and charges shall be as decided by the Syndicate/Senate and given in the Hand Book of Information/Circulars issued by the University from time to time.
- (iii) Remuneration, Honoraria, Stipends and Scholarships shall be as decided by the Syndicate/Senate from time to time.
- (iv) The nomenclature of Lecturer and Reader has been changed to that of Assistant Professor and Associate Professor respectively (w.e.f 1.1.2006).

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CHAPTER I

(i) ELECTION OF TWO FELLOWS (NON-SYNDICS) TO THE BOARD OF FINANCE

1.1. Once every year, there shall be election of two Fellows (non-Syndics) to the Board of Finance and these members shall hold office for one year beginning February 1.

1.2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be Returning Officer.

2. The procedure for holding the election shall be as follows :

- (i) The Returning Officer shall notify to the Fellows the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.
- (ii) The proposal of every candidate shall be by a Fellow, supported by another Fellow, on the prescribed form (Appendix I) so as to reach the Returning Officer on or before the first of December. If 1st of December is a holiday, the next working day shall be considered as the last date for the purpose. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1 of Chapter II (A) (iii), Calendar Volume I. A Fellow shall be entitled to propose as many persons for election as the number of vacancies.
- (iii) A nomination form shall be declared invalid--
 - (a) if the proposer and/or seconder is not a Fellow;
 - (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
 - (c) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
 - (e) if the candidate has ceased to be a Fellow of the University.
- (iv) A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.
- (v) After the nomination forms have been received and scrutinised, the Returning Officer shall send to every Fellow a list of the candidates whose nomination forms have been found valid.

- (vi) A candidate may withdraw from election either by sending a written notice to the Returning Officer before the meeting of Senate at which the election is to be held or at the floor of the house at the time of election.
- (vii) The election shall take place at a meeting of the Senate and the Fellows present shall vote by ballot according to the Simple Majority Vote System.
- (viii) After the votes have been cast by the Fellows present, these shall be counted by the Tellers appointed by the Vice-Chancellor/Chairman of the Senate meeting. The Vice-Chancellor/Chairman shall decide if any vote is invalid and any Fellow may, if he so desires, raise an objection. The objection shall be considered by the Vice-Chancellor/Chairman and he shall take final decision.

3. After the votes have been counted, the names of the persons elected shall be forthwith announced by the Vice-Chancellor/Chairman.

4. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Board of Finance, the matter shall be referred to the Chancellor whose decision thereon will be final.

APPENDIX I

PANJAB UNIVERSITY

**Proposal form for Election of two Fellows (Non-Syndics) Member
of the Board of Finance for the year.**

Name of Fellow proposed	Address

The Fellow proposed shall sign his/
her own proposal form in token of
his/her consent to stand for election.

.....
(Signature of the proposer)
Fellow, Panjab University.

.....
(Signature)
Fellow, Panjab University.

.....
(Signature of the seconder)
Fellow, Panjab University.

Note.--This form is to be sent to the Registrar, Panjab University, Chandigarh-160014
(by name), in a Registered cover, so as to reach him by 1 p.m. on or before
December 1.

(ii) ELECTION OF DEGREE TEACHERS TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Degree Teachers to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. In the year in which election is to be held the Returning Officer shall forward a copy of the latest Return of Qualification of teachers to the Principals of the affiliated Colleges in the Faculties of Arts, Languages, Science, Commerce, Education and Design & Fine Arts to make additions/deletions in the said Return in order to make it up-to-date and send back the same to the Returning Officer under registered cover so as to reach him by October 15 at the latest.

In case no reply is received from a Principal by the stipulated date it shall be presumed that there are no additions/deletions in the Return of Qualifications and the voters list for eligible persons shall be prepared accordingly.

2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

3. After applying necessary scrutiny, the Returning Officer shall notify the preliminary list of voters by pasting a copy of it in the Notice Board of the University Office.

4.1. The Returning Officer shall notify the Degree Teachers on the list prepared under Rule 3 the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.

4.2. The schedule for various processes connected with the election shall be :

(a)	Preliminary list of voters to be pasted on University Notice Board	..	60 days before the date of election.
(b)	Objections to the preliminary list of voters to reach the Returning Officer	..	53 days before the date of election.
(c)	Decision by the Returning Officer on the objections	..	50 days before the date of election.
(d)	Publication of the Final list of voters	..	45 days before the date of election.
(e)	Letters inviting nomination forms shall be issued by the Returning Officer	..	40 days before the date of election.
(f)	Nominations on the prescribed forms shall be received by the Returning Officer upto.	..	25 days before the date of election.
(g)	List of proposed candidates to be pasted on the University Notice Board	..	22 days before the date of election.
(h)	Last date for receipt of objections, if any	..	17 days before the date of election.

- | | | | |
|-----|--|----|--------------------------------------|
| (i) | Withdrawal of proposals | .. | 16 days before the date of election. |
| (j) | Date for deciding the objections by the Returning Officer. | .. | 16 days before the date of election. |
| (k) | Final list of candidates to be pasted on the University Notice Board | .. | 15 days before the date of election. |

5. The proposal of every candidate shall be by an approved voter supported by another such voter on the prescribed form. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II(A)(iv) Calendar, Volume I. A degree Teacher shall be entitled to propose as many persons for election as the number of vacancies.

6. A nomination form shall be declared invalid--

- (a) if the proposer and/or seconder is not an approved voter;
- (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
- (c) if the nomination form is not signed by the candidate or by the proposer or by the seconder;
- (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
- (e) if the candidate has ceased to hold the requisite qualification or capacity by virtue of which he is seeking election.

A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.

7. The election shall be held according to simple majority Vote System.

- 8.**
- (a) The recording of votes shall be through Polling Booths.
 - (b) The Polling Booths and their location shall be approved by the Syndicate. The Returning Officer shall appoint the Presiding Officer and other staff.

9. On the day and on the expiry of the time notified under Rule 4.2 the Returning Officer, shall open the ballot box, scrutinise the Voting Papers, rejecting those which are not in accordance with the regulations/rules and shall count the votes recorded.

10. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

11. If any question arises as to whether any person has been duly elected as, or is entitled to be a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

(iii) ELECTION OF PRINCIPLES TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Principals to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. In the year in which election is to be held, the Returning Officer shall forward a copy of latest Return of Qualifications of teachers to the Principals of the affiliated colleges in the Faculties of Arts, Languages, Science, Commerce, Education and Design & Fine Arts to make additions/deletions in the said Return in order to make it up to date and send back the same to the Returning Officer under a registered cover so as to reach him by October 15 at the latest.

In case no reply is received from a Principal by the stipulated date it shall be presumed that there are no additions/deletions in the Return of Qualifications and the voters list for eligible persons shall be prepared accordingly.

2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

3. After applying necessary scrutiny, the Returning Officer shall notify the preliminary list of voters by pasting a copy of it on the Notice Board of the University Office.

4.1. The Returning Officer shall notify the Principals on the list prepared under Rule 3 the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.

4.2. The schedule for various processes connected with the election shall be--

(a)	Preliminary list of Voters to be notified	..	60 days before the date of election
(b)	Objections to the preliminary list of voters to reach the Returning Officer	..	53 days before the date of election
(c)	Decision by the Returning Officer on the objections	..	50 days before the date of election.
(d)	Publication of the Final list of voters	..	45 days before the date of election.
(e)	Letters inviting nomination forms shall be issued by the Returning Officer	..	40 days before the date of election.
(f)	Nominations on the prescribed forms shall be received by the Returning Officer	..	25 days before the date of election.
(g)	List of proposed candidates to be pasted on the University Notice Board	..	22 days before the date of election.
(h)	Last date for receipt of objections, if any	..	17 days before the date of election.

(i)	Withdrawal of proposals	..	16 days before the date of election.
(j)	Date for deciding the objections by the Returning Officer	..	16 days before the date of election.
(k)	Final List of candidates to be pasted on the University Notice Board	..	15 days before the date of election.
(l)	Issue of Ballot Papers	..	14 days before the date of election.

The ballot papers shall be accompanied by a Covering Letter (Form as given in Appendix 'A').

5. The proposal of every candidate shall be by an approved voter supported by another such voter on the prescribed form. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II(A)(iv), Calendar, Volume I. A Principal shall be entitled to propose as many persons for election as the number of vacancies--

6. A nomination form shall be declared invalid--

- (a) if the proposer and/or seconder is not an approved voter;
- (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
- (c) if the nomination form is not signed by the candidate or by the proposer or by the seconder;
- (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
- (e) if the candidate has ceased to hold the requisite qualification of capacity by virtue of which he is seeking election.

A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.

7. The election shall be held according to Single Transferable Vote System. The provisions as contained in the regulations for election of Fellows according to the Single Transferable Vote System shall apply to the election of Principals to the Academic Council.

8. An elector shall fill in and sign his Covering Letter in the presence of the Principal of another affiliated College who shall authenticate the Covering Letter with his signatures and his office seal. He shall forward the Covering Letter and the Voting Paper in a registered cover addressed to the Returning Officer by name or deliver it personally to the Returning Officer. All Voting Papers accompanied by Covering Letters must reach the Returning Officer not later than the day and hour notified for the closing of the ballot. The Returning Officer shall, as soon as possible after the receipt of such Covering Letters and Voting Papers, deposit them in the ballot box.

9. On the day and on the expiry of the time notified under Rule 4.2 the Returning Officer, shall open the ballot box, scrutinise the Voting Papers, rejecting those which are not in accordance with the regulations/rules and shall count the votes recorded.

10. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

11. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

APPENDIX A
ELECTION OF PRINCIPALS TO THE ACADEMIC COUNCIL
COVERING LETTER

Dear Sir,

I enclose herewith a sealed envelope containing my Ballot Paper for the election of Principals of Colleges to the Academic Council.

Yours faithfully

(Signature)

Dated.....	Principal
(Seal)		
Station.....	College

Certified that the elector has signed the covering letter in my presence and that he is personally known to me (or has been identified by some person who is personally known to me).

(*Signatures)

(Seal) }Principal
College

*This attestation is to be done by the Principal of another (i.e. not the elector's) Degree College affiliated to the Panjab University, or University of Delhi or a Magistrate of rank not lower than that of a Magistrate of the Second class or a Subordinate judge.

(iv) ELECTION OF FIVE FELLOWS TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Fellows to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be Returning Officer.

2. The procedure for holding the election shall be as follows :

- (i) The Returning Officer shall notify to the Fellows the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.
- (ii) The proposal of every candidate shall be by a Fellow, supported by another Fellow, on the prescribed form so as to reach the Returning Officer on or before the first of December. If first of December is a holiday, the next working day shall be considered as the last date for the purpose. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II (A) (iv), Calendar, Vol. I. A Fellow shall be entitled to propose as many persons for election as the number of vacancies.
- (iii) A nomination form shall be declared invalid--
 - (a) if the proposer and/or seconder is not a Fellow;
 - (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
 - (c) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
 - (e) if the candidate has ceased to be a Fellow of the University.
- (iv) A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.
- (v) After the nomination forms have been received and scrutinised, the Returning Officer shall send to every Fellow a list of the candidates whose nomination forms have been found valid.
- (vi) A candidate may withdraw from election either by sending a written notice to the Returning Officer before the meeting of Senate at which the election is to be held or at the floor of the house at the time of election.
- (vii) The election shall take place at a meeting of the Senate and the Fellows present shall vote by ballot according to the Single Transferable Vote System.

- (viii) After the votes have been cast by the Fellows present, these shall be counted by the Tellers appointed by the Vice-Chancellor/Chairman of the Senate meeting. The provisions for a Voting Paper being invalid as contained in the regulations for election of Fellows according to the Single Transferable Vote System shall apply to the election of Fellows to the Academic Council.

3. After the votes have been counted, the names of the persons elected shall be forthwith announced by the Vice-Chancellor/Chairman.

4. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

(v) ELECTION OF ADDED MEMBERS TO THE FACULTIES

1. The election of Added Members shall be held by January 31 every alternate year, by the system of single transferable vote as in the case of Election of Fellows of the University who shall hold office for two years beginning February 1.

The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

2. The Returning Officer shall notify to the Fellows, the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer. Alongwith the said notification, the Returning Officer shall forward a list of Fellows indicating the Faculties to which they are assigned and a list of Added Members whose term would expire on the following 31st January, showing the number of meetings attended by each of them during their term.

3. The Schedule for various process connected with the election shall be as under :-

- (a) Letters inviting nominations shall be issued 40 days before the date of election.
- (b) Nominations shall be received upto 25 days before the date of election.
- (c) Scrutiny of Nomination Papers shall be done 22 days before the date of election by the Returning Officer.
- (d) List of candidates whose nominations are found valid shall be displayed on the University Office Notice Board 20 days before the date of election.
- (e) Objections, if any, shall be received by the Returning Officer 19 days before the date of election.
- (f) Withdrawal of nominations shall be allowed upto 18 days before the date of election.
- (g) The objections shall be decided by the Returning Officer 17 days before the date of election.
- (h) The final list of candidates shall be displayed on the University Office Notice Board 16 days before the date of election.
- (i) Voting papers shall be issued/despached 14 days before the date of election.

4. If any of these dates happen to be a holiday for any of the above events, the next working day will be deemed as the date for the purpose.

5. Nomination of every person for election as an Added Member to a Faculty shall be made by a Fellow assigned to that Faculty and seconded by another such Fellow, on the prescribed form (Appendix I) so as to reach the Returning Officer on or before the appointed day and time. The candidate proposed shall sign his/her nomination form in token of his/her consent to stand for election and shall also sign the Certificate/Declaration form in terms of Regulation 3, Chapter II(A) (v), Calendar, Volume I (Appendix II).

6. A Fellow shall be entitled to propose the names of as many persons for election as are the number of vacancies in a given Faculty.

7. Separate nomination forms shall be used for each proposal (for the same Faculty as well as for the separate Faculties).

8. Nomination form/s shall be forwarded to the Returning Officer, by name, under a Registered Cover, or delivered to him/her personally in his/her office during working hours, against a receipt, so as to reach him/her by the date and hour earlier notified.

9. A nomination form shall be declared invalid -

- (a) if the proposer/seconder is not a Fellow assigned to the Faculty for which the nomination has been proposed; or
- (b) if the name of the Faculty has not been mentioned on the Nomination Form; or
- (c) if the proposer/seconder has signed the Nomination Forms of more candidates than the number of vacancies; or
- (d) if the nomination paper is not signed by the Proposer or by the seconder; or
- (e) if the Certificate/Declaration forms accompanying the nomination form have not been filled in properly and signed by the candidate; or
- (f) if the nomination papers are not addressed to the Returning Officer, by name, and do not reach him/her under a Registered Cover, or not delivered to him/her personally, by the date and hour earlier notified; or
- (g) if the nomination form and/or the Certificate/Declaration form required alongwith the same has/have been found incomplete, in any respect.

10. The election shall be held according to Single Transferable Vote System. The provisions contained in the Regulations for election of Fellows of the University according to Single Transferable Vote System shall also apply to the Election of Added Members to the Faculties.

11. The elector shall record mark his/her preference/s on the ballot paper/s, place them in the cover provided for the purpose and close the same. He/She shall fill in and sign the covering letter (Appendix III) and will append the envelope containing ballot paper/s with the covering letter. He/She shall place the covering letter and the envelope containing the Ballot Paper/s in the outer cover provided for the purpose and shall close the same. He/She shall forward the same (i.e. outer cover with its contents) to the Returning Officer, by name, through registered mail, or deliver the same personally to the Returning Officer so as to reach him/her by the day and hour earlier notified. The Returning Officer shall, as soon as possible, deposit the same in the Ballot Box.

12. On the date after the expiry of the time notified under Rule 4, the Returning Officer shall open the ballot box and will scrutinise the Voting Papers.

13. The Ballot Papers shall be declared invalid/rejected, if -

- (a) the envelope does not contain the covering letter outside the Ballot Paper cover; or
- (b) the covering letter does not bear the signature and the serial number of the elector, or is not countersigned and authenticated as provided in the Regulations; or
- (c) the envelope containing the Ballot Papers bears any kind of mark outside; or
- (d) the Ballot Paper is placed outside the Ballot Paper cover.

The Returning Officer shall decide whether a Ballot Paper is valid or invalid.

14. A candidate or his/her authorised agent (who must be a voter) shall be allowed to be present at the time of counting of ballot papers.

15. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

16. If any question arises as to whether any person has been duly elected as, or is entitled to be an Added Member of the Faculties, the matter shall be referred to the Chancellor whose decision thereon shall be final. In this regard, the provisions as contained in the Regulations for Election of Fellows of the University shall also apply to the Election of Added Members to the Faculties.

17. In case any complaint/letter/communication is received before/during/after the election of Added Members to the various Faculties which is not covered by Regulations 19.1 and 19.2 appearing at page 70 of P.U. Cal., Vol. I, 2007 as regards any dispute arising as to whether any person is eligible to seek election or has incurred any of the disqualifications, or any other issue related therewith, the matter shall be brought to the notice of the Returning Officer so as to reach him/her not later than 10 days of the declaration of the election results.

18. The Returning Officer, may, if he/she deems fit, conduct/order an enquiry into the matter and dispose of the same accordingly.

19. All such issues shall be determined by the Returning Officer whose decision shall be final. Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

20. All other Regulations as applicable to the Election of Ordinary Fellows (P.U. Cal. Vol. I, 2007) shall, ipso facto, be applicable to the Election of Added Members to the various Faculties as well.

APPENDIX - I

PANJAB UNIVERSITY, CHANDIGARH

NOMINATION FORM FOR ELECTION OF ADDED MEMBERS TO FACULTIES

(A) TO BE FILLED IN BY THE PROPOSER

I propose the name of.....(IN CAPITAL LETTERS)

Qualifications.....

Designation.....

Subject (if teaching).....falling in the

Faculty of

Address (of the candidate).....

PIN.....PHONE NO.....

for election of Added Member to the Faculty of

I have ascertained that the above person is a teacher in the subject of..... or is an Advocate/Judicial Officer/Engineer/Technologist/Private Medical Practitioner/Person engaged in Pharmaceutical Research Production and has worked as such for years i.e. fromto..... and that he/she is eligible to seek the election as an Added Member to the Faculty and also that he/she is willing to serve on the said Faculty.

.....
(Signature of the Fellow)

.....
(Full name in CAPITAL LETTERS)

Assigned to the Faculty of

Address.....

.....

.....

Dated.....

Pin..... Phone No.....

(B) TO BE FILLED IN BY THE SECONDER

I second the above proposal. I have also ascertained that the person proposed above is eligible to seek election as an Added Member to the concerned Faculty and that he/she is willing to serve on the said Faculty.

.....
(Signature of the Fellow)

.....
(Full name in CAPITAL LETTERS)

Assigned to the Faculty of

Dated.....

Address.....

.....
PIN..... Phone No.....

(C) TO BE FILLED IN BY THE CANDIDATE

I hereby declare that I agree to stand for election as an Added Member to the Faculty of.....of the Panjab University, Chandigarh.

.....
(Signature of the Candidate)

.....
(Full name in CAPITAL LETTERS)

Address.....

Dated.....

PIN..... Phone No.....

- Note :
1. This form must be sent to the Returning Officer, Panjab University, Chandigarh-160014 (by name) under Registered cover or delivered to him personally in his office during the working hours against a receipt so as to reach him by 5.00 p.m. on or before
 2. For Regulations regarding qualification etc., for seeking election as Added Member, kindly see letter No.....dated.....

IMPORTANT :

3. The enclosed Certificate-cum-Declaration Form (Appendix II) may please also be got filled in by the person being proposed for the said election and sent alongwith this Nomination Form to the Returning Officer as per the prescribed procedure.

APPENDIX - II

CERTIFICATE TO BE FILLED IN BY THE PERSON BEING PROPOSED FOR ELECTION AS ADDED MEMBER

1. My qualifications are.....
(in the case of M.A./M.Sc. please indicate the subject).

2. (a) For Faculties of Arts, Languages, Science, Education, Business Management & Commerce, Dairying, Animal Husbandry & Agriculture and Design & Fine Arts :

I certify that I am a teacher of a college affiliated to the Panjab University with years' standing and have taught the subject of for at least 12 months immediately preceding the date of election for the following class/classes* : --

- (i) 10+1 (So long as these classes are attached)
- (ii) 10+2 (with the affiliated colleges)
- (iii) B.A./B.Sc. 1st year, 2nd year and 3rd year
- (iv) B.Ed.
- (v) B.Com.
- (vi) B. Architecture
- (vii) M.A./M.Sc.
- (viii) B.F.A.

(*Note : Score out which is not applicable)

OR

I am a teacher in the University Teaching Department of with years' standing, teaching the subject of falling in the Faculty of

OR

I am a retired teacher of a college affiliated to the Panjab University/ University Teaching Department with years' teaching experience in the subject of falling in the Faculty of

(Note : Score out which is not applicable from the above)

(b) For Faculties of Law, Engg. & Tech., Medical Sciences and Pharmaceutical Sciences :

I certify that I possess teaching experience of years' or that I am an Advocate/Judicial Officer/Engineer/Technologist/Private Medical Practitioner/Person engaged in Pharmaceutical research, production or practice of years' standing.

For the Faculty of Engineering & Technology : Please indicate your branch of Engineering i.e. and also indicate your exact designation i.e.

(Note : Score out which is not applicable from the above)

Please give details of the period of service with exact dates as under : --

Name of the College/Deptt./Instt./

Organisation

Period

(I) _____ from _____ to _____

(I) _____ from _____ to _____

(I) _____ from _____ to _____

Note: The teaching experience as a Research Scholar/Demonstrator/Part-Time teacher with at least 10 periods a week, shall be counted towards teaching experience, provided he/she is working as a whole-time teacher at the time of election.

3. (i) I solemnly declare that --

(a) I am not, in one way or the other, involved in the publication of cheap notes, guides or help-books;

(b) I by myself or by any person or a body of persons in trust for me or for my benefit or on my account, have not any share or interest in -

(i) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses ;

(ii) a contract for supply of goods to the University;

(iii) execution of any works of the University.

(c) I am not an author, co-author or collaborator of any book prescribed for a Panjab University examination excepting;

(i) M.A. course, or

(ii) the book/s written at the instance of the University for which I did not receive any royalty.

(d) I am neither a student of any University Teaching Department or a recognised or affiliated institution nor am appearing as a private candidate in any University examination.

(e) I am not residing outside the territorial jurisdiction of the Panjab University.

(ii) I further undertake that (if elected as an Added Member), I shall immediately inform the Registrar, Panjab University, Chandigarh, under a Registered Cover, as and when I incur any of the above disqualifications.

.....
(Signature)

FullName

(Capital letters)

Father's Name.....

Address: Office.....

PIN..... Phone No.....

Residential

PIN..... Phone No.....

Dated.....

APPENDIX - III

PANJAB UNIVERSITY, CHANDIGARH

**Covering letter to be signed by the Fellows in
connection with the election of Added Members to Faculties.**

Dear Sir,

I enclose herewith a closed envelope containing my "Ballot Papers" for the election of Added Members to the Faculties to which I am assigned.

Yours faithfully,

Signature of Fellow

Name

Address

.....

PIN.....Phone.....

Dated.....

Station

(vi) ELECTION OF TEN MEN & TEN WOMEN ASSISTANT/ASSOCIATE
PROFESSOR/PROFESSOR IN PHYSICAL EDUCATION ON THE
PANJAB UNIVERSITY SPORTS COMMITTEE

1. The Principals of affiliated colleges shall forward to the Director Physical Education & Sports, Panjab University, the names of the Assistant/Associate Professor/Professor in Physical Education/D.P.Es. who have worked as such in the affiliated colleges for 5 years by January 1, in the year of election. If January 1, is a holiday then the next working day shall be considered as the last date for the purpose.

Assistant/Associate Professor/Professor in Physical Education/D.P.Es., who compete for membership of Assistant/Associate Professor/Professor of Physical Education in Men and Women sections for the General Body must be involved in the Coaching of the college teams for participation in the Inter-College competitions. Any Assistant/Associate Professor/Professor/D.P.E. who is not involved in the preparation of teams for Inter-College competitions will not be eligible for election to the P.U.S.C. General Body.

2. The Director Physical Education & Sports, Panjab University, shall circulate a notice to every Assistant/Associate Professor/Professor in Physical Education on the list stating the number of vacancies and the date and time for the receipt of nominations of candidates for election.

3. The nomination of every candidate shall be filled by a Assistant/Associate Professor/Professor in Physical Education (on the list of electors) seconded by another Assistant/Associate Professor/Professor in Physical Education (on the list of electors) on the prescribed form and forwarded to the Director Physical Education & Sports, Panjab University. Each Assistant/Associate Professor/Professor in Physical Education (on the list of electors) shall be entitled to nominate as many persons for elections as there are vacancies.

The candidate proposed shall sign his/her Nomination Form in token of his/her consent to stand for election.

4. Any candidate may withdraw his/her candidature by notice in writing delivered to the Director Physical Education & Sports, Panjab University before 3 o'clock of the afternoon of the fifth day succeeding the date fixed for the receipt of nomination papers. If the fifth day is a holiday, then the next working day shall be considered as the last date for the purpose. Withdrawal once made shall be considered as final.

5. After the nominations under the rules have been received, the Director Physical Education & Sports, Panjab University shall send to every Assistant/Associate Professor/Professor in Physical Education (on the list of electors), a list of candidates duly nominated, a voting paper accompanied by a covering letter and a statement of the date and time for the election.

6. The election shall be conducted on the Single Transferable Vote System.

7. Electors may fill in and sign their Covering Letters in the office of the Director Physical Education & Sports, Panjab University on the day and within the hours notified in accordance with rule 5 and in the presence of the Director and shall, thereafter deposit the Covering Letters and Voting Papers in the ballot box provided for the purpose. No such Voting Paper shall be deposited in the ballot box after the expiry of the time notified in accordance with rule 5.

8. An elector who does not vote in the manner prescribed in rule 7 above shall fill in and sign his/her covering letter in the presence of the Principal of his/her college who shall authenticate the Covering Letter with his/her signature and designation accompanying the voting papers.

9. The elector if not filling in and signing the Covering Letter at the Director Physical Education & Sports, Panjab University's office on the day and within the hours fixed for voting shall forward the Covering Letter and the Voting Paper in a Registered cover addressed to the Director Physical Education & Sports, Panjab University, Chandigarh, by name, so as to reach him not later than the day and hour notified for the closing of the ballot. The Director Physical Education & Sports, Panjab University shall, as soon as possible after the receipt of such Covering Letters and Voting Papers deposit them in the ballot box. If any Voting Paper is received with an unsigned Covering Letter or if the Voting Papers are received otherwise than by Registered Post, the vote shall be regarded as invalid for purposes of the election.

10. On the date and on the expiry of the time notified in accordance with rule 5, the Director Physical Education & Sports, Panjab University, shall open the ballot box, scrutinise the voting papers, rejecting those which are not in accordance with these rules and shall count the votes recorded.

11. After the scrutiny if completed, the names of the persons elected shall be announced forthwith.

(vii) TWO MEN AND TWO WOMEN STUDENTS ON THE PANJAB
UNIVERSITY SPORTS COMMITTEE

1. Two Men and Two Women students, from among the previous years captains and Vice-Captains/Secretaries of the various Panjab University Sports Teams, shall be elected annually to the Panjab University Sports Committee in the month of September or as early thereafter as possible, provided they are on the rolls of affiliated colleges/ University teaching departments during the year of election, though they may or may not be eligible to take part in Panjab University or Inter-University Sports tournaments. One each out of the two men and two women students, duly elected in accordance with these rules shall be elected on the Executive Committee of the Panjab University Sports Committee.

2. The Director Physical Education & Sports, shall, for the purpose of preparing a list of electors, circulate a notice to the Principals of the affiliated College/Heads of the University teaching departments giving the names and other particulars of the previous year's captain, vice-captains/secretaries and the Principals/Heads of University teaching departments shall forward to the Director Physical Education & Sports the names and particulars of such previous year's captains and vice-captains/secretaries as are on the rolls of the College/University teaching departments during the year of election. This process shall be completed by the 30th of September every year.

3. The list of electors so prepared shall be notified to the electors through the Principals of the affiliated colleges/Heads of University Teaching Departments concerned alongwith a notice inviting nominations for the election of Two Men and Two Women students from the list of electors for the year. The nomination of every candidate shall be filled by a student (on the list of electors) seconded by another student (on the list of electors) on the prescribed form and forwarded to the Director Physical Education & Sports, through the Principal of the College/Head of the University teaching department concerned. Each student (on the list of electors) shall be entitled to nominate two candidates for election.

The candidate proposed shall sign his/her nomination form in token of his/her consent to stand for election.

4. Any candidate may withdraw his/her candidature by notice in writing delivered to the Director Physical Education & Sports before 3 o'clock of the afternoon of the fifth day succeeding the date fixed for the receipt of nomination papers. If the fifth day is a holiday, then the next working day shall be considered as the last date for the purpose. Withdrawal once made shall be considered as final.

5. After the nominations under the rules, have been received, the Director Physical Education & Sports shall send to every student (on the list of electors) through the Principal of the College/Head of University Teaching Department a list of candidates duly nominated, a voting paper accompanied by a covering letter and a statement of the date and time for the election.

6. The election shall be conducted on the simple majority vote system.

7. Electors may fill in and sign their Covering Letters in the office of the Director Physical Education & Sports on the day and within the hours notified in accordance with rule 5 and in the presence of the Director Physical Education & Sports and shall, thereafter deposit the Covering Letters and Voting Papers in the ballot box provided for the purpose. No such Voting Paper shall be deposited in the ballot box after the expiry of the time notified in accordance with rule 5.

8. An elector who does not vote in the manner prescribed in rule 7 above shall fill in and sign his/her covering letter in the presence of the Principal of his/her college/ Head of the University teaching department who shall authenticate the Covering Letter with his/her signature and designation accompanying the voting papers.

9. The elector if not filling in and signing the Covering Letter at the Director Physical Education & Sports office on the day and within the hours fixed for voting shall forward the Covering Letter and the Voting Paper, as prescribed in rule 8 above, in a Registered Cover addressed to the Director Physical Education & Sports, Panjab University, Chandigarh, by name, so as to reach him/her not later than the day and hour notified for the closing of the ballot. The Director Physical Education & Sports shall as soon as possible after the receipt of such Covering Letters and Voting Papers deposit them in the ballot box. If any Voting Paper is received with an unsigned Covering Letter or if the Voting Papers are received otherwise then by the Registered Post, the vote shall be regarded as invalid for purposes of election.

10. On the day and on the expiry of the time notified in accordance with rule 5, the Director Physical Education & Sports, shall open the ballot box, scrutinise the voting papers, rejecting those which are not in accordance with these rules and shall count the votes recorded.

11. After scrutiny is completed, the names of the persons elected shall be announced forthwith.

CHAPTER II

Rules for Constitution, objectives and Functions of the Panjab University Sports Committee.

1. Panjab University Sports Committee hereinafter referred to as P.U.S.C. shall consist of :

- (a) Dean University Instruction
- (b) Dean College Development Council
- (c) Dean Student Welfare
- (d) The Registrar, P.U.
- (e) The F.D.O.
- (f) Principals approved by Panjab University
- (g) The Director Physical Education & Sports, who shall be ex-officio Secretary of the Committee.
- (h) The Directress Sports, Panjab University, who shall be ex-officio Deputy Secretary of the Committee.
- (i) The Asstt. Director Sports, Panjab University, who shall be ex-officio Asstt. Secretary of the Committee.
- (j) Ten Men and Ten Women Assistant/Associate Professor/Professor in Physical Education/D.P.Es of at least 5 years standing elected by all the approved Assistant/Associate Professor/Professor in Physical Education/D.P.Es of affiliated colleges, provided no two Assistant/Associate Professor/Professor in Physical Education belong to the same college.
- (k) Two Men students and two Women students to be elected annually among the previous years' Captains and Vice-Captains/Secretaries of the various Panjab University Sports teams, provided they are on the rolls of the affiliated colleges/University teaching Departments during the year of election, though they may or may not be eligible to take part in the Panjab University or Inter-University tournaments.

2. The aims and objects of the P.U.S.C. shall be :

- (a) to organise and regulate sports activities within the territorial jurisdiction of the University.
- (b) to promote the best type of sportsmanship and team spirit among the alumni of the University.
- (c) to conduct Annual Tournaments in various Sports Events for students of all the colleges affiliated to the University in accordance with the rules specially made in that behalf by the Committee.
- (d) to foster a University spirit among the affiliated colleges and for that purpose, to organise and control, Panjab University Selection Committee.
- (e) to promote Inter-University Fellowships by organising or taking part in the Inter-University contests.

3. The functions and powers of the P.U.S.C. shall be :-

- (a) to make rules for the organisation, conduct and control of the Panjab University Sports Tournaments;

- (b) to interpret and enforce its rules and to give decisions and rulings on any point not covered by those rules;
- (c) to frame bye-laws consistent with its rules and to appoint sub-committee/committees, if and when necessary, and fix their term of references;
- (d) to elect once a year the President, Senior Vice-President and the Vice-President of P.U.S.C. (all from amongst the members of P.U.S.C.) 26 members of Executive Committee including ten Assistant/Associate Professor/Professor in Physical Education/D.P.Es and two students (from amongst the members of the P.U.S.C.) and to frame rules pertaining to these elections.

Provided that the President & Senior Vice-President shall be from two different geographical areas.

If the President is a man among the Men Principals, Senior Vice-President will be a woman among woman Principals and Vice-Versa.

The Vice-President shall be from amongst the Assistant/Associate Professor/Professor in Physical Education/D.P.Es.

The break up of the Executive Committee will be as under :

- (i) 6 Men Principals
- (ii) 6 Women Principals
- (iii) 5 Men Assistant/Associate Professor/Professor in Physical Education/D.P.Es
- (iv) 5 Women Assistant/Associate Professor/Professor in Physical Education/D.P.Es
- (v) 1 Male Student
- (vi) 1 Female Student

Provided these students are not from the same college.

NOTE: Only those Principals Physical Education Assistant/Associate Professor/Professor/DPES will be considered for the Executive Committee membership whose college has actually participated in atleast four Inter-College competitions in the previous session.

- (e) to consider and pass Annual Budget recommended by the Executive Committee.
- (f) to consider and adopt the Annual Reports and Audited statements of Accounts of Panjab University Sports Committee and the various University Selection Committees.
- (g) to take such other actions as may be deemed necessary and proper for the furtherance of achievements of the aims and objects specified above.

4.1. Management : The affairs of the P.U.S.C. shall be managed by an Executive Committee consisting of :

- (a) The President.
- (b) The Senior Vice-President.
- (c) The Vice-President.
- (d) The Registrar, P.U.

- (e) The F.D.O., P.U.
- (f) Dean College Development Council, P.U.
- (g) The Secretary, P.U.S.C. who shall be ex-officio Secretary of the Executive Committee.
- (h) The Deputy Secretary P.U.S.C. who shall be ex-officio Deputy Secretary of the Executive Committee.
- (i) The Asstt. Secretary P.U.S.C. who shall be ex-officio Asstt. Secretary of the Executive Committee.
- (j) 26 members to be elected by the P.U.S.C. from amongst its members. The break up shall be as under :
 - (i) 6 Men Principals
 - (ii) 6 Women Principals
 - (iii) 5 Men Assistant/Associate Professor/Professor in Physical Education/D.P.Es.
 - (iv) 5 Women Assistant/Associate Professor/Professor in Physical Education/D.P.Es.
 - (v) 1 Male Student
 - (vi) 1 Female Student
 - (vii) 1 Co-opted Men Assistant/Associate Professor/Professor in Physical Education/D.P.Es.
 - (viii) 1 Co-opted Women Assistant/Associate Professor/Professor in Physical Education/D.P.Es.

4.2. Meeting of the Executive Committee shall be convened by the Secretary, with the permission of the President, as often as may be necessary. Ordinarily seven days' notice shall be given for such meetings but in emergent cases the President may call a meeting at a shorter notice, if necessary.

4.3. The quorum for a meeting of the Executive Committee shall be eight.

5. The functions and powers of the Executive Committee shall be :-

- (a) to organise, conduct and control the Panjab University Sports Tournaments, Selection Committees and other sports activities in which the Panjab University Sports Committee Participates in accordance with the rules framed in that behalf by the P.U.S.C.
- (b) to raise and spend funds of the P.U.S.C. in accordance with the Budget Estimates sanctioned by the general body.
- (c) to write-off items & stocks, sports material upto Rs. 1000/- per item irrecoverable dues and advances to be referred to Syndicate.
- (d) to fill up any vacancy occurring among its elected members or among the members of any selection committee in the course of the year for the left over period of the term.
- (e) to frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next general meeting of the P.U.S.C.
- (f) to consider and recommend, for adoption by the Annual General Body

Meeting with its appropriated comments, the Annual Report of the Secretary on the year's activities, the Audited statement of accounts for the year, the Reports and statements of Accounts of the various Selection Committees, the Annual Budget Estimates and General Fixtures List for the ensuing year;

- (g) to sanction expenditure where the amount exceeds Rs.25,000/- for an individual item; and
- (h) to allow re-appropriation of funds from one budget head to another.

6. The duties and powers of the President shall be as follows :

- (i) To preside over all meetings of the P.U.S.C. and its Executive Committee and to discharge such functions as may be assigned to him/her in that capacity, by the P.U.S.C./Executive Committee. In the case of equality of votes, the President shall have a casting vote.
- (ii) To sanction expenditure upto Rs.50,000/- on an item at a time for team/tournament/coaching camp/Sports material or any other item including TA/DA etc.
- (iii) In an emergency, to take decisions to meet the situation in anticipation of the approval of the Executive Committee, but such decision shall be placed before the next meeting of the Executive Committee.
- (iv) To operate upon the accounts of the P.U.S.C. and to sign cheques alongwith signatures of Secretary, P.U.S.C. Chandigarh where the amount exceeds Rs. 100000/-.

7. The Senior Vice-President shall function as President in the absence of the latter and shall exercise the powers vested in him/her.

8. The Secretary shall ;

- (a) carry on correspondence on behalf of the P.U.S.C. and give effect to the resolutions of the Committee as its Executive Officer;
- (b) issue notices of meetings and record minutes of the same and be responsible for their maintenance;
- (c) be responsible for the maintenance of other records and registers as well as the custody of all property of the P.U.S.C.;
- (d) carry out other duties which may be entrusted to him from time to time by the Executive Committee;
- (e) have an imprest of Rs. 20,000/- to meet petty or day to day expenditure to be recouped from time to time;
- (f) To sanction/incur expenditure upto Rs. 25,000/- on an item at a time for team/tournament/coaching camp/sports material or any other item including TA/DA etc. after following the proper procedure.
- (g) be incharge of the finances of the P.U.S.C.

- (h) person authorised by the secretary, P.U.S.C. shall issue receipts for all sums;
- (i) make payments in accordance with the rules prescribed by the P.U.S.C.
- (j) maintain accounts of the P.U.S.C. funds and present a statement of accounts duly signed by the secretary and president audited by the University Auditors; and
- (k) sign all the cheques upto Rs.1,00,000/- jointly by the Deputy Secretary/ Asstt. Secretary/Nominee of F.D.O.; except the Cheques of Salary/ Payment of DA to staff engaged out of PUSC fund and cheques of over time to the staff.
- (l) can spent upto Rs. 4,000/- per month as sumptuary expenses to entertain the visitors.

9. The Deputy Secretary/Asstt. Secretary shall discharge such duties as may be assigned by the Secretary.

10.1. General Meetings : --

- (a) Annual General Meeting shall be convened thrice every year. The annual term is from 1st April to 31st March every year. First meeting will be held not later than 31st December, Second between January & February & third meeting will be held before the expiry of the term of Executive Committee. First meeting to discuss the issues with regard to the betterment and Development of Sports, Second & Third meeting exclusively for budget & election respectively. Date, place and time shall be determined by the President. At least 10 days' notice shall be given for the meetings.

The business at this meeting shall include :

- (i) The budget estimates for the ensuing year;
- (ii) The adoption of the Annual Reports and the audited statements of accounts of the P.U.S.C. and the various University Selection Committees as presented by the Executive Committee under Rule 5(f) above.
- (iii) Election of Office-bearers and members of the Executive Committee and consideration of recommendation of Executive Committee regarding appointment of Presidents, Honorary Secretaries and members of the various University Selection Committees.
- (iv) The amendment of rules or enactment of new rules or bye-laws; and
- (v) The proposals for resolutions brought up before the meeting by any one of its members, provided that a written notice of the same is given to the President or the Secretary by the end of February preceding the Annual General Meeting; all such proposals and resolutions shall be considered by the Executive Committee in the first instance and placed on the agenda of the Annual General Meeting with such recommendations as may be made by the

Committee. Provided that if no General Meeting is held as recommended in this clause, or if the Annual General Meeting fails to elect a new Executive Committee, the Vice-Chancellor may permit the Executive Committee already in office to continue to function for one year or till the new Executive Committee is duly elected, whichever is earlier.

- (b) The President may at, his/her discretion, call one more General Meeting of the Panjab University Sports Committee to transact the unfinished business of the Annual General meeting or such other business as may be considered necessary in the course of the year. At least 10 days' notice of this meeting shall be given to all members.
- (c) should at least one-third of the members of the P.U.S.C. consider an extra-ordinary General Meeting of the Committee necessary, they shall, in a joint requisition, inform the Executive Committee intimating the specific purpose for which such meeting is deemed to be necessary. The Executive Committee shall call a meeting of the P.U.S.C. within 20 days of the receipt of such requisition. Only the specific business for which the extra-ordinary meeting is called shall be considered at such a meeting.

10.2. The quorum for a General Meeting of the Panjab University Sports Committee shall not be less than 20% of the members.

10.3. All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the President shall have a casting vote.

11. The travelling and halting allowances for attendance at the General Meetings shall be borne by the college concerned in the case of Principals/members of their staff, by the University in the case of D.U.I., D.C.D.C., DSW, Registrar, F.D.O. and by the P.U.S.C. in the case of Secretary and his staff.

12. The accounts of the P.U.S.C. shall be audited annually by the Resident Auditors and the report of the Secretary, together with the audit note of the Resident Auditors, shall be submitted to the Syndicate through the Board of Finance, after they have been considered and duly adopted at the Annual General Meeting of the P.U.S.C.

13. The accounts of the P.U.S.C. shall be pre-audited as per University rules except payment related to the conduct of Inter College Competitions, Coaching Camps, Conduct of Inter University Tournaments and for that teams participating in the World University Games/Championships and in Inter-University Tournaments.

14. The Syndicate shall exercise general supervision and control over the Panjab University Sports Committee and shall decide changes that are considered necessary.

CHAPTER III

(i) UNIVERSITY LIBRARY

1. The management of the University Library (hereinafter called "the Library") so far as the financial and administrative matters are concerned shall be vested in the Syndicate, subject to the control exercised by the Senate in any matter requiring the sanction of that body. Provided that matters referred to in these Rules shall be considered in the first instance by the Library Committee appointed by the Academic Council in the manner provided in Chapter II (A) (iv)--Academic Council, Calendar, Vol. I.

The Academic Council shall control the academic policy of the Library.

2. The Committee shall frame rules for the use of the Library subject to the approval of the Academic Council.

3. The Committee shall have power to sanction the expenditure under various budgeted heads as sanctioned by the Syndicate and the Senate with such limitations as are prescribed in the financial rules and it shall have power to reappropriate funds from the budget head to another within the budgeted allotment.

4. Rules for the use of Panjab University Library working days and hours.

- (i) The Library shall remain open throughout the year except the three National holidays, viz., 26th January (Republic Day), 15th August (Independence Day) and 2nd October (Mahatma Gandhi's Birthday). On Sundays and holidays, only the reading rooms shall remain open and books will not be issued and/or received back. The books will be issued and received back from 9 a.m. to 4.30 p.m. on all working days except Sundays and holidays. The issue Counter shall remain closed for two working days after every long vacation for return of books.

The Library shall remain open for 12 hours a day throughout the year on all days of the week. The Librarian will notify the opening hours of the Library from time to time.

- (ii) The following are entitled to draw books from the Library on loan after they have secured their membership Pass Books/Reader's Tickets, duly signed/facsimile stamped by the Librarian. Applications for membership duly recommended by the competent authority shall be made to the Librarian on prescribed form obtainable from the Library, Panjab University, Chandigarh, on payment of price as may be determined by the Vice-Chancellor, from time to time.

The rule regarding submission of an application form shall not apply to the Chancellor and the Vice-Chancellor.

(a) Chancellor, Vice-Chancellor and Fellows of the University.

(b) Members of the various Faculties, Boards and Committees of the University.

- (c) Members of the teaching staff of the University and affiliated colleges.
 - (d) Students of the University actually on the rolls of the teaching Departments. They may continue to avail consultation facility during the interim period i.e. having obtained the clearance chit from the Library for appearing in the examination and enrolment for the next session in July.
 - (e) Approved candidates for the Degree of Master of Philosophy, Doctor of Philosophy, M.E., M.Pharm., Doctor of Science and Doctor of Literature. Such members shall deposit a refundable security of Rs. 1000 each.
 - (f) All the confirmed employees of the University are entitled to the privilege of membership of the Library. Employees unconfirmed (1) Teachers, (2) class A, (3) classes (B & C) can also become members by depositing Rs. 1000 for Teachers and class A employees and Rs. 500 for class B & C employees as refundable security.
 - *(g) The Librarian can enrol special borrowing members as also renew membership of old members on the approval of the Dean of University Instruction. Such members will have to pay an annual subscription fee of Rs. 2000 and a refundable security of Rs. 4,000. However in case of retired university employees and former teachers and Principals of affiliated colleges the security amount will remain Rs. 1500 only.
 - (h) Any Library which has established inter-loan relationship with this Library and institutions of standing approved by the Vice-Chancellor/Dean of University Instruction.
 - (i) Institutional membership to industrial, business and commercial units as a part of the Industry-Institute Partnership Programme, at a refundable security of Rs. 10000 and renewal annual membership fee of Rs. 2500.
- (iii) Loan Privileges
- | Category of membership | No. of books to be issued | Loan period |
|---|---------------------------|-------------|
| (1) As in (ii) (a) | 8 | 1 month |
| (2) As in (ii) (b) | 6 | 1 month |
| (3) As in (ii) (c) | 8 | 1 month |
| (4) As in (ii) (d) | 4 | 14 days |
| (5) As in (ii) (e) | 6 | 1 month |
| (6) (a) Non-teaching class 'A' Officers of the University | 4 | 30 days |
| (b) Other Non-teaching Officers of the University | 4 | 30 days |
| (7) As in (ii) (g) | 4 | 14 days |
| (8) As in (ii) (h) | 10 | 1 month |
| (9) As in (ii) (i) | 10 | 14 days |

*(Effective from 1-4-1992).

(iv) Conditions of Loan

(a) Loss of Books

- (i) The books reported to have been lost shall be either replaced by the latest edition alongwith additional charge of Rs. 50 per volume as cost of binding wherever applicable plus Rs. 50 per volume as service charges.

OR

paid for at the price available in the latest catalogues/tools plus 10 per cent of the price as service charges.

- (ii) In case the book is out of print or rare and its latest price is not available, the Librarian will decide the amount to be charged.

(b) Renewal

The loan of a book may be renewed at the discretion of the Librarian, if it is not in demand.

(c) Overdues

An overdue charge of Re. 1 per volume per day will be levied if a book is kept beyond the permissible period of loan. But for books issued for overnight use the rate of overdue charges will be Re.1 per volume per hour. Normal period for loan for such book will be from the hour before the closing of the library to one hour after the library opens on the next working day. These overdue charges may be remitted, in special cases, at the discretion of the Librarian.

In case a member does not pay the delay fine, the Librarian is authorised to detain his/her Reader's Ticket/Pass Book till the amount is cleared.

In case of University Teachers the books drawn by them and falling due during the vacations can be returned within 2 days after the expiry of vacation without any overdue charges.

- (d) The Librarian is empowered to recall any book at any time if necessity arises.
- (e) Manuscripts, reference books, unpublished theses, dissertations and rare books are placed in restricted category and are not to be lent out except in very special cases where the rule may be relaxed on the recommendation of the Head of the Department and at the discretion of the Librarian.
- (f) Bound volumes of the periodicals and certain books kept in the reserved category may be issued to teachers and research scholars, in special cases, for a period of one week only.

- (g) Books which are out of print and a textbook will not be issued except on Inter-Library loan. If there are additional copies of the textbooks other than the reserved ones, the same will be made available for issue as per general rules of the Library.
 - (h) A book which is on loan can be reserved for other members if they so desire and if they pay postal charges for intimation. A book so reserved will be kept for the requesting member for three days after which if not claimed will be reserved for the next member on the waiting list.
 - (i) Books lost or damaged will be replaced or paid for to the satisfaction of the Librarian. No marking, or writing on or tracing from any library material is permitted. Any infringement of the above may require replacement of the book, periodical, map, manuscript, etc. For serious mutilation of a book or a periodical a fine of up to Rs. 50 may also be imposed by the Librarian in consultation with the Head of the Department concerned and the Dean of University Instruction.
 - (j) Members who wish to have books sent out of Chandigarh or get books on Inter Library Loan from outstation libraries must deposit Rs. 100 to cover the postal charges. Balance, if any, will be refunded on claim.
- (v) Issue-System
- The members of the category (d) of rule (ii) will be issued as many Readers' Tickets as the number of books they are entitled to borrow. Reader's Ticket shall be given at the time of getting the books issued and the identity card shown. The tickets will be returned to the reader when he returns the books. All other members except the above mentioned category will be issued membership pass books at the time of enrolment.
- For books of 'Reserved Books Section' student entitled to borrow them and shall obtain a special token ticket to be used along with the Reader's Ticket.
- (vi) Admission to the library shall be open to the members only. Private books and personal belongings should be deposited at the Property Counter and a token obtained in lieu thereof. The articles so deposited should be collected the same day failing which five rupees per token will be charged. In case a token is lost, ten rupees will be charged in lieu thereof.
- (vii) Cards and Tickets not transferable
- Special care should be taken that the Identity Card and Reader's Tickets are not misplaced or lost. All losses shall be reported immediately to the Librarian. When an Identity Card is lost together with a Readers' Ticket, a special security of Rs. 200 will be required along with the charges for loss of tickets and identity card.

The special security shall be refundable on claim, after the expiry of the academic year.

If a member loses his/her Identity Card/Readers' Ticket/Pass Book, duplicate may be issued on payment of fee as under :

Identity Card	..	Rs. 10
Reader's Ticket	..	Rs. 5
Pass Book	..	Rs. 20

The member, however, will continue to be responsible for any loss which the Library may suffer through the loss or misuse of his/her card or ticket.

(viii) Clearance Certificate

The Identity Card and the Reader's Ticket/Pass Book are the property of the Library and shall be returned; dues, if any, shall be paid and a Clearance Certificate obtained before a University Examination or before the person concerned leaves the Institution concerned permanently.

The Library Security will be refunded after one month of the return of books and tickets in possession of the member and payment of overdues, if any. The application for refund is to be filled on the prescribed form addressed to the Librarian, who is empowered to refund the security.

If after due notice a borrower does not withdraw his deposit or claim it for three years from the last date of operation, the deposit or balance thereof shall be treated as dead account and shall lapse.

(ix) Change of address, etc.

Members should keep the Library informed of any change of address, change of college, class or subject of study during the period of membership.

(x) Any misuse of the Library privilege shall be considered as a breach of discipline and the Librarian shall have power to take such action as he considers necessary after consulting the Dean of University Instruction/Vice-Chancellor.

**PANJAB UNIVERSITY LIBRARY,
CHANDIGARH**

Membership Application Form

No.

T. No.....

Name Shri/Shrimati/Sushri.....
(In capitals)

Son/Daughter of.....

Department/College.....

Class & Roll No./Designation.....

Local Address.....

Permanent Address.....

.....

P.T.O.

- | | |
|--|---|
| <ol style="list-style-type: none">1. Certified that he/she will get clearance chit from you when he/she will leave this department/college.2. This Department/College is affiliated to the Panjab University.3. Recommended. | <p>Please enrol me as a member of Panjab University Library. I agree to confirm to the rules and regulations of the Library and shall pay any dues which may result through their infringement.</p> |
|--|---|

Signature & designation of the
recommending authority

Applicant (Signature)

Date.....

Date.....

Certified that Shri/Smt.....is a confirmed employee.

Office Supdt. (Estt.)

I am not already a member of this Library. I have received the card.

(Applicant's signature and date)

(ii) UNIVERSITY EXTENSION LIBRARY, LUDHIANA

I. CONSTITUTION AT PANJAB UNIVERSITY EXTENSION LIBRARY ADVISORY COMMITTEE.

The Panjab University shall maintain an Extension Library at Ludhiana to be known as Panjab University Extension Library, Ludhiana (hereinafter called the Library) and its administration shall be vested in the Extension Library Advisory Committee to be known as Advisory Committee (hereinafter called the Committee) subject to the over all control of the Syndicate/Senate of the University.

The Academic Council shall control the academic policy of the Library.

1. Membership

The Committee shall consist of :

- (i) (a) Chairman : Vice-Chancellor, Panjab University.
- (b) Senior Vice-Chairman : Director, Panjab University, Regional Centre, Ludhiana
- (ii) Vice-Chairman : To be appointed by the Panjab University Syndicate out of the Principals of local degree colleges for a term not exceeding two calendar years.
- (iii) Members : Principals of local degree colleges; Panjab University Senators residing at Ludhiana; Librarian, Panjab University Library, Chandigarh; Librarian, Punjab Agricultural University, Ludhiana.
- (iv) Member-Secretary : Librarian, Panjab University Extension Library, Ludhiana.

2. Meetings

- (i) The Committee shall hold its meetings as often as the work may necessitate but not less than twice a year. A notice of at least ten days will be necessary to convene a meeting.
- (ii) Four members shall form the quorum.
- (iii) In the absence of the Chairperson, the Senior Vice-Chairman shall preside over the meetings but in case he does not attend, the Vice-Chairman shall preside over the meetings. In case, The Vice-Chairman too does not attend, the members present shall elect the Presiding Officer for the meeting.
- (iv) The minutes of the meetings shall be confirmed by the Presiding Officer and will be supplied to the members as soon as possible.

3. Power and Functions

- (i) The Committee shall be responsible for advising the University on all policy matters related to the Library such as administration, budget estimates, rules, working hours, etc. The budget estimates shall invariably be placed before the Committee for its consideration and approval before communicating the same to the University. All other matters shall also be considered by the Committee in the first instance but when it is not possible due to exigency of time, these shall be brought to its notice at the earliest opportunity.
- (ii) The Committee shall regulate the acquisition policy and allocation of funds available for purchase of books, journals and other reading materials.
- (iii) The Committee shall review the working of the Library from time to time.

II. RULES FOR THE PANJAB UNIVERSITY EXTENSION LIBRARY, LUDHIANA

1. Library Hours

The Library shall remain open daily as under :

- | | | | |
|------|---|------|-------------------|
| (i) | Monday to Friday | (i) | 10 a.m. to 7 p.m. |
| (ii) | Saturdays, Sundays
and other non-working
days excepting three
national holidays i.e.
26th January, 15th August,
and 2nd October. | (ii) | 11 a.m. to 7 p.m. |

2. Membership

Membership of the Library is open to the following :

- (i) Chancellor; Vice Chancellor and Fellows of the University.
- (ii) Directors, Professors, Associate Professor & Assistant Professor of Panjab University, Regional Centre, Ludhiana; Principals, Professors, Associate Professor & Assistant Professor, Directors of Physical Education and Librarians from educational institutions affiliated to or recognised by the Panjab University, provided the same are located at Ludhiana or within a radius of 60 K.M. approximately.
- (iii) Bonafide candidates for the Degree of M.Phil., Doctor of Philosophy, Doctor of Science/Medicine, and Doctor of Literature, provided they deposit a refundable security of Rs. 250 each.
- (iv) Students on the rolls of the affiliated colleges within a radius of 60 k.m. approximately provided they deposit a refundable security of Rs. 100 each for non-professional course and Rs. 250 each for professional course. The Security deposit of students shall be adjustable against their membership for the next academic year. They shall get their membership renewed every year after 15th July.
- (v) Staff of the Panjab University Extension Library.
- (vi) The Librarian may enrol special borrowing members provided they deposit a refundable security of Rs. 1,500 each and pay annual subscription of Rs. 50 for the year ending 31st March.
- (vii) Teachers and students from institutions and students of +1 and +2 studying in the Higher Secondary Schools not affiliated to the Panjab University shall be enrolled members provided they deposit a refundable security of Rs. 100 each for non-professional course and Rs. 250 each for professional course and pay Rs. 5 as annual subscription, besides surety from their institutions. Their memberships will take effect from the respective academic sessions and they will pay the subscriptions from July to July of the next year.
- (viii) The Vice-Chancellor can exempt any member or category or institution from payment of annual subscription or/and security deposit.

Applications for membership recommended by the Principal for students/Head of office for employees shall be made to the Librarian on the prescribed form available from the Library. However, no application for membership is necessary in case of the Chancellor and the Vice-Chancellor of the University.

The members are entitled to borrow books from the Library after they have secured their membership Pass Books/Identity Cards and Readers' Tickets, Special Tickets for textbooks duly signed and stamped by the Librarian.

The membership of the Library shall be valid upto 31st March each year except in the case of teachers which shall be 15th July.

3. Loan Privileges

	Category	No. of books to be issued	Loan period
(i)	Fellows & Principals	8	One month
(ii)	Professors, Assistant Professor, Directors of Physical Education, Librarians, Research Scholars	6	One month
(iii)	Library Workers, Demonstrators, etc.	4	One month
(iv)	Special Members	4	One month
(v)	Students studying for		
	(a) Master's Degree	6	One month
	(b) Bachelor's and Undergraduate Degrees	4	One month

Generally, the loan period shall be as above but text and text like books from general section shall normally be issued for 14 days and the period can be reduced further in the case of books which are in constant demand. Books from text book section are meant to be consulted in the Library, but can be borrowed only for overnight use.

4. Conditions of Loan

(i) Overdues

If a book is kept beyond the permissible period of loan, a charge of ten paise per volume per day shall be levied during the first week, and rupee one per volume per day thereafter. The overdue charges shall be fifty paise per volume per day for textbooks and restricted circulation books during the first week, and rupee one per volume per day thereafter. In case of books issued for overnight use, a uniform charge of rupee one per volume per day shall be levied. The term 'overnight' denotes the period extending from one hour before the closing of the Library to one hour after the Library opens on the next day.

(ii) Recall

Books on loan with members can be recalled by the Librarian at any time.

(iii) Loss of Books

All losses should be immediately reported in writing to the Counter Staff. These shall have to be replaced or paid for to the satisfaction of the Librarian.

(iv) Technical, Text, Text-like and Art Books

Such books shall normally be issued only to the students and teachers of the respective disciplines.

(v) Special Material

Books from Reference, Rare and Art Collections, Periodicals (Current as well as back numbers), Microforms, Gramophone records, unpublished theses, and manuscripts are meant to be consulted in the respective sections only.

5. General Rules

(i) Admission

Admission to the Library shall be open to members only. The visitor's register kept at the entrance should be legibly signed. Private books and personal belongings should be deposited at the property counter and a token obtained in lieu thereof. The articles shall be collected the same day failing which one rupee per token per night shall be charged. In case a token is lost two rupees shall be charged in lieu thereof. Rain Coats, over-coats, blankets, umbrellas, etc. should be kept at the Property Counter at the owner's risk and large size lady purses, note books shall be shown to the official at the Counter for inspection before leaving the Library.

(ii) Change of Address

Members should keep the Library informed of any change of address, change of college, class or subject of study during the period of membership.

(iii) Clearance Certificate

Pass Books, Identity Cards, Reader's Tickets and Text-books Tokens are the property of the Library and are to be returned, dues (if any) paid and a Clearance Certificate obtained at least one week before appearing in a University Examination or before the member leaves his/her institution. Non-members shall not be issued Clearance Certificate, but under special circumstances Certificates may be issued against payment of Rs. 10/- each.

(iv) Library Security

Application for refund on prescribed form is to be made to the Librarian who is empowered to refund the security after deducting dues, if any. If not claimed within 12 months of the expiry of membership, the deposit or balance thereof shall be treated as dead account and shall lapse to the Library.

(v) Smoking

Smoking is strictly prohibited inside the Library.

(vi) Misuse of Library Privileges

Use of the Library material is based on honour policy. Taking out a book, periodical or any other material from Library at any time, for any purpose, by any body without getting it recorded at the circulation counter is a violation of the honour policy. Any misuse of the Library privilege or misbehaviour would be considered a breach of discipline and may lead to such action as may be necessary. Penalty for seeking or attempt to seek double membership or additional Readers' Tickets through wrong declaration shall be Rs.100.

(vii) Damage to Books or Library Property

Any damage to reading material like stains, marking, writing up, tracing, dog-eared and physical injuries constitute damage which shall be made good to the satisfaction of the Librarian within the stipulated time limit, otherwise the member concerned shall have either to replace the book with a new copy or pay double the price of the book.

Damages must be pointed out to the Counter Staff in writing before getting the books issued failing which the member concerned i.e. the last borrower shall be considered responsible for the damage. Similarly, any damage to Library Property other than the reading material shall have to be compensated by the person concerned to the satisfaction of the Librarian.

III. BY-LAWS

1. The Librarian may :

- (i) admit persons as non-borrowing members for purposes of reading and reference.
- (ii) remit overdue charges partially or wholly only in special cases.
- (iii) allow renewal of loans.
- (iv) allow time to members to any library dues if they are not in a position to arrange immediate payment.
- (v) increase number of books in certain cases.
- (vi) allow books from Text Collection, Art Collection, Reference for use at home for overnight only.

2. The Librarian, in consultation with the Vice-Chairman, Advisory Committee, may withdraw membership privileges in case :--

- (i) Serious damage has been inflicted upon reading material or Library property, and
- (ii) Library privileges have been gravely misused.

3. The members who have been in default for more than one month may be refused service and in case of long defaults the membership privileges may be withdrawn.

4. Books costing more than the security deposits of special members shall not be allowed for home use except at the discretion of the Librarian.

5. Issue System

The members of category (v) of Rule 3 above will be issued as many Reader's Tickets alongwith an Identity Card as the number of books they are entitled to borrow. Besides, two 'textbook tokens' shall also be issued for borrowing textbooks. The books shall be issued only in exchange for these tickets/tokens and the members must show their identity cards as and when demanded by the Library Staff. The tickets/tokens shall be returned to the reader when he/she returns the books.

All other members except the above mentioned category shall be issued Membership Pass Books at the time of enrolment. All transactions of books shall be recorded therein.

Important

The Pass Books, Identity Cards, Readers' Tickets and Textbook Tokens are strictly non-transferable. Their loss should be immediately reported to the Librarian in writing. However, to enable such members to continue receiving library services duplicate ones shall be issued on payment of fees as given below, though the responsibility for loss, if

any, suffered by the Library through the loss/misuse of such material shall rest with the member concerned;

Membership Pass Book	Rs. 10.00
Identity Card	Rs. --
Readers' Tickets	Rs. 5.00
Special Token	Rs. 5.00

6. Reservation Service

A book which is on loan can be reserved for other members, if they make a formal request on a stamped and self-addressed post card for intimation. The prescribed blank post-card is available free of charge from the circulation counter. A book so reserved shall be kept for the requesting member for five days from the date of intimation after which if not claimed shall be considered as reserved for the next member on the waiting list.

7. Inter-Library Loan

Books which are not available in the Library may be procured on loan from other libraries with whom arrangements exist on reciprocal basis. Such books are normally meant to be consulted in the Library but may be lent out for home use if the lending library has no objection. However, all expenses on such transactions shall have to be borne by the requesting member.

8. Parking

Cycles, scooters, and motor cycles are to be parked only in the cycle stand against payment of twenty paise per cycle and thirty paise per scooter and motor cycle. Parking fee for the whole month or part thereof shall be Rupees two for cycle and Rupees four for scooter/motor cycle. No cycle, scooter, motor cycle or car shall be parked near or under the porch of the Library.

The cycles and scooters etc., should be collected before the closing of the Library otherwise the persons concerned shall be liable to pay Re.1 and Rs. 2 per night respectively. If the cycle/scooter/motor cycle token is lost, a fine of Rupee one per token will be charged.

9. Amendment in Library Rules

The Library rules may be altered or amended or new rules may be added to the existing ones by the Library authority without notice to the members and any such alteration, amendment and new rules shall be effective and binding on all concerned.

RULES GOVERNING THE USE OF THE AUDITORIUM OF THE LIBRARY

1.1. The Auditorium can be rented out only for educational, cultural, literary and social activities provided no gate money is charged.

1.2. The auditorium should be made available for use by the educational institution affiliated in the Panjab University and Govt. departments only.

2. The Auditorium provides 250 comfortable seats. The stage is about 50' wide and 28' deep with basic acting area of 438 Sq. ft. No extra seats are allowed without permission.

3. Request for booking of the Auditorium should be made to the Librarian at least a fortnight in advance in a prescribed form obtainable from this Library and it

should be accompanied by full charges including security in cash alongwith a copy of the detailed programme. Incomplete applications will not be entertained.

4. Permission can be refused and even cancelled without assigning any reason. In latter case, however, full amount will be refunded but no claim for damages or compensation shall be entertained.

5. (i) The rental charges will be as under of which only 50% will be refunded in case of advance cancellation (at last 3 days) of the programme :

Educational Institutions affiliated to Panjab University and Government Departments

Rs.

(a)	for meetings, lectures, seminars (lasting not more than four hours).	..	2000.00
	Charges for additional time per hour or fraction thereof.	..	500.00
(b)	for purposes of dramas, recitals, dance and musical performance, film shows (upto four hours.)	..	4000.00
	Charges for additional time per hour or fraction thereof.	..	1000.00

NOTE--For dress rehearsals not exceeding four hours, the charges will be at half of the usual rates.

- (c) Amplifier (mike) rent for a period not exceeding four hours. ..
- (d) For Functions on non-working days and those beyond 10 p.m. there will be an extra levy of 25%.
- (e) Flat rate for consumption of electricity will be at the rate of 20% of the rental charges excluding the mike rent.
- (f) Possession of the Auditorium will be given to the party half-an-hour before the commencement of the function and half an hour after the function for winding up in the case of cultural programmes.
- (g) In case the party intends arranging tea, lunch, dinner, etc. the charges for the use of the premises shall be as follows :

Educational institutions affiliated to Panjab University and Government Departments

Rs.

(A)	Tea, light refreshment up to 3 hours.	..	400.00
	Extra charges if the premises used for more than 3 hours.	..	200.00

(B)	Lunch/Dinner upto 5 hours.	..	1600.00
	Extra charges if the premises used for more than 5 hours.	..	800.00
(h)	Flat rate for Generator charges (if the same is put on use) per hour or fraction thereof.	..	100.00
(ii)	A refundable security of Rs.1000 shall have to be deposited which if not claimed within 12 months shall lapse to the Library. The amount of refundable security to be deposited can be increased at the discretion of the Librarian.		

6. If the use of the Auditorium cannot be made by the loanee on account of electricity break down, mob riots or for any other reasons, the amount deposited will not be refunded and the Library shall not be responsible for compensation of any kind.

7. If extra lights on the gate, lawns and roads leading to the Auditorium are proposed to be put up, it will be the responsibility of the party to obtain a temporary connection at its costs.

In case the party installs extra electrical appliances inside the Auditorium with prior permission, the Librarian is authorised to levy additional charges depending upon the appliances installed, and the power consumption.

8. The Vice-Chancellor may allow use of the Auditorium free of rental charges and security whenever considered necessary. However, the parties concerned shall have to pay the electricity charges, and overtime of staff, if any.

CHAPTER IV

UNIVERSITY EMPLOYEES

(i) ADVANCE FROM PROVIDENT FUND

1.1. When the pecuniary circumstances of a depositor are such that drawing of an advance from the Provident Fund is necessary, the Registrar may, if satisfied, sanction the advance for any one of the following approved purposes :

Purposes (approved) For which advances from CPF are admissible	Limit in terms of monthly Salary/amount up to which admissible	No. of monthly instalments in which recoverable
(a) (i) Purchase of house, or (ii) Construction of house or (iii) Land for a house	(a) (i) to (iii) 24 months' salary	(a) (i) to (iii) 96 monthly instalments.
(b) (i) Depositor's own/ son's marriage (ii) Depositor's daughter or dependent sister's marriage (iii) Depositor's daughter or dependent sister or depositor's own betrothal (in case of woman depositor)	(b) (i) 10 months' salary (ii) 18 months' salary (iii) 3 months' salary	(b) (i) 40 monthly instalments. (ii) 72 monthly instalments. (iii) 12 monthly instalments.
(c) (i) Purchase of a Motor Car (ii) Purchase of a Motor Cycle or a Scooter (iii) Purchase of ceiling fan (up to two), refrigerator, desert cooler and geyser	(c) (i) 12 months' salary or the cost of vehicle whichever is less (ii) 6 months' salary or the cost of vehicle whichever is less (iii) 3 months' salary or the cost of article which- ever is less	(c) (i) 48 monthly instalments. (ii) 24 monthly instalments. (iii) 48 monthly instalments.
(d) (i) To meet the cost of education of the depositor himself or of any person actually dependent on him in the fol- lowing types of courses--	(d) (i) & (ii) 9 months' salary	(d) (i) & (ii) 36 monthly instalments.

Purposes (approved) For which advances from CPF are admissible	Limit in terms of monthly Salary/amount up to which admissible	No. of monthly instalments in which recoverable
(1) for education outside India whether for an academic, technical, professional or vocational courses		
(2) for medical, engin- eering and other technical or special- ized courses in India beyond the High School stage, provided that the course of study is not of less than one year		
(ii) To meet the cost of Overseas passage of the subscriber, if the travel subsidy is not allowed by the sponsor		
(e) To pay life Insurance premium		(Non-refundable)
(f) (i) To meet expenses on the illness of the depositor or dependent member of his family.	(f) (i) 6 months salary	(f) (i) & (ii) 24 monthly instalments
(ii) To meet any other expenses considered reasonable by the Registrar/ Vice-Chancellor, as the case may be.	(ii) (a) Up to 3 months salary Registrar (b) Beyond 3 months & upto 6 months Salary Vice-Chancellor	

Provided that the amount of advance shall not exceed half the amount standing at the credit of the depositor on the last day of the preceding month.

Note 1.--'Salary' for the purpose of advance (refundable as well as non-refundable) from Provident Fund shall mean pay plus allowances excluding City Compensatory and House Rent Allowance.

Note 2.--The term 'Family' used in this rule shall have the following meaning :

"Family" means a depositor's wife or husband, as the case may be, residing with him and dependent upon the depositor and legitimate children and step-children residing with the wholly dependent upon the depositor. It includes in addition parents, sisters and minor brothers, if residing with and wholly dependent upon the depositor.

- N.B.--**(a) The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law.
- (b) The term 'Child/Children' used in this rule includes major sons and unmarried daughters so long as they are residing with and wholly dependent on the parents (the depositor) and subject to the condition being fulfilled, it includes widowed daughter also.
- (c) Not more than one wife is included in the term 'family' for the purpose of these rules.
- (d) An adopted child shall be considered to be a legitimate child, if under the personal law of the depositor, adoption is legally recognised as conferring on it the status of a natural child.

Note 3. No employee shall be entitled to an advance out of Provident Fund unless he/she has contributed to the fund for a period not less than 3 years.

Provided that in the case of an employee who prior to joining the Panjab University, had been subscribing to the Provident Fund in the previous University/Institution which had been transferred and credited to his/her Provident Fund at the Panjab University, the service thus rendered shall also be included for purposes of computation of the minimum period of three years (as also the minimum period of 10 or 12 years, service for purposes of Rule-2 of these rules).

1.2. (a) The grant of advance out of Contributory Provident Fund will be further subject to the following conditions for all depositors. (Attested copies of the documents mentioned may be furnished for purposes of securing the loan) :--

- (i) For the purchase of a house or a land for a house, the letter of allotment from the authority such as Government, Improvement Trust, Housing Board/Housing Society etc. will be submitted alongwith the application. In the case of deal through private source(s) all the papers relating to the purchase will be submitted within 3 months of the settlement of the deal failing which the entire amount alongwith interest thereon shall become refundable, immediately in lumpsum.
- (ii) For the construction of a house, documentary proof in support of his/her title to the land being exclusively in the name of the depositor and/or his/her spouse shall be supplied. Title of land should be clear and free from encumbrances. An attested copy of allotment order of the plot or registration deed of land or copy of intqal/jamabandi etc. should be attached.
- (iii) If the land/plot is in Urban area, an attested copy of the plan sanctioned by the Estate Office/Municipal Committee/Notified Area Committee/Improvement Trust/Municipal Corporation shall be furnished. In the case of land in rural areas such verification from the local gram panchayat shall be made available.
- (iv) In case the validity period of the plan has already expired it should be got re-validated clearly indicating the period up to which it is valid.

- (v) It should be certified that the applicant has no other plot/house exclusively in his/her name or in the name of any member of his/her family.

The non-refundable advance from Provident Fund as also the refundable advance for construction of a new house will be paid in 2 instalments on the verification of the prescribed authority about the progress of construction in the following manner :

- (a) first instalment of 40% of the advance for starting the construction work.
- (b) second instalment of 60% of the advance after the construction has reached the plinth level.

(b) While submitting application for advance for the purposes enumerated in Rule 1.1 (b) the date of marriage will be indicated and if the marriage/betrothal is not solemnised within 6 months of drawal of advance the entire amount will become refundable in lumpsum alongwith interest due thereon.

(c) For the purchase of motor-car/scooter/motor cycle the documents relating to purchase, registration/insurance will be submitted within 2 months of the grant of advance for verification, failing which the entire amount shall become refundable in lumpsum alongwith interest due thereon.

(d) For the advance in respect of Rule 1.1 under clause (d) (i) and (ii) the letter of admission/grant of fellowship will be submitted with the application. For advance in respect of (d) (i) (2) the amount will be released annually according to the duration of the course or the special requirement thereof.

(e) For advance in respect of purposes in Rule 1.1 under clauses (e) and (f) the requisite proof in support of the need to the satisfaction of the Registrar/Vice-Chancellor as the case may be shall be submitted.

1.3 Wrongful use of advance

Notwithstanding anything contained in the P.F. rules if the sanctioning authority is satisfied that money drawn as an advance from the Fund under these rules has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he/she be on leave. If the total amount to be repaid be more than half the subscriber's emoluments recoveries shall be made in monthly instalments of the moieties of his/her emoluments till the extra amount is repaid by him/her.

1.4 During the period that the depositor is on full salary, the capital of such advance must be repaid by compulsory deduction from his/her salary for the month following the one in which advance was drawn by equal instalments, during the period prescribed in Rule 1.1. above.

A subscriber may at his/her option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees the amount of the advance being raised or reduced, if necessary, to arrive at the fixation of such instalments. After the completion of repayment of the capital no recovery of interest on the refundable loan taken out of their Provident Fund by the University employees, would be made.

1.5. When an advance is sanctioned under Rule 1.1 before payment of last instalment of any previous advance is completed, the balance of any previous advance not recovered, shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

2. Notwithstanding anything contained in 1 above, a subscriber who has put in 10 years' service may be permitted an advance from the provident fund on non-refundable basis upto a maximum limit of 90% for the purposes A (i) and (ii) to (vi) and who has completed 12 years' service, be advanced up to 75% limit of the amount standing at the credit of the subscriber on the last day of the preceding month (including the University contribution and interest thereon) for one or more of the following purposes, subject to such further restrictions, or limits in terms of monthly salary of the subscriber, if any, as mentioned against each :--

- (A) (i) building or acquiring a suitable house or ready-built flat for his/her residence including the cost of the site/purchasing a housing site;
- (ii) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his/her residence;
- (iii) purchasing a house-site for building a house thereon for his/her residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (iv) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;
- (v) renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty;
- (vi) constructing a house on a site purchased under clause (iii).
- (B) (i) Son's marriage : 15 months' salary
- (ii) Daughter's marriage : 30 months' salary
- (C) (i) to meet the cost of education of the depositor himself or his dependent for the following :
 - (1) for education outside India whether for an academic, technical, professional or vocational course.
 - (2) for medical, engineering and other technical or specialized courses in India beyond the high school stage provided that the duration of course of study is not less than one year.

- | | | | |
|------|---|---|-------------------|
| (ii) | to meet the cost of overseas passage of 1 the subscriber if the travel subsidy is not allowed by the sponsor. | } | 6 months' salary |
| (D) | to meet expenses on the prolonged/serious illness of the depositor himself/dependent member(s) of his family. | } | 24 months' salary |
- (3) To meet the following expenses irrespective of the employees having put in 12 years' service :--
- (i) "Deduction of Rs. 300 per death case from the subscriber on giving an irrevocable undertaking by a member of the "Panjab University Teachers' Association Welfare Scheme" that he agrees to pay an amount of Rs. 300 per death case of any member of the scheme for being paid to the nominee(s) of the deceased member of the Scheme."
 - (ii) Deduction of Rs. 100/- per death case from the subscriber on giving an irrevocable undertaking by a member of the Panjab University Non-teaching Association Welfare Scheme that he agrees to pay an amount of Rs. 100/- per death case of any member of the Scheme for being paid to the nominated nominee(s) of the deceased member of the scheme.
 - (iii) Deduction of Rs. 50/- per death case from the subscriber on giving an irrevocable undertaking by a member of the Panjab University Class C Staff Association Welfare Scheme that he agrees to pay an amount of Rs. 50/- per death case of any member of the scheme being paid to the nominee(s) of the deceased member of the scheme.
- | | | |
|-----|--|---|
| (E) | Purchase of new Personal Computer (with the condition that its sale within a period of five years from the date of its purchase shall not be allowed). | Upto Rs. 40,000/-
(Once in Service Career) |
| (F) | Purchase of Car/Two Wheeler | 15 months salary or the cost of vehicle whichever is less (once in service career). |

A University employee may refund the whole or part of the advance taken by him/her subject to the following conditions :

- (i) For refund of advance, it would be mandatory for every employee to fill in a declaration (specimen attached) mentioning the reason for depositing the amount and source of income before depositing the advance taken by him/her; and
- (ii) refund of loan shall only be accepted through a cheque drawn in favour of Registrar Panjab University, Chandigarh. The cheque must be out of the

saving Bank Account (of the employee refunding the loan) where the salary of the concerned employee is credited.

Note.--The conditions for grant of advance on non-refundable basis out of Provident Fund Account will be the same as for advance for refundable basis.

The rules and procedure applicable for advancing loan from the Current Account for construction/purchase of house/land shall apply mutatis mutandis to the grant of loan on non-refundable basis from the provident fund.

3. For building his/her own house or for purchase of a built-up house, and land for a house an employee in addition to the privileges contained in rules 1, 2 may be given a loan on the pattern of Punjab Govt.

Provided that the employee shall be required to execute an Indemnity Bond along with two sureties.

4. Payment of premium for life insurance may, at the option of a subscriber, be made from the Provident Fund, subject to the following conditions :

- (i) The payment of Premium shall not be made unless the depositor has subscribed to the fund for 5 years and that the amount of annual premium should not exceed half the amount standing at the credit of a subscriber.
- (ii) The policy to be financed out of the Provident Fund shall be one effected by the subscriber himself on his own life and the policy shall be such as is legally assignable to the Registrar of the University.
- (iii) (a) Subject to (i) to (ii) above, the Registrar shall make payment of the premium when a subscriber to the Provident Fund makes a request in writing that his premium amounting to Rs.....be paid out of his salary for month, provided the application is made before the preparation of the pay bills for that month. Provided further that the Registrar is satisfied by a scrutiny of the policy that the request for the payment of the premium is genuine.
- (b) Should the subscriber prefer, he may apply for an advance from his Provident Fund for payment of premium annually, half-yearly or quarterly.
- (iv) (a) The policy shall be assigned to the Registrar of the University. The assignment of a policy under this rule shall be endorsed on the policy and shall be in the following form :
 "I, A. B. of--hereby assign to the Registrar of the Panjab University the within policy of assurance as security for payment of all sums which under the Regulations I may hereafter become liable to pay to the Panjab University Provident Fund" or in the case of policies of insurance effected by the subscriber for the benefit of a sole beneficiary as follows :
 "We, A.B. (the subscriber) of.....and C. D. (the sole beneficiary of the policy) of.....in consideration of the Registrar of the Panjab University, agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by the said A. B. to the Panjab University Provident Fund (or, as the case may be, to accept the withdrawal of the sum of rupees.....from the sum to the credit of the said A.B. in the Provident Fund for payment of the premium of the within policy of

assurance), hereby jointly and severally assign unto the said Registrar, the within policy of assurance as security for payments of all sums which the said A. B. may hereafter become liable to pay to that fund."

- (b) Save as provided in clause (iv) (c), the policy shall be reassigned to the subscriber and handed back to him/her on quitting his/her service or on his/her refunding with the full interest thereon any advances taken from the Provident Fund for the purpose of paying premia thereon and in the event of his/her death before quitting the service, a reassignment shall be executed in favour of, and the policy be handed to the legal representative of his estate as determined by a civil court having competence to pass orders in this respect. Notice of the reassignment shall be sent to the Insurance Company by the Registrar, Panjab University.
- (c) If notice has been received by the Registrar of any assignment or attachment of, or encumbrance on the policy, he shall not execute a reassignment of the policy in favour of the subscriber or in the event of his/her death, of the legal representative of his/her estate as determined by a civil court having competence to pass orders in this respect until he shall have obtained the orders of the Syndicate.
- (v) (a) When the assigned policy is delivered to the Registrar, it shall be accompanied with a certificate from the subscriber to the effect that no prior assignment of the policy exists. This certificate shall be verified by a direct reference to the Insurance Company.
- (b) Notice to the assignment of the policy shall be given by the subscriber to the Insurance Company and acknowledgement receipt of the notice shall be handed over by the subscriber to the Registrar within three months of the date of the assignment.
- (vi) If the policy assigned to the Registrar matures before the subscriber quits the service of the University, the Registrar shall proceed as follows :
 - (a) If the amount assured together with the amount of profits, if any, is greater than the whole of amount withdrawn from the fund in respect of the policy, the Registrar shall reassign the policy to the subscriber and make it over to him/her and the subscriber shall pay to the fund, the whole of the amount withdrawn, with interest accrued thereon.
 - (b) But in case the amount assured together with the profits, if any, is less than the whole of the amount withdrawn with interest, the Registrar shall realise the amount assured together with the profits and place the amount so realised in the Provident Fund account of the subscriber.
 - (c) The profits which accrue on any policy may be allowed to accumulate with the policy until it matures, but if it is incumbent on the policy-holder to withdraw them as they fall due, the amount shall be credited to the subscriber's account in the Fund.

(ii) ALLOTMENT OF RESIDENTIAL ACCOMMODATION

1. The Syndicate may appoint two House Allotment Committees i.e. one for house upto 'D' type categories and the other for houses of above 'D' type categories i.e. 'E' and above categories. The terms of the committees shall be for 2 years, beginning from April 1.

2.1. The allotment of various types of University houses will be made on the basis of the following pay slabs :-

Type of Houses	Eligibility pay-slabs from 1.1.1973 to 31.12.1985 (basic pay as per UGC Scales)	Eligibility pay-slabs as w.e.f. 1.1.1978 to 31.12.1985 (basic pay in scales other than UGC scales)	Eligibility pay-slabs w.e.f. 1.1.1986 to 31.12.1995 (basic pay) applicable to employees in both UGC scales as well as other than UGC Scales	Eligibility pay-slabs w.e.f. 1.1.1996 (basic pay) (applicable to employees in both UGC scales as well as other than UGC scales)	Eligibility pay-slabs w.e.f. 1.1.2006 (basic pay)(applicable to employees in both UGC scales as well as other than UGC scales)
1	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	Rs.
A/T-IV	-	300-399	750-999	2520-3119	4900-10299
B/T-III	-	400-539	1000-1364*	3120-4399**	5910-13499****
C	-	540-724	1365-1849	4400-6199**	13500-14999
D	-	725-999	1850-2499	6200-8924**	15000-17999
E, E-I & T-II	700-1099	1000-1459	2200-3399***	8000-13259*** (excluding Ph.D/ NPA/Acelerated increments)	15600-37399 (excluding Ph.D/ NPA/Acelerated increments)
F, T-I	1100-1299	1460-1699	3400-3824	13260-14939 (excluding Ph.D/ NPA/Acelerated increments)	37400-41999 (excluding Ph.D/ NPA/Acelerated increments)
G	1300 and above	1700 and above	3825 and above	14940 and above (excluding Ph.D/ NPA/Acelerated increments)	42000/- and above (excluding Ph.D/ NPA/Acelerated increments)
TF/NTF	700 and above	Not applicable	(a) 2200 and above for university teachers	(a) 8000 and above (excluding Ph.D/ NPA/ Acelerated increments)	15600/- and above (excluding Ph.D/ NPA/Acelerated increments)
	If a flat is available after all eligible persons in (a) above have been accommodated University Research Scholars drawing less than Rs. 700/- p.m. & above	Not applicable	(b) for Full time University Research Scholars (if a flat is available after all eligible persons in (a) have been accommodated)	(b) for Full time University Research Scholars (if a flat is available after all eligible persons in (a) have been accommodated)	For Full time University Research Scholars (if a flat is available after all eligible persons have been accommodated)

Note 1 : *Post 1986 : All employees who are in the pay-scale starting a level lower than Rs. 1000/- will not be eligible for B/T-III type of houses till they draw the basic pay of Rs. 1050/-.

- Note 2 :** ****Post 1996 :** All employees who are in the pay-scale starting a level lower than Rs. 3120/- will not be eligible for B/T-III type, C type and D type of house till they draw the basic pay of Rs. 4140/-, Rs. 5640/- and Rs. 7220/- respectively.
- Note 3 :** All employees whose minimum pay-scale is Rs. 2200/- (1986) or Rs. 8000/- (1996) (starting) will not be eligible for 'D' type category of houses.
- Note 4 :** *****All** employees who are in the pay-scale starting at a lower than Rs. 2200/- (1986 grades) or Rs. 8000/- (1996 grades) will not be eligible for T-II/E/E-I type of houses till they draw basic pay of Rs. 2500/- (1986 grades) or Rs. 8925/- (1996 grades).
- Note 5 :** ******Post 2006:** All employees who are in the pay-scale starting a level lower than Rs. 5910/- will not be eligible for B/T-III type of house till they draw the basic pay of Rs. 10,300/-.
- Note 6 :** *******Post 2006:** All employees who are in the pay-scale starting a level lower than Rs. 15600/- will not be eligible for T-II/E/E-I type of house till they draw the basic pay of Rs. 18000/- and the Sr. Assistant Professors in the Dental College who have been fixed at Rs. 18,600/- on entry level pay on or after 1.1.2006 will be eligible for 'F' type of house at Rs. 40,000/- and for 'G' type of house at Rs. 45,000/-.

2.2. The date of entrance of an employee into the pay slab fixed for a house shall be the basis of allotment. If the date of entry into a pay slab is the same in the case of more than one employee, the date of entries into the lower pay slab will be the criterion for determining seriously. If a case does not fall within the scope of the fore going provision, the criterion for determining seriously will be the age i.e. the older employee shall be senior.

2.3. If a house in the category to which an employee is entitled is not available, he may be allotted a house in the lower category, i.e., one step below the one to which he is eligible. For this purpose, the date of entry into the lower pay slab shall determine his seniority vis a vis others entitled to a house of that category. Allotment of University accommodation one category below one's entitlement shall be made only where the entitlement of a person is for 'F', 'T-I' and 'G' type of houses.

2.4. Research Scholars shall be housed in the students' hostels. A married scholar may, on application, be given other accommodation if it is available on the condition that such allotment shall be temporary and for the period for which the accommodation is surplus. Such allotment shall be made keeping in view the value of the scholarship.

2.5. Houses built with the assistance of the University Grants Commission shall be allotted to the staff of the Teaching Departments. The remaining houses shall be available to the staff of both the administrative and teaching departments on the basis of seniority and pay slab laid down in Rule 2.1.

3. Allotment of residential accommodation by the University shall be on the following conditions :

- (i) The allotments once made shall not be disturbed, except for the following reasons :
 - (a) The University employee occupying University accommodation retires, is transferred or his services are terminated.
 - (b) The University employee becomes entitled to a higher category of accommodation and it is available for allotment.

- (ii) An employee who resides outside the campus in the accommodation allotted to his/her spouse working in a different organisation will be eligible to get his/her name included in the waiting list meant for allotment of houses as per the practice obtaining.
- (iii) If an employee surrenders the allotment of a residence at any time after occupancy for reasons considered adequate by the House Allotment Committee, he will be considered for allotment of another house along with other applicants if and when he applies again.
- (iv) No employee of the University shall sublet the house allotted to him to any one else. If any employee is found to have sublet his house, the allotment made to him shall be cancelled and he will make himself liable to disciplinary action which may amount even to dismissal.
- (v) An employee who is offered a house two steps lower than the category to which he is entitled, may decline the allotment and claim house rent allowance as permissible under the University rules.
- (vi) An employee whose allotment has been cancelled by the Registrar or the Vice-Chancellor due to some complaints, etc., shall be charged market rent fixed by Syndicate from time to time, if he does not vacate the quarter.
- (vii) Disciplinary action including suspension and dismissal etc., may be taken if an employee defies the orders of the Registrar or the Vice-Chancellor and does not vacate the quarter on the University Campus.
- (viii) No one shall keep cattle in the residential houses/area of the University.
- (ix) No alteration in a house or its compound shall be made without the permission of the University.

4.1. Save as provided in Rules 4.2, 4.3 and 4.4. an employee who retires or goes on long leave either preparatory to retirement or for employment in some other department, or leaves the service of the University, shall not ordinarily be allowed to retain the University residential accommodation for more than two months.

4.2. An employee who proceeds on leave be allowed to retain the University accommodation during the period of leave sanctioned to him according to the University rules and regulations, provided his family members stay there.

In case his family members accompanied him, it will be the responsibility of the employee to make arrangements to ensure that the University property is properly looked after during his/her absence.

Any arrangements made to look after the employee's personal property like books, furniture, house-hold goods, car/scooter etc. will also be subject to approval of the Vice-Chancellor. However, in no case subletting of the house shall be allowed.

4.3. Permission for an employee to retain the University accommodation during his leave shall be limited to a maximum of three years. However, this limit may be relaxed by the Syndicate in exceptional circumstances.

4.4. In case where the deceased employee was in possession of University accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

In the following circumstances the family of a deceased University employee may be permitted to retain University accommodation for the whole or part of the second year also on payment of normal rent :-

- (a) Where family members of the deceased employee have no other person to depend upon. The term 'family' shall have the meaning as assigned to it under Rule 2 (xi) at page 71, Calendar Volume III (1985).
- (b) Where the family members consist of un-married daughter/s, the minor children on the date of such application.

Note--(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.

- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation of that place, the house rent allowance for the remaining period will not be admissible.
- (iii) If the residential accommodation allotted to the deceased employee, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
- (iv) If no accommodation is available as referred to in item (3) above, then house rent allowance for the remaining period would be granted, provided the family lives at that station.
- (v) The members of the bereaved family are to be granted the benefit of House Rent Allowance on the basis of emoluments which the employee would have received but for his proceeding on leave.

4.5. When a permanent University employee dies while in service, accommodation may be allotted, out of turn, on compassionate grounds, to a member of the family of the deceased, who is appointed on compassionate grounds according to his/her entitlement provided such a beneficiary was residing with the deceased. An application for allotment of residential accommodation on compassionate grounds will be submitted to the office within one year after appointment on compassionate grounds.

Such accommodation shall not be higher than 'D'/T-II type of house or of the type such member of the family of the deceased employee is entitled or of the type in which the deceased was residing whichever is of the lower type/category.

Provided further that a member of the family of the deceased applying for allotment of accommodation shall not be allotted accommodation of a type higher than the entitlement of the deceased even though the applicant may be entitled to such higher type accommodation.

4.6. A 'C' Class employee, if allotted accommodation, shall be allowed to retain it during the period of extension in service.

4.7. The following shall be provided rent free (un-furnished) residential accommodation at the campus or house rent allowance in lieu thereof as per rules :--

1. Dean of University Instruction.
2. Dean of Student Welfare.
3. Medical Officers as also paramedical staff in the University health centre.

5. An employee, who retains the residential accommodation even after the period allowed, without the prior approval of the Vice-Chancellor shall, besides being liable for ejection, be charged double the market rent at the rates fixed by Syndicate from time to time.

6. In exceptional cases, the Vice-Chancellor shall have authority to allot--

- (a) higher category of a house than the one to which an employee is entitled;
- (b) lower category of a house than the one to which an employee is entitled; and
- (c) a house out of turn to an employee on the condition that no member of his/her family should already have prior allotment on the campus.

7. The house Allotment Committee may consider to give preference to the female employees in the allotment of University accommodation, provided that she is living alone at place of posting. An affidavit will be taken from the concerned employee that she is living alone at place of posting.

RULES FOR HOUSE ALLOTMENT

- (i) An employee can apply for any category of houses as per his/her entitlement as per schedule. His/her name can be included in the list of that category for which he/she applies after verification of his/her service book by the Estate Branch for inclusion of his/her name in the list. His/her name will be considered, after approval by DUI, for allotment in the next Counselling if his/her request reaches the Estate Branch 15 days prior to the finalization of seniority list; except for the month of february. Once his/her name is included in the list 6 of category of houses, he/she need not apply in that category again.
- (ii) The office of the Executive Engineer and the Estate Branch will make the list of vacant houses of all categories on a particular date decided by the Counselling Committee.
- (iii) The list of the vacant houses shall be made available by displaying it on the Notice Board and the Website of the University within two days of the receipt of the list from the Executive Engineer's office.
- (iv) The allotment of the houses shall be made on the basis of the seniority in the list (available with the office and on the Website) by holding the counselling session, atleast, seven days after placing the list on the Notice Board. This period is to be used by the interested applicants to visit the vacant houses to see the suitability of the house as per their requirements.
- (v) The counselling will be done as per the waiting-cum-seniority list. If a person is not willing to accept any vacant houses even if his/her name figures in the seniority list, he/she can refuse it and his/her name shall not be deleted from the list and he/she shall not be debarred. The house will be allotted and keys will also be given by the XEN (Mtc.) to the allottee on the spot at the time of counselling. However, if an applicant, already residing in the campus, accepts the allotted house by signing and then refuses to take possession of the house so allotted within stipulated time, he/she will be charged the money equivalent to one month market rent of that particular category houses. It will be deducted from his/her monthly salary.
- (vi) A Counselling Committee be formed to address the routine matters pertaining to 'Counselling' and also fix the number of applicants to be called for counselling in accordance with the date/information available in the Estate office. The number of applicants called for each Counselling will duly be displayed on the Notice Board and the Website.
- (vii) For the applicants belonging to different categories, there may be different counselling sessions in the Schedule so as to properly accommodate the applicants in different types of houses.
- (viii) Change of houses is allowed for all categories of houses after two years as per existing procedure/rules. This change shall be allowed only once subject to a maximum of two consecutive options to be exercised by each an allottee.
- (ix) If any person opts for the house and signs in the Register at the venue of counselling and then declines afterwards, he/she should be debarred from taking part in the counselling for one year; but his/her name be included

in the waiting list for the said category of house again if he/she makes a request to the office in writing for inclusion of his/her name.

- (x) The names of eligible employees for allotment of open/change of residential accommodation on P.U. Campus (A to D type houses only) will be entered on twice in a year basis (January and July). The proforma completed in all respect must reach in the Estate Branch w.e.f. 1st January to 31st May and 1st July to 30th November every year.
- (xi) The criteria of seniority in terms of length of service rendered by an employee for change of house in the same category be followed and the priority be considered at the time of allotment.

SCHEDULE OF HOUSE ALLOTMENT

Dates for submission of fresh applications/Change of house	2nd Day to 15th day of a month
(a) Date on which the revised waiting cum seniority list will be put on website and made available in Estate Branch.	1st Day* of the month
(b) Announcement of the exact dates on which the Counselling shall be held.	
Date on which the list of vacant houses be given to Estate Branch by Executive Engineer (Mtc.)	9th Day* of the month
(a) Date on which the list of vacant houses be put on the website and notice board.	11th Day* of the month
(b) Announcement of the number of applicants to be called for counselling be displayed on the Notice Board and the Website.	
Date on which Counselling shall be held	Thursday/Friday** after 17th day of the month

* If it happens to be holiday, the next working day is applicable.

** Even if Thursday/Friday are a holiday.

PROPOSED VENUE :

SENATE HALL

An employee or his/her authorized person (countersigned by Chairperson/Head of Deptt./ Branch) shall be allowed to enter the hall after signing the attendance sheet.

The consent of the applicants for the acceptance of house shall be recorded with signature of the applicant or authorized person.

Timings of Counselling :

Thursday :	Time:
Type G,F-14/25, T-1, E-1, E, T-II, NTF, TF	4.00 p.m. sharp
Friday	
Type A/T-IV, B/T-III, C&D	4.00 p.m. sharp

(iii) (a) PART-TIME TEACHING STAFF IN THE
DEPARTMENT OF LAWS

1. Part-time lecturers in the Department of Laws appointed under Regulation 18 of Chapter VI, Calendar Volume I shall be governed by these Rules.

2.1. The appointment shall ordinarily be for one academic year at a time.

2.2. The amount of monthly honorarium shall be determined by the Syndicate from time to time.

2.3. For summer vacation the payment shall be as under :

- | | | | | |
|-----|------|--|-----|---|
| (a) | (i) | Those who complete
nine month's service | . . | Honorarium for 12 months |
| | (ii) | Those who complete
service for three
months or more but
less than nine months | . . | Proportionate amount on
the basis of (i) |

Provided that a teacher who has served for less than three months will not be entitled to any honorarium for the period of summer vacation.

2.4. A part-time lecturer who resigns during the session shall not be entitled to any payment for the vacation.

2.5. A part-time lecturer wishing to resign shall give at least one month's notice or in default pay an amount equivalent to one month's honorarium to the University.

2.6. In case the University wishes to dispense with the services of a part-time lecturer during the course of the session the University shall give one month's notice to the lecturer concerned or in lieu thereof pay him/her an amount equivalent to one month's honorarium.

3. The teaching load of a part-time lecturer shall be up to ten periods a week, as may be determined by the Head of the Department.

4.1. Honorary and Part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole time teachers of the University.

4.2. If a part-time lecturer has availed of the casual leave due under Rule 4.1 or the balance left to his/her credit is not adequate, he/she may be granted by the Vice-Chancellor, leave without pay for special reasons, on the recommendation of the Head of the Department.

(iii) (b) RULES FOR GUEST FACULTY IN THE DEPARTMENTS

- 1.** The appointment of Guest Faculty shall ordinarily be for one academic year at a time.
- 2.** A Guest faculty shall not be entitled to and payment for the vacation.
- 3.** The Guest faculty should be only from outside/retired teachers of the University who should not be of more than 65 years of age.
- 4.** Guest faculty could not, in normal circumstances, be from within the department. However, in exceptional circumstances reason to be recorded, payment may be made to a teacher for taking extra workload in the same department on the recommendation of the Academic Committee of the department, justifying the total load, in the department of the teacher concerned as also the extra workload being recommended for the teacher. For working as Guest faculty in other department/s the teacher should route their applications through the Chairperson of the Department indicating whether he/she is working as Guest Faculty in other department/s and also the amount of honorarium he/she is getting.
- 5.** The non-teaching (Technical) Personnel of the University departments who fulfill requisite qualifications laid down by the UGC for appointment of Lecturers could be allowed to take classes, after normal working hours, on extra payment provide it does not interfere with their normal duties in the department, on the recommendation of the Academic Committee of the department.
- 6.** The maximum amount of honorarium payable to in-service University teachers for working as Guest Faculty in various departments of the University as also for taking extra workload in their own department in exceptional circumstances on extra payment, and also honorarium receive from other institutions for delivering lectures etc., should in no case exceed Rs. 25,000/- per month.
- 7.** The duration of the lectures to be delivered by the Guest Faculty shall be one hour.
- 8.** The honorarium will be Rs. 1,000/- per lecture subject to maximum ceiling of Rs. 25,000/- per month.
- 9.** For taking up teaching assignment outside the University, the teachers should route their applications through the Chairperson for getting prior approval of the Vice-Chancellor as per University rules. Accepting/undertaking any assignment outside the University without such approval would invite strict action.
- 10.** The person invited to be Guest Faculty should give an undertaking that he/she if asked to set the question paper and also to examine the answer books of that particular subject, as per the guidelines issued by the department, he/she will do the same.
- 11.** Before inviting the Guest Faculty, the name of the Guest faculty should be approved by both Administrative and Academic Committee of the department concerned.
- 12.** Where there is no regular teacher, the guest faculty will also do the practical work.
- 13.** When the request for the Guest faculty is sent to the office, the justification regarding work load with teachers of the department as per UGC norms and a copy of time table should also be sent.

14. The panel of teachers for a particular subject, in case there is no more than one topics/subjects, if required should be prepare by the department; and sent to Deputy Registrar (Estt.). However the department will ensure the upper ceiling of Rs. 25,000/- per month to each Guest faculty.

15. It is mandatory for a regular Assistant Professor to take 16 hours (14 hours in the case of Associate Professor and Professor) of work load in week and has to take more than one paper/options/class/whereas in the case of the Guest faculty only one paper/option/class is to be taught 40 lectures per month i.e. 10 lectures per week.

16. In case of professional departments, people of industry/relative profession can be invited due to their valued experience in the profession and holding a position of good stature in their respective fields. While inviting Guest faculty from industry/profession, their profession qualifications and experience as laid down by the AICTE/UGC, as the case may be, shall be kept in mind.

17. In case of Law Department, where Part-time teachers are appointed as per Bar Council guidelines, these guidelines will not apply. However, if in addition to Part-time teachers, Guest faculty is appointed then the same shall be subject to these guidelines.

18. When very senior professionals from industry/academia/from public life are invited with the permission of the Vice-Chancellor for a special lecture, where TA/DA is provided by the University, the honorarium should be Rs. 1,000/- per lecture.

(iii) (c) NON-TEACHING PART-TIME STAFF

A member of part-time non-teaching staff shall not be entitled to any kind of leave except casual leave up to 20 days in a calendar year which may be granted by the Head of the Department.

(iv) ACCEPTANCE OF OUTSIDE ASSIGNMENTS AND PERMISSION
FOR DOING OTHER THAN NORMAL WORK

1. No whole-time University employee shall engage directly or indirectly in any trade, occupation of business or shall be engaged in private tuition or in any other work including the writing of textbooks or translation of books, without obtaining the prior sanction of the Vice-Chancellor through the Head of the Department concerned. Provided that no permission shall be necessary for writing scholarly or learned books, in pursuance of the objectives of the University, or for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs. 2,400 per annum.

2. For examination work/lectures and meetings of other Universities, a member of the teaching staff may be granted special casual leave (in addition to the usual casual leave permissible under the rules) for 10 days in a year.

3. University clerks can undertake examination supervision work, if the Head of the Department permits them to do so. They will be entitled to receive supervision fee for such work.

4. Except as provided in Rules 1 and 2 no academic or administrative assignment in another University, Institute, and other educational organisation or in Central Government or a State Government, shall be accepted by any member of the University staff, without prior permission of the Vice-Chancellor. If permission asked for is granted, and no remuneration is to be received by the employee, the period of absence shall be treated as on duty.

Vice-Chancellor's permission will also be necessary for assignments in hand though undertaken before these Rules came into operation.

5. A teacher shall be allowed to take up any such assignment during the working hours of the Department/University only if it does not clash with his/her teaching in the Department or any other official duty in the University.

6. No teacher shall be allowed to lecture in such Institutions for more than twelve hours a month.

7. No teacher shall be allowed to receive an honorarium of more than Rs. 2,5000/- p.m. for the limited participation referred to above with the stipulation that teachers of day classes shall be allowed to take up lectures in the afternoons and those of evening classes in the forenoons. Any travelling allowances, in additions to honorarium, should be only realistic.

8. While granting permission to teachers for accepting such assignments from time to time, the University may ensure that it does not become a vested interest with any teacher.

9. A confirmed employee can be permitted to send two applications for jobs outside the University during a calendar year. However, a member of the teaching staff in case of his/her selection shall not be relieved during academic year. His/her request for grant of leave and retaining the accommodation on the University Campus will be considered in accordance with the normal rules and regulations of the University.

10. The application for an outside post from a teacher who is under an obligation of bond to serve the University for a period as prescribed under the regulations, be not forwarded till the period of completion of the bond. However, such a teacher could be allowed to have his application forwarded for an outside post within six months of the expiry of the period of bond and while sending such applications, it be made clear that the teacher concerned was under obligation to serve the University till a specified date.

11. The application for an outside post from a teacher who availed himself/herself of extraordinary leave without pay for more than one academic session on a whole time paid assignment elsewhere (in India/abroad) but was not under the obligation of any bond be not forwarded unless he/she has served the University for a period of three years on return from the last assignment.

Note : In either case, the previous outside assignment shall be one which is, at least, for a whole academic session and not less.

(v) CONSULTANCY WORK BY THE ACADEMIC STAFF OF THE TEACHING DEPARTMENTS, PANJAB UNIVERSITY

1. The Academic/Technical Staff (henceforth to be called as staff) who are class 'A' Officers of the University may undertake consultancy, or provide technical services to industry and other organisations, utilising, if necessary, the facilities of the University.

2. The services/consultancy provided may be of the following types :

- I. Institutional Consultancy
- II. Individual Consultancy
- III. Technical Services

2.1. Institutional consultancy relates to advice rendered to an industry/organisation, or work done for them, by a Department/Group/individual on behalf of the University. The Principal Consultant will be identified by the Vice-Chancellor, or a person or Cell (Industry Institute Partnership Programme - IIPP) authorised by him.

2.2. Individual consultancy relates to consultancy or work undertaken by an academic staff member in his individual capacity.

2.3. Technical services relate to providing of routine technical data/information, analysis etc. and to fabrication of equipment etc. which does not require interpretation of results or advice.

3. A request for consultancy services shall normally be received by the Vice-Chancellor or the Liaison Cell (IIPP) on behalf of the University. It may however, be received directly by a staff member and forwarded to the University, for its consideration.

4. Permission to undertake consultancy work up to Rs. 5 lacs may be given by the Officer In-Charge of the Liaison Cell (IIPP) on the recommendation of the Head of the Department or by any other person authorised to do so. Consultancy work of above Rs. 5 lacs shall be approved by the Vice-Chancellor.

4.1. While approving of a consultancy proposal the following will be taken into consideration :

- (a) The normal duty of the individual staff member and the interest of the Department do not suffer;
- (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in a Calendar year including holidays);
- (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.

5. While working out the cost of consultancy project the following be taken into consideration :

5.1 Cost of consultants' time including intellectual fee.

5.2 Cost of man days of the staff taking part in the project excluding the consultant(s).

5.3 TA and DA (as per agreement with the client).

5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.

5.5 Usage charges on equipment (including depreciation and utilities, inter-alia)

5.6 Payments to outside consultants.

5.7 Cost of Stationary.

5.8 Computer Charges.

5.9 Miscellaneous.

5.10 Administrative Charges (10% of 5.2 to 5.9).

6. The client shall pay 50% of the total project cost or, cost of the items 2 to 9 above, whichever is higher to the University Consultancy. All payments will be received by the University under a separate budget Head of 'Consultancy Services'.

7. The Consultancy Service may be categorized into 3 classes :

7.1 Advisory consultancy in which University facilities are not used.

7.2 Service consultancy, in which University equipment is used, but consumables or other materials are not required.

7.3 Service consultancy, in which University equipment is used and material and consumables are provided by the University.

8. Once the terms of consultancy have been approved, contract signed and advance received, it becomes the duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time. For this purpose, he may make temporary appointments of full time or part time staff for a period upto **one year**, draw advances and make expenditure in accordance with the requirements as the project progresses. The permission to appoint a part time or a full time temporary staff for a period of one year should be given by the Director-CIIPP on the recommendation of the Head of the Department or by any other person authorized to do so. Vice-Chancellor's approval will be required for appointment of staff for a period of more than **one year**.

9. The distribution of consultancy amounts received will be as under :

9.1 In case of Advisory Consultancy, 70% of the amount received for item 5.1 (cost of consultant's time, including intellectual fee) will be paid to the consultant(s) and 30% will accrue to the University.

9.2 Similarly in case of service consultancy 70% of the amount received for item 5.1 above will be paid to the consultant(s) involved and 30% will accrue to the University.

10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amounts will be as under :

10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Corpus Fund 'Development Fund' and 50% will be available to the concerned Department for the purchase of equipment/material/repair of the existing equipment/maintenance of laboratory infrastructure or for any academic activity/ industry participation activity, upon request by the Department.

Department share of individual projects of the same investigator may be clubbed for the purpose of purchase of any equipment, repair of the existing equipment, organizing

any activity encouraging industry interaction in the department, which may not be possible out of the department share of the individual project, but with the condition to utilize the same within a period of one year of the completion of the projects. The same, if not utilized within a period of one year after the completion of the project, would be credited to the CIIPP current account. The Director, CIIPP is authorized to permit the consultant to club the department share.

10.2 The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorised by him.

11.1 Examination duties, delivery of special lectures, participation in University College and Public Service Commission, Selection Committees and Membership of Board of Directors of Companies are included in consultancy services.

11.2 The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.

12. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) of a fixed percentage (to be decided by the Vice-Chancellor) will be paid to the University by the client.

13. On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project and the audited statement of accounts will be submitted to the University/IIPP for its records. Any un-utilised amount from the Department share will be transferred to the CIIPP Corpus Fund and any other un-utilized amount of the other budget heads will be transferred to the 'Development Fund' of the University.

14. In case of any ambiguity the decision taken by the Vice-Chancellor will be final.

PANJAB UNIVERSITY

Annexure-I (on detailed costing)

- (A) **Cost of Labour**
This means the estimated OTA paid to technical/ministerial staff to the deptt./ Centre(s) involved in the Project and salaries for any specialised labour to be hired specifically for the project. If a staff member engaged on work is not eligible for OTA as per rules of the University, he will be paid honorarium from this provision.
- (B) **Cost of Material**
Estimated cost of material to be specifically procured for the project.
- (C) **Over-heads to the University for use of University equipment.**
This includes charges for use of facilities depreciation, utilities and handling charges etc. and would be levied for all equipment except the computer and other sophisticated equipment/machines declared as central facilities. For purpose of estimating this cost, a fixed amount of 15% of the total consultancy charges will be levied. Any change done to equipment will be repaired out of these charges.
No charges under this head will be made if University equipment is not used or if only Computer or central facilities are used.
- (D) **Computer charges and charges for use of Central Facilities.**
Charges for the use of these facilities will be budgeted as per the time-sharing rules of these facilities for outside parties as may be approved by the University from time to time.
- (E) **TA/DA for visits**
An estimated charges on the basis of rates settled with 'Client Firm', but if no rates are settled the payment will be as per University Rules.
- (F) **Contingencies**
An estimated charge for any contingent expenses expected to be included.
- (G) **Administrative over-head charges**
A fixed amount of 5% of the total Consultancy charges will be levied for hire of Administrative staff for handling Consultancy work or for payment of honorarium to staff of the Administrative Office handling such work.
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(vi) ADDRESSING OFFICIAL COMMUNICATIONS TO THE CHANCELLOR
OF THE UNIVERSITY OR MINISTERS OF THE GOVERNMENT
AND INVITING HIGH DIGNITARIES TO THE UNIVERSITY

1. No member of the staff of the University shall see the Chancellor of the University, or a Minister of any Government with which the University deals, in connection with any official work, except with the permission of the Vice-Chancellor. If a member of the staff wishes to address any official communication to any of them, it must be sent through the Vice-Chancellor.

2. If a high dignitary or an important person in Public life is to be invited to the University Campus by any member of the University staff, in whatever capacity except private or purely personal, he shall hold prior consultations with the Vice-Chancellor and, in his absence from station, with the D.U.I. in the case of teaching staff and Registrar in the case of others, so that it is ensured that proper 'form' is observed and due courtesy shown to such a person when he arrives on the campus.

(vii) SERVICE & CONDUCT RULES FOR UNIVERSITY EMPLOYEES

PART I

Short Title and Commencement

1.1. These rules may be called the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 1971.

1.2. These rules are supplementary to the Regulations contained in Volume I of the Panjab University Calendar.

1.3. They shall come into force with effect from July 24, 1971.

Definitions and Interpretations

2. In these rules, the following terms and expressions shall have the meaning hereby assigned to them :

- (i) The “Act” means the Panjab University Act, 1947, as amended from time to time.
- (ii) Active Service means the time spent—
 - (a) on duty;
 - (b) on subsidiary leave;
 - (c) on recognised vacation or earned leave or medical leave.
- (iii) Average monthly salary means the salary which an employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
- (iv) Board of Finance means the body constituted as per Regulations framed under Section 31(2) (r) of the Act.
- (v) Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
- (vi) Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes T.A., Dearness Allowance but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place in India.
- (vii) Appointing Authority means the authority to make appointment to a post which an employee for the time being holds.
- (viii) Prescribed Authority : Save as provided in Clause 1.2 of Part V, Prescribed Authority means the Vice-Chancellor/Registrar as the case may be or the authority prescribed by the Syndicate or the Senate for the purpose of these rules as a whole or for any individual rule.
- (ix) Day means a calendar day, beginning and ending at midnight.

Note.—Absence from headquarters which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

- (x) Duty includes—
 - (a) Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break; provided further that in the case of an apprentice, on confirmation either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship cannot be counted for purposes of leave as service rendered substantively in a permanent post.
 - (b) Joining time.
 - (c) Casual time.
- (xi) Family means a University employees' wife or husband, as the case may be, residing with an dependent upon the employee and legitimate children and step children residing with an wholly dependent upon the employee. In the case of the Travelling Allowance Rules, it includes in addition parents, sisters, and minor brothers, if residing with and wholly dependent upon the employee.

Note.—1. The term legitimate children in this rule does not include adopted children except those adopted under the Hindu Law.

 - 2. The term 'Child' or Children used in this rule includes major sons and married daughters so long as they are residing with the wholly dependent on the parent (the employee) and subject to this condition being fulfilled, it includes widowed daughter also.
 - 3. Not more than one wife is included in the term family for the purpose of these rules.
 - 4. An adopted child shall be considered to be a legitimate child, if under the personal law of the employee, adoption is legally recognised as conferring on it the status of a natural child.
- (xii) Fees means recurring or non-recurring payment to an employee from a source other than the funds of the University; whether made directly to an employee or indirectly through the intermediary of the University.
- (xiii) Foreign Service means service in which an employee receives his/her substantive pay with the sanction of the University from a source other than the funds of the University.
- (xiv) Furlough means leave earned by an employee of class A or B in respect of periods spent on duty according to furlough regulations contained in Chapter VI of the Panjab University Calendar, Vol. I.
- (xv) Honorarium means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- (xvi) Joining Time means the time allowed to join a new post or to travel to or from a station to another to join a post.
- (xvii) Leave Salary means the monthly amount paid by the University to an employee who is on leave.

- (xviii) Lien means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he/she has been appointed substantively.
- (xix) Month means a calendar month. In calculation, a period expressed on terms of months and days, complete calendar month irrespective of the number of days on each, should first be calculated and the odd number of days calculated subsequently.
- (xx) Officiating : An employee may officiate in a post when he/she performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.
- (xxi) Pay means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay if any, but not other allowance.
- (xxii) Employee means—
 - (a) any person in the service of the University and includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority; and
 - (b) also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
- (xxiii) Permanent employee means a person confirmed in permanent post.
- (xxiv) **"Contractual employee"** means—
An employee appointed under a contract for a specific job at a specific rate of pay for a limited time.
- (xxiv) **"Daily wage employee"** means—
An employee appointed on daily wage basis at the sanctioned rates, from time to time.
- (xxvi) Permanent post means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- (xxvii) Personal pay means additional pay granted to an employee—
 - (a) to save him/her from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure, or
 - (b) in exceptional circumstances on other personal considerations.
- (xxviii) Probation : A person on probation on a post is one appointed (by selection) to a post for determining his/her fitness for eventual substantive appointment to the post.

- (xxix) Salary means the amount of the monthly pay and allowances granted by the University to an employee.
- (xxx) Service means the whole period of continuous service including periods spent on leave.
- (xxxi) Special pay means an addition of the nature of pay to the emoluments of a post granted in consideration of (a) the special duties or (b) of a specific addition to the work or responsibility.
- (xxxii) Subsistence grant means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xxxiii) Substantive pay means the pay other than the special pay or personal pay to which an employee is entitled on account of a post to which he/she has been appointed substantively.
- (xxxiv) Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxxv) Time Scale Pay means pay, which rises by periodical increments from a minimum to a maximum.
- (xxxvi) Travelling Allowance means an allowance granted to an employee to cover the expenses which he/she incurs in travelling in the interest of the University.
- (xxxvii) "University" means the Panjab University.

Power to interpret and Implement Rules

3. The Vice-Chancellor shall have the power to interpret these Rules and issue such administrative instructions as may be necessary to give effect to them.

PART II**Categorisation of Posts**

1.1. The staff of the University shall be categorised as under :

I. Class 'A'

- (i) All University teachers, i.e., Professors, Associate Professor, Assistant Professor and such other persons as may be designated as teachers by the Senate including Research Assistants, Teaching Assistants, Instructors and Pandits.
- (ii) All Administrative Officers of and above the rank of Office Superintendent/ P.As. and other non-teaching staff having equivalent/corresponding pay-scales.

II. Class 'B'

Assistants/Stenographers/Steno-typists/Clerks and other non-teaching staff having equivalent corresponding pay-scales.

III. Class 'C'

Employees not covered under I and II above.

Note.--University employees who have not opted for the revised pay-scales on the Punjab Government pattern, or technical/laboratory staff whose pay-scales have not been revised will continue to be classified in the categories in which they had continued to be classified so far.

1.2. The appointing authority for the various categories of University employees shall be as under :—

- (a) Senate—for employees of Class 'A';
- (b) (i) Syndicate—for employees of Class B belonging to categories of Assistants and employees in the equivalent/corresponding pay-scales;
- (ii) Vice-Chancellor—for employees of Class B belonging to categories of Clerks and employees in the equivalent/corresponding pay-scales;
- (c) (i) Registrar—for Class 'C' employees of the administrative offices and Chowkidars for all departments including Teaching Departments;
- (ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of Teaching Deptts. except Chowkidars.

1.3. The authority competent to suspend, charge-sheet and order an enquiry against a University employee shall be—

- (i) Vice-Chancellor—in the case of employees of Class 'A'.
- (ii) Vice-Chancellor—in the case of employees of Class B belonging to the categories of Assistants and employees in the equivalent/corresponding pay-scales;
- (iii) (a) Registrar—in the case of employees of Class B belonging to the categories of Clerks and employees in the ministerial cadre in the equivalent/corresponding pay-scales;
- (b) D.U.I.—in the case of employees of Class B belonging to the categories other than mentioned in (iii) (a) in the Teaching Departments;

- (iv) (a) Registrar—in the case of Class C employees of the administrative offices; and
- (b) Heads of Departments—in the case of Class C employees of the teaching and non-teaching departments.

Qualifications for Appointment

2. The age educational and other qualifications for appointment to a post and the methods of recruitment shall be as prescribed by the Syndicate, from time to time, provided that no one shall be appointed to any post unless he/she attained the age of 18 years.

Methods of Recruitment

- 3. Recruitment to the posts may be made :
 - (i) by direct recruitment;
 - (ii) by promotion; and
 - (iii) by appointment of employees borrowed from Government Departments and other institutions.

4. Procedure of Appointment and Qualifications for Recruitment

Class A Posts

- (i) Registrar/Controller of Examinations and Finance & Development Officer
These posts shall be treated as Selection posts and filled by direct appointment through advertisement after inviting applications from within the office and from outside. The *Vice-Chancellor shall constitute the Selection Committees for considering applications received in response to advertisement and for making recommendation to the Syndicate. The qualifications for these posts shall be as under :-

Qualification for the post of Registrar:-

A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.

Relaxation of 5% in minimum educational qualification prescribed for the posts, will be provided to SC/ST Physically handicapped candidates.

Experience:

- (i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor alongwith experience in educational administration, or
- (ii) Comparable Experience in research establishment and/or other institutions of higher education, or
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

*Effective from October 4, 1981 in terms of Senate Paragraph VI (Item No. 61), dated 4.10.1981.

Qualification for the post of Controller of Examinations

A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.

Relaxation of 5% in minimum educational qualification prescribed for the posts, will be provided to SC/ST Physically handicapped candidates.

Experience:

- (i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor alongwith experience in educational administration, or
- (ii) Comparable Experience in research establishment and/or other institutions of higher education, or
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Qualification for the post of Finance and Development Officer

Master's degree with at least 55% marks or an equivalent grade of B in seven point scale in Commerce/Finance/Economics/Business Administration/Business Administration (Finance).

At least 15 years experience as Lecturer/Lecturer (Senior Scale) out of which 8 years should be in selection grade/Reader's grade alongwith experience in educational administration.

OR

Chartered Accountant with 55% marks in Master's degree.

OR

An internal candidate with not less than 20 years service in Panjab University, having worked as Deputy Registrar and Assistant Registrar for a total period of not less than 8 years shall also be eligible to compete for the post of Finance & Development Officer.

However, the condition of 20 years service in Panjab University shall not be applicable in the case of candidates who have been appointed by selection to the post of Assistant Registrar or above and have worked as such for at least 8 years in Panjab University.

Relaxation of 5% marks in requirement of 55% marks at Master's degree level is permissible to SC/ST candidates.

(ii) Deputy Registrars :

- (i) The 50% posts of Deputy Registrar shall be filled in by the promotion on the basis of seniority-cum-merit.
- (ii) 25% of posts of Deputy Registrar shall be filled in by open selection through advertisement as per approved qualifications and the remaining 25% posts of Deputy Registrar shall be filled in by internal selection amongst the in-service Assistant Registrars having one year experience of working as Assistant Registrar (officiating as well as substantively), irrespective of prescribed qualification.

The qualifications for the post of Deputy Registrar to be filled by selection is as under :-

1. (a) Master's degree with at least 55% marks (50% marks in case of

SC/ST candidates) or equivalent grade thereof from a recognized University; and

- (b) Nine years as Assistant Professor in the AGP of Rs. 6000/- and above in Educational/Research Institution having experience in Educational Administration.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post or above in an Educational/Research Institution.

2. A candidate with not less than 25 years of service in Panjab University, out of which he/she must have worked in the capacity of Superintendent/Personal Assistant or higher position for a period of not less than 4 years, shall be eligible irrespective of qualification prescribed above at 1 (a) & (b).

(iii) Assistant Registrars :

- (a) 25% of the posts of Assistant Registrars in the University office shall be filled in on the basis of selection after advertisement. The following qualifications for these posts to be filled by selection shall be —

1. (a) Master's degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade thereof from a recognized University; and
(b) Five years as Assistant Professor in the AGP of Rs. 6000/- and above in Educational/Research Institution having experience in Educational Administration.

OR

Five years of administrative experience as Superintendent or in an equivalent post or above in an Educational/Research Institution.

2. A candidate with not less than 20 years of service in Panjab University out of which he/she must have worked as Superintendent/Personal Assistant or above position, for a period of not less than 1 year, shall be eligible irrespective of qualification prescribed above at 1 (a) & (b).

- (b) The other 75% of the posts of Asstt. Registrars shall be filled in the promotion from amongst the Supdts. and the Personal Assistants on the basis of seniority-cum-merit in the ratio of 4 : 1.

The officiating arrangements, if any, against these 75% posts be made from the respective cadres on the basis of seniority-cum-merit in the cadre concerned. In the case of a vacancy against selection post, officiating arrangements be made as under :--

- (a) First two vacancies will go to the Supdts. cadre and
(b) The third vacancy will be filled in from P.As. cadre.

The 25 : 75 ratio as at (a) and (b) shall not be disturbed.

Whenever new posts are created in future i.e. in addition to existing 18 posts (as on 16.11.1990), the first will go to the Supdts. cadre, the second will be filled in by open selection, the third will go to the Supdts. cadre and the fourth to the P.A.'s cadre. This pattern shall be followed in future.

(iv) Superintendents

The posts of Superintendents in the University office shall be filled from amongst the Assistants on the basis of seniority-cum-merit.

Every appointment by promotion referred to above in 4(ii) and 4(iii) shall be on the basis of seniority-cum-merit.

These provisions shall apply to vacancies occurring after 16th January, 1982.

(v) Personal/Special Assistants

(a) Personal Assistants

The posts of Personal Assistants shall be filled from amongst the Stenographers in accordance with the selection made by the Vice-Chancellor or Registrar as the case may be. The other posts of P.As. shall be filled on the basis of seniority-cum-merit from amongst the Stenographers.

In case no person is available from in-service Stenographers for promotion to the post of Personal Assistant at Regional/Rural Centres, the post may be advertised and selection be made by a Selection Committee through competitive test as under :

- (i) Firstly by holding a limited advertisement from amongst the University staff having an experience of 12 Years as Steno typist/ Stenographer with at least five years as Stenographer.
- (ii) In case no internal candidate is available then through open competition from amongst the persons serving in Government or Semi Government organisations with an experience of 15 years as Steno-typist/Stenographer with at least five years as Stenographer.

Qualifications

Bachelor's degree in any Faculty from a recognised University with proven shorthand and computer proficiency.

The candidates shall be required to take shorthand test of two paragraphs in English containing 300 words each. The passage in English shall be dictated at the speed of 120 words per minute for 5 minutes and the candidate shall be required to transcribe it at the computer at the speed of 25 words per minute. Those committing not more than 2% mistakes in aggregate shall be deemed to have qualified the test for the post of Personal Assistant (English).

Computer knowledge test.

(b) Special Assistants

The Vice-Chancellor, in his discretion, may appoint a Special Assistant from amongst the members of the staff working in the University, or otherwise.

Every appointment by promotion referred to above shall be on the basis of suitability, due regard being paid to seniority.

Class B Posts

- (i) Assistants : The posts of Assistants shall be filled by promotion from amongst the clerks.
- (ii) (a) Stenographers : 50% posts of Stenographers shall be filled in by promotion from amongst the Steno-typists and the person having completed 15 years' service as a Steno-typist shall be eligible for promotion against this quota.
- (b) The remaining 50% posts of Stenographers shall be filled by promotion of Steno-typists through competitive tests in Shorthand and typing to be held after every 5-6 months preferably in January and July each year. In case no person from in-service employees qualifies the test, the post may be advertised and selection made by a selection committee to be appointed by the Vice-Chancellor, through competition which may be made open to outsiders as also in-service steno-typists/Clerks.
- (iii) Steno-typists and Clerks : These posts shall be filled through competitive tests and on the recommendation of a Committee appointed by the Vice-Chancellor every year.

Every appointment by promotion referred to above shall be on basis of suitability; due regard being paid to seniority.

Norms for age limit for recruitment of Class "B" and "C" categories in Technical and Non-Technical Posts.

1. Age limit*

No person shall be recruited to the Service by direct appointment, if he/she is less than eighteen years or is more than thirty-seven years of age in the case of Class "B" and "C" categories in Technical and Non Technical posts on the last date, fixed for submission of applications.

2. Relaxation in upper age limit.

Upper age limit is relaxable—

- (a) to the extent of five years for Scheduled Caste/Scheduled Tribes (of all India);
- (b) to the extent of ten years for Physically handicapped persons on production of Medical Certificate from the competent authority.
- (c) For ex-serviceman, who did not join civil post immediately after release from the Armed Forces of the Union to the extent of his continuous service in the Armed Forces of the Union rendered after the 1st day of November, 1962; provided the produces a certificate from the competent authority that he had rendered continuous service in the Armed Forces of the Union after the 1st day of November, 1962, for a period of not less than six months and was released because of demobilisation or reduction not more than three years prior to the date of his application for employment under the University.

Note.—"Ex-serviceman" means a person who joined any rank, whether as a combatant or as a non-combatant, or after the first day of November, 1962 in the Armed Forces of the Union, excluding the Assam Rifles, Lok Sahayak Sena, Jammu and Kashmir Militia, Territorial Army, Defence Security Crops and the General Reserve Engineering Force, and has been released otherwise than on grounds of misconduct or inefficiency.

*Effective from 27.9.2011 i.e. date of decision of the Syndicate

- (d) The relaxation in age up to maximum of 5 years or to the extent of the period for which they have rendered the services in Panjab University on temporary/Ad hoc/daily-wage basis be given at the entry point for all categories of non-teaching employees.

3. Upper age limit will not be applicable in the following cases provided the candidate has at least five years' service to reach the age of Superannuation prescribed for the post :—

- (i) in-service employees of the Panjab University holding posts lower than those of Clerks/Steno-typists;
 - (ii) widows of University employees who die while in service;
 - (iii) widows of defence personnel killed/disabled in war service;
- N.B.—The defence personnel shall also include B.S.F./C.R.P.

Provided that for recruitment of clerks, the percentage of reservation shall be available to the following categories of candidates :—

- (a) Physically handicapped persons :
- | Category | Percentage of reservation |
|---------------------------------|---------------------------|
| The blind | 1% |
| The Deaf | 1% |
| The Orthopaedically handicapped | 1% |
- (b)
- | Category | Job | Percentage of marks |
|-----------------------|--|---------------------|
| Blind/Partially blind | Music (Vocal)
(Instrumental)
Instructors/
Teachers | 1% |
| Deaf | Typist, Cleaners
Peons | 1% |
| Orthopaedically | Depending upon the
individual case
wherever found suitable | 1% |
- (c) The total percentage reservation of 22½% for Scheduled Castes/Scheduled Tribes & Backward Classes for filling up Posts shall be as under :
- (i) Scheduled Castes 15%
 - (ii) Scheduled Tribes 5%
 - (iii) Socially Backward 2½%

Note : (1) The reservation at (i) and (ii) will be interchangeable i.e. if sufficient number of applicants is not available to fill up the vacancies reserved for Scheduled Tribes and Vice-versa.

- (2) That the afore-mentioned reservations upto 22½% in the non-teaching posts should not only be confined to Class 'C' and initial clerical posts but also made applicable to the Class B posts of (a) Laboratory attendants/Bearers and other comparable posts at the initial level in the departments (b) Library Restorers/Attendants and (c) other offices/institutions of the University where there is a possibility to give representation to S.C./S.T. & B.C. i.e. at the initial stages of the cadres only.

- (3) That as far as possible, exclusive advertisements be made for SC/ST and BC categories so that the candidates belonging to these categories compete among themselves.
- (4) That the candidates belonging to Scheduled Castes/Scheduled Tribes and Backward Classes categories who are selected on merit be not counted within the overall percentage reservations made for them (15% for SC, 5% for ST and 2.5% for Backward Classes).

The benefit of reservation as stated above, shall, however, be extended to Scheduled Castes/Scheduled Tribes candidates belonging to States of Punjab, Haryana, Himachal Pradesh and Chandigarh (U.T.) only.

- | | | |
|---|---|-----|
| <p>(d) In-service Class-C employees of the University who are
Matriculates and have minimum of 5 years service in
the University provided they qualify the typewriting test
(English) with a minimum of 30 w.p.m. or Data Entry
(Computer proficiency, including Word Processing) test.</p> | } | 20% |
|---|---|-----|

However, adhoc arrangement within the quota of Class `C' employees for the posts of clerks be made on the basis of seniority (i.e. the Senior most person in the category of Class `C' employees) provided the incumbent is at least matriculate and has five years' experience in the University.

5.1. The Vice-Chancellor may every year nominate members of the Senate not exceeding three in number who would be associated with him for helping him in the formulation of his recommendations to the Syndicate/Senate in all cases of promotion so as to ensure that the unfits are effectively debarred and only the fits are allowed to hold position of responsibility in the University Offices.

5.2. Appointment to a post in any grade by promotion whether in a permanent or officiating capacity, shall be made from amongst employees serving in post in the next lower grade.

Class C Posts

All appointments of class C employees shall be made by the Registrar provided that in the teaching Departments appointments to these posts, except Chowkidars, shall be made by the Dean of University Instruction, on the recommendation of the Head of the Department concerned.

Communication of sanctions

6. As soon as the prescribed authority has approved the appointment, necessary orders incorporating the terms and conditions of the appointment shall be issued by the appropriate authority to the person concerned.

Note.—The appointment shall take effect from the date the incumbent actually joins after the issue of appointment letter, provided that the seniority of persons placed in order of merit by the Selection Committee shall not be affected. In such cases persons placed at No.1 shall remain senior to No. 2 irrespective of the date of joining, unless otherwise specifically decided.

Fitness

7.1. Appointment of persons by direct recruitment for a period of more than 12 months shall be subject to their being found medically fit by the Chief Medical Officer of the University or any Medical Officer authorised by the Vice-Chancellor for the purpose.

7.2. The teachers at the time of first entry into the University service be also required to submit the medical fitness certificate as the case of non-teaching employees.

7.3 There is no need to declare women candidate medically unfit temporarily if she is found to be pregnant of 12 weeks or above at the time of medical examination before appointment against posts which do not prescribe any elaborate training for example in Police Department etc. and they can be appointed straightway to the post. It is further clarified that in those posts where any particular training is required before appointment which is not possible during the period of pregnancy in that case, action should be taken in accordance with the earlier rules.

8. No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

Adhoc appointments

9. Notwithstanding anything contained in the above rule, the Syndicate may by a general or special order, and subject to such conditions as it may specify in such order, delegate to any authority in the University the power to make adhoc appointments.

Transfer

10.1. (a) The transfer of an employee of the University below the rank of Assistant Registrar shall rest with the Registrar provided that transfers within the branch may be made by the Head of the branch. Transfer of employees of the rank of Assistant Registrar and above shall rest with the Vice-Chancellor.

(b) A University employee cannot be transferred substantively to a post carrying a lower scale than that of the permanent post on which he/she holds a lien except at his/her own written request or on account of inefficiency or misbehaviour.

Note.—(1) University Office employees of the rank of Superintendent and below should ordinarily be transferred at least once in 3 years.

(2) Nothing contained in clause (b) above, shall operate to prevent the retransfer of an employee to the post on which he/she holds a lien.

Joining Time

10.2. Joining time is granted to an employee on transfer to enable him/her to join a post at another station.

Calculation of joining time

10.3. On transfer, joining time is calculated as follows :

- | | | | |
|-----|---|----|--|
| (a) | From one post to another in the same office establishment | .. | Nil |
| (b) | From one post to another not involving any change of station | .. | (Only one day including a gazetted holiday). |
| (c) | From one station to another : | | |
| | (i) For preparation | .. | 6 days |
| | (ii) For journey 1 day for each 500 kilometers by rail, 150 kilometers by motor vehicle or horse drawn conveyance and 25 kilometers in any other way (an extra day being allowed for any fractional portion of any distance). | | |

Note.—1. Travel by road not exceeding 8 kilometers to or from Railway Station at the beginning or end of the journey does not count for joining time.

2. If an employee takes leave while in transit from one post to another, the period which has elapsed since he/she handed over charge of his/her old post must be included in his/her leave. On expiry of the leave the employee may be allowed normal joining time.
3. When holidays follow joining time the normal joining time may be deemed to have been extended to cover such holidays.
4. Sundays are not included in the calculation of joining time.
5. Joining time under Rule 10.3 is calculated from the old station or from the place where orders of transfer are received, whichever calculation will entitle him to less joining time.
6. In the case of privilege leave joining time is admissible even if the orders of transfer are received while on leave. If the employee desires not to avail himself/herself of full period of joining time admissible, the period for which joining time is not availed of, shall be considered as leave not enjoyed and a corresponding portion of leave shall be cancelled. The joining time will be from the old station or from the place at which orders are received whichever is less.

Payment during joining time

10.4. An employee on joining time shall be regarded as on duty and shall be entitled to pay as follows :

- (a) On transfer to a new post while on duty in the old post pay which he would have drawn in respect of the old post or the pay which he will draw on taking charge of the new post, whichever is less.
- (b) During joining time on return from leave—pay equal to leave salary admissible if he/she had been on privilege leave for the portion of joining time.

Over-stay of joining time

10.5. An employee who does not join his/her post within the joining time is entitled to no pay or leave salary after the expiry of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour.

Handling over charge

11. An employee before leaving the University service or on transfer shall hand over the charge of his/her post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him/her. He/She shall also pay all charges due from him/her for occupation of residential quarters, water, conservancy and electricity charges, etc. If he/she fails to do so, University may recover the amount due from him/her on account of these and other items from his/her last salary or from the Provident Fund.

Office liable to be declared vacant on 7 days' absence

12. After seven days' absence without permission the Office held by an employee shall be liable to be declared vacant and the employee shall forfeit all salary for the period of absence.

Probation

13.1. Appointment (other than by promotion) shall in the first instance be on probation for a period of one year provided that the appointing authority may reduce or waive the period of probation in an individual case taking into consideration the circumstances of the case.

13.2. The Head of the Department under whom an employee is working shall send to the Registrar, before the expiry of the period of probation, a report on his/her work. On receipt of the report, the competent authority, as far as possible before the completion of the probationary period, may

- (a) Confirm the employee in service,
or
- (b) extend his/her probationary period to the extent that the total period of probation including extension shall not exceed two years.
or
- (c) revert him/her to the post already held previous to his/her appointment, if any,
or
- (d) dispense with his/her services without notice.

Any delay in issue of an order of termination of the service or reversion to the lower post, as the case may be, shall not be deemed to be automatic confirmation or extension of probation.

Note.—A person appointed on probation against a permanent post may be confirmed by the competent authority with effect from the date of appointment.

Officiating appointment on promotion against a substantive vacancy

14. An employee promoted to a higher post against a substantive vacancy shall be officiating for a year and shall be liable to reversion to his/her substantive post unless confirmed under the orders of the prescribed authority.

14.1 The persons shall be allowed to retain their lien within the University till they are confirmed to their posts (either on the same or higher) in other Departments.

Note : This shall be applicable to all Teaching and Non-Teaching employees.

Seniority

15.1. An employee shall rank for seniority in the grade according to the date of his/her confirmation.

15.2. When any post is filled by open competition the seniority of the applicants selected at the same interview shall be in the order in which they are ranked by the Selection Committee and approved by the competent authority irrespective of the dates of joining the duties provided they join within the time limit allowed by the Vice-Chancellor.

15.3. When an employee is reduced to a lower grade he/she shall be placed at the top of ladder unless the prescribed authority directs otherwise.

Discontinuation, termination and resignation from service

16.1. A permanent employee shall not leave or discontinue his/her service in the University without first giving a prior notice to the Registrar/Vice-Chancellor, as the case may be, of his/her intention to leave or discontinue service. The period of notice shall be :

- (i) Three calendar months in case of Class “A” and “B” employees.
- (ii) One calendar month in case of class “C” employees;

Provided that such notice may be waived in part or in full by the appointing authority for valid reasons.

In case of breach of this provision, he/she shall be liable to pay to the University, in lieu of notice, a sum—equal to his/her pay and allowances for the period falling short of notice required to be given by him/her, which sum may be deducted from any money due to him/her.

16.2. The service of a temporary employee may be terminated with due notice or on payment of pay and allowances in lieu of such notice by either side. The period of notice shall be one month in case of all temporary employees which may be waived at the discretion of appropriate authority.

Provided that no notice of resignation or termination of service shall be necessary in case of :

- (i) Work charged staff;
- (ii) Appointment of temporary nature without any specified period or till further orders.

Note.--1. The pay to be forfeited or given in lieu of insufficient notice shall be the basic pay and allowances drawn by the employee at the time of termination of his/her employment. The temporary employee shall deposit amount equivalent to one month's salary as security which shall be made up by deduction from salary bill in six monthly instalments.

- 2. For purposes of this rule the expression Calendar month shall be reckoned according to the Gregorian Calendar and shall commence from the date following that on which the notice is received by the University or the employee as the case may be.

16.3. The employee of Part-time nature appointment (teaching/non-teaching) shall not leave or discontinue his/her service in the University without giving at least one month notice through the Registrar/Vice-Chancellor/Syndicate to enable the University to make alternative arrangement, as the case may be, of his/her intension to leave or discontinue service.

Pre-Mature Retirement

17. A University employee is eligible to seek pre-mature retirement on medical grounds if the incumbent is certified to be suffering from some disease or disability which renders him/her unfit to continue in service.

In case any enquiry involving charges of corruption etc. is pending against him/her, such a request may be considered, if he/she is cleared of the charges.

Termination of services of an employee or probation

18. The appointing authority may terminate the services of an employee appointed on probation at any time during the period of his/her probation on giving one month's notice or one month's salary in lieu thereof.

Abolition of posts

19. Three months' notice shall be given to a University employee in permanent service before his services are dispensed with on the abolition of his/her post as a result of retrenchment or otherwise. If notice of three months is not given and the University employee has not been provided with other employment his emoluments for the period by which the notice actually given to him/her falls short of three months may be paid to him/her in addition to the retirement benefits to which he/she may be entitled.

Service book

20.1. A record of service in respect of every University employee shall be maintained in his/her Service-book.

The Service-books shall be maintained by and kept in custody of Head of the Establishment Branch under the control of Registrar in the case of staff in (a) the Administrative Offices and (b) Departments other than Teaching Departments.

And the Service-Books of those granted pension shall be kept in the custody of Head of the Pension Section under the Control of Finance & Development Officer.

The Service book shall not be given to an employee, who is proceeding on leave or who quits University service.

A certified copy of service-book shall be supplied to the employee, any time he/she asks for it, on payment of a copying fee, as may be prescribed.

20.2. Every step in an employee's official life including the temporary or officiating promotions of all kind, increments and leave etc. shall be recorded in his/her service book and each entry attested under the dated signature of the Head of the Branch or Registrar for administrative office and the Dean of University Instruction for Teaching Departments.

- Note.—1. The Special precaution should be taken at the time of filling up page 1 of the service book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The Officer authorised to maintain service books shall perform this important function himself/herself personally and attest the date of birth entry in token of his having done so. It shall be based on Matriculation/Higher Secondary certificate or an equivalent certificate where the date of birth is indicated, and in the case of Class 'C' employee or holder of other posts, where the minimum academic qualification is not laid down and the employees have not passed Matric/Higher Secondary examination, the date of birth certificate or an affidavit attested by a first class Magistrate.
2. In case where only the year of birth of an employee is entered the 1st July of that year shall be taken to be the date of birth. If the month is also given, but not the date 16th of the month shall be taken to be the date.
 3. Date of birth cannot be altered unless the employee concerned applies for correction of his/her age as recorded with two years from the date of his/her entry into University Service. University authorities however, reserve the right to make a correction in the recorded age at any time against the University employees' interest, when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage therefrom. The Registrar will, however, have the discretion to refuse or grant such application and no alteration shall be allowed unless it is proved to his/her satisfaction that the date of birth as originally given by the applicant was a bona fide mistake and that he/she has derived no unfair advantage therefrom.
 4. The periods of suspension and other interruptions in service with full details, warning or other punishments shall be noted in the service book.
 5. Personal certificates and character certificates shall not, however, be entered in the service book.

20.3. It is the duty of every employee to see that his/her service-book is properly maintained. He/She shall also be required to put his/her signature in column 8 as and when there is any change in the emoluments, as a proof of his/her having verified the entries. Every employee shall have the right to inspect his/her service-book during the

first quarter of the financial year and his/her signatures will be obtained in confirmation of his/her having inspected the service-book.

Personal files

21.1. Besides the confidential reports on the work and conduct of an official, copies of documents/communications, specified below, shall also be placed on the personal files.

- (a) All orders, imposing any of the penalties, mentioned in the Panjab University Service (Punishment and Appeal) Rules;
- (b) All communications, conveying adverse remarks;
- (c) Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.

21.2. The personal files of employees under the control of the Registrar shall remain in the custody of the Finance and Development Officer whose own personal file shall be kept by the Registrar.

Annual confidential reports

22.1. The work of the University employees shall be assessed on the basis of—

- (a) The annual confidential reports which shall be written by the Reporting, Reviewing and Accepting Officers in the forms appended as in—
Annexure I for Class A Officers;
Annexure II for Class B employees; and
Annexure III for Class C employees; and
- (b) Letters of appreciation for outstanding work/performance or an overall assessment of his/her work and conduct during the year.

22.2. The authorities of the University listed in Rule 22.3 shall report confidentially by the 30th April of each year in the form prescribed (Annexure I, II and III) on the work and conduct of the employee who had served under them for periods not less than four months in the year immediately preceding and forward their reports to the Registrar not later than the 15th May.

22.3. The Reporting, Reviewing and Accepting Officers shall be as follows :

I. Administrative Staff (except Class C employees)

	Reporting Officer	Reviewing Officer	Accepting Officer
Clerks & Asstts.	Supdt.	Assistant Registrar	F.D.O/Deputy Registrar
Superintendents	Assistant Registrar	F.D.O/Deputy Registrar	Registrar
Asstt. Registrars	F.D.O/Deputy Registrar	Registrar	Vice-Chancellor
F.D.O/Deputy Registrars	Registrar	Vice-Chancellor	Vice-Chancellor
Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Steno-typists	Officer with whom working	Registrar	Registrar

Stenographers

(a)	attached with F.D.O., Registrar, Secretary to Vice- Chancellor and Vice- Chancellor	—do—	Officer with whom working	Officer with whom working
(b)	Others P.As.	Officer with whom working —do—	Registrar Officer with whom working	Registrar Officer with whom working

Annual confidential reports on the work and conduct of similar officials (non-teaching), working in the teaching Departments/Colleges/Institutions/other offices, shall be written by the Heads of Teaching Departments/Colleges/Institutions/other offices and forwarded to the F.D.O. by name, for record in his office.

II.	Non-Teaching Departments XEN and Architect Chief Medical Officer Secretary Publication Bureau Director Youth Welfare Public Relations Officer	}	The Vice-Chancellor shall be the Reporting Reviewing and Accepting Officer.
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The Confidential Reports in respect of the staff working under these Officers shall be written by their respective Head of Department and forwarded to F.D.O. for record.

22.4. The requisite blank forms for confidential reports shall be supplied by the F.D.O. by 1st April each year to the Reporting Officer who shall give his remarks by the 30th April, pass on the reports to the Reviewing Officer who shall give his opinion by the 15th May and in turn pass on the reports to the Accepting Officer who shall record his remarks by the 1st June. These reports will then be sent back to F.D.O.

22.5. No Reporting Officer shall record his remarks in the confidential report unless he/she has seen the work and conduct of the official working under him for at least 3 months. If the official has served under the Reporting Officer for less than 3 months the opinion of the officer under whom he has previously served for at least 3 months should be obtained.

In the case of an official whose work has been seen by the Reporting Officer for a period of less than 6 months in a year (but more than 3 months) and if there is an other Officer who has seen the work for more than 6 months during the same year the latter shall also be called upon to record his remarks on a separate confidential report.

Note.--The period of three months referred to in this rule means the period for which the reporting officer has actually seen the work of the Officer/Official reported on. Besides regular leave (casual leave is treated as duty), the period of suspension when an official does not attend to his/her duties, is not to be counted in calculating this period.

22.6. If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied - with blank forms for the purpose if he asks for them.

22.7. The remarks of the highest authority shall supersede the remarks of the subordinate officers, and for purpose of communication the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the employee concerned by the Finance and Development Officer and shall indicate in suitable language, the nature of the defects, in question. The official concerned shall have the right to make representation through proper channel within a period of one month of the communication of the adverse remarks. The appeal so preferred shall lie with the Vice-Chancellor.

The Vice-Chancellor may give a personal hearing to the official concerned if so desired in the appeal.

22.8. A reporting officer, when related to the official to be reported upon, shall always record the fact of his/her relationship on the report.

Fixation of pay

***23.1.** Unless the competent authority grants, in an individual case, a higher starting salary than the minimum of the pay-scale, or an accelerated increment, allowance etc., a person, who has been appointed to a post, shall on assuming his duties, draw the minimum of the pay-scale as his initial pay.

***23.2.** The initial pay of an employee, who is appointed to another higher post, shall be regulated as under :

- (a) The initial pay of an employee who is appointed substantively or in officiating capacity to a post on a time-scale of pay when such appointment to the new post involves the assumption of duties of responsibility of greater importance than those attached to his/her previous permanent or officiating post will be fixed at a stage of the time scale next above his/her substantive or officiating pay in respect of old post. In case the benefit so accruing is less than the amount equal to the rate of the full increment at the relevant stage in the higher posts the concerned person be given one increment in the higher scale.

Note.—1. If the pay of an employee in his/her substantive post, is increased by the grant of annual increment, in that post, he/she shall have the discretion to have his pay refixed from that date in the higher post, in which he is officiating.

2. In the case of an employee whose officiating pay on refixation, under note 1 above, carries his/her pay above the efficiency bar stage in the time scale of the officiating post, the employee concerned should be deemed to have automatically crossed the efficiency bar at the time of refixation of officiating pay.

(b) if he/she does not already hold a lien on a permanent post, he will draw as initial pay the minimum of the time scale.

***23.3.** The holder of a post, the pay of which is charged, shall be treated as if he/she was transferred to a new post in the new pay, subject to such restriction as the competent authority may in each case lay down. Normally it shall be fixed in the new scale at the stage next above the pay drawn in the old scale, provided that a University employee may at his/her option retain his old pay until the date on which he/she has earned his next or subsequent increment in the old scale.

*This applies to the members of teaching staff also.

Personal pay

24. Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by an amount by which the recipient's pay may be increased and shall cease as soon as his/her pay is increased by an amount equal to his/her personal pay.

Increments

25. An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work, and, before, doing so, shall give an opportunity to the employee of making any representation that he/she may desire to make and shall take such representation into consideration as laid down in the Rules in Part V. In ordering the withholding of an increment the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Efficiency bar

26. Where an efficiency bar has been prescribed in a time scale, the increment next above that bar may be sanctioned by the appointing authority if recommended by the Vice-Chancellor or the Registrar as the case may be unless the Vice-Chancellor or the Registrar is the appointing authority.

When an employee is allowed to cross the efficiency bar, which had previously been enforced against him, he shall come on to the time scale at such stage as the authority competent to declare the bar removed may fix for him, subject, of course, to the pay admissible according to his/her length of service.

Note.—The cases of all employees held up at the efficiency bar shall be reviewed annually with a view to determine whether the quality of their work has improved sufficient to warrant the removing of the bar.

Accelerated increment

27. The Senate/Syndicate as the case may be, shall have power to grant accelerated increment/s to an employee on a time scale of pay.

- Note-1. In the case of increments granted in advance the employee should be entitled to increments in the same manner as if he had reached his/her position in the scale in the ordinary course and, in the absence of a specific order to the contrary, he/she should be placed on exactly the same footing as regards future increments as an employee who has so reached;
2. (a) The grant of special increment/s to a University employee on obtaining higher qualifications shall not affect the date of his/her normal increment;
 - (b) Grant of increment/s and refund of examination fee shall be granted to University employees on obtaining higher qualifications as under :—
 - (i) Ministerial Staff, all categories of non-teaching staff and such other employees as the Syndicate may approve for this purpose; For passing Bachelor's Degree/Master's Degree/M.Phil/LL.B./LL.M., Post Graduate Diploma in Computer Applications. One increment for each of these examinations up to a maximum of three increments even if an employee passes more than three examinations.

- (ii) Ministerial Staff and all categories of non-teaching staff who are working against regular temporary posts from which they are not likely to revert shall be given special increments on the basis of their passing the examinations as given in (i) above.
- (iii) For Class C Employees : Two increments for passing any of the following examinations subject to the condition that such increments will be admissible only thrice during the course of their service :- Matriculation, Higher Secondary, Pre-University, B.A., M.A., M.Phil. Honours on O.T./M.I.L., and LL.B.
For Class 'C' employees working in the University Library/ Department Libraries, two increments for passing Certificate in Library Science (1 year course), Bachelor of Library & Information Science will also be admissible as relevant qualifications in addition to the qualifications given above.
- (iv) University Library Employees below the rank of Assistant Librarian : One increment for passing Master of Library Science Examination.
- (v) If an employee (non-teaching, technical staff), while in service, acquires higher qualifications than those being possessed by him/her at the time of recruitment and relevant to the prescribed job requirements, he/she may be given one advance increment for every improvement in qualification, subject to maximum of three increments even if he/she has acquired more than three higher qualifications. The qualifications acquired should be obtained from a University/Deemed University/State/Board of Technical Education/Societies/Organizations approved by Government of India/State Government or Statutory Bodies like UGC/AICTE/MCI/DCI/Professional Technical Institutions like, Institution of Engineers/Indian Institute of Chemical Engineers etc.
- (vi) Two special increments on obtaining Ph.D. Degree for all categories of non-teaching employees.

Service counting for increment

***28.** The period of service as laid down in the following clauses, and in such manner as the Syndicate may determine from time to time, counts for increment in a time scale :

- (i) (a) All duty in a post on a time scale counts for increments in that time scale;
- (b) Should a University employee while holding one post be appointed to officiate in a higher post his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increment in the time scale applicable to such lower post;
- (c) Service rendered in a post carrying lower time scale will not count for increment in the higher post;

*This applied to members of teaching staff also.

- (ii) Period spent on foreign service shall count for increment;
- (iii) Service rendered in a time scale post during the period of probation shall count as service towards increment;
Service rendered in a temporary post shall count for increment provided the post is on a prescribed time scale.
- (iv) Leave, other than extraordinary leave without pay, counts for increment in the time scale of the post in which the employee has been confirmed. It shall also count for increment in the time scale applicable to the post held in a regular officiating capacity provided the employee would have continued to officiate but for his/her proceeding on leave.

- Note.—1. Extra-ordinary leave without pay can be allowed to count for increment under this clause, under the orders of competent authority, if it is satisfied that such leave was taken for any cause beyond the employee's control or for prosecution of higher studies.
2. A period of over-stay of leave does not count for increment unless the period is converted into leave other than extra-ordinary leave without pay.
3. The service rendered against a post in the Panjab University in temporary/officiating capacity at a stage in the same/identical time scale will count towards the increment only, i.e. previous date of increment will be retained subject to the condition that the period of interruption, if any, will defer the date of increment to that extent. This benefit will, however, not be admissible to a person, on re-employment, after resignation or removal or dismissal from University service. Further, if the last pay drawn by the employee (in a temporary or adhoc capacity) was inflated by the grant of premature increment(s), the pay which he would draw but for the grant of these increments will be taken into account for the purpose of pay which he drew last in the temporary capacity.

Payment during suspension

***29.1.** (a) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay, and in addition dearness allowance, if admissible, on the basis of such leave salary;

(b) Any other compensatory allowances admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawal of such allowances.

***29.2.** Where the period of suspension exceeds six months, the suspending authority shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

- (i) Subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee;

*This applied to members of teaching staff also.

- (ii) Subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee;
- (iii) The rate of dearness allowance will be based on the increased or as the case may be, the decreased amount of subsistence allowance admissible under clause (i) and (ii) above.

29.3. No payment under Rules 29.1 & 29.2 shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vacation. Provided that in the case of an employee dismissed or removed from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him, where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

Date of reckoning pay and allowances

30. An employee shall commence to draw the pay and allowances of a post from the date he assumes the duties of the post, if the charge is assumed in the fore-noon, otherwise from the following date and shall cease to draw the same when he ceases to discharge or is relieved from those duties.

Payment on reinstatement

31. An employee on reinstatement, after dismissal, removal or suspension, may be allowed the following payment by the authority competent to order reinstatement :

- (a) If he is honourably acquitted : Full pay and, by an order to be separately recorded, any allowances drawn immediately before removal, dismissal or suspension. The whole period of absence will be treated as on duty.
- (b) If not honourably acquitted : Such proportion of pay and allowances as the reinstating authority may prescribe provided that such proportion shall not be less than the subsistence and other allowances admissible during suspension. The period of absence will not be treated on duty unless the reinstating authority so directs.

Note.—1. The reinstating authority may, if the employee so desires, convert the period of suspension into one of leave of any kind due and admissible to him in a case falling under (b);

- 2. The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been made during the period of an employee's suspension, removal, dismissal or reduction.

Fixation of pay on transfer to a lower grade or post

32. On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of the lower grade or post. If he is reduced to a lower grade or post or to a lower stage in his time scale, the

authority ordering the reduction shall state the period for which it shall be effective and whether it shall operate to postpone future increments and if so to what extent.

Cessation of pay and allowances

33. Pay and allowances of an employee, who is dismissed or removed from service, cease from the date of such dismissal or removal.

Withholding of payment of emoluments of University Employee suspected of embezzlement

34. When an officer is suspected of being concerned in the embezzlement of University money, stores, etc., and is placed under suspension, the authority competent to order his removal may direct that, unless he furnishes security for the reimbursement of the said money, stores, etc. to the satisfaction of the Registrar, the payment of any sum due to him by the University on the date of suspension shall be deferred until such time as the said authority passes final orders on the charges framed against him.

Provided that such an employee shall be entitled to the payment of a subsistence allowance in respect of the period for which, the admissible emoluments, if any, are withheld.

Additional charge

35. A competent authority may appoint an employee to hold temporarily one or two independent posts at one time and allow dual charge allowance only if the period of additional charge exceeds 14 days. The employee holding charge of additional post exceeding 14 days shall be entitled to—

- (i) If the additional post is higher than his own post, the difference between his own pay and pay to which he would be entitled ordinarily if officiating in the higher post;

Example : An Assistant Registrar drawing a pay of Rs. 600 p.m. in the pay-scale of Rs. 400—40—800—50—950 on holding additional charge of a post of Deputy Registrar in the pay-scale of Rs. 700—50—1250 will be entitled to a pay of Rs. 700 p.m. ordinarily in the pay-scale of Deputy Registrar. The additional pay for dual charge will thus be the difference between that pay and the pay drawn by him as Assistant Registrar, i.e. Rs. 100 p.m.

- (ii) If the additional post is lower than his own post.

or

is of the same nature and borne on the same cadre, no additional pay.

Example : If the Deputy Registrar holds the post of Assistant Registrar in addition to his own duties, the Deputy Registrar will not be entitled to any additional pay.

Similarly, an Assistant Registrar holding an additional charge of another post of Assistant Registrar which is on the same pay-scale as his own and in the same cadre of Assistant Registrar will not be entitled to pay additional pay.

- (iii) If current charge of another post is held, no additional pay.

If however, the current duties are of strenuous nature and justify the grant of an honorarium he may be allowed honorarium at the rate of—
10 per cent of his substantive pay.

or

5 per cent of the officiating pay if he has no substantive pay but in any case the amount of honorarium shall not exceed the amount admissible otherwise for holding the full fledged charge of the additional post.

Note.—This rule does not apply to Superintendents and the administrative staff of rank below them.

Compensatory allowance

36. If the competent authority has granted “Compensatory Allowance” to the University employees posted to a particular town, it shall be subject to such restrictions as may, in each case, be laid down.

Payment of C.C.A. and House Rent Allowance

37. (i) University teachers who have been granted leave exceeding 4 months on full pay/leave allowance, for undertaking research/teaching or any other assignment in the best interest of the teaching and research activities of the University, and maintain their families at Chandigarh shall be paid C.C.A. and House Rent Allowance; and

(ii) If University teachers referred to in (i) above maintain their families at a station other than Chandigarh, they may be allowed to draw house rent allowance as admissible under the University rules for the place, where the family resides during the period of leave, provided they rent a house for the purpose.

Residuary conditions of service

38. Any case not coming within the purview of the Regulations contained in this chapter may be decided in accordance with the rules made by the Punjab Government for its employees or in such manner as the Senate in the case of Officers of Class A and the Syndicate in the case of Officers of Class B may deem fit.

APPOINTMENT AND QUALIFICATIONS OF LIBRARY STAFF

The minimum qualifications shall be as prescribed by the Syndicate or competent authority from time to time.

PART III**LEAVE RULES FOR UNIVERSITY EMPLOYEES****General**

1. Regulations governing the grant of leave (other than leave on medical certificate, casual quarantine and maternity), are contained in Panjab University Calendar Volume I.

2. Leave shall be regulated by Regulations and/or Rules applicable when the leave is applied for and granted.

3. Leave is earned on period of continuous service treated as duty.

4. Sundays and other holidays may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.

5. Leave can not be claimed as a right, when the exigencies of the Service so require, discretion to refuse or cancel leave of any description is reserved to the authority empowered to grant leave.

6. An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave. If he is on leave preparatory to retirement he cannot return to duty.

7. The Vice-Chancellor shall have authority to change the date of commencement of leave granted to a University employee.

8. Leave to the employees engaged on contract will be in accordance with the terms of the contract entered into.

9. No employee may leave his headquarters during Sundays or holidays without the permission of the branch-incharge.

10. An employee on leave, including leave after the date of retirement, shall not take up any service or accept any employment without the previous sanction of the competent authority.

11. When an employee is recalled to duty before the expiry of his/her leave he/she is entitled to no concession, if the recall is optional. If it is compulsory, the period from the date on which he/she starts to join his/her post, may be treated as on duty but he/she will draw leave salary only until he joins his/her post. In addition, he/she may be allowed travelling allowance as for journey on tour.

12. (i) While proceeding on or return from leave the official concerned will submit a departure report or arrival report, as the case may be, to the Head of Office/ Head of Department concerned who will forward it to the Establishment Section for record.

(ii) The authority incharge of the service book will make the necessary entry regarding the grant of leave or return from leave in the relevant columns of the service book and the leave account, under the signature of the officer authorised to sign entries in the service book.

13. A separate leave account in the form given in Appendix IV will also be maintained for each employee.

Earned Leave

14. (i) The earned leave admissible to an employee in permanent service shall be as laid down in the regulations.

Note.—For the purpose of assessing the “length of service” under this sub-rule,

break in service caused as a result of retrenchment shall not entail forfeiture of previous service.

(ii) Accumulation of earned leave by an employee shall be restricted to 450 days.

Note.—The existing employees who joined the service prior to 26.9.81, shall however, have the option to continue to be governed by the existing rules.

15. Earned leave for short periods up to 15 days shall not ordinarily be granted except in special circumstances.

16. An employee, who is re-employed in the interest of University service beyond the date of his compulsory retirement, may be granted leave in accordance with the terms and conditions of his re-employment.

17.1. Earned leave at the credit of an employee, beyond 180*/300 days, shall lapse on the date of retirement.

17.2. An employee may be granted leave preparatory to retirement up to four months.

17.3. An employee (i.e. teaching and non-teaching) on retirement (or on retirement voluntarily*) shall be paid cash equivalent to such number of days of earned leave as may be decided by the Punjab Govt. for its own employees, from time to time. The cash equivalent to leave salary (excluding City Compensatory Allowance and House Rent Allowance) thus admissible will be paid in lumpsum as a one time settlement for which the authority competent to sanction leave shall issue suo moto an order granting cash equivalent to leave salary on a pay drawn on the date of retirement. Provided that if an employee proceeds on leave preparatory to retirement under Rule 17.2, the benefit of payment of cash equivalent to leave salary under Rule 17.3 shall be admissible after deducting the period spent on leave preparatory to retirement.

**Provided further that an employee, who have voluntarily retired or has retired on invalidism, shall be entitled to the aforesaid benefit of cash payment for the unutilised leave due, notwithstanding that as a result of it the period between date of his retirement as aforesaid and the date on which he would have retired in the normal course on superannuation exceeds the date of retirement on superannuation.

17.4. Cash payment in lieu of unutilised earned leave on the death of the employee while in service.

“In the case of a University employee who died while in service on or after 1.1.1986 but before 24.11.1988, the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) in respect of earned leave at his credit subject to a maximum of 240 days shall be paid to his/her family, provided that if the concerned Govt. employee had opted for retaining the leave rules in existence before 1.1.1986, the benefit of encashment of leave shall be restricted to 180 days.”

Provided further that in the case of employee governed by Contributory Provident Fund Rules, no deduction on account of University contribution to Contributory Provident Fund shall be made out of the cash equivalent of leave salary payable to the family of the deceased employee.

*This amendment shall be deemed to have come into force w.e.f. the 25th day of August, 1983.

**In case of employees opted for leave rules as per Syndicate decision vide Para 11, dt. 30.6.1989.

17.5. The competent authority may refuse grant of earned leave applied for if it considers that—

- (i) Leave is unnecessary; or
- (ii) grant of leave will cause administrative inconvenience.

The decision taken shall be intimated to the employee concerned.

Half-pay leave

18.1. 20 days half-pay leave on medical certificate is admissible to all categories of employees in respect of each completed year of service.

18.2. That half pay leave be granted to an employee on Medical Certificate as also on private affairs.

19. The production of medical certificate does not, in itself, confer upon the employee concerned any right to the grant of leave. The certificate shall be forwarded to the authority competent to grant the leave and the orders of that authority shall be awaited. An employee who absents himself/herself from his/her duty without permission of the competent authority is liable to have his/her absence treated as absence from duty without leave.

20. Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate only except that in case of indisposition, it may be granted without production of medical certificate, up to a period of 5 days in a calendar month, provided that the total period of such leave shall not exceed 10 days in a calendar year.

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (iii) The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

Note.—1. The half pay leave earned by a University employee in respect of a 'completed year of service' can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

- 2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should

be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.

21.1. An employee who avails of leave on medical certificate will not return to duty without first producing a Medical Certificate of fitness.

Note.--The medical certificate of fitness shall be submitted by the University employee at Chandigarh from University Chief Medical Officer and at other places from the Chief Medical Officer of the District.

21.2. Save in the case of leave preparatory to retirement "leave not due" may be granted to an employee in permanent employ for a period not exceeding 360 days during his/her entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on the medical certificate. Such leave will be debited against the half-pay leave the employee may earn subsequently.

Note.—1. Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and should be limited to half pay leave he is likely to earn thereafter.

2. Where an employee who has been granted 'leave not due' applies for permission to retire voluntarily, the 'leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from the employees who avail of 'leave not due.' But the question whether an employee should be called upon to refund the amount of leave salary should be decided on the merits of each case e.g. if the retirement is voluntary, refund should be enforced; if it is unavoidable by reason of ill health incapacitating him for further service, or in the event of his death, no refund should be insisted upon.

3. When 'leave not due' is granted to an employee and he applies for permission to retire voluntarily or resigns of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the 'leave not due' already availed of before return to duty shall to the extent it has been subsequently wiped off, be treated in the same way as laid down in Note 2 above.

Maternity leave

22.1. Women employees of the University may be granted maternity leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months without the necessity of production of a medical certificate. Extension if any, beyond 180 days shall however, be permissible by the grant of leave of the kind due. Maternity leave shall not be debited against the leave account.

Note.-1. No leave under this rule shall be granted to a female employee who has three or more children.

2. (a) Maternity leave under this rule may also be granted in cases of mis-carriages/abortion including abortion induced under the Medical termination of Pregnancy Act, 1971, subject to the

condition that the leave does not exceed six week and the application for leave is supported by a prescribed certificate.

Provided that such leave shall be admissible only in those cases where a women employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate.

- (b) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a Medical certificate.
- 3. This rule does not preclude the grant of maternity leave in continuation of leave of any kind.
- 4. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female employee producing a medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

Maternity Leave for temporary/contractual/daily wage women employees (teaching and non-teaching):

"Women employees of the University may be granted maternity leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months without the necessity of production of a medical certificate. Extension if any, beyond 180 days shall however, be permissible by the grant of leave of the kind due.

- NOTE:**
- 1. No leave under this Rule shall be granted to a female employee who has three or more children.
 - 2. The meternity leave shall be granted to the extent of number of days balance in the term of engagement of the employee."

"Period of absence beyond the number of days, as per term of engagement would be treated as leave without pay and employee would be allowed to re-join after providing the valid medical fitness certificate."

Paternity Leave

22.2. A male University Employee (with less than two surviving children), on his request, may be granted paternity leave for maximum fifteen days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused.

Adoption Leave

22.3. Adoption leave for three months may be given to female employees, who adopt newly born child or till the child attains the age of three months. This leave will be granted to only those women employees who have no child of their own. This decision be given effect from the date of issue of this circular i.e. 11.6.1998.

Quarantine leave

23. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household. Such leave may be granted on the certificate of University Chief Medical Officer for a period not exceeding 21 days or in exceptional circumstances one month. Any leave (other than casual leave) be granted, when necessary, in continuation of Quarantine leave subject to the above maximum. No substitute shall be appointed in place of a University employee absent on quarantine leave.

Explanation :

- (i) Quarantine leave is not admissible in case of an employee who himself contacts infectious disease.
- (ii) Maximum limit of 21 days and 30 days as prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note.-- Cholera, Small-pox, Plague, Diphtheria, Typhus, Fever and Cerchrospine meninitis may be considered as infectious diseases for the purpose of this rule. In the case of Chicken-pox quarantine leave shall not be admissible.

Extraordinary Leave

- 24.**
- (i) Extraordinary leave shall be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible, the employee specifically applies in writing for the grant of extraordinary leave.
 - (ii) The period of extraordinary leave shall not count for increment.
 - (iii) In the case of a permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits :
 - (a) Three months in the case of an employee who has completed two years of continuous service on the date of expiry of the leave admissible to him under the rules and his application for such leave is supported by a Medical Certificate.
 - (b) Six months in the case of an employee who has completed three years of continuous service on the date of expiry of the leave admissible to him under the rules and his application for such leave is supported by a Medical Certificate.
 - (c) Eighteen months when the employee is suffering from Tuberculosis or leprosy and undergoing the treatment in a recognised clinic or under a specialist.
 - (d) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

Note.--The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and not subject to any conditions.

- (iv) That extraordinary leave without pay, taken on Medical Certificate be allowed to count for increment provided that the Medical Certificate in reference, shall be from the CMO of the University, and in the case of employees at moffusil institutions, by the Chief Medical Officer of the district on the prescribed form.

- 25. Leave without pay shall not count towards gratuity.
- 26. Leave shall not be granted to an employee—
 - (a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
 - (b) who is under suspension;
 - (c) who has been permanently invalidated.

Furlough

27.1. Furlough admissible under the regulations, while in service, shall only be granted for sickness of the employee or of any of his dependents or for higher studies.

27.2. A University employee entering the service on or after 26.9.1981 shall not be eligible for furlough leave.

Study Leave

- 28.** (i) Study leave may be granted to a Class 'B' and 'C' employee who has completed 10 years active service as confirmed employee in the University to enable him to study scientific, technical courses or to undergo special courses of instruction or for higher studies. The study undertaken during study leave by the University employee—
- (a) should have a direct and close connection with the sphere of his duty.
 - (b) should be capable of widening his mind in manner likely to improve his abilities as a University employee.
 - (c) should equip him better to collaborate with those employed in other areas of the University service.
- (ii) Study leave may be granted on half salary for a period not exceeding two years. It may be extended for the third year without pay.
- (iii) Study leave may be combined with any other leave due under the University rules and regulations. Total continuous leave period should not exceed 5 years.
- (iv) The leave salary together with the scholarship and/or financial aid, if any, should not exceed one and half time, the employee's salary but if the scholarship and/or financial aid exceeds the amount, no leave salary shall be paid.
- (v) An employee granted study leave shall execute a bond to return to the University service immediately on expiry of the study leave but not later than 7 days thereafter in any case to serve the University for at least five years on return from the study leave.
- (vi) If an employee leaves the University service within five years of his return from leave, he shall forfeit to the University the study leave salary drawn by him, proportionate to the remaining period, with usual rate of interest. The amount can also be realized from the Provident Fund of such employee.
- (vii) No employee be granted study leave unless he has at least five years service to his credit on the date of his return from such leave.
- (viii) no substitute shall be appointed vice an employee granted study leave.

- (ix) The employee should successfully completed the course for which he is granted study leave and in case he fails to do so, no leave salary shall be admissible. In case of his joining two-three year course, he will have to successfully complete all the parts of the course. In case he fails in any of the parts, he will forfeit salary for that part and will not be entitled to salary for further period till he successfully completes the said part.
- (x) To ensure that the office work does not suffer, not more than 2% employees from a particular cadre in a Branch/Section/Department/Office, shall be on study leave.

Casual Leave

28.1. Casual leave may be granted to an employee as under :

- (i) 20 days casual leave may be granted to all the Non-teaching employees irrespective of the length of their service.
- (ii) Special casual leave up to 3 months in a year may be granted to an University employee who was an outstanding sportsman/woman for participating in national/international sports events.
- (iii) 5 days special casual leave to Executive members of various Associates.

- Note : 1. 20 days casual leave will be allowed during the year but not more than ten days casual leave at a time. Casual leave cannot be combined with any other leave. It can be combined with holidays; provided that the total period including the holidays does not exceed sixteen days.
2. Leave for antirabic treatment may be granted up to 16 days to proceed to a centre for institute for treatment. If in a special case leave for more than 16 days is necessary, special casual leave may be granted up to one month on the production of the certificate from the centre or institute.
3. An employee who obtains casual leave on saturday which is observed half working day in the Department/Office concerned, shall be treated to have availed of half-day casual leave.

28.2. Leave for 6 days may be granted to an employee for getting himself sterilized.

28.3. Casual leave cannot be claimed as a matter of right and can be granted at the discretion of the Head of Office/Department.

28.4. Office-in-charge of a branch in the administrative office while sanctioning or recommending leave shall see that the entire casual leave is spread over the whole year as far as possible.

28.5. Casual leave shall not be combined with any kind of leave.

28.6. An employee on casual leave will be treated as on duty and his pay will not be interrupted.

28.7. An employee shall not leave his headquarters during casual leave without permission.

- 28.8.** (i) Except in case of emergency an employee shall obtain the orders of the sanctioning authority before availing of casual leave.
- (ii) All applications for leave for period in excess of two days on 'medical ground' submitted from home should be supported by a Medical Certificate.

28.9. A casual leave account in respect of all University employees shall be maintained in the Branch/Department concerned in the relevant form.

- (a) The casual leave accounts will be maintained annually from 1st January to 31st December. All casual leave accounts will be closed on 31st December and new accounts opened on 1st January irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December and the first few days of January. Thus if an official takes leave from 26th December to 5th January, the period 26th December to 31st December will be debited to his leave account for that year and the period from 1st January to 5th January will be debited to his leave account of the next year.
- (b) Short leave taken by an employee in dribblets and aggregating one day's working hours shall be debited as one day's casual leave to his credit.

28.10. If an employee over-stays his casual leave for any reason, whatsoever, for example a break down of the road due to flood or a land slide, the entire period of absence may be debited to his casual account and not only the period by which he has over-stayed his casual leave.

Special leave

29.1. If no casual leave or earned leave is due, then in special circumstances leave on half pay may be granted for a period not exceeding 10 days in the year at the discretion of Vice-Chancellor.

29.2. Prefixing and suffixing to leave other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for joining duty happens to be a holiday, he shall be automatically allowed to suffix such holiday(s) to his medical leave and such day(s) shall not be counted as leave.

- 29.3.** (i) Unless the competent authority in view of the exceptional circumstances of the case, otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding five years.
- (ii) In case an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service on deputation or on account of suspension, for any period which, together with the period of the leave granted to him exceeds five years, unless the competent authority in view of the exceptional circumstances of the case otherwise determine, his post shall be liable to be declared vacant under Regulation 11.9 appearing at page 120 of the Panjab University Calendar Vol. I, 2007.

Procedure for application for leave

30. An employee applying for leave shall submit his application well in time to enable the sanctioning authority to pass orders.

31. All applications for leave on medical grounds from University employees at Chandigarh shall be forwarded by the Chief Medical Officer of the University with certificate (applications recommended by other Medical Officer shall not be entertained) and from employees at Muffasil Institutions by the Chief Medical Officer of the District, in the form below.

FORM OF MEDICAL CERTIFICATE

Signature of applicant.....

(To be filled in by the applicant in the presence of the University Chief Medical Officer/ Chief Medical Officer of the District for employee at Muffasil institutions.)

I.....after careful personal examination of the case hereby certify that Shri....., whose signature is given above is suffering from.....and I consider that a period of absence from duty of.....with effect from.....is absolutely necessary for the restoration of his health.

University Chief Medical Officer
or
Chief Medical Officer

Dated, the.....(in case of employees at Muffasil Towns)

Authority for sanctioning leave

32. Powers to sanction leave and to make consequential arrangement (other than casual leave) have been delegated to the following authorities :

Sr. No.	Name of employee	Kind of leave	Authority competent to sanction leave	Extent
ADMINISTRATIVE OFFICE AND OTHER NON-TEACHING DEPARTMENTS				
I.	Class A employees			
	(a) Superintendent	Privilege leave	Registrar	Up to one month
		—do—	Vice-Chancellor	Up to six months
		—do—	Syndicate	For more than six months
	(b) Others	Privilege leave	Vice-Chancellor	Upto six months
		—do—	Syndicate	For more than six months
II.	Assistant and Class B employees including those in the Teaching Departments borne on the General Cadre	Leave other than privilege leave	Vice-Chancellor	Up to six months
		Privilege	Syndicate Registrar	Full power Up to four months
		—do—	Vice-Chancellor	Exceeding four months
III.	Clerks	Privilege leave	Office-in-charge of the Branch in which posted Registrar	Up to one month Exceeding one month

Class C employees

I.	Office	Leave of any kind	Registrar	Full powers
II.	Teaching Departments (other than Peons and Chowkidars)	—do—	D.U.I.	Full powers
III.	Colleges	—do—	Principal of University Colleges	Full powers in the case of employees (other than Peons and Chowkidars in the Colleges).

Note.--All decisions shall be reported where required to the authority concerned from time to time in the form of statement.

Leave salary

33. An employee while on leave shall draw leave salary as follows :

- (i) Earned Leaves : At a rate equal to pay which an employee is entitled immediately before the leave commences and equal to substantive pay in case of an employee who is officiating in a higher post but is likely to revert.
- (ii) Leave on Medical Certificate : At half the amount specified in (i) above.
- (iii) Commuted Leave : As at (i) above but double the amount of half-pay leave shall be debited to the leave account of the employee.
- (iv) Furlough : At a sum equal to half of his average monthly salary.

Increment during leave :

***34.** If the increment, where due, falls during leave, the effect of increase of pay will be given from the due date i.e. from first of the month in which it was actually due.

*This applies to members of teaching staff also.

PART IV

MEMBERS OF ADMINISTRATIVE STAFF WORKING IN DIFFERENT OFFICES BE TREATED AS MEMBERS OF VACATION STAFF

The members of the Administrative staff working in the following offices will be treated as members of the vacation staff :—

1. Chief Editor Research Bulletin (Arts).
2. Chief Editor Research Bulletin (Science).
3. Chief Editor Research Bulletin (Social Sciences).

PART V**RULES GOVERNING CONDUCT OF UNIVERSITY EMPLOYEES****General**

1.1. Every employee shall at all times :

- (a) Maintain absolute integrity;
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.

1.2. (i) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

(ii) No employee, shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement when he is acting under the direction of his officer and shall where he is acting under such direction, obtain the direction in writing wherever practicable and, where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

Explanation. - Nothing in clause (ii) of sub-rule 1.2 shall be construed as empowering an employee to evade his responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of delegation of power and responsibilities.

Joining of Association by Employees

2.1. No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

2.2. No employee shall be a member of an employees association which is not recognised by the University.

Demonstration and Strikes

3. No employee shall—

- (i) Engage himself or participate in any demonstration which is prejudicial to the interests of the University, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (ii) Resort to or, in any way, abet any form of strike in connection with any matter pertaining to his service or the service of any employee.

Connection with Press or Radio

4. (i) No employee shall, except with the previous sanction of the prescribed authority own wholly or in part or conduct or participate in the editing or management of any newspaper or periodical publication.

(ii) No employee shall, without the previous sanction of the prescribed authority or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter to any Newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously, pseudonymously.

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

Evidence before a Committee or any other Authority

5.1. Save as provided in sub-rule 5.3 no employee shall, without the previous sanction of the prescribed authority give evidence in connection with any enquiry conducted by any person committee or authority.

5.2. Where any sanction has been accorded under rule 5.1 no such employee giving such evidence shall criticise the policy or any action of the University or the Government.

5.3. Nothing in this rule shall apply to :

- (a) The evidence given at an enquiry before an authority appointed by the Vice-Chancellor, Government and Parliament or any State Legislature; or
- (b) The evidence given in any judicial enquiry; or
- (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

Unauthorised Communication of Information

6. No employee shall except in accordance with any general or special order of the prescribed authority or in the performance in goodfaith of the duties assigned to him, communicate directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

Subscription

7. No employee shall except with the previous sanction of the prescribed authority ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object other than Religions or Charitable purposes.

Private Trade or Employment

8. No employee shall except with the previous sanction of the Vice-Chancellor engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work or a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the Vice-Chancellor.

Explanation—(1) Convassing by an employee in support of the business of insurance agency, commission agency etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the Vice-Chancellor except in the discharge of his official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the co-operative society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary scientific or charitable society registered under the Societies Registration Act or any other law in force.

(4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

Insolvency and Habitual Indebtedness

9. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding instituted for the recovery of any debt from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the prescribed authority.

Note.—The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or ever which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon the employee.

Vindication of Acts and Character of Employees

10. (1) No employee shall, except with the previous sanction of the prescribed authority have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and when any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

Use of Non-official or other influence

11. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

Approach to Members of the Syndicate/Senate

12. (a) No employee shall approach any member of Syndicate/Senate with a view :

- (i) to have a question put or resolution or motion moved on a matter connected with his condition of service or any disciplinary action against him; or

- (ii) to further any object which is capable of embarrassing the University.

(b) Direct communication to or a personal interview with a higher authority and/or members of the Syndicate/Senate without permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.

Taking part in Politics and Elections

13. (a) No employee shall take part in, subscribe in aid of, or assist in any way any political movement.

(b) No employee shall seek election to Parliament, State Legislature or a Local Body (Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Co-operative Bodies etc.), except with the previous permission of the Syndicate on the recommendations of the Vice-Chancellor.

If elected to a legislature or Parliament he/she shall proceed on extra ordinary leave without pay for the term of his office. In case, if after being elected to Legislature or Parliament he/she does not formally apply for grant of such leave he/she shall be deemed to be on Extra Ordinary leave without pay from the date he/she is administered the oath of his/her office.

In case of his/her being elected in the election of Local Bodies like Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Co-operative Bodies etc. leave of the kind due be granted to him/her to attend the meeting/work relating to above said bodies.

Note:—In case of violation of above rule by an employee, disciplinary action under the University rules will be initiated against him/her.

Bigamous Marriages

14. (1) No employee who has a wife-husband living shall contract another marriage without first obtaining the permission of the prescribed authority, notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

(2) No employee shall marry any person who has a wife/husband living without permission of the prescribed authority.

Serious Misconduct

15. Serious misconduct under these rules shall include :

- (a) Violation of provisions of any of these Rules;
- (b) Participation in a strike, abetting, instigating or acting in furtherance of the same;
- (c) Disobedience of any order, non-compliance of a rule or habitual neglect of work;
- (d) Theft, fraud or dishonesty in connection with University property;
- (e) Wilful damage to the University property;
- (f) Wilful absence from duty after the expiry of leave;
- (g) Refusal to accept a charge sheet, order or other communication;

- (h) Conviction in a court of law;
- (i) Misbehaviour, use of abusive language or insolence;
- (j) An act involving “moral turpitude.”

The expression “moral turpitude” generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean a conduct contrary to justice, honesty, modesty or good morals.

Interpretation

16. Any question relating to the interpretation of these rules shall be decided by the Vice-Chancellor.

Delegation of Powers

17. The Syndicate may, by general or special order direct that any power exercisable by it under these rules (except the powers under rule 16) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

Application

18. These Rules shall apply to the employees as defined in clause (xxii) of Part I but will not apply to employees in the service of a State Government or Central Government or a Local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University, who will be governed by the corresponding Rules in the parent-department.

Protection of Rights and Privileges Conferred by Agreement

19. Nothing in these rules shall operate to deprive any employee of any right or privilege to which he is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these rules.

PART VI**DISMISSAL, REMOVAL AND SUSPENSION OF UNIVERSITY EMPLOYEES****Authority Competent to Suspend**

1.1. Punishing Authority shall be the appointing authority unless otherwise provided for in these Rules.

1.2. Prescribed Authority. For purposes of Part V prescribed Authority shall be the Vice-Chancellor in the case of Class A employees and the Registrar in the case of others.

1.3. The prescribed authority may place a University employee under suspension :

- (a) Where disciplinary proceedings against him are contemplated or pending;
- (b) Where a case against him in respect of any criminal offence is under investigation or trial.

Arrest for or on Criminal Charges etc.

2.1. An officer against whom proceedings have been taken for arrest in execution of a money decree or on a criminal charge or who is detained under any law shall be considered under suspension and allowed subsistence allowance only. If he is subsequently acquitted of the blame, full amount due may be allowed in respect of the period of suspension otherwise as the circumstances may warrant.

2.2. An employee against whom a criminal charge or proceedings or arrest in execution of a money decree are pending but is released on bail, etc. shall be placed under suspension by special orders, if the charge made or proceedings taken are connected with his position as a University employee, and are likely to embarrass him in the discharge of his duties as such, or involves moral turpitude.

Penalties

3. The following penalties may, for a good and sufficient reason as hereinafter provided, be imposed upon an employee :

A. Minor Penalties :

- (i) Censure.
- (ii) Withholding of increments or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

B. Major Penalties :

- (iv) Reduction to a lower post or time-scale; or to a lower stage in a time-scale;
- (v) Removal from service of the University which does not disqualify from future employment;
- (vi) Dismissal from service of the University.

Explanation : The following shall not amount to a penalty within the meaning of this rule, namely—

- (i) stoppage of an Employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (ii) non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible;
- (iii) reversion of an employee officiating in a higher Service, grade, or post to a lower Service, grade or post, on the ground that he is considered to be unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his conduct;
- (iv) reversion of an employee appointed on probation to any other Service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- (v) Suspension pending enquiry.
- (vi) (a) a person appointed on probation, during or at the end of the period of probation, in accordance with the terms of the appointment and the rules governing the probationary service; or
 - (b) a temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of the post or before the due time, in accordance with the terms of the appointment; or
 - (c) a person engaged under a contract in accordance with the terms of his contract.

Note.—1. If an employee because of an unsatisfactory record is not selected for a selection post and some other employee junior to him is selected in preference to him, this does not amount to the withholding of promotion and is not appealable. If an enquiry is held against an employee and order is passed that he should not be promoted to a selection post for a definite period until he has obtained good reports, this order would amount to infliction of the penalty of withholding promotion and is appealable.

- 2. (i) Loss of seniority as a result of order or reduction to a lower post or a time-scale being inherent in the order or reduction, no independent penalty by way of order of reduction of seniority can be imposed.
- (ii) The seniority on repromotion of an employee reduced to a lower post on time-scale, should be determined by the date of such repromotion in accordance with the orders issued by the competent authority on the subject of seniority. Such an employee may not be restored to his original position unless it is specifically laid down at the time the order of punishment is passed or revised on appeal.
- (iii) An employee in respect of whom one of the penalties included in Rule 3 was imposed will, on repromotion, count previous service in the higher grade, unless the order of punishment or the order passed on appeal directs otherwise.

4. Authority to institute Proceedings : The prescribed authority will have the power to institute disciplinary proceedings against an employee.

Major Penalties

5.1. Procedure for imposing penalties : The grounds on which it is proposed to take action against an employee shall be communicated in writing to the person concerned by the Prescribed Authority, together with a statement of allegations and of any other circumstances which it is proposed to take into consideration on passing orders on the case.

5.2. The employee shall be required, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he admits the truth of all or any of the allegations, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

- 5.3.** (a) If the employee desires to be heard in person or if the Prescribed Authority so orders, an enquiry officer shall be appointed to hold the enquiry.
- (b) Prescribed Authority may appoint an employee or a legal practitioner to be known as the “Presenting Officer” to present on his behalf the case before the Enquiry Officer in support of statement of allegations.
- (c) The employee shall appear in person before the Enquiry Officer on such day and at such time as the Enquiry Officer may, by a notice in writing, specify in his behalf.

All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by Registered Post to the employee at the last known address.

- (d) The employee shall not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Enquiry Officer having regard to the circumstances of case so permits.

5.4. The Enquiry Officer shall frame charges.

5.5. On the date fixed for the purpose, oral and documentary, evidence by which charges are proposed to be proved shall be produced by or on behalf of the prescribed authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the Enquiry Officer. The Enquiry Officer may also put such questions to the witnesses as he thinks fit.

5.6. Before the close of the case, on behalf of the prescribed authority. The Enquiry Officer may, in his discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may himself call for new evidence or re-call or re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment for three clear days before the production of such new evidence. The Enquiry Officer shall give to the employee an opportunity of inspecting such documents before they are taken on the Record.

5.7. It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his defence.

5.8. These provisions shall not apply where a person is removed or reduced in rank on the ground of conduct which had led to his conviction on a criminal charge, or where an authority empowered to remove him or reduce him in rank is satisfied that, for some reason, to be recorded by him in writing it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him or where in the interest of the University, or the security of the State, or the Union of India, it is considered expedient not to give to that person such an opportunity.

5.9. If any question arises whether it is reasonably practicable to give any person an opportunity to defend himself under these rules, the decision thereon of the punishing authority shall be final.

5.10. When the statement of allegation against an employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may and should be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any authorised punishment which may be considered suitable in the circumstances of the case.

5.11. This procedure shall not apply in the case of a person appointed in temporary capacity or on probation. In his case, one month's notice or pay in lieu thereof will be enough.

5.12. Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case in which the employee is charged as a party and had full opportunity to cross-examine such person, and where it is intended to prove the same facts as deposed by such persons, it shall not be necessary to call such persons to give oral evidence in proof of facts stated by him earlier. A certified copy of the statement previously made by him in any such case may be read as part of the evidence.

Provided that the officer conducting the enquiry may, in the interest of justice, order the production of such witness in person either for further examination or for further cross-examination by the person charged.

5.13. The employee charged shall not be allowed except at the discretion of the Enquiry Officer, to be exercised in the interests of justice, to call as a witness, in his defence, any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or whose previous statement had been admitted.

5.14. When an employee who has not admitted in his written statement of evidence any of the charges or has not submitted any written statement of his defence, the Enquiry Officer shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the charges, the Enquiry Officer shall record the plea, sign the record and obtain the signature of the employee thereon.

5.15. The Enquiry Officer, shall, if the employee fails to appear within the specified time, or refuses or omits to plead, require the Presenting Officer to produce the evidence

by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity :

- (i) to inspect the documents filed with the statement of allegations;
- (ii) to submit a list of witnesses to be examined and see a list of documents desired to be produced from the custody of the University indicating the relevancy of the documents required by him.

5.16. If the employee to whom a copy of the articles to charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Enquiry Officer, or otherwise fails or refuses to comply with the provisions of this rule, the Enquiry Officer may hold the enquiry ex-parte.

5.17. The Enquiry Officer shall, on receipt of the notice for the discovery or production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Enquiry Officer may, for reasons to be recorded by him in writing, refuse to requisition such of the documents as are, in his opinion not relevant to the case.

5.18. On receipt of the requisition referred to in Rule 5.17 the authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiry Officer unless the Enquiry Officer is satisfied or representation by the authority having the custody or possession of the requisitioned documents that such documents are of a confidential nature and should not be produced.

5.19. When the case for the prescribed authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.

5.20. The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Enquiry Officer according to the provisions applicable to the witnesses for the Prescribed Authority.

The Enquiry Officer may for the reasons to be recorded refuse to call any witnesses cited by the employee.

5.21. The Enquiry Officer may, after the employee closes his case and shall, if the employee has not examined himself, generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

5.22. The Enquiry Officer may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.

5.23. Whenever an Enquiry Officer, after having heard and recorded the whole or any part of the evidence in an enquiry case to exercise jurisdiction therein, and is succeeded by another enquiry officer who has and who exercises, such jurisdiction, the Enquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to recall, examine, cross-examine and re-examine and witnesses if in his opinion such examination is necessary in the interest of justice.

Action on the Enquiry Report

6. On receipt of the Enquiry Report, the prescribed authority shall forward it to the punishing authority.

If on examination of the findings, the punishing authority is of the opinion that any of the penalties specified as major penalties in Rule 3 clauses (iv), (v) and (vi) of this Part should be imposed, it shall furnish to the employee a copy of the report of the Enquiry Officer and call upon him to show cause within a reasonable time, not exceeding two weeks, why a particular penalty proposed be not inflicted upon him. Any representation submitted by the employee in this behalf shall be taken into consideration before final speaking orders are passed.

Minor Penalties

7.1. No order imposing on an employee any of the penalties specified in clauses (i) to (iii) of Rule 3 shall be made except after :

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of mis-conduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in rule 5.1 to 5.23 in every case in which the prescribed authority is of the opinion that such an inquiry is necessary.

7.2. If the prescribed authority is of the opinion that minor penalties specified in clauses (i) to (iii) of Rule 3 contained in this Part should be imposed on the employee, it shall make a speaking order accordingly without giving the employee any notice stipulated for the award of major penalties.

Communication of Order

8. A copy of the order made by the punishing authority along with a copy of the report of the Enquiry Officer shall be sent to the employee by Registered post.

Common Proceedings

9. Where two or more employees are concerned, in any case, the Prescribed Authority may direct disciplinary action against all of them in a common proceeding.

Right of Appeal

10.1. Every employee to whom these rules apply shall be entitled to appeal against an order imposing upon him any of the penalties to the appellate authority as mentioned hereunder :

Category of employees and Appellate Authority

- (a) Senate—for employees of Class A :
- (b) (i) Syndicate—for employees of Class B in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
- (ii) Vice-Chancellor—for the employees of class B in the category of Clerks including those in the equivalent/corresponding pay-scales of Clerks.

- (c) (i) Registrar—for Class C employees of the administrative offices and Chowkidars for all Departments including Teaching Departments.
- (ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of teaching departments except Chowkidars.

10.2. An appeal can be preferred within 30 days of the receipt of the order.

Provided that the appellate authority may entertain an appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Orders which may be passed by Appellate Authority

11. In the case of an appeal against an order, imposing any penalty specified in Rule 3, the appellate authority shall consider :

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient ground for taking action; and
- (c) whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper.

Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty be not increased.

Powers of Senate

12. Nothing in these rules shall be deemed to affect the powers of the Senate to revise or modify the orders passed by any lower authority.

PART VII**RULES FOR DEPUTATION**

(effective from Jan. 1, 2011)

The deputation will be only to and from Universities/Institutions under the Government of India or State Government or other Institutions funded by Central Government(s)/State Government(s). In case, the services are to be lent to an organization under United Nations Or Governments of other Countries, the deputation shall be on the terms and conditions laid down by the concerned Ministry. Maximum period of deputation will be of 5 years and this period will be independent of any other leave to which one is entitled under Panjab University Calender:-

- (i) **For appointing persons on deputation :** the person should be taken on deputation to meet the urgent needs of the University or to meet the statutory requirements. Vacancies shall be filled in through the process of recruitment or deputation. A person can go on deputaiton to other organization on a position equivalent to the position held by him/her or a higher position. However, a person coming on deputation must be holding at least an equivalent position.
- (ii) **Willingness for Deputation :** The request of an employee seeking deputation with Panjab University shall be examined by the Administrative/Academic Committee of the concerned department in the case of teaching employees; and by the Registrar, Panjab University in the case of non-teaching employees. Thereafter, decision shall be taken by the Competent authority.
- (iii) **Confirmed Employees :** The employees willing to go on deputation from Panjab University should be confirmed employees of the Panjab University, Chandigarh.
- (iv) **Joining Time and transfer T.A. :** T.A./D.A. and the joining time both for joining the post in the borrowing organization/Institution shall be determined by the borrowing organization/Institution. The expenditure on this account will be borne by the borrowing organization/Institution.
- (v) **Provident Fund :** The borrowing organization/Institution shall contribute towards his General Provident Fund/Pension Fund being maintained by the parent institutions as usual.
- (vi) **Leave Salary and Pension Contribution :** The borrowing organization/Institution shall pay leave salary and Pension contribution to the parent organization/Institution as per their respective provisions.
- (vii) **Death-cum-Retirement Gratuity:** The borrowing organization/Institution shall contribute towards gratuity for the period of service in borrowing organization/Institution.
- (viii) **Disability Leave :** The borrowing organization/Institution will also pay the leave salary in respect of disability leave, if any, granted on account of any disability.
- (ix) **Group Insurance :** The borrowing organization/Institution shall contribute towards group insurance, if already covered by any such scheme at the parent organization/Institution, prior to his/her joining, the service with the borrowing organization/Institution.

PART VIII**PROVIDENT FUND OF UNIVERSITY EMPLOYEES****General**

1. Regulations governing the Panjab University Contributory Provident Fund and the grant of other retirement benefits to the permanent employees are contained in the Panjab University Calendar, Volume I.

2. The Provident Fund shall be regulated by Regulations and/or Rules applicable at the time of retirement unless otherwise provided.

Contribution to the Provident Fund

3.1. Every employee, who as a condition of his service, is required to contribute to the Fund, shall subscribe to the fund under the rules.

3.2. If an employee on confirmation becomes eligible to subscribe to the Fund with retrospective effect, he shall be permitted to do so in such convenient instalments as he may elect, provided that the University share of contribution on the arrears shall only be added at the end of each month on the amounts actually deposited by him on that account in that month.

3.3. A subscriber shall subscribe monthly in the Fund, except during a period of suspension, provided that such contributions shall be made on the full salary and not on the leave allowances for the period that the depositor was on leave or furlough.

Provided further that a subscriber on reinstatement, after suspension, shall be allowed the option of paying it lumpsum or instalment, any sum not exceeding the amount of arrear subscription permissible for that period.

3.4. Subscription to Provident Fund shall stop from the date of retirement and will not be admissible during the period of refused leave availed of after retirement.

3.5. The amount of monthly subscription shall be fixed in whole rupees as laid down in the Regulations. It shall be rounded off to the nearest whole rupees, fraction of 50 paise and above being taken as a whole rupee and below 50 paise ignored.

3.6. A subscriber shall, as soon as may be after joining the Fund, make a nomination conferring on one or more persons the right to receive the amount that may stand at his credit in the Fund, in the event of his death, before that amount had become payable; or having become payable has not been paid.

- Note.--
1. The term "Family" for this purpose includes wife (only one) or husband, as the case may be and children of a subscriber and the widow or widows and children of a deceased son of a subscriber;
 2. If a subscriber nominates more than one person under clause (1) above, he/she shall specify in the nomination, the amount of share payable to each of the nominees in such a manner as to cover the whole amount that may stand to his/her credit in the fund at any time;
 3. Every nomination shall be affixed in the Pass Book of the Subscriber;
 4. A subscriber may also at any time cancel a nomination by sending notice in writing to the Registrar.

Provided that the subscriber shall alongwith such notice send a fresh nomination made in accordance with the Provision or clause (1) above.

3.7. Where there is no family, a claimant (other than a duly appointed nominee) shall have to produce a succession certificate or probate to receive the amount.

Interest

4. (a) The University shall pay to the credit of the account of subscriber interest, quarterly, at such rate as may be decided by the Syndicate from time to time.

SERVICE AND CONDUCT RULES FOR UNIVERSITY EMPLOYEES

(b) Interest shall be credited quarterly with effect from 1st April, 1st July, 1st October and 1st January of each year in the following manner :

- (i) On the amount at the credit of the subscriber on the 31st March, 30th June, 30th September and 31st December less any sum withdrawn during the current quarter;
- (ii) On sums withdrawn during the current quarter interest from 1st April/1st July/1st October/1st January up to the last day of the month preceeding the month of withdrawal;
- (iii) On all sums credited to the subscriber's account after 31st March or 30th June or 30th September or 31st December as the case may be, interest from the date of deposit up to the 30th June, 30th September and 31st December of the quarter;
- (iv) The total amount of interest shall be rounded off to the nearest whole paisa, fraction of less than half being ignored.

Provided that, when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this clause in respect only of the period from the beginning of the current quarter or from the date of deposit as the case may be up to the last day of the month preceeding the month in which payment is to be made.

5. The amount standing at the credit of a subscriber in the Fund shall become payable to him in the following circumstances :

- (i) when he quits service;
- (ii) 90 per cent of amount standing at the credit in the GPF/PF within one year before retirement without linking to any purpose.

Deduction

6. A deduction from the Fund, of an amount not exceeding the amount of University contribution, with interest, can be made from the subscriber in respect of dues under a liability to the University.

Attachment of Provident Fund Money

7. The provisions of the Provident Fund Act (XIX of 1925) have been made applicable for the benefit of the employees of the Panjab University. Section 3, thereof, regarding, protection of compulsory deposits, provides—

“A compulsory deposit in Provident Fund shall not, in any way, be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1900, shall be entitled to have any claim on any such compulsory deposit.

Any sum standing to the credit of any subscriber or deposited in any such Fund at the time of his demise and payable under the rules of the Fund to any dependent of the subscriber or depositor or to such person as may be authorised by law to receive the payment on his behalf, shall, subject to any deduction authorised by this Act, and, save where the dependent is the widow or child of a subscriber or depositor, vest in the dependent and shall be free from any debt or other liability incurred by the deceased or incurred by the dependent before the death of the subscriber or depositor.”

ANNEXURE I

(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY

FORM FOR THE CONFIDENTIAL REPORT ON THE WORK OF
CLASS 'A' OFFICER

Period covered by the report.....

Report on the work :

(a) Name

(b) Designation

Reporting authorities.....

General remarks :

The Reporting Officer should give his opinion in regard to the administrative ability and integrity of the officer with particular reference to initiative and drive, eye for details and capacity to take objective decisions.

Defect, if any,

Grading (whether Outstanding; Very Good/Good; Average and Below Average).

ANNEXURE II
(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY, CHANDIGARH
(PERFORMANCE REVIEW REPORT ON CLASS 'B' OFFICERS FOR THE PERIOD
FROM _____ TO _____)

GENERAL INSTRUCTIONS :-- (i) The officer writing/reviewing the reports is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if during the year under report he had on any occasion counselled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

PART I — PERSONAL DATA (to be completed by the employee to be reported upon)

1. Name _____ Designation _____
Branch/Department _____
2. Date of Birth _____ 3. Father's Name _____
4. Educational Qualifications _____
5. **Date of appointment** : (a) in Panjab University _____
(b) in the present grade _____ (c) nature of work on which employed during the period of report _____ (branch)

Dated _____

Signature of the employee _____

PART II--ASSESSMENT BY THE REPORTING OFFICER
(Please mention the Grade applicable)

TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
	A	B	C	D	
1. Attendance & Punctuality	Very regular & Punctual	Regular	Reasonably regular	Not Punctual & poor leave record	
2. Discipline	Exceptionally well disciplined	Very good	Adequate	Prone to disregard office discipline & etiquette	
3. Intelligence & understanding	Exceptional & has clear grasp	Intelligent & grasps points correctly & quickly	Shows adequate grasp	Slow & often misses the point	
4. Initiative	Excellent	In good measure	Adequate	Lack in	
5. Cooperation	Exceptionally loyal & willing worker	Quick, Obedient & cooperative	Just adequate	Lacking	
6. Power of expression & drafting	Forceful & effective	Reasonably good in communication	Just adequate	Often confused & off the point	
7. Efficiency	Very efficient & accurate	Reasonably efficient & accurate	Requires constant Supervision	Tends to delay & somewhat indifferent	

TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
	A	B	C	D	
8. Knowledge of procedures & regulations of the unit in which working and of the University in general	Has exceptional grasp of rules, regulations, manuals & precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	
9. Trustworthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satisfactory. In the habit of loose talk	
10. Proficiency in Typing & Stenography (Applicable in case of Typist Steno typist and Steno-grapher)	Exceptionally good speed of 40/100. Neat in execution (2% mistakes, very clean presentation)	Reasonably good speed of 40/100 (3% mistakes, quite clean presentation)	Just adequate, speed of 40/100 (5% mistakes, fairly clean presentation)	Has scope for improvement (less speed more mistakes, shabby execution)	

11. Over all appraisal : Outstanding/Very good/Good/Average/Below Average

12. OTHER OBSERVATIONS : In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)—General Instructions.

Signature of Reporting Officer

Name in Capitals _____

Dated: _____

Designation _____

PART III—REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals _____

Dated : _____

Designation _____

PART IV—REMARKS OF ACCEPTING OFFICER

Signature of Accepting Officer

Name in Capitals _____

Dated : _____

Designation _____

PART V—FOLLOW UP ACTION (By the Establishment Branch)

- Reference and date of memorandum under which adverse remarks (if any) communicated to the employee being reported upon. _____
- Date of receipt of representation, if any. _____
- Brief particulars of final decision taken on the representation. _____

Assistant Registrar Establishment)

ANNEXURE III

(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY

CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS 'C'
EMPLOYEES FOR THE YEAR

1. Name
2. Post held
3. Date of birth
4. Scale of pay
5. Educational qualifications
6. Branch to which/officer to whom attached
7. Can be read and write Panjabi/Hindi/English
8. Observation on :
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he fit for promotion to the grade of Jamadar/Daftri/Record Lifter, etc.
10. Are you prepared to retain him
11. Any other remarks
12. Over all appraisal : Outstanding/Very Good/Good/
Average/Below average.....

SIGNATURE OF REPORTING OFFICER

Appendix IV

OF _____

Date of attaining the age of _____ Retirement _____

Certificate			Balance	Furlough			Extraordinary Leave (Leave without pay)			Study Leave			Recognised vacation availed of		Remarks
Leave taken				D.	Dates		Actual Period	Ba-lance	Dates		Actual Period	Dates		Actual Period	
Dates	Actual Period				From	To			From	To		From	To		
From	To		D.	From	To			From	To			From	To		

(viii) FIXATION OF SALARY OF AN EMPLOYEE ON CONFIRMATION

The members of the University staff will be confirmed from the date of successful completion of probationary period without prejudice to the interseniority recommended by a Selection Committee and approved by the competent authority.

Provided that it will be permissible to post-date the substantive promotion/ appointment of a University employee to a higher post up to a date when it will be to his benefit. This date may be selected at the option of the University employee concerned which must be exercised within six months from the date of order making the promotion and when once exercised must be final. No compensation will be given for any consequences which may follow from the exercise of this option. When the option has been exercised, an entry should be made to this effect in the Service Book of the University employee concerned and attested by the Head of the office.

For so long as the promotion is deferred under the orders in paragraph I above the place in the superior grade will remain vacant, but promotions can be made in the place of the University employees who would have been promoted from the date the vacancy originally occurred as if the promotion had actually taken place on that date. All that would happen is an excess appointment in the lower grade against a vacancy left unfilled in the higher grade.

(ix) FIXATION OF SENIORITY OF UNIVERSITY TEACHERS

1. The seniority of a teacher in a particular cadre shall be determined according to the date of his confirmation.

2. Where two or more teachers are selected at the same time for appointment, their seniority shall be determined according to the ranking given by the Selection Committee, irrespective of the dates of joining the duties. Provided that the date of joining in case of a teacher who has been ranked higher is not later than six months from the date of issue of the appointment letter to him. This shall, however, not apply to teachers of the University sent on deputation or on duty outside the University for more than six months.

3. Where the relative seniority of a teacher or teachers is otherwise in doubt, the Registrar, may, of his motion and shall at the request of the concerned teacher submit the matter to the Syndicate, whose decision thereon shall be final.

(x) RE-EMPLOYMENT OF TEACHERS AFTER SUPERANNUATION

1. The re-employment shall be after one day's break following the date of Superannuation for a period of 5 years i.e. up to 65 years of age on contract basis. However, academically active report should be submitted after completion of every year of re-employment by the concerned faculty member through the HOD with an advance copy to DUI. Thus, usual one-day break will be there at the completion of every year during the period of re-employment.

2. During re-employment, the teacher shall be paid fixed monthly emoluments at the following rates :—

- | | |
|---------------------------------------|---|
| (a) Superannuated Professor | } On fixed emoluments equivalent to last pay drawn minus pension to be worked out on the full service of 33 years both in case of teachers opting for pension or CPF. |
| (b) Superannuated Associate Professor | |
| (c) Superannuated Assistant Professor | |

3.1. The re-employed teacher will not be entitled to any residential accommodation on the Campus. If a teacher was already living on the Campus, he/she shall not be allowed to retain the same for more than 2 months after the date of superannuation. The failure to vacate the University residential accommodation after the stipulated period shall entail automatic termination of re-employment.

3.2. A teacher who does not opt for re-employment under these rules may be asked to continue till the end of the academic session in which he/she attains the age of superannuation i.e. given re-employment up to the end of the academic session. Such a teacher be allowed to retain the University accommodation and charged normal rent till the last date of re-employment plus 2 months to follow there from.

4. A re-employed teacher shall not be entitled to any Provident Fund or gratuity during the period of his re-employment.

5. Re-employment shall be made with the approval of the Senate.

6. Re-employment shall be only for academic activities (teaching, research etc.). He can guide up to 4 research students/fellows only. Administrative duties such as that of a Head of the Department/Principal of a College/Dean/Warden and membership of departmental committees shall not be assigned to him. He will not be an ex-officio member of any committee/body of the department/University body.

7. A teacher will be re-employed (if he wishes to be) provided he is academically active. His/her academic activity will be assessed on the basis of the total information relating to him/her as available in the University Annual Reports. In case any teacher wishes to submit any supplementary data, he may be free to do so. Or, if the Vice-Chancellor needs any additional information before making his recommendation, he may invite the teacher concerned for the purpose, or for elaboration/clarification of any points he deems necessary.

If a teacher wishes that the extent of academic activity, be determined by the Academic Committee of his/her department, he/she may be allowed to do so.

8. A re-employed teacher will be allowed, at the most, a single-bay room for office and research facilities.

9. The teacher re-employed after superannuation, shall be entitled to 20 days Casual Leave(any time), Special Casual Leave for 10 days and Special Academic Leave for 30 days and Duty Leave as per University Rules and Regulations except Half pay Leave and commuted Leave. In addition, Extra Ordinary Leave without pay not exceeding one year shall also be allowed to the incumbent.

(xi) CODE OF CONDUCT FOR RE-EMPLOYED TEACHERS

1. Code of Professional Ethics as elaborated in the UGC Regulations on Minimum Qualifications for appointment of Teachers and others Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and adopted by the University be made applicable in case of re-employed teachers.

2. In case of breach of the said ethics by any re-employed teacher, action may be taken by the competent authority, under the existing provisions of Panjab University Calendar as applicable to the regular teachers of the Panjab University, Chandigarh.

The relevant portion of Regulation 17 as elaborated in the UGC Regulations, 2010 is reproduced as under:-

17.0 CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENDS**Teachers Should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage student to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against others students, colleagues or administration.

III TEACHER AND COLLEAGUES**Teacher should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHER AND AUTHORITIES:**Teacher Should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tutions and coaching classes which are likely to interfere with their professional resposibilities;

- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should hold the function of joint staff-councils covering both teachers and non-teaching staff.

VI. TEACHER AND GUARDIANS

Teacher should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians; their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHER AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

(xii) TRANSFER OF PROVIDENT FUND

A person who takes up employment with the University after having resigned/ relinquished his job in the University/College/Institution in whose service he was prior to joining this University and had been subscribing to the Provident Fund in the said previous employment, may be allowed to get Provident Fund amount, at his credit, transferred to this University. The service thus rendered in the said previous employment shall also be included for purpose of computation of the minimum period of three years (as also the minimum period of 10 or 12 years service as required under Rule 2 page 48-49, P.U., Cal. Vol. III, 2009) for taking advance from Provident Fund.

(xiii) PANJAB UNIVERSITY STAFF CLUB

Name	1.	There shall be a club called "Panjab University Staff Club" which will be housed in a building provided by the University.
Object	2.	The object of the club shall be to provide facilities for social, cultural and recreational activities to its members and to promote a healthy corporate life.
Membership	3.	<p>(a) (i) The membership shall be open to all Teachers of the University and all class 'A' Officers of the University Office.</p> <p>(ii) The wife or husband of a member of the club will be eligible for club membership. Children of the members below the age of 18, may be allowed to use the club, subject to the rules which may be framed by the Executive Committee.</p> <p>(iii) The Executive Committee shall have the power to admit any one as a temporary member on such conditions and for such a period as may be prescribed by the Committee.</p> <p>(iv) The Executive Committee may confer honorary membership on a retired employee of the University.</p> <p>(b) The members will constitute the General Body of the Club.</p>
Patron	4.	The Chancellor and the Vice-Chancellor of the Panjab University shall be the Patrons of the Club.
President	5.	The Dean of University Instruction shall be ex-officio President of the Club.
Funds	6.	<p>(a) The entrance fee for a single member shall be Rs. 8 and for a couple Rs. 12. The monthly subscription shall be Rs. 3 for a single member and Rs. 5 for a couple.</p> <p>(b) An additional monthly subscription of Rs. 10 for Lawn Tennis, Rs. 5 for Squash and Rs. 2 for Badminton shall be collected from every member who joins these games.</p> <p>(c) Members may bring with them their guests occasionally and they will be charged as under :</p> <p>Tennis : Re. 1 per day Squash : Re. 0.50 per day Badminton : Re. 0.50 per day</p> <p>(d) The members while joining the Club will give concurrence in writing that their subscription will be deducted by the office from their salaries.</p>

Executive Committee	7	<ul style="list-style-type: none"> (i) The Executive Committee of the Club shall consist of (a) President, (b) two Vice-Presidents (one of whom shall be an Administrative Officer, (c) Secretary, (d) two joint Secretaries, (e) Treasurer, (f) seven members (three of whom shall be nominated by the Vice-Chancellor and four shall be elected by the General body at a meeting held for this purpose). (ii) If a vacancy occurs in the membership of the Executive Committee. It may be filled up through co-option by the Committee. (iii) The Executive Committee shall hold office for one year from 1st of August to 31st of July. (iv) The election shall be held in accordance with the rules prescribed by the General Body on recommendation of the Executive Committee.
Powers of the Executive Committee	8	<ul style="list-style-type: none"> (i) The business of the Club shall be carried on by the Executive Committee subject to the overall control of the General Body. (ii) The Executive Committee shall, subject to the final approval of the General Body, have powers to (a) maintain such establishment as may be necessary of running the Club, (b) appoint, suspend or dismiss any employee of the club, (c) determine and regulate remuneration, duties and conditions of service for all the employees of the club. (iii) The Executive Committee may, from time to time, delegate any of their powers to such Committee or Committees of one or more members for a specific purpose and for a specific period as it deems fit. It may also recall or revoke any such delegation of powers. (iv) The Executive Committee shall have the power to recommend to the General Body the removal of any member for gross misbehaviour in the club and, pending the decision of the General Body, may suspend him from membership. (v) Five members of the Executive Committee shall constitute the quorum at a meeting of the Committee (vi) All decisions of the Committee shall be taken by simple majority vote. In case of a tie, the President of the meeting shall have a casting vote.
Office Bearers	9	The President shall preside over all meetings of the Executive Committee and the General Body. In his absence, one of the Vice-Presidents shall preside. The President shall accord sanction of expenditure up to the limit fixed by the Committee. The Secretary shall exercise supervision over all the affairs of the club and inter-alia maintain records and correspondence, etc. One of the Vice-Presidents shall act for the President in his absence. The

Treasurer will be responsible for collecting funds and maintaining accounts.

- | | | |
|-----------|-----|---|
| Meetings | 10. | <ul style="list-style-type: none"> (i) There shall ordinarily be one meeting of the General Body every year to consider the annual report of the Club and annual statement of accounts which, properly audited, with the auditors report will be circulated to the members at least three days before the meeting. The Annual General Meeting shall be notified at least a fortnight in advance. (ii) An extraordinary meeting of the General Body shall be convened whenever the Executive Committee considers it necessary, or whenever a requisition for such a meeting is made by at least one-sixth of the total membership. Such a meeting shall require at least a week's notice. (iii) The quorum for the General Body meeting shall be one-sixth of the total membership. (iv) The General Body meetings shall be notified at least a fortnight in advance. (v) The Executive Committee shall meet at intervals of not more than one month or when convened by the President. |
| Audit | 11. | <ul style="list-style-type: none"> (i) Once a year the accounts of the club shall be audited by the auditors appointed by the General Body. (ii) The bank account of the club shall be operated jointly by the Secretary and the Treasurer. (iii) The reports of the auditors will be open to inspection by any member of the club. |
| Funds | 12. | The funds of the Club, from whatever source they are derived, shall be utilised solely for the promotion of the objects of the Club and for no other purpose. |
| Amendment | 13. | Any amendment to the constitution shall be made by two-thirds majority of the members present and voting at a meeting of the General Body specially convened for the purpose and for which at least a fortnight's notice is given to all the members, along with the proposed amendment. |

- (xiv) UNIVERSITY EMPLOYEES SEEKING ELECTION TO PARLIAMENT, A LEGISLATURE, LOCAL BODIES LIKE MUNICIPAL CORPORATION, MUNICIPAL COUNCIL, ZILA PARISHAD, BLOCK SAMITI, GRAM PANCHAYAT & COOPERATIVE BODIES ETC.

1. A University employee shall apply for permission to seek election to Parliament, a Legislature, Local Bodies like Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Cooperative Bodies etc., as the case may be, through the Head of the Department/Branch and the Dean of University Instruction/Registrar within two weeks of the announcement of the date of election by the Election Commission or any other competent authority. The Syndicate shall be the authority to grant permission. The same will ordinarily be granted.

2. A University employee who is permitted by the Syndicate to seek the above election and whose nomination papers have been accepted, shall proceed on leave of the kind due upto the date of election.

3. (i) A University employee, if elected to a Legislature or Parliament shall proceed on extra ordinary leave without pay for the term of his office. In case, if after being elected to Legislature or Parliament he/she does not formally apply for grant of such leave he/she shall be deemed to be on Extra Ordinary leave without pay from the date he/she is administered the oath of his office.

(ii) In case of his/her being elected in the election of Local bodies like Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Cooperative Bodies Local etc. leave of the kind due be granted to him/her to attend the meeting/work relating to above said bodies.

Note :-In case of violation of above rule by an employee, disciplinary action under the University rules will be initiated against him/her.

(xv) UNIFORMS FOR EMPLOYEES OF CLASS C

1. The following Class C employees of the University except Laboratory Assistants, will be entitled to Uniforms, Blankets, Turbans, Aprons and Dangries as under :

- (i) Permanent servants.
- (ii) Those who are not permanent, but are working against permanent posts after completion of 6 months' service.
- (iii) Those who are not permanent and are working against temporary posts after completion of one year's service provided one month's salary by way of security has been deducted.

Provided further that in case of (ii) and (iii) above a certificate from the Officer concerned not below the rank of Superintendent to the effect that the employee is not likely to leave service and a surety from a permanent employee of the rank of an Assistant to the extent of the cost of the articles of uniform will be necessary.

(A) Winter Uniform

- (a) One Uniform consisting of Pants (Trousers) and Jodhpuri Coat every alternate year to those whose headquarters are in the Hills.
- (b) One Uniform (as above) after two years' interval to those whose headquarters are in the plains.
- (c) Two uniforms after two years' interval to Cook/Asstt. Cook of Guest/Faculty House.
- (d) One Jersey after two years' interval.
- (e) One pair of shoes every alternate year.

(B) Summer Uniform

Three Summer uniforms consisting of three Bush-shirts and three Pants (Trousers) after two years' interval to those whose headquarters are in the plains.

Class 'C' employees of University Health Centre will be supplied three uniforms of white terricot after two years' interval.

Cook/Assistant Cook of Guest/Faculty House will be supplied two uniforms of white terricot every year, and two Aprons every year.

(C) Blankets

One every alternate year to those whose headquarters are in the Hills and one after 2 years' interval to those whose Headquarters are in the plains, including Cook/Assistant Cook of Guest/Faculty House.

(D) Head-dress

Head-dress shall be optional, but those who choose turbans/caps must wear them. Three Khaki Turbans of 4.57 ½ metres or three barret caps each shall be given after 2 years' interval to each Class C employee including Cook/Assistant Cook of Guest/Faculty House, on completion of the requisite service as laid down in rule (ii) and (iii) except that Jamadars will be entitled to white turbans as above.

- (E) Aprons
Two aprons along with Warm Uniforms to all Jamadars.
- (F) Dangries
Dangries will be supplied as under :
- (a) Two every year to—
 - (i) employees working on the Printing Machines and Inkmen;
 - (ii) Skilled workers in the University Departments;
 - (iii) Distributors working in the University Press.
 - (b) One every alternate year to employees working on the Ruling Machine and the Duplicating Machine.
- (G) Insignia
Every class C employee shall wear on the chest of each Coat/Bush-shirt, the insignia "PANJAB UNIVERSITY".
- (H) 1. One Umbrella will be supplied to each Branch of the Administrative office with the sanction of the Registrar. This umbrella should remain in the charge of the Stationery Clerk of the Branch concerned and be used only by the peon deputed to distribute the dak, etc. outside the administrative building.
Provided that an umbrella once issued will be replaced after a period of five years, beginning with the year of original supply.
2. Rain Coat can only be issued with the permission of the Vice-Chancellor, on the recommendation of the Registrar, to an employee of Class C only if the need is considered urgent.
- (I) UNIVERSITY SECURITY STAFF
1. Summer Uniforms (Khaki Terricot)

<i>Particulars/Pattern</i>	<i>No. of uniforms</i>	<i>Period</i>
A full-sleeve Bush-shirt having a waist-belt plait, shoulder loops and a Pant.	Two	Every alternate year
 2. Winter Uniforms (Khaki Woollen)

Bush-shirt, having a waist-belt plait, shoulder loops and a Pant	One	After two years' interval.
--	-----	----------------------------
 3. Blanket

	One	After two years' interval.
--	-----	----------------------------
 4. Turban (Khaki Muslin)/barret cap

	Three	Every alternate year.
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 5. Boots (Black)

	One pair	Every alternate year.
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 6. Torch (to be replaced when becomes unserviceable).

	One to each member	
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 7. Security Staff
 - (a) Over-coat—once in five years.
 - (b) Shoulder Brass Bidges
"Security Staff Panjab University"

	One pair.	
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8. Security Officer
- | | | |
|-----|--------------------------------------|---------------------------|
| (a) | Black shoes | |
| (b) | Overcoat— | Once in five years |
| (c) | Pea-cap | One Every alternate year. |
| (d) | Shoulder Brass Badges | One pair. |
| | “Security Officer Panjab University” | |

Note.— The Security Officer (a class ‘B’ employee) will get the uniform of the same pattern, but of a better stuff. He will not be entitled to blanket.

(J) Uniforms for class IV female employees.

- (a) For Winter--Shirt and Salwar of some woollen ladies suiting (voile or costswool) with a warm shawl of the same cloth measuring 2.25 metres;
- (b) For Summer--Shirt and Salwar of Blue Terricot.
- (c) Two dupattas of 2.25 metres of Khaki/White Muslin every year.
- (d) Blankets, as for male employees.

(K) Uniforms for Drivers

	Summer Uniform	Period
1.	Three terricot summer uniforms consisting of three Bush-shirts and two Pants (Khaki)	For staff car Drivers every year. For others alternate year.
2.	One driver type cap	Every year.
3.	One pair of shoes	—do—
4.	One Raincoat	Once in five years.
	Winter Uniform	
5.	One winter uniform of woollen serge Khaki Bush-shirt & Pant.	Once in three years.
6.	One over-coat.	Once in five years.

(xvi) EX-GRATIA GRANT AND OTHER FACILITIES TO THE FAMILY OF A
UNIVERSITY EMPLOYEE WHO DIES WHILE IN SERVICE

Ad-hoc Ex-gratia grant :

1.1. Ad-hoc ex-gratia grant and other facilities will be admissible to the family of a regular University employee who dies while in service of the University as per rules given here under :—

The ex-gratia grant to be given to the family of a deceased employee w.e.f. 1st Oct., 1979 will be equivalent to twenty times the monthly emoluments, which he was drawing immediately before his death, subject to a minimum of Rs. 10,000 and maximum of Rs. 30,000. The ex-gratia grant will be payable to the members of the family of a deceased employee in the order mentioned below :—

- (i) Widow/husband
- (ii) Dependent sons and daughters
- (iii) Dependent father
- (iv) Dependent mother
- (v) Dependent brothers and sisters.

1.2. The term “emoluments” for this purpose shall mean the pay* as defined in the foot-note and will also include dearness pay. In the case of an employee being under suspension or absent from duty at the time of death, the emoluments would be those which an employee would have drawn had he not been absent from duty or under suspension.

1.3. Ad-hoc ex-gratia grant is admissible to widow/husband only but it can be given to other dependents also in the order mentioned in 1.1 above if they are unemployed and are entirely dependent on the deceased employee, subject to submission of proof to the satisfaction of the Registrar.

2. Free Medical Aid :

Free Medical Aid/Assistance as admissible to retired employees will be given to dependent parents/wife/husband and minor children of the deceased declared as such by the deceased during his life time.

3. Accommodations :

In case where the deceased employee was in possession of University accommodation, his family** will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

Note.—(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.

*Pay means the amount drawn monthly by a University employee as :

- (i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and
- (ii) Overseas pay, technical pay, special pay and personal pay; and
- (iii) Any other emoluments which may be specially classed as pay by the competent authority.
- (iv) For rules 1.1 & 1.2 the Punjab Govt. instructions applicable from time to time shall be followed.

**For purpose of Rule 3, family would mean husband/wife.

- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation at that place, the house rent allowance for the remaining period will not be admissible.
- (iii) If the residential accommodation allotted to the deceased employees, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
- (iv) If no accommodation is available as referred in clause (iii) above, then house rent allowance for the remaining period would be granted, provided the family lives at that station, the term station in so far as Chandigarh is concerned shall include Mohali (SAS Nagar) & Panchkula Urban State.

If, however, an employee dies while on leave, the house rent allowance will be calculated on the basis of emoluments that he drew immediately before proceeding on leave.

- (v) The member of the family of the deceased may be granted house rent allowance on the basis of emoluments as determined under Rule 1.2.

When a permanent University employee dies while in service, his wife/dependent child if employed in the University on application may be allotted residential accommodation, out of turn, on compassionate grounds not higher than 'D' type house as per his/her entitlement in the post held or of the type in which the deceased employee was residing, whichever is lower in category.

Provided that such a beneficiary was residing with the deceased.

4. Educational Facilities :

- (i) Tuition fee at the rate as admissible in Govt./University Institutions shall be re-imbursed by the University to the unmarried children of the deceased employee upto the degree courses (including professional Courses) provided the children get admission in the whole-time course and pass the University examination held from time to time in not more than three attempts each.
- (ii) The benefit will be admissible from the date of death of the University employee concerned to his widow/children who are actually dependent upon their guardian.

5. Priority of employment & grant of stipend

- (i) (a) The object of compassionate appointment is to enable the Panurious family of the deceased employee of the University to tide over the sudden financial crisis and to provide employment. More death of an employee does not confer a right on the family to compassionate appointment.
- (b) A member of the family who was wholly and solely dependent upon the deceased (bread-winner) who dies in harness, may be considered for appointment on compassionate grounds. If either of the parents is alive and he/she is an earning member of the family no appointment on compassionate grounds shall be considered.

- (c) In deserving cases, even where there is an earning member of the family, compassionate appointment may be considered, but the appointing authority would satisfy itself that the grant of concession is justified having regard to the number of dependents, the assets and liabilities left by the deceased, the income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the deceased and whether he should be a source of support to the other members of the family of the deceased.
- (d) A dependent member of the family of a person (bread-winner) who dies in harness can be considered for the appointment only on Class 'B' or Class 'C' post, provided he is eligible in accordance with University rules/regulations. No relaxation in the academic/professional/technical qualifications prescribed for a job will be given. Relaxation in age may be considered by the appointing authority in such cases. For such appointment, only a widow or a dependent son or a dependent un-married daughter or an adopted son or an adopted un-married daughter or widow daughter-in-law whose husband was not working in a Government/Semi-Government office, and who has not got re-married at the time of offering the appointment, may be considered.
- (e) No compassionate appointment be considered, if a University employee dies after attaining the age of superannuation.
- (f) Compassionate appointment can be made only against direct recruitment quota posts. However, if the quota post of S.C./S.T. exists, the appointment of S.C./S.T. candidate will be deemed to have been made against the reserved quota.
- (g) An unmarried daughter, a widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.
- (h) Relaxation in type-writing test/Data Entry (Computers) test for the post of a Clerk for appointment on compassionate grounds may be considered on the condition that the person appointed as such would clear the type-writing/Data Entry (Computers) test prescribed by the University within 3 years (6 chances) from the date of appointment, failing which the employee concerned would forfeit annual increments with cumulative effect and his/her case may be considered for termination.
- (i) Widows of the deceased employees who were above 45 years of age, be exempted from the condition of passing test in type-writing/Data Entry (Computers). For others, the existing requirement of qualifying the type-writing/Data Entry test be retained.
- (j) Request for compassionate appointment against equivalent or higher post where compassionate appointment has already been

accepted against one post, will not be considered and such request shall be rejected.

- (k) Requests for compassionate appointments by the dependents are to be made within a period of 6 months from the date of death of the bread-winner/deceased employee. In case no application is received within 6 months from the date of death of the employee of the University or if no dependent is eligible for appointment on compassionate grounds within one year from the date of death of the employee, the appointment on compassionate grounds will not be considered. In case the applicant otherwise eligible for appointment is under-age or is in the process of studies, he can be considered on the completion of age/study provided such a request is received within 6 months from the date of death of the University employee. However, in such case the appointment shall not be made beyond 2 years from the date of death of the University employee.
- (l) Applicant for compassionate appointment shall give an affidavit to the effect that he is not self-employed in any manner or employed elsewhere.
- (m) Wherever possible, the appointment on compassionate grounds shall be made in the Cadre/Category/Department to which the deceased employee, i.e. the bread-winner of family of the applicant belonged at the time of death.
- (ii) For grant of stipend of Rs. 200 p.m. for the education, after the primary stage and up to the stage of graduation on the condition that the child passes all the promotional examinations held as regular student from time to time in first attempt each and the studies shall be uninterrupted.

6. Procedure for grant of above facilities :

- (i) The information in regard to the deceased employee and his family would be obtained in the enclosed proforma which should be properly attested and contain necessary affidavit as a reasonable proof of title to grant other facilities as the case may be.
- (ii) In the case of minor dependents the amount be disbursed after taking all precautions so that the relief afforded is paid in a manner that would prevent its misuse.

7. (i) The work-charged establishment with a minimum service of 5 years be also included for ad-hoc ex-gratia grant and other facilities admissible to the families of regular employees;

- (ii) The amount of compensation admissible to the work-charged employee will be equal to ten times the salary drawn by an individual subject to a minimum of Rs. 3,000 and maximum of Rs. 5,000.

The above compensation will not be admissible to persons who are re-appointed or appointed after retirement from any other service.

- (iii) The rest of the work-charged establishment will continue to be governed by the workmen's Compensation Act.

NOTE :

The employees on ad-hoc basis and the persons who are given term appointment or are appointed on contract basis or appointed temporarily against some Research Project or temporary Scheme or leave arrangement shall not be eligible for grant of benefit under these Rules.

8. Journey for the family of an employee on death :

Travel expenses of family as and transportation of personal effects of the University employees, who die while in service, are admissible as provided in the Note (iii) below Rule 19 of the TA Rules in Chapter V of Calendar, Volume III, as under :—

- (a) Travel expenses as under will be admissible to members of the family as defined in Rule 2.17 of Punjab Civil Services Rules, Volume I, Part-I (for the purposes of travelling allowance) provided the journey is completed within six months after the death of University employee to his normal place of residence i.e. permanent home as entered in his service-book or record, or such other place as might have declared to be his permanent home by him while in service :—
 - (i) for journey by rail :—
 - (a) Actual fare (without the incidental) of the class of accommodation to which the deceased employee was himself entitled for each member of the family;
 - (b) Actual cost of transportation of personal effects on the scale as admissible under Rule 2.59 (a) 1 (iii) of the Punjab Civil Service Rules, Volume III, T.A. Rules.
 - (ii) for journey by road :—
 - (a) One mileage allowance for one member of family, a second mileage allowance if two other members of family and third mileage allowance if more than two other members of family travel, at the rate of applicable to the deceased employee.
 - (b) Actual cost of transportation of personal effects on the scale as admissible under Rule 2.59 (a) II (ii) of Punjab C.S.R. Volume III. T.A. Rules.
 - (b) If at the time of the death of an employee a member of his family happens to be at a station other than the employee's last headquarters or being there proceeds to a station other than the normal place of residence, such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of road journey and cost of transport of personal effects from the place where he was at the time of the employee's death to the place to which he actually travelled, provided that the total expenses claimed shall not exceed the total mileage allowance and cost of transport of personal effects upto the prescribed limit that would have been admissible had such a member travelled from the headquarters of the employee to the normal place of residence.
-

PANJAB UNIVERSITY (CHANDIGARH)

FORM OF APPLICATION FOR EX-GRATIA GRANTS/OTHER FACILITIES

Application from the family of late

Shri/Shrimati _____

employed as _____ in the Office/Department
of _____

1. Name and full address of applicant.
2. Relationship to the deceased employee.
3. Circumstances and date of death of the employee.
4. Names and ages of surviving relations of deceased :—

	Name	Age
(a) Widow/Husband		
(b) Sons.		
(c) Unmarried daughters.		
(d) Widowed daughters.		
(e) Parents wholly dependent on the employee.		
(f) Widows/Unmarried sisters.		

5. Any other relevant information

(Signature of applicant)

PLACE _____

DATE _____

(xvii) SPECIAL INCREMENT TO TEACHING & NON-TEACHING EMPLOYEES FOR
PROMOTING THE SMALL FAMILY NORMS

The following concessions shall be granted to the University Employees who adopt the terminal method of family planning after two or three surviving children :--

- (a) A special increment in the form of personal pay not be absorbed in future increases in pay either in the same post or on promotion to higher posts. The rate of personal pay will be equal to the amount of the next increment due at the time of grant of concession and will remain fixed during the entire service. In the case of persons drawing pay at the maximum, the rate of personal pay will be equal to the amount of the increment last drawn.

- (b) In view the recommendations of the Fourth Punjab Pay Commission, it has been decided that the incentive for promoting small family norms, will be in the form of 'Family Planning Allowance' instead of Personal Pay. Consequently, no house rent allowance/Rural Area Allowance or any other allowance will be admissible on the incentive.

These orders will take effect from 1.09.1997, but no recoveries for the period 1.09.1997 to 31.08.1999, of any amounts received by an employee on account of House Rent Allowance/Rural Area Allowance on the amount of such allowance shall be made.

- (c) Charging of rate of interest half percent less on house building advance than the normal rate of interest.

Provided that the above concessions shall be subject to fulfilment of the following conditions :--

- (i) The concerned employee must be within the reproductive age group. In the case of male employee this would mean that he should not be over 50 years and his wife should be between 20-45 years of age. In the case of female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have one or two living children.
- (iii) The sterilisation operation should be conducted in and the sterilisation certificate issued by the Govt. Hospitals and the other Hospitals approved by the Govt. of Punjab.
- (iv) The sterilisation operation can be undergone either by the University employee or his/her spouse provided the conditions at Sr.No.(i) to (iii) above are fulfilled.
- (v) The concessions will be admissible only to those University employees who undergo the sterilisation on or after 7.1.1984.
- (vi) The incentive for adopting small family norms will be allowed only in the cases of Class III and IV employees.

(xviii) GUIDELINES FOR PROCESSING OF SERIOUS CHARGES OF
ALLEGATIONS AGAINST THE UNIVERSITY,
ITS OFFICERS AND OTHERS

The following guidelines will be followed in the processing of serious allegations against the University or individual Officer/officials/teachers/students of the University pertaining to irregularities concerning finances, admissions, examinations, appointments, plagiarism or any other allegation which amounts to moral turpitude.

1. That the allegations must be made in the form of a complaint in writing.
2. Any anonymous complaint which does not contain the signatures, full name and address of the complainant, shall not be entertained and shall be summarily filed.
3. Any complaint duly signed with name and complete address of the complainant shall be referred to the Standing Committee for scrutiny. Such Standing Committee shall be established and shall consist of a Chairman and two members to be nominated by the Vice-Chancellor.
4. The Standing Committee may make such verifications as it finds necessary in the facts and the circumstances of the case and may take the following steps :
 - (i) The Committee shall call the complainant to its presence and record his statement to the effect whether or not the complainant owns his signatures on the complaint.
 - (ii) The Committee, may, if it considers necessary in the context of the nature of allegations made in the complaint that it should be supported by an affidavit, ask the complainant to file an affidavit in the format given below :

I _____ S/o. _____ R/o. _____
do hereby solemnly affirm and State as under :

(All the allegations of substance made in the complaint shall be embodied in the affidavit).

(Signature)

I _____, Deponent, above named, do hereby solemnly affirm and declare that Paras Nos. _____ are true to my knowledge and Paras Nos. _____ are based on the information received by me which I believe to be correct.

(Signature)
Deponent

5. After the requisite compliance by the complainant, necessary verification and scrutiny of the complaint, the Committee may further examine the complainant to ascertain whether the allegations made in the complaint have substance and are of serious nature requiring initiation of disciplinary proceedings or any other appropriate action. It shall record its observations and submit its report to the Vice-Chancellor for appropriate action.

6. Notwithstanding anything contained herein, the Vice-Chancellor may, in his discretion on receipt of information from any source, what so ever or suo moto, make a reference of any matter to the Committee for verification and report in the manner mentioned in (5) above.

(xix) POLICY FOR THE PROTECTION, PREVENTION, PROHIBITION
AND REDRESSAL OF WOMEN FROM SEXUAL
HARASSMENT AT WORKPLACE

- A. Extent and Scope
1. This Policy may be called 'Panjab University Policy for the Protection, Prevention, Prohibition and Redressal of Women from Sexual Harassment at workplace' and shall come into force with effect from the date it is approved by the Syndicate.
 2. The Policy is in furtherance of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules 2013".
- B. The definition of 'Sexual Harassment' is same as under -
'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".
- C. The Internal Complaints Committee is given the nomenclature 'Panjab University Committee Against Sexual Harassment (PUCASH)'. Manner and methods of constitution and functioning of the PUCASH shall be as per the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".
- D. The Panjab University Committee Against Sexual Harassment (PUCASH) will be constituted in the month of June for a term of 3 years, starting 1st July of the year, by the Syndicate, as per Section 4 of the Act "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".
In each case, the report of PUCASH will be submitted to the appropriate punishing authority as under:
1. Vice-Chancellor- in case of students
 2. Registrar-in case of Class 'C' employees
 3. Vice-Chancellor- for employees of Class 'B' in the category of clerks, including those in the equivalent/corresponding pay-scales of clerks.
 4. Syndicate- for employees of Class 'B' in the category of Assistants, including those in the equivalent/corresponding pay-scales of Assistants.
 5. Senate for Class 'A' officers and all others.
- E. Penalty
1. In case of employees, the penalty shall be as per the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013".
 2. In case of students following penalties may be imposed:-
 - (a) Restricting the students from participation in any event of the Department/ University.
 - (b) Suspension from classes for a period upto equivalent to the total term of the course.
 - (c) Expulsion from the University.
 - (d) in addition to the above mentioned penalties at (a), (b) and (c), fine which may extend to Rs. 50,000/- but shall not be less than Rs.10,000/- may also be imposed.

3. PUCASH may recommend compensation to be paid by the respondent to the victim keeping in view the mental/physical/emotional/psychological impact of sexual harassment on the victim.

F. POWER TO REMOVE DIFFICULTIES

If any difficulty arises in giving effect to the Policy, the Syndicate may, as it may appear necessary to it for removing the difficulty make changes in the Policy which are consistent with the letter and spirit of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

(xx) PENSIONARY BENEFIT IN RESPECT OF
MISSING UNIVERSITY EMPLOYEES

1. The employees who are missing suddenly and there is no information about their whereabouts, their legal heirs are given pension and other retirement benefits after seven years. This period of seven years is based on Article 108 of Indian Evidence Act. This period is very long and the family members have to face too many difficulties.

2. Guidelines for pensionary benefits in respect of missing University employees.

- (1) If any University employee is missing then the nominee's, nominated by the employee should be given pay, leave encashment and amount of G.P. Fund, etc.
- (2) After one year in accordance with the conditions laid in next para, other family pensionary benefits like Gratuity/Family Pension can be given.

Above mentioned pensionary benefits can be approved in view of the below mentioned conditions :--

- (a) FIR in respect of the related employee should have been registered to the relevant area by the family members. This report should have been received from the police that inspite of various attempts police could not get any clue about the missing employee.
- (b) Indemnity Bond should be taken from the dependants/nominees of the employee that if the missing employee is traced under any circumstances, he demands his pending pay and all payments in respect of pensionary benefits will be got adjusted.

3. The Heads of all Departments/Officers have to administer that all dues/ recoveries have been assessed.

4. Family member of the affected employee can submit this request on the prescribed proforma to the Head of the Department for the approval of the family pension/ gratuity. Department will have to pay interest after three months from the date of submission of application with the office on the rates applicable from time to time. Disciplinary action will be initiated against the delinquent official who had lead to delay the gratuity payments.

1) Payment of Pension:

The Pension Cell shall maintain the record of all employees which are due to retire in the next coming six months. Before the due date of retirement of an employee, the pension cell shall issue a set of pension form to the concerned department/ branch of the employee at least two month before the due date of retirement of the concerned employee. The concerned department shall fill up the necessary details in the pension form on the basis of the particulars recorded in the service book of the employee and submit it back to the pension cell alongwith service book after due verification by the concerned HOD not later than seven days after the date of retirement of the concerned employees. Before submission of the service record, the concerned department/ controlling officer must ensure that the service record of the concerned employee is verified upto the date of retirement. On receipt of the pension form alongwith service book complete in all respect, the pension cell will process the case for fixation of pension and ensure the payment of monthly pension on the 1st working day of the following month of retirement. The pension shall be released without waiting for the NDC from other departments/offices.

2) Final Payment of Provident Fund/General Provident Fund:

As per the provident fund regulations 14.15 appearing at page 131 of P.U. Calendar Volume-I of 2007, an employee can keep the balance of provident fund up to one year from the date of retirement. If an employee wants to withdraw the final payment of provident fund before the expiry of one year after the date of retirement, he/she may apply for the same to Provident Fund Section and the final payment shall be released without waiting for the NOC from other departments/offices. However, if the retired employee has retained the University accommodation after the date of retirement, then an amount of Rs. 1.00 lac (or as decided by the House Allotment Committee from time to time alongwith surety of a permanent employee) shall be withheld till the employee vacates the accommodation.

3) Leave Encashment/Furlough & Gratuity:

The bill of leave encashment/furlough & Gratuity shall be submitted in the Accounts Branch by the concerned department/branch along with service book. Before submission of bill of leave encashment/furlough, the department/ branch must ensure that the leave account of the employee is completed upto the date of retirement and has been duly audited by the office of Resident Audit Officer (RAO). The payment of the leave encashment/ furlough & gratuity shall be released only on receipt of final 'NDC' from all the concerned departments/offices. Accounts Branch shall ensure to release the due amount of leave encashment/furlough & gratuity within 10 days from the date of receipt of bill, service book with complete leave record and final 'NDC'.

4. The employee is required to obtain No Dues Certificates from the following departments/offices:

- 1) Establishment Section
- 2) Concerned departments/branches
- 3) AC Joshi Library

- 4) Estate Branch & Rent Recovery Cell
- 5) Store
- 6) Health Centre
- 7) All Sections under Accounts Branch

The Nodal Office for keeping the record of No Dues Certificate shall be Provident Fund Section as per existing practice in the Accounts Branch.

- (i) The Provident Fund Section shall seek the status of dues/No Dues Certificate directly from all the departments/branches separately with a copy to the retiring employee. The letter for seeking NDC shall be issued at least three months before the date of retirement of the concerned employee.
- (ii) On receipt of such letter, the concerned department/section shall report back to Provident Fund Section within 15 days from the date of receipt of such letter, the dues towards the retiring employee. In case, the concerned department/office does not give or fails to give report to Provident Fund Section within the stipulated time, then it shall be presumed that nothing is due towards the concerned employee and any loss to the University on his account shall be the personal responsibility of the concerned Head of Department/Branch or the concerned Superintendent and dealing official.
- (iii) No report shall be held back on the plea that certain dues are pending towards the employee. All such dues shall be quantified in monetary term and shall be reported to the Provident Fund section within the stipulated time frame. On receipt of all the No Dues Certificates, the Provident Fund Section shall release the gratuity and also give a report in this regard to Salary Section for release of leave encashment/furlough.
- (iv) The format to report status of dues by the concerned department/branch shall be as below: -

FORMAT

This is to certify that nothing is due from Shri/Smt. _____
 Designation _____, Department/Branch _____. Provident
 Fund Account No. _____ retiring on _____ except following
 dues:

1. _____ (Full details to be given
2. _____ along with amount)
3. _____

Head of Department/Branch

5. In case, the concerned department/office has reported certain dues towards the employee while submitting the NDC, then the PF Section within 2 days shall issue a

notice to the retiring employee informing him/her of pending dues as intimated by the Concerned Department/Office. By such notice an opportunity shall be given to the employee to submit necessary information with respect to adjustment of such dues within one week from the date of receipt of such notice. On the basis of the information given by the retiring employee, the office must complete the process of adjustment of dues within 15 days from the date of receipt of the required information/documents from the retiring employee. In case the retiring employee does not submit any reply within the prescribed time, then it shall be presumed that the employee has nothing to say about the dues and accordingly the necessary recovery shall be effected from the final payment of Gratuity / Furlough/ Leave Encashment. In case of any dispute with respect to adjustment of dues then the case shall be submitted to the Vice-Chancellor alongwith comments of the concerned Department/Office which has intimated dues and the explanation of the retiring employee and the final decision shall be taken by the Vice-Chancellor. In case the issue of pending dues is not resolved within one month from the date of retirement then the leave encashment/ furlough/ gratuity shall be released after withholding the pending dues. The final decision of the withheld amount shall be taken by the University within one month of the release of balance amount.

CHAPTER V

TRAVELLING ALLOWANCE RULES

1.1 (a) Travelling Allowance:

The rules governing the grant of travelling allowance to the University functionaries as well as other, for journeys performed in connection with the University business/ affairs and LTC etc are contained in this chapter.

(b) Travelling Allowance Bill shall be prepared and drawn on the prescribed T.A. bill forms **A-42 and A-43** as the case may be are appended with in this chapter. The bill shall be prepared in accordance with the following provisions:-

- (i) The T.A bill shall be prepared in accordance with the Travelling Allowance Rules of the University/funding agencies etc. and shall be supported by all the certificates etc. prescribed for the purpose.
- (ii) The tour program of the University employee/Research Scholar in connection with University work, examination work and Research work etc, the journey and the period of halt at outstation must have been approved/authorized by the competent authority before commencement of the journey.
- (iii) When a circuitous route is taken, the reason for doing so must invariably be stated in the bill.
- (iv) In case of journey by road, it shall be ensured that correct distances are charged for.
- (v) The railway, air or public bus fare charged shall agree with the tariffs concerned.
- (vi) The amounts drawn in the bill shall be according to the prescribed rates and general conditions.
- (vii) When a special sanction is necessary for the payment of travelling allowance, the bill shall be supported with the requisite sanction.
- (viii) The competent authority can sanction advance TA/DA for University Business/examination work/Research Work attending conferences with in India and abroad up to an amount of 80% of the estimated expenditure on travel which includes fare, daily allowance, and registration fee with the condition that the concerned employee must submit the actual TA/DA claim along with adjustment vouchers within a period of one month from the date of return journey.

(b)(i). For the purposes of T.A./D.A., categorization of Punjab University Employees on the basis of Grade Pay shall be as under:

Category	Grade Pay
I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,400 to Rs. 7,599
IV	Rs. 3,800 to Rs. 5,399
V	Below Rs. 3,800

(ii). The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

- | | | |
|-----|---|-----|
| (a) | Cities with population of 50 lakhs and above | A 1 |
| (b) | Cities with population of 20 lakhs and above but less than 50 lakhs | A 2 |
| (c) | Cities with population of 10 lakhs and above but less than 20 lakhs | B 1 |
| (d) | Cities with population of 5 lakhs but less than 10 lakhs | B 2 |

(iii) **Daily Allowance:-** The revised rates of daily allowance shall be as under:

Grade Pay Category	(In Rs.)			
	A1Hotel / Non-Hotel rates	A2Hotel/ Non-Hotel rates	B1Hotel/ Non-Hotel rates	B2/ Other Places Hotel/ Non-Hotel rates
I	800	640	480	320
	400	320	240	160
II	700	560	420	240
	300	240	180	120
III	450	360	270	180
	250	200	150	100
IV	380	300	230	150
	200	160	120	80
V	300	240	180	120
	150	120	90	60

- The other conditions for daily allowance should remain in force: For example:
- No daily allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
 - Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
 - A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
 - No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.

(iv) (a) **Entitlement to travel by air (Air India):-**

Category	Entitlement Class air
I & II	Economy Tourist /Standard class
III	Economy Tourist/Standard class (on the condition that the one way distance is more than 500 kms.)

(b) Travel Entitlement by Rail:-

Grade Pay Category	Entitlement by Rail
I	Ist Class A.C./Executive Class
II	Ist Class/A.C. Chair Car/A.C. Two tier sleeper
III	Ist Class/A.C. Chair Car/A.C. Three Tier
IV & V	Second Class Sleeper

Note: Other conditions for travel by train will remain the same.

(c) Journey by Road:-

The grade pay ranges for travel by public bus is revised as indicated below:-

Grade Pay Category	Entitlement
I, II & III	Actual fare by any type of public bus including air conditioned bus
IV & V	Actual fare by ordinary public bus only.

Note: The cost of reservation charges and sleeper charges shall be reimbursed. No deduction would be made as here to for from the officers entitled to air conditioned accommodation.

(v) Accommodation:-

The maximum rates for hotel accommodation /Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under:

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

Classification of City

	A1	A2	B1	B2/ Other Places
		(Any hotel room up to rupees per day)		
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

The University is having its own accommodation in the Guest House/Rest House/Teacher Holiday Home are available at Shimla, Dalhousie. The expenditure on hotel accommodation and daily allowance of hotel rate shall be reimbursed only to the university employees if no accommodation is available in the P.U Guest/House/Rest House/Teacher Holiday Home of these places.

1.2 (a) Entitlement of SRF/JRF/RA of different funding agencies for participation in scientific events/Workshop with in India out of their appropriate budget head :-**The travel entitlement by rail:**

Category	Revised Fellowship	Entitlement
JRF	Rs. 16000/- and above	2nd A.C by Rail
SRF	Up to Rs. 18000/-	-do-
RAI, II and III	Up to Rs. 24000/-	-do-

(b) Daily Allowance:-

AI City Hotel/Non Hotel rates	A 2 Hotel/ Non- Hotel rates	B I City Hotel/Non Hotel rates	B 2 City Hotel /Non Hotel rates
700	560	420	240
300	240	180	120

(c) Accommodation: -

The maximum rates for hotel accommodation/tourist bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under:-

- (i) Reimbursement of actual expenditure incurred towards normal single room rent in hotel of category not above 3- star.

- (d)** The University is having its own accommodation in the Guest house/Rest house/ Teachers holiday homes are available at Shimla & Dalhousie. The expenditure on hotel accommodation and daily allowance of hotel rate shall be reimbursed only to the SRF/JRF/RA etc. if no accommodation is available in the P.U Guest House/Teacher Holiday Home at these places.

- Note:** (i) The intention is to allow hotel rates of D.A if an employee stays in any establishment registered/licensed as a hotel stay in hotel any established that are not registered/licensed by the proper authority shall be treated as making one's own arrangement.
- (ii) The decisions contained shall be effective from the 22nd October, 2009. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

1.3 The Vice- Chancellor shall be entitled to:-

- (a) The same class of accommodation as an officer of grade I or air-conditioned accommodation.
- (b) **Delhi:** Actual expenses for the stay at the Indian International Centre (and also any other suitable place, in case accommodation is not available at the said centre) while on official visits instead of the daily allowance.
- (c) When travelling in his own motor car mileage allowance as per University rate be paid plus 33/3% for hill tract.
- (d) The Vice- Chancellor may travel by road or rail or a portion of the journey by road and a portion by rail according to his discretion and convenience and charge "T.A accordingly. If travels by road between stations connected by rail in a public carrier he shall be entitled to the actual fare paid.
- (e) If journey is performed by road i.e (by staff car) and having stayed at India International Centre, New Delhi, he shall be paid ½ D.A for the inward journey at the ordinary rate in addition to the actual payment to the I.I.C or a Hotel, etc.

1.4 While taking the approval of journey, for various works of the University/Research work and attending conferences, examination work etc. the concerned employee/Research scholar shall provide following information on the sanction letter. This condition does not apply to the various committee members/experts of the University Selection Committee, external examiner etc.

- (i) Date of start & termination of journey
- (ii) Days of halt at intervening and final destination
- (iii) Mode of journey to be performed vis-à-vis entitlement of the applicant
- (iv) Budget head out of which the expenditure of TA/DA shall be met.

Note: (i) The copy of sanction issued by Controlling Officer shall be sent to the Accounts Branch Research Promotion Cell for information.

(ii) A photocopy of return journey A.C. Delux/Rail C.C./Executive Class/Air ticket may be submitted by the claimant. In case for any justifiable reason the claimant would be unable to submit the tickets then Vice-Chancellor be authorized to give relaxation in such case for admission of claimant. The Syndicate be informed of the decision.

1.5 Competent authority and controlling officer for the purpose of T.A.:

Competent authority to approve the tour programme, financial approval and countersigning of the T.A bills of the Vice Chancellor, ASVC, University teachers/officials, Research scholars and examiners etc. in connection of various types of University work/research work attending training/workshops, conferences and University business etc within India and abroad as follows:-

Sr. No.	Designation of officer/employee	Authority to approve tour programme & accord financial sanction as per entitlement class	Counter signing authority
1.	Vice- Chancellor	The administrative approval by the Chancellor with in India & abroad tour.	Vice- Chancellor
2.(i)	Registrar, DUI, Director Research Promotion Cell, DSW, SVC	Vice-chancellor	Vice-chancellor
(ii)	Emeritus Professor, visiting fellows and other dignitaries	Vice-chancellor	HOD/DUI/Dean Research, convener, as the case may be.
3.	F.D.O, C.O.E, DCDC, XEN, Director Youth welfare	Vice-chancellor	Registrar
4.	All Head/Directors of teaching deptt./ Institutes/Centre	Vice-chancellor	DUI
5.	Manager P.U Press, and other administrative officer/officials in administrative office.	Registrar	Registrar

Sr. No.	Designation of officer/employee	Authority to approve tour programme & accord financial sanction as per entitlement class	Counter signing authority
6	Officer/ Official of V.C office	Vice-Chancellor	S.V.C/A.S.V.C
7	All officers /officials of the University in connection with examination work.	C.O.E	C.O.E
8.	All faculties officers/ officials working in the University teaching & non- teaching deptt/ Inst/centre etc.	Head of department/ XEN/Director/Coordinator, DSW/Dean as the case may be.	Head of department/ XEN/Director/ Coordinator, DSW/ Dean as the case may be.
9.	Research scholar, Research fellows under various project & schemes.	Principal investigator/ Co-P.I as the case may be	Principal investigator/ Co-P.I as the case may be
10.	All principal Investigator/C.O-P.I	Dean Research	H.O.D

Note:- The P.I/Co-PI must get prior approval of the competent authority in respect of performing journey by his/her own car/taxi by giving the information of his/her tour programme to the concerned Chairperson /HOD of the deptt/Inst..

1.6 Journey by own car/taxi, and air of Various Committee members, external examiners, officials and Research Scholars in connection with University Business, Research work etc:

- (i) (a) The members of the Syndicate and Senate are entitled for journey by own car / taxi and air (Air india only) in connection with the University business without any permission.
- (b) In case of external examiners/experts/members of Selection Committee meetings of statutory bodies, or other meetings in connection with University business, (such as Syndicate, Senate, Faculties, BOS/RDC/Viva-voca etc. as the case may be). The prior approval of tour programme and financial sanction shall not be required and the payment of T.A/D.A shall be made as per entitlement on the verification and countersignature on the T.A bills by Registrar/DUI/ASVC/DCDC/HOD of teaching, Non-teaching deptt./centre/ Instt., D.R/A.R. of General branch/ Secrecy branch, UMC branch, Accounts branch as the case may be.
- (c) The Members/Examiners/Experts, resource persons in seminars/conferences etc. belonging to states other than Punjab, Haryana and U.T , Chandigarh who attended the University meetings/conduct viva voce or in

connection with University work etc. shall be entitled to draw T.A./D.A. etc. at the rates as prescribed by the Punjab University or at the rates admissible to them in their own University/Instt. or State, whichever is more favorable to them.

- (ii) (a) The facility of use of own car/taxi is admissible to the Deans, Professors and other enjoying equivalent grade pay when required to attend meetings of the University or in connection with the University business with the prior approval of the Registrar/COE as the case may be.
- (b) In case of the other employees and research scholars travel by own car/taxi in connection with University business, attending University meetings, research work etc. shall allowed with the prior special sanction of the Vice-Chancellor with specific reason to be recorded.
- (iii) Journey by Car/Taxi, Air on university business will be regulated in accordance with the rules framed by the University from time to time.
- (iv) Ordinarily the use of friend's/relative's car may not be allowed in order to avoid the likely misuse of the facility. Provided that if a person travels by a private car which is owned by a member of the 'family' which term for purposes of this rule would mean and include, father, mother, wife, son, daughter, son-in-law and daughter-in-law may be permitted to do so on his furnishing a certificate to that effect, giving the number of vehicle, name of the owner together with the relation of the claimant. Prior permission of the competent authority will be necessary before undertaking the journey.
- (v) If more than one person travels by the same car which is owned by one of them i.e. for attending University business, only the owner of the car will be entitled to road-mileage plus daily allowance while others will get only daily allowance according to rules.
- (vi) Payment of road mileage by scooter/motor cycle to the persons appointed for University business and attending University meetings etc. between stations connected by rail/public transport system is not permissible.
- (vii) Where a person travel by car/taxi/air without being entitled for such class shall be paid T.A. according to the class of railway accommodation to which he is entitled to under the T.A. (Other than Rajdhani/Shatabdi Express Train). Rules on the basis of a certificate given by him to the effect that he actually performed the journey by his own car/taxi/air
- (viii) Where a person not entitled to travel by car/taxi on University business travels in a motor vehicle borrowed from a friend or from a relative and pays full propulsion charges for its use, he may be paid T.A. by the class of railway accommodation to which he is entitled (Other than Rajdhani/Shatabdi Express Train) to provided he certifies that full propulsion charges were paid by him and also furnishes full particulars of the car/taxi used.
- (ix) The facility to travel by own car/taxi and air (air India) is also allowed to the Principal Investigators and retired Professors out of their research grants except where the funding agency has specifically restricted such mode and the request for grant of tour programme/travelling expenses shall be submitted through Head of the department.
- (x) The Co-investigator may be allowed to travel by his/her own car/taxi of their

research grants if the Principal Investigator Certifies that he/she had undertaken the journey with regard to project work by his/her own car/taxi; except where the funding agency has specifically restricted such mode and the request for grant of tour programme/ travelling expenses shall be submitted through Head of the department.

- (xi) The payment of toll tax charges shall be made for the journey performed by own car/taxi in connection with University Business/Research work, subject to the production of actual payee receipt.
- (xii) The rates of road mileage journey by own car/taxi in connection with University business shall be fixed by the BOF/Syndicate/Senate from time to time.
- (xiii) The Principals of the affiliated Colleges while coming to attend the meetings of the University are allowed to travel by their own car/staff car and they are not required to obtain the prior permission of the competent authority.
- (xiv) The Professor working at P.U. Regional Centers are allowed to travel by taxi/own car for attending the University meetings/work and they are not required to obtain prior permission of the vice-Chancellor for the purpose
- (xv) The Retired Professor's/ Emeritus Professor's who attend the University meetings i.e. selection committee or in connection with the University work/Research work shall be paid TA/DA at par with University Professor.
- (xvi) The Grade-I employees are entitled to claim luxury tax charges/ wireless connection charges if, included in the room rent.

1.7 Air travel on official account –both domestic and International:

(a) Entitlement to travel by air (Air India) with in India.

Category	Entitlement Class air
I & II	Economy Tourist/Standard class (T&S)
III	Economy Tourist/Standard class (T&S)
distance	(on the condition that the one way is more than 500 kms.)

(b) Entitlement to travel by air (Air India) for International travel :-

- | Category | Entitlement Class air |
|-------------------------------|------------------------------|
| (i) I to V | Economy Class |
| (ii) Research Scholars | Economy Class |
- (c) That in all cases of air travel, both domestic and international where the University/Government of India bears the cost of air passage, the officials concerned may travel only by Air India.
 - (d) E-ticket is acceptable provided the amount of the air fare is clearly reflected on the ticket.

- (e) For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.
- (f) In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Vice-Chancellor for relaxation/sanction. The officer/official could book their tickets directly from Air India Airline booking counter, website of Indian air lines or through any travel agent approved by the IATA.
- (g) The rate of daily allowance fixed by Government of India (Ministry of External Affairs) from time to time for journey on duty/attending conference etc. by the officials in various countries, at abroad be applicable.
- (h) In case an employee travel by air (including other than Indian Airlines) in performance of official duty/attending conference/seminars to which he/she is not entitled or not allowed then the reimbursement shall be limited/restricted to the rail fare as per the entitled class (other than Rajdhani/Shatabdi Express Trains) on the basis of actual distance travelled or the distance (both ways) between the Head Quarter and Station of journey whichever is less subject to the actual amount spent on the journey.
- (i) The condition in rule (IV) page 156 and rule 1.7 (a&b) page 162 for economy class for Tourist & Standard Class and one way distance is more than 500 kms shall not be applicable to the experts, members of the various Committee meetings and other dignitaries, etc. who come to University in connection with University business as they are entitled for journey by air in any economy class (Air India).

1.8 Local conveyance charges:

- (a) Conveyance charges for local journeys performed at Delhi, New Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad shall be allowed on the basis of production of actual payee's receipt or the certificate by the employee concerned duly sanctioned by the Controlling Officer, as such.
- (b) For reimbursement of charges for local conveyance at stations other than those mentioned in (a) above to the University employees (Teaching/Non-Teaching,) shall be as approved by the Board of Finance/Syndicate from time to time.
- (c) A member of the Selection Committee, other dignitaries or an examiner who come to attend the Selection Committee to conduct the viva-voce or University business etc. shall be paid local conveyance at the stations of departure and arrival as well as intervening stations, as claimed on the basis of certificate on the face of T.A bill, with the sanction of the Controlling Officer (i.e HOD/Registrar/Director etc.)/competent authority as the case may be.
- (d) (i) Local Conveyance charges at a flat rate of Rs. 200/- or rate fixed by the competent authority from time to time will be paid to the members who come from Punjab, Haryana and Himachal Pradesh. Members coming from other stations shall be paid actual expenses for local

conveyance charges at the stations of departure and arrival as well as the intervening stations as certified by the members and countersigned by the Controlling Officer/HOD/A.R/D.R/Director/Coordinator as the case may be to attend the University meetings at Chandigarh.

- (ii) The rates of local conveyance (to and fro) for the fellows and non-P.U. employees who are not otherwise entitled to T.A./D.A. for attending Committee meetings, including Syndicate and Senate meetings are as under:

Panchkula, Mohali & Chandigarh Rs. 200/- per day

- (iii) those residing in sector 14 and 25 shall not be entitled to any conveyance allowance

- Note:** (a) Persons in a category mentioned at **1.8 (d)** (ii) only, when they have to attend meetings in the forenoon and afternoon, on the same day, will also be sanctioned a subsidy towards sumptuary expenses @ Rs. 20/- per day
- (b) The provision in sub-para (d)(i) pre-page shall also be applicable in case of examiners who come to conduct the viva-voce examinations and other visitor
 - (c) An employee while attending a meeting or university business during his duty hours and within his place of work, performs his scheduled official duty is not entitled to any conveyance allowance.

Note: No payment of T.A. bill including Local Conveyance charges shall be made unless it has been counter-signed by the Controlling Officer/Convener as defined above in the rule 1.5 & 1.6

1.9 The Controlling Officer before signing or countersigning a T.A. bill shall:

- (a) Scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any journey or any halt, if he considers that a journey was unnecessary or unduly protracted. or that a halt was of excessive duration.
- (b) Satisfy himself that mileage allowance for journeys by railways or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used, that concessional return ticket for the journey or journeys charged for in the bill were purchased wherever and whenever possible and that where the actual cost of transporting servants, personal effects etc., is claimed under these rules, the scales on which such servants, effects etc., were transported, was reasonable and to disallow any claim which, in this opinion does not fulfill that condition.
- (c) Exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz., that the allowance is not to be source of profit, specially in case of journey by road performed by motor car.
- (d) To satisfy himself that the University employee actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of

accommodation over that portion of the journey where accommodation of that class was available.

Exercise can that is no there or breach of fundamental Principle of travelling allowance via that the allowance is not to be same of Profit especially in the case of journey by Road performed by own car/taxi.

1.10 Before submitting the T.A. bill to the accounts branch for payment the claimant/ department shall ensure the compliance of following requirements as applicable to the case:

- (i) Copy of Prior sanction of Controlling Officer/competent authority,
- (ii) Countersignature of Controlling Officer,
- (iii) Original Journey tickets i.e rail,bus,air & taxi original Boarding pass (in case of air travel) duly countersigned by the competent authority
- (iv) Copy of invitation letter and copy of conference attending certificate duly counter signed by the Controlling Officer.
- (v) Affidavit with respect to claim of travel subsidy
- (vi) Original Payee receipt etc.

Note: 1.10 (i) above is not applicable in the case under rule 1.6 (i), 1.25, II

1.11 T.A. Checks Register:

A Travelling Allowance Check Register shall be maintained in the Accounts Branch in which separate pages shall be set apart for employees who have to be on tour very often in an **alphabetical order**. In other cases the same page can be used for each section of establishment or category of persons. When a T.A. bill is passed for payment, the amount shall be noted against the name of the employee concerned in the T.A. Check Register.

1.12 When a T.A bill is checked in the Accounts Branch, it shall be signed by the dealing Senior Assistant up to Rs. 5000/- and concerned office Supdt. if T.A bill is above Rs. 5000/- and submitted to the Resident Audit Officer together with the T.A. Check Register for pre-audit. The payments for the passed bills shall be issued in the normal course.

***1.13** In view of the general responsibility of the rule 9.9 (i) Controlling Officer under travelling allowance rule 1.9, and P.U Accounts Manual, Chapter IX which is certainly not exhaustive of the ways in which a superior officer can deal with improper claims, there would be no practical advantage in or justification for Audit's demanding a formal certificate in terms of the Audit Instructions which would in effect indicate merely that the Controlling Officer has carried out his duties in a proper manner. In other words, for the purpose of audit, the countersignature on a bill is sufficient evidence that a claim made under travelling allowance rules has been scrutinized and accepted as administratively correct, and that an Audit Officer as such has no specific responsibility under the Audit Instruction.

1.14 (a) For stay on duty outside Punjab and Chandigarh, where the officers have to stay in any establishment registered/licensed Hotels and Tourist Bungalows run on commercial lines, they shall be reimbursed hotel accommodation charges up to the prescribed limits, on production of receipt. In addition to this, full daily allowance shall be admissible as per rule.

***[Comptroller and Auditor-General's decision (Aro –Cs Endorsement No. T -93 Admn. /48-39, dated 6th May, 1939.)]**

- (b) When an employee who, while on tour, for university business is allowed free board and lodging may draw only one fourth of the daily allowance admissible to him at the station concerned. If only boarding or lodging is allowed free to such an employee he may draw daily allowance at one- half of the admissible rate.

1.15 A person travelling by rail will be entitled to travel by the class to which he/she is entitled under rule and shall be paid actual fare of the class by which he travels not exceeding the fare of the classes to which he is entitled.

1.16 Rates of mileage allowance in hill tracts special or ordinary shall be increased by 33 ¹/₃% except when a person on University business takes a single seat in a motor car, bus, in which case the increase shall be 50%

1.17 Fellows of the university and life members (in the service of affiliated colleges) who do not fall in Grade I by virtue of their pay shall be considered as officers drawing pay in the University Professor's grade and entitled to a Daily allowance per day as per rate fixed by the competent authority from time to time, while attending the University meetings/university business at Chandigarh/Punjab and at other places, they will be paid as admissible to professors.

1.18 Persons appointed for inspection duties i.e inspection of college and examination centers shall be entitled to road mileage for the local journey performed for inspection only. Inspection fee shall be payable as per rates decided by the Board of Finance/Syndicate from time to time, subject to maximum of 2 centres at a day.

1.19 (a) The P.I/C.O. P.I are competent to approve/sanction the travelling expenditure including advance if any for the field trip of training pertaining to research work and attending conference seminar for a period of one month.

(b) The value of fellowship be treated as basic pay for the Research Fellows/ Research Associates for the purpose of T.A/D.A.

(c) The upper limit for research tours in a year be raised from 50 to 60 days the interest of the Research Fellows, only in very special cases, involving field work, this can be waived by the Director Research Promotion Cell.

Note: The above (b) & (c) will be applicable where no specific norms are fixed by the Sponsors.

1.20 In case University has provided working lunch and dinner to the Fellows on Syndicate/Senate/Faculties/Selection Committees meetings and other University business, the fellows be paid full daily allowance.

1.21 The outstation Fellows shall be paid TA/DA for attending the various meetings in the University on the same working day on which the meeting is held provided the TA bill is received well in time before the close of the office. The Convener of the Committee will get the TA bills duly filled from the Fellows immediately on arrival or before the start of the meeting and send the TA bills in the Accounts Branch for pre-audit & issue the cheques/cash as per rule. The above procedure be also adopted for meetings on holidays to issue the cheques/cash on the next working day.

1.22 The Principals/Various committee members/University teachers/Faculty of P.U. affiliated colleges when appointed to enquiry about complaints and other colleges related issues/committee meetings other than Statutory Committees, including Selection Committees constituted by the University, be paid TA/DA from Revolving Fund of the College Development Council.

1.23 The T.A./D.A. etc. claimed out of the grants of different funding agencies/projects/schemes etc. be made to the concerned applicant/officer/member etc. according the rules/guidelines of such funding Agencies. In case rules/guidelines of the funding agencies are silent, the T.A./D.A. etc. shall be paid according to the P.U.T.A rules.

1.24 Any payment on account of registration fee, hotel accommodation charges etc., made by the applicant through Internet Banking, Credit card/ Debit card, a payee receipt/ copy of said payment shall be admissible on the basis of verification and countersigning by the Controlling Officer.

1.25 Presentation of T.A. bills:

(I) T.A. bills other than examination work:

- (a) The travelling allowance bills of University employees shall be presented immediately on return from tour to the headquarters and as far as practicable, before 31st day of March if the tour has been completed before that date.
- (b) T.A. bills not presented within one year from the date of completion of journey shall lapse and shall not be entertained unless the period of one year is extended by the Vice-Chancellor for good cause shown.
- (c) Notwithstanding, the provisions of sub-para (a) above, requiring the submission of T.A. bills after the completion of the journey, a person residing at a place other than Chandigarh who is invited to attend a meeting of the University body or of the Selection Committee or an examiner who conducts viva-voce examination may be paid travelling allowance and daily allowance in cash/cheque according to the travelling allowance rates admissible, before the performance of return journey, on his furnishing a certificate that the return journey will be performed in the manner as claimed in the T.A. bill. If the return journey is not performed in the manner as claimed in the T.A. bill, the amount paid in excess, if any, shall be recovered and credited to the University fund. This concession may also be extended by the Controller of Examinations to the persons invited for the spot-evaluation of scripts of the various examinations conducted by the University.

(II) T.A. in connection with the conduct of examinations

- (a) The Conduct Branch of the University Office shall, as soon as possible, after the termination of each examination, forward to the Accounts Branch separate statements, showing the names, addresses and other relevant data, in respect of the (i) Examiners, (ii) Superintendents of Examination Centres, (iii) Deputy Superintendents and Supervisors, and (iv) Inspectors appointed for the inspection of examination Centres to facilitate the check of the travelling allowance bills etc. to be received later on for payment. These lists shall be transcribed or pasted in original in the Travelling Allowance Check Registers maintained by the Accounts Branch.

- (b) On receipt of T.A. bills of the staff and officers referred in rule II(a) in the Accounts Branch, these shall be checked and passed with reference to the information contained in the lists supplied by the Conduct Branch and according to the rules governing the grant of travelling allowance.
- (c) The provisions of Rule 1.25 (b) regarding the time limit for the presentation/ submission of travelling allowance claims shall apply mutatis mutandis to the travelling allowance claims in connection with the Conduct of Examinations.
- (d) The travelling allowance bills of the Inspectors of Centres shall be verified by the Assistant Registrar (Conduct). This verification shall be made on the basis of inspection report(s) submitted by the Inspectors of centres concerned. The Controller of Examinations/D.R. Examinations shall countersign the T.A. bills of the officials who are deputed for inspection duties.
- (e) The T.A. bills of Centre Supdts, Assist. Supdts be countersigned by the concerned Principal of the college and appointment be verified by the A.R (Conduct) shall be sufficient for making the payment.
- (f) In order to ensure maximum economy on the payment of Daily Allowance, duties of the invigilation staff shall be phased out in such manner that those who come from out-stations redivided into groups. The first group shall be given continuous duties which according to equitable distribution come to their share. After they have completed their duties, they shall be relieved and the next batch of Assistant Superintendents/Invigilators appointed from outstations shall be assigned duties for the next four days, and when they complete their duty they shall be relieved and so on. Due care shall, however, be taken to ensure that some invigilation staff from outstations is present in accordance with the ratio prescribed.
- (g) The Examiners, Superintendents and other members of Supervisory staff who are entitled to II class railway fare while travelling on University duty, may perform the journey by passenger, express or mail train according to their convenience.
- (h) Examiners in Science Practical will be paid daily allowance only for one day previous to examination for preparation work and also for holidays intervening the day of preparation and the day of the examination.

- Note:-** (i) No prior financial sanction shall be required in cases covered under clause (II)(d) and (e). above.
- (ii) Persons assigned duties in connection with the University Examinations and spot evaluation/re- evaluation of answer books , at stations other than the place of their residence, be allowed, keeping in view the nature of their duties, full daily allowance (D.A) at the normal rate irrespective, of the distance covered by them in the performance of their duties, provided they certify that they stayed at the place(s) of such duties and did not return to their place of residence on the days for which D.A. was claimed.

This decision (ii) above will not be applicable in the following cases:-

- (i) the payment, fixed local conveyance as per rate fixed by the Board of Finance/

Syndicate/Senate per day for places like Chandigarh, Panchkula, Mohali, Manimajra. etc.

- (ii) The journey performed from the places of residence falling within 10 kms from the place of duty may also not be covered for the purpose of payment of full D.A . The fixed local conveyance allowed at rate by the authority per day may however be paid in these cases.
- 1.26** (i) An Honorarium for class A, B & C posts of Rs. 1500/- per day for the days of the meetings may be paid to the members/expert of the Selection Committee/ Screening Committee from outside the jurisdiction of the University in addition to Daily allowance respectively. The University Fellows, teachers and other officers who serve on the Selection Committee, shall not be paid honorarium as above.
- (ii) An Honorarium of Rs. 2500/- per day for the day of the University Selection Committee meeting be paid to the Chancellor's 'Nominee on all, the Selection Committees/Screening Committee, for the post of Assistant Professor, Associate Professor and Professor.
- (iii) An honorarium of Rs. 300/-pre day for the days of the meetings for attending University meetings be given to the members of the committees who were not employees of the Panjab University or any its affiliated Colleges besides TA/DA University Fellows, member or Managing Committee of its colleges , teachers and other officers of the Panjab University or its affiliated colleges who serve on the Committee shall not be paid the above mentioned honorarium.
- (iv) The candidates belonging to Scheduled Castes/Secluded tribes and other Backward Classes called for interview/test for appointment to classes A, B and C (including technical/Clerical/Steno typists) advertised posts may be reimbursed second class railway fare or bus fare chargeable by the shortest route from Railway Station/Bus Stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of interview and back to same station.
- (v) In service University Teacher, when called for interview at outstation under an approved Merit Promotion Scheme or in fulfillment of the prescribed requirement of systematic appraisal/assement, may be given reimbursement of the travelling expenses, i.e. passenger fare by road, limited to De-Luxe bus fares. Local conveyance charges limited to hiring of 3 wheeler Scooter/Auto rickshaw, both at Chandigarh's also at outstation and daily allowance at the normal rates, as admissible under T.A. rules, but excluding the facility for reimbursement at hotel charges.

However, the persons called for interview for a University post from outside the State and beyond a distance of 250 miles (i.e. 400 Km) shall be paid second class return fare (Syndicate Para 98, dt. 06.07.1958)

- (vi) An Honorarium of Rs.2500/- per day to the Vice Chancellor nominee for the day of the Selection Committee/Inspection Committee in the University & its colleges.

- (vii) An Honorarium /sitting fee for Rs. 1500/- per day to the Inspection Committee members for Inspection to its affiliated colleges.

Note: The other terms and conditions for entitlement for Honorarium to the members will remain same.

1.27 The Chief Justice Punjab & Haryana High court (as an Ex officio Fellow) shall be entitled to receive for the journeys performed by him in connection with the affairs of the University, travelling allowance at the same rates and in accordance with the same rules as he is entitled to receive for the journeys performed by him in his official capacity as Chief Justice.

1.28 The staff of the Vice-Chancellor/Registrar and others when travelling by staff cars or in University transport be permitted only Daily allowance permissible under the rule.

1.29 T.A of a person who is not in receipt of any pay or a person who has retired from service , shall be calculated on the basis of his declared income or the pay last drawn by him as the case may be.

1.30 Military or N.C.C Officers while performing journeys on University business shall be paid T.A. at army rates applicable to their rank. The N.C.C Officers shall be certifying that the journey was performed in uniforms.

1.31 In case of sitting M.L.A's/M.P's D.A rates shall be paid as per their entitlement in the respective Governments.

1.32 Persons invited to deliver extension lectures shall be paid normal T.A including D.A. according to University rates.

1.33 (a) A person travelling by road between stations connected by rail shall be entitled to the actual fare paid for the road transport, viz car, bus, etc. provided the claim for the actual fare for the hire of conveyance does not exceed the railway fare to which he is entitled.

(b) If due to some emergent work under orders of the Competent authority a person is required to undertake journey which costs him more than the railway fare of the class to which he is entitled for the mileage allowance admissible to him, by road, he shall be paid the actual cost of the journey.

1.34 A person may be permitted to travel; in full car between stations connected by rail or to perform journey by longer route , by the competent authority as the case may be.

1.35 A delegate to an educational Conference will be paid normal T.A. by air (air India)/ rail/ road and D.A. for the days of the journey and the Conference, according to University rules and his certificate of having attended the Conference shall be sufficient for the purpose of payment.

1.36 If an employee returns to headquarter on the same day, he will be draw daily allowance at the ordinary rates irrespective of the fact that the journey was performed to an expensive locality.

1.37 No person whose ordinary place of residence is the same as place of University business or duty shall be entitled to T.A. or D.A., if he comes from an outstation to attend University business or to place of duty at that place.

1.38 No Person residing within the territorial jurisdiction of the University shall be entitled to charge T.A from a place further than the one in which he ordinarily resides.

Exception- If the Vice- Chancellor feels that the purpose of journey by a Fellow from a place other than the ordinary place of his residence is in the interest of the University and the Fellow responds to the special request of the Vice-Chancellor, he may be sanctioned journey by the vice- Chancellor and payment of the T.A as a special case.

1.39 If a Fellow resides or is on duty outside the territorial jurisdiction of the University, he shall be entitled to T.A only from and to the point at which he enters and leaves the territorial jurisdiction of the Panjab University. For purpose of this rule, Delhi shall be treated as a part of the territorial jurisdiction of the Panjab University.

Provided that if the presence of a member of the University is considered necessary, the Vice-Chancellor may send him a special request and sanction T.A and D.A from and to the place from which the person actually travelled.

5.40 A Fellow or a member of a University Body who has to attend meetings on two or more consecutive days may return to his headquarter after completion of University business each day if the distance involved in the return journey does not exceed 80 k.m. Provided that the Vice- Chancellor may in exceptional cases, permit a member to return to his headquarter on the same day even though the distance exceeds 80 k.m , if he is satisfied that the second journey is unavoidable.

1.41 The Vice-Chancellor/Registrar and Controller of Examinations as the case may be are authorized to sanction the berth cancellation charges in connection with the University business.

1.42 The rate of Daily Allowance for J& K state (including Jammu & Srinagar cities to the University employees shall be at par with Delhi, Shimla, Bombay, Madras and Calcutta). The rate of D.A for the remote areas in India shall be admissible at the rates fixed by the respective (Local Govts. of the area from time to time).

Remote Localities of Himachal Pradesh.

- (1) Lahoul & Spiti Districts
- (2) Kinnaur Districts.
- (3) Bharmour & Pangi sub divisions of Chamba District.
- (4) Paragana of Pandrahbis, outer Seraj and Malana Panchayat area of Kulu District.
- (5) Chhwar Valley of Jogindernagar The. of Mandi District.
- (6) Mangal Panchayat area of Solan District.
- (7) Dodrakwar area of Rohru Tehsil, Paragana of Chaebis, Naubis Barabis, Pandrabis and Artharabis Sarahan and Gram Panchayat of Munish, Kerkalu and Kashpata of Rampur Tehsil.
- (8) Chhota and Bara Bhangal area of Palampur sub division of Kangra.

Other remote localities as specified by the respective state Governments

1.43 The point in any station at which a journey is held to commence or end is the Chief- Public office or such other point as may be fixed by the Vice- Chancellor for this purpose.

1.44 If on any one day two separate journeys are performed, one ending at end the other commencing from headquarters, one full daily will be admissible in respect of each separate journey.

1.45 Except in the case of work connected with the University examinations, daily allowance may not be drawn for a continuous halt, of more than 10 days at any one place unless the same is sanctioned in each case on the ground that the prolonged halts are necessary in the interest of University work, by the following:

- (i) D.U.I.–for the teachers and staff working in the teaching/non-teaching departments.
- (ii) Registrar–for the officers and staff in the Administrative office and
- (iii) Head of the Deptt.–For Research Fellows.

The members of the staff participating in the Personal Contact Programme of the University School of Open Learning at the outstation will be entitled to daily allowance for the duration of the Personal contact Programme, as may be approved by the Syndicate from time to time.

1.46 The rate of daily allowance of a person who spends part of a day in one locality and part of it in a place for which different rate of daily allowance prevails should be determined according to the place where he spends night succeeding such day.

1.47 A University employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which neither University nor State is party, shall not be entitled to any payment other than that admissible by the Rules of Court.

1.48 A University employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which State is party, he shall be entitled to usual T.A from the University and whatever he gets from the court, he shall credit the same to the University.

1.49 A University employee accompanying the students on educational excursions will be entitled to usual T.A..

1.50 The class to which a retired person belongs on his re- employment shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay.

1.51 A person travelling on University business should always purchase a return ticket, where available, after making enquiries from Railway booking Office

1.52 A student of a University teaching department undertaking journey on educational trip shall be paid daily allowance as per rates fixed by the University from time to time.

1.53 A student participating in extracurricular activities, debates or other authorized tournaments, etc shall be paid daily allowance as per rates fixed by the University from time to time.

1.54 The employees travelling by staff car/ other University vehicle shall be paid full daily allowance in case absence from Headquarter exceeds 6 hours and if it is followed by night halt outside the Headquarter the daily allowance shall be admissible at rate admissible at a place of night halt.

1.55 Daily allowance shall be paid for full day halt as well as for the days of departure and arrival.

1.56 Reimbursement of service charges paid to the recognized travel agent for booking the air tickets in connection with the university business be allowed.

1.57 Notwithstanding anything contained in this rule, the Vice-Chancellor may, in exceptional circumstances, for reason to be recorded sanction special rates, i.e in excess of schedule.

1.58 The other instructions issued by the University authority from time to time in respect to T.A/DA payment shall be applicable to the extent these are not in consistent to the above specific rules.

1.59 The rates and matters relating to TA/DA not provided in this chapter or P.U Accounts Manual, the TA/DA rule and matters shall be determined by the Vice Chancellor.

1.60 (i) Travelling Allowance on Transfer: Transport charges for the carriage of their personal effects on transfer shall be as under :-

Grade Pay Category	Carriage Entitlement
I & II	Two Trucks
III	One Truck
IV & V	One Truck

- (ii) The rates shall be fixed for carriage of personal effects by road only. The State transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometre and revise them at least annually, If necessary, he may fix separate rates for journey covering smaller distance.
- (iii) If an employee transport his personal effects by rail, the existing rules and instructions shall apply.
- (iv) The time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement will be two years.
- (v) The Panjab University employees shall also be allowed a composite Transfer Grant equal to one month's basic pay in case of their transfer involving a change of station located at a distance of more than 25 kms and in case of transfer to stations which are at a distance of less than 25kms, the composite Transfer grant will be restricted to 1/3 of the basic pay, provided a change

of residence is actually involved. This grant would be in addition to the transportation charges and no packing charges transfer incidentals for the Government servant and the members of his family as well as the road mileage for journey between the residence and the Railway station/Bus Stand/ Airport at the old and new stations, shall no longer be admissible as these will instead be subsumed in the composite transfer Grant.

- (vi) The Packing charges shall be Rs. 10 per quintal. For the carriage of Personal effects by road, the employee shall be reimbursed the actual transport charges by road or admissible charges by rail plus an amount not more than the 25 per cent thereof, whichever is less. In addition, one fare of the class entitled shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.

- Note: (a) If university employee carries his personal effects by road between stations connected by railway he may draw actual expenses up to a limit of the amount which would have been admissible had he taken the same quantity by goods train, provided that in case where the actual expenses claimed exceed his limit, the Vice-Chancellor may allow such claims for valid reasons subject to the limit of amount which would have been admissible if the maximum number of quintals had been transported by goods train.
- (b) If a University employee carries his personal effects by passenger train instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of quintals by goods train.
 - (c) subject to the prescribed maximum number of quintals University employee may draw the actual cost of transportation personal effects to his new station from a place in University jurisdiction other than his old station (e.g from a place where they are purchased enroute, or have been left on the occasion of a previous transfer from his old station to a place in University jurisdiction other than his new station provided that the total amount drawn including the cost of transportation these personal effects shall not exceeded that admissible had the maximum number of quintals been transported by goods train from the old to the new station direct.

Note: A member of a University servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may treated as accompanying him.

- (i) A University employee claiming the cost of transportation personal effects, must support his claim by a certificate that the actual expenses incurred were not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, and road.
- (ii) Every Claim for the actual post of transportation personal effects made in travelling allowance bill on transfer should be supported by receipt and vouchers, where ever possible in respect of the expenditure incurred.

1.61 Journey for the family of an employee on death:-

Rule 2.79 of Punjab C.S.R Vol III(1976) provides in such a case for concession for the transport at government expenses of the family and “personal effects” from his headquarters to his normal place of residence (i.e permanent residence/address as stated in the service book) provided the journey is completed within six months after the death of the employee.

1.62 Journey on retirement

Section XV (Chapter 2) of the C.S.R Vol III. Provides for Punjab Government employees being given (on retirement) T.A on the scale/conditions as set out in Rule 2.80 thereof to enable him to proceed to the place where he intends to reside permanently after retirement.

1.63 LEAVE TRAVEL CONCESSION:-**(a) Visiting home town**

The University employee/family members are entitled to visit Home town once in a block of two calendar Years commencing from 1971.

(b) Visiting any place in India

- (i) The facility to avail Leave travel concession for visiting any place in India to the University employees himself and or by the members of his family has been extended once in a block of four calendar years commencing from 1986-89 (extended to 1990) for the first block year.
- (ii) It can be carried forward to the year of the subsequent block of four year with the permission of the Head of the Department/Registrar as the case may be subject to if the Punjab Govt., will extend the L.T.C block year of its employees .

1.64 (a) The LTC facility to the P.U employees is divided in to the following categories according to their grade pay:

Category	Grade Pay
I	Rs.10,000/- & Exceeding
II	Rs.7600/- to Rs.9999/-
III	Rs.5400/- to Rs.7599/-
IV	Rs.3800/- to Rs.5399/-
V	Less than Rs.3800/-

(b) Travelling by Air (Air India):-

Category	Grade Pay	Entitlement
I & II	Rs.7600 and Exceeding	By Air in Economy Tourist/Standard Class (T&S)
III	Rs.5400/- to Rs.7599/-	By Air in Economy Tourist/Standard Class (T&S) with the condition that the one way distance will be more than 500 Kms.

(c) Travel by Rail:-

Category	Grade Pay	Entitlement
I	Rs.10,000/- and Exceeding	First Class AC/Executive Class
II	Rs.7600/- to Rs.9999/-	First Class/AC Chair Car/AC Two Tier Sleeper
III	Rs.5400/- to Rs.7599/-	First Class/AC Chair Car/AC Three Tier Sleeper
IV & V	Rs.5399/- and below	Second Class Sleeper

(d) Journey by Rajdhani Express Trains:-

Category	Grade Pay	Entitlement
I	Rs.10,000/- & Exceeding	First Class AC/Executive Class
II	Rs.7600/- to Rs.9999/-	First Class/AC Chair Car/AC Two Tier Sleeper
III	Rs.5400/- to Rs.7599/-	First Class/AC Chair Car/AC Three Tier Sleeper

(e) Journey by Shatabdi Express Trains:-

Category	Grade Pay	Entitlement
I	Exceeding Rs.10,000/-	First Class AC Executive Class
II & III	Rs.5400/- to Rs.9999/-	First Class/AC Chair Car/AC Two Tier Sleeper

Note: Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis.

(f) Journey by sea or by rivers Steamer:-

Category	Grade Pay	Entitlement
I	Rs.10,000/- & Exceeding	Highest Class
II	Rs.7600/- to Rs.9999/-	If there be two classes only on steamer, the lower class
III	Rs.5400/- to Rs.7599/-	If there be three classes, the middle or second class. If there be four classes, the third class.
IV & V	Rs.5399/- and below	The lowest class

The travelling to Andaman & Nicobar and Lakshadweep, mainland and Islands, is covered by the shipping Corporation of India Limited. The entitlement and groups to travel these places will be as under:

Category	Grade Pay	Entitlement
I	Rs.10,000/- & Exceeding	Deluxe Class
II	Rs.7600/- to Rs.9999/-	First Class/ 'A' Class Cabin
III	Rs.5400/- to Rs.7599/-	Second Class/ 'B' Class Cabin
IV & V	Rs.5399/- and below	Bunk Class

(g) Travel by Road**Category Grade Pay**

I & II Rs.7600/- & Exceeding

Entitlement

Where the places are not connected by the Railways, the employees are entitled to travel by A.C. Bus or A.C. Taxi/Taxi, run by the Public Sector Transport Department or rates fixed by the Govt. Transport Department whichever is less (For A.C. Taxi, the traveling must actually be traveled by A.C. Taxi)

III Rs.5400/- to Rs.7599/-

As explained at number (I), but travel by A.C. taxi will not be allowed.

IV & V Rs.5399/- and below

Ordinary public bus fare.

Note: In all cases, it will be compulsory to submit the actual payee receipt of fare of A.C. Taxi/Taxi/Auto Rickshaw.

1.65 Definition of Family:

- (1) In any case wife or husband of a government employee their two unmarried or adopted children, who are fully dependent on government employee; will be considered the part of family.
- (2) Married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters, if residing with and wholly dependent upon the Government employee.
- (3) Parents and/or step-parents (stepmother and stepfather) wholly dependent on the Government servant irrespective of whether residing with the Government employee or not.
- (4) Unmarried minor brothers, unmarried, divorced, abandoned, separated from their husbands of widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government employee.

Explanation:

- (1) The Facility of L.T.C. of only two alive or adopted children will not be applicable for those employees who have already more than two children before the implementation of this restriction i.e. before 20-10-1997
- (2) Children born within one year after the implementation of this restriction.
- (3) Where more than two children are born in two deliveries.

Note: (a) In these rules only one wife is included in the definition of family. But in any case if the government employee has two legal wives and the second marriage was done/arranged with the special permission of government. Then the second wife will also be included in the definition of family.

- (b) Though it is not necessary for husband/wife and the children to stay together with the employee for availing the facility of LTC. But the distance will be

measured either from the posting place/the headquarter of the employee or from the employee's hometown to the travelling place. LTC will be given for the smaller route whichever is less

- (c) The children of Divorcee, deserted, women living separately from their husbands and the widow sisters, are not included in the definition of family.
- (d) Any family member whose income from all sources is not exceeding to the minimum family pension rates i.e. Rs.3500/- + D.A. per month, will be considered fully dependent on the government employee.
- (e) These instructions shall be applicable from the date of issue of office notification and if with these instructions the previous entitlement of any officer/official is affected then his entitlement will not be reduced. In such situations the employee will be entitled for higher entitlement as per previous entitlement.

1.66 Advance for L.T,C (visiting any place in India/ home town)

- (i) 90% advance can be paid for purchase of tickets. He/ She should however, produce railway tickets/ cash receipts within ten days of the drawl of the advance to the competent authority to show that the amount of advance has actually been utilized for the purpose.
- (ii) The employees would apply for LTC on the prescribed Performa Annexure A (appended in this chapter), the prior application be got sanctioned from the controlling officer as defined in (a) and (b) below. The original copy be sent to the accounts branch (T.A) section for prior information/drawl of advance, one photocopy be sent to A.R Establishment/ D.R Establishment as the case may be for record in personal file of the employee and one be kept in the deptt or branch of the employee.

- 1.67** (a) The Head of the Department / Director/Coordinator other persons designated by the Senate as the Head of Deptt of the University (Teaching & Non-Teaching) are competent for sanctioning the leave travel concession of the employees under their control.
- (b) The Registrar is competent to sanction the leave travel concession of the officials / officer of the Administrative block, Manager P.U Press/ XEN, Director Youth Welfare etc under their control.
- (c) The Registrar is competent to sanction an advance payment for LTC (T.A.) of University employees.

1.68 Some important rules and procedures for claiming the LTC facility

- (i) The LTC claim (TA) shall be proposed in accordance with the LTC rule on the prescribed LTC claim bill from A- 43 as appended with in this chapter.
- (ii) Prior Application (Permission) of L.T.C (TA) **(Annexure-A form)** should be sanctioned by the controlling officer/HOD/Registrar/DUI/VC as the case may be before the commencement of the journey. The original application

be submitted to the Accounts Branch (T.A section) and one photocopy be sent to the DR/AR Estt. Branch as the case may be before the commencement of journey. The form is available in the university website. **No post facto sanction shall be given in any case under the LTC rule.**

- (iii) In case, where advance is given, the employee shall produce the Air/Bus/Rail tickets within 10 days from the date of drawal of advance to show that the amount has actually been utilized to purchase the tickets.
- (iv) In case the conditions of advance are violated, i.e. the ticket/s is/are not purchased within the stipulated period (i.e. within 10 days) of the drawal of advance and the journey is not performed for one reason or the other, the full advance money will recovered in one lumpsum amount alongwith penal interest as per rule, immediately and no request for deduction of advance in the shape of the monthly installment for the convenience of the applicant shall be entertained.
- (v) The L.T.C adjustment of the advance as per LTC rule should be submitted within one month of the completion of the return journey.
- (vi) Where the advance money is not drawn, the L.T.C claim should be submitted within 3 month of the completion of the return of journey. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard under the LTC rules.
- (vii) In support of LTC claim, the air/rail/bus tickets/boarding pass etc. shall be submitted as per station duly verified by the applicant. In the absence of these, no claim shall be entertained.
- (viii) Declaration of place: - The employee shall declare one intended place/home town of visiting, well in advance to his/her controlling officer and shall perform the journey by the shortest route from head quarter to one intended place/home town and back. If the employee will be traveling with break journey or longer journey, the Air fare/Rail fare/Bus fare shall be limited to the fare by shortest direct route calculated on a through ticket basis whichever is less. The break journey and longer Journey must be mentioned in the prior permission form.
- (ix) Below Rs. 5000/- advance is not admissible.
- (x) The facility of L.T.C. of only two alive or adopted children will not be applicable for those employees who have already more than two children before the implementation of this restriction i.e. before 20.10.1997. The children born within one year after the implementation of this restriction. Where more than two children are born in two deliveries.
- (xi) The certificate by the controlling officer, regarding entered casual leave/autumn break/winter break/summer break on the LTC claim bill form (ii) is sufficient for payment of LTC. No need to show/put up the relevant casual leave/winter break/autumn break/summer break record register to the audit.

- (xii) L.T.C.(any place in India /Home town visit). is not admissible for journey during the weekend holidays without any leave.
- (xiii) The entitled employees shall travel by Air India Carrier with cheapest economy class as defined in rule 1.64(b) through shortest and direct route only and no relaxation is allowed in this regard. LTC 80 air fare for University employees is not applicable.
- (xiv) LTC is not admissible for journeys performed in a private car/taxi(owned, borrowed or hired) or chartered bus, van or other vehicles owned, operated by Private operators. The employees should travel by state transport bus/ rail/air(Air India only) as per entitlement class of accommodation under the rule.

1.69 Encashment of Earned leave along with Leave travel concession.

The Punjab University employees are be entitled to encash 10 days earned leave at the time of availing L.T.C subject to following conditions:

- (a) The encashment of earned leave shall be allowed only once during the relevant L.T.C Block year of four years.
- (b) The encashment of earned leave shall be limited to the extent of sixty days during the entire service career.
- (c) The earned leave encashed shall be limited not be deducted from the maximum amount of earned leave encashment at the time of retirement.
- (d) The encashment of earned leave shall be admissible without any linkage to the number of and the nature of leave availed for L.T.C.
- (e) Where both husband and wife are Government employees, encashment of leave shall be admissible to both of them subject to a maximum of sixty days for each spouse during the entire service career.

1.70 Rules and Procedure for 10 days Earned leave encashment at the time of availing L.T.C.:-

- (i) The 10 days earned application cum bills shall be proposed in accordance with the rule on the prescribed claim bill (Annexure B) appended in this chapter.
- (ii) An employee who wish to avail the benefit of leave encashment at the time of LTC shall submit the application- cum- bill in the prescribed Performa Annexure B before commencement of the journey for sanction by the competent authority appended in this chapter.
- (iii) The facility for encashment of 10 days earned leave at the time of L.T.C , will be effective from the date of P.U Notification i.e 18.10.2011. the benefit under these rules shall be admissible only to those employees who proceed on L.T.C journey on or after this date. The L.T.C claim relating to the period prior to 18.10.2011 shall be regulated as per instructions as applicable.
- (iv) For those applicants who have already applied for earned leave encashment

under the said rules i.e after the date implementation of the circular 18.10.2011 but before the approval of these rules by the Syndicate shall be eligible to get the leave encashment after availing the LTC according to the rules as shall be approved by the Syndicate.

- (v) The encashment of 10 days earned leave at the time of availing LTC under these rules shall be sanctioned by the Registrar in all cases.
- (vi) Since the encashment at the time of availing of LTC is taxable, hence the amount of the same shall be entered in the relevant ECR by the dealing officials of the Salary Section. In acknowledgement of that the concerned official of the salary section shall record on the application cum bill form necessary details which shall be conclusive proof for the purpose of passing of the payment of the Audit Section. Any failure in recording an amount in the ECR shall be personal responsibility of the concerned official of the Salary Section and hence the production of ECR by the Audit shall not be instated for passing the payment of earned leave encashment.
- (vii) The sanction of leave encashment for the purpose of LTC must be obtained before availing the LTC However, the concerned employee shall have the option to claim the payment either before commencement of journey or after returning from journey. In case an employee opt to claim the payment of leave encashment before the commencement of the journey in that case he must submit the application –cum- bill form in the T,A section not less than seven days and not more than 30 days before the day of commencement of that journey.
- (viii) An employee who has already drawn the payment of leave encashment before commencement of journey and thereafter he fail to proceed on LTC must pay back the leave encashment already paid within a period of seven days from the date of expiry of the proposed date of commencement of journey. In case of any delay in depositing the above amount beyond the prescribed limit of seven days then the concerned employee shall be liable to pay the principal amount and penal interest @ Rs. 13.5% per annum for the period commencing from the date of withdrawal till the actual date of deposit.
- (ix) In case husband and wife are both in service in Panjab University, a separate form shall be submitted by the each encashment of 10 days earned leave for the same.
- (x) Due to limited budgetary provisions the employee shall avail either advance travelling allowance for the LTC or encashment of leave prior to the commencement of the journey. In case an employee wish to draw the advance TA for LTC then he shall be eligible for claiming the 10 days earned leave encashment after availing the LTC.

Note: (i) The other terms and conditions issued by Punjab Govt. from time to time with respect to leave encashment at that time of availing of LTC shall be applicable in university also to the extend these are not in consistent to the above specific rules.

- (ii) Other changes in rules/existing rules etc. if any will be the same as in the Punjab Govt./Govt. of India from time to time subject to the approval of the competent authority.

1.71 Check list for various type of T.A. claims

(A) Claim for LTC (TA) and 10 days earned leave encashment at the time of availing LTC :-

- (i) Prior Application (Permission) of L.T.C (TA)(**Annexure-A form**) should be sanctioned by the controlling officer/HOD/Registrar/DUI/VC as the case may be before the commencement of the journey. The original application be submitted to the Accounts Branch (T.A section) and one photocopy be sent to the DR/AR Estt. Branch as the case may be before the commencement of journey. The form is available in the university website.
No post facto sanction shall be given in any case under the LTC
- (ii) To avail the benefit of 10 days earned leave encashment, the applicant must submit the application on the prescribed form in Establishment Section at least 7 days before the start of journey along with service book. Such application must be recommended by the Head of department/Branch. The Establishment section/Head of the Deptt. shall after making necessary entries in the service book and prescribed form submit it to A.R Accounts branch (salary section) within 2 days of receipt of such form. The accounts Branch (Salary Section) must obtain the sanction of Registrar for payment of 10 days earned leave encashment before the start of journey. With entering in the movement/record register. After obtaining the sanction from the Registrar the same may be submitted to the T.A section before commencement of the journey by the applicant. **(No post facto sanction is allowed in this regard under the rules)**
- (iii) The LTC claim bill must be countersigned by the Controlling Officer i.e. H.O.D or the Registrar/V.C/D.U.I as the case may be before submitting the claim to the Accounts Branch.
- (iv) The following documents duly verified by the applicant and countersigned by the Head of deptt/Head of branch shall be attached with the claim bill:-
 - (a) Original journey tickets **(i.e. rail/public bus/air etc.)**
 - (b) Original cash receipt
 - (c) Original boarding pass in case of air travel
 - (d) Annexure B & Affidavit.
 - (e) Service Book (Earned leaves duly audited if any)
- (v) The entitled employee should travel by Air India carrier with cheapest Tourist(T)/Standard (S) economy class through shortest and direct route only and no relaxation is allowed in this regard. **LTC 80 air fare for University employees is not applicable.**

- (vi) Air tickets preferably be purchased directly from Indian Airlines booking counter or website of Indian airlines or it may be purchased from the IATA approved booking agents. Reimbursement of the service charges to the recognised travel agent for booking the tickets for L.T.C purpose, however will not be admissible.
- (vii) Air tickets must reflect the air fare itself. Air ticket without reflecting air fare is not admissible as per T.A rule.
- (vii) Affix the Revenue stamp of Rs. 1/- on the claim bill if the amount exceed Rs. 5000/-.

(B) Out of Budget Head “Impetus to Research” Part – C subsidy for attending Educational conference within India :-

- (i) The tour program including journey days and sub head out of which the travel claim or advance is to be released must be got approved from the competent authority before undertaking the journey mentioning therein the purpose on the prescribed form, which is available on the University website.
- (ii) The following documents shall be submitted with the claim duly verified by the applicant and countersigned by the controlling officer i.e. Registrar / H.O.D. /D.U.I/V.C. as the case may be:-
 - (a) Original Journey tickets (i.e rail/public bus/ air)
 - (b) Original actual payee receipt
 - (c) Original boarding pass in case of air travel
 - (d) a copy of invitation letter
 - (e) a copy of conference/workshop attending certificate
 - (f) a copy of brochures containing details of conference and participation fee etc.
- (iii) The details of local conveyance charges must be sanctioned by the competent authority i.e. H.O.D. /V.C. / Registrar/D.U.I as the case may be.
- (iv) With respect to boarding and lodging charges, the employee must give a certificate as to whether any of these facilities were provided free of cost, duly countersigned by the Competent Authority i.e. H.O.D/D.U.I/Registrar/ V.C as the case may be. This certificate will determine the claim of D.A.
- (v) The payment such as fare, D.A., local conveyance must be claimed strictly as per the entitlement under the relevant instruction.
- (vi) Affix the Revenue stamp of Rs. 1/- on the claim bill, if the amount exceed Rs. 5000/-.

(C) Domestic travel claim :-

- (i) The tour program including journey days and budget head out of which the

travel claim or advance is to be released must be got approved from the competent authority before undertaking the journey, mentioning therein the specific purpose of the journey.

- (ii) In case of travel relating to any invited talk, Seminar, workshop etc., the conditions of invitation letter must be complied with.
- (iii) The following documents shall be submitted with the claim duly verified by the applicant and countersigned by the controlling officer i.e. Registrar / H.O.D. /D.U.I/V.C. as the case may be.
 - (a) Original Journey tickets
 - (b) Original actual payee receipt
 - (c) Original boarding pass
 - (d) a copy of invitation letter
 - (e) a copy of conference/meeting attending certificate
 - (f) a copy of brochures containing details of conference/meeting and participation fee
- (iv) Air tickets preferably be purchased directly from Indian Airlines booking counter or website of Indian airlines or it may be purchased from IATA approved booking agents. The service charges levied by the recognised (IATA approved agent) be allowed to reimbursed to the Govt. servants/university employees, experts of the various committee members, experts etc performing journey in connection with university business.
- (v) Air tickets must reflect the air fare itself. Air ticket without reflecting air fare is not admissible as per T.A rule.
- (vi) In case of employees entitled to travel by air, they must undertake journey by Air India carrier on cheapest Tourist (T)/Standard (S) economy class only for official duty. If air India services are not available then prior special sanction of competent authority for journey by **other carrier** giving reason must be obtained before undertaking the journey.
- (vii) With respect to boarding and lodging charges, the employee must give a certificate as to whether any of these facilities were provided free of cost, duly countersigned by the Competent Authority i.e. H.O.D/D.U.I/Registrar/ V.C as the case may be. This certificate will determine the claim of D.A.
- (viii) The details of local conveyance charges on the separate sheet must be sanctioned by the the competent authority i.e/H.O.D/D.U.I/Registrar/V.C. as the case may be. .
- (ix) In case of T.A claim of research scholars, it may be mentioned whether number of days as claimed by the research scholar in the claim for allowing dearness allowance is as per guidelines of funding agency/University keeping in view the overall limit, if any.

- (x) The detail of travel expenses must be mentioned on the application/letter of advance for drawing an advance.
- (xi) Affix Revenue stamp of Rs. 1/- on the claim bill if the amount exceed Rs. 5000/-.

(D) Inter National (abroad) travel claim:-

- (i) The tour program including journey days and budget head out of which the travel claim or advance is to be released must be got approved from the competent authority before undertaking the journey, mentioning therein the specific purpose of the journey.
- (ii) In case of travel relating to any invited talk, Seminar, workshop etc., the condition of invitation letter must be complied with.
- (iii) The following documents to be submitted with claim duly verified by the applicant and countersigned by the controlling officer i.e. Registrar/ H.O.D./D.U.I/V.C. as the case may be.
 - (a) Original Journey tickets
 - (b) Original actual payee receipt
 - (c) Original boarding pass
 - (d) a copy of invitation letter
 - (e) a copy of conference/meeting attending certificate
 - (f) a copy of brochures containing details of conference/meeting and participation fee
- (iv) The employee must travel by Air India Economy class only. If air India services not available then Prior special sanction of competent authority for journey by **other carrier** giving reason, must be obtained before undertaking the journey.
- (v) Air tickets must reflect the air fare itself. Air tickets without reflecting air fare is not admissible as per T.A. rule.
- (vi) Air tickets preferably be purchased directly from Indian Airlines booking counter or website of Indian airlines or it may be purchased from IATA approved booking agents. The service charges levied by the recognised (IATA approved agent) be allowed to reimbursed to the Govt. servants/ university employees, experts of the various committee members, experts etc performing journey in connection with the University business.
- (vii) With respect to boarding and lodging charges, the employee must give a certificate as to whether any of these facilities were provided free of cost, duly countersigned by the Competent Authority i.e. H.O.D/D.U.I/Registrar/ V.C as the case may be. This certificate will determine the claim of D.A.
- (viii) The details of local conveyance charges on the separate sheet must be sanctioned by the the competent authority i.e/H.O.D/D.U.I/Registrar/V.C. as the case may be.

- (ix) In case of T.A claim of research scholars it may be mentioned whether number of days as claimed by the research scholar in the claim for allowing dearness allowance is as per guidelines of funding agency/university keeping in view the overall limit if any.
- (x) The detail of travel expenses must be mentioned on the application/letter of advance for drawing an advance.
- (xi) In case of travel claim concerning to any workshop, seminar, and conference etc. to be reimbursed out of plan unassigned grant and other appropriate budget head, an affidavit on non-judicial stamp paper for Rs.3/- shall be attached as prescribed under the plan/non-plan/ grant sanction letter.
- (xii) The visa fee paid by the applicant is admissible on production of receipt issued by the High Commissioner or Embassy. The visa charges claimed by the travel agent are not reimbursable under the rule.
- (xiii) A copy of conversion rate as applicable during the conference/meeting/journey days or the date on which the foreign exchange was purchased shall, be added with the claim.
- (xiv) Affix Revenue stamp of Rs. 1/- with the claim bill, if the amount exceeds Rs. 5000/-.

NOTE :-

- A.** The above check list is not applicable in the T.A. claim of the experts/members of the Selection Committee, fellow of the University and examiner's/other delegates who came to university in connection with the university work. However the service charges levied by the travel agent in connection with the University work, the same will be reimbursed.
- B.** The other terms and conditions as notified by the Punjab Government/Government of India as adopted by the university or issued by the funding agencies/University authority/Syndicate/Senate from time to time with respect of T.A./D.A. etc. shall be applicable.

- (i) Prior Sanction No. _____ dt. _____
(ii) Diary No. of A/c Br _____ dt _____
(iii) Bank A/c No. _____
(iv) P.F.No. _____

PANJAB UNIVERSITY, CHANDIGARH**ANNEXURE-A****PRIOR APPLICATION (PERMISSION) FORM FOR AVAILING LEAVE TRAVEL CONCESSION**

(ANY PLACE IN INDIA/HOME TOWN VISIT)

Note: - This application should be filled up in Properly and also got sanctioned from the **Registrar/HOD/Director** as the case may be before the commencement of journey (**No post facto** sanction is allowed under the LTC rule). The original application be submitted to the A.R. Accounts (T.A. Section) for prior information, one photocopy be submitted to D.R./A.R. Estt. (as the case may be) for keeping as record in the personal file of the applicant and one photocopy be kept as record for Deptt./Branch.

1. Name of the employee
2. Date of appointment of University service
(regular)
3. Designation
4. Present Grade pay Rs.
5. Department/Branch
6. Period during which LTC (any place in India/Home town visit) is proposed to be availed of (in case of self, please indicate leave has been sanctioned)
 - (i) Casual/Earned leave/Autumn /winter break
w.e.f. to
 - (ii) Date of Journey.....
w.e.f. to

(Attach a copy of Leave duly sanctioned by the competent authority)

7. When LTC(any place in India/Home town visit) was availed of last Block year
8. Block for which LTC(any place in india/Home town visit) is to be availed:-
9. Details of LTC to be availed of :-
 - i) Whether for visiting home town: Name of Home Town.....

(As recorded in the service book)

- ii) Whether for visiting any place in India: Name of **one intended place**

10. Particulars in respect of whom LTC (Any place in India/Home town visit is proposed to be availed :-

Sr. No.	Name(s)	Age	Relationship	Occupation

11. Whether wife/husband is employee/pensioner and is in receipt of LTC Assistance.
Yes ☐ No ☐
- (i) (If yes, a certificate from his/her Employer be attached). Name of Deptt./Inst.....
(i) Certificate of not availing LTC (any place in india/Home town visit)/not received LTC assistance for the same block year be issued from his/her employer.
Vide No. dt.
- (ii) If wife/husband working in P.U. (ii) Certificate as above be added from H.O.D./A.R./D.R.
12. Income of Dependent i.e. son/daughter etc. from **all source** Rs.....
13. Mode of journey and single fare as per entitlement: By Air (Air India)/Rail/Public Bus Rs.....
14. Advance, if required Rs.
(Attach an estimated fare duly countersigned by the controlling officer)

Signature of applicant

CERTIFIED THAT :-

- (a) The L.T.C. (any place in India/Home town visit) for the Block year _____ being claimed above was not availed previously.
- (b) The members of family for whom L.T.C. (any place in India/ home town visit) is being claimed are fully dependent upon me.
- (c) The particulars furnished in this application, are true and correct to the best of my knowledge. I undertake to submit the photocopy/ies of the tickets for outward journey to the Accounts Branch (T.A. Section) within **10 days** from the date of drawn of the advance.
- (d) In the event of cancellation of the journey or if, I fail to submit the photocopy/ies of the tickets for outward journey within **10 days** from the date of receipt of advance. I undertake to refund the entire advance in lump sum with penal interest as per rule.
- (e) The adjustment of advance shall be submitted within **one month** from the date of completion of return journey, failing which, I shall refund /deposit the advance money with the penal interest as per rules.
- (f) I/my family members shall be travelled as per **my entitlement i.e. Rail, Air (Air India) & Public bus only** from headquarter to one intended place/Home town.....and back by shortest direct route as per LTC rule.

Encl : **Service Book**

Dated: _____

Place: _____

Signature of applicant

(Please see rules/instructions Annexure - R)-**Certificate and sanction of controlling officer :-**

- (a) That Sh./Smt./Dr. _____ Designation _____ and his/her family members are allowed/sanctioned for Air/Rail/Bus fare only as per his/her entitlement whichever is less for visit LTC (any place in India/Home town visit) from Place of Work to _____ **one intended place/home town and back only as per LTC rules.**
- (b) Casual leave/earned leave/autumn/winter break w.e.f. _____ to _____ and journey days w.e.f. _____ to _____ sanctioned.
- (c) That the particulars provide in this form furnished by Sh./Smt./Dr. _____ Designation _____ are true/correct and verified as per office record and LTC rule.
- (d) That the photocopy of the application has been forwarded to the D.R./A.R. Estt. For keeping in personal file as record well before the commencement of the journey vide Deptt/office dispatch no. _____ dt. _____ under the LTC rule.

Sanctioned

Registrar/HOD/(Controlling Officer)
Office Stamp

For use of Accounts Branch (T.A. Section)

- (i) Necessary prior permission of the competent authority/controlling officer has been obtained.
- (ii) Amount entitled for reimbursement Rs. _____. **(Approximately, & whichever is less)**
- (iii) Advance of Rs. _____. (Rupees.....) 90% as requested at Sr. No. 14 pre page and Sr. No. (ii) above **whichever is less** to enable reservation of Air/Rail/Bus etc. may be sanctioned by the Registrar out of the budget head LTC (any place in India /Home town visit) Code No. _____ for the financial year _____ where the budget provision exists.

Submitted please.

FDO/DRA/ARA

Dealing O.S.
(T.A. Section)Dealing Sr.Assistant
(T.A.)Dealing Clerk
(T.A.)

Sanctioned

Registrar

Remarks :

PANJAB UNIVERSITY, CHANDIGARH
ANNEXURE-B

- (i) Despatch no. of Deptt./Br. _____ dt. _____
(ii) Dairy No. of A/c Br _____ dt _____
(iii) Sanction No. (Registrar Office) _____
(iv) Bank A/c no. _____
(v) P.F. No. _____

Application form-cum-bill for grant of encashment of 10 days earned leave along with leave travel concession.

Note:- This form should be filled in properly before the commencement of the journey. The original application be submitted to the A.R Accounts(Salary) through DR Estt/AR Estt/HOD as the case may be sanction from the Registrar, one photocopy be kept as record for Department/ Branch No Post facto sanction is allowed under the rule.

- | | |
|--|---|
| 1. Name of the employee | _____ |
| 2. Designation | _____ |
| 3. Present Basic Pay and Grade pay | _____ |
| 4. Department/Branch | _____ |
| 5. Date of Appointment of University regular service | _____ |
| 6. Period and nature of Leave during which LTC is Proposed to be availed | (i) Casual leave w.e.f _____ to _____
(ii) Earned leave w.e.f. _____ to _____
(iii) Autumn/Winter/Summer break w.e.f. _____ to _____
(iv) Date of journey(both ways) _____
Block Year _____ |
| 7. Last LTC availed | _____ |
| 8. Block Year for which LTC is applied | _____ |
| 9. Name of place to be visited. | _____ |
| 10. Whether Wife/husband University employee. | Name of Deptt./Branch _____ |
| 11. Whether you have claimed L.T.C. (T.A) advance | Yes _____ No _____ |

- Encl: (i) **Photo copy of prior LTC Application**
(ii) **Copy of Leave Application/office order duly sanctioned by the HOD/Registrar.**

H.O.D./A.R./D.R.
Office Stamp

Signature of Applicant

For Office Use

(A) (Department or Estt. Branch Admn. Block as the case may be)

- (i) Certified as per service book record of Dr./Sh./Smt. _____
Designation _____ at page _____ earned leave balance available for _____ days.
- (ii) Earned leave w.e.f. _____ to _____, sanctioned & debited, if applied.

- (iii) After availing 10 days encashment of earned leave for LTC, balance available for _____ days.
- (iv) Certified that the above earned leave has been checked and same is recommended and **forwarded to A.R Accounts, (Salary)** for further necessary action under the rule. Service Book is enclosed for office as well as audit verification.

A.R./D.R. Estt./HOD
Office Stamp

(B) (Use of Salary section, Accounts Branch)

Verified:

- (i) The Basic Pay + GP+DA etc of Dr./Sh./Smt./_____ Designation _____ is Rs. _____ (as per record available in ECR).
- (ii) A sum of Rs. _____ may be sanctioned by the Registrar (Sanctioning Authority) which has been entered at page _____ ECR _____ on account 10 days earned leave encashment for availing L.T.C. The application-cum-bill has been received by the office (Salary Section) before the commencement of the Journey of the **applicant under the rule.**

Submitted, please.

(Registrar) F.D.O. Dealing A.R.A. Dealing O.S.(Salary) Dealing official (salary)

(C) (Use of T.A. Section, Accounts Branch)

- (i) Certified that necessary entry has been made in the service book of Sh./Smt./ Dr., _____ Designation _____ at page _____.
- (ii) The expenditure is debitabale out of Budget Head _____ (Code No.) _____.
- (iii) Pay Rs.(in figures) _____ Rs.(in words) _____

Audit/Dealing O.S.(T.A.) Dealing Sr. Asstt. (T.A) Dealing Official(T.A)

(For Audit Use)

Seen (i) Office order of Leave Sanction (ii) Budget Register/ Grant Register/ Service book

Pay Order

AUDIT DEPARTMENT

Pre-audited & Passed for Rs.(In figure).....
Rupees.....

Auditor

Resident Audit Officer
Panjab University

Pay order verified
.....
Clerk/Sr. Asstt.(T.A.)

Pay vide
Cheque No.....dt.....
Voucher No.....

F.D.O./A.R.A./O.S.A.

Remarks :

PANJAB UNIVERSITY, CHANDIGARH

Bank Account No.

TRAVELLING ALLOWANCE BILL

P.F. A/c No.

(University Employee)

Name (in block letters)..... Purpose of Journey.....
 Designation.....
 Basic Pay/Declared Income for Non Employees Date of Meeting/Inspection/Exam. etc., (if any).....
 For T.A. Purposes..... Bill Register Page..... Voucher No.....

Departure			Arrival			Mode of Journey	Distance For Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

1. Mode of journey
 NOTE :--(Deluxe/AC Bus/Ist Class Rail/Air
 Tickets attached)
 (a) By Rail : Class..... Ticket No.....
 (b) By Bus : (Ord./Deluxe/A.C.).....
 (c) Own Car No./Staff Car No./Taxi No.....
 (d) By Air : Ticket No.....

2. Halting days.....@.....
 3. Journey days.....@.....
 4. Local Conveyance, if any
 (Details on Separate Sheet)
 Total

Declaration : Certified that --

- Particulars provided herewith are correct & that I have not claimed T.A./D.A. etc. for this Journey from any other public source.
- I was not provided free lodging and/or Boarding at the cost of Govt./University or any autonomous body.
- I travelled in the class of accommodation to which I am entitled.
- I was present at the Duty point on the days for which the D.A. has been claimed.
- The Mileage claimed is correct to the best of my knowledge and information.
- Certificate for Payment at the Spot

Certified that I shall perform the return journey
 from to by
 the same mode as claimed in the T.A. bill.

Signature*

Address.....

Countersigned

Received Payment

Affix Re 1/-
 Revenue Stamp
 if amount exceeds
 Rs. 5000/-

Controlling Officer

Signature*

(*Please sign at both the places)

For use in Accounts Branch

Head of Account.....

Pay Rs. (in figures).....(in words).....

.....

Clerk Asstt. Supdt.

For Audit use

Seen : (i) Sanction (ii) Bill/Check Register
 (iii) Attendance (iv) Budget Register/
 Grant Register

PAY ORDER**AUDIT DEPARTMENT**

Preaudited & Passed for Rs.....

Rupees.....

Auditor

Resident Audit Officer
 Panjab University

Cheque No.....

Date.....

Pay order verified

Clerk/Asstt.

O.S.A./A.R.A./F.D.O.

Please see rules overleaf

8. Amount of advance, if any drawn vide cheque No..... dt..... for Rs.....
 Less Advance (-).....
 Balance payment Rs.....

Certified That :-

- (i) I have travelled in the class of accommodation to which I am entitled.
 (ii) Particulars provided herewith are correct and I & my family members have not claimed LTC (Any place in India/Home town visit for this journey and block year from any other source i.e. Central Govt./Pb. Govt./any other autonomous body etc.
 (iii) The **certificate B and Affidavit are enclosed.**

Signature of the applicant
 Received Payment

Affix Rs. 1/-Revenue Stamp If amount exceeds Rs. 5,000/-

Signature.....(please,
 sign at both the place)

Certificate of controlling officer :-

- (i) The particular and LTC (any place in India/Home town visit) claim of Sh/ Smt./ Dr..... Designation..... are true /correct and verified as per office record and LTC rule. He/she along with family members have not claimed the LTC assistance for the Block year
- (ii) The necessary entry of **earned leave/casual leave/winter break/summer break** w.e.fto.....has been entered in the relevant **record register/service book** of applicant at page No..... and the **earned leave has been audited.**

Counter signed

Registrar/HOD (Controlling Officer)

Office Stamp

- Enclosed :-**
- i) **Service Book,**
 - ii) **Original Journey Tickets, Boarding pass etc.**
 - iii) **Annexure B & Affidavit.**
-

For use of Accounts Branch (T.A. Section) :

1. The necessary entries have been made in the LTC (Any place in India/ Home town visit) claim/check register page no. _____ Sr. no. _____.
 2. Certified that necessary entries have been made in the service book of claimant at page no. _____.
 3. The expenditure is debitabale out of budget Head LTC (Any place in India/ Home town visit) Code No. Budget Register page no. _____.
 4. The net entitlement on account of LTC (Any place in India/ Home town visit) works out to Rs. _____ as detailed below :-
 - (a) Railway/ Air/ Bus/ etc. fare Rs.
 - (b) Less amount of advance drawn if any(-) Rs.
- (C) **Net Pay Rs.(in figures)** _____ **(in words)Rs.**

Audit/Dealing Supdt A/cs (T.A.)

Dealing Sr. Asstt.(T.A.)

Dealing Clerk (T.A.)

For Audit use

Seen: (i) Prior Sanction (ii) LTC claim/check register (iii) Budget Register/Grant Register/Service Book

Pay Order

AUDIT DEPARTMENT	
Pre-audited & Passed for Rs.	
Rupees.	
.....	
Auditor	Resident Audit Officer Panjab University

.....
Clerk/Sr. Asstt.(T.A.)

Cheque No.dt.
Voucher No.

O.S.A/A.R.A/F.D.O

Remarks :

ANNEXURE "B"
CERTIFICATE TO BE FURNISHED BY A GOVERNMENT EMPLOYEE

1. *I have not submitted any other claim so far for leave travel concession (any place in India/ home town visit) in respect of myself or my family members in respect of the block of two years/four year from _____ to_____.*
2. *I have already not drawn TA for the LTC (any place in India/ Home town visit) in respect of a journey performed by me /my wife with _____ children. This claim is in respect of the journey performed by me / my wife with _____ children none of whom travelled with the part on the earlier occasion.*
3. *I have already drawn TA for leave travel concession (any place in India/ Home town visit) in respect of journey performed by me in the year _____ block year _____. This is against the concession admissible once every two year in prescribed block for visiting Home town as the members of my family are living away from my place of work.*
4. *The journey has been performed by me, my wife with _____ children to the declared Home town visit viz/ place _____ in India.*
5. *That my spouse is not employed in Govt. Service and the concession has not been availed of by him/ her separately for himself/ herself or any other member of the family for concerned block of two years/four years.*
6. *That my son/ daughter Mr/ Ms (a) _____ (b) _____ age _____ and _____, respectively, whose LTC(any place in India/ Home town visit)is claimed is / are residing with me and fully dependent upon me and their income from all sources is not more than Rs.3500+DA total Rs. _____ per month as per L.T.C rule.*
7. *That my spouse, whose LTC(any place in India/ Home town visit)is claimed by me is employed in _____ (please give the name of the Public sector undertaking/ corporation/ autonomous body etc) which provides LTC (Any place in India/ Home town visit) facilities but he/ she preferred not to take claim in this behalf from his/ her employer and certificate to this effect is attached herewith.*
8. *That my spouse, whose LTC (any place in India / Home town visit) claimed by me is not employed in any Public Sector/ undertaking/ Corporation/ Autonomous Body financed wholly or partly by the central government / state government or a local body etc. Which provides LTC (any place in India/ Home town visit) facilities to its employees and their families.*

Dated:_____

Signature of the Govt. Employee

Place:_____

AFFIDAVIT

I _____ S/D/W/O _____ employed
as _____ at _____ do hereby solemnly
affirm and declare that the journey for which the LTC (any place in India/Home town visit) for
visiting _____ is being claimed vide my bill for the
period _____ were actually performed by me alone/ along with
the members of my family as per details given in the Leave Travel Concession bill.

DEPONENT**Verification:-**

Verified that the above facts are true to the best of my knowledge and belief and
nothing has been concealed therein.

Place _____

Date _____

DEPONENT

CHAPTER VI

USE OF UNIVERSITY STAFF CARS

Controlling Officer

1. The University owned staff Cars will be under the administrative control of the Deputy Registrar (Accounts).

2. The Controlling Officer will be responsible for the proper use, care and maintenance of Staff Car/s and for strict enforcement of these rules.

3. The Controlling Officer will maintain :

- (a) Particulars of the Staff Car/s;
- (b) A log-book in the form prescribed by the Government, showing;
 - (i) Particulars of journeys performed by the Staff Car/s both on duty and otherwise (non-duty);
 - (ii) Petrol and Mobil-oil consumed.
- (c) A register showing the cost of repair etc;
- (d) A register of receipts and expenditure;
- (e) The spare parts and other equipment on Staff Car/s will be checked by the Controlling Officer every month and any loss arising out of negligence or faults shall be liable to be recovered from the persons concerned.

Entry for the petrol/diesel purchased will always be made in the log-book and the same will be ticked by the Audit while passing the bill/s.

4. The Controlling Officer will submit a half-yearly report to the Registrar/Vice-Chancellor with the expenditure incurred on the maintenance of the Staff Cars for information and necessary action. In this half-yearly report, average distance covered per litre of Petrol/Diesel/Mobil-oil shall also be given.

Use of Staff Cars for Official Work :

5. The University Staff Car/s is/are meant only for official use subject to its/their availability and permission by the Deputy Registrar (Accounts)/Registrar/Vice-Chancellor as the case may be.

Note.-Journeys performed in Staff Cars on the following occasions shall be treated as official :—

- (i) Journeys performed by non-officials, who have to attend an official meeting in the interest of the University, and who, after the meeting is over have to be taken to their respective places of local residence.
- (ii) Journeys performed when officers have to be picked up from their residences or taken back in cases when they are required to attend official meetings (a) during the normal working hours if the meetings have been convened at places outside their normal places of work or (b) outside the normal working hours.

- (iii) Journeys performed by Vice-Chancellors/other senior faculty members belonging to the sister Universities, Government officers/visitors/guests approved by the Vice-Chancellor.
- (iv) Journeys performed with the approval of the DRA/Registrar/Vice-Chancellor in cases of emergency, such as deaths, serious illness, accidents or similar other cases, when the person is removed from his office either to a hospital or to his residence.

Use of Staff Car/s for Non-Duty Purposes

6. University Staff Car may be permitted to be used for non duty journeys on the condition that its use for such purposes shall not interfere with the official requirements in any way. The charges for the use of Staff Car for non-duty journey will be at the rate approved by the Syndicate from time to time for purposes of T.A. by Car.

7. The use of the University Staff Car to places of public amusement such as cinemas, races, clubs etc., will not be permitted.

8. The charges prescribed will be recovered from Officers through bills in prescribed form presented to them by the Controlling Officer who will acknowledge the amount against receipt. The Controlling Officer will be responsible for the proper recovery of charges and credit to the University account. He will bring to the notice of the Registrar/Vice-Chancellor the cases of inordinate delay in payment of bills on the part of officers.

Log Book

9. Log Books shall be maintained in the prescribed form standardised under 'S' (S-263) and may be had from the Government of India Forms Stores direct.

10. Entries in log books shall be made in ink or ball-point pen.

11. Officers using the Staff Cars should note in the log book in their own handwriting the mileage at the start and at the completion of their trips after verifying the milemeter and give specific destinations to indicate that the journeys were on official business. The drivers shall also affix their signatures against each entry.

12. The Controlling Officer shall be responsible for scrutinizing the log book once a month so as to ensure that there is no mis-use and that all officers who used the Staff Cars have made the necessary entries. A certificate to this effect should be recorded in the log book by the Controlling Officer.

13. The log book in respect of each Staff Car should be closed at the end of the month and a summary prepared in the log book showing details of duty and non-duty journeys performed during the month.

14. The log books may be preserved for a period of five years reckoned from the date of last entry in them or one year after their examination in local audit, whichever is earlier, provided, however, that no log book becoming due for destruction after the stipulated period, should be destroyed until the settlement of all audit objections relating to any entry therein.

Pay and Allowances of the Drivers :

15. The driver of the Staff Car will be an employee of the University and will be treated as a member of the regular establishment.

16. The normal working hours of the drivers will be in accordance with the office timings as fixed/changed from time to time.

17. Over-time allowance to the driver/s (other than those who are in receipt of special pay) is admissible on the rates as may be applicable for payment of over-time allowance to other staff on a certificate from the Controlling Officer that the over-time has been earned.

18. Such drivers as are getting the Special Pay will not be entitled to the payment of Over-time Allowance.

CHAPTER VII

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

In addition to those laid down in the Panjab University Act, Section 27(1) and 31[2(i)] and the Regulations contained in Chapter VIII(A) Affiliated Colleges of the Calendar, Vol. I.

(i) B.A./B.Sc. AND B.COM. COURSES

1. (a) (i) Application for grant of affiliation from (i) the Director of Public Instruction or Head of the Education Department of the State concerned in the case of a Government College; and (ii) the Chairman or any other authority appointed for the purpose by the Governing Body of the College in case of a Non-Government College. The above said application should be accompanied by a draft drawn in favour of the Registrar, Panjab University, as under :

Category	Application Processing Fee	Affiliation Fee for opening of new College	Fee for grant of temporary/ extension of affiliation for subject/ course/ Diploma Course	Fee for grant of permanent affiliation for new College	Annual continuation fee for running the courses (for new & old college/s)
	Rs.	Rs.	Rs.	Rs.	Rs.
1. Single faculty College Arts/Science/ Commerce etc.	2,500	25,000	2,000	25,000	2,000
2. Multy faculty College Arts/Science/ Commerce etc. (Any College which has two or more faculties)	5,000	50,000	2,000	50,000	2,500
3. Professional Colleges					
(i) Medical Professional College	10,000	2,00,000 (For M.B.B.S. Rs. 5,00,000)	25,000	2,00,000 (For M.B.B.S. Rs. 5,00,000)	15,000
(ii) Engineering College	10,000	2,00,000	25,000	2,00,000	15,000
(iii) Law College	—do—	2,00,000	2,000	2,00,000	—do—
(iv) Management College	—do—	2,00,000	2,000	2,00,000	—do—
(v) Education/ Physical Education Professional College	—do—	2,00,000	2,000	2,00,000	—do—

4. Self-financing 5,000
Diploma Course

Honours Courses at Undergraduate level :-

- (a) Affiliation fee for each subject/class } as prescribed under
- (b) Continuation fee for each subject/class } chapter VII
- (ii) Every application for grant of extension of affiliation for introduction of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed Under Chapter VII.**
- (iii) 1. Fee for applications to be received up to the last date i.e. :
 - (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee) and
 - (b) 1st November of the preceding year for grant of extension of affiliation.
- 2. For those received after the last date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).
- (b) Every College must possess an Endowment Fund in cash as follows :-
 - (i) Affiliation in Arts subjects .. (Boys) Rs.10 lakhs
or Arts and Science subjects (Girls) Rs.6 lakhs
 - (ii) Affiliation for B.Com. Course .. Rs. 5 lakhs
- (c) The amount of Endowment Fund shall be kept as fixed deposit in a scheduled bank or in Government securities or may be invested in such other debenture as may be approved by the Syndicate from time to time.

The Receipt shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
 - (ii) The debentures shall not be sold without the prior permission of the University.
 - (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.
- 2.** (a) On receipt of an application for grant of affiliation with the requisite fee as mentioned in rule 1(a), the University shall depute an Officer to conduct a survey with a view to assessing the need as also examining the minimum requirements as per University rules/regulations for opening a new college. After this survey has been conducted and the need for opening the new college has been established, the application will be placed before the Syndicate for appointment of an Inspection Committee. The Inspection Committee, appointed by the Syndicate, if satisfied, shall certify that there is a genuine need for the opening of a new institution and that it can be run on sound lines.
- (b) The officer deputed to conduct the survey will, besides other things, see that the following conditions are satisfied before a new college is allowed to be opened :
- (i) (a) There shall be 1,000 students in a college before another college in its neighbourhood is permitted to be opened.

- (b) In case there is no separate college for girls in that area, the condition at (i) (a) may not apply and the opening of girls' college may be permitted.
- (ii) (a) In case of rural areas no new college shall be permitted to be opened within a radius of 15 k.m. from a college in existence in that area.
- (b) In the case of an urban area condition at (ii) (a) shall not apply. However, it shall be kept in view that no new college starts functioning very close to the existing one.

3. (a) Every proposed college shall have acquired a piece of land measuring a minimum of 7 acres for the construction of its buildings or shall have assets sufficient to purchase this much land.

(b) Every proposed college shall have at least Rs. 2 lakhs for the construction of its building or shall have a suitable building of its own.

(c) The buildings of the college shall be adequate to accommodate students for the first two years. It shall also have adequate accommodation for the offices, the Library, Staff room, etc.

(d) The proposed college shall have provision of Rs. 50,000 for the purchase of books, equipment, etc. or shall have books/equipment worth that much amount.

Out of this amount the college shall incur an initial expenditure on the purchase of books/publications for the college library :

(a)	Arts and Science subjects	..	Rs. 15,000
(b)	Arts subjects only	..	Rs. 10,000
(c)	B.Com.	..	Rs. 15,000

The college shall also incur expenditure of Rs. 2,000 in each subsequent year for purchase of library books/publications.

4. (a) The teaching staff appointed initially shall be got approved by the University.

(b) All subsequent changes in the teaching staff shall be reported to the Registrar within two weeks for approval.

5. In a Science subject a college shall provide at least one teacher for every 20 (or a fraction of 20) students doing laboratory work at the same time, except that in the case of Physics Practical of the B.A./B.Sc. classes, the number of students working under the supervision of one Demonstrator or Lecturer shall not exceed 16.

6. No affiliation shall be granted with retrospective effect.

7. The colleges having co-education shall be required to fulfil additional conditions as under :

- (i) A Boys' college admitting 5 or more women students shall appoint a lady on the staff or in tutorial charge of the girls. There shall be at least one duly qualified lady teacher for every 50 women students.
- (ii) There shall be a lady lecturer in Physical Education if the number of women students on the rolls is 100 or more.
- (iii) For the subject of Music, the college shall appoint a Music Teacher, irrespective to the discrimination on the basis of gender, in case there is even one women student.
- (iv) There shall be a separate lounge-room for women students with a toilet room (with proper sanitary fittings).
- (v) There shall be at least one lady member on the Governing Body of the college.
- (vi) If a women's hostel is provided, it shall be in a separate independent building with a lady superintendent incharge of it.

8. Every college shall send Rs. 2,000/- per annum as the continuation fee alongwith the students returns.

(ii) B.A./B.Sc. (FOR WOMEN)

1. (a) (i) Application for grant of affiliation from the Chairman or any other authority appointed for the purpose by the Governing Body of a proposed Non-Govt. College shall be accompanied by a draft/cheque as prescribed Under Chapter VII, drawn in favour of the Registrar, Panjab University, Chandigarh.

(ii) Every application from Govt. and Non-Govt. College for grant of extension of affiliation in the subjects/courses shall be accompanied by a fee as prescribed at Page 167.

(iii) 1. Fee for applications to be received up to the last date i.e. :

<p>(a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee) and</p> <p>(b) 1st November of the preceding year for grant of extension of affiliation.</p>	}	<p>normal fee as prescribed Under Chapter VII</p>
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2. For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

(b) Every college must possess an Endowment Fund in cash—

Affiliation in Arts or Arts and Science subjectsRs. 1 lakh

(c) The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Government securities or may be invested in such other debentures as may be approved by the Syndicate from time to time. The Receipts shall be kept as under :

(i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.

(ii) The debentures shall not be sold without the prior permission of the University.

(iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.

2. (a) On receipt of an application for grant of affiliation with the requisite fee as mentioned in rule 1(a), the University shall depute an Officer to conduct a survey with a view to assessing the need as also examining the minimum requirements as per University rules/regulations for opening a new college. After this survey has been conducted and the need for opening the new college has been established, the application will be placed before the Syndicate for appointment of an Inspection Committee. The Inspection Committee, appointed by the Syndicate, if satisfied, shall certify that there is a genuine need for the opening of a new Institution and that it can be run on sound lines.

(b) The officer deputed to conduct the survey will, besides other things, see that the following conditions are satisfied before a new college is allowed to be opened :-

(i) (a) There shall be 1000 students in a college before another college in its neighbourhood is permitted to be opened.

- (b) In case there is no separate college for girls in that area, the condition at (i) (a) may not apply and the opening of a girls' college may be permitted.
- (ii) (a) In case of rural areas no new college shall be permitted to be opened within a radius of 15 k.m. from a college in existence in that area.
- (b) In the case of an urban area condition at (ii) (a) shall not apply. However, it shall be kept in view that no new college starts functioning very close to the existing one.

3. (a) Every proposed college shall have acquired a piece of land measuring a minimum of 7 acres for the construction of its buildings or shall have assets sufficient to purchase this much land.

(b) Every proposed college shall have at least Rs. 2 lakhs for the construction of its building or shall have a suitable building of its own.

(c) The buildings of the college shall be adequate to accommodate students for the first two years. It shall also have adequate accommodation for the offices, the Library, Staff room, etc.

(d) The proposed college shall have provision of Rs. 2,00,000 for the purchase of books, equipment etc. or shall have books/equipment worth that much amount.

Out of this amount the college shall incur an initial expenditure on the purchase of books/publications for the college library :

(a)	Science subjects only	..	Rs. 50,000
(b)	Arts subjects only	..	Rs. 40,000
(c)	Commerce subject only	..	Rs. 40,000

The college shall also incur expenditure of Rs. 15,000 in each subsequent year for purchase of Library books/publications.

4. (a) The teaching staff appointed initially shall be got approved by the University.

(b) All subsequent changes in the teaching staff shall be reported to the Registrar within two weeks for approval.

5. The Principal of a Women's college shall be a Lady who shall possess at least Master's degree in 1st or 2nd class or an equivalent degree with experience of teaching in a college. This rule shall not apply to women's colleges whose men or women Principals have already been approved. Provided that on their retirement, a qualified lady Principal shall be appointed. In case a lady Principal is not available after repeated advertisement, a male Principal may be constituted for appointment for a limited period, i.e. for one academic session only.

6. In a Science subject, a college shall provide at least one teacher for every 20 (or a fraction of 20) students doing laboratory work at the same time, except that in the case of Physics practical for B.Sc. Part II and Part III, the number of students working under the supervision of one Demonstrator or Lecturer shall not exceed 16.

7. No affiliation shall be granted with retrospective effect.

8. As far as possible, ladies shall be appointed as teachers. In case a qualified lady teacher in a particular subject is not available, the college authorities may appoint a man teacher with the prior approval of the Vice-Chancellor. A man teacher so appointed

shall not be confirmed by the management in his post and he shall be replaced as soon as a suitable qualified lady teacher is available.

9. A women's/co-educational college shall have women members on its Governing Body to the extent of one-third of its total strength.

10. The college shall have a hostel in or near the premises of the college. It shall be under the charge of a whole-time woman Superintendent. There shall be a part-time or whole-time woman Medical Officer.

11. There shall be a lady lecturer in Physical Education in a college with 500 or less students, and, if the number of students is more, then for every additional 500 students, there shall be another lecturer in Physical Education.

12. There shall be a lounge which shall have a toilet room, etc. with proper sanitary conditions.

13. Every college shall send Rs. 2000/- per annum as the continuation fee alongwith the students returns.

(iii) HONOURS COURSES AT UNDERGRADUATE LEVEL

1. Application for permission to start Honours classes at under graduates level classes shall be made, on the prescribed form, available from the office of the Registrar, by January 31 preceding the academic session in which the classes are intended to be started in any subject.

The permission to start Honours Classes at undergraduate level classes may be allowed by the D.U.I.

2. The Principal of an affiliated college permitted to have Honours Classes shall send by August 31 every year a certificate to the effect that the Honours classes permitted were being continued and that the prescribed conditions were being observed.

3. If it is intended to discontinue the Honours classes in a subject/subjects, the Principal will report by July 31 of the year preceding the one in which it is proposed to discontinue.

4. The instruction in Honours papers in a subject shall be given from 16 August of the second year class and shall continue up to the end of the academic session of the third year class.

5. The minimum time which must be spent for instruction in Honours Papers in a subject shall be 8 periods a week, in both the papers at least two of which shall be devoted to tutorials and remaining to lectures.

6. Under no circumstances a student shall be permitted to offer Honours subject after 31 August.

7. There shall be two teachers in a subject in which Honours teaching is undertaken and both of them shall participate in Honours teaching.

8. Honours teaching shall not be entrusted to a third division M.A. unless he has more than 10 years' teaching experience in an affiliated college.

9. In the case of Honours class in a classical language the teachers shall possess a fair knowledge of English.

10. The total number of periods of teaching work including both tutorials and lectures to be put in a week by a teacher participating in Honours teaching shall be at the discretion of the Principal of the college concerned, but it shall not exceed 22 periods.

11. In the case of colleges where Honours teaching in a particular subject is intended to be on a co-operative basis, the consent of all the colleges concerned shall be made available to the University.

Proforma for making an application for start of Honours classes

I. Subject.

II. No. of teachers in the subject (copies of their appointment letters).

III. Time table of the teachers in the subject signed by the teachers concerned and countersigned by the Principal.

IV. List of Books & Journals.

12. (i) Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by a fee of Rs. 1000/- per subject/class.

(ii) Continuation fee for each Honours subject Class Rs. 500/-

13. Every college shall send Rs. 500/- for each subject/class per annum as the continuation fee alongwith the students returns.

(Senate Para 40, 41, 42, dated 18.12.2005)

(iv) M.A. AND M.Sc. CLASSES

1. (a) There shall be an Endowment Fund of Rs.2 lacs for M.A. classes & 3 lacs for M.Sc. each subject for which affiliation is sought. The colleges participating in M.A./M.Sc. teaching on inter-collegiate basis shall be required to contribute proportionally towards the required Endowment Fund.

(b) The amount of Endowment Fund shall be kept as a fixed deposit in scheduled bank or in Government securities or may be invested in such other debentures as may be approved by the Syndicate from time to time. The receipts shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
- (ii) The debentures shall not be sold without the prior permission of the University.
- (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.

2. A college seeking affiliation in a subject for M.A./M.Sc. teaching should have a good standing.

3. Extension of affiliation in a specific subject in M.A./M.Sc. may be granted to more than one college, depending upon the population and number of colleges functioning at the city/place.

4. The Senior most teacher in each subject in the affiliated colleges participating in M.A./M.Sc. teaching shall be a person having the qualifications and grade laid down by the University Grants Commission for the position of a Reader. The minimum number of teachers in each subject shall be three when there is teaching in Part I only and four when instruction is imparted in Part I and II both. The Staff appointed for Post-Graduate teaching shall possess qualifications as laid down by the University, and given the scales as approved by the University/University Grants Commission for Post-Graduate teachers.

5. Each college participating in M.A. teaching whether individually or on inter-collegiate basis shall spend Rs.15,000 in the initial year of affiliation on Library books and journals of post-graduate level in each subject and subsequently Rs. 5,000 per subject per year. List of books and journals to be subscribed in each subject of Post-Graduate teaching shall be prepared and supplied by the Head of the University Teaching Department in that subject.

Each college undertaking M.Sc. teaching shall spend Rs. 50,000 for purchase of apparatus for each subject.

6. The following shall be minimum qualifications for lecturers for teaching postgraduate classes :

- (i) A Doctorate degree; or
- (ii) M.Phil. degree or two years' research experience as evidenced by the Research Paper published in the Journals of repute with the qualifications as prescribed by the U.G.C. for the post of lecturers; or
- (iii) First class M.A./M.Sc. with Honours in B.A./B.Sc.; or First class in B.A./B.Sc. or
- (iv) First class M.A./M.Sc. with two years' teaching experience to the undergraduate classes in the affiliated Arts/Science colleges; or
- (v) Second class M.A./M.Sc. with Honours in B.A./B.Sc. or First class in B.A./B.Sc. with three years' teaching experience to the undergraduate classes in the affiliated Arts/Science colleges; or
- (vi) Second class M.A./M.Sc. with five years' teaching experience to the undergraduate classes in the affiliated Arts/Science colleges; or
- (vii) Foreign qualified persons if approved by the Vice-Chancellor.

7. While selecting teachers for M.A. Classes, the colleges shall see that they possess aptitude for research and scholarship.

8. Every appointment of the teaching staff shall require the approval of the Vice-Chancellor.

9. Colleges affiliated for M.A./M.Sc. classes shall be inspected periodically by experts in each subject to be appointed by the Vice-Chancellor (half yearly by annually) to see that proper academic standards are maintained and conditions laid down by the University are fulfilled.

10. Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed Under Chapter VII.**

- (i) Fee for applications to be received up to the last date i.e. :

<ul style="list-style-type: none"> (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U.Calendar (normal fee); and (b) 1st November of the preceding year for grant of extension of affiliation. 	}	normal fee as prescribed Under Chapter VII
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- (ii) For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

11. Every college shall send a fee of Rs. 2000/- per annum as the continuation fee alongwith students return.

(v) B.Ed.

1. Only independent training institution shall be considered for grant of affiliation and no Arts or Science college shall be permitted to add B.Ed. class.

2. A College of Education shall have a separate building of its own and shall also have a separate hostel and playground.

3.1. Each College of Education shall possess endowment fund as under :

- (a) For one unit .. Rs. 10 lacs upto two units
- (b) For two units
- (c) For three units .. Rs. 2 lacs for each additional unit
- (d) For four units

3.2. A unit for a training class shall be of not more than 50 students.

4. The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Government securities or may be invested in such other debentures as may be approved by the Syndicate from time to time. The Receipts shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
- (ii) The debentures shall not be sold without the prior permission of the University.
- (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.

5. The institution shall spend during the first year Rs. 10,000 on the purchase of books, apparatus and equipment, etc.

The college shall also incur expenditure of Rs. 2,000 in each subsequent year for purchase of library books/publications.

6. The institution shall appoint adequate staff in accordance with the qualifications laid down by the Syndicate. The teacher-pupil ratio shall not be less than 1 : 16.

- 7.** (a) The teaching staff appointed initially shall be got approved by the University.
- (b) All subsequent changes in the teaching staff shall be reported to the Registrar within two weeks for approval.

8. Principal/Head

- (i) (a) Good academic record with 55% marks in M.Ed./M.A. Education with B.Ed.

- (b) Good academic record with Master's degree with 50% marks in relevant school subject/foundation course.
- (c) A relaxation of 5% may be provided from 55% to 50% marks in M.Ed. only for SC/ST Category.
- (ii) Ten year's experience of which at least five years should be in a secondary teacher education instituted.

Provided that the teaching experience may be relaxed to 5 years in case of a person possessing Ph.D. degree in Education and to 8 years in case of a person possessing in M.Phil., degree in Education.

9. Each College of Education must have attached to it a first rate practising school. The school must have adequate equipment and experienced staff. The minimum number of pupils on roll in the practising school shall be 3 times the number of students under training in B.Ed. class.

10. The institution shall make suitable arrangements both with regard to staff and equipment for the teaching of crafts.

11. Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed Under Chapter VII.**

- (i) Fee for applications to be received up to the last date i.e.

<ul style="list-style-type: none"> (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee); and (b) 1st November of the preceding year for grant of extension of affiliation. 	}	normal fee as prescribed Under Chapter VII
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- (ii) For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

12. Every college shall send a fee of Rs. 2000/- per annum as the continuation fee alongwith students returns.

(vi) AFFILIATED COLLEGES WITH EVENING CLASSES FOR
B.A./B.Sc. COURSES

1. The Principal of the morning college shall also be the Principal of the Evening shift, in order to provide unity of administrative control, and co-ordination, and he shall be given an honorarium of *Rs. 250 per month for this work.

2. Whole-time person satisfying the requirements laid down for appointment of a Principal shall be appointed to be incharge of the Evening shift. He shall be placed at least in the senior-most grade, next to the Principal, prevalent in the college. He shall be designated as Head of the Evening shift. The Head of the Evening shift shall be appointed on seniority-cum-merit basis, if a suitable person is available from amongst the teachers working in the Day College, otherwise the appointment shall be made through selection after advertisement. He may either be provided a relief of 6 periods a week or a monthly allowance of Rs. *250 for co-ordinating the work of the evening staff & attending to other administrative duties assigned to him.

3. Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed Under Chapter VII.**

- (i) Fee for applications to be received up to the last date i.e. :
 - (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee); and
 - (b) 1st November of the preceding year for grant of extension of affiliation.
- } normal fee as prescribed
Under Chapter VII
- (ii) For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

4. Every college shall send a fee of Rs. 2000/- per annum as the continuation fee alongwith students returns.

* w.e.f. 1.4.1990.

(vii) LANGUAGES FACULTY (O.T./M.I.L. EXAMINATIONS)

1. (a) Every college shall possess an endowment Fund in cash of Rs. 50,000/-. In the case of an Arts/Science College which applies for addition to classes for O.T./M.I.L. examinations, the amount of additional Endowment Fund required shall be Rs. 10,000 instead of Rs. 50,000/-.

(b) The amount of Endowment Fund shall be deposited in the same manner as laid down for Arts/Science Colleges.

2. Every institution shall either possess a suitable building for holding the various classes and furniture or adequate funds to be determined in each case by the Syndicate, for the construction of necessary buildings and for the purchase of furniture.

3. The authorities of the college shall undertake to incur an initial expenditure of Rs. 2,000 in the first year and Rs. 500 in each subsequent year on purchase of text and general books according to the approved list. In addition, the institute shall subscribe to standard journals and periodicals.

4. The institution shall appoint adequate and qualified staff. Their appointments shall be subject to the approval of the Vice-Chancellor. The minimum qualifications for the teaching staff shall be as under :

- | | |
|-----------------------------|---|
| (a) Sanskrit examinations : | |
| (i) Prajna | } B.A. plus Shastri
or
Shastri plus Prabhakar or Acharya
M.A. Sanskrit plus Shastri or Acharya |
| (ii) Vishard | |
| (iii) Shastri | |
| (b) Hindi examinations : | |
| (i) Rattan | } B.A. plus Prabhakar or Shastri plus Prabhakar
M.A. Hindi or M.A. Sanskrit plus Prabhakar or B.A. plus Prabhakar or Shastri plus Prabhakar. |
| (ii) Prabhakar | |
| (c) Panjabi examinations : | |
| (i) Budhiman | .. B.A. plus Gyani or M.A. Panjabi |
| (ii) Gyani | .. M.A. Panjabi |

5. The institution shall observe a regular time-table and no teacher shall be allotted more than 24 periods per week; each period shall be of 45 minutes duration.

6. No affiliation is to be granted with retrospective effect(s).

(viii) OTHER COURSES

For the courses not included in these Rules, the Endowment Fund, other requirements and minimum qualifications for teachers, shall be determined by the Syndicate in accordance with Sections 27(1) and 31(2)(i) of the Panjab University Act and the Regulations contained in Chapter VIII(A) -- Affiliated Colleges— of the Calendar, Volume I.

(ix) GENERAL RULES

1. (a) In the case of institutions founded by individual donors, the following basic conditions for a trust-deed shall be observed :

- (i) the Founder must be the sole and absolute owner of the property endowed,
- (ii) the Trust is created by a regularly registered deed in the form approved by the Syndicate,
- (iii) the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed,
- (iv) the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purposes of the Trust,
- (v) the Board of Trustees consists of not less than seven persons who are not in any way related to or dependent upon the Founder of the Trust,
- (vi) vacancies occurring among Trustees are filled up by the remaining Trustees and not by the Founder and such nominations are forthwith reported to the Syndicate,
- (vii) all buildings vested in the Trust are adequately insured against fire,
- (viii) copies of the minutes of the meetings of the Trust and the statement of the annual income and expenditure of the Trust shall be supplied to the Syndicate, by June 30 every year.

(b) In case of other non-government institutions founded or managed by a Society or body registered under the Societies Registration Act of 1887 or created under any other law, the following basic conditions shall be satisfied :

- (i) that the aims and objects of the Society or such Body are not unlawful or against the interests of the public or the University;
- (ii) that the Society is not formed for the benefit of any individual or members of his family;
- (iii) that the primary object of the Society is to promote the interests of education and public welfare;
- (iv) that the funds and property of the Society shall vest in the Society and not in any individual, his relation or family and are appropriated for the purpose for which the institution is founded;
- (v) that in case the Society ceases to function or the institution which is affiliated to the University is dis-affiliated, the funds and the property pertaining to the institution shall be utilised in the discharge of liabilities of the management concerning that institution including payment of arrears of salary of the employees of the institution which shall be the first charge thereon;

- (vi) that whenever there is any amendment in the Constitution of the Society, the same shall be reported forthwith to the University and it shall be open to the University to review the question of affiliation of the institution in the light of the amendments so made; and
- (vii) that copies of the minutes of the meetings of the Society or the Managing Body of the institution so far as they relate to the institution in question, shall be promptly supplied to the University and a statement of annual income and expenditure be furnished by June 30, every year.

Note.--This Rule shall not be applicable to Colleges whose management is vested in societies registered under a Government Act.

2. A college may function in more than one building provided the administrative and academic control is centralised, buildings are within a reasonable and convenient distance from each other and the previous approval of the Syndicate for functioning in such buildings has been obtained.

3. Every affiliated college shall furnish to the University every year a statement of the accounts of the amalgamated fund not later than June 30.

4. Every affiliated college shall preserve attendance registers of the various classes for a period of at least three years after the declaration of the University results of the class concerned.

5.1. "Every college shall appoint a college teacher as a Bursar, with the approval of the Vice-Chancellor if the number of students on its rolls is not less than 300 and the annual budget of the college is below Rs. one crore. The Bursar recommended for approval should have adequate knowledge of accounting. The amount of allowance to be paid to the Bursar shall not be less than -

- (i) Rs. 250/- p.m. where the enrolment of the college is upto 1000;
- (ii) Rs. 400/- p.m. where the enrolment of the college is more than 1000.

Provided that if the budget of the college exceeds Rs. 1 crore, the college shall utilise the services of some C.A./F.A. or Company Secretary/ICWA in place of Bursar. Such person may be engaged on whole time or part-time basis/or introduce pre-audit with the approval of the Vice-Chancellor."

5.2. Every College with Evening classes shall appoint a separate Bursar for the Evening Classes, with the approval of the Vice-Chancellor, if the number of students on its roll is not less than 300. The amount of allowance to be paid to the Bursar shall not be less than—

- (i) Rs. 150 p.m. if the number of students is 1000 or less; and
- (ii) Rs. 200 p.m. if the number of students is more than 1000.

6. The appointment of existing eligible part-time teachers working in the Govt. aided Colleges affiliated to Panjab University, against the part-time posts sanctioned/determined by the Government. This approval will be personal to the incumbents in position in order to facilitate the College to charge their salary out of the grant of the government. In case of any vacancy arising due to any reason or the positions of part-time teachers remaining unfilled, colleges shall have to engage guest faculty on payment of Rs. 250/- per lecture subject to a maximum of Rs. 5000/- per month.

7. A Principal of an affiliated college (Arts/Science/Commerce) shall teach 4 to 8 periods per week, depending on the size of the College. There shall be no bar, however, on the Principal's teaching a larger number of periods.

However, if the number of students on rolls of a college exceeds 2,500, the Principal of such a college shall teach at least two periods a week.

8. Every affiliated college shall observe the following guide-lines in case they have to retrench the services of any of its teachers :

- (i) No retrenchment of a teacher in a subject shall be made unless the number of admissions for the subject taught by him falls below 10.
- (ii) If retrenchment of a teacher becomes necessary because of fall in the number of students, as in (i) above, the junior most teacher in the subject concerned shall be the first to be retrenched.

9. The optimum limit for a Section of Class shall be 80 students.

10. Whenever a College seeks affiliation in the subject of Health and Physical Education the Inspection Committee will ensure that the following conditions are fulfilled :

- (i) that the College have teachers/Lecturer in Physical Education who possess the norms laid down by the U.G.C. for appointment as such;
- (ii) there are sufficient number of students to form at least two teams of a particular game;
- (iii) the college possesses adequate facilities for game(s) to be taken up by the students;
- (iv) a provision of adequate amount (recurring and non-recurring has been made by the College in the budget each year for the purpose) and the Inspection Committee may recommend necessary equipment and library books to be purchased by the College for the said course.

11. The designation of Tabla Instructor, Tabla Player, Tabla Teacher and Tabla Master in affiliated colleges, shall be Lecture Assistant (Tabla).

The following shall be the minimum qualification for appointment of Lecture Assistant (Tabla) subject to the recognition of these examinations or any other examination as equivalent to the corresponding examinations of this University by the Syndicate :

- (a) Sangit Prabhakar in Tabla, or
- (b) Sangit Rattan in Tabla, or
- (c) Sangit Visharad in Tabla, or
- (d) B.A. with Music (Tabla) of this University.

The above qualifications may be relaxed in the case of a candidate having outstanding reputation as a Traditional or Professional artist with acknowledged ability to provide accompaniment to vocal and instrumental music of concert level.

12. (i) The proposal of an erring college for grant of affiliation in an additional subject/course be not considered.

(ii) Two University nominees and one Govt. representative be added to the Managing Committee of the erring College.

***UGC REGULATIONS 2009 WITH FIRST AMENDMENT REGARDING AFFILIATION
OF THE COLLEGES**

1. Short Title, Application and Commencement:-

1.1 These regulations may be called the UGC [Affiliation of Colleges by Universities] Regulations, 2009.

1.2 They shall apply to all College seeking affiliation and already affiliated to the Universities in India established or incorporated by or under a Central Act, a provincial Act or a State Act.

1.3 * They shall come into force with immediate effect.

2. Definitions: in These Regulations:

2.1 "affiliation" together with its grammatical variations, includes, in relation to a college, recognition of such College by, association of such College with, and admission of such College to the privileges of, a University;

2.2 "College" means any institution, whether known as such or by any together name which provides for a programme of study beyond 12 years of schooling for obtaining any qualification from a University and which, in accordance with the rules and regulations of the University, is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

2.3 "Commission" means the University Grants Commission established under the UGC Act.

2.4 "Course" means one of the units which comprise a programme of study;

2.5 "Grant -in -aid College" means a "College receiving grant from the Government for payment of salary to its employees".

2.6 "Programme"/" Programme of study" means a higher education programme pursued for a degree specified by the Commission under Section 22(3) of the UGC Act;

2.7 "Statutory/Regulatory body" means a body so constituted by a Central/ State Government Act for setting and maintaining standards in the relevant areas of higher education.

2.8 "Student" mean a person admitted to and pursuing a specified programme of study;

3. Eligibility Criteria for Temporary Affiliation:-

3.1 The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned **in case of technical/ professional courses only**,

3.1.1 Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in Mega cities, 2 acres if it is located in Metropolitan Cities and 5 acres if it is located in other cities: Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India.

*1. Syndicate dt. 31.8.2010 (Para 40)

2. Senate dt. 10.10.2010 (Para LXX)

3. Senate dt. 29.9.2013 (Para LXIX)

Provided further that the lesser land requirement in mega cities shall not compromise extracurricular/extra-mural curricular activities of the College.

Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto the places which are not separated by more than 2 Kilometers”

3.1.2 Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements’ as specified by the University concerned for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned, taking care that all buildings constructed in the College are disabled friendly;

3.1.3 Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq.ft. per student in lecture/seminar rooms/library and 20 sq.ft. per student in each of the laboratories.

Provided that this sub clause shall not apply to colleges already affiliated to the Universities in India

3.1.4 Number of teaching and non-teaching staff as per University norms;

3.1.5 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage etc. in conformity with the norms laid down by the Central/State PWD.

3.1.6 Adequate measures for safety, security, pollution control, etc.

3.1.7 A library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both the text books and reference books, besides two journals per subject, alongwith a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other section as may be specified by the UGC from time to time;

3.1.8 Necessary laboratory equipments as prescribed by the University/Statutory/Regulatory body concerned, for each of the higher education programmes;

3.1.9 A multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;

3.1.10 Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities;

3.1.11 A duly constituted managing body as specified by the University.

3.2 A college, if not run by the State Government:

3.2.1 Shall be managed by a duly constituted and Registered Society or Trust;

3.2.2 Shall satisfy the University that adequate financial provisions is available for running the College for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a corpus Fund permanently in the name of the College by way of irrevocable Government Securities of Rs. 15 Lac per programme, if the college proposes to conduct programme only in Arts, Science and Commerce, Rs. 35 Lac per programme or as prescribed by the relevant Statutory /Regulatory body. If it proposes to offer professional programmes, or FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the College with the prior permission of the University for strengthening its infrastructure facilities;

3.2.3 Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

3.3 The Registered Society/Trust in justified exceptional cases may be allowed to start the College for the first year in the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the College shall complete the buildings per Para 4.4.6 and other requirements cited in the detailed project report by the end of the second year and the College is moved completely to the proposed permanent building by the beginning of the third year, failing which, the College shall not be granted renewal of temporary affiliation until the College moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

3.4 The Registered Society/Trust proposing the College shall execute a bond.

3.4.1 To impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies for the University;

3.4.2 To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;

3.4.3 To follow the rules, Regulations and guidelines of the Statutory/Regulatory bodies issued from time to time.

3.4.4 To the effect that the number of teaching posts, the qualification of the teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance /Regulation of the University/Statute Government/UGC, and shall ensure imparting of adequate instruction to the students in the courses /programmes of studies to be undertaken by the College and that the Student Teacher Ratio in the College shall be as per the UGC norms;

3.4.5 To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales alongwith applicable allowances as per the pay scales prescribed by the UGC/Central/State Govt., as the case may be, from time to time;

3.4.6 To the effect that appointment of members of the teaching and the non-teaching staff shall be made only on consideration of merit based on qualification and experience prescribed for them and not by demanding or accepting any donation or other consideration;

3.4.7 To the effect that the College shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into the effect;

3.4.8 To the effect that all fees to be charged from the students shall be as per fee structure approved by the University based on the norms for the UGC from time to time;

3.4.9 To the effect that the College shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;

3.4.10 To the effect that no student shall be admitted to any programme of study by the College in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;

3.4.11 To the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study;

3.4.12 To the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the College.

3.4.13 To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/orders of the UGC / University/Government Shall be maintained and made available as and when required for inspection;

3.4.14 To the effect that the College shall furnish all such returns and other information as the UGC/University/Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government may direct to maintain the same;

4. Procedure for granting Temporary Affiliation;

4.1 The application to start a new college and to get it affiliated to an University can be submitted by Central/State Government institution and Registered Society/Trust;

4.2 If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application;

4.3 The Government/Society/Trust which proposes to start the College and wishes to get it affiliated to the University in whose jurisdiction the location of College falls shall make an application within the stipulated time to the University in the prescribed proforma alongwith the prescribed fee in the form of Demand Draft drawn in favor of Registrar of the University.

4.4. The application shall be submitted with certified copies of the following documents:-

4.4.1 Registration of the Society/Trust alongwith details of Constitution and Memorandum of Association.

4.4.2 Letter from the Competent Authority designated by the Government Concerned for classification of land and its location's Metropolitan or other areas;

4.4.3 Land Use Certificate from the Competent Authority designated by the Government Concerned;

4.4.4 Registered land /Govt. leased land documents in the name of the applicant.

4.4.5 Appropriate order from the Govt. permitted the Society/Trust to start the College with detailed of the courses/Programmes intended to be offered.

4.4.6 Building Plan of the proposed College prepared by a registered Architect and approved by the Competent Authority designated by the Govt. Concerned;

4.4.7 Registered documents by the registered Society/Trust earmarking land and buildings for the proposed College;

4.4.8 Details of the latest fund position alongwith photocopies of relevant bank accounts including the evidence of the Corpus Fund earmarked for the purpose as specified under Clause 3.2.2;

4.4.9 Detailed Project Report giving;

- a) *background of the Society/Trust with reference to its experience in promoting Managing and operating educational Institutions; details of the its promoters, including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;*
- b) *development plan for the College with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/ research, and the time schedule for stage –wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, supports and recreational facilities;*
- c) *architectural master plan indicating the land use pattern including those for the future;*
- d) *policy with regard to faculty recruitment, retention and development;*
- e) *structure of academic and administrative governance;*
- f) *sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and*
- g) *resource projections and their utilization schedule;*

4.5 The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within two weeks from the date of receipt of the application by the University to cause and inspection within a period of three months for physical verification of all the requirements for granting affiliation.

4.6 The College shall be subjected to an inspection by the University through a committee of experts nominated by the Vice-Chancellor consisting of;

4.6.1 One Expert for each of the subject areas proposed,

4.6.2 Dean, College Development Council,/an equivalent academician of the University;

4.6.3 A representative of the higher education department of the Government not below the rank of Deputy Director, and

4.6.4 An Engineer from the PWD/CPWD or the University not below the rank of executive Engineer.

One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall be the Chairperson of the Committee.

4.7 The report of the Inspection Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the College, recording the reason in writing for its decision within three months of inspection.

4.8 On the basis of the infrastructure and other facilities available at the College, the University shall decide the number of seats for each programme in the College;

4.9 The Syndicate/Executive Council of the University shall be the ultimate **authority** to decide to granting, or not granting , affiliation;

4.10 Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the university on a year to year basis through inspection process prescribed in these regulations.

4.11 If the University decides not to grant affiliation to the College for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the College may apply again if its fulfils the conditions/requirements subsequently, but not earlier than six month from the date of rejection of its earlier application.

5. Eligibility Criteria for Permanent Affiliation:-

5.1 The College shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Statutory/Regulatory Body concerned from time to time.

5.2 The College shall have completed construction of buildings and all infrastructure/facilities as stipulated in the Regulations;

5.3 All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government College) on the UGC/Government scales of pay;

5.4 The College shall have a duly constituted College Council as per norms.

5.5 The college shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government

6. Procedure for granting permanent Affiliation:

6.1 A College which wishes to get permanent affiliation shall apply to the University any time after completing five year of temporary affiliation in the proforma alongwith the prescribed fee in the form of Demand Draft Drawn in favor of the Registrar of the University.

6.2 The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations;

6.3 If the University decides not to grant permanent affiliation to the College for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the College may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

7. Eligibility to apply for addition of new programme of study:

7.1 Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the un-served, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction;

7.2 Any proposal for raising existing under-graduate College to post-graduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.

7.3 Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favor of Registrar of the University.

7.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

8. Withdrawal of affiliation:-

8.1 The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the College, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinance, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.

8.2 If an affiliated College ceases to function or is shifted to a different location or is transferred to a different society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the College shall lapse automatically on such ceases, shifting or transfer, as the case may be, and it shall be treated as a new College for the purpose of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

8.3 Without prejudice to the Regulations, the commission on its own, or on the basis of any complaint or any other information or report from any other source, can cause and enquiry by the University in respect of a College, and after giving the College a reasonable opportunity of being heard, may pass an order under Section (12 A) (4) of the UGC Act, prohibiting such College from presenting any student then undergoing such specified course/programme of study therein to an University for the award of the qualification concerned and the affiliation of the College shall stand terminated as per Section (12 A)(5) of the UGC Act.

8.4 If the University decides to withdraw the affiliation of the College or the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the College who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the education future of the affected students in an appropriate manner as per its decision.

9. Penalties on the Universities granting affiliation on sub-standard College or failure of Universities/College to comply with the Regulations of Commission.

9.1 If any University grants affiliation to a College which does not fulfill the conditions/requirements for affiliation as per the Regulations, or if the University grants affiliation in contravention of the relevant provisions of the UGC Act and Regulations, the Commission may take such action as it may deem fit, including that of withholding the grants to the University and/or delisting the said University from the list of Universities maintained by the Commission under Section 12B of the UGC Act.

9.2 If any College included under Section 2(f) and receiving UGC Grants under section 12(B) is found guilty of violation of the Regulations, the Commission may take such action as it may deem fit, including that of withholding the grants to the College and /or delisting the said College from the list of Colleges maintained by the Commission under Sections 2(f) and/or 12B of the UGC Act.

CHAPTER VIII

INSPECTION OF COLLEGES

In addition to the provisions of Regulations contained in Chapter VIII

(A)—Affiliated Colleges of the Calendar, Volume I.

1.1. An Inspection Committee shall ordinarily consist of two members and no person ordinarily shall be given more than two inspections. One of the members of the Inspection Committee in the case of a Science college will ordinarily be a Science man and in the case of Training/Professional colleges, shall belong to the particular profession in which the college is affiliated.

1.2. There shall be greater association of Fellows (who are not Syndics) on the Inspection Committees. Preference shall be given to Principals/Teachers who are Fellows of the University.

1.3. A Convener of the Inspection Committee shall be appointed by the Syndicate and he will be responsible for arranging the inspection.

2. The procedure for consideration of a Periodical Inspection Report shall be as follows :

- (i) it shall be examined by the office of the Registrar in the first instance and the points requiring specific/follow-up action shall be brought out of them for consideration of Syndicate;
- (ii) in the case of a college when no action is required, the position shall be submitted for information of Syndicate in a tabulated form and;
- (iii) the Syndicate shall take necessary action under Regulation 14.4 of Chapter VIII-A Calendar, Volume I.

3. No Committee ordinarily shall inspect more than one college a day.

4. A member of an Inspection Committee shall be paid travelling and halting allowance of the class to which he is entitled according to normal rules, and, in addition, an inspection fee of Rs. 50 per college.

5. As far as possible, colleges in one town shall be inspected by the same Inspection Committee.

FORM FOR PERIODICAL INSPECTION REPORT OF AFFILIATED COLLEGES

- 1.** Name of the College
 - (i) Place
 - (ii) Nearest Railway Station
 - (iii) Telephone No., if any
 - (iv) Telephonic Address, if any
 - (v) Telegraphic address
- 2.**
 - (a) Name of the Inspectors 1.
Visiting 2.
 - (b) Date of Inspection

3. Affiliation

- (a) Course/courses and subject/subjects for which the college is affiliated and is applying for affiliation.
- (b) Is the application for permanent or provisional affiliation?
- (c) Conditions laid down for affiliation/extension of affiliation, which have not been fulfilled.
- (d) Did the college discontinue any course/subject after the grant of affiliation/extension of affiliation?

4. Management

- (i) (a) Is the Governing Body of the college constituted in accordance with Regulation 8.1 of Chapter VIII (E), Calendar, Volume I, which reads :
 “The Governing Body of a Non-Government college shall include on its management, in addition to the Principal who shall be an ex-officio member, two representatives of teachers in case of Governing Bodies consisting of 15 members and three representatives of teachers in case of Governing Bodies consisting of more than 15 members, elected by all confirmed teachers, provided that—
 - (1) two/three teachers so elected shall be of not less than five years’ standing;
 - (2) if two/three teachers of five years’ standing are not available on the staff of the college, two/three teachers who happen to be senior most on the staff shall be invited by the Governing Body to serve on it; and
 - (3) the term of office of such representatives shall be the same, as for the remaining members of the Governing Body provided that in no case it shall exceed three years.
 Provided further that a casual vacancy shall be filled by the selection within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member”.
- (b) Is the Governing Body of the College registered under the Societies Act ?
- (ii) Is any office bearer or Manager paid any honorarium etc.? If so, his name, functions, qualifications and the honorarium paid may be indicated.
- (iii) A list of the members of the Governing Body along with the residential address of the office-bearers of the Governing Body.
- (iv) If managed by a Trust, a copy of the Trust Deed may be attached (if not already submitted).
- (v) Is the Principal an ex-officio member of the Governing Body?
- (vi) Who are the other members of the staff on the Governing Body?
- (vii) When were they elected and when does their term expire?

5. Finances**I. Endowment Fund, Grants, etc.**

- (i) has the college deposited the required amount of Income as given in Appendix I ?
- (ii) Amount invested in Debentures or in National Saving Certificates or in Fixed Deposit in Banks, etc. (Their number etc. and the name of the company/Banks be given on a proforma as in Appendix II).
- (iii) Is the Endowment Fund in the joint name of the Registrar, Panjab University, and the President/Secretary of the Managing Committee ?
- (iv) What is the yearly income of the college from :
 - (a) Land
 - (b) Properties other than Land
 - (c) Other sources.
- (v) Whether, the annual income derived from the immovable property or other sources is credited to the college accounts ?
- (vi) Total Grant received from :
 - (a) the Govt.
 - (b) U.G.C.
- (vii) Deficit, if any, after the grant. How is the Governing Body meeting this deficit ?

N.B.—Inspectors are requested to verify all these things personally.

II. Amalgamated Fund

- (a) Total Number of Students on rolls.
- (b) Annual income from the Amalgamated Fund.
- (c) Is the Amalgamated Fund kept separately from the college (Governing Body) Fund ?
- (d) Is it being utilised for the benefit of the students by the Principal?
- (e) Is there any Committee to advise the Principal for utilisation of the Amalgamated Fund ?
- (f) Does this Committee include any student representatives ?
- (g) Total expenditure incurred on the following items out of the Amalgamated Fund during the current year and the last year:
 - (i) Library
 - (ii) Sports
 - (iii) Dramas/Debates
 - (iv) Entertainment
 - (v) Any other item not provided above.
- (h) Are there any savings from the Amalgamated Fund ?
- (i) If so, what is the amount ?

- (j) Are the savings kept in a bank account ? If so, the name and the number of bank account and the latest balance may be indicated.
- (k) If there are additional accounts, their number/name of the Bank and balances may be indicated.
- (l) The amount, taken by the Governing Body as a loan from the Amalgamated Fund.
- (m) The date on which the loan was paid back.

Date :

Amount :

II. Building Fund

- (a) Annual income from the Building Fund.
- (b) Is the Building Fund kept separately from the College (Management) Fund ?
- (c) Is it being utilised properly as per rules, laid down for the purpose ?

III. Annual Income and Expenditure

1. What is the Annual income from :
 - (a) Fees (Tuition Fee, Admission Fees). A statement of Income from tuition fee of the last month be attached.
 - (b) Fines
 - (c) Grant-in-Aid, if any.
 - (d) Other sources such as donations, income from property etc.
2. What is the annual expenditure on
 - (a) Salaries
(A statement of salary paid to the staff during last month be attached).
 - (b) Capital Expenditure (Non-recurring)
 - (c) Miscellaneous.
3. Are the accounts audited by a Chartered Accountant ? If so, the name of the Auditor ?

IV. Remarks of the Committee

Are the finances of the college sound ? Copies of the budget of the current year and of the last year be appended duly signed by the Principal of the College and countersigned by the Secretary/ President of the College Management.

6. Buildings

- (i) Is the college building suitable and adequate for the number of students enrolled ?
 - (a) Total number of class rooms with dimensions
 - (b) Number of Laboratories—with dimensions
 - (c) Number of Lecture theatres—with dimensions

- (d) Dimensions of the Library-cum-Reading room
 - (e) Dimensions of
 - (i) The Principal's room.
 - (ii) College office.
 - (ii) Are the rooms commodious and well-ventilated ? (Plan of the College building alongwith the size of different rooms, size of hall, library, laboratories be attached).
 - (iii) Does the College possess a hall ?
 - (iv) Does the Principal reside on the college premises or nearby?
(Plan of the building of the Principal's house be attached)
 - (v) Are the sanitary conditions satisfactory ?
 - (a) Number of Lavatories.
 - (b) Fitted with flush facilities or not.
 - (c) A certificate from the Principal of the College with regard to the maintenance of satisfactory sanitary conditions in the college be attached.
 - (vi) Has the college removed all the defects pointed out by the authorities of the Public Health Department ?
 - (vii) If a co-educational institution, is there a separate retiring room for ladies and satisfactory arrangement for toilet facilities ?
 - (viii) Number of girl students.
 - (ix) Name and qualifications of lady supervisor/professor. (It is obligatory for the college to have a lady supervisor if the number of girl students is five or more).
- 7. Enrolment of the college**
- (i) Total Enrolment of the college, class-wise.
 - (ii) Strength of a section. A statement of sectional strength of each subject be appended.
 - (iii) Is there any over crowding ?
 - (iv) Where do the teachers reside near the college premises or in the town.
- N.B.—A copy of the prospectus may be attached with the report.
- 8. Equipment**
- (i) Does the college possess adequate and suitable furniture ?
 - (ii) Are the college laboratories in Science subjects properly equipped and fitted with gas and water supply ? Deficiency, if any, may be stated.
 - (a) Has the college a gas plant ? If so, does it meet the requirements of practicals in science subjects ?
 - (b) Is there ample provision for water supply ?
 - (c) Does the college possess its own distilling plants for B.Sc.

classes ?

- (iii) Is the college implementing the regulations concerning the Science practicals ?
- (iv) State of yearly expenditure for the last three years on equipment and articles for various science subjects be attached.

9. Staff

A. Teaching Staff :

- (i) Has the Standing Advisory Council consisting of five (or more) Senior Professors, as required by Regulation 19 been appointed to ensure smooth and efficient college administration ?
- (ii) Does the college possess adequate staff consistent with its enrolment ? If it is a co-educational institution, is there one lady teacher for every 50 women students ?
- (iii) (a) Total number of Assistant Professors.
(b) Are the members of the Teaching Staff being paid their salaries according to the revised U.G.C. grades ?
- (iv) Number of students on the rolls. (Class-wise).
- (v) Teacher-pupil ratio, if below the standard 1 : 16 in case of Training Colleges and 1 : 20 in case of other colleges. What steps does the college propose to take to appoint more teachers?
- (vi) Is the staff stable and permanent ? Attach a list of changes in the staff made during the last three years ? (List of members of the present staff with their qualifications, division to be indicated in each examination, grade and salaries may be attached). It should be subjectwise.
- (vii) Are the members of the staff assigned teaching periods per week, as per University rules ? (Appendix III).
- (viii) Is any member of the staff overworked ?
(A statement showing the number of periods per week assigned to each lecturer may be attached).
- (ix) At what rate is the Dearness allowance being paid to staff ?
- (x) Names of Assistant Professors, who do not reside at the college station?

B. Non-teaching Staff :

- (i) Is the non-teaching staff adequate according to the Volume of work and the total number of students in terms of norms laid down by the University under Chapter IX of the Panjab University Cal. Vol. III ?
- (ii) Are the service and conduct rules for non-teaching staff of non-Govt. colleges enforced properly ?

10. Service and Conduct Rules for teachers

- (i) Are the service and conduct rules for teachers of non-Govt. colleges enforced, properly ?
- (ii) Have the teachers filled in the agreement forms as prescribed by the University ?

- (iii) How many Assistant Professors were confirmed after one year's probation period ?
- (iv) In how many cases was the probation period extended ?
- (v) In how many cases, the services were terminated.
- (vi) How many teachers left of their own accord ?

N.B.—The information should be year-wise for the last five years from item No. (iii) to (iv).

A separate sheet may be used for this purpose.

- (vii) The number of Assistant Professors whose termination of services had been challenged by the concerned teachers ?
- (viii) Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations ? What is the rate of Provident Fund subscription ?
- (ix) Does the college have Provident Fund scheme for the entire staff ?
- (x) Is the Provident Fund Account separate for each employee ?
- (xi) Whether annual increments are being given to the members of the staff who are eligible for the same ?

11. Results and Distinctions

- (1) A statement of results of the college during the last three years for all examinations be attached. If results are not satisfactory, what are the reasons and what steps has the Principal taken or proposes to take to improve these ?
- (2) No. of scholarships won by the college in different examinations during the last three years.
- (3) Distinctions in sports during the last 3 years;
- (4) Distinctions in other cocurricular activities of the college during the last three years.

12. Play Grounds

- (i) Does the college possess sufficient and suitable playgrounds for the students ?
- (ii) Does the college have on its staff a qualified Assistant Professor in Physical Education ?
(The college is required to have a lady Assistant Professor in Physical Education in case the number of woman students on the rolls of the college is 100 or above).
- (iii) The grade of the Assistant Professor in Physical Education/D.P.E.
- (iv) Is there any provisions for extra-moral and social activities, Physical exercises, athletics etc.
- (v) Is there any provision in the Institution for—
 - (a) Hobbies
 - (b) Education tours ?

- 13.** A Statement of expenditure for the last three years on—
 - (i) Sports goods, and
 - (ii) Other items concerning sports.
- 14.** Medical Facilities for the Students
 - (i) Is the Medical Examination of the students done every year.
 - (ii) What is the balance in the Medical Fund of the College ?
 - (iii) Does the college have a whole time or part-time Medical Officer and Dispenser ?
 - (iv) Does the college have a dispensary for effecting running repairs ?
 - (v) What are the hours during which the dispensary is kept open ?
 - (vi) What is the monthly average of students using the dispensary ?
- 15.** Other Amenities
 - (i) Does the college have a Canteen or a Cafeteria ?
 - (ii) Does the Canteen have a lounge or a separate room for serving refreshments ?
 - (iii) What is the seating capacity of this lounge/room ?
 - (iv) Is it properly furnished ?
 - (v) Are the eatables kept covered in glass cases ?
 - (vi) Is there any separate refreshment room for girl students ?
 - (vii) Does the college have a Cycle-shed ?
 - (viii) Is it covered ?
 - (ix) How many cycles can be kept in the cycle shed ?
 - (x) Is it adequate for the college ?
- 16.** Hostel
 - (i) Does the college have a hostel for resident students ? If so, is it suitable and adequate for the students ?
 - (ii) Is there a common-room in the hostel and is it provided with in-door games and good journals and newspapers ?
 - (iii) Does it have a radio receiver ?
 - (iv) Is the hostel under the supervision of a Warden ?
 - (v) Are the sanitary conditions of the hostel satisfactory ?
 - (vi) What are the hostel fees and what are the average monthly mess charges ?
 - (vii) Is there a Separate dining room properly furnished ?
 - (viii) If hostel accommodation is not sufficient what other arrangements have been made by the institution ? Are these arrangements satisfactory ?
- 17.** Library
 - (i) Does the college have on its staff a qualified Librarian ?
 - (ii) His/Her qualifications and grade ?

- (iii) The strength of the auxiliary Library staff, such as Asstt. Librarians, Clerks/Clerk-cum-Typist, Restorers, Peons.
- (iv) Do you think the Library is well equipped for the needs of the students? What is the number of Volumes in the Library ? Information regarding the total Number of books subject-wise may please be attached. Numer of Volumes added during the current and the last two years be given in a statement. Amount spent on library books during the last three years be indicated year-wise.
- (v) Is there a Reading room, equipped with newspapers and periodicals ? Total yearly expenditure on (a) Periodicals, (b) Newspapers.
- (vi) What amount is being spent annually on—
 - (1) Ordinary Text-books.
 - (2) General books.
 - (3) Reference books.
- (vii) Total expenditure incurred on the college magazine. How many issues of the magazine are published in a year ? What is the total income from the Magazine Fund and the total expenditure incurred on the publication of the magazine ? Information may be given for the last three years.

18. Has the college received any grant from the University Grants Commission? If so, are the accounts maintained separately and satisfactorily ?

Copies of the reports of the Chartered Accountant about the utilization of this grant may also be attached with the Inspection Report.

19. Audio Visual Aids :

Does the college have Audio Visual appliances ?

- (a) 16 M.M. Projector.
- (b) Epidiascope.
- (c) Tape-recorder.
- (d) Radio-set.
- (e) Camera.
- (f) Television Set.

How many times during the last three years have these appliances been used ? (Information is to be item-wise).

20. Are any enquiries relating to this college pending. Details may be given.

21. Observations and recommendations of the Committee, and conditions, if any, to be imposed on the college.

- 1.
- 2.
- 3.
- 4.
- 5.

22. General observations :

Signature of the members of the Inspection Committee.

- 1.
- 2.

Dated.....

APPENDIX I

(1)	Schedule of Endowment Fund for Men Colleges :		Rs.	
(i)	O.T. & M.I.L. Colleges	..	25,000.00	
(ii)	Affiliation in Arts subject or Arts & Science subject	..	2,00,000.00	
(iii)	Affiliation for B.Com. Course	..	2,00,000.00	
(iv)	B.Ed. Colleges	} for one Unit	..	40,000.00
			..	60,000.00
			..	75,000.00
(2)	Schedule & Endowment Fund for Women Colleges :			
(i)	Degree Arts Colleges or	..	1,00,000.00	
	Arts & Science Colleges	..	1,00,000.00	
(ii)	B.Ed. Colleges	} for one Unit	..	40,000.00
			..	60,000.00
			..	75,000.00
(3)	Endowment Fund for M.A. for each subject	..	40,000.00	

APPENDIX II

- (a) There shall be an Endowment Fund in cash (as per the schedule in Appendix I) so long as the college continues to exist.
- (b) The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Govt. Securities or may be invested in such other debentures as may be approved annually by the Syndicate.
 - (i) The debentures and fixed deposit receipts shall be deposited with the University. The fixed deposit receipts shall be in the name of the Registrar, Panjab University.
 - (ii) The debentures will not be sold without the permission of the University.
 - (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund for each college separately. It may be kept by the parent body in consolidated form.

Statement of Endowment Fund

S.No.	No. of Receipts or cash certificates/ debentures	Amount	Date of renewal	Persons in whose name the investment is made	Bank/ Company
	(i)				
	(ii)				
	(iii)				
	(iv)				
	(v)				
	Total				

APPENDIX III

Maximum number of periods to be given to the Assistant Professors in affiliated colleges :

Class or Classes		No. of Maximum periods of teacher
1.	B.Sc. Pass Theory only	20
2.	B.Sc. Pass Practical only	27
3.	B.Sc. Pass Practical and Theory	24
4.	B.Sc. Pass Theory	22
5.	B.Sc. Pass Theory and Practical	24
6.	B.A. (Pass)	24
7.	B.Sc. Honours Theory only	16
8.	B.Sc. Honours Practical only	20
9.	B.Sc. Honours Theory and Practical	18
10.	B.Sc. Pass and Honours	18
11.	B.Sc. Pass and Honours Practical only	22
12.	B.Sc. Pass and Honours Theory and Practical	20
13.	B.A. (Pass)	24
14.	B.A. Honours	22
15.	M.A.	20
16.	B.Ed.	24
17.	B.Com.	24

This includes all types of work, tutorials, etc.

APPENDIX IV

List of Norms for B.A./B.Sc. Course

Norms laid down by the Syndicate in regard to space for students, laboratories, library and expenditure to be incurred on the library books, etc., for the B.A./B.Sc. course in the affiliated colleges.

- | | | |
|-----|--------------------------|----------------------------|
| I. | Class Room Accommodation | .. 15 sq. ft. per student. |
| II. | Laboratory Accommodation | |
| | (i) Chemistry Laboratory | .. 20 sq. ft. per student. |
| | (ii) Physics Laboratory | .. —do— |
| | (iii) Botany Laboratory | .. —do— |
| | (iv) Zoology Laboratory | .. —do— |

The above space is to be exclusive of essential subsidiary rooms as noted below :

Physics	..	A Dark Room and a Workshop.
Chemistry	..	A Balance Room and a Preparation Room.
Botany	..	A Preparation Room.
Zoology	..	A Preparation Room.

- | | | | |
|------|---------|-------------------------------|---|
| III. | Library | Arts & Science subjects | Rs. 15,000 for library books in the first year and Rs. 2,000 in each subsequent year. |
| | | Only Arts subjects | Rs. 10,000 for library books in the first year and Rs. 2,000 in each subsequent year. |
| | | Books and Periodicals, etc. | Re. 1 p.m. to be spent per student. |
| | | For furniture and subordinate | Re. 0.50 p.m. to be spent per student. |
| | | Library staff | |
| | | Library space | The minimum requirement will be—
One Reading room 50' X 30', properly equipped.
One Periodical room 30' X 20'.
One Study room for staff, 15' X 20' properly furnished. |

FORM OF NEW COLLEGE INSPECTION REPORT

- 1.** Name of the proposed college.
- 2.** Date of Inspection.
- 3.** (i) Faculties for which affiliation is sought.
(ii) Classes for which affiliation is sought.
(iii) Subjects in which affiliation is sought.
(iv) Session/year from which affiliation is sought for.
- 4.** Management :
 - (i) (a) Is the Governing Body of the college constituted in accordance with Regulation 8.1. of Chapter VIII(E), Calendar, Vol. I, which reads :

8.1. The Governing Body of a non-Government college shall include on its management, in addition to the Principal who shall be an ex-officio member, two representatives of teachers in case of Governing Bodies consisting of 15 members and three representatives of teachers in case of Governing Bodies consisting of more than 15 members, elected by all confirmed teachers, provided that :

 - (1) two/three teachers so elected shall be of not less than five years' standing;
 - (2) If two/three teachers of five years' standing are not available on the staff of the college, two/three teachers who happen to be senior most on the staff shall be invited by the Governing Body to serve on it; and
 - (3) the term of office of such representatives shall be the same as for the remaining members of the Governing Body provided that in no case it shall exceed three years.

Provided further that a casual vacancy shall be filled by the election within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member.
 - (b) Is the Governing Body of the College registered under the Societies Act ?
 - (ii) Attach (a) list of the Managing Body, (b) a copy of the Constitution, (c) a copy of the Registration Deed.
 - (iii) Is the Principal an ex-officio member of the Managing Committee ?
- 5.** Tenure of Services and Grades :
 - (i) (A) Are there any service rules ? (A copy be attached). (B) Are there any rules for security of tenure of service, provision against arbitrary dismissal and other safeguard for the protection of the staff against the persecution or high handedness of the Managing Committee ?

- (ii) Are the service rules reasonable ?
- (iii) What are the proposed scales of pay and grades ? Do you consider the same as adequate ?
- (iv) Is any Dearness Allowance Paid ? What is the scale ?
- (v) Is there any Provident Fund Scheme ? What is the rate ?
- (vi) Is Provident Fund registered ?

6. Finances :

- (i) Does the college possess the required amount of Endowment Fund? Please quote the No. and amount of the Fixed Deposit receipts and the name of the Bank.
- (ii) Is the receipt in the joint name of the Registrar and the President/ Secretary of the College?
- (iii) What are the sources of income of the college?
 - (a) Income from investments and property.
 - (b) Income from fixed donations.
 - (c) Expected annual income from fees. How has it been worked out ?
 - (d) Any other source.
- (iv) Annual total expenditure of the college?
- (v) Do the income and expenditure balance ? If not, how do they propose to balance it?

7. Building (A plan duly certified by a qualified Engineer be attached) :

- (i) Does the management possess college buildings of their own?
- (ii) Is the building suitable?
- (iii) Are the buildings acquired on a long lease? If yes, a copy of the lease be attached ?
- (iv) Are the lecture-rooms commodious and well-ventilated? Are sanitary conditions satisfactory ?
- (v) Is there a hall or big room for holding meetings of the whole college?
- (vi) What is the maximum number of classes being held at the same time ? What is the maximum strength of a section ?
- (vii) Are the surroundings satisfactory ?
- (viii) Are the buildings fitted with electric light ?
- (ix) Is the Principal provided with residential quarters near the college ?

8. Hostel :

- (i) What provision has been made for the residence of students ?
- (ii) What is the maximum number of boarders who can be lodged in the hostel ?
- (iii) What is the number of day Scholars ?
- (iv) Is there a properly fitted common-room with indoor games and with journals and periodicals subscribed ?
- (v) What is the arrangement for Medical aid ?
- (vi) Are sanitary conditions satisfactory ?
- (vii) Qualifications of the Superintendent or the Warden. Does he reside near the hostel ?

9. Playgrounds :

- (i) For what games has the college made provision ?
- (ii) Does it possess playgrounds for the purpose ?
- (iii) Are the playgrounds near the college and the hostel ?
- (iv) Name and qualifications of the D.P.E.
- (v) What is the arrangement for the physico-medical examination of the students ?
- (vi) Have they put up a gymnasium and made provision for athletics ?

10. Library :

- (i) What amount do they propose to invest for the purchase of library books including books of reference ?
- (ii) What journals and Newspapers do they propose to subscribe ?
- (iii) Name and qualifications of the Librarian ?
- (iv) How many students can study in the reading room ? Is it properly furnished ?

11. Furniture & Equipment :

- (i) What amount do they propose to spend upon the furniture of the college in the first year ?
- (ii) Is there a properly equipped staff room ?

12. Laboratories :

- (i) What accommodation is there in the laboratories for each Science subject applied for ?
- (ii) Are Laboratories properly equipped ?
- (iii) What money has been provided for apparatus for the different Science subjects ?
- (iv) Have any orders been placed ?

13. Staff :

- (i) Please attach (a) list of the staff if appointed, and (b) a list of the staff they propose to appoint.
- (ii) Is the staff qualified and adequate ?

14. Tuition Fees :

- (i) What is the scale of tuition fees fixed by the college ?
- (ii) What is the amount of games and Union Fund fees fixed by the College ?

15. Does the Committee recommend affiliation ? If so, what is the maximum number of students for which affiliation be granted ?**16. Summary of recommendations.**

Signature of the members of
the Committee.

Date.....

(i)
(ii)

FORM FOR INSPECTION REPORT OF THE COLLEGE FOR EXTENSION OF
AFFILIATION IN SCIENCE SUBJECTS

1. Name of the College :
2. Date of Inspection :
3. Names of the Inspectors visiting the College :
 - 1.
 - 2.
 - 3.
 - 4.
4. Endowment Fund.
 - (i) Does the college possess the required amount of Endowment Fund ? (The college is required to raise Rs. 1,00,000 for extension of affiliation in Science subjects for Three-Year B.Sc. Course).
 - (ii) Is the Endowment Fund in the joint name of the Registrar, Panjab University and the President/Secretary of the Managing Committee ?
5. Management.
Is the college management registered ? Latest copy of its constitution be collected and enclosed.
6. Courses for which College is already affiliated. Arts/Science.
7.
 - (i) Science Subjects/Courses for which extension of affiliation is sought.
 - (ii) Session/year from which affiliation is sought for.
8. Enrolment of the college in Science subjects.

	<i>Present</i>	<i>Proposed</i>
Three-Year B.Sc. Course	<ol style="list-style-type: none"> (a) Physics (b) Chemistry (c) Botany (d) Zoology (e) Geology 	
9. Laboratories :
 - (i) Are the college laboratories in Science subjects properly equipped ?
 - (ii) Are the lecture theatres commodious and well-ventilated ?
Are sanitary conditions satisfactory ?
 - (iii) Has the college a gas plant? If so, does it meet the requirements of practicals in Science subjects ?

- (iv) Is there ample provision for water-supply ?
- (v) Does the college possess its own distilling plants for B.Sc. classes ?
- (vi) Are the buildings fitted with electric light ?
- (vii) Does the college possess adequate and suitable furniture ?
- (viii) Dimensions of the present laboratories and additional laboratories required according to the norms laid down by the Syndicate (Appendix I).
 - (a) Physics
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Workshop
 - (iv) Dark Room
 - (v) Store Room
 - (b) Chemistry
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Balance Room
 - (iv) Preparation Room
 - (v) Store Room
 - (c) Botany
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room
 - (vi) Botanical Gardens
 - (d) Zoology
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room
 - (e) Geology
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room

(Plans of the building of laboratories and Lecture Theatres be collected and enclosed).

10. Equipment :

- (i) Has the college purchased apparatus and chemicals, etc. in the Science subjects according to the lists approved by the University ?

- (ii) How much money has been spent on the purchase of apparatus for the different Science subjects during last 3 years ?

	<i>Year</i>	<i>Year</i>	<i>Year</i>
Physics	Rs.		
Chemistry	Rs.		
Botany	Rs.		
Zoology	Rs.		
Geology	Rs.		

- (iii) How much additional amount of money is the college required to spend on the purchase of different Science subjects ?

Physics	Rs.
Chemistry	Rs.
Botany	Rs.
Zoology	Rs.
Geology	Rs.

11. Library :

- (i) Has the college purchased Library books in Science subjects according to the standard lists ?

- (ii) Number of books at present in the Library of the College.

Physics	Rs.
Chemistry	Rs.
Botany	Rs.
Zoology	Rs.
Geology	Rs.

- (iii) How much amount has been spent on the purchase of Science Books ?

Physics	Rs.
Chemistry	Rs.
Botany	Rs.
Zoology	Rs.
Geology	Rs.

- (iv) How much additional amount of money is the college required to spend on the purchase of more Library books in Science subjects ?

Physics	Rs.
Chemistry	Rs.
Botany	Rs.
Zoology	Rs.
Geology	Rs.

12. Staff

- (i) Is any member of the staff not getting the pay/grade laid down for the college ?

- (ii) Does the college possess adequate staff consistent with its enrolment and teaching load ?
- (iii) Teaching load in various Science subjects.

Physics	Chemistry	Botany	Zoology	Geology
Theo. Pract.	Theo. Pract.	Theo. Pract.	Theo. Pract.	Theo. Pract.

Three-Year B.Sc. Course

- (i) Part I.
(ii) Part II.
(iii) Part III.

Total :

- (iv) Staff required in various Science subjects as per University Rules (Appendix-II).

Present	Add. Req. during this year	Add. Req. next year
----------------	---------------------------------------	--------------------------------

Teachers

Physics
Chemistry
Botany
Zoology
Geology

Demonstrators :

Physics
Chemistry
Botany
Zoology
Geology

Lab. Assistants

Physics
Chemistry
Botany
Zoology
Geology

Lab. Bearers

Physics
Chemistry
Botany
Zoology
Geology

13. Does the Committee recommend extension of affiliation in the various Science subjects for the Three-Year B.Sc. Course ? If so, what is the maximum number of students for which affiliation be granted ?
14. Summary of recommendations.

Signature of the members
of the Committee

Date.....

(i)
(ii)

(iii)
(iv)

CHAPTER IX

SERVICE AND CONDUCT RULES FOR NON-TEACHING STAFF OF NON-GOVT. AFFILIATED COLLEGES

1. Non-Teaching staff in Non-Government affiliated Colleges shall be divided under the following categories :

- (i) Ministerial Staff.
- (ii) Laboratory Technician and Library Staff.*
- (iii) Peons, Daftries, Chowkidars, Attendants, etc.

2. The minimum educational qualifications for appointment to the various categories of Non-Teaching Staff shall be as under :

- | | |
|---------------------------------------|---|
| (i) Clerk/Typist/Steno-typist. | Matriculation Certificate. |
| (ii) Head Clerk/Accountant. | B.A./B.Com. degree with at least 2 year's experience of office work OR under-graduate with 10 years' experience of office work. |
| (iii) Office Supdt./Accounts Officer. | M.A. or equivalent degree OR 5 years' experience as Head Clerk OR Accountant. |
| (iv) (a) Librarian.* | Qualification as laid down by the University Grants Commission from time to time. |
| (b) Assistant Librarians. | Bachelor's degree with Cert. Lib.Sc. |
| (v) Restorer. | Matric. |
| (vi) Library Attendant. | Matric. |
| (vii) Lecture Assistant. | Matric with Science Subjects; OR Laboratory Assistant with 5 years' experience. |
| (viii) Store-Keeper. | Matric. |
| (ix) Mistry/Electrician. | — |
| (x) Dispenser. | Qualified dispenser OR Middle pass with experience of 3 years OR more in the line. |
| (xi) Laboratory Assistant. | Preferably Matric. |
| (xii) Laboratory Bearer. | — |

**Note.*-In terms of the University regulations governing service and conduct of teachers in Non-Govt. Affiliated Colleges, the Librarian is included in term 'Teacher' for that purpose and nothing contained in these rules relating to service and conduct matters shall apply to the Librarians.

3. Every member of the non-teaching staff unless he is appointed in a temporary

capacity, shall be on probation for a period of one year. This period may be extended by not more than one year for reasons to be placed on record. On the expiry of the period of probation and on the recommendations of the Principal a member of the non-teaching staff will be confirmed if he is found to be efficient and his work and conduct satisfactory.

4. (a) The appointment and punishment of the Ministerial staff, Assistant Librarian, Lecture Assistant, Store-Keeper, Electrician/Mistry and Dispenser shall rest with the Governing Body of the College. A temporary appointment of staff in these categories for a period upto three months may be made by the Principal against a sanctioned post.

(b) The appointment and punishment of all other categories of non-teaching staff not covered in 4(a) above, shall rest with the Principal of the college.

5. The following penalties may, for a good and sufficient reason be imposed upon an employee :

A. Minor Penalties :

- (i) Censure.
- (ii) Withholding of increments or Promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

B. Major Penalties :

- (iv) Reduction to a lower post or time scale or to a lower stage in the time scale.
- (v) Removal from service of the college which does not disqualify from future appointment.
- (vi) Dismissal from service of the college.

6. The Principal may suspend any non-teaching employee in case of serious misconduct.

The suspended employee shall be served with a charge-sheet and informed in writing of the grounds on which action is proposed to be taken against him.

During the period of suspension, the suspended employee shall be paid half-pay plus allowances, as subsistence allowance.

If ultimately the non-teaching staff member is removed from service on account of serious misconduct or moral turpitude notice for removal shall not be required nor will any salary be paid in lieu thereof.

Serious Misconduct :

Serious misconduct for this purpose shall include :

- (a) Participation in strike, abetting, instigating or acting in furtherance of the same.
- (b) Disobedience of any order, non-compliance of rule, or habitual neglect of work.
- (c) Theft, Fraud or dishonesty in connection with college property.

- (d) Wilful damage to the college property.
- (e) Wilful absence from duty without proper permission.
- (f) Wilful absence from duty after the expiry of leave.
- (g) Refusal to accept charge-sheet, order or other communication.
- (h) Conviction on a criminal charge.
- (i) Misbehaviour, use of abusive language or insolence, and
- (j) An Act involving 'Moral Turpitude' :

"The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals."

7. (a) The appointing authority shall not determine the engagement of a member of the Non-Teaching Staff (permanent or temporary) whether summarily or otherwise. Without informing him in writing of the grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to a final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.

(b) For termination of engagement in the case of a confirmed employee, at least, three months' notice shall be necessary on either side and in the case of an employee who is on probation or is temporary, this period shall be one month.

(c) The period of filing an appeal shall be 30 days from the date the order of punishment is served on the employee. The appeal shall lie to the authority next higher to the appointing authority but in the case of an employee where the Governing Body is the Appointing Authority, the appeal against any of the Major Penalties shall be made to an appeal committee which shall be constituted as under :

- (i) Nominee of the aggrieved non-teaching staff member.
- (ii) Nominee of the Principal or the Principal himself.
- (iii) A Nominee of the College Governing Body.

The nominee for this purpose shall be from within the college itself and not from outside. The appeal committee shall make its recommendation to the Governing Body and if the same are not accepted the non-teaching staff member shall have the right to appeal the Registrar, being the sole Arbitrator under the Indian Arbitration Act of 1940 whose decision shall be final and binding on both the parties.

8. Every Arts/Science College will have the following minimum Ministerial, Technical and supporting staff :

For Students Enrolment

	upto 300	from 301 to 800	from 801 to 1500	from 1501 to 2000	More than 2000
<i>Ministerial Staff</i>					
Accts./Fee Clerk	1	(Office-in-Charge)			
Misc. Clerk	1	1	1	1	1
Typist/Steno-typist	1	1	1	1	1
Head Clerk/Accountant	..	1	1	1	1
Accounts Clerk	..	1	1	1	1
Fee/Fund Clerk/s	..	1	3	3	3
Office Supdt.	1	1
Accounts Officer	1	1
Stenographer	1	1
P.A. to Principal	1

(and the other required staff)

(i) That on every increase of 500 in the students population beyond 2000 there should be an increase of 2 persons in the category of clerk/typist and it shall be left to the discretion of the Principal to utilise their services as Account/Misc./Fund/Fee Clerk/ or typist as per requirement of the college office.

(ii) that beyond students population of 2500 there should be 2 posts, one of Head Clerk and the other of Accountant instead of the existing one of the Head Clerk/ Accountant.

Other Supporting Staff

Principal's Orderly	1	1	1	(In addition to the staff in Column III additional staff shall be provided proportionately)	
Peon/s	1	2	3		
Night Chowkidar	1	1	1		
Day-Chowkidar-cum-Cleaner	1	1	1		
Safai Karmchari	1	1	2		
Mali	1	1	2		

Laboratory Staff for each Science Department

(i)	With one Laboratory	Laboratory Assistant	1
		Laboratory Bearer	1
(ii)	With two Laboratories	Lecture Assistant	1
		Laboratory Assistant	1
		Laboratory Bearers	2
		Storekeeper (for Chemistry or Physics)	1
		Mistry	1
		(Mali/Animal Collector (for Botany/Zoology Laboratories respectively).	1

- (iii) If the number of laboratories in the Department is more than two, the additional staff shall be provided proportionately.

Library Staff

The strength of the Library Staff shall be determined according to the norms prescribed by the Syndicate of the University from time to time.

- Note.-(i) Where there is Evening shift and the non-teaching staff of the day college is willing for being drafted to work for the evening shift, they shall be entitled to additional 50 per cent of the salary which they draw for their work in the day college.
- (ii) For duty on Sundays/holidays, it shall be permissible to grant compensatory leave to the employees.
- (iii) No employees will accept any private work. If, however, any such work is undertaken for another employee in the College, it shall be with the express permission in writing of the Principal and on proper payment.

9. The working hours of the Ministerial staff shall be 7 (seven) hours with half-an-hour's interval for lunch.

10. (a) The Ministerial and other non-teaching staff will be entitled to leave as under but no one shall claim it as a matter of right :

Casual Leave	(i)	With service up to 10 years	10 days in a year.
	(ii)	With Service between 10 to 20 years.	15 days in a year.
	(iii)	Exceeding 20 years.	20 days in a year.
	(iv)	Special casual leave to 3 months in a year may be granted to an employee of affiliated colleges and official who was an outstanding sportsman/woman for participating in national/international sports events.	

Earned Leave	Earned Leave as applicable to Non-Vocational staff of Govt. employees as per Punjab Govt. CSR Vol. I Part I rule 8.116.
Half pay Leave	20 days half pay leave on medical certificate in respect of each completed year to service.
Commuted Leave	Commuted Leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate only subject to the following conditions :
(i)	Commuted leave during the entire service shall be limited to a maximum of 240 days;
(ii)	When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
(iii)	The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

- Note.—1. The half-pay leave earned by a non-government college employee in respect of a 'completed year of service' can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.
2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.
 3. In case of any clarification regarding interpretation of leave rules contained in Chapter, the Punjab Govt. leave rules as given in Punjab Govt. C.S.R. Vol. I Part I will be final.
 4. Existing employees have the option to be governed under Privilege Leave rules which existed before the introduction of Earned Leave for Non- teaching employees.

Explanation

(i) There is a provision of Privilege Leave for the Non-Teaching employees working in the Non-Govt. affiliated Colleges of Panjab University. The Privilege Leave does not entitle leave encashment in the Panjab University Calendar. Most of the College are covered under 95% grant-in-aid scheme of Punjab Govt. It will be keeping in line with the rules of the Punjab Govt., which are amended from time to time.

(ii) In the Service conduct rules of the Panjab University, the teaching employees of Non-Govt affiliated Colleges are entitled to Earned Leave as per Punjab Govt. C.S.R. Vol. I Part I.

(iii) The existing employees may be allowed the option either to be governed by Privilege Leave rules as already existing in the Panjab University Calendar without Leave Encashment or they may be given option to be governed by the Earned Leaves rules proposed in the present amendment. This is required because Privilege Leaves are more than the Earned leaves admissible to Govt. employees.

(b) They shall be allowed holidays as notified by the Principal but they shall not be entitled to Summer Vacation, Autumn and Winter Recess.

(c) Women employees shall be entitled to Maternity leave according to the rules laid down for women teachers by the respective State Governments.

11. The minimum pay-scale for the different categories of staff shall be as under and the Dearness Allowance shall be at State Government Rates :

Sr. No.	Designation of Posts	Pre-Revised Scales	New Designation	Revised Scale w.e.f. 1.4.1984
		Rs.		
1.	Accounts Officer	400-800	Supdt. Grade-II	Rs. 800—25-850-30-1000/40-1200/50-1400
2.	(Head Clerk/ Supdt.) (Accountants Accounts-cum-Head Clerk)	300-600 <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">225-500</div> <div style="display: inline-block; vertical-align: middle;">160-400</div> </div>	Supdt. Grade-IV	Rs. 620-20—700/25-850/30-1000/40-1200
3.	Lecture Assistant	110-225	Senior Lecture Assistant	Rs. 510-15-600/20-700/25-800
4.	Laboratory Asstt.	100-160	Junior Lecture Asstt.	Rs. 450-15-525/15-600/20-700
5.	Laboratory Bearer/ Attendant	(a) 100-160 (b) 70-95	(a) Laboratory Attendant (with Matric) (b) Laboratory/ Library Res-torer	Rs. 400-10-450/15-525/15-600 Rs. 325-5-350/10-400/10-450-15-495/15-600

Sr. No.	Designation of Posts	Pre-Revised Scales	New Designation	Revised Scale w.e.f. 1.4.1984
6.	Library Asstt., Library Clerk, Asst. Librarian (who do not possess the Diploma in Library Science, Certificate in Library Science or any other prescribed qualifications). Hence no grade was prescribed.		Qualification is Matriculation. This grade will be given to those having these qualifications and duties as on Government side.	
7.	Library Asstt./ Library Clerk, Asst. Librarian, who are not covered under the U.G.C. revision of pay-scales, schemes.			
	(a) B.A./B.Sc. with Diploma in Library Science	250-450	Assistant Librarian	Rs. 570-15-600-20-700/25-850/30-1000-40-1080
	(b) Certificate Course in Library Science	150-300	Assistant Librarian	Rs. 450-15-525/15-600/20-700-25-800
	(c) The Lab. attendants of Non-Govt. affiliated Colleges, who possess minimum qualification of Matriculation, be given the same grade of Rs. 400-600, as given to their counterparts in Government Colleges.			
8.	Electrician, Mistry, Gasman, Mechanic	110-250	Gasman, Gasman-cum-Mechanic	Rs. 325-5-350/10-400/10-450-15-495

Sr. No.	Designation of Posts	Pre-Revised Scales	New Designation	Revised Scale w.e.f. 1.4.1984
9.	Instructor (Type Writing & Short Hand & Art & Craft)	(a) 250-500	(a) Instructor	Rs. 620-20-700/ 25-850/30-1000/40-1200
		(b) 250-400 160-400 125-300	(b) -do-	Rs. 620-20-700/25-850/30-1000/40-1200
10.	Table Player/ Tabla Instructor	(a) 160-400 Grade I 510-940	Tabla Instructor	Rs. 510-15-600/ 20-700/25-850-30-940
		(b) 125-300 Grade II or below 450-800		Rs. 450-15-525/ 15-600/20-700-25-800
11.	P.A./Senior Scale Stenographer	225-500 or any higher Steno grade Rs. 570-1080	Sr. Scale Steno	Rs. 600-20-700/ 25-850/30-1000-40-1120
12.	Clerks	110-250	Sr. Scale Clerk	Rs. 510-15-600/ 20-700/25-800 (a) Total number of posts 410. (b) 50% of posts after taking each college as individual unit 187. (c) Approximate number of Clerks who have 10 years of service 65.
13.	Head Mali/Head Chowkidar	70-95	Head Mali/ Head Chowki- dar	Rs. 300-5-325/5-350/10-430+Rs. 20. as SP.
14.	The 20 percent staff of Class IV employees, working in Non-Government Colleges be given the selection grade, as is being given to their counter-parts in Government Colleges as well as in some of the Universities.			
15.	The benefit of summer vacation, autumn recess and winter-break, as available to the Laboratory staff of Govt. Colleges be also made available top the Laboratory			

staff of Non-Government affiliated Colleges of the University and that the relevant rule/regulation be amended accordingly.

Note.—(i) If the existing pay-scales were better for the present incumbents they would be allowed to continue to draw pay in the existing pay-scales.

(ii) *Accelerated increment(s)*

The Governing Body shall grant accelerated increment(s) to non-teaching employees on a time-scale of pay as under :

Ministerial Staff up to & including the Head Clerk/ Accountant

- (a) for passing B.A. (Full), M.A., LL.B. Examination(s) one increment for each of these examinations up to a maximum of three increments, even if an employee passes more than three Examinations.
- (b) Employees drawing pay in the pay-scale the minimum of which is below Rs. 400 for passing Matriculation or Certificate in Library Science (one year course) Honours in O.T., M.I.L. Examinations, two increments.

12. The salaries will be paid by the college regularly every month and in no case later than 10th of the month following the one for which salary is due.

13. Annual increments in the pay-scale will be given with effect from the first day of the month in which it becomes due unless as result of disciplinary action, it has been held up by the competent authority for specific reasons to be recorded after obtaining the explanation of the employee concerned.

14. Every whole time non-teaching employee on attaining the age of 60 years shall retire from service with effect from the afternoon of the last day of the month in which the date of retirement falls.

15. Every member of the non-teaching staff shall be entitled to benefits of Provident Fund and Gratuity on the same basis as admissible to the teaching staff in the college.

16. (a) Every college shall maintain service book of every non-teaching employee in proper form similar to the one used by the University for its employees. (Form given as Appendix I).

(b) Annual Confidential Reports on the work and conduct of every non-teaching employee shall be maintained properly. (Form given as Appendix II).

17. In case an employee of Non-Govt. affiliated college dies while in service the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) that the deceased employee would have got, had he gone on earned leave that would have been due and admissible to him but for his death on the date immediately following the date of death and in any case not exceeding leave salary for 180 days, shall be paid to his family, subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity.

APPENDIX I

Ref. : Rule 16(a)

FIRST PAGE OF THE SERVICE BOOK

1. Name
2. Qualifications
3. Nationality
4. Residence
5. Father's name and residence Verified
6. Date of birth by Christian era Principal
7. Matric/Hr. Sec. Roll No. Year.....College
8. Exact height by measurement
9. Personal mark of identification
10. Left hand thumb and finger impressions

Little Finger

Ring Finger

Middle Finger

Forefinger

Thumb
11. Signature of non-Teaching Employee
12. Signature of the Principal or other Attesting Officer

Note.—The entries in this page should be renewed or reattested at least every five years and the signature in lines 11 and 12 should be dated.

Finger prints need not be taken afresh every five years under this rule.

INSIDE PAGE OF THE SERVICE BOOK

1	Name of Post	
2	Whether Substantive or officiating and whether permanent or temporary	
3	Substantive appointment	
4	Pay in Substantive post	
5	Additional pay for officiating	
6	Other emoluments falling under the term 'Pay'	
7	Date of appointment	
8	Signature of Non-Teaching employee	
9	Signature of the Principal or other attesting officer in attestation of columns 1 to 8	
10	Date of termination of appointment	
11	Reason of termination (such as promotion, transfer, dismissal etc.)	
12	Signature of the Principal or other attesting officer	
13	Nature	Leave taken
	Duration	
14	Signature of the Principal or other attesting officer	
15	Reference to any recorded punishment of censure or reward of praise of the Non-teaching employee	

APPENDIX II

Ref. : Rule 16(b)

**Confidential Report on the Work and Conduct of Non-Teaching Employees
(Restorer, Library Attendant, Laboratory Assistant, Laboratory Bearer,
Daftri, Animal Collector, Mali, Safai Karamchari, Chowkidar
and Orderly to Principal)**

FOR THE YEAR

1. Name
2. Post held
3. Date of Birth
4. Scale of pay
5. Educational Qualifications
6. Branch to which/Officer to whom attached
7. Can he read and write Panjabi/Hindi/English
8. Observations :
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and Integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he/she fit for promotion to the higher grade ?
10. Are you prepared to retain him/her ?
11. Any other remarks

Signature of Reporting Officer

Form for the Confidential Report of the Work of the Member of Non-teaching Staff or categories of staff other than those in the scale of Rs. 70-95; Rs. 75-104; Rs. 80-150 and 90-140.

Period covered by the report

Report on the work of

(a) Name.....

(b) Designation.....

Aspect	Reported by
Industry & conscientiousness	
Capacity & Intelligence (covers also the capacity to prepare drafts and notes)	
Handwriting and neatness	
Acquaintance with rules and orders with special reference to accounts	
Quickness in the despatch of business	
Manners & Powers of working with others (cover also amenability to discipline)	
Punctuality and Regularity	
Reputation for honesty	
Defects, if any	
Fitness for promotion (in this column, it should be stated whether the official has been able satisfactorily to discharge his/her duties)	
Special aptitude	

GRADING : (WHETHER Outstanding; Very Good; Good; Average and Below Average).

Signature of Reporting Officer

Signature of Reviewing
Officer

CHAPTER X

LEAVE RULES FOR TEACHERS WORKING IN NON-GOVT. COLLEGES AFFILIATED TO PANJAB UNIVERSITY

General

1. Leave can not be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
2. The nature of leave due and applied for by a teacher cannot be altered at the option of the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied under this rule it is not open to him to alter the nature of such leave.
3. No teacher may leave his headquarters during Sundays or holidays and or any kind of leave without the written permission of the Principal of the college.
4. Sundays and other holidays may be prefixed or suffixed or both to leave subject to any limit of absence on leave prescribed under each kind of leave.
5. The Principal shall have the authority to change the date of commencement of leave granted to a college teacher on his own or on request from him/her.
6. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave but not with casual leave.
7. The authority which grants leave to a college teacher can convert it retrospectively into leave of different kind which may be admissible as on the date on which the conversion is sought but the concerned college teacher cannot claim it as a matter of right.

Note:—Leave rules given in the Punjab C.S.R. Volume-I (Part-I) will be final in case some clarification is required.

8A. *Casual leave in a year*

- (i) 10 days to those teachers whose length of service is not more than 10 years. (Applicable to other than women employees).
- (ii) 15 days to those teachers whose length of service is more than 10 years and less than 20 years.
- (iii) 20 days to those teachers whose length of service is more than 20 years.
- (iv) The women employees may be granted 20 days casual leave every year irrespective of the number of the years of service in the college.
- (v) In the case of ad hoc teachers, one day's casual leave for each month's service after completing ad hoc service of one month i.e. one day's casual leave for service more than one month but less than two months, two days' casual leave for service of more than 2 months but less than three months, so on.
- (vi) For antirabic treatment the provisions of Note (2) to Rule I in Appendix 17, Punjab C.S.R. Volume I, (Part-II) shall apply.

B. Calculation of Casual Leave

From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be entitled to casual leave in that year according to the next higher scale. Thus, if an employee completes 10 years service on the 30th April, 1986 he/she will be entitled to 15 days casual leave for the entire year 1986.

C. Accounting of Casual Leave

The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave account will be closed on the 31st December and new accounts opened on the 1st of January following irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of December, and the few days of January. Thus if a teacher takes leave from the 26th December, 1985 to 5th January, 1986 the period 26th December to 31st December will be debited to his leave account for the year 1985 and the period 1st January to the 5th January, 1986 will be debited to his leave account for the year 1986.

D. Length of Casual Leave and Combination of Leave

In taking casual leave within the limits admissible above a teacher may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of casual leave can be taken in dribblets.

E. Duty leave for attending -

- (i) Meeting of the University organised by the University,
- (ii) Educational seminars organised by the University,
- (iii) Educational Seminars organised by the University Grants Commission; the State Government and the Government of India.
- (iv) Educational Seminars organized by any other University in India.
- (v) University Festivals of the Panjab University at the Regional level in the capacity of Principal of a participating college or escort of the participants; and
- (vi) For delivering extension lectures organised by the University/ Convocation Address at an affiliated College.

9. Earned Leave

Provisions of the Punjab C.S.R. Volume I (Part I) for earned leave to vacation departments shall apply and be referred to wherever necessary.

10. Half Pay Leave

- 1. 20 days leave for one completed year of service.
- 2. The half pay leave due to a teacher may be granted on medical ground or private affairs. Half pay leave can also be commuted on medical grounds only subject to the conditions that :—
 - (i) Commuted leave during the entire service shall be limited to maximum of 240 days;

- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- (iii) The total duration of earned leave, and commuted leave taken in conjunction shall not exceed 240 days; and
- (iv) Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the institutional interest by the leave sanctioning authority.

Provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the college teachers will return to duty on its expiry.

11. *Leave not due*

Leave not due may be granted to a teacher (both permanent and temporary) except leave preparatory to Retirement for a period not exceeding 360 days during the entire service of the employee concerned out of which not more than 90 days at a time and 180 days in all can be on the basis of other than medical certificate. In other words 'Leave not due' can be granted to an employee up to 180 days or more on medical ground but up to 180 days only on other grounds. Leave not due is debited against the half pay leave which the teacher may earn subsequently.

Leave not due should not be granted unless the competent authority is satisfied that there are reasonable prospects of the teacher concerned for returning to duty on the expiry of the leave.

12. *Extraordinary Leave*

Extraordinary leave can be granted to a teacher in special circumstances only viz.

- (a) When no other leave is admissible; or
- (b) When other leave is admissible, or, but teacher concerned applies in writing for the grant of extraordinary leave :
Extraordinary leave shall always be without pay and allowances. But the period of extraordinary leave for prosecuting higher studies, be counted towards the grant of annual increment/s.
- (c) The authority empowered to grant leave may commute retrospectively -
 - 1. Period of absence of without leave into extraordinary leave;
 - 2. Extraordinary leave be converted into leave of a different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

13. *Special Disability Leave*

Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

14. *Quarantine Leave/Hospital Leave*

Quarantine leave is a leave of absence from duty necessitating in consequence of the presence of infectious disease in the family or household of a teacher. This leave shall be granted in case a person has applied for grant of quarantine leave.

Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

15. Study Leave

Normally the study leave is granted to undergo a study of scientific, technical or similar problems or to undergo special course of instructions. Such leave can be granted on terms prescribed by the general or special order by the competent authority. Such leave is not debited against the leave account. This leave is granted subject to :-

- (i) exigencies of the service to undergo a course in or out of India;
- (ii) the subject of study having a direct and close connection with the sphere of duty of the teacher concerned or the course may be of a definite advantage to the institutions from point of view or institutional interest. The study/ tour should be approved by the authority competent to sanction the leave. A full report on the work done during the study leave is to be submitted. The certificate of the examinations passed with necessary details are also to be submitted to the authorities granting the leave. It can also be granted for Course/Study which can widen the mind of the teacher concerned to improve his ability as a teacher etc. etc.

Provided that the study leave shall be subject to the following conditions :-

- (i) It is certified that the study is of definite advantage and in institutional interest; and that adequate facilities do not exist in India (In the case of study leave for outside India);
- (ii) Minimum of 5 years service is completed;
- (iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.

Duration of Study Leave

Study leave shall ordinarily be for twelve months unless there are exceptional reasons and 24 months in all during the entire service. The combination of study leave with other kind of leave is admissible but the total absence should not be more than 28 months (including the vacation period). Study leave allowance if granted will be for not more than 24 months for the period of the definite course of study and that of examination at the end of this study.

16. Maternity Leave

The competent authority under Rule 8.23 may grant to a female Government employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a Medical Certificate and the grant of such leave shall be so regulated that the date of confinement falls within the period of this leave.

Provided that no leave under this sub-rule shall be granted to a female Government employee who has three or more living Children.

Note.-(1) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding of leave. The term 'Pay' in this rule includes officiating pay:

Provided the authority sanctioning the leave certifies that the college female teacher would have continued to officiate had she not proceeded on leave.

Note.-(2) (a) Maternity leave under this rule may also be granted in cases of miscarriages abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the leave does not exceed six weeks and the application for leave is supported by a certificate from a registered Medical Practitioner. The certificate of a Principal Medical Officer or Assistant to Civil Surgeon or Medical Officer may, however, be called for in the case of doubt.

Provided that such a leave shall be admissible only in those cases where a woman employee has less than two living children. Other women employees having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate.

(b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note.-(1) This rule does not preclude the grant of maternity leave in continuation of leave of any kind.

Note.-(2) Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female college teacher producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

CHAPTER XI

PREPARATION OF SENIORITY LISTS OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES (AS REQUIRED BY REGULATION 6 OF CHAPTER VIII (E), CALENDAR, VOLUME I

1. A person in a senior scale of pay shall always be senior to the persons in the lower scale.

Under the scheme of revision of pay-scales w.e.f. 1.1.1986, the relaxation in service of 8/16 years for placement in Senior/Selection Scale by one year/three years in respect of those possessing M.Phil./Ph.D. research degrees as the case may be (it being only an incentive for the higher qualifications) will not affect the inter-se-seniority of Assistant Professors.

2. The seniority of a person in a grade will be determined as under :

- (i) (a) length of service in the scale from date of joining subject to confirmation from that date;
- (b) if the probationary period is extended and a person is not confirmed from the date of appointment, seniority will be determined with effect from the date of confirmation.
- (c) if the date of joining is the same, a person given the higher start will be considered as senior.
- (ii) If the starting salary is also the same, the older person shall be senior.
- (iii) in case of appointments made by direct recruitment, a person placed at No. 1 in order of merit shall be senior to a person placed at No. 2 and so on.

3. Subject to Rule No. 4, a Governing Body having more than one college shall have one consolidated list of seniority.

4. For the purpose of determination of seniority, a college having Arts, Science and Commerce Faculties, shall be treated as one Unit, and a college having a Professional Faculty shall be considered as a separate Unit.

CHAPTER XII

(i) PROVIDENT FUND RULES FOR COLLEGE TEACHERS

1. In the following rules--

- (i) "Depositor" means a teacher on whose behalf a deposit is made under these rules.
- (ii) "Interest" means the interest which is paid on a deposit at a Government Savings Bank or Co-operative Bank approved by the Registrar of Co-operative Societies under the rules in force for such institutions or on government securities.
- (iii) "Family" means —
 - (a) in the case of a male subscriber, the wife or wives and children of the subscriber and the widow or widows and children of a deceased son of the subscriber;
 - (b) in the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

2. These rules shall apply to all teachers holding non-pensionable posts in non-government affiliated colleges.

3. The control of the fund shall vest in the Registrar, Panjab University. The Registrar may, however, delegate his power under this rule to such officers as he may appoint in this behalf.

Every subscriber must on joining the fund sign a certificate in token of acceptance of the rules in form "C" appended to these rules.

4. The Governing Body shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his pay under the preceding rule. Such contribution shall be credited to the fund, month by month, in favour of such teacher together with the amount deducted from his/her pay. The contribution will be charged in the college accounts to the sub-head "Provident Fund."

5. (i) The sum credited to the depositors monthly under Rules 4 and 5 in the Provident Fund Ledger maintained by the College Governing Body, shall be paid duly into the Post Office Savings* Bank or into a Co-operative Bank approved by the Registrar of Co-operative Societies or into a class A Scheduled Bank. Such payment should, whenever possible, be made into the bank between the 1st and 4th of each month, in order that interest may accrue. The bank account for each individual contributor shall be kept separately in the name of the President/Secretary of the college on behalf of the contributor and separate pass-book should be issued in each case.
- (ii) Monies cannot be withdrawn from such bank except as provided in Rules 8, 10 and 16.

*This includes Postal Certificates and National Savings Certificates (Para 99, Syndicate Proceedings, dated 7.11.1960).

- (iii) Accounts of investments made under this rule must be maintained in form 'D' annexed hereto.

Note.—Notwithstanding Rule 5 (ii) above, deposit upto maximum of 100 per cent may be invested in Government securities or in Fixed Deposit Receipts drawn on an 'A' class Scheduled Bank for a Co-operative Bank approved by the Registrar of Co-operative Societies.

6. Every depositor shall be required to nominate in Form E appended the person or persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that where such depositor has wife or children, such wife or children shall be nominated as beneficiaries in preference to any other person or persons.

The Governing Body will not be bound by or recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations of a depositor who dies before retirement.

7. The deposits and contributions, with full interest thereon, at the credit of any teacher, or such part of them as he may be entitled to, may, with the sanction of the Registrar or such officer appointed by him in this behalf be withdrawn by the Committee from the Post Office Savings Bank or approved Co-operative Bank or Government Securities in the following cases :

- (i) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or, if no nominated beneficiary survives him, to his legal heir or heirs.
- (ii) On his retirement, or physical unfitness for further service, when the amount shall be paid to the depositor himself. (A teacher granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leave).
- (iii) On his resignation when (subject to the provisions of Rule 10) he shall receive -
 - (a) after less than three years' service his own deposits together with 5 per cent of the balance in the fund standing to the credit of his account;

Note.-1. The term "service" or "completed service" occurring in this rule means the length of such service from the date of joining the Provident Fund.

- 2. This balance will consist of the Committee's contribution (which includes any grants from Government for this purpose), together with interest on such contribution.
- 3. "His own deposit" means the money deposited by the teacher and the full interest earned on it.

- (b) after three years' completed service his own deposits together with 30 per cent of the balance as above;

- (c) after four years' completed service his own deposits together with 40 per cent of the balance as above;
- (d) after five years' completed service his own deposits together with 50 per cent of the balance as above; and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent or the full balance in the fund to the credit of his account.
- (iv) If a teacher's services are dispensed with through no fault of his own, e.g., owing to reduction of establishment he shall be paid the full balance of his credit without any reduction.
- (v) To make temporary advances as provided in Rule 16.

8. In case a teacher is transferred to another college, which has a Provident Fund, the balance at the credit of his Provident Fund Account, notwithstanding anything contained in Rule 7 above, may be allowed to be transferred to the Institution, he joins if he so desires.

9. While determining the quantum of the management's contribution payable to a teacher whose Provident Fund money has been previously transferred from another college, his total service in various affiliated colleges with effect from the date of his joining the Provident Fund will be taken into account.

10. If a teacher is dismissed or leaves a college in contravention of a written agreement, the Governing Body may with the consent of the Registrar or such officer appointed by him in this behalf pay to him only his own deposits together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or part of any further sum to which he would ordinarily be entitled under Rule 8. The depositor's own deposits cannot be forfeited.

11. A separate account with the bank concerned shall be opened in the name of the Governing Body for depositing any sum of money withheld from a teacher under the preceding rules. The account shall be called the "Teachers' Provident Fund Account". Money at the credit of his account may, with the approval of the Registrar or such officer appointed by him in this behalf, be utilised for compassionate allowances and gratuities to destitute employees of the college and their widows and dependents.

12. A separate account, in Form A appended, shall be kept and written up in the office of the College Governing Body for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

13. Amounts credited or debited to the Provident Fund shall, on the same day, be posted into the Provident Fund Ledger, in form B appended, in full detail. The figures for column 8 of the Ledger must be calculated yearly up to 31st March and the net balance of each amount entered in columns 5 and 9; but the figures in these columns should be compared once a year with the Savings Bank Pass-Book. Great care should, therefore, be taken to make the monthly calculation according to the rules in force in the Post Office or in the Co-operative Bank approved by the Registrar of Co-operative Societies or in the Class A Scheduled Bank as the case may be. The Provident Fund Ledger should have separate pages for each month's transactions.

14. No voluntary deposits from teachers will be credited to the Provident Fund.

15. Teachers are not entitled to subscribe to the Provident Fund while absent or leave without pay.

16.1. When the pecuniary circumstances of a depositor are such that drawing of an advance from the Provident Fund is necessary, the Governing Body/Principal may, if satisfied, sanction the advance for any one of the following approved purposes :

<i>Purposes (approved for which advances from CPF are admissible)</i>	<i>Limit in terms of monthly Salary/ amount upto which admissible</i>	<i>No. of monthly instalments in which recoverable</i>
(a) (i) Purchase of house, or	(a) (i) to (iii) 24 months' salary	(a) (i) to (iii) 96 monthly instalments
(ii) Construction of house, or		
(iii) Land for a house		
(b) (i) Depositor's own/ son's marriage	(b) (i) 10 months' salary	(b) (i) 40 monthly instalments
(ii) Depositor's daughter or dependent sister's marriage	(ii) 18 month's salary	(ii) 72 monthly instalments
(iii) Depositor's daughter, or dependent sister or depositor's own betrothal (in case of woman depositor)	(iii) 3 months' salary	(iii) 12 monthly instalments.
(c) (i) Purchase of a Motor Car	(c) (i) 12 months' salary or the cost of vehicle whichever is less	(c) (i) 48 monthly instalments.
(ii) Purchase of a Motor Cycle or a Scooter	(ii) 6 months' salary or the cost of vehicle whichever is less	(ii) 24 monthly instalments.

<i>Purposes (approved for which advances from CPF are admissible)</i>	<i>Limit in terms of monthly Salary/ amount upto which admissible</i>	<i>No. of monthly instalments in which recoverable</i>
<p>(d) (i) To meet the cost of education of the depositors himself or of any person actually dependent on him in the following types of courses -</p> <p>(1) for education outside India whether for an Academic, Technical, Professional or Vocational courses</p> <p>(2) for Medical, Engineering and other Technical or specialized courses in India beyond the High School stage, provided that the course of study is not of less than one year</p> <p>(ii) To meet the cost of overseas passage of the subscriber, if the travel subsidy is not allowed by the sponsor</p>	<p>(d) (i) & (ii) 9 months' salary</p>	<p>(d) (i) & (ii) 36 monthly instalments.</p>
(e) To pay Life Insurance premium		(Non-refundable)
<p>(f) (i) To meet expenses on the illness of the depositor or dependent members of his family</p> <p>(ii) To meet any other expenses considered reasonable by the Governing Body with the approval of the Registrar.</p>	<p>(f) (i) 6 months' salary</p> <p>(ii) (a) Up to 3 months salary- Governing Body with the Registrar (b) Beyond 3 months & up to 6 months salary - Vice-Chancellor.</p>	<p>(f) (i) & (ii) 24 monthly instalments</p>

Provided that the amount of advance shall not exceed half the amount standing at the credit of the depositor on the last day of the preceding month.

Note 1.- 'Salary' for the purpose of advance (refundable as well as non-refundable) from Provident Fund shall mean pay plus allowances excluding City Compensatory and House Rent Allowance.

Note 2.- The term 'Family' used in this rule shall have the following meaning :

"Family" means a depositor's wife or husband, as the case may be, residing with him and dependent upon the depositor and legitimate children and step-children residing with the wholly dependent upon the depositor. It includes in addition parents, sisters and minor brothers, if residing with and wholly dependent upon the depositor.

N.B.- (a) The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law.

(b) The term 'Child/Children' used in this rule includes major sons and unmarried daughters so long as they are residing with and wholly dependent on the parent (the depositor) and subject to the condition being fulfilled, it includes widowed daughter also.

(c) Not more than one wife is included in the term 'family' for the purpose of these rules.

(d) An adopted child shall be considered to be a legitimate child, if under the personal law of the depositor, adoption is legally recognised as conferring on it the status of a natural child.

Note 3.- No employee shall be entitled to an advance out of Provident Fund unless he has contributed to the fund for a period not less than three years.

16.2. (a) The grant of advance out of Contributor Provident Fund will be further subject to the following conditions for all depositors. (Attested copies of the documents mentioned may be furnished for purposes of securing the loan):-

(i) For the purchase of a house or land for a house, the letter of allotment from the authority such as Government, Improvement Trust, Housing Board/ Housing Society etc. will be submitted alongwith the application.

In the case of a deal through private source(s) all the papers relating to the purchase will be submitted within 3 months of the settlement of the deal failing which the entire amount alongwith interest thereon shall become refundable, immediately in lumpsum.

(ii) For the construction of a house, documentary proof in support of his title to the land being exclusively in the name of the depositor and/or his spouse shall be supplied. Title of land should be clear and free from encumbrances. An attested copy of allotment order of the plot or registration deed of land or copy of intqal/jamabandi etc. should be attached.

(iii) If the land/plot is in Urban area, an attested copy of the plan sanctioned by the Estate Office/Municipal Committee/Notified Area Committee/ Improvement Trust/Municipal Corporation shall be furnished.

In the case of land in rural area such verification from the local gram panchayat shall be made available.

- (iv) In case the validity period of the plan has already expired it should be got re-validated clearly indicating the period up to which it is valid.
- (v) It should be certified that the applicant has no other plot/house exclusively in his name or in the name of any member of his family.
- (vi) The advance for construction of a house will be allowed in 4 instalments on the verification by the prescribed authority regarding the progress of construction in the following manner.
 - (a) first instalment equal to 20 per cent of the advance admissible for starting the construction;
 - (b) second instalment equal to 20 per cent of the advance admissible after the house has been brought to the plinth level;
 - (c) third instalment equal to 30 per cent of the advance admissible when the house has been completed up to the roof level;
 - (d) fourth instalment equal to 30 per cent (viz. balance) after the roofs have been completed.

(b) While submitting application for advance for the purposes enumerated in Rule 1.1(b) the date of marriage will be indicated and if the marriage/betrothal is not solemnised within 6 months of drawal of advance the entire amount will become refundable in lumpsum alongwith interest due thereon.

(c) For the purpose of motor-car/scooter/motor cycle the documents relating to purchase, registration/insurance will be submitted within 2 months of the grant of advance for verification, failing which the entire amount shall become refundable in lumpsum alongwith interest due thereon.

(d) For the advance in respect of Rule 1.1 under clause (d) (i) and (ii) the letter of admission/grant of fellowship will be submitted within the application. For advance in respect of (d) (i) (2) the amount will be released annually, according to the duration of the course or the special requirement thereof.

(e) For the advance in respect of purposes in Rule 1.1 under clauses (e) and (f) the requisite proof in support of the need to the satisfaction of the Registrar/Vice-Chancellor as the case may be shall be submitted.

16.3. Wrongful use of advance

Notwithstanding anything contained in the P.F. rules if the sanctioning authority is satisfied that money drawn as an advance from the Fund under these rules has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be in leave. If the total amount to be repaid be more than half the subscriber's emoluments recoveries shall be made in monthly instalments of the moieties of his emoluments till the extra amount is repaid by him.

16.4. During the period that the depositor is on full salary, the capital of such advance must be repaid by compulsory deduction from his salary for the month following

the one in which advance was drawn by equal instalments, during the period prescribed in Rule 1.1 above.

A subscriber may at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees the amount of the advance being raised or reduced, if necessary, to arrive at the fixation of such instalment. After the completion of repayment of the capital the depositor shall pay in the next month(s) the amount of interest at the rate then in force that would have been credited to him if he had not drawn the advance.

16.5. When an advance is sanctioned under Rule 1.1 before payment of last instalment of any previous advance is completed, the balance of any previous advance not recovered, shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

17. Notwithstanding anything contained in 16 above, a subscriber who has put in 10 years' service may be permitted an advance from the Provident Fund on non-refundable basis up to a maximum limit of 50% for purposes (a)(i) to (vi) and who has completed 12 years' service the advanced up to 75% limit of the amount standing at the credit of the subscriber on the last day of the month (including the management contribution and interest thereon) for one or more of the following purposes, subject to such further restrictions or limits in terms of monthly salary of the subscriber, if any, as mentioned against each.

- | | | | |
|-----|-------|--|-------------------|
| (a) | (i) | building or acquiring a suitable house or ready built flat for his residence including the cost of the site; | |
| | (ii) | repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his residence; | |
| | (iii) | purchasing a house site for building a house there on for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose; | |
| | (iv) | reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber; | |
| | (v) | renovating additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty; | |
| | (vi) | constructing a house on a site purchased under clause (iii). | |
| (b) | (i) | Son's marriage | 15 months' salary |
| | (ii) | Daughter's marriage | 30 months' salary |
| (c) | (i) | To meet the cost of education of the depositor himself or his dependent for the following :- | 15 months' salary |
| | (1) | for education outside India whether for an academic, technical, professional or vocational course. | |

- (2) for medical, engineering and other technical or specialized courses in India beyond the High School stage, provided that the duration of course of study is not less than one year.
- (ii) To meet the cost of overseas passage of the subscriber if the travel subsidy is not allowed by the Sponsor. 6 months' salary.
- (d) To meet expenses on the prolonged/serious illness of the depositor himself/dependent member(s) of his family. 24 months' salary.

The teacher of non-Govt. affiliated college may refund the whole or a part of the advance taken by him/her.

Note:—The conditions for grant of advance on non-refundable basis out of Provident Fund Account will be the same as for advance for refundable basis.

The rules and procedure applicable for advancing loan from the Current Account for construction/purchase of house/land shall apply mutatis mutandis to the grant of loan on non-refundable basis from the Provident fund.

Note:—The rules would apply only to those employees whose Provident Fund is still lying with the College and not to those employees whose Provident Fund has been transferred to the Provident Fund Commissioner.

18. For building his own house or for purchase of a built up house, an employee in addition to the privileges contained in rule 2 may be given a loan not exceeding 50 per cent of the amount standing to his credit bearing interest payable to the employee on the Provident Fund from time to time recoverable in fifteen years or by the date of retirement, the amount of instalments to be regulated accordingly.

Provided that the employee shall be required to execute an Indemnity Bond alongwith two sureties.

19. One a depositor leaving a college, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn, within one year, it shall be written off as a dead account and repaid only under the order of the Registrar or such Officer appointed by him in this behalf.

20. When an account becomes "dead", the balance at the Credit thereof must be credited to the Teachers' Provident Fund Account of the college as miscellaneous receipt.

FORM A
PROVIDENT FUND LEDGER

Name of account	Name of subscriber										Folio number of establishment check register			
20	Deposit	Contributions	Total		Withdrawals		Monthly balance on which interest is calculated				Monthly balance of withdrawals on which loss of interest is calculated		Remarks	
20	1	2	3	4	5	6	7				8			
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
Opening balance			..											
April			..											
May			..											
June			..											
July			..											
August			..											
September			..											
October			..											
November			..											
December			..											
January			..											
February			..											
March			..											
Total			..											
Interest for			20		20									
Balance on 31st March,														
20														

FORM B (1)
PROVIDENT FUND LEDGER

CREDITS									
Date of receipt	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	College Committee contribution	Interest	Total	Remarks
1	2	3	4	5	6	7	8	9	10
				Rs.	Rs.	Rs.	Rs.	Rs.	
									When payments are made, the date of payment and the amount will be entered in the column of remarks

FORM B (2)

REGISTER OF DEBITS PROVIDENT FUND

DEBITS					
					Date of receipt
					Number of depositor
					Name
					Appointment
					Service
Rs.					Opening balance
Rs.					Withdrawn
Rs.					Credited to committee
Rs.					Paid to depositor
Rs.					Closing balance
					Remarks

FORM C

(To be filled in and signed by every subscriber on admission to the fund)

I HEREBY agree to abide by the Provident Fund Rules laid down in Appendix to the regulations contained in Chapter.....of the Panjab University Calendar, Part I, i.e. "REGULATIONS TO GOVERN SERVICE AND CONDUCT OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES".

Dated.....20

Signature of Teacher

Name of College

Town of District

Witness :

Signature

Address

.....

FORM D

PROVIDENT FUND INVESTMENT ACCOUNT

.....College

Serial No.	Date of purchase	Description of investment	Number and date of sanction of the Registrar's	Amount	Place where securities are lodged	Remarks (Give date when cashed)
------------	------------------	---------------------------	--	--------	-----------------------------------	---------------------------------

PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

.....College

Instalment of interest due		Instalments of Interest received		
Serial No. in Provident Fund Investment account	Date	Date of receipt of AmountRemarks Date of credit in the Post - Office Savings Bank or to the teacher's account	Amount

FORM E

PROVIDENT FUND FOR TEACHERS EMPLOYED IN AFFILIATED COLLEGES UNDER PRIVATE MANAGEMENT

Depositor No.....

FORM FOR DECLARATION

(For*.....Subscriber)

I hereby declare that in the event of my death the amount at my credit in the Teacher's Provident Fund of.....College.....shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to the person whose name is given in column 5.

1	2	3	4	5	6	7
Name and address of the nominee or nominees	Relationship with the subscriber	Whether major or minor; if minor, state his age	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column No. 5	Remarks

*Here state unmarried, married or widower.

Two witnesses to signature of subscriber.

Signature.....Signature.....Signature of
Subscriber.....
Occupation.....Occupation.....Occupation of
Subscriber.....
Address.....Address..... Address of
Subscriber.....
Station.....
Dated.....

- (ii) CASH PAYMENT IN LIEU OF UNUTILISED PRIVILEGE LEAVE ON THE DEATH OF AN EMPLOYEE OF NON-GOVT. AFFILIATED COLLEGE, WHILE IN SERVICE.

“In case an employee of Non-Govt. affiliated college dies while in service the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) that the deceased employee would have got, had he gone on earned leave that would have been due and admissible to him but for his death on the date immediately following the date of death and in any case not exceeding leave salary for 180 days, shall be paid to his family, subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity.”

(iii) AGREEMENT FORM FOR TEACHERS IN A NON-GOVERNMENT
AFFILIATED COLLEGE

An agreement made this.....day of
.....20.....between.....
son of Shri
resident of....., hereinafter
known as the First Party and the Governing Body of the.....
.....College through its Chairman/Secretary,
hereinafter known as the Second Party.

WHEREAS the Second Party has engaged the First Party to serve
the.....College, as.....
SUBJECT TO THE TERMS AND CONDITIONS HEREINAFTER SET OUT.

1. That this agreement shall take effect and commence from the
day of20..... and shall be
determinable as hereinafter provided.

2. That the First Party is employed in the first instance on probation for a
period of one year and shall be paid a monthly salary of Rs..... The
period of probation may be extended further by one year, but the total period of probation
shall in no case exceed two years.

3. In case the Second Party is managing a number of colleges, it shall have the
right to transfer the First Party to any other similar institution in the same assignment
provided it does not adversely effect his emoluments and future prospects.

4. That on confirmation (after the period of probation) the Second Party shall
pay to the First Party (during the continuance of his engagement) for his services a
salary at the rate of Rs.....per month rising by annual increments
of Rs.....to Rs.....to maximum of
Rs.....These annual increments shall be granted on the
recommendations of the Principal and shall not be withheld without assigning specific
reasons in writing and further the First Party shall have the right of appeal to the Vice-
Chancellor.

5. That the First Party shall subscribe to, and be entitled to, the benefit of the
Standard Provident Fund Rules as are followed by the Punjab Education Department
and gratuity in accordance with the rules laid down by the Panjab University.

6. The first party whether appointed temporarily or on probation shall be entitled
to summer vacation salary in the manner as laid down in Regulation 4.3 at pages 171-72
of the Calendar, Volume I, 2007.

7. That the First Party shall be entitled to leave in accordance with the rules
laid down by the Panjab University.

8. That the First Party shall not be required to teach for more periods than laid
down by the Panjab University apart from such co-curricular activities as may be assigned
by the Second Party through the Principal of the College. However if the First Party is
given some extra teaching work for a month or more he shall be paid proportionately for
that.

9. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month following the month for which his salary is due.

10. That the First Party shall not take part in any activity which, in the judgement of the Principal, is calculated to lead to indiscipline in the college.

11. That the First Party shall devote his whole time to the duties of his appointment and shall not engage, directly or indirectly, in any trade, occupation or business, whatsoever, or, without the sanction, in writing, of the Second Party, engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which, in the opinion of the Second Party, is likely to interfere with the duties of his appointment.

12. That the First Party shall at all times maintain absolute integrity and devotion to duty.

13. That the First Party shall not take any part in subscribe to in aid of, or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union, or to disturb public peace.

14. That the First Party shall not stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Second Party.

15. That the First Party shall not, except with the previous permission of the Second Party, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical.

16. That the First Party shall not, in any document publish anonymous or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the Second Party of his college.

17. That the First Party shall, except in accordance with any general or special order of the Second Party, or in the performance, in good faith of the duties assigned to him communicate directly or indirectly any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.

18. That the First Party shall not write a guide or a help-book or cheap notes, and shall follow the procedure laid down by the University in case he intends to publish any such work.

19. That the First Party shall so manage his private affairs as to avoid habitual indebtedness or insolvency. If the subject of legal Proceeding for insolvency, he shall forthwith report the full facts to the Principal of his college.

20. That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

21. That the First Party shall not be a member, representative or office-bearer of any association representing or purporting to represent teacher or any class of teaching

profession, unless such association satisfies the following conditions :

- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teacher or class of teachers as the case may be.
- (b) It is not in any way connected with any political party or organisation or does not engaged in any political activity.

22. That the First Party shall not apply for any other job, post, or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Second Party.

23. That the First Party shall not absent himself from his duties; without having first obtained the permission of the Principal, or in the case of the Principal, of the Second Party. Leave in all cases must be applied for and sanctioned before it is taken.

24. That the Second Party shall be entitled summarily to determine the engagement of the First Party for misconduct, but subject as aforesaid shall be entitled to determine the engagement after giving three months notice in writing or on payment of three months salary in lieu of the said notice. Provided in case of serious moral turpitude, on the part of the First Party, the Second Party shall have the right to terminate the services of the First Party with immediate effect.

25. That the Second Party shall not determine the engagement of the First Party, whether summarily or otherwise, without informing in writing of the grounds on which they propose to take action, giving him a reasonable opportunity of stating his case in writing and before coming to a final decision shall consider the statement of the First Party, and if he so desires, give him a personal hearing.

26. The First Party may, if he so wishes, terminate his engagement with the Second Party, by giving the Second Party three months' notice in writing or pay the Second Party a sum equivalent to three months' salary in lieu thereof.

The Second Party may not, if it so decides, realise such sum from the First Party in any particular case.

27. If the First Party is holding a temporary appointment or is on probation, then the said notice for either party shall be one month only.

28. On the termination of this agreement form whatever cause, the First Party shall deliver to the Second Party, all books, apparatus, records, and such other articles belonging to the said college or to the Second Party, or to the University, as may be in his possession or charge.

(iv) TEACHERS OF NON-GOVT. AFFILIATED COLLEGES
SEEKING ELECTION TO A LEGISLATURE OR A
MUNICIPAL BODY

1. A teacher of Non-Govt. affiliated college shall apply for permission to seek election to a Legislature or a Municipal Body, as the case may be, to the President of the Governing Body, through the Principal of the College, within a week of the announcement of the date for filing nomination papers. The Governing Body shall be competent authority to grant permission. The same will ordinarily be granted.

2. A teacher of Non-Govt. affiliated College, who is permitted by the Governing Body to seek election to a Legislature or a Municipal Body and whose nomination papers have been accepted, shall proceed on leave of the kind due.

3. A teacher of Non-Govt. affiliated college, if elected to a Legislature or a Municipal Body shall proceed on extraordinary leave (leave without pay) for the term of election.

CHAPTER XIII

FEE FOR UNIVERSITY SCHOOL OF OPEN LEARNING

Students enrolled with the University School of Open Learning shall pay fees as per details given below :-

A. Tuition Fee, Personal Contact Programme & General Development Fee and Admission Fee.

Sr. No.	Class	Tuition Fee Rs.	PCP & General Development Fee Rs.	Admission Fee Rs.
1.	B.A./B.Com. Part I, II, III	1585	775	210
2.	M.A., M.Com. I, II & P.G. Diplomas	2110	775	325
3.	Dip. Stats.	1480	775	210
4.	M.F.C. I, II	8230	775	280
5.	B.ED. I, II	13790	775	280
6.	M.ED. I, II	6410	775	280
7.	B.Lib.Sc.	8170 (As decided by Syndicate/Senate from time to time)		
8.	PGD Computer	13000	775	310

B. Other Fee to be paid by the students of all classes.

1.	Enrolment Fee	..	Rs. 75
2.	Magazine Fee	..	Rs. 85
3.	Library Fee	..	Rs. 85 for Graduate, Rs. 110 for Professional Courses & Rs. 125 for M.A./PG Diploma/M.Com.
4.	Library Security (Refundable)	..	Rs. 640 for Graduate, Rs. 730 for Professional Courses & Rs. 840 for M.A/PG Diploma/M.Com.
5.	Identity Card Fee	..	Rs. 40
6.	Student Aid Fee	..	Rs. 50
7.	Continuation Fee	..	Rs. 40 (Chargeable for those who are already registered with this University)
8.	Mailing Charges (For students living in India)	..	Rs. 535

9. Special Fee*	..	Rs. 275
10. Amalgamated Fund	..	Rs. 65
11. Audio Visual ..		Rs. 105
12. Building Fund	..	Rs. 105
13. General Development	..	Rs. 345
14. Communication Charges	..	Rs. 105
15. NSS Fee	..	Rs. 10
16. P.U. Alumni House & Scholarship Fund	..	Rs. 20
17. Multipurpose Auditorium Fee	..	Rs. 50

C. Additional Fee for Migrants: For those students who have passed their lower examinations from another University/Board of School Education.

(1) Migration Fee	..	Rs. 220 for those students who have passed the lower examination from another University/Board except Boards of School Education in the States of Punjab or Haryana or Himachal Pradesh or from the Central Board of Secondary Education, New Delhi.
(2) Eligibility fee	..	Rs. 75
(3) Registration fee	..	Rs. 65

D. Environment, Road Safety .. Rs. 300
Education and Violence
Against Women & Children

Fee (It is compulsory for the students of B.A./B.Com. Part-I only).

E. Certificate Course in .. Rs. 2775 (Total lumpsum fee for the session)
Vivekanand Studies

F. Re Admission Facility for those students who fail to pay the balance amount.

The defaulters are advised to remit their balance of fee without any late fee upto the date fixed by the Vice-Chancellor or the date indicated in the prospectus of the concerned academic year. Otherwise the name of defaulters of more than Rs. 1000/- shall be struck off and the despatch of Lessons shall also be discontinued forthwith. The student will however be readmitted provided he/she puts an application for the same atleast 30 days before the commencement of the examination and remit the additional late fee of Rs. 965/-.

*Chargeable from those who apply for admission from a place outside the jurisdiction of the P.U. (Districts of Ludhiana, Hoshiarpur and Ferozepur, Union Territory of Chandigarh and Moga and Muktsar Tehsils of Faridkot Distt.) or centres located at the places outside these areas.

CHAPTER XIV

MIGRATION OF STUDENTS

(a) RULES REGARDING MIGRATION FROM THE AFFILIATED COLLEGE TO ANOTHER

1.1. Local migration of students shall ordinarily not be allowed only for valid reasons.

1.2. No student who has joined one college shall be admitted to another college during the same course unless :

- (i) the Principals of the colleges concerned agree and the application is forwarded to the Registrar for sanction, accompanied by a prescribed fee which shall in no case be refunded, and
- (ii) the Principal of the college from which he intends to migrate has given the leaving certificate.

No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students provisionally promoted, shall state all the relevant facts on the application.

2. A student who is conditionally promoted shall not be admitted to a higher class by the Principal of the other college, on migration.

3. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal shall specifically mention this in his remarks.

4. The college leaving certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.

5. When migration of a student from one college to another college has been sanctioned, he/she must join the new college within 15 days. Provided that if a student does not avail himself of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he/she shall have to apply afresh and pay fresh fee in order to revalidate his/her previous migration.

6. If a student changes his mind after putting in his application for migration, he/she must inform the colleges concerned as also the University immediately.

7. If the student changes his/her mind after migration has been sanctioned by the University, he/she must apply for re-migration and follow the entire procedure prescribed by the University once again if he/she has joined the other college. If he/she has not, he/she must apply for cancellation of the migration certificate through the Principal of the college concerned and return his migration certificate.

8. No migration certificate can be issued unless the student has been registered with the University.

9. A college is entitled to the tuition fees for the month in which the migration is sanctioned by the University and the college to which he/she migrates is not entitled to charge fees for the fraction of a month.

10. Migration of a student from a Professional college to an Arts or Science college and vice versa is not permitted.

11. The following categories of students of B.A./B.Sc./B.Com. and M.A., courses shall be allowed to join the colleges of their choice without seeking migration, but they shall have to produce leaving certificate from the colleges which they last attended :

- (a) those who are placed in compartment;
- (b) those who complete the prescribed course of lectures but do not appear in the examination;
- (c) those who are detained on account of shortage of lectures or non-fulfilment of the condition of securing the required percentage of marks in the House Examination;
- (d) those who pass B.A./B.Sc./B.Com. Part I/II and M.A. Part I examination;
- (e) failed students;
- (f) B.Com. students can seek admission in the colleges of their own choice with the condition that seats are available in the concerned college.

- 12.** 1. (a) A candidate who seeks admission to a higher course in this University after passing +2 examination from Punjab School Education Board, Haryana Board of School Education, Himachal Pradesh School Education Board, Central Board of Secondary Education, New Delhi and the Council for the Indian School Certificate Examination, New Delhi, be exempted from payment of migration fee as prescribed. The condition of production of migration certificate in their case should also be not insisted upon.
- (b) The students coming from Universities/State Education Boards other than those listed at (1) above, may be required to submit Migration Certificate alongwith Migration Fee as prescribed.
2. In addition, every student who joins this University after passing lower examination from the Board/Council/University other than the Panjab University, will pay Registration fee and enrolment fee as prescribed. The total fee (i.e. Registration & enrolment) as prescribed will now be paid by every student joining the higher courses, besides the migration fee as prescribed [in the case of those at (b) above].
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- (b) RULES REGARDING MIGRATION OF STUDENTS
FROM ONE MEDICAL COLLEGE TO ANOTHER
OF THIS UNIVERSITY

(Deleted)

(c) MIGRATION OF STUDENTS FROM A MEDICAL COLLEGE AFFILIATED
TO ANOTHER UNIVERSITY TO A MEDICAL COLLEGE
AFFILIATED TO THE PANJAB UNIVERSITY

1. Migration from one Medical College to other is not a right of a student. However, migration of students from one Medical College to another Medical College in India may be considered by the Medical Council of India. Only in exceptional cases on extreme compassionate grounds, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.

2. Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Medical Council of India.

3. The applicant candidate should have passed first Professional MBBS examination.

4. The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.

5. The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at IInd professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination at the transferee Medical College, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

- Note 1 :--*
- (i) Migration during clinical course of study shall not be allowed on any ground.
 - (ii) All applications for migration shall be referred to Medical Council of India by college authorities. No institution/University shall allow migration directly without the approval of the Council.
 - (iii) Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.

Note 2 :-- Compassionate grounds criteria :

- (i) Death of a supporting guardian.
- (ii) Illness of the candidate causing disability.
- (iii) Disturbed conditions as declared by the Government in the Medical College area.

(d) MIGRATION OF STUDENTS FROM THE DENTAL COLLEGE TO
ANOTHER OF PANJAB UNIVERSITY AND OF ANOTHER
UNIVERSITY IN INDIA

Same rules as laid down for migration in the case of Medical Colleges shall apply to Migration in the case of Dental Colleges also.

(e) MIGRATION OF STUDENTS FROM ONE ENGINEERING COLLEGE TO ANOTHER AFFILIATED TO THE PANJAB UNIVERSITY IN THE FACULTY OF ENGINEERING

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

2. The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the Institution to which the candidate wants to migrate may reject the application without assigning any reason. The application of a candidate for migration will be rejected by the Principal of the Institution to which migration is sought :-

- (a) if there is no vacancy in the class;
- (b) if the candidate does not fulfil all the qualifications necessary for admission to the college as laid down in the admission rules of the college;
- (c) if the conduct and behaviour of the student has not been satisfactory in the previous college; and
- (d) if the marks obtained in Joint Entrance Test (JET) by the applicant seeking migration, are below the marks obtained by the last candidate admitted in the 1st year class of the corresponding branch of Engineering of the Institution in that particular year against the category to which he belongs. The category shall be determined on the basis of the college prospectus of the relevant year of the Institution to which the migration is sought.

3. The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the student's activities in the previous college for the purpose of assessing his/her General Fitness for the profession.

4. The applicant shall pay all the fees as demanded by the Principal of the college to which migration has been allowed.

5. The migration will be subject to the approval of the Panjab University.

6. Migration will be allowed in third and fifth semesters only subject to the condition that candidate seeking migration in the third semester must have passed up to and including second semester examination and candidate seeking migration in the fifth semester must have passed up to and including fourth semester examination. Under no circumstances will any of the regulations for the different Engineering examinations be circumvented as a result of migration.

7. If a student changes his/her mind after putting in his/her application for migration, he must inform the colleges concerned as also the University immediately.

8. When migration of a student from one college to another college has been allowed, he/she must join the new college within 15 days, otherwise his/her migration shall automatically stand cancelled.

(f) MIGRATION FROM OTHER UNIVERSITIES TO
BACHELOR OF ARCHITECTURE COURSE OF
PANJAB UNIVERSITY

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

2. Migration will only be allowed in such cases where the courses of study in the other University and the Panjab University have been compared in detail and the courses in the other University have been found not in any way deficient as compared to those in the Panjab University in respect of the portions of the courses of study covered by the student in the other University.

3. The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the institution to which the candidate wants to migrate may reject the application without assigning any reasons.

Ordinarily the application of any candidate for migration will be rejected by the Principal of the institution to which migration is sought :

- (a) if there is no vacancy in the class;
- (b) if the candidate does not fulfil all the qualifications necessary for admission to the college, as laid down in the admission rules of the college; and
- (c) if the conduct and behaviour of the student has not been satisfactory in the previous college.

4. The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the student's activities in the previous college for the purpose of assessing his general fitness for the profession.

5. Migration shall only be permitted in the 2nd, 3rd and 4th Year.

6. The applicant shall pay all the fees as demanded by the Principal of the college to which the migration has been allowed.

7. The migration will be subject to the approval of the Panjab University.

8. Migration will be allowed in the same class in which the student was studying prior to the migration.

9. If a student changes his/her mind after putting his application for migration, he/she must inform the college concerned as also the University immediately.

10. When migration of a student has been allowed, he/she must join the new college within fifteen days, otherwise his/her migration shall automatically stand cancelled.

(g) MIGRATION OF STUDENTS FROM A LAW COLLEGE
AFFILIATED TO ANOTHER UNIVERSITY TO THE
DEPARTMENT OF LAWS OF THE
PANJAB UNIVERSITY

1. Migration cannot be claimed as a matter of right.
2. Migration to I, II, IV & VI semester is not permitted.
3. Migration to LL.B. III and V semesters shall be permitted on the recommendation of the Board of Control of the Department/Director/Principal of the Institution subject to the following conditions :
 - (a) LL.B. Degree of the University from where the candidate is seeking migration is recognised as equivalent to LL.B. Degree of Panjab University.
 - (b) The student has cleared all the papers of previous semester/year/years.
 - (c) Seats are available in III or V semester as the case may be.
 - (d) A candidate in a particular group in LL.M. Part II examination who passes in two out of the three papers (Excluding dissertation) may be allowed to reappear in the paper in which he has failed to pass or failed to appear.
 - (e) The difference between the courses covered by such candidate in I year (I and II semester), in case of migration to III semester and I & II year (I to IV semester), in case of migration to V semester should not be of more than two papers.
 - (f) For students of Panjab University/Institutions (affiliated/constituent), migration will be done according to inter-se merit.

For students of other Universities seeking migration to Panjab University, the maximum marks obtained by the top student of other University will be normalized against the maximum marks obtained by the top student of this University in order to prepare the merit list.

4. Where the candidate, otherwise eligible for migration, has deficient papers (upto 2 papers) he shall offer the deficient paper/s as an additional paper/s and clear the same without being required to attend the lectures in that paper/s. In those cases where a candidate has cleared a paper/s of I or II Year (Ist semester to 4th semester) as the case may be, which under the Panjab University Regulations, is prescribed for Ist year (I, II semester) or II year (III & IV) semesters as the case may be, he may be exempted by the Board of Control from appearing in the paper/s.

5. No application for migration shall be entertained after 16th of August. Incomplete applications in any form or without the result from the migrating University shall stand rejected.

6. Rules and Schedule regarding late fee as applicable to the students in Panjab University shall be *mutatis mutandis* applicable to the students who are admitted after migration to the Department of Laws/Institution irrespective of the date of migration.

7. Students admitted on migration from another University shall pay a migration fee of Rs. 40,000/- or as may be fixed by the Syndicate from time to time.

8. The migrated students shall pay an amount of fee which he/she was required to pay in the University/Institution including Regional Centres of Panjab University from which he/she is migrating i.e. a sum of rupees equivalent to the annual dues, tuition fee, admission fee, NRI fee etc. or applicable in the Department of Laws/Institution whichever is higher for the remaining period of the study in the Department of Laws, Panjab University, Chandigarh/Institution.

9. A student migrating from another University must have secured at least 45% marks in the aggregate in the preceding year.

(h) MIGRATION RULES FOR 5 YEAR LL.B. INTEGRATED COURSE

1. Migration cannot be claimed as a matter of right.
2. No migration will be allowed to 1st, 2nd, 9th and 10th semesters.
3. Migration can be allowed only in 3rd, 5th and 7th semesters.
4. Migration be allowed to the students studying in B.A./B.Com. LL.B. (Honours) 5-Years Integrated course of other institutions which are recognized as equivalent to the BA./B.Com. LL.B. (Hons.) 5-Year Integrated course of Panjab University.
5. A student migrating from another University must have secured at least 45% marks in the aggregate in the preceding year.
6. Only those candidates may be considered eligible to seek migration who have cleared all the papers of the examinations in which they had appeared from the institution from which migration is to be sought.
7. (i) Migration will be done according to merit.
(ii) For students of other Universities seeking migration to Panjab University, the maximum marks obtained by the top student of other University will be normalized against the maximum marks obtained by the top student of this University in order to prepare the merit list.
8. No migration shall be allowed if there is difference of more than two papers (not subjects) of the course content taught in the Panjab University and in the institution from which the candidate is seeking migration in the examination of the semester(s) passed by the candidate. The deficient papers be cleared within two consecutive attempts failing which the candidate will not be promoted to the next semester.
9. Migrated student shall pay the amount of fee which he/she was required to pay in the University/College/Centre from which he/she is migrating, i.e. the sum of rupees equivalent to the annual dues, tuition fee, admission fee, NRI fee, etc., or the fee applicable at the University Institute of Legal Studies, whichever is higher, for the remaining period of the study at the University Institute of Legal Studies, Panjab University, Chandigarh.
10. A candidate seeking migration shall have to apply on the prescribed proforma by 31st July to the Director, U.I.L.S./Principal of the respective Law College. A clause be included in the proforma that migration will be allowed only on the basis of merit as defined in clause 7 above.
11. No migration will be allowed without no dues-cum-character certificate and migration certificate from the migrating College/Centre/University.
12. Migration may be allowed only if there is (are) vacancy (ies) in the semester in which migration is being sought.
13. Migration fee of Rs. 40,000/- or as determined by the Syndicate from time to time, shall be charged.

(i) MIGRATION OF STUDENTS FROM A LAW COLLEGE AFFILIATED
TO ANOTHER UNIVERSITY TO MASTER OF LAWS TO THE
DEPARTMENT OF LAWS OF THE PANJAB UNIVERSITY

Ordinarily no migration to LL.M. class shall be allowed. However, in deserving and genuine cases, the Vice-Chancellor, may on the recommendation of the Board of Control of the Department, allow migration to LL.M. to LL.M. Part-II subject to following conditions.

Provision no such migration or admission shall be allowed unless the following conditions are fulfilled :-

1. LL.M. degree of the University from where the candidate is seeking migration is recognised as equivalent to LL.M. degree of the Panjab University.
2. The candidate has obtained LL.B. degree from Panjab University or from any other University whose LL.B. degree is recognised as equivalent to LL.B. degree of Panjab University.
3. The candidate must have passed LL.M. Part I examination of the University from where he/she is seeking migration and has studied courses of Paper I & II of LL.M. Part I as prescribed by the Panjab University.

The candidate has appeared in an entrance test for migration and has obtained atleast 45% marks in the test. The course contents of Entrance Test shall be the compulsory subjects prescribed for LL.M. Part I by the Panjab University. Passing the Entrance Test will not confer any right on the candidate for migration.

4. No candidate from other University shall be eligible to apply for migration to LL.M. Part II to Panjab University unless he/she has passed atleast 2 papers out of 4 papers prescribed for LL.M. Part I of Panjab University. The difference between the paper which he has passed in LL.M. Part I from the University from which he is migrating and the papers prescribed for LL.M. Part I of Panjab University should not exceed two papers. The deficient paper, if any, up to the maximum of two papers, shall have to be cleared by him/her alongwith papers of LL.M. Part II. However, if any papers of Group, which he/she takes up in LL.M. Part II in the Panjab University have been covered and passed by him/her in LL.M. Part I in the University from where he is seeking migration, he/she may be exempted from the requirement of passing those papers in Panjab University if the Board of Control so recommends, after it is satisfied that the course content of the papers so covered by him are substantially the same as those of the corresponding papers of LL.M. Part II in Panjab University.
5. Application for migration shall be submitted to the Chairperson before 31st August every year.

(j) MIGRATION OF STUDENTS FROM A COLLEGE
AFFILIATED TO ANOTHER UNIVERSITY IN INDIA
TO A COLLEGE AFFILIATED TO THE
PANJAB UNIVERSITY, CHANDIGARH
IN THE FACULTIES OF ARTS AND SCIENCE

1. A student will not be admitted during the same course unless he/she produces :-

- (i) a migration certificate from the University concerned.
- (ii) the lower examination pass certificate; and
- (iii) Lecture statement from the college he/she migrates.

2. Migration of student from a Professional college to an Arts or Science College and Vice Versa is not permissible.

3. A migration fee and enrolment fee as prescribed shall be charged from every student coming from another University.

4. The migration will be allowed in B.A./B.Sc. 1st, 2nd and 3rd year classes.

5. A college is entitled to the tuition fee for the month in which the migration is sanctioned and the college to which he/she migrates is not entitled to charge a fee for the fraction of that month.

6. No migration shall be allowed in the Postgraduate course.

7. Migration shall not be allowed after the expiry of last date for receipt of admission forms of the annual examination without late fee.

8. The migration shall only be allowed if the applicant is eligible for admission to the course under the Panjab University, Chandigarh.

9. When the migration of a student has been allowed, he/she must join the new college within 15 days, otherwise his/her migration shall automatically stand cancelled.

(k) MIGRATION OF STUDENTS FROM OTHER UNIVERSITIES
TO THE PANJAB UNIVERSITY IN THE FACULTY
OF BUSINESS MANAGEMENT AND COMMERCE

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

2. Migration will only be allowed in such cases where the courses of study in the other University and the Panjab University have been compared in detail and the courses in the other University have been found not in any way deficient as compared to those in the Panjab University in respect of the portions of the courses of study covered by the student in the other University. In case the courses are found to be deficient, the applicant would give an undertaking to clear the deficient subjects/courses as required under Regulations 2.3, 2.4 and 2.5 relating to Bachelor of Commerce Course/BBA/BCA.

3. The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the institution to which the candidate wants to migrate may reject the application without assigning any reasons.

Ordinarily the application of any candidate for migration will be rejected by the Principal of the institution to which migration is sought.

(a) if there is no vacancy in the class;

(b) if the candidate does not fulfil all the qualifications necessary for admission to the college, as laid down in the admission rules of the college; and

(c) if the conduct and behaviour of the candidate has not been satisfactory in the previous college.

4. The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the candidate's activities in the previous college for the purpose of assessing his general fitness for the course.

5. The applicant shall pay all the prescribed fees, as demanded by the Principal of the college to which the migration has been allowed.

6. The migration will be subject to the approval of the Panjab University.

7. Migration will be allowed in the same class in which the student was studying prior to the migration. Under no circumstances will any of the regulations for the different Commerce examinations be circumvented as a result of the migration.

8. If a student changes his/her mind after putting his application for migration, he/she must inform the college concerned as also the University immediately.

9. When migration of a student has been allowed, he/she must join the new college within fifteen days, otherwise his/her migration shall automatically stand cancelled.

(I) MIGRATION OF STUDENTS FROM A COLLEGE OF EDUCATION
AFFILIATED TO ANOTHER UNIVERSITY
OR A UNIVERSITY TEACHING DEPARTMENT
TO A COLLEGE OF EDUCATION AFFILIATED
TO THE PANJAB UNIVERSITY OR THE
UNIVERSITY TEACHING DEPARTMENT

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.
 2. No objection certificates from both the Principals/Heads of Colleges/ University Teaching Departments.
 3. The migration shall only be allowed if the applicant is eligible for admission to the course under the Panjab University, Chandigarh.
 4. Migration shall not be allowed unless a student produces :-
 - (i) a migration certificate from the University concerned;
 - (ii) the lower examination pass certificate;
 - (iii) lecture statement from the college he/she migrates from; and
 - (iv) good conduct certificate.
 5. Migration may be permitted subject to the availability of seats and subjects/ papers combination in the College/University Teaching Department.
 6. A migration fee and enrolment fee as prescribed shall be charged from every student coming from another University.
 7. Migration shall not be allowed after the expiry of last date for receipt of admission forms of the annual examination without late fee.
 8. When the migration of a student has been allowed, he/she must join the concerned College/University Teaching Department within 15 days, otherwise his/ she migration shall automatically stand cancelled.
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(m) MIGRATION OF STUDENTS (LATERAL ENTRY) FOR UNDERGRADUATE
AND POSTGRADUATE COURSES (FACULTY WISE) OF
PANJAB UNIVERSITY:

- A Uniform Migration fees of Rs.50,000/- shall be charged for Lateral Migration, wherever allowed.
- Migration shall be strictly allowed on the basis of genuine/exceptional reasons only after proper scrutiny of the concerned cases as per merit.
- Migration shall be allowed only in cases in which at least 80% of the course content completed by the candidate in the previous two semesters, is the same as in the course he/she is migrating to.

Faculty of Laws:

The Bar Council of India Rules of Legal Education 2008, Rule No. 13, reads as under:-

“13. Prohibition against lateral entry and exit

There shall be no lateral entry on the plea of graduation in any subject or exit by way of awarding a degree splitting the integrated double degree course, at any intermediary stage of integrated double degree course.

However, University may permit any person to audit any subject or number of subjects by attending classes regularly and taking the test for obtaining a certificate of participation from the University / Faculty according to the rules prescribed by the University from time to time and give a certificate therefore”.

The migration rules as already approved for LL.B. 3 year and 5 year courses available at pages 299-302 of Calendar Volume III shall be applicable. However, the applications shall be invited for migration from 1st September to 7th September every year and within next two weeks the whole process of migration be completed i.e. upto 21st September of every year.”

Faculty of Science:

- The B.Sc. (Hons.) and M.Sc. in a respective subject under the framework of Hons. School system constitutes an integrate course.
 - Implementation of the Choice Based Credit System (CBCS) is in progress. In the Academic Session 2018-19, it has been extended to the B.Sc. (Hons.) 3rd year.
 - In various Science Departments at Panjab University Campus, there is already provision of Lateral Entry in the M.Sc. (Honours School) first year. The Department which are running only M.Sc. they admit new students in M.Sc. first year on the basis of PU-CET(PG) test.
1. Lateral entry to M.Sc. (Hons. School) second year in various Science Departments at PU Campus is **not recommended**. Direct Migration to M.Sc. (Hons. School) is also not recommended.

2. Lateral entry is recommended only at the CBCS B.Sc. (Hons.) 3rd semester under the framework of Hons. School system on the basis of the following criteria:

Course	Seats	Eligibility requirements	Criteria
B.Sc. (Hons.) 3 rd semester in a subject, e.g. Physics under the frame work of Hons. School system**	Seats available for the migration/lateral entry will be declared by the Administrative Committee of the concerned department after taking into consideration of the old students (seeking re-admission) i.e. who have to continue in B.Sc. (Hons.) 3 rd semester due to lack of fulfillments of credit conditions. Reservation policy as per Panjab University Guidelines for admission to B.Sc. (Hons) 1st year. No over and above seats should be allowed/created under any circumstances.	<p>Qualified B.Sc. (Hons.) 1st year in the concerned subject, e.g. Physics, with atleast total 60% marks.</p> <p>Or</p> <p>B.Sc. (General) 1st year with atleast total 60% marks and have studied the concerned subject, e.g., Physics, a one of the Core papers. And 80% of the syllabus to be the same as that of B.Sc. Hons. At Panjab University Qualified Lateral Entrance Test Panjab University - LET (UG)* for the honours subject of B.Sc. (Hons.) degree for which the Candidate is seeking admission.</p> <p>Qualifying marks = 60% for General Category & 45 % for the SC/ST..... candidates. The PU-LET (UG) shall be conducted by the Panjab University.</p>	<p>Overall merit will be prepared based on the PU-LET (UG).</p> <p>Additional weightage of 5% of the basis merit marks. (Academics) obtained by the candidates who have passed the qualifying examination from Panjab University.</p>

*PU-LET (UG) shall be conducted for the Science subject in which admission in B.Sc.(Hons.) 2nd year is being sought. The question paper shall be of Objective type (3 hrs duration) and based on the syllabus of that subject-B.Sc. I level (60%) and 10+2 level (40%) . The examination fee for the PU-LET (UG) has to be higher side as there will be only limited candidates appearing for the test.

**The result of the candidate with lateral admission/migration shall be converted as-Using the final conversion formula of the University from which the candidate has passed 1st year of B.Sc. (Hons.) in that subject/B.Sc. (General), the CGPA of the results from the previous semester will be converted to percentage. The percentage then will be converted to the CGPA as per the scheme of Panjab University for the B.Sc.(Hons.) under the framework of Honours School System and carried forward for further results.

Faculty of Medical Sciences:

The Lateral Entry/Migration of the students in the Faculty of Medicine, the Rules

and Regulations of respective Governing Councils viz. Medical Council of India, Dental Council of India, Central Council of Homeopathy and Indian Nursing Council be adhered to.

The Undergraduate/Post-Graduate courses for which, there are no Regulations/ Rules of the Governing Bodies, the following Rules and Regulations be adhered to:-

1. The Migration shall be allowed only in the beginning of 2nd year only if the candidates have cleared/passed the 1st year.
2. There shall be essential requirement of NOC from both the Institute.
3. Migration shall not be allowed in the same city.
4. The Migration shall be allowed only in exceptional circumstances.

Faculty of Dairying, Animal Husbandry and Agriculture:

The Provision of Lateral Entry (Migration) shall be adopted as per provision laid down in Faculty of Science.

Faculty of Design and Fine Arts:

There shall no provision of Migration (Lateral Entry) in these Departments i.e. Music, Indian Theatre, Art History & Visual Arts.

Faculty of Business, Management and Commerce:

The Lateral Entry Migration is not applicable/feasible in the Departments falling under the Faculty of Business Management and Commerce.

Faculty of Pharmaceutical Sciences:

There shall be no provision of Migration (Lateral Entry) in the Faculty of Pharmaceutical Sciences.

Faculty of University Institute of Engineering& Technology (UIET)

Migration from other Colleges/Universities shall be allowed only to Regional Centres, Hoshiarpur for Engg. in 3rd Semester only, if seats remain vacant after counseling of PULEET. Only those students are allowed to migrate where there syllabus is same to the extent of 80%, and on the basis of merit of 1st and 2nd semester.

Faculty of Education:

- Subject to availability of seats in given course (M.A. Education or M.Ed.)
- If all the papers of previous semester within the same course are cleared.
- Entry allowed only in 3rd & 5th semester in B.A./B.Ed. and 3rd semester in M.A. / M.Ed. on the basis of point No. 1& 2 as and where applicable.
- Migration will be on the basis of merit of Semester 1st and 2nd for M.A./M.Ed. in 3rd semester and merit of 3rd and 4th Semester of B.A./B.Ed. in 5th semester.

Faculty of Arts

1. Inter-University Migration shall not be allowed.

2. Migration shall be considered in MA-3rd Semester only.
3. The vacant seats in each category shall be filled by the respective Board of Control on merit provided that any candidate so admitted shall have secured marks in Semester-I and II not less than the marks of the last candidate in the merit list of students promoted by the Department from M.A. Semester-II to Semester-III and the outside candidates (other than the regular student of respective Department) having Reappear/Compartment will not be considered for Admission.
4. The same condition of eligibility would apply to private candidate seeking mid-course admission.
5. A student seeking migration shall submit an affidavit to the effect that no enquiry is pending against her/him in the Institution/Regional Centre/College etc. from which he/she desires to migrate.

Faculty of Language

The provision of Lateral Entry (Migration) shall be adopted as per provision laid down in the Faculty of Arts.

***(n) DEFICIENT SUBJECTS FOR B.A./B.Sc./B.Com./BBA/BCA EXAMINATION**

1. The deficient subject is one which is not passed by the candidate in the previous institution in that class and is required to be qualified for admission to next higher class.
2. The candidate should be asked to furnish the details of the courses he has covered in his/her previous institution, i.e. course contents etc. and that should be certified by the Principal/Competent authority of the previous institution.
3. It will be incumbent on the applicant to seek clarification from the institution he/she intends to join, about the deficient subject/s and the same will be cleared by him/her within two consecutive chances, subsequent to his/her admission.
4. If the candidate is being admitted in the third year of B.A./B.Sc./B.Com., he/she will have to clear the deficient subject/s of 1st & 2nd year (both) of B.A./B.Sc./B.Com. as the case may be.
5. That in the case of students who have passed their B.A./B.Sc./B.Com. BBA/BCA Part I/II examination from Universities other than those in the Punjab State there should be no deficient subject. In case the students had covered more than 50% of the syllabus prescribed by the Panjab University in a subject it shall not be treated to be a deficient subject.
6. That the deficient subject/s pertaining to B.A./B.Sc./B.Com. BBA/BCA will be determined by the Principals of the concerned colleges on production of a certified copy of the syllabus by the students seeking admission as per guidelines issued by the University from time to time.
7. The Registration Return of the students who have been admitted in B.A./B.Sc./B.Com. BBA/BCA Parts II and III after passing B.A./B.Sc./B.Com. BBA/BCA Part I & II, as the case may be, from other Universities should be sent on separate Registration Return Proformae.
8. The last date for receipt of Registration Return and CDs of Registration Returns alongwith complete documents from the Principals/Chairperson in the University Office be 15th October of the year. Thereafter, these shall be accepted with penalty per students as under :

16th October to 14th November	:	Rs. 1000/-
15th November to 15th December	:	Rs. 2000/-
16th December to 28th February	:	Rs. 5000/-
(of the year following the admission)		

***NOTE :** Based on the Streering Committee of the College Development Council held on 26.7.1991 and 3.2.1992.

The Vice-Chancellor shall have the authority to accept the documents in cases of hardship, beyond 28th February up to 7 working days before the commencement of annual examination.

CHAPTER XV

RULES FOR CONDONING DEFICIENCY IN LECTURES

1.1. Condonation of lectures can not be claimed as a matter of right.

1.2. If the Principal/Head is not satisfied with the reasons for the shortage given by the student, it is not obligatory on his part to condone the shortage. The decision of the Principal/Head shall be final and the student has not right of appeal.

1.3. Condonation may be allowed keeping in view of the following :

- (a) conduct and behaviour of the student in the department in particular, and in the University in general.
- (b) the genuineness of the grounds seeking condonation, supported by relevant documents having been submitted within seven days of the event.

1.4. No condonation in lectures shall be entertained/granted after the examination(s) for the semester/year are over.

2. If, at the time of submission of admission form, a student has not completed the required percentage of lectures, etc., his name may be sent up for the examination provisionally. The Principal/Head of Deptt. shall 15 days before the date of commencement of examination intimate to the Registrar if the student has made up the required percentage of lectures or if the deficiency has not been condoned.

3.1. A lecture for a double period shall count as two lectures.

3.2. Attendance at Seminar will be counted as lectures but a test or a quiz shall not count for this purpose.

3.3. When, owing to an epidemic, a college/department is closed for more than a fortnight, the Principal/Head may give full credit for the number of lectures, a student might have attended had the college/department not been closed.

3.3.1 Condonation of Shortage of attendance extreme hardship cases, on the production of documentary evidence, in a semester:

- (a) In case of death of sister, brother, spouse, child, or either parent, number of lectures delivered during the period of absence of the student (maximum up to 10 working days from the date of death) will be condoned.
- (b) In case of inability to attend classes due to natural calamities/riots/law and order problem, number of lectures delivered during the period of absence of the student (maximum up to 5 working days) will be condoned.
- (c) In case of incapacitation caused due to illness/accident of self or family members (parents, sister, brother, spouse or child), number of lectures delivered during the period of absence of the student (maximum up to 5 working days) will be condoned.
- (d) In case of delivery of a child, number of lectures delivered during the period of her absence (maximum up to 30 days) will be condoned.

*The Rule 3.3.1 shall be vested with the Syndicate only.

(Syndicate dt. 28.05.2017 Para 29)

- (e) In case of miscarriage or Medical Termination of Pregnancy (MTP), number of lectures delivered during the period of her absence (maximum up to 15 days) will be condoned.

3.4. Lectures shall be counted upto the last working day before lectures cease and the college closes for preparatory holidays.

3.5. The days spent by a student for competing examination conducted by Government for Public Services (from the first day to the last day of the examination as also the days of travelling connected with the examination) shall be counted on production of satisfactory evidence as attendance at lectures delivered to his class during the period of such absence.

3.6. Migration from a college affiliated to another University shall be treated in the same manner as migration within the University.

4.1 A student who represents Panjab university in Inter-University or University or Inter-college Tournaments or in Zonal/Inter-Zonal/National Youth Festivals or National/ International Tournaments or N.C.C. or N.S.S. or in any activity where a student has been deputed by the University (not by the department) be allowed credit for an equal number of lectures delivered and tutorial, Practical classes etc. held during the period he/she was away to participate in such an activity provided the student proceeds with prior permission of the Head/Chairman/Principal concerned. Number of lectures delivered during this period will be counted towards counting of minimum lectures required under Rule 5.1

4.2 For cultural activities of the University or Intra-Department activity conducted by the Department or Educational excursions conducted by the Departments/ Dean of Student welfare or any other activity including placements, alumni relations, condonation of attendance will be made by the Board of Control of the concerned Department and in such cases condonation for attendance/participation in such activities shall not exceed 10% of the total lectures delivered in the semester provided the student participates in such activities with prior permission of the Head/Chairperson/Principal concerned.

5. A student who is deficient in the required percentage of lectures shall not be permitted to make up the deficiency by attending lectures as a casual student in another class.

5.1 Cases of those students who have not attended at least 33% lectures/ tutorials/practicals etc. shall not be considered for condonation of shortage of lectures.

6. A student of an Arts, Science or Commerce College/University Department, who is unable to appear in an examination owing to shortage in the prescribed course of lectures, etc., in a subject or subjects may be allowed to appear in that examination, in the following year (in the case of B.A./B.Sc. Part III, the following examination) if he attends the college/department for at least one term and make up the deficiency in the subject or subjects concerned. If he leaves the college after one term he may be allowed to appear in the examination as a late college student but if he attends the college for the whole academic year and completes the required percentage of lectures etc., in that year, he may be allowed to appear in the examination as a regular student.

7. If a student is short of the required percentage of lectures only in the additional optional subject and the deficiency is not condoned, he shall be allowed to take the examination in other subjects.

8. In the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till the declaration of the result of the lower examination, the lectures shall be counted from after 10 days of the declaration of the result or the date of his joining, whichever is earlier.

9. Other requirements and penalties:

- (i) A student availing any benefit shall submit the relevant Medical Certificate/document/evidence in support of his/her claim within five working days of joining the department.
- (ii) For late submission of Medical Certificate, not later than one week before the last date of teaching, a fine of Rs.100/- per day (with a maximum ceiling of Rs. 2000/-) will be imposed on the student. The student shall be required to attach the receipt of payment of fine along with the Medical Certificate in the concerned Department failing which his/her case for seeking condonation of attendance on medical grounds will not be processed.
- (iii) In case, the Medical Certificate/document/evidence submitted by the student is found to be forged or fake, the student shall be liable to pay fine of Rs. 15000/- and shall be debarred from appearing in the current semester examination in (case a student has already appeared in the current semester examination, the result of the same shall stand cancelled) and the student shall not be allowed admission in the next semester also. The student can seek readmission in the same semester, which he/she submitted fake/forged certificate, next year.

In case of annual system of examination, apart from a fine of Rs. 15000/, the student shall be debarred from appearing in the year-end examination (in case the student has already appeared in the year-end examination, the result of the same shall stand cancelled) and the student shall not be allowed admission in the next year also. The student can seek readmission in the same year, in which he/she submitted fake/forged certificate, after a gap of full one academic session.

CHAPTER XVI

RUSTICATION AND EXPULSION OF STUDENTS OF AFFILIATED COLLEGES

1. Before rustication or expelling a student, the Principal of the college concerned shall give adequate and reasonable opportunity to the student to explain his position.

2. Each case of rustication or expulsion shall be reported to the Registrar of the University by the Principal of the college concerned immediately after the order has been passed by him and it shall be accompanied by a Certificate, signed by the Principal, to the effect that the student had been given adequate and reasonable opportunity to explain his position before the order was passed.

3. The Principal may, for reasons to be recorded, revise or review his order within 10 days of the original order. The order so passed along with reasons, shall be immediately reported to the Registrar of the University.

Provided that no order of rustication or expulsion shall be revised after it has been notified under Rule 4.

4. The Registrar will enter the order of rustication/expulsion in the Register of students and notify it to all the affiliated colleges and other Universities in India on expiry of 15 days from the date of order.

5. As soon as rustication or expulsion of a student has been notified by the University to the college, his/her name shall be removed from the rolls of the college and he/she shall not pay any fees to the college during the period of rustication or expulsion.

6. Rustication shall mean the loss of one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he/she is rusticated. The period of absence from the college will, however, depend upon the time of the year when the rustication order was passed. A rusticated student will have the option of rejoining his class in the same college, with the permission of the Principal, during the days of admission, in the following academic year.

7. A student who is expelled from a college shall not be readmitted to the same or any other college without the sanction of the Syndicate, an expelled student shall not be allowed to appear in any University examination during the academic year in which he/she is expelled and the next following year. The period of absence from the college shall, however, depend upon the time of the year when the order of expulsion was passed.

8. If the Vice-Chancellor feels that the order of a Principal rusticating or expelling a student requires revision in the light of the facts which come to his knowledge, the Vice-Chancellor may bring the matter to the notice of the Syndicate whose decision shall be final.

CHAPTER XVII

WITHDRAWAL OF ADMISSION FORMS AND REFUND OF FEES

- 1.** An admission form once submitted may be withdrawn by a Principal only under the following conditions :
 - (i) When a candidate has been sent up provisionally for shortage of attendances and that shortage has not been made up nor condoned in accordance with Regulations. (Admission form of a candidate who has completed the required percentage of lectures calculated on the basis of lectures delivered up to two weeks before the date of the examination cannot be withdrawn).
 - (ii) When a candidate, after sending up his admission form, falls short of the required percentage of lectures as specified in (i) above.
 - (iii) When a candidate's name has been struck off the rolls of the institution for non-payment of college dues provided such action has been taken at least a week before the commencement of the examination.
 - (iv) When a candidate has been rusticated or expelled or his/her character certificate has been withdrawn for misconduct before the commencement of the examination.
- 2.** Refund of Examination fees shall be allowed only if :
 - (i) The Principal sends intimation so as to reach the University office at least a week before the commencement of the examination, withdrawing the admission form of the candidate, sent up provisionally, for shortage in attendances.
 - (ii) The Principal sends intimation so as to reach the University office at least a week before the commencement of the examination that a candidate subsequent to submission of his admission form has fallen short of lectures and is, therefore, ineligible to take the examination.
 - (iii) A candidate for B.A./B.Sc. examination is reported to be ineligible to take the examination, having not obtained the percentage of marks in the House examinations as required under the Regulations, provided that the Principal of the college sends intimation to this effect to the Controller of Exams. so as to reach him at least a week before the commencement of the examination, and provided further that the admission form of such a candidate had been earlier sent up provisionally.
 - (iv) A candidate for an examination is reported to be ineligible having not fulfilled the requirement of Internal Assessment, provided that intimation to this effect has been sent by the Head of the University Teaching Department/Principal of the college to the Controller of Exams. so as to reach him at least a week before the commencement of the examination concerned.

3. Refund shall not be allowed --

- (i) when a candidate's name is withdrawn for non-payment of college dues; and
 - (ii) when a candidate's name is withdrawn on account of his/her rustication or expulsion from college or withdrawal of character certification for misconduct.
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CHAPTER XVIII

YOUTH WELFARE ACTIVITIES

The Department of Youth Welfare will organise the following activities in the manner as approved by the Panjab University, Youth Welfare Committee :

1. Youth Festivals (Zonal, University, Inter-University, National/International).
2. Heritage Festivals (Zonal, Inter-Zonal)
3. Basic/Advance/Preliminary Youth Leadership Training Camps.
4. Hiking-Trekking, Cycle Tours, Basic/Advance Mountaineering, Adventure Courses, Rock Climbing & Allied Sports.
5. Youth Service Clubs.
6. Publications (Magazines, Brochures etc.).
7. Students Holiday Homes.
8. Workshop/Seminars/Conferences
9. Annual Function
10. Preparatory Workshops/Meetings
11. Cultural Tours/Cultural Exchange Programmes

Before organising any activity the Director, Youth Welfare will get the approval of the Vice-Chancellor.

The Vice-Chancellor may make any change or withhold activity. The Vice-Chancellor may sanction organization of any other worthwhile scheme/schemes of the Department not covered under 1 to 11 above and sanction the requisite amount for the purpose out of the sanctioned budget provision.

University subsidy for Youth and Heritage Festivals

The subsidy amount for the Panjab University Youth and Heritage Festivals (out of Youth Welfare Fund Account), was approved as follows :

Panjab University Inter Zonal Youth Festival	:	9,00,000/-
Panjab University Inter Zonal Heritage Festival	:	4,00,000/-
Panjab University Zonal Youth Festival	:	2,00,000/-
Panjab University Zonal Heritage Festival	:	1,00,000/-

At the Zonal level, each institution included in a zone will contribute entry fee in form of contribution @ Rs. 5 per student for total number of students on its rolls and the same will be deposited by the concerned head of institution directly with the convener of zonal youth festival irrespective of number of items sent for participation. Entry fee for Zonal Heritage Festivals will be charged in the same way as in the case of Zonal Youth Festivals but the rate will be Rs. 2.50 per student in this case. This entry fee would be charged even if a particular institution does not send any item for participation in a zonal youth/heritage festival.

During the Zonal Festival the contribution Rs. 12000/- for the college having up

to 500 students, Rs. 15000/- for the college having more than 500 students, but for the education college Rs. 20000/- as youth festival contribution to the host institution. This contribution may be paid by college either from Amalgamated fund or any other fund of the college, irrespective of participation in the festival. The Principal of Host College will issue the utilization certificate to the contributing colleges within thirty days. At the Inter-zonal level there will be no entry fee and no contribution.

In case of Panjab University Inter Zonal Youth/Heritage Festival, the Principal/Convener of the Festival will submit the estimate expenditure through Director Youth Welfare and 75 percent of the subsidy amount will be released after the sanction/approval of the Vice Chancellor. At the Inter Zonal level there will be no entry fee.

Submission of Accounts

Within 30 days from the close of the Festival, the Principal/Convener will submit the utilization certificate and expenditure/income statement duly attested by Chartered Accountant, on the basis of these certificates the rest 25 percent subsidy (in case of Panjab University Inter Zonal Youth/Heritage Festival) and full amount of subsidy (in case of Zonal Youth/Heritage Festival) will be released. However all the record including result sheets, original bills/vouchers, quotations, receipts etc. will be maintained by the concerned Principal/Convener for minimum three years.

The saving, if any, will be remitted by the Principal/Convener of the host college to the Director, Youth Welfare to be deposited in the Youth Welfare Fund Account.

Subsidy for Seminar/Workshop

The subsidy of 40% of the total estimate expenditure submitted by the Principal of the host college (subject to maximum Rs. 60,000) for holding Seminars/Workshops for the Students/Teachers, Training Camps on the youth oriented subjects, approved. The utilization certificate, attested by Chartered Accountant, will be submitted by the concerned Principal to the Department of Youth Welfare. The subsidy will be released only after receipt of the Utilization Certificate attested by Chartered Accountant.

Rules for organising these Festivals/Seminar/Workshop and payment for participation in Inter University and National Festivals would be the same as applicable to youth festivals and available at **Annexure-I** and Bulletin of information.

Youth Training Camps

These camps will be organised at Hill Stations/Plains for the duration indicated below :

- | | | | |
|----|--|---|--------------|
| 1. | Leadership Training Camp | : | 7 to 9 days |
| 2. | Hiking Trekking Camp | : | 7 to 9 days |
| 3. | Cycle Tours | : | 4 to 7 days |
| 4. | Mountaineering Courses | : | 7 to 21 days |
| 5. | Adventure Courses | : | 7 to 31 days |
| 6. | Rock Climbing | : | 5 to 15 days |
| 7. | Allied Sports as per programmes of concerned institutions. | | |

Routes and venues for the above activities will be approved by the Vice-Chancellor on the recommendation of the Director, Youth Welfare.

Rules for organising these activities are given in **Annexure-II & III.**

Rates for Youth Leadership Training/Hiking-Trekking/Rock Climbing/Workshops/Seminars/Allied Sports/Inter University Youth Festivals, other students activities (per student/employee per day)

- | | |
|------------------------------|---|
| (i) Daily Allowance | Rs. 200/- (as per given to the sports person of the University) |
| (ii) Sundry Expenses | Rs. 30/- |
| (iii) Hiring of Accomodation | Rs. 100/- |
| (iv) Inaugural Function | Rs. 2000/- one program |
| (v) Valedictory Function | Rs. 2000/- one program |
- (a) During the Inter Varsity Youth Festivals/Youth Campus/Cultural Tours/ other events, the Director Youth Welfare is permitted to hire the vehicle from affiliated colleges/institutions, according the rates approved by the university (DSW buses).
- (b) An honorarium Rs. 500/- per day for the Professor/Associate Professor, Rs. 300/- for Assistant Professor/Lecturer, deputed as Contingent in charge/Team Manager/Admn Officer/Deputy Admn Officer during the National/North Zone/State Inter Varsity Youth Festivals and Youth Training Camps, along with T.A. No D.A. will be paid for these days.

Youth Service Clubs

Rules for Youth Service Clubs in colleges are given at **Annexure-IV.**

Student Holiday Homes

Rules for Student Holiday Homes are given under Chapter XL.

ANNEXURE I

Rules for Zonal Youth Festivals

At the close of a Zonal Festival the Principal of the host Institution will send a statement showing overall income (from University Subsidy, participation fee and gate money as levied by the Zonal Festival Committee) and expenditure duly checked by Chartered Accountant alongwith utilization certificate. The saving, if any, will be remitted by the Principal of the host college to the Director, Youth Welfare to be deposited in the Youth Welfare Fund Account within 30 days from the close of the Festival.

Rules for University Youth Festivals

- (i) For a University Youth Festival (normally to be held in the last week of November or in the first week of December) the Director, Youth Welfare will act as Director, Principal (of the host college) as Convener and two senior lecturers as Organizing Secretary and Camp commandant respectively. The Principal/Convener of the festival will submit the estimate expenditure through Director Youth Welfare and 75 percent of the subsidy amount will be released after the sanction/approval of the Vice Chancellor. Expenditure will be incurred as per Accounts Manual.
- (ii) The Director, Youth Welfare alongwith two officials and one or two peons of the Deptt. will reach the venue two days (excluding journey day/s) before the commencement of the Festival. He alongwith his staff will return to the Headquarters two days after the conclusion of the festival (excluding journey day/s). Officer/official be paid Rs. 200/- per day out of pocket allowance in lieu of D.A.
- (iii) Payment of T.A./D.A. Honorarium to Judges, persons invited for presiding and the Organizing Staff (other than University employees) will be made by the Director/Convener, out of the advance money at the close of the festival. The administrative staff on duty will draw 75% of the T.A./D.A. due to them out of the advance and the balance will be paid on the submission of their T.A. bills.
- (iv) Participants will be provided free board and lodging facilities and prizes and Merit Certificates will also be given to them. However, T.A./D.A. of participants and other members will be borne by the respective institutions.
- (v) The procedure for submission of accounts will be the same as laid down in the General Rules for Zonal and University Festivals.

During the Inter Varsity Youth Festivals/Youth Camps/Cultural Tours/other events, the Director Youth Welfare is permitted to hire the vehicle from affiliated colleges/institutions, according the rates approved by the university (DSW buses).

An honorarium Rs. 500/- per day for the Professor/Associate Professor, Rs. 300/- for Assistant Professor/Lecturer, deputed as Contingent in charge/Team Manager/Admn. Officer/ Deputy Admn Officer during the National / North Zone/ State Inter Varsity Youth Festivals and Youth Training Camps along with T.A. No D.A. will be paid for these days.

General Rules for Zonal and University Youth Festivals.

- (i) Expenditure will be admissible for the following purposes :
 - (a) Board, lodging and conveyance to the judges and persons invited for presiding over inaugural/valedictory functions.

- (b) Setting up of the stage including light and sound arrangements, engagement of professional accompanists and hiring of stage curtains.
- (c) Printing, stationery, postage, electricity, water arrangements, prizes, certificates and refreshment to workers, guests etc.
- (ii) Judges from outstation will be paid T.A./D.A. as per University rules.
Local Judges will be paid local conveyance as per University rules for members attending University meetings.
- (iii) Judges appointed by the Department for the festival be sanctioned traveling allowance separately even if they are from the same stations.
In addition, an honorarium @ Rs. 1000/- will be paid to the Judges for one session. For more than one session Rs. 1500/- will be paid as maximum amount. This applicable to both Zonal and Youth Festival. The judges/experts/guests invited during the Panjab University Youth Festivals/Youth Camps/Workshops/Seminars are permitted to travel by their own car/taxi/AC Chair car, irrespective of their grade pay/salary.
- (iv) T.A. and D.A. to the participants will be borne by the Institution concerned to which they belong.
- (v) Awards will be given in the manner as approved by the Youth Welfare Committee from time to time out of the subsidy and other Income.
- (vi) Honorarium to be paid to Quiz Master is Rs. 1500/- and Asstt. Quiz Master is Rs. 1000/- along with TA/DA.

Payments for participation in Inter-University and National Festivals :-

- (i) Both ways actual Bus (ordinary)/Railway fare (3 Tier AC) and D.A. @ Rs. 200/- per day per student and accompanists for journey, lumpsum of sundry expenses Rs. 30/-. Dresses will be provided to the participants, accompanists and teacher/contingent in charge in the North Zone Inter University Youth Festival.
- (ii) Rs. 200/- per head per day as food charges and Rs. 100/- per head per day as accomodation charges, if the same is not provided by the host organisation.
- (iii) T.A./D.A. to Teacher/Director/Contingent Incharge/Accompanist/Department staff as per University Rules.
- (iv) Payment to accompanists for professional services up to the maximum 20 rehearsals per item will be permitted at the rate of Rs. 250/- per rehearsal per accompanist and Rs. 1000/- per head for final performance along with TA/DA.
- (v) During the Inter Varsity Youth Festivals/Youth Camps/Cultural Tours/other events, the Director Youth Welfare was permitted to hire the vehicle from affiliated colleges/institutions, according the rates approved by the university (DSW buses).

An honorarium Rs. 500/- per day for the Professor/Associate Professor, Rs. 300/- for Assistant Professor/Lecturer, deputed as Contingent in charge/Team Manager/Admn Officer/Deputy Admn Officer during the National/North Zone/State Inter Varsity Youth Festivals and Youth Training Camps was approved, along with T.A. No D.A. will be paid for these days.

APPENDIX II

Rules for Basic/Advance Youth Leadership Training Camps

- (i) Daily allowance @ Rs. 200/- per student per day for Basic/Advance Camps will be pooled to run a community Mess constituted by the trainees on the condition that all other sundry expenses will be met out of the pooled amount.
- (ii) The Director will obtain receipts from the participants about the payment of D.A. and will obtain a certificate from the Mess Committee that contribution of the D.A. @ Rs. 200/- per head was fully utilized for running the mess and meeting sundry expenses.
- (iii) The persons (as approved by the Vice-Chancellor) invited to preside over the Inaugural/Valedictory functions and to deliver talks will be entitled to TA/D.A. as per University rules. The resource persons invited to deliver talk will be paid an honorarium @ Rs. 1000/- for one session, for more than one session Rs. 1500/- will be paid as maximum amount per day with TA/DA. The judges/experts/guests invited during the Panjab University Youth Festivals/Youth Camps/Workshops/Seminars are permitted to travel by their own car/taxi/AC chair car, irrespective of their grade pay/salary.
- (iv) Administrative/Deputy Administrative Officers shall be paid T.A. from their home towns during the vacations if they actually travel from home towns.
- (v) Travelling arrangements (university vehicle) from Panjab University Campus to the venue of the camp and back, will be made by the Department of Youth Welfare, however the students will reach PU campus on their own expenses. In case of the non-availability of the University vehicle, the students will reach the camp venue directly and the expenses will be borne by the concerned college/students. The Director Youth Welfare is permitted to hire the vehicle from affiliated Colleges/Institutions, according the rates approved by the University (DSW buses).
- (vi) One Deputy Administrative Officer will be appointed by the Director, for a batch of 20 trainees and fraction thereof.
- (vii) Two officials and one peon will be detained by the Director, for camp duties per requirements at the camp.
- (viii) The participants securing 'O' (Outstanding) grade and securing first position in Basic/Advance Youth Leadership Training Camps will be awarded University insignias with citation.
- (ix) For all the camps Rs. 2000/- will be paid for Inaugural Function & Rs. 2000/- will also be paid for Valedictory Function per Camp. For all the camps Rs. 100/- per student for day will be paid for hiring the accommodation and Rs. 30/- for sundry expenses.

Preliminary Youth Leadership Training Camps

- (i) Preliminary Camps allotted by the Director will be organized for the students only on the pattern of the Basic Camps for one or more colleges.
- (ii) For all the Camps Rs. 2000/- will be paid for Inaugural Function & Rs. 2000/- will also be paid for Valedictory Function per Camp. For all the camps Rs. 100/- per student per day will be paid for hiring the accommodation and Rs. 30/- for sundry expenses.
- (iii) Utilization certificate for the University subsidy within 30 days would be furnished by the Institution concerned duly countersigned by the Director, Youth Welfare.

ANNEXURE III

Rules for Hiking-Trekking, Basic/Advance Mountaineering, Adventure Courses, Rock-Climbing and allied sports.

Parties will preferably be led by the teachers/students trained in the Youth Leadership Training Camps or in respective fields of the training course or persons with good record of Youth Welfare work in their institutions. The expenditure will be incurred subject to the following :-

- (i) Participants including student leader (if appointed in case a teacher is not available) will be paid actual Bus (ordinary)/Railway Fare (2nd Class) from the place of assembly to the station on-route and back up to the place of dispersal besides D.A. @ Rs. 35 per student inclusive of contingency expenses and payment to cooks, guide and labour personnel and hire of equipment etc.
- (ii) Honorarium to the Leader of the party (Teacher) @ Rs. 35 per day for the duration of the training besides T.A.
- (iii) Payment to institutions for imparting training, payment of Mountaineering Hill/Rock Climbing Instructors (as per their institutional rules) if engaged for the purpose where organised by the Youth Welfare Department.
- (iv) Any other expenditure considered essential for the programme by the leader.
- (v) Actual payees receipts will be obtained for all the payments.
- (vi) Charges of training per head on sharing basis by the trainees (Student/Teacher) and the institution to which they belong will be as follows :-
 - (a) Hiking-Trekking..... Rs.100
 - (b) Basic/Advance Mountaineering..... Rs.150
 - (c) Rock-Climbing..... Rs.100
 - (d) Adventure Course..... Rs.100
 - (e) Allied Sports.....with the approval of the Vice-Chancellor.

The amount so remitted by the Students/Teachers will be credited to the Youth Welfare Fund Account and it will in no case be refundable.

- (vii) In case of Preliminary Hiking-Trekking no training charges will be levied but the trainees will not be paid any travelling expenses on bus/railway fare.
- (viii) The participants securing 'O' (Outstanding) grade and securing first position in these activities will be awarded University Insignias with citation.

ANNEXURE IV

Rules for Youth Service Clubs

The Youth Service Clubs registered with the Department of Youth Welfare will observe the rules (constitution) as given below :-

Programmes

1.1. To involve the student members in creative, constructive and healthy pursuits the Youth Service Clubs will organise from time to time activities as given below :-

- (a) Talks, discussions, extempore speeches, debate, quiz programme etc.
- (b) Social Service and manual labour projects
- (c) Recreational Programmes & Art exhibitions
- (d) Yoga, Sports
- (e) Picnics, Excursions, Preliminary Hikes
- (f) Educational Tours & Cycle Tours
- (g) Seminars and Conventions
- (h) Hobby Classes
- (i) Youth Service Section in College Magazine
- (j) Preliminary Youth Leadership Training Camps

1.2. These activities would be restricted only to the members of the club.

1.3. The club will hold at least one activity every week and will send monthly reports with photographs to the Youth Welfare Department.

Membership

2.1. Members of the Club will be confined to bonafide students of the institutions. For admission a student will have to submit an application in the prescribed form. Only genuinely interested students will be admitted and each enrolled member will be required to participate actively in the activities of the club. At the initial level, the number of the members of the club may be small which may be expanded upto about 100 in the ensuing sessions.

2.2. Termination of Membership :- A student shall cease to be member of the club who :-

- (a) withdraws voluntarily, or
- (b) remains in arrears in the matter of paying the due amount, or
- (c) violates the discipline, or
- (d) remains absent without valid reasons & permission consecutively thrice from the activities of club.

2.3. Certificates/Awards :-

Certificates of membership of the club shall be awarded to the students who participate in 75% of the activities. Special prizes College Colour, Roll of Honour be awarded to outstanding workers of the club on the recommendation of the Youth Welfare Officer.

Office Bearers

3.1. There will be an Executive Committee consisting of the following to be nominated by the Youth Welfare Officer chosen strictly on merit for a term of one year :-

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Joint Secretary
- (e) Treasurer
- (f) Editor, Youth Service Section

Two persons to be co-opted, if necessary.

3.2. The Executive Committee (listed above at 3.1) will approve of admission of members, decided termination of membership, plan, organise and review the activities of the club, record proceedings of the meetings and prepare reports of the activities and handle financial matters of the club.

Subscription

4. Rs.10 per year (in one or more instalments) will be paid by each student member as membership fee to the treasurer as soon as the enrolment is confirmed. Members may be asked to pay additional amount if in the opinion of the Executive some such payment becomes necessary. The amount collected as of membership fee will be incorporated in the annual budget of the college.

CHAPTER XIX

(a) CONSTITUTION OF STUDENTS' ORGANISATION FOR THE TEACHING DEPARTMENTS OF THE UNIVERSITY

The University proposes to hold the elections to the Panjab University Campus Students' Council every year. For the convenience of all the Teaching Departments and all concerned, the guidelines have been framed for the same which are hereunder. However, it is cautioned that the election would be conducted strictly in accordance with the judgement of the Hon'ble Supreme Court of India delivered in S.L.P. (Civil) No. 24295/2004, dated 22.9.2006, University of Kerala Versus Council, Principals of Colleges, a copy whereof is attached. It is further directed that in case of any discrepancy, contradiction or doubt between the guidelines and above said Supreme Court Judgement, the judgement of the Hon'ble Supreme Court of India would prevail :-

I. Disassociation of Student Elections and Student Representation from Political Parties.

During the period of the elections no person, who is not a student on the rolls of the College/University, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

II. Eligibility Criteria for Candidates

1. Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of Professional colleges, where courses often range between 4 to 5 years.
2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24–25 years.
3. For research Students the maximum age limit to legitimately contest an election would be 28 years.

Note : The age limit for students of LL.B. course be considered as 25 years and for LL.M. and M.Ed. It be taken as 27 years.

4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
5. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
6. The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
7. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
8. The candidate must be a regular, full time student of the College/University and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.

III. Election Related Expenditure and Financial Accountability :

1. The maximum permitted expenditure per candidate shall be Rs. 5000/-
2. Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate) to the College/University authorities. The college/university shall publish such certified accounts within 2 days of submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
3. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
4. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any sources other than voluntary contributions from the student body.

IV. Code of Conduct for Candidates and Elections Administrators :

1. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or linguistic, or between any group(s) of students.
2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
3. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
4. All candidates shall be prohibited from indulging or abetting. All activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station.
5. No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
6. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the Election Commission/ University authority.

7. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the University campus/College campus.
8. No candidate shall, nor shall his/her supporters, deface or cause any destruction of any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any University/College property.
9. During the election period the candidates may hold processions and/or public meetings, provided that such processions and/or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the College/University. Further, such procession/public meeting may not be held without the prior written permission of the College/University authority.
10. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
11. On the day of polling, student organizations and candidates shall :
 - (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
 - (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
 - (iii) not hand out any propaganda on the polling day.
12. Excepting the voters, no one without a valid pass/letters of the authority from the Election Commission or from the College/University authorities shall enter the polling booths.
13. The Election Commission/College/University authorities shall appoint impartial observers. In the case of deemed Universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
14. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
15. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature or his elected post, as the case may be. The Election Commission/College/University authorities may also take appropriate disciplinary action against such a violator.
16. In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A "Offences Relating to Elections"), may also be made applicable to student elections.

V. Maintaining Law and Order on the Campus during the Election Process :

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the University/College authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.

VI. Name : This organization shall be called "PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL".**VII. Membership :**

- (a) The Council shall consist of Four Office Bearers (President, Vice-President, Secretary, Joint Secretary) and elected or deemed to be elected representatives of the various departments. A department having 100 students or less on its rolls will have one representative, between 101 and 250 two representatives, between 251 and 500 three representatives and four for more than 500 students.

Note : For this purpose, 'student' would mean a whole-time student in any teaching department including Research students/M.Phil., LL.M., M.Pharm., M.Tech. and the like but shall not include the students of Evening Studies–Multi Disciplinary Research Centre, in-service Teachers doing M.Phil./Ph.D. or a student who as per the record of the department is an employee of Government or Semi Government Organisation, Public or Private Sectors undertaking.

Explanation : Students of the Department of Evening Studies–Multi Disciplinary Research Centre, will have their own local Council.

- (b) Enrolment of students in departments shall be as on 31st August or the date to be approved by the D.U.I./Vice-Chancellor prior to the election date.
- (c) The election of the office bearers and members of the Council representing the various departments shall be held simultaneously in all the departments on a date to be fixed by the Dean Student Welfare. The Five Members of the Executive Committee of the Students' Council shall be elected by the members of the Council within a week after the election of the Office bearers and the members of the Council. The exact date of the election shall be fixed by the Dean Student Welfare. As far as possible, all these elections would ordinarily be completed by the middle of September.
- (d) In case no nomination papers from a department are received for D.R. or all the nomination papers received are rejected, the student of the senior-most class in the Department who got the highest marks in the previous examination shall automatically become the Departmental Representative.
- (e) The elections to the departmental Associations/Societies/Council of the Department of Evening Studies–Multi Disciplinary Research Centre, are a completely different matter from the election of the departmental representatives to the Students' Council. The elections of the Associations/Societies/Council of the Department of Evening Studies–Multi Disciplinary Research Centre, are to be held separately.
- (f) The term of the Students' Council is from the date of election to the 31st of May.

VIII. The Panjab University Campus Students' Council shall comprise of regular students on the rolls of the Teaching Departments on the Campus. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of the Council.

The Executive Committee of the Students' Council shall consist of four office bearers elected by student community and five members elected by the Departmental Representatives from among themselves. The Executive Committee shall be responsible to the Council

IX. Office Bearers :

The Executive Committee shall consist of :

- (a) One President
- (b) One Vice-President
- (c) One Secretary
- (d) One Joint Secretary
- (e) Five other members

The four office bearers i.e. President, Vice-President, Secretary and Joint Secretary shall be elected directly by the Students of the Campus.

Five members of the Executive Committee of the students council shall be elected by members of the Students' Council from among themselves.

1. President

The President of the P.U. Students' Council shall be elected directly by the students of the Campus.

2. Vice-President

The Vice-President shall be elected directly by the students of the Campus. He will perform all the duties of the President in the latter's absence. He will automatically become Officiating President if the President resigns or is unable to discharge his duties for the rest of the term.

3. Secretary

The Secretary of the P.U. Students' Council shall be elected directly by the students of the Campus.

4. Joint Secretary

The Joint Secretary shall be elected directly by the students of the Campus. He will perform all the duties of the Secretary in the latter's absence. He will automatically become the Officiating Secretary if the Secretary resigns or is unable to discharge his duties for the rest of the term.

5. Term of Office for Office Bearers

The Office Bearers shall cease to hold office if :

- (a) he resigns by addressing his resignation to the Dean Student Welfare. He shall cease to hold office from the date his resignation is accepted by the Dean Student Welfare.

- (b) he ceases to be a student of the University on account of non-payment of fee or any other reason.
- (c) he is held to be guilty of gross misconduct by the University.
- (d) if a vote of no-confidence is passed.
- (e) he ceases to be a student.

X. Functions

- 1. To promote healthy corporate life on the Campus.
- 2. To ensure maintenance of proper academic atmosphere and orderliness on the University Campus.
- 3. To help in allocation of Amalgamated Fund for different authorized purposes and activities connected with student welfare.
- 4. To assist in organizing various cultural and sports functions.

XI. No confidence motion against any of the office bearers or any elected member of the Executive Committee can be moved only if the 1/3 members are in favour of the motion, giving 15 days' notice in writing to the Dean Student Welfare. The motion after discussion will be put to vote. If 2/3 of the total members of the Students' Council are in favour of the 'no confidence motion', it will be treated as carried.

XII. Election bye-laws of the Panjab University Campus Students' Council

- 1. Election to the Students' Council in various departments will be held generally in the month of September on a date and time as may be fixed by the Dean Student Welfare. He may, if contingencies so warrant, alter the date/schedule of the election.
- 2. The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days.
- 3. The Dean Student Welfare shall notify the date of election to each department for the information of the students at least *seven days* before the date fixed for the election.
- 4. (a) The Head of the Department shall be the Returning Officer for the election of Departmental Representatives. However, he shall have the authority to appoint one or more members of his teaching staff as Polling Officer(s).
- (b) The Dean Student Welfare shall be the Returning Officer for the election of the Executive Committee. He shall have the authority to appoint one or more Polling Officer(s) to assist him in the conduct of election.
- 5. The election shall be by simple majority vote.

XIII. Election of Departmental Representatives :

- (i) The Head of the Department shall by affixing a notice on the Notice Board of the Department at least *3 days before the date of election*, invite nominations

for the election of Department Representative(s), along with the consent and declaration of each candidate on the prescribed form, so as to reach him by the time fixed by the Dean Student Welfare at least 2 days before the date of election. Immediately after the closing time for the receipt of nominations, the Head of the Department shall notify the list of persons whose nomination papers have been received by him by affixing it on the Notice Board of his Department.

- (ii) Thereafter, objection(s), if any, regarding the eligibility of candidate(s) shall be made, in writing, to the Head of the Department within the time limit notified by the Dean Student Welfare for the purpose.
- (iii) The scrutiny of nomination papers will start on the date and time fixed by the Dean Student Welfare for the purpose. Any objection(s) duly received by the Head of Department shall be disposed of during scrutiny. The candidate(s) must produce original documents (Degree/Diploma/Matriculation or Higher Secondary Certificate/and other relevant papers required in relation to eligibility) at the time of scrutiny. Nomination papers not supported by original documents shall be treated as invalid. The decision of the Returning Officer shall be final.
- (iv) Each Head of the Department shall, after personal verification and scrutiny of original degree/diploma/other documents, certify on prescribed form about the eligibility of the candidate(s). Immediately after the scrutiny, a list of the names of candidates whose nomination papers have been found valid shall be notified by the Head of the Department by affixing it on the Notice Board of the department.
- (v) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals if any.
- (vi) The election in each department shall take place on the date and time fixed by the Dean Student Welfare. If there is a tie among the candidates for the election of Departmental Representative(s), the matter shall be decided by the draw of lots by the Returning Officer.
- (vii) In all the departments, the election of Departmental Representative(s) shall be direct.
- (viii) The results of the election of the Departmental Representatives shall be communicated on the prescribed form by all the Heads of the Departments to the Dean Student Welfare by the date and time fixed by the Dean Student Welfare.

XIV. Election of the Office Bearers and Members of the Executive Committee of the Students' Council

- (i) The Dean Student Welfare shall notify by affixing a notice on the Notice Board of his office the date and time for the receipt of nomination papers.

Immediately after the aforesaid date, the Dean Student Welfare shall notify the list of persons whose nomination papers for various offices of the Executive Committee have been duly received by him by affixing a notice on the Notice Board of his office.

- (ii) Objection(s), if any, against the candidature(s) of a person(s), but not pertaining to the eligibility conditions, shall be made, in writing, by the Departmental Representative(s) to the Dean Student Welfare on the date fixed for the receipt of nomination papers and by the time as may be notified by the Dean Student Welfare. These objections will be disposed of by the Dean Student Welfare at the time of scrutiny.
- (iii) The scrutiny of the nomination papers will start at the time fixed for the purpose by the Dean Student Welfare, on the date notified for the receipt of nomination papers or on such date as may be notified by the Dean Student Welfare immediately after the scrutiny, the list of the names of persons whose nomination papers have been found valid, shall be notified by the Dean Student Welfare by affixing a notice on the Notice Board of his office.
- (iv) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals, if any.
- (v) Election to the Executive Committee shall be held on the date and time fixed by the Dean Student Welfare. No voter shall be allowed to enter the Voting Hall after such time.
- (vi) Objection(s), if any, regarding the conduct of elections to the Executive Committee will be disposed of by the Returning Officer on the spot.
- (vii) The counting of votes will start immediately after the voters have cast their votes.
- (viii) The Returning Officer shall thereafter announce the results. If there is a tie among the candidates for the election of office bearers or member(s) of the Executive Committee, the matter shall be decided by draw of lots by the Returning Officer.

To

The Chairperson of the
.....Department,
Panjab University,
Chandigarh.

Sir,

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of son/daughter of of (class) Roll No.....in the Department offor the election of Departmental Representative to the University Campus Students' Council for the session.....

Yours faithfully,

SECONDED BY

Signature.....
.....
(Name of student)
Son/Daughter of Shri.....
Class....., Roll No.....
Dept.....
Date.....

Signature.....
.....
(Name of student)
S/d/o Shri.....
Class....., Roll No.....
Dept.....
Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Departmental Representative to the Panjab University Campus Students' Council for the session.....

Signature.....
.....
(Name of the student)
Son/Daughter of Shri.....
Class....., Roll No.....
Dept.....
Date.....

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Panjab University Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am ofyears as on 1st September.....being a Under Graduate/Post Graduate/Research Student.

3. I joined the University for the first time in the yearas student of Class, in the Department of
4. I further solemnly affirm that after joining University teaching department, I have—
 - (i) not failed in the last examination in any department in the academic year preceding the election.
 - (ii) attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) no academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanor. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an Executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

The Chairperson of the Deptt. of.....
Panjab University,
Chandigarh.

Sir,

I withdraw my candidature from the election to the office of
to the Panjab University Campus Students' Council for the year.....

Yours faithfully,

Dated :

Signature.....

.....

(Name of the candidate)

Son/Daughter of Shri.....

Roll No....., Class.....

Dept.....

To

The Dean Student Welfare,
Panjab University,
Chandigarh.

Sir,

In response to your notice regarding the elections to the Executive Committee of the P.U. (Campus) Students' Council for the session.....I propose the name of son/daughter of of (class) Roll No.....in the Department of

Yours faithfully,

SECONDED BY

Signature.....
.....
(Name of the student)
Son/daughter of Sh.....
.....
Class....., Roll No.....
Dept.....
Date :

Signature.....
.....
(Name of the student)
Son/daughter of Sh.....
.....
Class....., Roll No.....
Dept.....
Date :

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election as Member of the Executive Committee of the Panjab University Campus Students' Council for the session.....

Signature.....
.....
(Name of the student)
Son/daughter of Sh.....
.....
Class....., Roll No.....
Dept.....
Date :

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Panjab University Campus Students' Council and undertake to abide by the same in letter and spirit.

2. I am ofyears as on 1st September.....being a Under Graduate/Post Graduate/Research Student.
3. I joined the University for the first time in the yearas student of Class, in the Department of
4. I further solemnly affirm that after joining University teaching department, I have—
 - (i) not failed in the last examination in any department in the academic year preceding the election.
 - (ii) attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) no academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanor. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

The Dean Student Welfare,
Panjab University,
Chandigarh.

Sir,

I withdraw my candidature from the election as Member of the Executive Committee of the Panjab University Campus Students' Council for the year.....

Yours faithfully

Signature.....

.....

(Name of the candidate)

Son/daughter of Sh.....

.....

Class....., Roll No.....

Dept.....

Date :

PANJAB UNIVERSITY (CHANDIGARH)

PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL

(Session.....)

ELECTION OF OFFICE BEARERS

(President, Vice-President, Secretary and Joint Secretary)

Department of.....

1. Number of Ballot Papers received
2. Number of Ballot Papers used
3. Number of spoiled Ballot Papers,
if any
4. Number of unused Ballot Papers
being returned

RETURNING OFFICER/
CHIEF POLLING OFFICER

Date.....

**THIS INFORMATION MAY BE SENT TO THE OFFICE OF
DEAN STUDENT WELFARE IMMEDIATELY IN THE
STUDENTS' CENTRE**

The Dean Student Welfare
Panjab University,
Chandigarh.

Dear Sir,

I am to inform you that the election of the Departmental Representative(s) of this Department to the Students' Council for the session_____ has been held strictly according to the procedure laid down by you. The following person(s) have been duly elected as our Departmental Representative(s).

1. _____
son/daughter of Shri_____
Roll No._____ of _____ Class.
2. _____
son/daughter of Shri_____
Roll No._____ of _____ Class.
3. _____
son/daughter of Shri_____
Roll No._____ of _____ Class.
4. _____
son/daughter of Shri_____
Roll No._____ of _____ Class.

Further I certify that I have personally verified from original documents, the eligibility of the candidate(s) as required by the Constitution of the Students' Council, and I have duly disposed of all the objections received in connection with this election.

Yours faithfully,

Chairperson of the Department
(seal)

Date:.....

PANJAB UNIVERSITY (CHANDIGARH)

PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL

(Session.....)

ELECTION OF DEPARTMENTAL REPRESENTATIVE

Department of.....

1. Number of Ballot Papers received
2. Number of Ballot Papers used
3. Number of spoiled Ballot Papers,
if any
4. Number of unused Ballot Papers
being returned

RETURNING OFFICER/
CHIEF POLLING OFFICER

Date.....

PANJAB UNIVERSITY (CHANDIGARH)

PLEASE RETURN AFTER FILLING TO.....DEAN
STUDENT WELFARE IN THE, IN A
CLOSED COVER IMMEDIATELY AFTER THE
COMPLETION OF COUNTING OF VOTES

Statement of the results of counting of votes for the office
of _____ of the Panjab University Students' Organisation.

Names of the Departments
(In Block Letters)

1. _____
2. _____
3. _____
4. _____

Total number of votes polled
in the Block/Department

Sr.No.Name of the Candidate

Votes Polled

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |

Signature of the
Returning Officer

Signature of the
Chief Polling
Officer

Signature of the
Polling Officers

1. _____
2. _____

Signature of the

1. _____

Student Observers

2. _____

Dated : _____

(b) CONSTITUTION FOR THE CENTRAL ASSOCIATION
OF STUDENTS IN THE AFFILIATED COLLEGES

Societies :

1. Every college shall have societies for the co-curricular activities and for the cultural aesthetic and physical development of its students. Each of these societies shall work under the guidance of a college teacher.

There shall be the following types of societies :

- (1) Societies for the promotion of subjects of study.
- (2) Cultural Societies for Music, Dramatics and other Arts.
- (3) Social Service Society.
- (4) Hobbies' Clubs.
- (5) Sports Clubs.

The office bearers of these clubs shall be selected on the basis of merit.

Central Association :

2. In addition to the societies there shall be a 'Central Association' in each college with the following aims, objects and functions :

- (i) To co-ordinate and integrate the activities of the various clubs and associations in the college.
- (ii) To promote corporate life in the college.
- (iii) To ensure the maintenance of proper academic atmosphere and orderliness in the college.
- (iv) To help in preparing the budget and allocation of students (Amalgamated) Fund for different authorised purposes and activities in the college.
- (v) To help in the organisation of Annual Academic Cultural and Sports Functions in the college.
- (vi) To help in the general supervision of the college Canteen/Tuckshop etc.

3. The strength of the Central Association shall be from 20 to 30 and, broadly, its composition shall be as under :

- (1) The Principal of the College (Ex-Officio Chairman).
He will convene the meetings of the Association and preside over the same.
- (2) One student-President, one student-Vice-President, one student--Secretary and one student--Joint Secretary to be elected directly by the students.
- (3) Two to four members of the staff one for every 250 students, but not exceeding four, to be nominated by the Principal.
- (4) Two to four representatives of subjects' societies to be elected by the office-holders of the different subjects societies in the colleges.

- (5) Four representatives of the Sports Clubs to be elected by the Office-holders of different Sports Clubs in the college (of the four representatives allocated to sports clubs, one may be from N.C.C./N.S.S.).
- (6) Two representatives of the Cultural and other Societies to be elected by the office-holders of these Societies in the college.
- (7) Four representatives to be elected by the classes. One representative from three classes of the Three Year Degree Course.

In a college where the enrolment is high, there may be two representatives of each class, one to be elected by the Science students and one by the Arts students.

In the case of the Post-graduate colleges the number to be elected by these different classes shall be six instead of four.

- (8) Four top students (each standing first in his class in the last University examination passed) one from each class.
- (9) One Prefect of the Hostel. If there are a number of Hostels in a college, then the Prefects of different Hostels to elect one from among themselves.
- (10) One student Editor of the college Magazine.

4. A student belonging to a college affiliated to the Panjab University, shall not be eligible to seek election to any of the offices of the Student Central Association if—

- 1. (a) he/she, being a student up to degree class in an affiliated Arts/Science College, has exceeded the age of 21 years on the 1st of September of the year in which he wishes to seek election. In the case of an Evening College/Shift, the age limit will be 25 years.
- (b) he/she, being a student of Post-graduate class (M.A./M.Sc., M.Com., M.Ed.) has exceeded the age of 24 years on the 1st September of the year in which he wishes to seek election. In the case of an Evening College/Shift, the age limit will be 28 years.
- (c) he/she, being a student of a degree course in Architecture, Dairy Sciences, Dental Surgery, Education, Engineering and Medicine, has exceeded the age of 24 years on the 1st September of the year in which he wishes to seek election;
- 2. he/she fails in the last examination in any class in the academic year preceding the election;

Note.—A student would be deemed to have failed if --

- (a) he/she fails at the annual examination in the academic year preceding the election;
- (b) he/she fails in the annual examination in one year and joins the college in a subsequent year;

(c) he/she does not appear in any University examination even though he was eligible or was detained.

3. he has been detained in any class or semester in the course that he/she is currently pursuing;

Note.-If he/she has been placed under compartment and joins the next class, he be allowed to seek the office. He will, however, cease to be an office bearer if he is reverted to the lower class or has to leave the course.

4. he/she has been held guilty of gross misconduct.

A student who is found guilty of gross mis-conduct shall *ipso facto* cease to be a member of the Central Association.

5. The Central Association shall be formed in the college every year and the election held by the middle of September. A meeting of the Association shall be held at least once in a term.

The following Code of Conduct is recommended for the election to the Central Association of Students in the affiliated Colleges :

1. Persons other than students of the college concerned shall not be allowed to address any election meeting.
2. Individuals who are not students of the college concerned shall not be allowed to stay in the hostles after 10.00 p.m. except in those cases where the individuals are from out of the town and they get special permission of the Principal.
3. On the day preceding the date of election, no guests under any circumstances would be allowed to stay in the hostels. Genuine guests, if any, of the students would be lodged by the Warden at appropriate places on the campus of the college.
4. All campaigning will stop at 5.00 p.m. on the day preceding the date of election.
5. The posters would be placed on special notice boards which will be erected at suitable places on the college campus and in the hostel(s). Littering of the college campus with posters will not be allowed.
6. Shouting of personal slogans or character assassination will not be allowed.
7. No loud-speakers will be allowed for campaigning.
8. No cars (except those being driven by faculty members), taxis or heavy vehicles will be allowed to enter the campus after 5.00 p.m. on the day preceding the date of election. Unauthorised vehicles would be impounded/towed away/deflated if found on the campus of the college after the prescribed period.
9. On the day of election the entry to the campus of the college would be extremely restricted. It is the responsibility of the students that they have the Identity Cards with them.

10. Any case of violence; kidnapping, drinking, harassment or goondaism should be immediately reported to the Principal. Strictest possible action will be taken against defaulters.
11. The campaigning procedures should not create noise during working hours in the campus of the college, especially near the rooms where classes are going on.
12. The above Code of Conduct is only for election days. A Code of Conduct for the functioning of the Central Association may be prepared by the college concerned after the elections are over.
13. The Principal may constitute a committee consisting of some senior faculty members for reviewing all cases of complaints/violation of Code of Conduct for disciplinary action.

(c) CONSTITUTION OF THE STUDENTS' AID FUND OF THE
UNIVERSITY SCHOOL OF OPEN LEARNING

Students' Aid Fund

1. The object of this fund will be to render financial assistance to the needy and deserving students to meet their tuition or examination fee or to purchase books or for other similar expenses. No scholarship or stipend will be given from this fund.

2. The fund shall consist of contributions made by students, any other person, institutions as donations and grants received from Government/U.G.C. for this purpose.

3. Every student of the Panjab University Teaching Departments/V.V.B.I.S. & I.S., Hoshiarpur and University School of Open Learning (USOL) shall contribute Rs. 50/- per annum or as decided by the Syndicate from time to time this fund which shall be realised from each student as part of the first payment to the University to be made by him every year.

4. The fund will be administered by a Committee consisting of the following :

- (i) Dean of University Instruction (Chairperson)
- (ii) Dean Student Welfare
- (iii) Registrar, Panjab University
- (iv) Four Heads of the Teaching Departments out of which atleast one should be from the Science Departments - to be nominated by the Vice-Chancellor.
- (v) Chairperson, University School of Open Learning.
- (vi) The Syndicate may authorize the Vice-Chancellor to appoint the Nominee in the begining of the session, every year.
- (vii) Two students from the University Teaching Departments, one from Arts and the other from Science Departments, to be nominated by the Dean Students welfare.
- (viii) Three local students - one of who be a girls student, if available from the University School of Open Learning to be nominate by the Chairperson, University School of Open Learning.
- (ix) D.R. (Accounts) (Secretary)

5. The Heads of the Panjab University Teaching Departments/V.V.B.I.S. & I.S. Hoshiarpur/University School of Open Learning (USOL) will forward by 15th September every year, after due scrutiny, the applications on prescribed forms from needy & deserving students for the purpose with their comments. The Committee shall meet in January/ February, every year to consider the various applications received through the Heads of the Departments/V.V.B.I.S. & I.S./University School of Open Learning (USOL).

6. The amount of help given to a student under this schme in an academic year shall be decided by the Syndicate from time to time.

*Slabs of Annual Family Income from all Sources of

All Teaching Departments	(i) upto 1.00,000/-	Amount to be disbursed to a student As approved by the Vice-Chancellor on the recommendaton of the Commitee depending upon the number of applicants and available funds for each academic year.
	(ii) 1,00,001/- to 2,50,000/-	

7. Accounts of the fund shall be operated by the Registrar.

*These revised income slabs will be effective from the Academic session 2013-2014

(d) NORMS AND STRENGTH OF TEACHERS IN
UNIVERSITY SCHOOL OF OPEN LEARNING (USOL)

1.1. For purposes of these rules, the "teachers of the USOL" shall include Professors, Associate Professors/Assistant Professors and such other persons as may be approved for imparting instruction in the University School and are designated as teachers by the Senate. The term 'University School' will mean, the University School of Open Learning.

1.2. The strength of teachers in each Department shall be determined in accordance with the following norms :

(a) **Undergraduate level**

The number of courses/papers that a department offers shall be divided by 3 (3 being the number of courses/papers that a teacher shall be required to handle). In case the remainder is one, it shall be ignored, whereas the remainder two shall be raised to three for purposes of determining the strength of teachers.

(b) **Postgraduate level**

The number of courses/papers that a department offers shall be divided by 2 (2 being the number of courses/papers that a teacher shall be required to handle).

2. Any additional requirement of those departments where the strength of teachers falls short of the required number shall be met by making internal adjustments from within the overall sanctioned strength of the Department.

3. The senior-most teacher in a department shall be appointed, by rotation, as Co-ordinator for a term of three years provided he is a Professor or Associate Professor with at least 5 years teaching experience or Assistant Professor with at least 8 years teaching experience as Assistant Professor.

The day-to-day work of a department shall be looked after by the Co-ordinator who, in turn, shall work under the supervision and control of the Chairman.

4. The duties and functions of the co-ordinator shall be as follows :-

- (i) He shall be responsible for the overall functioning of the department and co-ordination of the work of his colleagues.
- (ii) He shall co-ordinate and supervise the day-to-day administrative/academic work of the teachers in the department such as writing, vetting, editing, print orders and okaying, etc. of lessons.
- (iii) He shall decide the allocation of For Personal Contact Programmes duties, radio talks, response-sheets and other academic duties in consultation with the teachers of the department in a meeting and shall ensure that all these activities are performed exclusively by them.
- (iv) He shall convene and chair the meetings of the department as and when need be. It shall be obligatory on the part of the teachers of the department to attend and participate in these meetings. No teacher

shall absent himself/herself from such meetings except for justifiable reasons. The decisions taken by the teachers of the department in such meetings shall be binding on all.

- (v) He shall maintain a proper record of work of the teachers of the department and shall furnish to the Chairperson, USOL fortnightly reports of the same.
 - (vi) The applications of leave and all other communications of the teachers to the Chairperson and other higher authorities shall be routed through the co-ordinator.
 - (vii) The co-ordinator shall recommend to the Chairperson, USOL after consultation with the various courses-incharge. (a) the names of the outside teachers for such assignments as writing of lesson-scripts and response-sheets evaluators; and (b) the work to be assigned to them.
 - (viii) The co-ordinator shall have the authority to assign to any teacher of the department any other academic or administrative duty in consultation with the Chairperson.
-

CHAPTER XX

TEACHING LOAD FOR UNIVERSITY/COLLEGE TEACHERS

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/ College for which necessary space and infrastructure should be provided by the University/College. The direct teaching hours should be as follows :--

Assistant Professor	16 hours
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Associate Professor & Professors	14 hours
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However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

CHAPTER XXI

CHEAP NOTES, GUIDES AND HELP-BOOKS PUBLICATION OF, BY TEACHERS OF AFFILIATED COLLEGES IN ADDITION TO THE PROVISIONS OF REGULATIONS OF CHAPTER VIII (B)--PUBLICATION OF BOOKS BY TEACHERS OF AFFILIATED COLLEGES OF THE CALENDAR VOLUME I

1. A teacher who is at present an author of a guide or notes or a help-book, shall not be given any remunerative work by the University such as examinership, superintendentship, etc., unless his book is approved by the Dean of University Instruction or the publication is withdrawn from the market within a year.

2. Every Assistant Professor, before accepting an examinership, superintendentship or any other remunerative work of the University, shall declare in his acceptance form that he has not written any notes or guide or help-book, on any subject, without prior approval of the University.

CHAPTER XXII

(a) POWERS AND FUNCTIONS OF THE PRINCIPAL OF AN AFFILIATED COLLEGE

The Principal shall have full powers and discretion, consistent with the rules framed by the University in all matters pertaining to internal administration of the college, viz.--

- (i) Distribution of work amongst the staff.
 - (ii) Admission, promotion and detention of students.
 - (iii) Grant of fee concessions and award of stipends to deserving students.
 - (iv) Imposition of fines and remissions thereof.
 - (v) Disciplinary action and imposition of penalties.
 - (vi) Expenditure out of Amalgamated Fund.
 - (vii) Appointment and dismissal of Peons, Laboratory Assistants, Bearers, etc.
 - (viii) Grant of leave to the staff.
 - (ix) Organisation of extramural activities.
 - (x) To meet an emergency, temporary appointment of a member of the teaching staff and other staff up to a period of six months against a sanctioned post.
 - (xi) Writing off a loss of at least three Library books per thousand at the time of annual stock taking.
-

(b) AMALGAMATED FUND

1.1. There shall be an Amalgamated Fund for the benefit of students. Every student shall contribute towards this fund, along with tuition fees, at the rate prescribed by the Syndicate from time to time.

1.2. The Amalgamated Fund shall be kept separate from the funds of the Governing Body of the college/institution.

2.1. The Amalgamated Fund shall be allocated for different purpose by the Dean of University Instruction--Dean of Student Welfare/Principal of the Institution, in consultation with the representatives of staff and students. In case of affiliated Colleges there shall be an Amalgamated Fund Committee comprising of two staff representatives (one teacher Incharge-co-curricular activities and one lecturer in Physical Education/ D.P.E.) and two student representatives (including one woman student in case of co-educational institutions). The Principal of the College shall furnish a certificate to the effect that the Amalgamated Fund has been utilized as per rules.

2.2. The Dean of University Instruction--Dean of Student Welfare/Principal of the Institution/Chairperson, USOL shall have full powers in regard to the administration, operation and utilization of the fund in accordance with allocation made under rule 2.1.

3. The Amalgamated Fund shall be utilized for the following purposes :

- (i) Purchase of sports material pertaining to various games.
- (ii) Water, levelling, cleaning, turfing and maintenance of playgrounds.
- (iii) Expenditure on and grants to societies, clubs, associations, committees, sabhas comprising of students and organised by the college.
- (iv) House examinations including the purchase and running of duplicating machines for printing of question papers.
- (v) Community projects or social service activities approved by the Principal.
- (vi) Trips to places of educational and cultural interests, or mountaineering, hiking, etc.
- (vii) (a) Participation of Students in Seminars, debates, declamations, music and dramatic contests and for taking part in any other educational and cultural activities.
(b) Award of stipends/scholarships (10 such awards for 1000 students or part thereof) to students who distinguish themselves in the following activities :
 - (i) Cultural (ii) Artisticks (iii) Literary (iv) Social Services. The value of an award shall be up to Rs.40 per mensem, and shall be tenable for a period of one year.
- (viii) Hire and carriage of furniture, shamianas, loudspeakers, etc. photographs, decoration, lighting refreshment to players, prize-winners and guests invited to sports cultural and other academic functions organised by the college.

- (ix) T.A. and D.A. to outside speaker, prominent citizens, poets, artists, writers, etc. invited the function organised by the students as determined by the Principal provided that the maximum shall in no case exceed the admissible limit under the University rules.
- (x) Travelling allowance to persons invited to lecture at the college or to preside over convocations or prize distribution functions and entertainment provided to such visitors.
- (xi) Establishments pertaining to sports.
- (xii) Travelling allowance of teams and members of the staff, peons and servants accompanying the teams for various festivals, tournaments and educational trips/tours.
- (xiii) Pocket expenses or daily allowance incurred by members of the staff and students deputed to represent the college in sports and other activities as approved by the Principal.
- (xiv) Refreshments and meals at the time of friendly and University matches or to distinguished visitors at college functions.
- (xv) Award of college colours to distinguished players.
- (xvi) Purchase of stock registers, cash books, etc., required for maintaining accounts pertaining to this fund.
- (xvii) Postage, telegrams, telephones and purchase of stationery pertaining to students' activities.
- (xviii) Award of prizes at the annual sports prize distribution of the college convocations.
- (xix) Purchase of articles of furniture, equipment for social and cultural activities.
- (xx) Medical assistance rendered to members of sports teams.
- (xxi) (a) Maintenance of equipment installed in Common Rooms in Day Centres.
(b) Purchase/hire and maintenance of radio sets, loud-speakers, television sets, projectors, tape recorders, for educational and other students activities, and
(c) On water coolers, water taps and hand pumps.
- (xxii) Uniforms or other equipment for members of various teams at the discretion of the Principal.
- (xxiii) Books (including text books) and periodicals for the library and reading-rooms.
- (xxiv) Organisation of hobbies.
- (xxv) Refereeing of University matches.
- (xxvi) Payment of protest fee or late fee, fine or subscription to the various tournaments.

- (xxvii) Expenses in connection with Canteens (excluding building).
- (xxviii) Rovers Crew, Scouting and girls guiding.
- (xxix) Purchase of furniture and equipment for the library, library decoration furnishing, floor covering and other fittings (for library only) to make the place attractive and comfortable.
- (xxx) Youth Welfare activities.
- (xxxi) Educational and cultural meets, exhibitions and festivals.
- (xxxii) Supply of nourishing food such as milk, eggs, fruits, etc., to poor and deserving students including athletes.
- (xxxiii) Purchase of crockery for serving refreshments to students, guests, etc.
- (xxxiv) Purchase of sports uniforms for poor students only.
- (xxxv) Photographs of teams, at the discretion of the Principal.
- (xxxvi) In the case of an Evening College expenditure in connection with Children's day.
- (xxxvii) Excursions and camps to the hills.
- (xxxviii) (a) Construction of pavilion stadium, Swimming pool, gymnasium, open air theatres and students centre on sharing basis.
(b) Welfare of the students and any other project of direct benefit to the students.
- (xxxix) Any other object connected with students activities of an educational character.

4. If a college has an unspent balance of Rs. 25,000 or more in this fund, the Principal may allow a loan to the governing body of the college with the previous sanction of the Syndicate for a project approved by the Syndicate for the development of the college, but this loan shall be paid back by the governing body in not more than 10 yearly instalments.

(c) UTILIZATION OF BUILDING FUND

1. Every student of Non-Government affiliated college shall subscribe to the Building Fund Rs. 20 per annum at the time of admission to the college.

2. The Building Fund shall be kept under a separate head of the Amalgamated Fund and will be operated by the Principal.

3. The Fund will be maintained in a proper way and subject to audit scrutiny.

4. The Fund may be utilized for the construction of additional class rooms, laboratories, student centre, hostel, expansion of Library Building, improvement of the existing building, for special repairs etc. with the approval of the Management.

If the Fund is to be utilized for any purpose other than construction, a special permission of the Vice-Chancellor will be necessary.

5. In case a grant is obtained from U.G.C., Govt. or from any other source for building purposes, this fund may also be utilized for construction of the building, if necessary.

6. The Fund will be administered by the Principal in consultation with a Committee consisting of two Senior members of the staff and two student representatives.

7. The Fund will not be utilized for payment of bills of any building constructed before the institution of the fund.

8. The plans and estimates of the proposed building should be prepared by a qualified Engineer before taking in hand the construction.

9. When the building is complete, a certificate endorsed by the Architect/Engineer should be sent to the Managing Committee for information and record.

10. At the time of the routine inspection of the college the Inspection Committee may inspect the Building Fund Accounts and ensure that the fund is properly maintained and utilized.

CHAPTER XXIII

- (i) CHANGE BY A STUDENT/CANDIDATE OF -
(a) CATEGORY (b) SUBJECTS or (c) FACULTY
- (ii) CHANGE OF SUBJECT/OPTION BY THE STUDENTS OF
UNIVERSITY SCHOOL OF OPEN LEARNING.

1. A student may be permitted to change his subject/s or faculty within one month from the commencement of the session or within one month from the date of joining whichever is later.

In case of University Teaching Department, it would, however, be subject to submission of a certificate from the Chairman of the Department that on the waiting list no candidate having higher percentage of marks is interested in getting admission.

In a genuine case, however, such as parents' transfer or a student coming from overseas, this rule may be relaxed and the change-over from one subject to another allowed up to the end of the first term, at the risk and responsibility of the student himself.

2. A student who joins B.Sc. Part I class may be allowed to change over to Arts subjects immediately after the first term, provided that --

- (a) the request is recommended by the Principal;
- (b) the change-over is affected by October 1.

The lectures in the case of a student, allowed to change his subjects under these Rules shall count from the date of the change which shall not in any case go beyond October 1.

3. The Head of a University Department/Principal of an affiliated college may request for a change in the category of student from regular college student to that of a private candidate, provided --

- (a) he/she is eligible to appear as a private candidate;
- (b) the examination form for change in the category is received by the University at least 6 days before the commencement of examination; and
- (c) The following are paid : fee as decided by the Syndicate/Senate from time to time;
 - (i) change of candidature fee
 - (ii) extra late fee; and
 - (iii) difference between admission fee of a regular student and a private candidate.

UNDER-GRADUATE/POST-GRADUATE CLASSES

Change in Subject/Medium of Instruction/Option/Faculty :

- (i) A student may be permitted to change his/her subject/medium of instruction (except M.A.)/option/faculty within one month of the commencement of the session or within one month of the date of joining whichever is later. For purposes of the student of the University School of Open Learning, the session

may be deemed to have commenced with effect from the last date on which the introductory lesson is mailed to the student by the University School of Open Learning. Only such lessons shall be sent to the candidate as may become due after the change has been permitted.

- (ii) (a) After the specified time-limit of one month, as given above, the student will be required to pay fee for the change of his/her subject/medium of instruction/option/faculty up to Nov. 30 as under :--
 - 1. Change of subject/medium of instruction/option. .. Rs.15
 - 2. Change of faculty .. Rs. 25
- (b) In case no instruction is provided by this Department in the subject/option to which the change has been permitted, the student shall have to prepare the same on his/her own and the University School of Open Learning shall not provide any guidance or reading material to the student on that subject/option.

Special provision for Post-graduate classes

With the prior sanction of the University School of Open Learning a student may be allowed within one month of the commencement of the session or within one month of the date of joining whichever is later, at his own risk and responsibility, to prepare one option on his own, instruction in which is not imparted by the USOL.

Provided that in the case of M.A. Public Administration change of option within the Group in which a candidate is enrolled shall only be allowed.

Provided further that such a change would not entitle a candidate to offer a group as a whole in which instruction is not imparted by the USOL.

ADMISSION TO LL.M. CLASS

Number of students for admission to the LL.M. Part I class shall be 20.

CHAPTER XXIV

ADMISSION TO DIPLOMA AND DEGREE COURSES IN MEDICAL COLLEGES

Admissions for Diploma and Degree courses in Medical Colleges affiliated to this University shall be made in the months of January and July every year.

CHAPTER XXV

(A) LATE ADMISSIONS

1. After the normal dates of admission fixed by the Syndicate, Head of a University Teaching Department/Principal of an affiliated college may admit a student up to 31st July or up to the 10th working day after the last date of normal admission, whichever is later, on payment of Rs. 75 as late fee to the University or college as the case may be,

- (i) no admission shall be permitted beyond the date prescribed in Rule 4;
- (ii) in a hard case, the Principal of an Evening College shall have authority to waive payment of late admission fee.

2. Permission for joining late shall not be pleaded as a justification for condoning deficiency in lectures.

3. No student, in anticipation of taking the B.A. examination in September shall be admitted even provisionally in that year to join M.A. Part I, or B.Ed. or Law classes.

4. In special circumstances the Vice-Chancellor may, however, permit late admission up to 31st August except in the case of admission to the M.B.B.S. course on payment of late fee as fixed by the Syndicate from time to time.

5. No admission beyond 31st August shall be allowed.

6. Lectures shall be counted from the date of admission.

7. No additional seat shall be created in any class/course (including Professional courses) to accommodate a case of late admission.

8. For M.B.B.S. Course--

- (i) to avoid hardship, the Vice-Chancellor may permit up to 15th September each year late admission not covered by the above rules on payment of a late fee of Rs. 50 payable to the University;
- (ii) if a student is not eligible for an examination he will take the next examination after six months;
- (iii) each examination (theory as well as practical) shall not take more than 30 days.

9. Late admission forms shall be forwarded to the University for the sanction of the Vice-Chancellor within a week from the date of such admission.

10. A student whose result of +2 examination conducted by a School Board is published late but not later than 10th August of the year of admission may be admitted without late fee within 15 working days of the declaration of the result, and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also.

(B) CANCELLATION OF CANDIDATURE

1. When the candidature of a college candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the Deputy Registrar/Assistant Registrar (Examinations) concerned is authorised to pass orders.

2. The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University examination on grounds of his/her ineligibility after he/she had actually appeared in it and to file his/her result accordingly.

(C) ENROLMENT FEE

A student who seeks admission to the Panjab University or an affiliated college or who seeks admission to appear in an examination as a private candidate, on the basis of 10+2 certificates obtained from the School Education Boards of Punjab, Haryana, Himachal Pradesh or from the Central Board of Secondary Education or from any other recognised Board/Body/Council/Institution, he/she shall pay registration fee.

(D) RECEIPT OF ADMISSION FORMS AND FEES FOR VARIOUS EXAMINATIONS

1. The last date for receipt of admission forms and annual/Semester examinations without and with late fee respectively in case of a candidate whose result is published late by this University will be as under :-

- (a) B.A./B.Sc. I, II & III years, B.Com. I, II & III years, B.Ed., M.A. I & II years, O.T./M.I.L. and all other annual examinations including B.Sc./M.Sc. (Hons. School) :-
 - (i) Without late fee .. Within one month from the date on which the result was published or within 15 days of despatch of Detailed Marks Card (under U.P.C.) which ever is later.
 - (ii) With late fee of Rs. 1870/- .. Upto one week after the last date as at (i) above.
 - (iii) With late fee of Rs. 5280/- .. Not later than two months before the date of commencement of examination.
 - (iv) With late fee of Rs. 10340/- .. Not later than one month before the date of commencement of examination.
 - (v) With late fee of Rs. 21120/- .. Not later than seven days before the date of commencement of examination.
- (b) M.A./M.Sc. (Semester System), Bachelor/Master of Engg., and all examinations under the Semester System including other Professional examinations :-
 - (i) Without late fee .. Within 10 days from the date on which the result was published or within 10 days of despatch of Detailed Marks Card (under U.P.C.) which ever is later.
 - (ii) With late fee of Rs. 1870/- .. Upto one week after the last date as at (i) above.

- (iii) With late fee of Rs. 5280/- .. Upto further after the last date as at (ii) above before the commencement of examination.
- (c) Charging of late fees if the Examination fee remitted by a candidate is short of the prescribed fee.
- | | | |
|-------|--|--|
| (i) | If the Examination fee remitted by the candidate is short upto Rs. 5. | No late fee be charged. |
| (ii) | If the Examination fee remitted by the candidate is more than half of the examination fee. | Only balance fee to be charged. |
| (iii) | If the Examination fee remitted by the candidate is less than half of the examination fee. | Late fee and extra late fee as prescribed by the University from time to time be charged upto the date of receipt of balance of examination fee. |

2. Three days of grace shall be allowed for receipt of examination forms and fees for the various examinations after the last date without late fee.

**(E) RESERVATION OF SEATS FOR THE SONS AND
DAUGHTERS/WIVES OF MILITARY PERSONNEL**

For admission to a course where a certain percentage of minimum marks has been prescribed, seat/s upto 5% will be reserved (for all the undermentioned categories taken together) for candidates who fall in one of the following categories (which are given here in order of precedence).

1. Sons/Daughters/Spouses of such defence personnel and para-military personnel* who died in action. Only those who were wholly dependent on such personnel shall be considered.

2. Sons/Daughters/Spouses as are wholly dependent on such defence and Para-military personnel who were incapacitated** while in service.

***3.** Defence and Para-military personnel who were incapacitated while in service.

4. Such sons/daughters/spouses of ex-servicemen*** as are wholly dependent on them.

5. Such sons/daughters/spouses of serving defence personnel and Para-military personnel like CRPF/BSF etc. as are wholly dependent on them.

6. Ex-servicemen.

7. Serving defence personnel and Para-military personnel like CRPF/BSF etc.

*Para-military personnel means persons belonging to CRPF/BSF.

**Incapacitation will mean incapacitation leading to the discharge of the person by concerned authorities.

***Ex-serviceman means a person who had served in any rank whether as a Combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union or in para-military service like CRPF/BSF etc.

- (i) Who retired from the service after earning his/her pension; or
- (ii) Who has been boarded out of the service on medical grounds attributable to military service/Para Military service or circumstances beyond his control and awarded medical or other disability Pension; or
- (iii) Who has been released from the service as a result of reduction in establishment; or
- (iv) Who has been released from service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

Territorial Army personnel of the following categories shall also be considered as ex-servicemen :-

- (a) Pension holders for continuous embodied service.
- (b) Disabled Territorial Army personnel with disability attributable to military service.
- (c) Gallantry award winners.

For admission to evening courses, categories 2, 4 and 5 above will not be considered since the term 'wholly dependent' will exclude such persons as are 'employed' or 'self-employed'.

Under categories 1, 2 and 3 only as above, the Vice-Chancellor may, at his discretion, sanction additional seats up to a further 5% of the total number of seats in a course, these seats will be treated as being in addition to the approved strength of a course in that year only.

CHAPTER XXVI

PHYSICAL TRAINING OF STUDENTS

1. Forty lectures shall be delivered during the B.A./B.Sc. course as under :

Part I	..	20 lectures
Part II	..	10 lectures
Part III	..	10 lectures

2. The following are the activities approved for Physical Training Games. The length of the period thereof is shown against each activity.

No.	Activity	Period
1.	Hockey match or practice	.. 60 minutes.
2.	Football match or practice	.. 60 minutes.
3.	Cricket match (one full innings)	.. One innings equal to 2 periods.
4.	Cricket practice--batting, bowling and fielding	.. 60 minutes.
5.	Tennis Singles match or practice	.. 60 minutes.
6.	Tennis Doubles match or practice	.. 60 minutes.
7.	Athletics	.. 60 minutes.
8.	Boxing match or practice	.. 30 minutes.
9.	Wrestling match or practice	.. 45 minutes.
10.	Gatka match or practice	.. 60 minutes.
11.	Basket-ball match or practice	.. 40 minutes.
12.	Volley-ball match or practice	.. 60 minutes.
13.	Kabaddi match or practice	.. 60 minutes.
14.	Swimming and Diving	.. 60 minutes.
15.	Rowing and Sculling	.. 60 minutes.
16.	Gymnastics	.. 60 minutes.
17.	Callisthenics (formal and informal)	.. 60 minutes.
18.	Corrective and medical exercises	.. 60 minutes.
19.	Horse riding and cycling	.. 60 minutes.
20.	N.C.C. activities	.. Drill period.
21.	A.C.C. activities	.. Drill period.
22.	Badminton (for girls)	.. 60 minutes.

3. No student shall be given credit for attending more than three periods per week in either class.

4. The credit for attendance shall be given only when the activities are properly organised by the College. Properly qualified and adequately trained Physical Instructors are essential for this purpose.

5. In the case of students who are members of college teams in the various games and sporting activities that comprise the Panjab University Sports Tournament or undertake social reconstruction work involving Physical labour to the satisfaction of the Principal of the College concerned credit for 50 per cent of the requirement in each class may be given for participation in those games and sports or social-reconstruction work and 50 per cent shall be obtained from attending Physical Training Classes.

- 6.** (a) Students who live far away from their colleges and walk at least six miles or cycle at least 10 miles daily to and from college, may be given credit for these activities up to 50 per cent of the requirements in each class.

In the case of women students, this credit may be given for walking at least four miles or cycling at least six miles daily.

Living far away from college will not be accepted as a reason for exemption. Arrangements should be made for Physical Training during college hours.

- (b) In the case of normally healthy and active students living far away as in (a) above and provided that it is not found possible to arrange their Physical Training during college hours, their Principals may recommend further exemptions to the Vice-Chancellor.

7. The Health Education syllabus, prepared by the University Director Sports and notified to college, has been approved. A minimum of 20 lectures is necessary to cover this course according to the text-books prescribed by the Director Sports and all Part I students who are required to attend this course should be examined in it by their colleges in the Final House Examination along with their other subjects.

8. The Physical Efficiency Test prepared and notified by the University Director Sports is now the official Panjab University Standard Physical Efficiency Test. All colleges are required to carry out this test very carefully, according to the instructions of the University Director Sports and send the Annual Result to the University in tabulated form along with their Annual Reports on Health and Physical Training in June.

9. Students who are organically or medically unfit for Physical Training and desire total exemption must submit their application to the Vice-Chancellor duly supported by certificate from their college Doctor along with the recommendations of their Principal ordinarily before the 31st October in the Part I Class.

10. All Medical Certificates should be given by the College Doctor. When this cannot be done, Principals should investigate cases carefully and then recommend applications for total exemption.

11. In cases of illness and temporary incapacity, only part exemptions shall be granted, on a periodic basis of one or two months or one term at a time. At the end of the exempted period, students should be carefully re-examined, and if the illness or its consequent weakness still continues a further medical certificate should be submitted and another periodic exemption shall be granted, if necessary.

12. All Medical Certificates submitted to the University must be on proper printed or typed forms, or on official college note-paper. Ordinary blank paper or chits will not be accepted.

13. For purposes of Physical Training attendance, the middle of July each year shall be the official date on which the existing Part I Class becomes the new Part II Class.

CHAPTER XXVII

SUBMISSION OF DISSERTATION/THESIS

A candidate for M.A./M.Sc. as also for a Diploma Course and other such examination/s where he/she is required to submit dissertation/thesis as a part of the examination, shall not be allowed to have access to his/her dissertation/thesis for making any changes, after he/she has submitted the same.

CHAPTER XXVIII

(a) MASTER OF ARTS/SCIENCE EXAMINATION (SEMESTER SYSTEM)

(To come into force with effect from the Admissions of 1976)

1.1. The term 'Board of Control' used in the Regulations ordinarily denotes the Board of Control for the University Teaching Departments. But in the case of college/ Departments allowed to join the semester system, it shall mean the Board appointed by the Syndicate for this purpose.

1.2. Each Board of Control will notify :

- (i) total credits allocated to courses which are compulsory for every student to pass the examination;
- (ii) The title of allied subjects in which credits can be taken; and, if necessary;
- (iii) titles of courses of allied subjects which will be allowed to the candidates of the major subjects.

This announcement will form a part of the prospectus and the syllabi.

1.3. The Board of Control should, as far as possible, indicate in the Prospectus what particular courses would be of specific interest to students of an allied subject.

2.1. The distribution of internal assessment i.e. 25 per cent marks for mid-semester tests/term papers will be decided by the Board of Control and announced to the students before the commencement of the course.

2.2. The internal assessment will be made by the teacher concerned subject to moderation by the Board of Control.

Explanatory Note.--The marks script be made available to the students for their information. After the review by Board of Control, the Head of the Department concerned will send the Internal Assessment of the students to the University Office under a confidential cover within the period provided for in the Regulation 14.2.

3.1. The question paper will be set by external examiner alone. However, teacher teaching that course shall supply a detailed list of topics he has covered or plans to cover in his teaching during the course of the semester indicating the total content and approach of his instruction, and a comprehensive set of questions spread over the whole course containing at least five times the number of questions a candidate is expected to attempt. The external examiner will, of course, have the discretion to frame questions in his own way.

3.2. For purposes of evaluation, each question paper will be divided into two parts. The candidate will attempt each part in a separate answer book : one will be sent to the external examiner and the other to the internal examiner. The marking in both the parts will be added together by the University office.

The task of evaluating answer books in each paper will be performed by panels prepared by the Post-graduate Board of Studies in History from teachers working in the department, affiliated institutions with Panjab University and Paper Setters. However while preparing the panels the Board of Studies may give preference to the teacher, teaching the concerned paper.

- 4.** Each semester will ordinarily be of seventeen weeks duration.
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(b) DEGREE OF MASTER OF PHILOSOPHY

(w.e.f. the admission of 1989)

1. No person shall be allowed to do the M.Phil. programme of study as a private candidate.

2. Inter-University migration shall not be allowed for completing the M.Phil. programme of study.

3.1. The examination for each semester/academic year shall be open to a candidate, who fulfils the following requirements :-

- (i) has been on the rolls of the Department for the semester/academic year preceding the examination.
- (ii) has attended atleast 75% of the lectures, seminars, tutorials, etc. in each course during the semester.

The Board of Control shall be empowered to condone shortage in the attendance of lectures, seminars, tutorials etc., to the extent of 10% in each course (theory and/or practicals).

3.2. The medium of examination in M.Phil. in all subjects other than languages shall be English.

3.3. One credit shall mean one contact hour per week per semester. In case of laboratory work, two laboratory hours shall be counted as equivalent to one contact hour per week per semester.

4. The assessment of performance of a student in each course shall be in terms of numerical marks. The assessment in each course shall be based on :

- | | | | |
|------|--|----|-----|
| (i) | Examination at the end of the semester | .. | 80% |
| (ii) | Home Assignments, Term Papers, etc. | .. | 20% |

5. The conduct of examination shall be arranged by the Board of Control of the Department. This shall include preparation of the date-sheet, holding of Examination, evaluating the answer books and preparation of the result. The Chairman/Head of the Department shall, on behalf of the Board of Control, intimate to the Examination Branch the date and programme of examination and shall compile the examination result. When the result is finalised, it shall be communicated to the Controller of Examinations for declaration.

6. The first five candidates, in order of merit, who have obtained first division in the M.Phil. course, from each Department, shall be awarded degree at the Convocation.

7.1. A candidate who is declared to re-appear in a course/s in the Semester examination and rejoins the course/s afresh, shall be required to re-appear in all the components of the course.

7.2. A candidate who does not re-join the course/s will re-appear in the semester examination, but his previous marks for the Home Assignments, Term Papers, etc., shall be carried forward.

8.1. Candidates appearing for the course/s shall be evaluated by the External and Internal Paper Setters and Examiners.

8.2. The External and Internal Paper Setter & Examiner for each course shall be appointed by the Vice-Chancellor on the recommendation of the Board of Control.

8.3. The Chairperson/Head of the Department shall get the question paper/s set, in the first instance, by the Internal Paper Setter and Examiner and send the same alongwith a copy of the syllabus of the said paper by post to the External Paper Setter and Examiner for moderation, who after finalisation shall return it to the Chairperson/Head of the Department.

8.4. In the same way, for the purpose of evaluation, the answer books would be marked separately by the Internal Examiner and the External Examiner on two different sheets such that neither of the two examiners would know the marks awarded by the other. The candidate shall be awarded the mean of the marks awarded by the two examiners.

9. The dissertation shall be evaluated by two External Examiners, appointed by the Vice-Chancellor out of a Panel of six names recommended by the Board of Control in concurrence with the supervisor. One of the External Examiners shall be from outside the region and the other from the neighbouring Universities/Institutions (including Delhi).

10.1. The dissertation and the viva voce shall carry marks in the ratio of 80 : 20.

10.2. The evaluation of the dissertation shall be done independently by the two examiners in numerical marks; neither of the examiners knowing the marks awarded by the other. The candidate shall be awarded the mean of the marks awarded by the two examiners. In case the marks awarded by the two examiners are so divergent that there is a difference of more than 40 marks in the award, the Vice-Chancellor shall appoint a third examiner. In such a case, the mean of the closer two awards shall be taken as the final award.

11. Every candidate whose awards of dissertation have been received shall be asked to give a presentation on his dissertation to the research scholars and teachers of the Department concerned and appear in an open viva voce to defend the dissertation before a Board of Examiners consisting of (i) the External Examiner ordinarily from the region, (ii) Chairperson/Head of the Department, and (iii) Supervisor, the quorum of the Board of Examiners being two. In case the Chairperson/Head happens to be the Supervisor of the candidate, the senior-most Professor/senior-most Associate Professor (in case there is no Professor) in the Department shall be a member of the Board of Examiners in his place. The marks given on the basis of viva voce shall be added to the marks given for dissertation. In case the candidate does not get pass marks in the combined evaluation of the dissertation and viva, his result shall be declared as re-submission/re-appear in viva voce as the case may be. Provided that re-submission of dissertation shall not be required if the candidate had obtained 45% marks in the dissertation.

In case the result of the candidate is re-submission of the dissertation, he/she shall revise and re-submit his dissertation within a period of six months from the date his/her result is declared, whereafter the dissertation shall be evaluated as per procedure laid above. In case the result of the candidate is re-appear in viva voce, he will get only one chance to re-appear within a period of six months.

12. A candidate who appears in all the courses and submits the dissertation, shall be given grace marks up to a maximum of 1 per cent of the total aggregate marks (excluding marks for home assignments, term papers, etc.) to make up the deficiency

to pass the examination. Grace marks up to one per cent of the total aggregate marks shall be added to the total marks secured by a candidate for the award of higher class provided that no grace marks have already been awarded for passing the examination. While awarding grace marks, fraction working to $\frac{1}{2}$ or more shall be rounded to a whole.

- 13.** There shall be no re-evaluation of answer books in the M.Phil. course.

Revised Guidelines for the M.Phil. Course

1. The number of seats for the M.Phil. course will be determined by the Boards of Control consistent with the availability of resources in the respective Departments. The Chairman/Head of the Department in each case will seek the approval of the D.U.I. about the number of seats (both for the Teacher Fellowships and the general category), available in the Department.

2.1. Candidates for Teacher Fellowships under the U.G.C., will be selected from among the teachers, whose applications have been sponsored by their employers, on merit, as determined by the Boards of Control in accordance with the criteria laid down under Rule 8 below.

2.2. The remaining seats available for admission in the general category will be thrown open to teachers as well as other candidates. Admission to the general category also will be made on merit in accordance with the criteria laid down under Rule 8 below.

2.3. Those teacher candidates who have not been selected for Teacher Fellowship, will not be automatically considered for admission in the general category. However, they are free to make a fresh application when the applications are invited for admission to the M.Phil. course in the general category. Teachers selected in general category will not be covered by the U.G.C. Teacher Fellowships programme.

3. Application for Teacher Fellowships to pursue M.Phil. programme of study will be invited by 20th April and the selection made by the 31st of May each year. This would leave sufficient time to the teacher awardees for going through various formalities to get themselves relieved and join the course in time.

Applications for admission to the M.Phil. course in the general category will reach the Department concerned by the prescribed date. The candidates whose results of M.A./ M.Sc. examination are not declared will also be eligible to apply for admission. But they will be required to intimate their result to the Department concerned as soon as it was declared.

4. The schedule of the two semesters for the M.Phil. course will ordinarily be as follows :

1st semester	..	1st August to 15th December, 16th December to 31st December examination and preparation of results etc.
2nd semester	..	10th January to 10th May.

5. A candidate who is awarded any scholarship/fellowship for Ph.D. shall not be allowed to do M.Phil. on that scholarship/fellowship and vice versa. The scholarship/fellowship would be utilised only for the course for which it was awarded. In the case of M.Phil., the scholarship/fellowship shall be for one academic year or from the date of joining till 31st May of the academic session, subject to the condition that the Chairperson of the Department concerned certifies regular attendance of the candidate and the fact that there is no case of re-appearing in the 1st semester examination.

6. There would be no distinction between students possessing Pass Course degrees and Honours School degrees for purposes of admission to the M.Phil. course except admission to M.Phil. in the Department of English and Cultural Studies .

7. According to Regulation 29.1 at page 168 of P.U. Calendar, Volume I, 2007, the reservation of seats for the various categories of applicants will be as follows :-

- (i) 15% for members of Scheduled Castes;
- (ii) 7½% for members of Scheduled Tribes; and
- (iii) 5% for members of Backward Classes as defined by the Government from time to time.

Provided that the reservation in (i) and (ii) can be interchangeable i.e., if a sufficient number of applicants is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes, and vice versa.

8. The applications of the candidates who have already passed M.A./M.Sc./M.Sc. (Honours School) may be processed according to the following criteria :--

- (a) **Academic Record : 60%**
 - (i) Intermediate or equivalent examination 10%
recognised by the Syndicate.
 - (ii) Bachelor's degree 20%
 - (iii) Master's degree in the concerned subject 30%
- (b) **Admission Test : 40%**
 - (i) Written 35%
 - (ii) Oral 5%
- (c) The Subject of Music being a performing part, the distribution of marks under the Admission test should be as under :-
 - (i) Written Test 20%
 - (ii) Practical Test (Oral) 20%

In order to be eligible, a candidate must obtain atleast 50% marks in the aggregate (Written and Oral) of Admission Test.

The admission to M.Phil. course in English of the Department of English and Cultural Studies may be processed according to the following criteria :

- (a) **Academic Record : 60%**
 - (i) Intermediate or equivalent examination 5%
recognised by the Syndicate
 - (ii) Bachelor's degree 15%
 - (iii) Honours Degree in the concerned subject 10%
 - (iv) Master's degree in the concerned subject 30%
- (b) **Admission Test 40%**
 - (i) Written 24%
 - (ii) Interview 16%

In order to be eligible, a candidate must obtain qualifying marks of 12 out of 24 (i.e. 50%) in the written exam which is mandatory. Candidates will be called for interview only if they secure 50% in the written exam. In the oral examination, it is again mandatory for candidates to secure 8 out of 16 (i.e. 50%) independently of the

written exam, to secure an overall 50% in both the written exam and the interview.

It is only after candidates secure 50% in both written and oral examination that the overall merit list will be prepared by consulting their academic records.

9. The candidates who have already appeared in M.Sc. (Honours School) Examination held in May/June and their results have not yet been declared, may be considered for provisional admission provided that --

- (i) they have cleared B.Sc. (Honours School) completely; and
- (ii) they have cleared M.Sc. (Honours School) 1st semester examination completely.

10. The candidates who have appeared in M.A./M.Sc. (2-year course) held in May/June, and their results have not yet been declared, may be considered for provisional admission provided that they have cleared all the course of the first three semesters in the case of semester courses and M.A. Part I in the case of annual courses.

11. The criterion for admission to M.Phil. course of the two categories at Sr. Nos. 9 and 10 would be the following :--

- (a) **Academic Record : 60%**
 - (i) Intermediate or equivalent examination recognised by the Syndicate 10%
 - (ii) Bachelor's degree 20%
 - (iii) Master's degree in the concerned subject 30%*
- (b) **Admission Test 40%**
 - (i) Written 30%
 - (ii) Oral 10%

In order to be eligible, a candidate must obtain at least 50% marks in the aggregate (Written and Oral) of Admission Test.

12. If the candidates at Sr. Nos. 9 and 10 are unable to qualify in their respective examinations, after declaration of their results, their admission to M.Phil. will be cancelled.

13. A candidate, whose dissertation/thesis, if any, prescribed for the Master's degree, has been submitted, but has not been evaluated till the date of interview, shall not be considered eligible for admission to the M.Phil. class.

14. Candidates who have obtained their qualifying Master's degree from the Panjab University will be given a weightage of 10% of the marks obtained by them in their M.A./M.Sc./M.Sc. (Honours School) degree in the relevant subject. Such weightage will also be given to candidates at Sr. Nos. 3 and 4 above but shall not be given for determining the eligibility either under Regulation 1 at page 184 of P.U. Calendar, Vol. II, 2007.

15. The modalities of conducting the Admission Test (Written and Oral) will be decided in detail by the respective Board of Control or Advisory Committee where there is not Board of Control.

*The weightage of 30% shall be given on the basis of his score in M.A./M.Sc. first three semesters of M.Sc. (Honours School) first semester or M.A. Part I examination as the case may be.

(c) DEGREE OF DOCTOR OF PHILOSOPHY

1.1. Every Ph.D. candidate shall pay the enrolment fee as decided by the Syndicate/Senate from time to time.

1.2. Every candidate enrolled for Ph.D. shall be required to pay the requisite fee as decided by the Syndicate/Senate from time to time.

1.3. The fee as decided by the Syndicate/Senate from time to time, shall be charged for seeking six months' second extension beyond one and a half year (normal period of one year plus six months' extension) in the submission of synopsis.

1.4. The fee as decided by the Syndicate/Senate from time to time shall be charged for condonation of delay in the submission of Ph.D. thesis after expiry of the period of five years from the date of enrolment.

2. A candidate who is enrolled for Ph.D. degree in Panjab University shall be allowed to join any other course in Panjab University after submission of his/her thesis.

- 3.** (i) Thesis on a subject under the Languages Faculty may be written in English or Hindi or in the Language in which the thesis relates.
(ii) Thesis on the subject of Music and Indian Theatre may be written in Hindi/Panjabi/English.

4. For purposes of Regulation 3.4, the candidate shall be required to submit 15 copies of a tentative design for his research project along with his/her registration form.

5. For purposes of Regulation 4.1, the Head of the Department shall co-opt on the Committee an expert in the proposed area of the student's work if the Committee does not have one already.

6. It is understood that Regulation 5(iv) will apply if there are at least two Associate Professors in the Department.

7. The candidate will submit a certificate with his thesis that it does not contain without explicit acknowledgement any part which appears in form or substance in any work published or un-published of some other person.

- 8.1.** (i) The choice of Supervisors for guiding research shall, except as provided in Rule 8.5., be restricted to teachers working at the Panjab University Teaching Departments, including Panjab University Regional Centres, Colleges affiliated to Panjab University and in case of persons working at the approved Research Centres, the Supervisor might be from the approved Research Centres or University Teaching Departments concerned or there may be Joint Supervisors one from the University Teaching Departments and the other from the approved Research Centre concerned. However, such teachers shall be eligible to become Supervisors/Joint Supervisors for guiding Ph.D. research provided they fulfill the following conditions :
- (a) hold the degree of Ph.D. with published research work, such as books, articles or research papers in referred research journals; and
(b) evidence of having been engaged in research after Ph.D.

- (ii) A teacher fulfilling the above conditions and interested in supervising research of candidates seeking enrolment for Ph.D., shall communicate his/her interest to the Chairperson of the concerned Teaching Department in the University (through Head of the Institutions other than the University Teaching Department)/ Principal, Home Science College, Chandigarh, alongwith the relevent documents as evidence of fulfilling the above conditions.
- (iii) Such a request of the teacher shall be placed before the joint meeting of the Administrative and Academic Committees of the concerned Department for consideration and recommendation to the Registrar's office. However, in case of Home Science College, Chandigarh such a request shall be considered by the appropriate Committee constituted by the Principal and its recommendations sent directly by the Principal to the Registrar's office.
- (iv) In case a Supervisor is from an affiliated College, the University shall satisfy itself that the requisite infrastructure and academic facilities for supervision of research are available in the College. The availability of requisite infrastructure and academic facilities for supervision of research in a College shall be assessed by the Committee constituted by the Vice-Chancellor.
- (v) Those teachers of the University/Colleges who have already been approved as Supervisors to guide Ph.D. research and have guided/ have been guiding the Ph.D. students be allowed to continue to guide their students except those who are pursuing Ph.D. research themselves.
- (vi) No teacher who is himself/herself enrolled or registered for Ph.D. can simultaneously guide research for Ph.D. In case of such a teacher already supervising research for Ph.D., the candidates working under his/her supervision may change their supervisors. However, the candidates will have the option to retain the same topic of their research.
- (vii) In case any revision/modification in the title of Ph.D. thesis is suggested by the Research Degree Committee, the issue must be resolved by the Chairperson of the Department concerned and the Supervisor within one month of the decision of R.D.C., failing which a reminder be issued by the Office for doing the needful. In such cases, the Dean of the Faculty is authorised to take decision, on behalf of R.D.C., on the recommendations of the Chairperson and the Supervisor.
- (viii) The joint meeting of the Administrative Committee and Academic Committee of the Department will consider the matter relating to the topic and plan of research of the Ph.D. candidate and assignment of Supervisor/Joint Supervisor(s) for the purpose of registration.

However, before consideration of the matter by the Research Degree Committee as above, the Teaching Department concerned will have the option for presentation of the synopsis by the candidate before the joint meeting of the Administrative and Academic Committees in the presense of local members of the Research Degree Committee, other faculty members, students and proposed Supervisor(s). Three Professors from the allied disciplines may also be associated as Special Invitees to this meeting for inter-disciplinary enrichment of the synopsis.

- (ix) In Science subjects where the title of Ph.D. thesis is changed/modified at the time of submission of the thesis, the Chairperson of the Department, Supervisor and the Dean of the Faculty (on behalf of the Research Degree Committee) shall make recommendation in such cases and the Dean of University Instruction is authorized to take decision in the matter, on behalf of the Joint Research Board.

- *8.2.** (a) A teacher shall not have more than six research students and a Chairman/Chairperson of Single Member Chairs at the University shall not have more than eight research students working under him for Ph.D. degree at a time.

Over & above, the limit of six candidate as mentioned above one Foreign student be allowed to accepted by a faculty member for Ph.D. enrolment.

- (b) In case a Supervisor is working as a Joint Supervisor/Co-Supervisor of a Research Scholar, for the purposes of the limit under (a) above, the number in each such case shall count as half ($\frac{1}{2}$).
- (c) So long as a teacher did not reach the limit laid down in the said Rule and was willing to accept a particular research student, the student should not be denied the choice of working under him (the teacher) for his Ph.D. degree.

Provided that in the case of experimental Sciences, the relevant departmental Committee will have to be satisfied that the supervision can be carried out within the space, equipment and contingency grant available to the supervisor concerned (The words experimental Sciences may interpreted in the broadest possible sense).

- 8.3.** (i) In the matter of appointment of supervisors belonging to non-teaching staff, the appropriate criteria would be whether the supervisor had kept himself abreast of research in the related field had been involved in research himself, had access to relevant materials for research and the nature of his duties allowed him the necessary time to guide research.

^{*}(i) Keeping in view the fact that in some cases, after registration some Ph.D. scholars remain dormant for the purpose of counting the limit under (a) above, the number of research scholars who do not submit their theses within the prescribed period of five years, should be ignored. (The Chairperson of the Department concerned should keep record of the number of scholars/ students working under a Supervisor, in his Department and before recommending the name of a Supervisor/Co-Supervisor, will ensure that the number of Research Scholars working under him was within the limit laid down).

(ii) The above provisions would apply to the Supervisors/Co-Supervisors from the academic staff of the University.

- (ii) A Supervisor from the non-teaching staff may be appointed subject to the following conditions :
 - (a) that he/she will be allowed to guide only up to three research students at time,
 - (b) that such a Supervisor will be appointed as Co-Supervisor, the other Co-Supervisor being a teacher from the University Teaching Departments/Institute/Centre, recognized for the purpose of guiding Ph.D. research.
 - (c) holds the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and
 - (d) evidence of having been engaged in research after Ph.D.

- 8.4.** (i) If, before the thesis of a candidate is completed the supervisor retires or otherwise leaves the University/Institute, he may continue to guide the candidate. If, however, the supervisor or the candidate himself asks for a change for reasons of efficiency, another supervisor may be appointed.
- (ii) A superannuated teacher below the age of 65 years shall be allowed to supervise up to four candidates for Ph.D.
- (iii) In exceptional cases, new candidates may be enrolled for Ph.D. under the supervision of a retired teacher who has reached 65 years of age.

8.5. If the Joint Research Board considers it desirable, scholars of eminence may be assigned with their previous consent to guide the work of research students as supervisors or joint supervisors even though they are not teachers of the University.

9. Research Degree Committee of a subject shall meet at least once every three months, unless there is business to be transacted.

9.1. Joint Research Board shall meet once every four months unless there is no business to be transacted.

10. A candidate for Ph.D. degree shall not be allowed to have access to his/her thesis for making any changes, after he/she has submitted the same.

11. The oral test/viva voce shall be held by the Board of Examiners. Such a Board shall consist of 3 examiners, i.e. External Examiner, Head of the University Department concerned and the Supervisor and if the Head of the Department was Supervisor himself, an Expert shall be appointed by the Vice-Chancellor. The External Examiner shall be appointed by the Vice-Chancellor, as under :-

- (a) If both the examiners who assessed the thesis of the candidate are from abroad, an external examiner from India shall be appointed;

- (b) If both the examiners are from India, one of them shall be appointed as the external examiner.
- (c) If one of the examiners is from India, he/she shall be appointed as the external examiner;
- (d) If the external examiner so appointed is unable to conduct the oral test/viva voce or is otherwise not available, an external examiner in his place shall be appointed.

12. Before permission to publish a thesis is accorded, reports of the Head of Department and the Supervisor will be obtained to ensure whether or not the revision suggested by the examiners, if any, has been carried out and for that purpose the reports of the examiners shall be made available to the Head of the Department and the Supervisor.

13. When out of the two examiners originally appointed for evaluation of Ph.D. thesis :

- (a) one recommends its acceptance, the other its rejection, and the third examiner appointed under the regulations recommends its revision, the revised thesis shall be sent for evaluation to the third examiner.
- (b) one recommends acceptance, the other its revision, the revised thesis shall be sent for evaluation to the examiner who recommended revision.

14. The authority to grant extension, as Regulation 13.1, for the Ph.D. degree may be *delegated to the Dean of University Instruction by the Joint Research Board.

15. After the thesis has been accepted and the decision to award degree has been taken by the Syndicate, the Head and the Supervisor, whenever necessary, may make a summary of the technical part of the examiner's report and communicate it to the candidate if it helps in improving the thesis before publication (in full or parts) or gives guidance to the candidate for further work :

Serial No. Ph.D./

16. Every candidate registered for doctoral degree in Social Sciences, shall supply three copies of the abstracts of his/her thesis after the award of the degree to him/her.

17. Every candidate for doctoral degree in Social Sciences shall be required to submit –

- (i) a brief synopsis along with his/her thesis; and
- (ii) a proforma as per Appendix.

*The Joint Research Board vide para 1 of its minutes dated 27.2.69 has delegated this authority to the Dean of University Instruction.

Guidelines for Appointment of Examiners to Assess the Ph.D. Thesis

1. In view of the present status and stage of development of various subjects of study at research level in Universities in India and having regard to the facilities available for research in these subjects, the practice or convention followed by many Universities of appointing one more expert from abroad to evaluate Ph.D. thesis should be discouraged. However, in certain areas or specialities where sufficient number of experts may not be available in the country for such assessment, experts from abroad to evaluate such thesis may be appointed. While selecting such experts from abroad, it should be necessary to take note of the standing, experience and contribution of such experts.

It should be impressed upon such experts that the standard of Ph.D. thesis to be evaluated should be with reference to the highest standards maintained by them for examining theses in the leading Universities and where research work for at least two years is expected for submission of thesis.

2. Appointment of same set of examiners in the Universities for Ph.D. theses on related topics should be avoided.
3. For each inter-disciplinary topic registered for research, there may be a group of two or three supervisors from the related areas to guide and supervise the work of a candidate.
4. Depending upon the topics, a thesis should be examined by at least two external examiners. On receipt of the unanimous report from examiners recommending the acceptance of the thesis for Ph.D. degree there should be a viva voce examination of the candidate by a board consisting of supervisor(s) and atleast one of the external examiners. However, after the completion of the formal examination including viva voce and before the declaration of the result by the University the candidate be asked to make a formal presentation of the thesis in the form of a lecture in the presence of the department faculty and research students interested in the subject.
5. Where the examiners have suggested some modifications/improvement of a thesis on certain suggested lines or pointed out certain lacunae in a thesis, the candidate should be asked to reply or to modify the thesis on the suggested lines. The viva voce examination should be held only when the thesis has been finally recommended for acceptance for the award of the degree.

RULES FOR DEGREE OF DOCTOR OF PHILOSOPHY
FOR SCIENCE SUBJECTS

(Effective from the Senate Meeting dated 28.8.2008)

1.1. A candidate shall have to qualify the Entrance Test for enrolment towards Ph.D. provided he/she is exempted (list of categories of candidates exempted from appearing in Entrance Test enclosed separately).

1.2. The fee for the Entrance Test be as prescribed by the Syndicate/Senate from time to time.

2.1. Every Ph.D. candidate shall pay the enrolment fee as decided by the Syndicate/Senate from time to time.

2.2. Every candidate enrolled for Ph.D. shall be required to pay the requisite fee as decided by the Syndicate/Senate from time to time.

2.3. The fee as decided by the Syndicate/Senate from time to time, shall be charged for seeking six months' extension beyond one and a half year in the submission of synopsis.

2.4. The fee as decided by the Syndicate/Senate from time to time shall be charged for grant of extension in the submission of Ph.D. thesis after expiry of the period of four years from the date of enrolment.

2.5. The fee as decided by the Syndicate/Senate from time to time shall be charged for condonation of delay in the submission of Ph.D. thesis after expiry of the period of six years from the date of enrolment.

3. A candidate who is enrolled for Ph.D. degree shall not be allowed to join any other Post-graduate course in the Panjab University.

4. For purposes of Regulation 3.4, the candidate shall be required to submit 15 copies of a tentative design for his research project along with his/her registration form.

5. For purposes of Regulation 4.1, the Chairperson of the Department shall co-opt on the Committee an expert in the proposed area of the student's work if the Committee does not have one already.

6. It is understood that Regulation 5(iv) will apply if there are at least two Associate Professors in the Department.

7. The candidate will submit a certificate with his/her thesis that it does not contain without explicit acknowledgement any part which appears in form or substance in any work published or un-published of some other person.

8.1. (i) The choice of Supervisors for guiding research shall, except as provided in Rule 6.5, be restricted to teachers working at the Panjab University Teaching Departments, including Panjab University Regional Centres, Colleges affiliated to Panjab University and in case of persons working at the approved Research Centres, the Supervisor might be from the approved Research Centres or University Teaching Departments

concerned or there may be Joint Supervisors one from the University Teaching Departments and the other from the approved Research Centre concerned. However, such teachers shall be eligible to become Supervisors/Joint Supervisors for guiding Ph.D. research provided they fulfill the following conditions :

- (a) hold the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and
 - (b) evidence of having been engaged in research after Ph.D.
- (ii) A teacher fulfilling the above conditions and interested in supervising research of candidates seeking enrolment for Ph.D., shall communicate his/her interest to the Chairperson of the concerned Teaching Department in the University (through Chairperson of the Institutions other than the University Teaching Department)/Principal, Home Science College, Chandigarh, alongwith the relevant documents as evidence of fulfilling the above conditions.
 - (iii) Such a request of the teacher shall be placed before the joint meeting of the Administrative and Academic Committees of the concerned Department for consideration and recommendation to the Registrar's office. However, in case of Home Science College, Chandigarh such a request shall be considered by the appropriate Committee constituted by the Principal and its recommendations sent directly by the Principal to the Registrar's office.
 - (iv) In case a Supervisor is from an affiliated College, the University shall satisfy itself that the requisite infrastructure and academic facilities for supervision of research are available in the College. The availability of requisite infrastructure and academic facilities for supervision of research in a College shall be assessed by the Committee constituted by the Vice-Chancellor.
 - (v) Those teachers of the University/Colleges who have already been approved as Supervisors to guide Ph.D. research and have guided/have been guiding the Ph.D. students be allowed to continue to guide their students except those who are pursuing Ph.D. research themselves.
 - (vi) No teacher who is himself/herself enrolled or registered for Ph.D. can simultaneously guide research for Ph.D. In case of such a teacher already supervising research for Ph.D., the candidates working under his/her supervision may change their supervisors. However, the candidates will have the option to retain the same topic of their research.
 - (vii) In case any revision/modification in the title of Ph.D. thesis is suggested by the Research Degree Committee, the issue must be resolved by the Chairperson of the Department concerned and the Supervisor within one month of the decision of R.D.C., failing which a reminder be issued by the Office for doing the needful. In such cases,

the Dean of the Faculty is authorised to take decision, on behalf of R.D.C., on the recommendations of the Chairperson and the Supervisor.

- (viii) The joint meeting of the Administrative Committee and Academic Committee of the Department will consider the matter relating to the topic and plan of research of the Ph.D. candidate and assignment of Supervisor/Joint Supervisor(s) for the purpose of registration.

However, before consideration of the matter by the Research Degree Committee as above, the Teaching Department concerned will have the option for presentation of the synopsis by the candidate before the joint meeting of the Administrative and Academic Committees in the presense of local members of the Research Degree Committee, other faculty members, students and proposed Supervisor(s). Three Professors from the allied disciplines may also be associated as Special Invitees to this meeting for inter-disciplinary enrichment of the synopsis.

- (ix) In Science subjects where the title of Ph.D. thesis is changed/modified at the time of submission of the thesis, the Chairperson of the Department, Supervisor and the Dean of the Faculty (on behalf of the Research Degree Committee) shall make recommendation in such cases and the Dean of University Instruction is authorized to take decision in the matter, on behalf of the Science Research Board.

- *8.2.** (a) A teacher shall not have more than six research students and a Chairman/Chairperson of Single Member Chairs at the University shall not have more than eight research students working under him for Ph.D. degree at a time.

Over and above the limit of six candidates as mentioned above one Foreign student be allowed to be accepted by a faculty member for Ph.D. enrolment.

- (b) In case a Supervisor is working as a Joint Supervisor/Co-Supervisor of a Research Scholar, for the purposes of the limit under (a) above, the number in each such case shall count as half ($\frac{1}{2}$).
- (c) So long as a teacher did not reach the limit laid down in the said Rule and was willing to accept a particular research student, the student should not be denied the choice of working under him (the teacher) for his Ph.D. degree.

Provided that in the case of experimental Sciences, the relevant departmental Committee will have to be satisfied that the supervision can be carried out within the space, equipment and contingency grant available to the supervisor concerned (The words

*(i) Keeping in view the fact that in some cases, after registration some Ph.D. scholars remain dormant for the purpose of counting the limit under (a) above, the number of research scholars who do not submit their theses within the prescribed period for six years, should be ignored.

(The Chairman of the Department concerned should keep record of the number of scholars/students working under a Supervisor, in his Department and before recommending the name of a Supervisor/Co-Supervisor, will ensure that the number of research Scholars working under him was within the limit laid down).

(ii) The above provisions would apply to the Supervisors/Co-Supervisors from the academic staff of the University.

experimental Sciences may interpreted in the broadest possible sense).

8.3. If the enrolment form is not countersigned by the Head of the Institute (for outside Supervisor/Co-Supervisors), it should not be entertained.

8.4. The file containing enrolment form should be sent to the Dean, Science Faculty, before the enrolment is finally approved.

8.5. (i) In the matter of appointment of Supervisors belonging to non-teaching staff, the appropriate criteria would be whether the Supervisor had kept himself abreast of research in the related field had been involved in research himself, had access to relevant materials for research and the nature of his duties allowed him the necessary time to guide research.

(ii) A Supervisor from the non-teaching staff may be appointed subject to the following conditions :

(a) that he will be allowed to guide only up to three research students at a time, and

(b) that such a Supervisor will be appointed as Co-Supervisor, the other Co-Supervisor being a teacher from the University Teaching Departments/Institute/Centre, recognised for the purpose of guiding Ph.D. research.

(c) holds the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and

(d) evidence of having been engaged in research after Ph.D.

8.6. (i) If, before the thesis of a candidate is completed the supervisor retires or otherwise leaves the University/Institute, he may continue to guide the candidate. If, however, the supervisor or the candidate himself asks for a change for reasons of efficiency, another supervisor may be appointed.

(ii) A superannuated teacher below the age of 65 years shall be allowed to supervise up to four candidates for Ph.D.

(iii) In exceptional cases, new candidates may be enrolled for Ph.D. under the supervision of a retired teacher who has reached 65 years of age.

8.5. If the Science Research Board considers it desirable, scholars of eminence may be assigned with their previous consent to guide the work of research students as Supervisors or Joint Supervisors even though they are not teachers of the University.

9.1. Research Degree Committee of a subject shall meet at least once every three months, unless there is business to be transacted.

9.2. Joint Research Board shall meet once every four months unless there is business to be transacted.

10. A candidate for Ph.D. degree shall not be allowed to have access to his thesis for making any changes, after he has submitted the same.

11. The oral test/viva voce shall be held by the Board of Examiners. Such a Board shall consist of 3 examiners, i.e. External Examiner, Chairperson of the University Teaching Department concerned and the Supervisor and if the Chairperson of the Department was Supervisor himself, an Expert shall be appointed by the Vice-Chancellor. The External Examiner shall be appointed by the Vice-Chancellor, as under :-

- (a) If both the examiners who assessed the thesis of the candidate are from abroad, an external examiner from India shall be appointed;
- (b) If both the examiners are from India, one of them shall be appointed as the external examiner.
- (c) If one of the examiners is from India, he/she shall be appointed as the external examiner;
- (d) If the external examiner so appointed is unable to conduct the oral test/viva voce or is otherwise not available, an external examiner in his place shall be appointed.

12. Before permission to publish a thesis is accorded, reports of the Chairperson of Department and the Supervisor will be obtained to ensure whether or not the revision suggested by the examiners, if any, has been carried out and for that purpose the reports of the examiners shall be made available to the Chairperson of the Department and the Supervisor.

13. When out of the two examiners originally appointed for evaluation of Ph.D. thesis :

- (a) one recommends its acceptance, the other its rejection, and the third examiner appointed under the regulations recommends its revision, the revised thesis shall be sent for evaluation to the third examiner.
- (b) one recommends acceptance, the other its revision, the revised thesis shall be sent for evaluation to the examiner who recommended revision.

14. The authority to grant extension, as Regulation 13.1, for the Ph.D. degree may be *delegated to the Dean of University Instruction by the Science Research Board.

15. After the thesis has been accepted and the decision to award degree has been taken by the Syndicate, the Chairperson and the Supervisor, whenever necessary, may make a summary of the technical part of the examiner's report and communicate it to the candidate if it helps in improving the thesis before publication (in full or parts) or gives guidance to the candidate for further work :

Serial No. Ph.D./.....

16. Every candidate registered for doctoral degree in Social Sciences, shall supply three copies of the abstracts of his/her thesis after the award of the degree to him/her.

(*) The Science Research Board vide Para 1 of its minutes dated 27.2.1969 has delegated this authority to the Dean of University Instruction.

APPENDIX 'A'

PANJAB UNIVERSITY

...../Ph.D.

(d) **Application form for enrolment as a candidate for the degree of Doctor of Philosophy in the Department of under the Faculty of**

Note : The applicant must carefully read the Regulations/Rules and Instructions before filling up this form. Please fill in all the columns and clearly indicate 'NOT APPLICABLE' wherever not relevant.

1. (i) Name (IN BLOCK LETTERS) : Mr./Ms.
(ii) (a) Father's Name : Shri
(b) Mother's Name : Smt.
2. (i) Permanent House Address
(ii) Local Address :
.....
..... Tel. No. Mobile
Fax No. E-mail Address
3. Particulars about Master's Degree (Please also state whether it is M.A./M.Sc./M.Com./M.Ed./M.Phil., etc.)
(i) Year (ii) University
(iii) Division Percentage of Marks obtained
(iv) Subject (v) Roll No.
4. Registration Number (if any) of Panjab University, Chandigarh
5. Department of the University/approved Centre where research work will be carried out
(in case of approved Centre, permission of Head of the Centre be enclosed)
.....
6. Fees of Rs. remitted vide SBI Receipt No. D.D. No.
dated Post Office/Bank
7. Where receiving any scholarship/fellowship ?
If yes, its nature, amount, tenure and source
8. Whether employed ?
If yes, name and address of the Institution/organisation
(NOC from the employer be enclosed)
..... Tel. No.
Post held since Permanent/temporary/*ad hoc*

DECLARATION

I declare that I shall abide by the regulations, rules and instructions for the degree of Doctor of Philosophy of Panjab University which I have read.

Date

.....
(Signatures of Applicant)

CONSENT OF THE PROPOSED SUPERVISOR(S)

1.

2.

Date

Signatures of the proposed Supervisor(s)
with complete address, Phone Number etc.

NOTE : Every Supervisor should provide a list of candidates already Enrolled/
Registered under him/her singly or jointly.

**RECOMMENDATIONS OF THE CHAIRPERSON OF THE
DEPARTMENT OF THE PANJAB UNIVERSITY**

I forward the application of
for enrolment for the degree of Doctor of Philosophy in the Faculty of.....
.....with effect from.....
.....provided he/she is found eligible. I further certify that the consent of
Prof./Dr./Shri/Ms.....and
Prof./Dr./Shri/Ms.....has been obtained to act as
Supervisor(s) of the candidate. The proposed Supervisor(s) fulfils/fulfil the conditions
for appointment as Supervisor(s) and the Research Degree Committee exists in the
subject.

Date.....
Signature of the Head/Chairperson of the
Department of
(Stamp)

INSTRUCTIONS

1. Fee for enrolment as a Ph.D. candidate is Rs. 1500/.
 - (i) Current charges/fee may be confirmed from University Website (puchd.ac.in) R & S Branch.
 - (ii) Fee once remitted/deposited is not refundable.
2. The candidate must submit the following documents with the application :
 - (i) Masters/M.Phil. Degree in original along with a photocopy.
 - (ii) Migration Certificate in case the candidate is migrated from another University.
 - (iii) Permission of Head of the approved Centre where research is to be carried out.
 - (iv) N.O.C. from the employer in case the candidate is employed.

IMPORTANT NOTES

1. Foreign students must hold a valid Research Visa for doing Ph.D. as per circular No. F. 22-7/97-114, dated 9-5-1997 from the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi.
2. The date of enrolment of the candidate shall be the one on which the Head/Chairperson of the Department forwards the application with certificates, documents and other essential papers related to his/her enrolment for Ph.D.

FOR OFFICE USE

Remarks regarding eligibility

1. Date of receipt of application.....
2. Verification of Masters Degree.....
3. (a) Year.....
- (b) University.....
- (c) Division.....Percentage of
Marks obtained.....
- (d) Subject.....
- (e) Roll No.
- (f) Registration No.....

Remarks regarding fees

- Fees Required.....
- Enrolment fee : Rs.
- Registration fee : Rs.....
- Migration fee : Rs.....
- Total fee : Rs.....

Asstt. Dealing Official

VERIFICATION

The applicant is eligible and may be enrolled

*The sum of Rs.
has been received vide SBI receipt
No.
dated.....*

A.R. (R&S)/O.S. (R & S)

Asstt. Dealing Official

*Signature of Accounts
Clerk*

For further action please
O.S.M.

Date.....

REMARKS OF THE HEAD OF THE DEPARTMENT
OF THE PANJAB UNIVERSITY

I forward the application of.....for enrolment
for the Degree of Doctor of Philosophy in the Faculty of.....
with effect from*.....provided he/she is found eligible.

Dated.....

.....
Signature of the Head of
the Department of.....

*Note 1. The date of enrolment of the candidate shall be the one on which he/she completes all office formalities including submission of all certificates, documents and other essential papers related to his/her enrolment for Ph.D. Course.

Note 2. The candidate shall be allowed to be enrolled in a particular subject only if a Research Degree Committee (R.D.C.) and an appropriate department/ approved centre exists for persuing the research work leading to Ph.D. Degree.

FOR OFFICE USE

<p>Remarks regarding eligibility.....</p> <p>1. Date of receipt of application.....</p> <p>2. Verification of Master's Degree</p> <p style="margin-left: 20px;">(a) Year.....</p> <p style="margin-left: 20px;">(b) University.....</p> <p style="margin-left: 20px;">(c) Division.....Percentage of marks obtained.....</p> <p style="margin-left: 20px;">(d) Subject.....</p> <p style="margin-left: 20px;">(e) Roll No.....</p> <p style="margin-left: 20px;">(f) Registered No.....</p> <p>The applicant is eligible and may be enrolled.</p> <p>A.R. (R.F.O. & S.) O.S.R. & S. Asstt./ D.O. For further action please. O.S.M.</p>	<p>Remarks regarding fees :</p> <p>.....</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: right;">Fees required</td> </tr> <tr> <td>Enrolment fee</td> <td style="text-align: right;">: Rs.....</td> </tr> <tr> <td>Registered No. fee</td> <td style="text-align: right;">: Rs.....</td> </tr> <tr> <td>Migration fee</td> <td style="text-align: right;">: Rs.....</td> </tr> <tr> <td>Total fee</td> <td style="text-align: right;">: Rs.....</td> </tr> </table> <p>Asstt. Dealing Official</p> <p style="text-align: center;">VERIFICATION</p> <p>The fee of Rs.....has been received, vide this office Receipt No.....</p> <p>Signature of Accounts Clerk Dated.....</p>		Fees required	Enrolment fee	: Rs.....	Registered No. fee	: Rs.....	Migration fee	: Rs.....	Total fee	: Rs.....
	Fees required										
Enrolment fee	: Rs.....										
Registered No. fee	: Rs.....										
Migration fee	: Rs.....										
Total fee	: Rs.....										

INSTRUCTIONS

1. Fees for enrolment as a Ph.D. candidate are as under :
- | | | |
|--|---|--|
| <p>(i) For those who are already registered with this University</p> <p>(ii) For those who were registered with the Panjab University, Lahore, but are not registered with this University</p> | } | <p>As decided by the Syndicate/Senate from time to time.</p> |
|--|---|--|

- (iii) For those who have passed Master's Degree examination from other University but are already registered with this University
 - (iv) For those who have passed Master's Degree examination from other Universities but are not registered with this University
- } As decided by the Syndicate/ Senate from time to time.
- 2. Fee once remitted/deposited is not refundable.
 - 3. The candidate should submit the following documents with the application :
 - (i) M.A./M.Sc./M.Phil. degree in original.
 - (ii) Migration Certificate in case the candidate is migrating from some other University.
-

APPENDIX 'B'

PANJAB UNIVERSITY (CHANDIGARH)

Application form for Registration under Regulation 3.4 for the Degree of Doctor of Philosophy in the Faculty of

- (i) Name (IN BLOCK LETTERS).....
- (ii) Son/Daughter of Shri.....
- (iii) Registered No. of the Panjab University.....
- (iv) Permanent Home Address.....
.....
- (v) Present Address.....
.....
- (vi) Nature and status of employment of the candidate.....
.....
- (vii) Department of the University/approved centre, where research work will be carried out.....
.....
- (viii) Date of enrolment.....
- (ix) Letter No. and date under which the candidate has been enrolled for Ph.D. by this University.....
- (x) *Tentative title of thesis or broad area of work.....
.....

I am sending herewith 15 copies of a tentative design of my research project through the Head of the Department.**

Dated.....

.....
(Signature of Applicant)

*If the title of thesis is not given, the candidate will have to get it approved under Regulation 3.4 before the submission of his/her thesis.

**If the design is not submitted, the candidate will have to get it approved before the submission of his/her thesis.

**Recommendation of the Head of the Department of Panjab University
in accordance with Regulations 4.1 and 4.2**

I recommend that the candidate.....
(name)

be registered for the degree of Doctor of Philosophy in the Faculty of.....
.....

I recommend that (a).....be appointed as his/her Supervisor*
whose consent has been obtained.

(b) the proposed title/broad area of work, be approved.

Dated.....

.....
Signature of the Head of the
Department of
.....

*Please give his/her full address.

APPENDIX 'C'

INDIAN COUNCIL OF SOCIAL SCIENCES RESEARCH NEW DELHI

Broad outline of the points to be covered in the preparation of the synopsis of each of the Ph.D. thesis in the field of Social Science.

1. Name of author
 2. Present designation and address of the author
 3. Name of the Supervisor
 4. Present designation and address of the Supervisor
 5. Title of the work
 6. Year of registration
 7. Year of submission
 8. Number of pages
 9. Chapter scheme
 10. List of tables, appendices, charts, etc.
 11. Whether published or unpublished.
If published, name of publisher, No. of pages, year of publication, price etc.
 12. A brief note on the major hypotheses, methodology, broad findings of the work.
-

(e) NORMS FOR RECOGNITION OF RESEARCH CENTRES FOR PURSUING RESEARCH WORK LEADING TO PH.D.

- 1) Standing Committee in each discipline/subject, comprising members of Administrative & Academic Committees and representative(s) from affiliated Colleges, be constituted by the Vice-Chancellor, for the concerned Department/Institute/School within a period of one month. The Standing Committee shall meet at least twice a year.
- 2) Applications on prescribed format be invited from affiliated Colleges, which desire to be recognized as a Research Centre in some disciplines and the same be placed before the Standing Committee of the concerned discipline/subject along with the CVs of the eligible teachers with evidence that they are active in research.
- 3) As already decided, the Teaching Departments of the University/P. U. Regional Centres/recognized Research Centres be allowed to conduct the Course Work for Ph.D., but the examination/evaluation of the Course Work be done in the concerned Teaching Departments of the University.
- 4) If there are two neighbouring affiliated Colleges, which could not meet the requisite conditions for recognized Research Centre/s independently, may submit a viable programme for guiding Ph.D. students jointly with one another. The programme, so received, would be referred to a Committee, to be constituted by the Vice-Chancellor for the purpose.
- 5) An annual Research meeting in each discipline/subject be held in the concerned department of the University, which should be made open to faculty members of the concerned department of the University (including P.U. Regional Centres) and recognized Research Centres. Such Annual Research Meeting would be convened by Chairperson of the concerned department, where half hour talk should be given by both; University faculty members and recognized Research Centres faculty, regarding the research undertaken by the Research Centre/Department.
- 6) The following norms be laid down for recognition of a College as Research Centre for pursuing research work leading to Ph.D. degree of Panjab University, Chandigarh:
 - (i) For recognizing a Research Centre, the College must ensure that it must have regular faculty to run the existing Undergraduate and Postgraduate classes in the relevant subject/discipline as per norms of the Panjab University. The College must have at least three regular faculty members who must hold the degree of Ph.D. in the relevant

discipline with published research work, such as books, articles or research papers in referred Research Journals. Out of the above three Ph.D. teachers, at least one should be at the level of Associate Professor (stage-4).

- (ii) Fee for recognition of Research Centre is Rs.5,000/- per subject.
- (iii) The Committee to be constituted to inspect the College for recognition as Research Centre must include Dean of the Faculty of the subject concerned, Principal of an affiliated College, two Experts in the concerned subject (at least one of them should be from the University and one from the affiliated Colleges) and a nominee of the Vice-Chancellor.
- (iv) The College must have been running Postgraduate classes in the *concerned* subject for the past 4 (four) years.
- (v) Library of the College must be subscribing at least 5 Research Journals (as approved by the R.D.C.) in the concerned subject.
- (vi) The College should purchase books worth Rs.30,000/- and latest Journals worth Rs. 20,000/- every year in the relevant subject concerned, The list of purchased books and Journals be submitted to the University.
- (vii) Infrastructure in the form of Computer Laboratory and Research Laboratory in the concerned subject.
- (viii) The Head of the Department of the subject in the College, in which Research Centre is to be established in an affiliated College, be designated as Co-ordinator of the Research Centre, provided he/she is holding Ph.D. degree. In case, Head of the Department is not Ph.D., next senior most teacher holding Ph.D. degree in the discipline be designated as Co-ordinator.
- (ix) The Nodal Agency for Pre-Research Degree Committee/Research Degree Committee meetings and other follow up would be the University Parent-Teaching Department. The proposed Supervisor of the candidate be invited for Pre-Research Degree Committee/Research Degree Committee meetings. The enrolment cases of the students will be forwarded through the Principal of the respective approved Research Centre.
- (x) The Pre-Ph.D. Course Work examination would be conducted by the Nodal Department, i.e. relevant Teaching Department of the University having R.D.C in the subject.

- (xi) The recognition granted to a College as Research Centre for pursuing research work leading to Ph.D. degree of Panjab University, Chandigarh, is for five years only and the same be reviewed after every 5 (five) years.
- (xii) The M.Phil. course shall also be started from the session 2014-15 in the Postgraduate affiliated Colleges in the subjects in which they are/shall be recognized as approved Research Centres by the Panjab University. The modalities for implementation of this decision would be the same as are for Ph.D. programme.
- (xiii) The *proforma* for the recognition of Research Centre – **Appendix-I.**

PANJAB UNIVERSITY, CHANDIGARH

**APPLICATION FOR RECOGNITION AS CENTRE FOR PURSUING RESEARCH WORK
LEADING TO PH.D. DEGREE OF PANJAB UNIVERSITY, CHANDIGARH.**

1. (i) Name of the Institution: _____
 (ii) Year of Establishment: _____
 (iii) Institution approved by (U.G.C./
 A.I.U./Central Govt./State Govt./
 Autonomous Body/Public/
 Private undertaking) _____
2. Whether Research Institution/ Yes/No _____
 Centre in other subject/s (if any).
3. Name and address of the Head of the _____
 Institution _____
 Telephone: Telex: Fax: _____
4. Subject (s) _____
 (in which recognition is sought)
 Date from which recognition is sought: _____
5. Faculty Strength Required (for existing _____
 UG and PG courses in the relevant
 discipline as per P.U. Norms).
6. Actual Faculty appointed and _____
 approved by P.U. on Regular basis.
7. Faculty strength (Detailed list of _____
 full time Faculty members with their
 qualifications, teaching experience and _____
 period of service at the present Institution)
8. List of publications of the Faculty members _____
 of the subject(s) in which recognition
 is sought:
9. (i) Whether the College has three Yes/No _____
 regular faculty members holding
 Ph.D. degree in the relevant discipline
 in which recognition is sought.
 (ii) Whether one out of the above three Yes/No _____
 teachers is Associate Professor.
 (iii) Number of teachers who are eligible _____
 to become supervisor/s as per
 University norms.

10. Whether the College is imparting instruction for M.A./M.Sc. etc. courses, in the subject concerned for the past 4 (four) years for which recognition is sought. Yes/No _____
11. Whether the Institution/Centre is already recognized by any other University/body as a centre for pursuing research. Yes/No _____
if yes, date of affiliation be mentioned.
12. Research facilities available (Give detailed list of equipment, apparatus, workshop and other infrastructural facilities)
- (i) Whether the College has Computer Laboratory with Internet facility. Yes/No _____
if yes, give details
- (ii) Whether Reprographic and Computational facilities are available Yes/No _____
if yes, give details
- (iii) Whether the College has Research Laboratory in the subject concerned Yes/No _____
13. Library facilities (in the subject in which recognition is sought):
- (i) Number of the Books available in the Library relating to the subject. _____
- (ii) Whether the College has given an undertaking to purchase new and latest Books worth Rs. 30,000/- relating to the subject. Yes/No _____
- (iii) Whether the College has given an undertaking to purchase/subscribe Journals worth Rs. 20,000/- every year in the subject concerned. Yes/No _____
- (iv) Whether the College has subscribed 5 Journals in the subject including allied subjects (out of this, at least 1 must be from Foreign country in those subjects where good foreign Journals are available). Yes/No _____
If yes, list of Journals be given
Foreign :
Indian :
14. Experts visited the Institution (during the last five years) for delivering lectures on the subject in which recognition is sought. Yes/No _____
If yes, name of expert, topic, date of visit
15. Number of College teachers in the subject concerned acting as Resource Persons for delivering invited lectures in other institutions. _____ (Give details.
name of the teacher, topic, date and place of visit)

16. Supporting Staff :

(i) Administrative :

List be given

(ii) Technical :

17. Fee for recognition:

Bank Draft

(@ Rs. 5,000/- per subject)

No. _____

Dated : _____

Amount: _____

University receipt

No. _____

Dated : _____

Notes : 1. The application for recognition should be sent to :

The Registrar, Panjab University, Chandigarh-160014

at least six months before the date from which recognition is sought.

2. The Inspection fee and T.A./D.A. to the members of the Inspection Committee. If appointed by Panjab University, will be borne by the Institution seeking recognition.

Date : _____

Full Signature of the Head

Place : _____

of the Institution with official stamp.

(f) M.Sc. IN HOME SCIENCE (SEMESTER SYSTEM)
EXAMINATION

- 1.** The Board of Studies will notify :
 - (i) total credits allocated to courses which are compulsory for every student to pass the examination;
 - (ii) the title of allied subjects in which credits can be taken; and if necessary;
 - (iii) titles of courses of allied subjects which will be allowed to the candidates of the major subjects.

This announcement will form a part of the prospectus and the syllabi.

2. The Board of Studies should, as far as possible, indicate in the Prospectus what particular courses would be of specific interest to students of an allied subject.

3. The distribution of internal assessment i.e. 25 per cent marks for mid-semester tests/term paper/assignments, etc. will be decided by the Principal and announced to the students before the commencement of the course.

4. The internal assessment will be made by the teacher concerned subject to moderation by the Principal. The record on which it is based will be made available to the students.

5. There will be external and internal examiners for evaluation of the paper, but the question paper will be set by external examiner only. However, the teacher concerned will send to the examiner through the Principal a detailed description of the course including the model questions at least 5 times the number to be attempted by the students. A copy of these will be kept in the office for record.

6. Each semester will ordinarily be of seventeen weeks duration.

(g) PROCEDURE FOR CONDUCTING THE B.Ed. SKILL IN
TEACHING PRACTICAL EXAMINATION

A. Final Assessment

- (a) There will be a total of 200 marks, 100 marks reserved for each of the two lessons.
- (b) Examiners :
 - (i) There will be one co-ordinating examiner for each college. The Principal of the college will not act as the Co-ordinating examiner in his own college. He will have the authority to moderate in case of disagreement between internal and external or between examiners and co-ordinator up to a limit of 10% of the maximum marks allotted to each subject. The co-ordinating examiner will submit to the University the consolidated awards, of candidates along with the original award lists duly signed by the external and internal examiners alongwith remuneration bill etc.
 - (ii) There will be one internal and one external examiner for each of the two lessons. The external examiner should be different for each of the two lessons.
 - (iii) The duties of the co-ordinating examiner shall be to allot candidates subject-wise to the various external and internal examiners at each centre.
- (c) One external/internal examiner will watch not more than 60 lessons.
- (d) The external examiner will be a subject specialist and shall be appointed from :
 - (i) Trained Asstt. Professors in Colleges of Education with atleast three years' experience of teaching B.Ed. classes.
 - (ii) Heads of High/Higher Secondary practising Schools, M.A.'s in the subject concerned; B.Ed./B.T. or Trained graduate with 10 years' teaching experience.
 - (iii) Teachers in Department of Education, P.U., Chandigarh with at least three years' experience of teaching B.Ed. classes.
- (e) The Principal of the College of Education will forward a list of external examiners, needed in each of the following subjects, calculating one external examiner about 60 lessons or a fraction thereof :
 - (i) Science (ii) Mathematics (iii) History and Geography (iv) English (v) Hindi (vi) Home Science (vii) Music (viii) Fine Arts (ix) Economics (x) Punjabi (xi) Sanskrit (xii) Dance.
- (f) The external examination in each college will last from 4 to 5 days. Necessary provision will be made for smooth evaluation of lessons in all the teaching subjects offered by the candidates. Each External Examiner will observe about 15 to 20 lessons per day. If an external examiner knows two teaching subjects, he can observe lessons in both, but not exceeding 60 lessons in all.

- (g) If an external examiner watches less than 60 lessons at one centre for paucity of number of lessons in his subject, he can be appointed at more than one centre. This eventuality can arise in the case of Music, Home Science, Fine Arts etc.
- (h) The Principal of the College of Education will also forward a tentative time-table of the examination specifying separate subject-lessons to be examined on each day, and the number of external examiners needed.
- (i) The Principal of the College of Education will also forward a list of internal examiners in accordance with requirements.

CHART-I

Subject	Total No. of lessons	Total No. of External Examiners @ one for 60 or less
S ₁		
S ₂		
S ₃		

CHART-II

Day	Subjects	No. of lessons	No. of external examiners needed @ one for 15 lessons
I Day	S ₁ S ₂ S ₃		
II Day	S ₁ S ₂ S ₃		
III Day	S ₁		
IV Day	S ₁		
V Day	S ₁		

- (i) The tentative time-table and chart should be forwarded to the University by the end of November. The University office will then prepare a complete list of different examiners needed in each subject for all the colleges of education, making allowances for the fact that an examiner in subjects with less enrolment can be appointed at more than one centre so that he watches about 60 lessons. The list should be presented to the Board of Studies in Education for appointment of External Examiners who are subject specialists. Another list of examiners qualified to examine various subjects, should also be got prepared by the University office after collecting the required data from the colleges of Education and practising schools. The appointment of examiners may be recommended by the Board. The posting may be done by the University office, on the basis of subject requirements submitted by the Principals.
- (ii) The rate of remuneration of the co-ordinating examiner internal and external examiners may be the same as for 1976 Examinations.

An example is given below for determining the number of examiners and organising external evaluation of subject teaching.

(i)	Number of Student in the College of Education	..	200		
(ii)	Total No. of lessons	..	400		
(iii)	Subject-wise distribution of lessons and number of examiners.				
English	.. 60, One Examr. A	Hindi	.. 40, One Examr. F		
Science	.. 60, One Examr. B	Punjabi	.. 50, One Examr. G		
Maths.	.. 50, One Examr. C	Hm.Sc.	.. 20, One Examr. H		
History	.. 100, Two Examrs. D & E	Music	.. 15, One Examr. I		
Geography		Fine Arts	.. 10, One Examr. J		

Total number of Examiners=10

B. Time-table of examination, examiner-wise

Examiner/Subjects		No. of Days					Total Lessons
		D ₁	D ₂	D ₃	D ₄	D ₅	
A	English	15	15	15	15	..	60
B	Science	15	15	15	15	..	60
C	Mathematics	15	15	10	10	..	50
D	Hist. & Geog.	15	15	10	10	..	50
E	-do-	..	15	15	10	10	50
F	Hindi	10	15	15	40
G	Punjabi	15	15	15	5	..	50
H	Home Sc.	5	15	20
I	Music	10	10
J	Fine Arts	10	10
Total :		85	90	90	85	50	400

Examiner 'A' will be appointed for 4 days from D₁ to D₄. Similarly B, C & D Examiner J will be appointed for only one day i.e. for D₅. He can be given another centre also.

Each period for final lessons should not be of less than 20 minutes duration.

In the case of difference of opinion in assessment of a lesson between the internal and external examiners, the award of the co-ordinator will be final.

A week before the commencement of the skill-in-Teaching Examination a meeting of the co-ordinating examiners should be convened by the University for finalising a uniform scheme of evaluation. The Convener of the Board of Studies in Education should act as the Chairperson of the above meeting.

(h) B.E. COURSES IN THE DEPARTMENT OF CHEMICAL ENGINEERING AND TECHNOLOGY, UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY AND CHANDIGARH ENGINEERING COLLEGE, CHANDIGARH W.E.F. THE SESSION 2005-2006

1. There shall be at least ten (lectures + tutorials) practicals/drawing classes during the semester, for every hour per week of a subject shown in the schedule of teaching.
2. The subjects to be studied in each semester will be as per scheme of examination indicating the minimum number of lectures to be delivered, distribution of marks in written examination, practical examination, viva-voce examination, internal assessment etc. for each subject. The medium of instruction and examination will be English.
3. 1st, 3rd, 5th and 7th Semester examination will be held in the month of November/December and 2nd, 4th, 6th and 8th Semester examinations will be held in the month of April/May every year or on such other dates as may be fixed by the Syndicate. Besides, for 7th and 8th Semesters, additional examination shall be conducted ordinarily in the month of July/August every year.
4. Chairperson of the University Department(s)/Director of Institute/Principal of College as the case may be will have the power to condone shortage of the attendance up to 10% per subject only as per merit of each case.
5. If a candidate fails in internal assessment in a subject, he/she will be allowed to improve the sessionals. However, the improved internal assessment marks will not exceed 40%.
6. The internal assessment submitted by the teacher concerned will be scrutinized by the Board of Control/Moderators of the University Department(s) /Institute/ College which will have the powers to moderate the marks before these are submitted to the University. The joint meeting of Board of Control/Moderators of the concerned University Department(s)/Institute/College should be convened to set the guidelines for moderation for every semester.
7. If an error is detected in the sessional marks despite every possible care having been exercised, the teacher-in charge of the sessional awards will bring the fact to the notice of the Chairperson of the University Department(s)/Director of Institute/ Principal of College as the case may be for its being placed before the Board of Moderators/ Board of Control as the case may be. If the Board of Moderators approves the change, then revised awards shall be submitted to the University duly countersigned by the members of the Board of Moderators and Chairperson of University Department(s)/Director of Institute/Principal of College as the case may be for consideration.
8. Fee for appearing in each semester examination will be as prescribed by the Syndicate/Senate from time to time.
9. A candidate on reappearing shall pay admission fee as prescribed by the Syndicate/Senate from time to time.
10. A detailed marks card will be issued for each semester.

(i) MASTER OF FINE ARTS (TWO YEAR COURSE)

(Effective from the session 2003-2004)

1. The last date for receipt of examination Admission form and fee without late fee and with late fee shall be as fixed by the Syndicate and notified by the Controller of Examinations from time to time.

2. In addition to the condition laid down in Regulation 2, a candidate will be required to be present for interview as per admission calendar with a portfolio of his/her works before a committee headed by the Principal. The decision of this Committee will be final. Admission will be strictly in order of merit.

3. 25% of the total marks for sessional work shall be awarded by the subject teacher and the break-up of marks shall be as under:

(a)	Process	30%
(b)	Product	30%
(c)	Attitude	15%
(d)	Understanding	25%

The year's work in practical subjects will be assessed by a Jury consisting of one external and one internal examiner appointed by Panjab University. For theory subjects written examination will be taken by the University but report, dissertation and viva - voce will be conducted internally by a Jury appointed by the University which will send their marks to the University.

4. A deficiency in lectures and practicals may be condoned by the Principal of the affiliated College upto 5 per cent in each subject of Theory and Practical separately.

5. The fee for the Master of Fine Arts (MFA) examination conducted by the Panjab University shall be fixed by the Syndicate/Senate from time to time.

6. The examination shall be held in accordance with the syllabus approved by the Academic Council.

7. The medium of examination shall be English/Hindi/Punjabi.

8. In the case of First Year Examination and Final Year Examination the sessional marks awarded shall be forwarded by the Principal of the College to the University on the prescribed form at least 10 days before the commencement of the University Examination.

9. The final result will be compiled on the basis of aggregate marks obtained in the First Year and Final Year Examinations taken together.

10. The Controller of Examinations shall publish the examination result as soon as it is possible after the termination of the Final Year Examination.

- (i) Weightage of 60% marks will be given for portfolio of works and programme of study submitted by the candidate.
- (ii) Weightage of 40% marks will be given for marks secured by the candidates in the last qualifying examination.

(j) MASTER OF LIBRARY AND INFORMATION SCIENCE (SEMESTER SYSTEM)
(TWO YEAR COURSE)

(Effective from the session 2003-2004)

1. Rules for admission to the course and amount of fee to be paid shall be laid down by the Syndicate.
2. A deficiency in the lectures, etc. up to 10 per cent in each subject/paper may be condoned by the Chairperson of the Department.
3. For every semester examination, a candidate shall submit his/her admission application on the prescribed form along with the fee as prescribed by the Syndicate/Senate from time to time, and the same shall be forwarded, duly countersigned by the Chairperson of the Department and supported by the requisite certificates, to the Controller of Examinations by the date(s) fixed by the Syndicate.
4. A candidate, on reappearing, shall pay admission fee per paper, for each semester examination subject to a maximum fee as prescribed by the Syndicate from time to time for the examination concerned and the admission fee charged for other semester examination, if any, in which he/she was appearing.
5. Twenty per cent of the marks assigned for each paper shall be for continuous internal assessment as per mode of evaluation prescribed by the Syndicate.
6. The marks obtained by the candidate in the continuous internal assessment shall remain valid and may be carried forward even if he/she does not appear or gets reappear in the written examination.
7. For students who are unable to appear in any of the periodic class tests on medical grounds, the Chairperson may hold a special test/s for purpose of continuous internal assessment.
8. If a candidate fails in the continuous internal assessment, he/she may be given one opportunity to pass his/her continuous internal assessment by doing extra work in the Department within three months of the declaration of his/her result, to the satisfaction of the teacher concerned or Chairperson of the Department, as the case may be, provided that improvement shall be only up to 50% marks.
9. Four weeks after the termination of the examination or as soon thereafter as possible, the Controller of Examinations shall publish a list of candidates who have passed, showing the divisions in which they have passed.

(k) POST- M.SC. (ONE YEAR) DIPLOMA IN ACCELERATOR PHYSICS
(Effective from the session 2005-2006)

EXAMINATION AND ASSESSMENT

1. The Board of Control in Physics will recommend a committee for two years with its Convener as the Co-ordinator of the Diploma course for approval by the Vice-Chancellor.

The Chairperson of Department of Physics on the recommendation of the Co-ordinator of the course shall forward to the Controller of Examinations a list of students who have satisfied the requirements of the regulations and rules and are qualified to appear in the examination.

The Board of Control in Physics from time to time will revise Syllabi.

2. In laboratory course 50% marks will be meant for in-semester assessment which will depend on the following:

- (a) Performance of the student in achieving the desired result in practicals.
- (b) Viva Voce on the experiment.
- (c) Written report on the experiment.

3. Evaluation of the project work/dissertation shall be done by a committee of at least two internal examiners appointed by the Board of Control in Physics on the recommendation of the Co-ordinator of the Diploma course. The student may be asked to present his/her project work in a seminar.

- 4.**
- (i) All the assessment will be internal for all theory papers. For laboratory course(s), it may be internal or there may be an external examiner. The Board of Control in Physics on the recommendation of Co-ordinator of the Course will appoint the external examiner.
 - (ii) The Coordinator/teacher for the course/paper is responsible for maintaining the desired standard of the course/paper and for evaluating student's performance.
 - (iii) In a theory course/paper, 25 per cent of the total marks will be for in-semester assessment and 75 per cent for end-semester examination.
 - (iv) In a theory course/paper, the answer books of end-semester examination will be available to students for perusal according to the schedule which will be announced by the department/teacher.

5. The result of the examinations shall be prepared and declared by the Controller of Examinations.

(I) M.TECH. (NANOSCIENCE AND NANOTECHNOLOGY) (TWO YEAR COURSE)
(SEMESTER SYSTEM)

(Effective from the session 2005-2006)

1. Mode of admission will be decided by the Syndicate from time to time.
2. Medium of examination shall be English.

3.1. The candidate shall prepare his/her thesis/dissertation under the supervision of the teacher concerned in the Department. If, however, the Head of the Department is satisfied that facilities for preparing the thesis/dissertation exist elsewhere, he/she may allow that candidate to prepare his/her thesis/dissertation there and this period shall count towards the requirement for M.Tech. (Nanoscience and Nanotechnology), but the candidate shall spend for completing his/her thesis/dissertation, a minimum period of four weeks, under the direct supervision of his/her teacher, or the Head of the Department.

3.2. The thesis/dissertation shall present an orderly and critical exposition of the existing knowledge of the subject or shall embody results of the original investigations.

4. A deficiency in the required number of lectures and practicals may be condoned up to 10 per cent by the Head of the University Department.

5. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate.

6. Four weeks after the termination of each semester examination or as soon as possible, the Controller of Examinations shall publish the result. Every successful candidate shall receive a certificate of having passed that semester of the examination. A candidate who has passed all the semester examinations shall be awarded the degree in accordance with Regulation 8.

(m) BACHELOR OF DENTAL SURGERY
(Effective from the session 2006-2007)

1. The mode of admissions will be decided by the Syndicate from time to time.
 2. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate from time to time.
 3. A deficiency in the required number of lectures, demonstrations and practicals may be condoned by the Principal up to the extent of 5 per cent of lectures actually delivered, demonstrations and practicals actually conducted.
 4. The examination shall be held according to the syllabus prescribed by the appropriate University authority from time to time.
 5. The medium of examination shall be English.
 6. 10 per cent of the total marks in each subject of every examination shall be allotted for class work which includes day to day work and Periodic class examinations, both written and oral; 5 per cent shall form a part of theory/written work and 5 per cent for clinical (in the case of clinical subject) or oral and practical in the case of more subjects in the First, Second, Third and Final year BDS examination.
 7. Every candidate shall offer the subjects as determined by the Faculty of Medical Sciences from time to time.
 8. The Controller of Examinations shall publish the result as early as possible after the termination of the examination.
-

(n) SPECIAL DIPLOMA IN FINE ARTS (FOR HEARING AND SPEECH IMPAIRED AND
MENTALLY CHALLENGED) (FOUR YEAR ANNUAL SYSTEM)

(Effective from the session 2003-2004)

1. The syllabus will comprise of 25 art objects (slides) for each year of the course and all the students would be required to know a little of the art works, name of the artist, date of the art object, the provenance, the material used for making the art object and also the medium. The objective test will be of 50 marks and 10 objects would be shown for which maximum 5 marks will be given for each object. The duration of the test would be one hour. There would be no written essays or notes.

2. 25% of the total marks for sessional work shall be awarded by the subject teacher and the break - up of these marks shall be as under :

(a)	Process	40%
(b)	Product	30%
(c)	Attitude	15%
(d)	Understanding	25%

3. A deficiency in practicals may be condoned by the Principal of the affiliated college upto 5%.

4. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate

5. The examination shall be held in accordance with the approved syllabus.

6. The medium of examination shall be English/Hindi/Punjabi.

7. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate

8. The Controller of Examinations shall publish the result of each annual examination as soon as possible after its termination.

(o) MASTER OF PHARMACY (ANNUAL SYSTEM)

(Effective from the session 2003-2004)

1. The medium of examination shall be English.
2. The date of commencement of M.Pharm. 1st year examination and the last date for receipt of examination admission form and fee without and with late fee as fixed by the Syndicate/Senate from time to time, shall be notified by the Controller of Examinations.
3. The examination in M.Pharm. 2nd year shall consist of evaluation of the submitted dissertation and its presentation at a seminar on a date fixed by the Chairperson of the Institute. The external examiners, members of the teaching staff and research students of the Institute shall participate in the discussion on the dissertation.
4. Each theory paper shall consist of 3-hours per week and laboratory course of 16 hours/week. The remaining 8 hours/week shall consist of tutorials/workshops/seminar/field work etc. (total of 36 contact hours per week).
5. Setting of theory question paper and evaluation of answer scripts shall be done by the examiners (one external and one internal) as appointed by the Board of Postgraduate Studies in Pharmaceutical Sciences.
6. Practical examination of the laboratory course shall be conducted jointly by both the internal and external examiners.
7. Each theory paper shall be of 100 marks and practical shall be of 200 marks, respectively.
8. The dissertation and the seminar presented on the dissertation research for M.Pharm. IInd year shall be evaluated out of 100 marks each, i.e. dissertation (100 marks) and presentation of the dissertation work (100 marks) respectively (total of 200 marks).
9. A candidate who is short of the required number of attendance of lectures and practicals for M.Pharm. Ist year examination to be held in April/May may make up the deficiency and appear in the respective supplementary examination.
10. The subject of the dissertation shall be approved by the Board of Postgraduate Studies in Pharmaceutical sciences. Each student shall submit three typed/reprographed copies of the dissertation, incorporating the result of investigations within three months of the expiry of the duration of the course envisaged in Regulation 3.1 or passing of M.Pharm. Ist year examination whichever is later.

Provided that the Dean of University Instruction may give extension in submission of dissertation up to a maximum of three months.
11. Evaluation of a dissertation for M.Pharm. 2nd year examination shall be done by a Board consisting of an external examiner appointed by the Board of a Postgraduate Studies in Pharmaceutical Sciences, research supervisor of the candidate and the Chairperson of the Institute on the basis of content of dissertation its presentation (Seminar) and discussion thereon.
12. The Controller of Examinations shall notify the result as soon as possible after the examination.

(p) M.SC. IN ENVIRONMENT SCIENCE
(Effective from the session 2010-2011)

- 1.** A credit of the course will normally involve 4 hours of the instructions including tutorials/seminars. The credits to be awarded for the project report/ dissertation etc. may be decided by the Board of Control/Advisory Committee.
- 2.** The normal workload of a student in a semester will be 20 credits each paper and each semester comprising 4 papers.
- 3.** Internal Assessment will be as decided by the Syndicate from time to time.
- 4.** The University will maintain a separate official transcript of each candidate mentioning the course taken, credit value of each course and the marks obtained.
- 5.** The last date for receipt of admission and examination admission forms, with or without late fees, shall be fixed by the Syndicate.
- 6.** The mode of admissions will be decided by the Syndicate from time to time
- 7.** The medium of instructions and the examination shall be English.
- 8.** For each paper (except the seminar/term-paper/project) in each semester, a student shall be offered two pre-announced tests of 4% weightage each and 6 surprise (without prior announcement) tests of 3% weightage each. Of the 6 surprise tests, 4 best-attempted tests shall be considered towards the final internal/continuous assessment. The internal assessment, based on the pre-announced and the surprise tests, shall comprise 20% of the total maximum marks in each theory paper. For projects and seminar, there will be no internal assessment.
- 9.** The paper-setters and evaluators shall be from the Panjab University, preferably from among those who teach the respective papers. For evaluation of Projects and Seminars, experts from outside the department or the University could be invited as external examiners along with the internal examiner(s).
- 10.** The admission shall be based on the written test (weightage 50%) and the academic career (weightage 50% with break-up as Class X : 10%, Class XII: 10% and Graduation : 30%).
- 11.** The fee for the admission/entrance test will be charged as per the decision of the Syndicate/Senate from time to time.

(q) ONE YEAR P.G. DIPLOMA IN MASS COMMUNICATION IN THE
AFFILIATED COLLEGES

(Effective from the session 2003-2004)

1. The last date for receipt of enrolment forms and examination admission forms, with or without late fees, shall be fixed by the Syndicate.
 2. The medium of instruction shall be English.
 3. The medium of Examination shall be English/Hindi/Punjabi.
 4. Four weeks after the termination of the examination or as soon thereafter, as possible the Controller of Examinations shall publish a list of candidates who have passed, showing the division in which they have passed.
 5. Each successful candidate shall be granted Postgraduate Diploma in Mass Communication showing the division in which he/she has passed.
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(r) POSTGRADUATE DIPLOMA IN YOGA THERAPY (ONE AND HALF YEAR
ANNUAL SYSTEM)

(Effective from the session 2005-2006)

1.1. Proposed number of seats are 25+5, NRI (NRI seats eligibility as per Rules and Regulations of the University).

1.2. Every candidate shall pay his examination fee at the time of admission to the course, along with other charges, i.e. tuition fee etc. as decided by the Syndicate/ Senate from time to time.

2. Reservation in seats shall be provided as per the Rules and Regulation of the University.

3. The weightage will be given on the following basis :

- (i) Post-graduate in Yoga from Recognized University/Institute 5% of the qualifying examination for admission.
- (ii) One year Diploma in Yoga from Recognized University/Institute 3% of the qualifying examination for admission.
- (iii) Certificate Course in Yoga from Recognized University/Institute 5% of the qualifying examination for admission.

4. The Head of the University Department/Principal of the College shall forward to the Controller of Examinations at least five weeks before the commencement of the examination for each semester a list of the students along with their admission forms and fees who have satisfied the requirements of regulations and are qualified to appear in the examination.

Whenever the application or fee of the candidate is received more than three days after the last date prescribed above, he shall pay an additional fee as fixed by the Syndicate, provided that such application shall be entertained only up to three weeks before the commencement of the examination.

5. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time.

Seminar, Project and Workshop will be assessed internally on 100% basis. Viva-Voce shall be conducted jointly by the internal and external examiners.

The Head of the University Department/Principal of the College shall forward these marks on the basis of periodical tests, written assignment, case discussion, field trips etc., to the Controller of Examinations at least one week before the commencement of the examination.

6. The Head of the University Department/Principal of the College will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University, up to six months from the date of declaration of the results.

Project reports shall be submitted to the Head of the University Department/Principal of the College at least 10 days before the commencement of the examination. Reports received after the prescribed date shall not be accepted.

7. A candidate who fails in the examination may be allowed to re-appear without attending a fresh course in the next three consecutive examination/s if he/she fails to clear the examination within two years of four chances he must attend the full course before he can appear in the examination again. He/she must seek admission as a fresh candidate.

He/she shall pay admission fee as prescribed by the Syndicate from time to time, per paper in each semester examination subject to a maximum fee for the examination concerned and the admission fee for reappear would be in addition to the admission fee charged for other semester examination if any in which he/she was appearing.

8. A deficiency in attendance up to 10% of the lectures delivered in the concerned paper may be condoned by the Head of the University Department/Principal of the College.

9. The medium of instruction and examinations shall be English, Hindi & Punjabi.

10. The internal assessment awards of a candidate who fails in the examination shall be carried forward.

11. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of the candidates who have passed.

12. Interviews :

All the candidates whose names appear in the merit list shall have to appear for interview prior to the admission. The candidates who do not appear for the interview will not be considered for admission. The candidates must produce all the relevant certificates in original for verification at the time of interview failing which they will not be considered for admission.

(s) POST-GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT

(Effective from the session 2005-2006)

1. The Head of the University Department of Education/Principal of the College of Education shall forward to the Controller of Examinations at least five weeks before the commencement of the examination for each semester a list of the candidates along with their admission forms and fees certifying that these candidates satisfy the requirement of regulations and are qualified/eligible to appear in the examination.

2. Whenever the application along with fee of the candidate is received more than three days after the last date prescribed above, he shall pay an additional fee as fixed by the Syndicate/Senate provided that such application shall be entertained only up to three weeks before the commencement of the examination.

3. Every candidate shall be examined in the subjects as laid down in the current syllabus prescribed from time to time.

50% marks in each paper excluding seminar, project and viva shall be assigned for internal assessment.

Seminar, project and workshop will be assessed internally on 100% basis. Viva Voce shall be conducted jointly by the internal and external examiners.

The Head of the University Department of Education/Principal of the College of Education shall forward these marks on the basis of periodical tests, written assignment, case discussion, syndicate sessions, field trips etc., to the Controller of Examinations at least one week before the commencement of the examination.

4. The Head of the University Department of Education/Principal of the College of Education will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University, up to six months from the date of declaration of the results.

Project reports shall be submitted to the Head of the University Department of Education/Principal of the College of Education at least 10 days before the Commencement of the examination. Reports received after the prescribed date shall not be accepted.

5. A deficiency in attendance up to 10% of the lectures delivered in the concerned paper may be condoned by the Head of the University Department of Education/Principal of the College of Education.

6. The medium of instruction and examination shall be English.

7. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of the candidates who have passed.

8. Every candidate shall pay his examination fee for each Semester at the time of admission to the course, along with other charges, i.e, tuition fee etc.

(t) **BACHELOR OF PHYSICAL EDUCATION (FOUR YEAR COURSE)**
(Effective from the session 2004-2005)

1. Annual examination system

- (i) The examination for the first year, second year, third year and fourth year shall be held annually by the University on the dates fixed by the Syndicate.
- (ii) For candidates placed in compartments, a supplementary examination shall be held on the dates fixed by the Syndicate.

2. Medium of examination

- (i) The medium of examination shall be English or Punjabi or Hindi.
- (ii) The merit for the admission to the first year of the Bachelor of Physical Education Four year Programme shall be prepared on the basis of marks obtained in the qualifying examination with due weightage in the field of Sports/NCC/NSS etc. as per the guidelines of the Chandigarh Administration/Panjab University, Chandigarh.

3. Internal assessment

- (i) Internal Assessment marks shall be 40% or as provided in the syllabus for the course/subject concerned which will be awarded by the panel of three teachers appointed by Head/Principal of the concerned institution and submitted to the University after consolidation in the prescribed proforma.
- (ii) The affiliated college/s shall award internal assessment marks on the basis of the house tests conducted by the college/s in the months of September and December.
- (iii) The internal assessment attached with (i) subject/practical part and (ii) based on house tests shall be submitted to the University on the prescribed proforma by the last day of the month of February.

4. Condonation of shortage of lectures

A deficiency in lectures/practicals/ seminars/practice –teaching/coaching lessons/internship may be condoned as under –

- (i) By the Principal/Head of the Institution if the deficiency in lectures attended is upto 10%.
- (ii) By the Vice-Chancellor/ Syndicate if the deficiency in lectures attended is above 10% but upto 20%.

5. Last date for admission/examination form/fee

The last date for receipt of admission form/examination form and fee with and without late fee as fixed by the Syndicate from time to time shall be notified by the Controller of Examinations.

6. Declaration of Result

The Controller of Examinations shall publish the result four weeks after the completion of the examination or as soon thereafter as possible.

7. Award of degree

Each successful candidate shall be awarded Four Year Bachelor's degree in Physical Education.

(u) FIVE-YEAR INTEGRATED PROGRAMME IN ECONOMICS – B.A. (HONOURS SCHOOL) IN ECONOMICS (THREE-YEAR/SIX SEMESTER) FOLLOWED BY TWO YEARS/FOUR SEMESTER M.A. (HONOURS SCHOOL) IN ECONOMICS
(Effective from the Session 2006-07)

1. Five-Year Integrated Programme in Economics will be Semester System.
 2. Paper setting for the end-semester examination would be completely external. The evaluation of the same, in general, will be the responsibility of the teacher(s) giving the course. However, if he/she is unable to evaluate the answer scripts for some valid reasons, the Board of Control in Economics can make alternative arrangements for evaluation. Therefore, it is clearly stated that the paper setting for the Five-Year Integrated Programme in Economics will be external and the evaluation will be internal.
 3. The Board of Control in Economics will appoint the external examiners and communicate the same to the Secrecy Branch.
 4. The last date for receipt of enrolment forms and examination admission forms, with or without late fees, shall be fixed by the Syndicate.
 5. The Medium of instruction and examinations will be English.
 6. The Internal Assessment will be as decided by the Syndicate from time to time.
 7. The Board of Control is empowered to condone the shortage in attendance to the extent of 10% lectures delivered in each course.
 8. The entire process of examination including getting the Question Papers set, evaluation of answer-books as well as the preparation, finalization and declaration of results would be carried out by the respective branches of the office of Controller of Examinations.
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- (v) (i) B.A.LL.B. (HONOURS) 5-YEARS INTEGRATED COURSE
(Effective from the session 2004-2005)
(ii) B.COM. LL.B. (HONOURS) 5-YEARS INTEGRATED COURSE
(Effective from the Session 2011-2012)

1. Every candidate admitted to the course shall pay such fees and funds or other charges as may be prescribed by the Syndicate from time to time.

2. Every candidate shall pay such examination fee for each semester examination/reappear as may be prescribed by the Syndicate from time to time. He/she must submit admission form along with the prescribed fee for the semester examination/re-appear examination before the last date fixed by the Syndicate from time to time through the Head/Chairperson/Director/Principal.

3. The medium of instruction and examination shall be English.

4. The Internal Assessment for all the 10 semester papers is reduced from 40 marks to 25 marks in each subject.

- (w)**
- (a) BACHELOR OF SCIENCE (MEDICAL LABORATORY TECHNOLOGY)
(Effective from the session 2006-07)
 - (b) BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY (X-RAY)
 - (c) BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY
(Anaesthesia and Operation Theatre Techniques)
- } effective
from the
session
2008-09
1. The Director Principal of the Govt. Medical College, Chandigarh on the recommendations of the Co-ordinator of the course, will have the authority to condone deficiency as prescribed in the University Rules from time to time.
 2. The syllabi and courses of reading for B.Sc. (Medical Laboratory Technology), Bachelor of Science in Medical Technology (X-Ray) and Bachelor of Science in Medical Technology (Anaesthesia and Operation Theatre Techniques) shall be as approved by the Faculty of Medical Sciences from time to time.
 3. The date of examination and appointment of internal and external examiners, evaluators and paper setters will be made by the University.
 4. The last dates by which admission forms and fees must reach to the Controller of Examinations without or with late fee shall be fixed as prescribed by the Syndicate from time to time.
 5. The examinations conducted at the end of each year will be only in the courses which have been offered i.e. 1st and IInd semester examination at the end of First year, third and fourth semester examination at the end of Second year and fifth & Sixth semester examination at the end of Third year.
 6. The medium of instruction and examination shall be English.
 7. The candidates shall be provided with the detailed-marks card of each year after Second, Fourth and Sixth semester. The degree shall indicate the division in which the candidate has been assessed in the examination. The date of entry and leaving the course shall also be shown on the certificate of the degree awarded to such candidates.
 8. Internal assessment: The candidate will be given 20% marks as internal assessment on the basis of their performance during the semester. The 20% assessment will be divided into 10% theory and 10% practical.
 9. A student will be deemed to have passed the subject if he/she obtains a minimum of 50% marks in that subject in the theory and practical separately.
 10. There will be fresh internal assessment and compulsory attendance for the students for the examination in which he/she failed at the time of subsequent examination in that subject.
 11. The re-evaluation of answer books shall be permissible as per Rules laid down by the University for re-evaluation from time to time.

12. The result will be tabulated and declared by the office of Controller of Examinations.
13. The Director/Principal of the college is empowered to condone the shortage of attendance of lectures to the extent of 5% lectures delivered in each course of theory and practical.
14. In case of students joining late owing to late admission with the approval of Vice-Chancellor, their lectures are to be counted from the date of joining. Deficiency in studies should be made up by arranging special classes for them at the level of Head of the Department.

(x)

**POST M.A. DIPLOMA IN PROFESSIONAL COUNSELLING AND
PSYCHOTHERAPY AND PSYCHOLOGICAL TESTING**

(effective from the session 2007-08)

1. Mode of admission will be decided by the Syndicate from time to time.
 2. The medium of examination and instruction shall be English.
 3. The syllabi and courses of reading will be modified by the Syndicate from time to time.
 4. The pattern of project evaluation shall be external.
 5. The last date for receipt of enrolment forms and examination forms, with or without late fees, shall be fixed by the Syndicate.
 6. As soon as possible after the examination, the Controller of Examinations shall publish the results.
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(y) B.Sc. (BIOINFORMATICS) (EFFECTIVE FROM THE SESSION 2004-05)

1. Mode of admission will be decided by the Syndicate from time to time.
 2. The medium of instruction and examination shall be English.
 3. (i) The syllabi and courses of reading shall be notified by the Syndicate from time to time.
(ii) The pattern of practical examination shall be the same as for other B.Sc. courses in the Colleges.
 4. B.Sc. Bioinformatics students shall be eligible for re-evaluation as per the rules for other Science based degree classes.
 5. The last date for receipt of enrolment forms and examination admission forms, with or without late fees, shall be fixed by the Syndicate from time to time.
 6. As soon as possible after the examination, the Controller of Examinations shall publish a list of candidates who have passed the examination.
 7. Each candidate for B.Sc. (Bioinformatics) examination shall receive a detailed marks card showing his/her result and detail of marks obtained by him/her paper wise. The total marks for each of the lower examination shall be reflected in the final year detailed-marks card.
 8. A candidate who appears in the compartment paper/s shall not be eligible for the award of scholarship or a prize a medal.
 9. Each of the successful candidates shall be awarded a degree showing the division in which he/she has passed.
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(z) BACHELOR OF VOCATION (B.Voc.) w.e.f. ACADEMIC SESSION 2016-17

1. There will be intake of students as approved by the UGC for each course.
2. The course will have 180 credits with 60 credits every year. 40% of credits shall include generic component and rest of the 60% of skill component as per the Sector Skill Council.
3. The concerned college will propose the details of credit assigned to each course with details in terms of Lecture, Tutorials and Laboratory Contact hours. This will be considered and approved by the Skill Development Board constituted by the University.
4. Each course will be assigned certain number of credits depending on the associated number of lecture, tutorials and laboratory contact hours in a week.
 - 4.1 One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one credit would mean equivalent of 14-15 periods of 60 minutes each or 28-30 hrs of workshops/labs.
 - 4.2 Practical/Laboratory Work: One laboratory hour per week per semester is assigned half credit. The credits are rounded off to the nearest whole number. For each lecture or tutorial the self study component is 1 hour/week
5. Performance/progress of a student is to be measured by the number of credits that he/she has earned (completed satisfactorily). Based on the course credits and grades obtained by the student, grade point average will be calculated, subject to his qualification of minimum grade in each subject.
6. At the end of every course, a letter grade will be awarded in each course for which a student had registered. On obtaining a pass grade (at least 'D' grade), the student accumulates the course credits as earned credits. Performance of a student is measured by the number of credits that he/she has earned and by the weighted grade point average.
7. Every candidate shall be examined in the subject as laid down in the syllabus prescribed from time to time. 20% marks in each paper shall be assigned for internal assessment based on the following parameters:

a. Mid-Semester test	:	50%
b. Class/Snap Test	:	25%
c. Assignment/ Project Work	:	15%
d. Attendance	:	10%
8. The Principal of the concerned college shall forward these marks to the Controller of Examinations at least one week before the commencement of the examination.
9. Method for the Award of Grades: For the award of grades in a course, evaluation shall be done in terms of marks. After converting the marks obtained in percentage, the grades will be assigned as per the guidelines given below in Table-I:

Table-I

SN	%age of Marks	Grade	Grade Point	Description
1	≥ 90	O	10	Outstanding
2	≥ 80 & <90	A+	9	Excellent
3	≥ 70 & <80	A	8	Very Good
4	≥ 60 & <70	B+	7	Good
5	≥ 50 & <60	B	6	Above Average
6	≥ 45 & <50	C	5	Average
7	≥ 40 & <45	D	4	Pass
8	< 40	F	0	Fail

10. Evaluation of Performance: The performance of a student shall be evaluated in terms of two indices, viz. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). SGPA is the grade point average for the semester, and CGPA is the cumulative grade point average for all the completed semesters at any point in time. The earned credits (E.C) are defined as the sum of course credits for course in which A+ to P grade has been obtained.

Points earned in a semester = \sum (Course Credit x Grade Point) for course in which at-least P grade has been obtained.

The SGPA is calculated on the basis of grades obtained in all courses registered for the particular semester.

$$\text{SGPA} = \frac{\sum (\text{Course Credit} \times \text{Grade Point})}{\sum (\text{Course Credit})}$$

The CGPA is calculated as:

$$\text{CGPA} = \frac{\sum_{\text{semester}=1}^6 (\text{Course Credit} \times \text{Grade Point})}{\sum_{\text{semester}=1}^6 (\text{All Credits Earned})}$$

11. A candidate who wishes to seek re-evaluation (if allowed under university rules) of his/her answer books may apply to the Controller of Examination, on the prescribed form as per rules laid down by the University from time to time.

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CHAPTER XXIX

GRANT OF "ASSOCIATION" TO INSTITUTIONS FOR ORIENTAL TITLES/M.I.L. EXAMINATIONS

1. Application on the prescribed form for grant of "Association" for the Oriental Titles/Modern Indian Languages examination shall be made by the Head of the institution so as to reach the University not later than June 30 previous to the year of examination for which "Association" is applied for. The application shall be accompanied by all the information required in these Rules alongwith Rs. 10000/- as association fee.

2. The institution must have sufficient income to ensure its stability. It may be in the form of Endowment Fund or property.

3. In addition to the requirements laid down in Rules 1 and 2, every institution—

- (i) should be managed either by a Registered Body or by a properly constituted Committee;
- (ii) must possess a suitable building for holding the various classes and playgrounds for the physical exercise and games for its students;
- (iii) shall appoint adequate and qualified staff. Their appointments and salaries shall be subject to the approval of the Vice-Chancellor. The minimum qualifications and salaries for the teaching staff shall be as under :

Qualifications

- (a) Sanskrit examinations :
 - (i) Prajna
 - (ii) Visharad
 - (iii) Shastri
- (b) Hindi examinations :
 - (i) Rattan
 - (ii) Prabhakar
- (c) Panjabi examinations :
 - (i) Budhiman
 - (ii) Gyani
- (iv) shall maintain the following registers :
 - (a) Admission Register.
 - (b) Attendance Register.
 - (c) Salary Register.

- (v) must purchase books from the standard list of the value of Rs. 500 and subsequently spend Rs. 100 per year on the purchase of text and general books related to the subjects taught by it. It shall also subscribe to standard papers and periodicals for its reading room;
- (vi) shall observe a regular time-table and no teacher should work more than 30 periods of 45 minutes each per week;
- (vii) must institute a Provident Fund for the benefit of permanent members of the Staff;
- (viii) shall remit to this office a fee of Rs. 50 annually. The fee is not refundable;
- (ix) shall charge from students fees as approved by the University.

4. No student for examination in Oriental Titles shall be sent up unless he/she has been on the rolls of an associated institution at least for one year.

5. Every such candidate shall submit three copies of his/her photograph alongwith his/her admission form.

6. The Heads of the Associated Institutions are authorised to attest the admission forms and photographs of their own candidates.

7. The candidates of the associated institutions shall pay the same admission fees as are prescribed for private candidates.

8. As far as possible, candidates of an associated institution will be allotted one centre.

9. The results of the candidates of associated institutions will be published under the name of institution concerned and certificates of successful candidates will be sent to the Heads of the institutions concerned.

10. Every associated college shall be inspected atleast once in four years by an Inspection Committee to be appointed by the Syndicate on the recommendations of the Vice-Chancellor.

Provided that if at any time, the Syndicate is of the opinion; that a special inspection of an associated college is necessary, the Syndicate may cause such an inspection to be made by a Committee appointed it on the recommendations of the Vice-Chancellor.

CHAPTER XXX

CONDUCT OF EXAMINATIONS

(i) APPOINTMENT OF CHIEF COORDINATORS/SUPERINTENDENTS AND ASSISTANT SUPERINTENDENTS

The following person shall be eligible for appointment of Chief Coordinator.

1. In the affiliated colleges the Principal of the college shall be appointed as Chief Co-ordinator.

2. In the University Teaching Departments, the Chairman shall be appointed as Chief Coordinator. However, in case the candidates of more than one Department are appearing at one centre, the Chairman of each such Department shall be appointed as Chief Coordinator, by rotation.

3. At combined centres where students of University School of Open Learning Studies and Evening Colleges are appearing :

- (a) The Chairperson of University School of Open Learning will act as Chief Coordinator if the number of his students appearing at that Centre is larger.
- (b) Chairperson, Department of Evening Studies-Multy Disciplinary Research Centre will act as Chief Coordinator if the number of students of Evening Studies Multy-Disciplinary Research Centre appearing at that Centre is larger.

4. The Chief Coordinators shall also be appointed for Delhi Centres. If 2-3 Centres could be grouped together, these shall be assigned to one person. If the Centres are at long distances, separate Chief Coordinator shall be appointed for each Centre.

5. In Institutions where a relative of the Head of the Institution is taking the examination, the University shall change the centre of the candidate.

6. The Chief Coordinators shall have a round of the Examination Centre/s every now and then.

7. The following persons shall be eligible for appointment as Superintendents :

- (a) Teachers working in the affiliated colleges, who have already worked as Assistant Superintendents.
- (b) For Delhi centres and centres beyond the jurisdiction of the Panjab University, persons who are trained graduates with experience as Superintendent or Assistant Superintendent (if teachers working in affiliated colleges are not available).

8. The following persons shall be eligible for appointment as Assistant Superintendents :

- (a) Teachers working in the affiliated Colleges.
- (b) For Delhi centres persons who are at least graduates with experience as Assistant Superintendents.

Note.--The following persons shall not be eligible for appointment on the supervisory staff :

- (a) Disqualified persons or superannuated persons or persons whose

near relative (wife or husband or son or daughter) is appearing in the examination.

- (b) Persons who have written or published any help book for guide or cheap notes.
- (c) Persons who are related in any way to the candidates appearing at the centre.

9. The strength of Assistant Superintendents for a Centre shall be regulated as follows :

- (a) One Assistant Superintendent for every 40 candidates or a part thereof seated in a room.
- (b) Where separate rooms are used, each room will have one Assistant Superintendent.
- (c) One Assistant Superintendent, for keeping off outside interference, when the number of candidates is above 40.
- (d) Where the number of candidates is less than 40, no separate clerk shall be allowed. Only one person shall work. In case the Clerk is appointed to act as Assistant Superintendent he/she will be paid the remuneration admissible to a Clerk.

The seats should be so arranged in each room that minimum number of Assistant Superintendents are on duty. As far as possible, the number of candidates seated in each room is in multiples of 40, as far as practicable.

- (e) A Centre where women candidates are appearing shall have at least one Lady Assistant Superintendent.
- (f) The strength of the supervisory staff for the first day of the examination will be according to the number of candidates given in the Centre Statement, but on subsequent days the strength will be governed by the number of candidates who actually appeared in the first paper of the subject and not by the number shown in the Centre Statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of a subject.
- (g) On days when there are two sessions the Assistant Superintendents engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendents should be appointed on single session days who cannot be accommodated on the double session days owing to decrease in the number of candidates.
- (h) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office, on account of additional rooms, casual Assistant Superintendents may be appointed and sanction of the Controller of Examinations on form S.F. 8 & 9 obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment.

The appointment of a casual Assistant Superintendent shall be

only for the session in which the necessity arises. In no case should be the Casual Assistant Superintendent be included in the regular number of Assistant Superintendents allotted to the centre.

- (i) For Medical and Chemical Engineering Practical examinations the number of supervisory staff will be determined on the recommendations of the Principals concerned.

- (j) An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 150.

The following examinations will be treated as one examination for the purpose of this rule :

(1) Three Year Degree Course.

(2) O.T. and M.I.L.

- (k) The Assistant Superintendents are directly under orders of the Controller of Examinations in matters of appointment and removal. Sanction for a substitute for an Assistant Superintendent must be obtained from the Controller of Examinations telegraphically if time is short.

- (l) In case an Inspector finds that supervision at a Centre is defective he may appoint/replace an Assistant Superintendent and report the matter to the Controller of Examinations giving the following information :

Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), Specific reasons which necessitated the appointment and number of days/sessions for which sanction is given by the Inspector (mere ground of efficient supervision will not be considered enough).

- (m) The Superintendent shall see that the allotment of duties by rotation turns to the Assistant Superintendents, etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, if possible, change their places of duty everyday. A duty chart of the supervisory and the service staff engaged at the Centre has been provided in the Superintendent's File, Form No. S.F. 22. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of Centres.

- (n) The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.

- (o) In case the Superintendent has been asked to arrange for an Assistant Superintendent locally, he/she should appoint someone not related to the candidates in any way and communicate the name of the University for approval and record.

10. Fee for inspecting an examination centre will be Rs. 300/- *(per session) (more than two centres Rs. 500/-).

*Session of 3-4 hours. The member will also be given TA/DA for the assignment as per University Rules.

All Class 'A' Officers of the University who are assigned inspection duties for the University Examinations shall be paid @ Rs. 300 per inspection.

11. Rates of payments.**THEORY EXAMINATIONS**

- | | | | |
|----|--|---|---|
| 1. | Chief Co-ordinator
(Principal of his/her nominee) | Rs. 4000 per centre Maximum of Rs. 6000 upto 4 exam centres and Rs. 750 extra per centre above 4 centres (50% of the amount payable for supplementary examination) | |
| 2. | Co-ordinator (Seniormost available Teacher to be appointed. Only if the number available of Exam. Centres in a college is 2 or above) | (For one centre no Co-ordinator is to be appointed).
For 2 to 3 centres, one Co-ordinator is to be appointed
for 4 or more centres, 2 Co-ordinators be appointed
(Rs. 2500/- each (50% of this amount payable for supplementary Examinations)) | |
| 3 | Centre Supdt. | Rs. 325/- per session | } less deduction @ Rs. 5%
from the remuneration of
teachers of all affiliated
colleges of this University
for credit towards Teachers
Holiday Home Fund. |
| 4 | Deputy Supdt. | Rs. 275/- per session | |
| 5 | Asstt. Supdt. | Rs. 250/- per session | |
| 6. | (i) Centre Clerk/Clerk assisting to the Chief Coordinator of Centre keeping record of question papers and answer-books during examination days. | Rs. 200/- | |
| | (ii) Electrician | Rs. 150/- per day | |
| 7. | Observers (appointed for .. the conduct of examinations, processing and evaluation/ re-evaluation of answer-books) | Rs. 400/-*(per session)
*(Session of 3-4 hours. the member will also be given TA/DA for the assignment as per University rules). | |
| 8. | Service Staff | | |
| | (i) Daftri/Waterman/ Peon/Cleaner/ Sweeper | Rs. 100/- per session (Payment to be made out of the advance sanctioned to the Centre Supdt.) | |
| | (ii) Chowkidar | Rs. 100/- per day | |
| | (iii) Waterman: One Waterman or waterwoman may be appointed irrespective of number of candidates.
No separate waterman or waterwoman is allowed at a combined centre even if the boys and girls are seated in separate rooms. However the appointment of additional waterman/waterwoman, if so be made with the prior approval of the Controller of Examinations during the examination only if the strength of the students is more than 250. | | |
| | (iv) Only one chowkidar at an institution is permissible irrespective of the number of centres. The payment to the chowkidar will be made by the Supdt. of centre No.1 only from the date of opening of the centres upto the closing of the centres. Rest of the Centre Supdts. will attach a certificate that the payment has been made to the chowkidar by the Supdt. No. 1. | | |

(v) **Typing of Plans--**

- | | |
|--|---------------------------------------|
| (i) Rs. 30/- (only upto 100 candidates) | } (For the entire duration of Exams.) |
| (ii) Rs. 60/- (only upto 250 candidates) | |
| (iii) Rs. 70/- (only above 250 candidates) | |

Arrangement of Seats**Payment for arrangement of furniture**

Rs. 0.40 Paise per candidate subject to minimum of Rs. 50/- per centre.

Note : These rates also include the charges of removal of seats from the Hall/ Rooms/Balconies after the termination of the examination.

Stationery articles

Stationery to be supplied by the office.--The following articles of stationery will be supplied by the University office, through the Head of the Institution where the centre is located. The Superintendent should take charge of the same from him/her and make payment against receipt of the latter's bill on account of the costs of cartage, etc. incurred thereon after receiving the relevant vouchers duly attested, provided the expenditure involved does not exceed Rs. 10/- :--

- | | | |
|------------------------|----|---|
| (1) Graph Paper | .. | One piece per candidate plus ten pieces for centre below 100 candidates and 20 pieces per centre exceeding 100 candidates for each examination. |
| (2) Logarithmic tables | .. | If necessary. |
| (3) Drawing paper | .. | According to requirements. |
| (4) Packing cloth | .. | As mentioned in rule 6(b). |

Purchase of article for which sanction is not necessary.--The following items of expenditure will be paid at the flat rate noted against each :

- (a) **Miscellaneous articles** e.g. stitching thread (white-only), thread reel, Sutri, stamping-ink, needles, candles, match-box, waste-newspapers (for packing of answer-books and pasting on glass panes), gum arabic and sealing-wax, nails, cardboard, etc. :

Rs. 10/- per working day upto 200 candidates;

Rs. 10/- per working day above 200 candidates.

Plus Rs. 150/- limited for the whole examination for other stationery articles for actuals.

The Superintendents are, however, expected to use articles consistent with efficiency. They will not be required to furnish vouchers for payment of the above items of Stationery but a certificate to the effect that the amount in each case has actually been spent on article mentioned above will suffice. At centres where there are no stationery boxes belonging to the University, the Superintendents are requested to use their own desk, knife, pair of scissors and stamp-pad for which no payment will be made by the office.

- (b) Postage on ordinary letters, Registered letters and parcels, Railway freight and octroi charges, the details and actual payees receipts, where available in support of the expenditure, should always be attached to the bill in order to avoid audit objections and delay in payments.

Rates of Local Conveyance : Chandigarh & Mofussil Centres.

1.	Chief Co-ordinator/Co-ordinator	..	Rs. 100/- for Chandigarh only Rs. 150/- for Mohali, Panchkula, Manimajra, Zirakpur.
2.	Centre Supdt./Deputy Supdt./Asstt. Supdt./Centre Clerk/Clerk assisting the Chief Coordinator (Additional Clerk)	..	Rs. 100/- for Chandigarh only Rs. 150/- for Mohali, Panchkula, Manimajra, Zirakpur.
3.	Daftri/Waterman/Cleaner/Chowkidar/ Any other class 'C' persons.	..	Rs. 100/- for Chandigarh only Rs. 150/- for Mohali, Panchkula, Manimajra, Zirakpur.

(The teachers/non-teaching staff assigned duties in their own institutions shall not be paid any conveyance charges).

- 4** That if an examination is held during the Vacation/Winter Recess/Autumn Break or on a holiday, the Chief Coordinator, Centre Superintendent, Supervisor and other staff appointed at the centres be paid local conveyance at the approved rates irrespective of the fact that they are assigned duties in their own institutions subject to the production of a certificate from the Chairperson of the Department/Principal of the College concerned that they were not required to attend the institution during these days for the discharge of their normal duties pertaining to the job.

Note.--Payment for conveyance and despatch of answer-books will be made on the basis of two trips and one trip per day respectively. The conveyance of Centre Supdt. is not included in the advance money paid to the Centre Supdt.

5 Delivery/Despatch payment for written answer-books from centre to Railway Station/Post Office/University Office

All other Centres including P.U. Campus. Rs. 100/- per day.

The payment of conveyance at the above flat rates (for which no prior sanction is required on S.F. 19) shall be made, provided the conveyance is actually used and is certified by the Superintendent stating the distance involved.

Note.--Vouchers for items (c) where available and (d) are to be submitted though previous sanction is not necessary.

12. Item requiring previous Sanctioned--Previous sanction for the following articles on prescribed form S.F. 19 (in duplicate) should always be obtained. No application regarding any sanction will be entertained unless it is made during the course of examination or under very special circumstances immediately after termination of the examination including the practical.

(a) Local Superintendents are not entitled to tonga hire for bringing question-papers from the Post-Office in case of emergency.

(b) Packing cloth—One metre of cloth for a packet of about 125-150 answer-books for despatch by passenger train or half a metre for a smaller packet to be sent by post, if no cloth or insufficient quantity of cloth has been supplied by the University Office.

(c) The Superintendent shall not be paid any charges for hire of a clock or timepiece which is to be provided by the Institution where the centre is located. In case the institution has no clock or timepiece of its own the Superintendent shall arrange the same, free of charge in consultation with the Head of the Institution.

(d) Cartage and cooliage—When carts or coolies are engaged to bring or remove the furniture to or from the hall, the number of carts/coolies and pieces of furniture must be mentioned while asking for the sanction for cartage and cooliage of furniture required at a centre.

(e) Hire of articles—For the hiring of an article for examination purpose, if necessary, the Superintendent should arrange to secure the same on daily or monthly basis, whichever method is cheaper, after taking into account the number of days for which article is required.

CONDUCT OF EXAMINATIONS

(ii) CREATION OF EXAMINATION CENTRES

1.1. The examination shall be held in India at such centres as may be created by the Syndicate.

1.2. That out-of-the-way places, where it is not possible to exercise effective supervisory control, shall not be created examination centres.

2. Application for creation of a centre of examination will be considered only if the minimum number of candidates likely to appear at that centre is as stated below :

- | | | | |
|-----|---|----|-----|
| (a) | Men's centre for all examinations except Professional examinations | .. | 100 |
| (b) | Women's centre for all examinations except Professional examinations | .. | 50 |
| (c) | A centre for each Professional examination except B.Ed. will be created irrespective of number of candidates. In the case of B.Ed. examination, however, the minimum number of candidates for creation of a centre shall be | .. | 75 |
| (d) | Combined centre for men and women | .. | 75 |

If more than one examination is held at a centre the minimum number of candidates fixed by these rules shall not be necessary.

- | | | | |
|-----|--|----|-----------------------------|
| (e) | For supplementary examinations the minimum number of candidates for retaining a centre will be on any one day | } | 70 for men and 30 for women |
| (f) | For the supplementary O.T. and M.I.L. examinations the minimum number of candidates for creation of a combined centre (for men and women candidates) shall be | | |
| (g) | The minimum number of candidates for creation of a centre for M.A. Parts I and II combined shall be | .. | 50 |
| | | .. | 75 |

3. Creation of a centre shall further be subject to the following conditions :

- Satisfactory and adequate arrangements are available.
- It shall be obligatory on the part of recognised institutions where centres are created to provide available accommodation and furniture free of charge.
- The management of the institution concerned shall take disciplinary action against a member of the staff, where it is proved that unfair means were used with his help of connivance, and report the same to the Controller of Examinations. In the case of a Government Institution, the Director of Public Instruction or Director concerned would take necessary action.

4.1. For O.T. and M.I.L. examinations, the application for creation of a centre should be submitted through an Institution which is prepared to place suitable accommodation and adequate furniture at the disposal of the University for the efficient conduct of the examination. The application should reach the University Office three months before the date fixed for the examination.

4.2. For examinations other than O.T. and M.I.L. the application for creation of a centre should be submitted direct to the University to reach three months before the date fixed for the examination.

5.1. The following fee shall be paid to the University for creation of a new centre :

- | | | |
|-----|--|---|
| (a) | (i) A place which has a railway station post office and telegraph | 1. Rs. 350 (non-refundable) for the first year alongwith the application.
2. Rs. 250 (non-refundable) per year for the next two years. |
| | (ii) A place which has no railway station but approach by a pacca road, post and telegraph office. | 1. Rs. 350 (non-refundable) for the first year alongwith the application.
2. Rs. 250 (non-refundable) per year for the next three years. |
| | (iii) A place which has only post office and is without a Telegraph Office or a direct approach by a kacha road. | 1. Rs. 350 (non-refundable) for the first year alongwith the application.
2. Rs. 250 (non-refundable) per year for the next four years. |
| | (iv) An out-of-the-way place situated in hilly tracts. | 1. Rs.675+500 (non-refundable) alongwith the application.
2. Rs. 650 (non-refundable) per year for the first four years. |
| (b) | A special centre for men or for women or a combined centre for men and women may be allowed on payment of an additional Fee of Rs. 30 per candidate short of the minimum prescribed in rule 2. | |

The fee in each case will be paid by the institution concerned and not by individual candidates.

5.2. If the number of candidates at a centre already sanctioned has fallen below the prescribed minimum, the centre will be discontinued. In order to determine the number for retaining a centre, the average of the last three years will be taken into consideration.

6. 10 shall be the minimum number of candidates for creation of a Practical examination centre for B.A. and B.Sc. The fee for creation of an examination centre shall be Rs. 200 per candidate to the extent of the short-fall to reach the figure of 10.

7. Ordinarily, no new special centre will be created for less than the minimum limit prescribed in Rules 2 and 4 even on payment. The Vice-Chancellor however, may allow a special centre on payment, even below the prescribed limit. He may also allow, for special reasons, a Practical Examination Centre with or without payment, additional to the special fee for written Examination Centre.

CONDUCT OF EXAMINATIONS

(iii) CHANGE OF EXAMINATION CENTRE

1. Ordinarily, a candidate shall have to take the examination at a centre fixed by the University. If, however, a candidate wishes to take the examination at some other centre, he shall make an application on the prescribed form accompanied by the fee laid down in these Rules.

2.1. Application for change of centre shall be submitted through the Head of the Institution concerned in the case of a college candidate. In the case of a private candidate, the application shall be countersigned by the person who attested the admission form or any other person competent to attest the admission form.

2.2. A candidate may be permitted to change the examination centre under the following circumstances :

- (i) If he/she or his/her father or guardian is transferred and the fact of transfer is certified by the Head of the office or Department in which he/she or his/her father or guardian is employed.
- (ii) If the change of centre is necessitated by reason of his/her ill health and the fact of illness is supported by a certificate from a Registered Medical Practitioner.
- (iii) The Controller of Examinations may, in order to avoid hardship, permit change of centre in an exceptional case.

2.3. The application must be accompanied by two copies of the candidate's photograph bearing the candidate's signature in full, duly attested on the back by the Officer mentioned in Rule 2.1.

2.4. Application and fee for change of centre shall be entertained up to one month before the date of commencement of the examination concerned except that in the case of transfer of Government servants such applications may be entertained up to 15 days before the date of commencement of examination.

3.1. The fee for a change of centre from one station to another shall be Rs. 90. In case the change is desired to one of the centre outside the districts of Ferozepur, Ludhiana, Hoshiarpur, Moga and Muktsar Tehsils of Faridkot district (Punjab State) and Union Territory Chandigarh, the candidate shall pay an additional fee of Rs.125.

3.2. The fee is not refundable under any circumstances.

(iv) SPECIAL ARRANGEMENTS FOR AMANUENSIS (WRITER OF ANSWERS)

1. A candidate may be allowed help of an amanuensis (writer) if he/she is:
 - (i) blind, or
 - (ii) permanently disabled from writing with his/her own hands, or
 - (iii) temporarily disabled from writing on account of fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. etc. The candidates shall produce a certificate from a Professor of the speciality concerned of a Medical College and where there is no Medical College from the Chief Medical Officer of the District concerned to the effect that the candidate is unable to write his/her answer-books because of the temporary disablement.
2. Centre Supdt. is requested to send all the papers relating to Blind/Disabled candidates seeking the help of writer to the Office Superintendent (Conduct), Panjab University, Chandigarh.
3. The Candidate will arrange for an amanuensis after getting approval of the Controller of Examinations/Principal of the College and office will inform the Superintendent of the centre concerned.
4. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs (not applicable for blind candidates).
5. The Superintendent shall arrange for a suitable room for the disabled candidate and appoint an Assistant Superintendent for him/her out of the list supplied by the office, The Assistant Superintendent should be daily changed.
6. The candidate, other than a blind and permanently handicapped i.e. temporarily handicapped shall pay in advance supervision fee @ Rs. 485/- per paper.
7. In cases where an amanuensis has been duly sanctioned by the office/the Centre Superintendent or the Principal of the College has been authorised to make arrangements of an amanuensis, 20 minutes per hour Compensatory time may be given to such candidates and their answer-books be collected after the Superintendent and the Assistant Superintendent have collected the scripts from other candidates and arranged them.

Use of Calculator

8. Use of non-programmable scientific pocket calculator is allowed only in the subject of Physics and Mathematics for Undergraduate classes. The students should bring their own calculators in the examination hall and no borrowing will be permitted.
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CHAPTER XXXI

CONFERENCES OF THE TEACHERS IN VARIOUS SUBJECTS OF ARTS AND LANGUAGES FACULTIES

- 1.** Conferences of teachers in the subjects of Arts and Languages faculties may be arranged under the auspices of the University on the following conditions :
 - (a) Not more than two such conferences shall be held in any one year.
 - (b) A conference in the same subject shall not be held more than once in three years.
 - (c) Every conference shall be arranged by the Head of the University Department concerned.
 - 2.** The conference shall be held either at the end of the minimum term or towards the end of March and shall not be held in the middle of a term.
 - 3.** The Dean of University Instruction may sanction a subsidy not exceeding Rs. 250/- for any such conference.
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CHAPTER XXXII

(a) APPOINTMENT OF PAPER-SETTERS AND EXAMINERS

General Rules

1.1. Each Board of Studies shall suggest Paper-setters and examiners in its subject/(s). Such recommendations shall be made by the various Boards by the following dates :--

- (i) in the case of Paper-Setters, end of July of the year previous of the year of examination; and
- (ii) in the case of Head Examiners and Sub-examiners 15th of November of the year preceding the examination.

In case any relation* of the Convener/Member of the Board of Studies/Control is appearing in the University Examinations, he/she should not become a party to the meeting/University work with regard to the appointment of paper-setters/examiners and for considering complaints against setting of question papers etc. In such an eventuality where Convener's ward or his/her relation is an examinee, the Board of Studies shall elect a 'Pro tem' Convener who would then take full function of the designated convener for the duration that the latter's kin has ceased to be an examinee.

1.2. In making their recommendations, the Boards shall follow such rules and directions as may be prescribed by the Syndicate of the subject. The Board shall also follow the qualifications laid down by the Syndicate for appointment of examiners for the various examinations.

1.3. The recommendations of each Board, before submission to the Syndicate shall be scrutinised and reviewed by the Revising Committee.

2. In these Rules--

- (i) An external examiner shall be one who is not teaching in a University teaching department or in a college affiliated to the Panjab University. He shall ordinarily be a teacher in the subject in another University.
- (ii) An internal examiner shall be one who is teaching, or has taught within the previous two years, candidates for the particular examination and the subject for which he is appointed. In the M.A. examination the internal examiner shall be one who has taught the subject for the examination but not necessarily in the same paper.
- (iii) A neutral examiner shall be one who is not teaching, and has not taught, for one year previously, the subject for the particular examination for which he is appointed.

*For this purpose "relation" shall mean :--

Wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand daughter, son-in-law,

daughter-in-law.

3.1. A member of the Postgraduate/Undergraduate, Board of Studies will also be eligible to be appointed as a Paper-setter or Examiner in the concerned subject at the Undergraduate level examinations.

3.2. A person who is elected to a Board of Studies and who has not yet finished his term as examiner in the subject of the Board shall not continue beyond the year of examination in which he is elected.

3.3. A member of the Revising Committee shall not be appointed except as an internal examiner.

4. The Boards of studies shall give, for the information of the Revising Committee, reasons for not recommending the appointment of a person except when he has completed the term under the Rules.

5. The Syndicate shall lay down rules (a) for appointment of paper-setters and examiners; and (b) prescribing rates of remuneration to be paid to the paper-setters and examiners.

6. The Syndicate shall issue such general instructions for the guidance of the examiners as it considers necessary for the proper discharge of their duties.

7.1. If a paper-setter or examiner is shown to be unable to perform the work or to conform to the direction of the University, the Vice-Chancellor shall have power to cancel the appointment of such examiner.

7.2. If the Vice-Chancellor finds that the work or conduct of an examiner is unsatisfactory, he may remove his name from the register or disqualify him for appointment as examiner for a specified period or take such other action as he may consider fit.

8. Where the appointment of an examiner is cancelled by the Vice-Chancellor or an examiner, for any cause, is incapable of acting as such or does not accept the appointment, or an appointment becomes necessary as an emergency measure, the Vice-Chancellor shall appoint a substitute examiner, provided that, except in case of emergency, he shall consult the Head of the Department of Studies in University or the Convener of the Board of Studies concerned, before making the appointment.

9.1. Paper-Setters, external/internal examiners, head-examiners, sub-examiners and single examiners shall ordinarily be appointed for four years for all examinations except M.B.B.S., M.D., M.S. and other post-graduate diploma examinations in the Medical Faculty who shall be appointed for two years. The term of sub-examiners for M.I.L. examinations shall also be for three years. When a paper-setter/Examiner is changed owing to his having served for the maximum period, he shall not be appointed as a paper-setter/Examiner in the same year in another paper in any examination. This shall not, however, apply to M.A., Master of Engineering and Final Examinations in Honours School. A person shall not be eligible for reappointment till the lapse of one year.

9.2. An examiner shall be considered to have worked for full one year irrespective of the fact whether his appointment was for April or September examination.

10. No one shall be appointed as Paper-Setter--

- (i) If he has written or revised a book relating to that paper for use of candidates for the examination concerned (this does not apply to Honours, Post-Graduate, Engineering/Medical, Practical examinations and internal examiners);
- (ii) (a) if he is teaching or has taught during the preceding year the particular course to the class (this shall not apply to internal examiners and to the Boards of Examiners in Practical examinations).

*Note--*1. In Science subjects particular course means theory papers or practicals.

2. A person appointed as a Paper-setter should not :--

- (a) be a teacher to the class for examination of which he is proposed to be appointed Paper-Setter; and
- (b) have taught the class referred to in (a) during the two years previous to the examination.
- (b) if he does not possess, in the case of Engineering examination, five years' teaching experience in branch of Engineering out of which at least two years shall be in the particular subject in a recognised institution.
- (iii) if he does not possess teaching experience in the subject for--
 - (1) 10 years, or
 - (2) 5 years in the case of a University Professor.

Provided that--

1. This condition may be relaxed in the case of a subject like Home Science, French, German, Crafts, Music, Art, Military Science etc., in which qualified teachers are not available;
2. In the case of M.A. examination, ordinarily no person below the status of a Associate Professor in another University with less than 5 years' teaching experience shall be appointed as paper-setter/external examiner.
3. In the examinations in Dairying, Architecture, Chemical Engineering, Agriculture, Law, Pharmacy, Mass Communication, Physical Education and Anthropology, the teaching experience required of a paper-setter shall be 5 years but in case of eminent persons in the Profession this may not be insisted upon.
4. In commerce examinations, the condition of 10 years' teaching experience shall not apply to Chartered Accountants and eminent professional people.
5. (i) No person unless he/she is a teacher approved by the University with qualifications possessing at least three years' teaching experience in the case of Postgraduate examination and two years' in the case of Undergraduate examination, shall be appointed as examiner.
- (ii) In a subject in which teacher with requisite teaching experience is not available, Ad-hoc/Guest Faculty/Temporary teachers be appointed as examiners provided that:
 - (a) he/she is teaching or has taught during the preceding year the

particular course to the class; and

- (b) has qualified the UGC Net examination in the subject concerned or is eligible to qualify the same. Before appointing him/her as examiner, a certificate to this effect be obtained from the Convener of the Board of Studies/Co-ordinator/Principal concerned.

11. The following shall not be eligible for appointment as Paper-Setters, Head Examiners or Examiners :

- (i) A person whose relation is appearing in the examination. For this purpose "relation" shall mean--

Wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law;

And that each Paper-Setter/Examiner shall also be required to furnish the following declaration :

Declaration

To the best of my knowledge and belief, no relation of mine as mentioned above is appearing in the subject or Paper in which I am acting as Paper-Setter/Examiner.

- (ii) A person who joins an institution for further studies; and
- (iii) A person holding a non-teaching post, unless he--
 - (i) Possesses the required qualifications and teaching experience etc., laid down under the rules and has taught the subject within the last two years of his appointment as examiner.
 - or
 - (ii) is a part-time teacher teaching the subject concerned and possesses the minimum teaching experience laid down in the rules.
- (iv) A person who--
 - (a) has written a guide or a help book except medical examination;
 - (b) is convicted of any offence which, in the opinion of the Vice-Chancellor, involves moral turpitude;
 - (c) attains the age of 65 but the relaxation to the extent of 3 years beyond 65 years for appointment of Paper-Setters/Examiners will be permitted for Post-graduate/Professional/M.Phil. Courses only. For Under-graduate courses this relaxation will be permitted in emergency cases only.
 - (d) is declared insane.

If a person has already been appointed and incurs any of the above disqualifications, his/her appointment shall be cancelled.

12.1. Save in exceptional circumstances, no person shall be appointed to set more than 2 question papers for examinations during a year. This shall not include--

- (a) the setting of question papers for a practical examination; or
- (b) the examining of a thesis; or
- (c) professional examinations.

When a paper is set conjointly by two examiners it shall count as half a paper for purposes of this rule.

12.2. A person shall be appointed Paper-Setter/Examiner only for one main examination during a year. For this purpose, the examinations including Practicals for which the total remuneration comes to Rs.150 or below shall not be included.

13. If for more than one examination, the syllabus in a subject for a paper is the same, ordinarily only one question paper shall be set which will be used for all such examinations.

- 14.** (A) No one shall be appointed Head-examiner with less than ten years' teaching experience.
- (B) In appointing Head Examiners, the following principles shall be followed :
 - (i) Persons knowing Hindi and Panjabi (Gurmukhi script) shall be given preference.
 - (ii) Teachers working in other Universities shall not be appointed as head-examiners. Provided that persons, who during the term of their appointment as head-examiners, leave the jurisdiction of this University on account of their transfer, shall be permitted to complete their term.
 - (iii) Retired teachers shall not be eligible.

15. If the difference between the awards of internal and external examiners cannot be settled through correspondence and the difference is up to 15 per cent of the maximum marks allotted to a paper, the average of the two awards shall be taken as final. If the unresolved difference between the external and internal examiners is more than 15 per cent of the maximum, such awards shall be referred to another examiner appointed by the Vice-Chancellor, ordinarily on the recommendation of the Convener of the Board of Studies of the subject concerned. The awards of this examiner shall be treated as final.

Note.--The External examiner should in no case give an unlimited discretion to the Internal examiner for increasing or decreasing the marks.

16. The internal examiner shall send to the University officer concerned the award list signed by him and the external examiner in respect of candidates in whose cases there is no difference within the normal time limit--6 days for every 100 answer-books. There shall be an automatic deduction of Rs. 10 from the remuneration for each day of delay.

SPECIAL RULES FOR B.Sc. PART I (MEDICAL/NON-MEDICAL)
B.A. PARTS I, II, III AND B.COM. EXAMINATIONS

Theory Papers

1. Each question-paper shall be set by the single or neutral examiner, who shall also act as an examiner if the number of answer-books does not exceed 400.

2.1. For B.Sc. Part I (Medical/Non-Medical) and B.A. Examinations, Paper-Setters may, ordinarily, be appointed from the Punjab, Haryana and Union Territory of Chandigarh.

2.2. For B.Com. (Hons.)--A teacher working in the University Teaching Department of Commerce and Business Management, may be appointed as an external/neutral paper-setter/examiner for B.Com. (Hons.). A non-teacher who has specialised in the subject in view of his/her professional status (i.e. a Bank Manager for the paper of Banking) may also be appointed as an external/neutral examiner.

3. Application for registration as Head-Examiner/Examiner for each subject shall be made separately on the prescribed form, duly countersigned by the Head of the Institution. The application, complete in all respects, shall reach the Deputy Registrar (Secrecy) under Registered post on or before the 15th June each year. An incomplete application shall not be entertained.

4. No person shall be considered for appointment as a sub-examiner unless his/her name is registered with the University. If a Board recommends a person whose name is not registered, it shall be removed by the office and the fact shall be brought to the notice of the Revising Committee.

5. (a) No one shall be appointed as sub-examiner unless he is a teacher approved by the University with qualifications and teaching experience in the University Teaching Department/Affiliated College as below :

- (i) a Master's degree in the subject concerned with at least 3 years teaching experience; or
- (ii) a B.Sc. Honours School degree in the subject concerned with at least 5 years teaching experience.

(b) A University Research Scholar/Fellow/Assistant shall be eligible for appointment as examiner if--

- (i) he/she has taught for at least three years in an affiliated college prior to his/her joining as a Research Scholar/Fellow/Assistant; or
- (ii) he/she is given teaching work during his tenure of research scholarship and has completed three years' teaching.

6. (a) Demonstrators shall not be eligible for appointment in theory papers.

(b) Save in exceptional cases for reason to be recorded teachers in Colleges affiliated to other Universities shall not ordinarily be appointed.

7. (a) The requirement of three years' teaching experience may be relaxed in the case of a person who possesses high academic qualifications such as a doctorate or a degree from a foreign University.

(b) In a subject in which persons with requisite teaching experience are not available, the requirement of the minimum period of teaching experience may not be insisted upon.

- (c) In a subject in which there is dearth of qualified examiners, the requirement of one year gap may be waived; when waiving this requirement, a teacher with longer teaching experience shall be preferred.
- (d) A teacher working in a Professional college shall be considered for appointment as examiner only when the list of teachers working in Arts/Science Colleges is exhausted.
- (e) A teacher in Government institute of English or Education shall be eligible.

8. For purposes of appointment of sub-examiners for B.Sc. Part I (Medical/Non-Medical)/B.A./B.Sc. Parts I, II and III and B.Com. examinations, the office shall supply the following information to the Boards of Studies :

- (i)
 - (a) Total number of sub-examiners, required in each subject.
 - (b) Number of persons whose term as sub-examiners has not yet expired.
 - (c) Number of new appointments to be made, i.e. (a) minus (b) above.
 - (ii) Names of persons registered who have never been appointed as sub-examiners previously. (This list shall be prepared according to the year of registration).
 - (iii) Names of persons registered who have already acted as Sub-examiners and completed their term of appointment.
- (These lists shall be prepared according to the years in which the persons concerned completed their respective terms as sub-examiners).

9. Of the new appointments 50 per cent shall be made from amongst persons in Rule 8 (ii), and 50 per cent from amongst persons in Rule 8 (iii). In recommending appointments from amongst the former, persons with longer teaching experience shall be preferred to those with shorter experience. In recommending appointments from amongst the latter the list shall be taken year-wise and each list shall be exhausted before the next is taken up for consideration. If the number of persons in the list to be considered is larger than the number of vacancies remaining to be filled, persons with longer teaching experience shall be appointed in preference to those with shorter experience.

10. No examiner shall be allotted more than 400 answer-books for B.A./B.Sc. and B.Com. examinations. For B.Sc. Part I (Medical/Non-Medical) examinations the maximum limit of answer-books shall be 300.

- Note--*(a) A Head Examiner shall not have more than 10 examiners i.e. 3000 answer-books of B.Sc. Part I (Medical/Non-Medical) examination.
- (b) The Vice-Chancellor on the recommendation of the Controller of Examinations may permit an examiner to be given answer-books in excess of the specified limit in a special case.

11. A Paper-Setter shall convene a meeting of the Head-examiners in his paper at Chandigarh to discuss method of marking after examining a few answer-books, with a view to framing instructions for evaluation of scripts in order to ensure uniformity of standard.

12. In the case of a Paper where the Paper-setter is the only Head-examiner, he shall issue instructions to his sub-examiners direct and no meeting with sub-examiners shall be held.

Practical Examinations

13. The office shall prepare every year list of teachers in each science subject. For this purpose, the Principals of colleges and Heads of University Teaching Departments shall be requested for this information in the first week of August. The lists shall contain the following information :

- (i) designation and grade; and
- (ii) teaching experience separately for (a) B.Sc. Part I (Medical/Non-Medical)/B.A./B.Sc. Part I (b) B.A./B.Sc. Part II and III (c) Post-Graduate.

14. On receipt of the information specified in Rule 13 the office shall prepare lists according to the designations of the teachers.

15. The lists prepared by the office shall be supplied to the Boards of Studies concerned for examiners to be recommended.

- 16.** (a) The Board concerned shall recommend, in the first instance, a person only for one examinership; either in theory or practical.

However, if the required number of qualified examiners is not available, an examiner in theory may be appointed for a practical examination also.

- (b) A person, approved as a teacher by the University, who has taught the subject in an affiliated college/a University Department for at least 3 years shall be eligible for appointment as examiner.
- (c) For B.Sc. Part I (Medical/Non-Medical) and B.A./B.Sc. Part I, Research Scholars/Fellows/Assistants with at least two years teaching experience, in an affiliated college/a University Department may be appointed if qualified teachers are not available.

A Demonstrator who has completed 5 years service in the affiliated Colleges/University Departments may be appointed for B.Sc. Part I (Medical/Non-Medical) or B.Sc. Part I examination.

- (d) For B.A./B.Sc. Parts II and III examinations, teachers with a minimum of five years teaching experience to degree classes in an affiliated College/a University Department shall be appointed. Exceptions will be made only if teachers with five years teaching experience are not available.
- (e) If after appointing all the eligible persons available on the list, some vacancies remain to be filled, appointments for these vacancies will be made on the basis of status and seniority of teachers.

17. The members of Boards of Studies may be appointed examiners in various practical examinations upto degree level only when the examiners are not available or in exceptional circumstances.

18. For B.A./B.Sc. Parts II and III, the examiners may be internal examiners.

19. For B.A./B.Sc. Parts II and III examinations, each practical examination shall be conducted by a Board of two examiners, but this shall not apply to Music, Art and Home Science practicals.

20. The term of appointment of a practical examiner shall be for four years. He will be eligible for reappointment after gap of one year. If an examiner is unable to accept the appointment for one reason or the other, that appointment will be counted towards his term.

21. All emergency appointments will be made in consultation with Conveners of the respective Boards.

22. If some examiners recommended by a Board do not get a chance in the annual examinations, they shall be given first priority in the supplementary examinations.

23. A candidate who, due to some mishap or any other reason e.g. medical grounds, Court cases, non-receipt of intimation from the University, late admission/eligibility and late receipt of intimation etc. misses the practical examination, should report this fact within 10 days after date of termination of practical examination to become eligible to appear in June/July special examination.

Fee of Rs. 500/- per candidate, per subject will be charged for this special practical examination. This fee will be remitted by the candidate through Demand Draft in favour of the Registrar, Panjab University, Chandigarh alongwith the application for permission to appear in the special practical examination addressed to the Controller of Examinations, Panjab University, Chandigarh-160014.

B.Sc. HONOURS SCHOOL AND M.Sc. HONOURS SCHOOL
EXAMINATIONS

(a) Final Examination

1. Board of Control/Board of Studies shall be appointed to conduct these examinations. In each Board there shall be at least one external examiner and if the Board consists of six or more, at least two external examiners provided that if two suitable examiners are not available, the place of one of them may be filled by a neutral examiner.

2. Each question-paper shall be set and submitted by single paper setter.

2.(A) Answer books for theory papers will be evaluated by single examiner ordinarily within a radius of 500 Kms from Chandigarh.

There are various types of dissertations/Theses viz. Ph.D./M.A./M.Ed./M.E./M.D./M.S./M.Lib./MDS etc. All are got evaluated by two examiners and payment is made accordingly except internal examiners, appointed from within Deptts.

3. In exceptional circumstances the Syndicate may, after considering the recommendations of the Revising Committee appoint an examiner from within the affiliated colleges.

4. Every answer-paper whether for the theoretical, practical, or thesis, shall be read by both the examiners who shall be jointly responsible. The answer-books shall ordinarily be first marked by the external/neutral examiner. If the Head of the Department is not the internal examiner of a thesis, he shall be an ex-officio examiner and member of the Board of Examiners without payment.

5. Practical examinations may be conducted by the internal examiners only.

6. Whenever an external examiners is unable to attend the meeting of the Board of Examiners, he may, if he so desires, send to the internal examiner written questions for the viva-voce examination on thesis. The internal examiner will arrange to have those questions answered, in writing by the candidate, without reference to books, but with the thesis in front of him, under his supervision or under the supervision of a responsible person appointed by the Head of the department. Written answers of the candidate shall be sent to the external examiner if he so desires. In any case, the written answers will be available to the Board of Examiners.

(b) Subsidiary and Preliminary Examinations

7. Each question paper shall be set and submitted by the Single Examiner.

8. Every answer-paper, whether for the theoretical or practical, shall be read and marked by the Single Examiner.

9. Practical examinations may be conducted by the internal examiners only.

B.A. HONOURS, M.A. AND ACHARYA EXAMINATIONS

1. Each question-paper shall be set by the external examiner alone, who shall be supplied with the criticism or comments of the Board of Studies on the last year's paper.

2. In the subjects where the number of candidates does not exceed 400, one External and one Internal Examiner shall be appointed.

3. The answer-books in the case of B.A. Honours examination shall be evaluated by the paper-setters only.

4. In subjects where the number of candidates exceeds 400 but not 800, the question paper shall be split into two Parts (A and B) and the candidates shall be required to attempt three questions from Part A and two questions from Part B or vice-versa. For each part one set of External and Internal Examiners shall be appointed; i.e. evaluation of answer-books or each part shall be by the same set of examiners. Each examiner in such a case will be paid at half the rate of remuneration.

5. In the subjects where the number of candidates exceeds 800, more than one set of external and internal examiners shall be appointed depending upon the number of candidates. One half of the answer-books will be sent to the external examiner and the other half to the internal examiner simultaneously. They will evaluate their lots of answer-books and then exchange them with their counterparts i.e. external with the internal and vice-versa.

Note.--Adjustment upto 100 answer-books may be made by the Controller of Examinations.

6. The examiners will despatch the answer-books to their co-examiners in instalments of about 100 each to avoid delay in finalisation of awards and declaration of result.

7. The examiners (internal/external) shall send the results in regular instalments for which they will be paid actual expenditure.

8. Each thesis presented for the examination shall be examined by one external and one internal examiner conjointly.

9. Ordinarily no external or internal examiner shall be appointed in more than one paper if adequate number of qualified teachers in the subject is available.

10. An internal/external examiner, who completes his term of appointment of 4 years, shall not, ordinarily, be eligible for re-appointment without a gap of at least one year.

M.Sc. (2 YEAR) EXAMINATION

- 1.** Each question paper shall be set and each answer-book examined by single examiner.
 - 2.** The single examiner shall send to the University, the award list and the answer-books duly marked and signed by him.
 - 3.** Ordinarily, no examiner shall be appointed in more than two papers if adequate number of qualified teachers in the subject is available.
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BACHELOR OF EDUCATION EXAMINATION

1. Each question-paper shall be set by single examiner.
2. In the subject of Practice of Teaching, one lesson of a candidate shall be examined by one set of examiners and second lesson by another set of examiners. Each set shall consist of three examiners, i.e., one external and one internal and the Co-ordinating examiner.
3. The Co-ordinating Examiner shall be Principal of a College of Education.
4. A Co-ordinating Examiner shall not act as such when he ceases to be the Head of an affiliated College of Education.
5. The duties of the Co-ordinating Examiner shall be as follows :
 - (i) To maintain uniformity of standard of awards in the Practice of Teaching examination among the centres allotted to him.
 - (ii) To allot candidates to the various external and internal examiners at each centre :
 - (a) Lesson I on the first day to one batch;
 - (b) Lesson II on the second day to the II batch so that one examiner may not watch both the lessons of a candidate.
 - (iii) To consolidate the result of each centre and send them to the University with the remuneration bills, etc.
6. A person will be eligible for registration for appointment as examiner in any theory paper if--
 - (a) he/she is M.A., B.T., or B.Ed. provided that in the subjects of Philosophy and Psychology the degree of B.T. or B.Ed. shall not be insisted upon in the case of persons who are M.As. in Philosophy or Psychology; or
 - (i) have equivalent qualifications; and
 - (ii) having teaching experience of at least three years in a College of Education;
 - or
 - (b) he/she is trained graduate and has served as Headmaster/Principal of a recognised High/Higher Secondary School for at least five years.
7. For registration as external examiner in Practical Skill in Teaching a person shall possess the following qualifications :
 - (a) a degree with B.T. or B.Ed. or equivalent qualifications with at least five years' experience in a College of Education.
 - (b) Headmaster/Principal of a recognised High/Higher Secondary School with at least 5 years' teaching experience.
 - (c) Inspecting staff except B.E.Os.

Note:--Qualified persons from the University Teaching Department and eminent persons from the Education Department not actually participating in the teaching of B.Ed. classes, may be considered for appointment.

8. A person who satisfies the conditions laid down for registration in (6) and (7) above, shall, on application made on the prescribed form duly recommended by competent authority be registered for theory or practical as the case may be.

9. The procedure to be followed for the conduct of practical examination in various subjects will be as follows :

- (a) The examination in Practical Skill in Teaching shall be finished in about 12 days' time at all the Centres; there shall be convenient zones assigned to a team of examiners under a Co-ordinating Examiner. A zone for the purpose of this examination shall consist of about 500 candidates.
 - (b) Each examiner will be supplied with an assessment chart and he will be required to allocate awards under the items given in the said chart.
 - (c) Each Co-ordinating Examiner will be responsible for consolidating the awards of the candidate in his zone and send them on to the University and will maintain the uniformity of standard in the examination in Practical Skill in Teaching.
 - (d) The internal examiner shall assist the external examiner in assessing a lesson. The award of the external examiner will be considered as final.
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MASTER OF EDUCATION EXAMINATION (M.Ed.)

1. Each question-paper shall be set by the single examiner alone, who shall be supplied with the criticism or comments of the Board of Studies on the last year's paper.
 2. Answer-books shall be evaluated by single examiner.
 3. Ordinarily, no examiner shall be appointed in more than three papers if adequate number of qualified teachers in the subject is available.
 4. Internal examiner shall ordinarily be one who has already taught post-graduate classes for three academic sessions.
 5. An internal/external examiner, who completes his term of appointment of 4 years, shall not, ordinarily, be eligible for reappointment without a gap of at least one year.
 6. Each thesis/dissertation presented for the examination shall be examined by one external and one internal examiner conjointly.
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BACHELOR OF PHYSICAL EDUCATION EXAMINATION

1. Each question-paper shall be set and each answer-book examined by an external or neutral examiner.
 2. (a) For the examination in Practice of Teaching, three shall be--
 - (i) a Board of three examiners consisting of two external and one internal;
 - (ii) the Head of the Physical Education Department of the University as a Co-ordinating examiner.
 - (b) The duties of the Co-ordinating examiner shall be--
 - (i) To maintain uniformity of standard of awards in Practice of Teaching, Practical Examinations and Internal Assessment;
 - (ii) To allot candidates to the various Internal and External Examiners;
 - (iii) To consolidate the results of each lesson or practical examination, and the internal assessment and send them to the University with the remuneration bill, etc. When a set of examiners (External and Internal) decide to award first class marks in a lesson or practical to a candidate, the Co-ordinating Examiner (if not already present) will be specially called to watch the lesson. Final decision about awards in such cases and in all other cases of disparity and difference shall be with the Co-ordinating Examiner.
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MASTER OF PHYSICAL EDUCATION (M.P.Ed.) EXAMINATION

1. Each question-paper shall be set by the single examiner alone, who shall be supplied with criticism or comments of the Board of Studies on the last year's paper.
2. Answer-books shall be evaluated by single examiner.
3. Ordinarily no examiner shall be appointed in more than one paper if adequate number of qualified teachers is available.
4. For the practical examinations and internal assessment, there shall be a Co-ordinating Examiner.
5. The Head of the Physical Education Department of the University shall be the Co-ordinating Examiner.
6. The duties of the Co-ordinator shall be --
 - (i) To maintain uniformity of standard of awards in Practical Examinations and Internal Assessment (Part I and Part II).
 - (ii) To allot candidates to the various Internal and External Examiners.
 - (iii) To consolidate the results of practical examinations and internal assessment and send them to the University with the remuneration bill, etc. when a set of examiners (external and internal) decide to award first class or more than first class marks in practical to a candidate, the Co-ordinating Examiner (if not already present) will be specially called to watch the lesson. Final decision about awards in such cases, and in all other cases of disparity and difference, shall lie with the Co-ordinating Examiner.

NOTE : The nomenclature has been changed from M.A. Physical Education to M.P.Ed. from the session 2006-2007.

BACHELOR OF ENGINEERING EXAMINATIONS

1. (a) The Question Paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only, ordinarily within a radius of 500 k.m. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.
(b) The candidates shall have to attempt the paper in one answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) in the case of Bachelor of Engg. Exams.
 2. The external examiners shall be recommended from places as near Chandigarh as possible.
 3. For the Sessional, Practical, Viva-Voce, etc., in the subjects which are taught in only one of the Engineering Colleges the practical examinations will be conducted by the external examiners jointly with the internal examiners from the respective Colleges.
 4. For the General Fitness examination of the I, II, III and IV Engineering examinations a separate external examiner along with internal examiner shall be appointed to conduct examinations for Civil, Mechanical and Electrical Engineering Students of each year. For the other branches combined for each year, i.e. Aeronautical, Metallurgy, Electronics and Production Engineering one external and one internal examiner shall be appointed to conduct the examinations.
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MASTER OF ENGINEERING, AND BACHELOR & MASTER OF
CHEMICAL ENGINEERING EXAMINATIONS

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiners/paper-setters approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

2. The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) for Under-graduate examinations and of Forty pages in case of Post Graduate examinations.

3. For Master of Engineering :

- (i) The thesis shall be examined by a Board consisting of an external and an internal examiner.

The examiners will assess the thesis and forward their awards to the University, approving or rejecting the thesis. The examiners will also indicate if the thesis merits distinction.

- (ii) The sessional work in each paper shall be evaluated by the teacher concerned and will be countersigned by the Head of the Department. The awards in the sessional work will be forwarded by the Head of the Department concerned, through the Principal to the Controller of Examinations of the University at the end of each semester.

4. The examination in Project work shall be conducted by a Board of examiners consisting of three external examiners and three internal examiners.

EXAMINATIONS IN THE FACULTY OF MEDICAL SCIENCES

(i) M.B.B.S. Examination

(a) Theory Papers

1. There shall be four paper-setters/examiners for the main examination/supplementary examination except in the subjects of Physiology & Bio-chemistry of the 1st Professional, Pathology and Microbiology of the 2nd Professional, Ophthalmology and E.N.T. of the Final Professional which would have four examiners both for main and supplementary examinations as they are separate subjects.

2. There shall be two external examiners who will set two papers and three shall be two internal examiners who will set two papers. One of the internal examiners will be designated Co-ordinator/Moderator and he will be entitled to suitably modify the paper to see that it is according to the curriculum and there is no overlap of questions.

3. *50% of questions shall be of short answer type and 50% of essay type.

4. Each department shall have a bank of objective type questions from which they could draw questions from the examination. Ultimate aim should be of objective or multiple choice question. But method should be introduced gradually.

5. The internal and external examiners must possess Doctor's or Master's degree or equivalent qualifications as laid down by the Medical Council of India and at least five years' teaching experience in an affiliated college of a University recognised by the Medical Council of India.

6. In all subjects an external examiner shall ordinarily be appointed for not more than six turns at a stretch and there must be a break of at least one year before he becomes eligible for reappointment. Internal examiner in any department means a senior person like Professor, Associate Professor or Assistant Professor (or Chief Medical Officer or Health Officer in the subject of Forensic Medicine) provided he fulfils the conditions laid down for appointment of examiner.

7. The question-papers in theory of the various subjects shall be as under :

- | | | |
|----------------------------------|----|---|
| (i) First M.B.B.S. Examination | | |
| (a) Anatomy | .. | Two papers. |
| (b) Physiology | .. | -do- |
| (ii) Second M.B.B.S. Examination | | |
| (a) Pharmacology | .. | Two papers. |
| (b) Pathology and Microbiology | .. | Paper-A Pathology and Paper-B Microbiology. |
| (c) Forensic Medicine | .. | One paper divided into Parts I and II. |

*To take effect from 1981 examination.

(iii) Final M.B.B.S. Examination

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|----------------------------------|----|--|
| (a) Medicine | .. | Two papers A & B each divided into two Parts (I & II). |
| (b) Surgery | .. | -do- |
| (c) Midwifery & Gynaecology | .. | -do- |
| (d) Ophthalmology & E.N.T. | .. | -do- |
| (e) Social & Preventive Medicine | .. | One paper. |

8. Answer-books in Paper A of each subject will be marked by the external examiners and those of Paper B, by the internal examiners, who conduct the practical examination at the centre concerned. In the subject of Pathology and Microbiology, Paper A (Pathology) as well as Paper B (Microbiology) will be divided in two Parts. Part I of these two papers will be examined by the internal examiners, i.e., Professor of Pathology and Professor of Microbiology respectively, while Part II of Papers A and B by the external examiners, i.e. Professor of Pathology and Professor of Microbiology, respectively.

(b) Clinical, Oral and Practical

9. If there are more than one college affiliated to the University or the number of students is very large, there shall be separate sets of examiners to conduct the examinations at different centres.

10. At each centre, there shall be four examiners (2 internal and 2 external), in Medicine, Surgery, Midwifery & Gynaecology, Ophthalmology and E.N.T. Anatomy, Pharmacology, Physiology & Biochemistry, Pathology & Microbiology. In Social & Preventive Medicine (Community Medicine) examination there shall be 4 examiners two external and two internal; one of the internal examiners being a Clinician (Prof. of Medicine), all the other three examiners shall be in Social & Preventive Medicine (Community Medicine). In Forensic Medicine there shall be two examiners. The examiners for various centres will be different. However, the external or neutral examiners, may be the same for two or more centres, if the number of candidates, does not justify the appointment of different examiners at each centre. Internal examiner shall be the teacher of the subject from the college concerned. If none is available or is not qualified under the rules then a teacher of the subject from another affiliated college shall act in his place.

11. If any of the external examiners does not come on the appointed date of the practical examination, the Principal shall have authority to-

- (i) appoint any one else out of the panel approved by the Medical Faculty, or
- (ii) appoint a Professor of the subject concerned from another Medical College of a neighbouring University.

Failing which

- (iii) a Professor of the subject in another Medical College of the Panjab University.

General

12. If, in exceptional circumstances, an external examiner, where-ever the rules require appointment of one, is not available, a neutral examiner may be appointed instead.

13. The moderator/Head examiner shall submit the final result, on conclusion of the examination to the Controller of Examinations in sealed cover.

(ii) M.D., M.S., AND POST-GRADUATE DIPLOMA EXAMINATIONS
(THEORY, CLINICAL, ORAL AND PRACTICAL)

1. That no person shall be appointed as an examiner in any subject unless he has taken atleast five years previously a Post-Graduate degree of a recognised University or an equivalent qualification in that particular subject as prescribed by the Medical Council of India and thereafter has had atleast five years' postgraduate teaching experience in the subject concerned or in an allied subject in an affiliated college of a University or a recognised Postgraduate institution.

2. That there shall be atleast four examiners in each subject at an examination out of whom atleast 50% shall be external examiners. The external examiners who fulfil the conditions laid down in clause I above should ordinarily be invited from another recognised University, from outside the State.

3. There shall be two external examiners who will set two papers and there shall be two internal examiners who will set two papers. One of the internal examiners will be designated Co-ordinator/Moderator and he will be entitled to suitably modify the paper to see that it is according to the curriculum and there is no overlap of questions.

4. That an external examiner may ordinarily be appointed for not more than three years consecutively. Thereafter he may be re-appointed after an interval of two years.

5. That the internal examiner in a subject should not accept external examinership in a college from which external examiner is appointed in his subject concurrently.

6. That the same set of examiners shall ordinarily be responsible for the written, practical and oral part of the examination but not the thesis.

7. That in the event of there being more than one centre in one city, the external examiners at all the centres in that city shall be the same.

8. That the Chairperson of the Board of Paper-Setters should be an internal examiner.

9. That where there are more than one centre of examination, examination should be held at one centre only by rotation. In case there are students from all the three centres (D.M.C., C.M.C. and P.G.I.) there should be three external and three internal examiners.

10. That all the Postgraduate teachers with the rank of Associate Professors and above and with five years' Postgraduate teaching experience are eligible to be appointed as internal examiner in their subject. The Head of the department shall ordinarily be one of the examiners. The second internal examiner shall rotate after every two years.

11. Qualifications for appointment of examiners and Inspectors for Post-Graduate Degree Programme (M.D.S.) examinations :

1. he/she should possess qualification and experience not less than that prescribed for a teacher for Post-graduate degree Programme;

2. no person who is not an active Post-graduate teacher in the subject, can be appointed as Examiner. However, in case of retired personnel, a teacher who satisfies the above conditions, can be appointed upto one year after retirement;
3. not less than 50% of the External Examiners shall be from outside the state;
4. reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in the subject should not accept External Examinership for a college from which External Examiner is appointed in his subject;
5. no person shall be an External Examiner to the same University for more than 3 consecutive years. However, if there is a break of one year the person can be appointed.

Diploma in Health and Hospital Administration Examination

1. 50% question papers shall be set by the external and 50% by the internal examiners.
 2. The answer-books will be evaluated by one external and one internal Examiner.
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(i) M.PHARMACY, (ii) B.PHARMACY AND (iii) DIPLOMA IN
PHARMACY AND DRESSER

1. In each paper, whether theoretical, practical or thesis, there shall be single/neutral and single examiner who shall be responsible for setting the question-paper and evaluation of answer-books.

2. The external/neutral examiner, as the case may be, shall be the first to set questions and send them to the internal examiner.

3. The answer-books shall ordinarily be marked by the single neutral examiner.

4. For B.Pharmacy– Setting of theory question paper, shall be done jointly by the External and Internal examiners duly recommended by the Board of Undergraduate Studies in Pharmaceutical Sciences.

BACHELOR OF ARCHITECTURE

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

2. The candidates shall have to attempt the paper in one answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) in the case of Bachelor of Architecture examinations.

BACHELOR OF MASS COMMUNICATION

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setters approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh, as possible.

2. The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) for undergraduate examinations and of Forty pages (including title cover) for Post-Graduate examinations.

MASTER OF BUSINESS ADMINISTRATION AND M.COM.
(SEMESTER SYSTEM) EXAMINATIONS

- 1.** In each paper, whether theoretical, practical or thesis, there shall be one single/neutral who shall be responsible for setting the question paper and evaluation of answer-books.
 - 2.** The external/neutral examiner, as the case may be, shall be the first to set questions and send them to the internal examiner.
 - 3.** The answer-books shall ordinarily be marked by single examiner.
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CERTIFICATES AND DIPLOMAS COURSES IN--

1. Postgraduate Diploma Course in Gandhian Studies.
2. Certificates in French, German and Russian.
3. Diplomas in French, German and Russian.
4. Certificates in Sanskrit and Tamil/Telugu/Kannada/Malayalam.
5. Diploma in Sanskrit and Tamil.
6. Certificate of Elementary, examination of Technical Translation in Russian.
7. Advanced Diplomas in German, Russian, French, Chinese and Tamil.
8. Certificate in Tibetan and Chinese.
9. Diplomas in (i) Tibetan; and (ii) Chinese.
10. Diploma of Proficiency in Interpretership for Tibetan Language.
11. Diploma in Translation (English-Hindi or Panjabi).
12. Certificates in Urdu and Persian.
13. Diploma in Urdu.
14. Advanced Diploma in Urdu.

1. In each paper, whether theoretical, practical or thesis, there shall be one external/neutral and one internal examiner who shall be responsible for setting the question-paper and evaluation of answer-books.

2. The external/neutral examiner, as the case may be, shall be the first to set questions and send them to the internal examiner.

3. The answer-books shall ordinarily be marked by the external/neutral examiner in the first instance.

DIPLOMA IN ADI GRANTH ACHARYA

Each question paper shall be set by the Single or Neutral Examiner who shall also act as an Examiner for evaluation of answer-books.

POST-GRADUATE DIPLOMA IN CHEMICAL ANALYSIS OF FOODS

In every paper there will be at least one Internal Examiner from amongst the actual teachers of the class in that paper and one external examiner for the final examination.

LAW EXAMINATIONS

Old System

F.E.L., S.E.L., LL.B. and LL.M. Examinations

1. Each question paper shall be set and each answer-book examined by single examiner.

Semester System

(B.L. and LL.B. degrees)

2. Each question paper shall be set and each answer-book examined by single examiner.

3. Not more than 50 per cent of the examiners for all Semester examinations taken together (i.e. from I to IV Semester) may be internal examiners from amongst the teaching staff of the Department of Laws, provided--

- (i) that only such members of the teaching staff (whole-time or part-time teachers approved by the University) shall be eligible who possess at least five years' teaching experience in a University Department of Laws/ Regional Centres and have taught the subject concerned for at least two years;
- (ii) that the requirements in proviso (i) shall not apply to eminent practising advocates or Judges or retired Judges; and
- (iii) that membership of the Board of Studies in Law shall not debar a teacher of the Department of Laws from being appointed internal examiner.

4. The answer-books shall ordinarily be evaluated by the examiner who sets the question paper.

5. Advanced Diploma Course in Taxation.

The dissertation/project report shall be examined by external and internal examiners.

6. LL.M. Advanced Diploma in Labour Laws and Taxation Examination

The examiners for the LL.M. examination as well as examiners in Advanced Diploma in Labour Laws and Taxation shall be totally external in terms of paper-setting as well as evaluation. The paper setting will be done by single examiner/paper-setter.

B.Sc. NURSING AND B.Sc. NURSING (POST-BASIC)

Each question-paper shall be set and each answer-book examined by an external/neutral and internal examiner.

B.Sc. HOME SCIENCE, M.Sc. HOME SCIENCE
AND POSTGRADUATE DIPLOMA

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

2. The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) for under-graduate examinations and of Forty pages in case of Post-Graduate examinations.

3. For Practical and Project work/Thesis, there shall be one external and one internal examiner.

BACHELOR AND MASTER'S DEGREE IN LIBRARY AND
INFORMATION SCIENCE

1. The question paper will be set by single examiner/paper setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover), for under-graduate examinations and of Forty pages in case of Post-Graduate examinations.

2. No one shall be appointed paper-setter if he does not possess at least 4 years' teaching experience in the subject in a recognised institution.

3. The external examiner shall ordinarily be a Library Science teacher working in another University.

For the M.Lib. & Information Science examination, ordinarily no person below the status of a Associate Professor in another University with less than 5 years' teaching experience of the M.Lib.Sc. class, shall be appointed paper-setter/external examiner.

O.T. AND M.I.L. EXAMINATIONS

- 1.** Each question-paper shall be set by the external or neutral examiner.

For the examinations in O.T./Modern Indian Languages, teachers working in affiliated colleges, possessing the requisite qualifications as given in Rule 3 for these examinations and teaching experience of 10 years or more, shall be eligible for appointment as paper-setters.

- 2.** The paper-setter shall also evaluate the answer-books but when the number of answer-books exceeds 400 he shall act as Head examiner and one or more examiners as may be required, shall be appointed to mark the answer-papers. The standard of marking of the examiners shall be determined by the Head-examiner.

Care shall be taken that Head-examiners are not appointed from distant places.

- 3.** A teacher who is working in an affiliated college and possesses the following qualifications and teaching experience of at least three years, shall be eligible for appointment as an examiner :

- (a) For Prabhakar examination :
 - (i) M.A. in Sanskrit or Hindi,
or
 - (ii) M.A. in some language and Shastri or Prabhakar,
or
 - (iii) Shastri with Prabhakar,
or
 - (iv) Shastri with at least five years' teaching experience in Hindi in a recognised or affiliated institution of the Panjab University, provided a solemn declaration is given of having working knowledge of English.
- (b) For Gyani examination :
 - (i) M.A. in Panjabi,
or
 - (ii) M.A. in some language and Gyani.
- (c) For Adib Fazil examination :
 - (i) M.A. in Persian or Urdu,
or
 - (ii) M.A. in some language and Adib Fazil or Munshi Fazil.
- (d) For Rattan examination :
 - (i) B.A. and Prabhakar,
or
 - (ii) Shastri
- (e) For Proficiency in Panjabi examination :
B.A. and Gyani.

- (f) For Adib examination :
 - (i) B.A. and Adib Fazil,
or
 - (ii) B.A. and Munshi Fazil.
- (g) For Honours examination in Sanskrit :
M.A. in Sanskrit or a Graduate with Honours in Sanskrit.
- (h) For Honours examination in Persian :
M.A. in Persian or a Graduate with Honours in Persian.

4. Applications for registration as examiners, duly recommended by the competent authority, shall be made on the prescribed form by persons who satisfy the conditions for registration.

5. No one shall be recommended for appointment as sub-examiner, whose name is not borne on the register maintained for this purpose. If any such person is recommended by the Board of Studies, the office shall delete his name from the list of recommended candidates and inform the Revising Committee.

(b) SCALE OF REMUNERATION FOR PAPER-SETTERS,
HEAD-EXAMINERS & EXAMINERS

THEORY EXAMINATIONS

(A) Paper-setting/Expert Comments/Instructions/Coordination

1. B.A./B.Sc./B.Com. (General & Hons.), Hons. School/B.Ed./B.Sc. Home Science/B.P.Ed. (Annual/Semester) and other similar Undergraduate examinations including OT/MIL and all Diploma Course Examinations.
2. All Certificate Course Examinations.
3. M.A./M.Sc./M.Com./M.Ed./M.B.A./M.Sc. (Hons. School)/M.Sc. (Home Science)/M.P.Ed. (Annual/Semester) and other similar Master's Course Examinations.
4. M.Phil. Examinations.

Professional Courses

5. B.Arch./B.E. (including Chem. Engg.)/LL.B./B.Sc. Nursing/B.Lib.Sc./B.Mass Communication/MBBS/BDS and other Bachelor's level Professional Examinations.
6. M.E. (including Chem. Engg.) M.Tech/M.Sc./M.Lib.Sc./LL.M./M.Mass Communication and other Master's level Professional Examinations.
7. Expert's Comments on the complaint against the setting of Question Paper for all examinations under Sr. No. 1 to 6 above.
8. Drawing up of instructions by Paper-setters for the guidance of evaluators for B.Sc. (Hons.School)/M.Sc. (Hons.School)/M.Sc. (Two year Course) Examinations.
9. Drawing up of instructions for evaluation of scripts in order to ensure uniformity of standard for B.A./B.Sc./B.Com./B.Ed./Gyani and Prabhakar Examinations.
10. Coordination fee to Head Examiners for B.A./B.Sc./B.Com/B.Ed./Gyani/Prabhakar Examinations.

As decided by the Syndicate/
Senate from time to time.

Rates for Theory Papers

1. M.B.B.S.
2. B.D.S.
3. B.A.M.S.
4. B.Sc. (Nursing (All courses)
5. M.Sc. (Nursing)
6. M.D./M.S./M.D.S. /M.Ch. D.M.
7. All P.G. Diploma in Medical Sciences

As decided by the Syndicate/
Senate from time to time.

Rates for Practical Papers

- B.Sc. (Nursing)
- M.Sc. (Nursing)

Note:-In the case of all Courses where there is joint Paper-Setting System, the amount payable for setting the Question Paper and Detailed Instructions for evaluation shall be divided equally amongst the Paper-Setters.

(B) (i) Evaluation (Theory)

1. B.A./B.Sc./B.Com. (Hons.)/B.Sc. (Hons. School)
2. B.A./B.Sc./B.Com./B.Ed./B.P.Ed./B.Sc. (Home Science)/Other Bachelor level including O.T./M.I.L. Exams.
3. Diploma Courses
4. Certificate Courses
5. M.A./M.Sc./M.Com./M.Ed./M.P.Ed./M.Sc. (Hons. School)/M.Sc. (Home Science)/M.B.A./M.C.A./LL.M./Other Master's Courses.
6. M.Phil. (Answer Scripts)
7. B.Sc. (Nursing)/MBBS/BDS/BAMS and other Bachelor levels/Professional exams. under the Faculty of Medical Sciences. All P.G. Diploma in Medical Sciences. M.Sc. (Nursing)

As decided by the Syndicate/
Senate from time to time.

Professional Examinations

8. B.Arch./B.E. (Including Chem.Engg.)/B.Sc. Nursing/B.Lib. Sc./B. Mass Communication/M.B.B.S./B.D.S., LL.B. & Other Bachelor's level Professional Examinations.
9. M.E. (including Chem. Engg.)/M.Sc. Nursing/M.Lib. Sc./M. Tech.
10. Evaluation of Thesis/Dissertation for M.D./M.S./MDS Part II/M.Ch./MD. Ph.D. Ph.D.
11. Evaluation of thesis
12. Viva-Voce test

As decided by the Syndicate/
Senate from time to time.

(ii) Thesis/Dissertations

1. D.Litt./D.Sc./LL.D.
2. Ph.D. Evaluation
Viva
3. M.Sc. (Hons. School)/M.A./M.Sc. & M.Phil. Evaluation
Viva
4. M.D./M.S./M.D.S.Part-II/M.Ch. Dissertation/M.Pharm./M.E./M.E. (Chem. Engg.)
5. M.Sc. (Home Science)/Diploma in Dress Designing/M.Sc. Nursing/M.D.S. Part - I
6. M.P.Ed./M.A. Phy.Ed./M.Ed.
7. LL.M.
8. M.B.A./M.B.A. (Part Time - Three year Course)/M.P.M. & I.R./M.I.B.
9. B.Lib.Sc./M.Lib.Sc.
10. B.Ed.
11. B.Pharm.
12. Advanced Diploma in German/Russian/French/Urdu/Tamil/Diploma Courses in Translation (from English to Hindi and Panjabi)/Diploma in Computer Sc. & Applications/Advanced Diploma in Taxation & Labour Laws/P.G. Diploma in Gandhian Studies/Dip. in Adigranthacharya

Evaluation and Viva Voce Examination to be done by Internal Examiner/s only and hence no payment is being prescribed.

As decided by the Syndicate/
Senate from time to time.

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| 13. All Job Oriented Diploma Courses in Economics, and Commerce Faculty

(c) Re-Evaluation (Theory) of Answer-books
1. Under-graduate Examinations
2. Master Level Examinations | } | As decided by the Syndicate/
Senate from time to time. |
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PRACTICAL EXAMINATIONS

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| (a) Paper Setting
1. B.A./B.Sc./B.Com./B.Sc. (Hons.)/B.Sc. (Hons. School)/B.Sc. (Home Science)/B.Ed./B.P. Ed. and other Undergraduate examinations.

2. M.A./M.Sc./M.Sc. (Hons. School)/ M.Sc. (Home Science)/M.P.Ed./M.Ed. and other Master's course examinations | } | As decided by the Syndicate/
Senate from time to time.

Note: No Payment is to be made if the question paper is set on the spot. |
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PROFESSIONAL EXAMINATIONS

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| 3. B.Arch./B.E. (including Chem. Engg.)/M.B.B.S./B.D.S./M.D.S. Part I
4. M.D./M.S./M.D. Part II/M.Ch. Part I.
Rate of Remuneration for conduct of whole examinations (including setting of question papers) for M.D./ M.S./MDS/ M.Ch. /D.M. (Part I & Part II)

5. B.Sc. Nursing
6. B. Pharmacy
7. M.Sc. Nursing

(B) Practical Evaluation
1. B.A./B.Sc./B.Com./B.Ed./B.P.Ed. etc. & other similar Undergraduate Courses
2. B.Sc. (Hons. School) (Prelim. & Sub.)
3. M.A./M.Sc./M.Sc. (Hons. School)/ M.Sc. (Home Science)/M.Ed./M.P.Ed. & Other Master's Course examinations.
4. M.Phil. Examinations. | } | As decided by the Syndicate/
Senate from time to time. |
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Practical Evaluation for Professional Courses

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| 5. B. Arch - Ist to Final Year
B. Arch - Final Year | } | |
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6. B.E. (a) Major Projects
(b) Minor Projects
(c) Other Subjects
(d) Transportation Engg. Project (Civil) Major
7. B.Sc. Nursing - 1st & 2nd Year
8. B.Pharmacy
9. M.Sc. Nursing
10. (i) MBBS/BAMS/1st and 2nd Professional
(ii) MBBS Final Professional Part I and II/BAMS Final Professional
11. (i) BDS 1st and 2nd Professional and other Bachelor level Professional exams. (under the Faculty of Medical Sciences).
(ii) BDS 3rd and 4th Professional and other Bachelor level Professional Exams. (under the Faculty of Medical Sciences).

As decided by the Syndicate/
Senate from time to time.

Diploma Courses

Paper-setting fee
Practicals

SPECIAL PROVISIONS

1. Setting fee for a passage in a language other than Hindi, Panjabi and Urdu for Under-graduate Examinations.
2. Fee for translation of a question paper into a language wherever necessary.
3. Proof Reading of Question Papers

CHECKING EVALUATED ANSWER BOOKS

DECODING OF ANSWER-BOOKS

Special checking of Answer-books for UMC and/or obtaining Expert opinion in complaint cases including Report Writing.

Secrecy Workers (Assigning Fictitious Roll Nos. - including preparation of key-books for fictitious numbers)

Observer's remuneration at spot-evaluation centres

Local Conveyance (per day) for all categories of persons.

For distance up to 5 Kms.

For distance beyond 5 Kms.

Coordinators at Spot Evaluation Centres for each Annual/Supplementary B.A./B.Sc./B.Com./Gyani/Prabhakar examinations.

Coordinators for Spot Evaluation in the PU Teaching Departments for each Annual/Supplementary/Semester System M.A./M.Sc./M.Sc. (Hons. School/B.Sc. (H.S.) Exams.

Board of Moderators for Moderation of Awards for M.A. Examinations

As decided by the Syndicate/
Senate from time to time.

SPECIAL PROVISIONS

1. Setting fee for passage for the dictation in French to B.A. Parts I, II and III shall be Rs. 60 per passage.
2. Setting fee for a passage in language other than Hindi, Punjabi and Urdu for B.A. Part I, Part II and Part III shall be Rs. 60.
3. Fee for translation of question paper into a language wherever necessary shall be Rs. 60 per paper.
4. Examiners in Art Practical for B.A. Parts I, II and III shall be paid for different parts of the Practical examination separately.
5. Two fees shall be paid to each of the Examiners for practicals in all Science subjects for B.A./B.Sc. (General) I, II and III year Examinations as the candidates are required to appear in two practical papers.
6. In Military Training Practical Examination and in Geography field work and Laboratory work for T.D.C. Parts II and III, each examiner shall be paid Rs. 1.75 per candidate provided that the maximum fee payable shall not be more than two fees per candidate if the number of examiners exceed two.
7. Full setting and examining fee shall be paid to each paper-setter-cum-examiner for paper IV (Methods of Teaching selected subjects) in B.Ed. Examination.

General Rules

1. For scrutinising answer books of candidates involved in unfair means cases and for giving expert opinion thereon an examiner/expert shall be paid Rs. 4.00 per answer book (minimum Rs. 50) at the undergraduate level and Rs. 5.00 per answer book (minimum Rs. 60) at the Postgraduate level.
2. The fee for setting a question paper shall be divided equally among the co-paper-setters unless otherwise specified.
3. (a) For revision of 10 per cent of the total number of answer book marked by a. sub-examiner (excluding test instalments) the Head Examiners in Theory shall be paid usual fee per answer book which is payable for the examination concerned.
(b) The Head Examiner may re-examine more answer books to satisfy himself, but he shall not be paid for more than 10 per cent without obtaining the prior sanction of the Vice-Chancellor.
4. If an answer book is divided into parts, the payment for different parts shall be so divided as not to exceed the fee for examining the whole paper.
5. Examiners for the biannual examinations shall be treated as separate examiners.
6. When a third examiner is appointed by the Vice-Chancellor in the event of difference of opinion between the Head and the sub-examiner, the remuneration fixed for examining the single answer-book shall be divided between the two examiners according to the nature of the work. The distribution shall be decided by the Controller of Examinations.

7. An automatic deduction of Rs. 10 per day of delay from the remuneration of a Head Examiner/Sub-Examiner shall be made in case the awards are not received within the prescribed date.
8. An automatic deduction of Rs. 10 per day subject to a maximum of Rs. 100 shall, be made from the remuneration of Head Examiners who do not submit the payment' chart within one month from the date of despatch of final instalment of award list.
9. 4 per cent of the remuneration of a Paper Setter/Head Examiner/Examiner shall be deducted at the source towards the Teachers' Holiday Home Fund and 6 per cent amount shall be contributed by the University.
10. Re. 1.00 shall be deducted out of the remuneration of each examiner for B.A. I, II & III and M.A., B.A./B.Sc. Hons. M.A./M.Sc. Hons. Sch. and O.T. & M.I.L. Theory Examinations as entry fee in the Examiner's Card.
11. No setting fee shall be paid to examiners who set Practical Paper on the spot.
12. The contingent expenses for various Hans. School and Semester System Examinations :

That a sum of Rs. 30 and Rs. 10 be remitted to both external and internal examiners respectively, alongwith the examination material, to cover postage and incidental charges. If any examiner spend more than this amount, he may claim the balance of amount by submitting receipts and vouchers.

The examiners for other Theory examinations shall be paid actual contingent expenses on production of actual payee's receipts.
13. The Head Examiners or Examiners who are required to scrutinise answer-books of unfair means cases in lots shall be paid remuneration at the same rate as laid down for marking of the answer-books of the examination concerned.
14. A deduction of Rs. 5 per mistake subject to a maximum of Rs. 50 shall be made from the remuneration of the examiners for re-evaluation of answer-books.

For more than five mistakes, the name of the examiner shall also be removed from the panel recommended by the Board of Studies for re-evaluation of answer-books for the next year.
15. In the Undergraduate examinations, the sub-examiners whose work in general is adversely reported upon by their Head-examiners, in their confidential reports, as also those who commit more than two mistakes/errors of the following types in the evaluation of answer-books as per reports by Head-examiners, shall be disqualified for that year for re-evaluation of answer-books :-
 - (a) Questions left unmarked.
 - (b) Questions over-attempted but not marked; and
 - (c) Awarding more marks than the maximum.
16. Rs. 4 per Answer book subject to a minimum of Rs. 50 for undergraduate examinations for Re-evaluation.
17. Rs. 5 per answer book subject to a minimum of Rs. 50 for Master level examination for Re-evaluation.

18. When a third examiner is appointed in the event of difference of opinion between the External and Internal examiners, the third examiner shall be paid remuneration as fixed for examining an answer-books, subject to the minimum fixed for that examination in the case of written papers and for payment to the External Examiner in the case of thesis/dissertation for examination concerned.
19. In case of examinations where there are External and Internal examiners each examiner shall be paid full examining fee, subject to a maximum of two fees for candidate.
20. The Internal/External and single examiners are authorised to get the help of Checking Assistants as in the case of Head-examiners and they shall be paid at the usual rate payable to checkers unless otherwise provided.
21. One fee shall be divided equally, if there are more than one Examiner for a candidate.
22. No fee for setting practical question papers and questions sessional work and viva-voce Examination shall be paid to the Examiners of this University for the 1st, 2nd, 3rd and Final B.Engineering Examinations in addition to the examining fee presently paid for each candidate.
23. Rs. 75 per session to observers for all theory examinations plus TA/DA as per University rules.
24. Rs. 10 for dictating a passage for short hand where necessary.
25. The Principal who is to act as Co-ordinator for spot evaluation, at out-stations may appoint, if necessary Assistant Co-ordinator to assist him. The Co-ordinator and the Assistant Co-ordinator be paid honorarium at the rate of Rs. 1200 and Rs. 500 respectively.
26. The Co-ordinator be paid honorarium Rs. 600 for each annual/supplementary Semester System M.A./M.Sc./M.Sc. (Hons. School), B.Sc./(H.S.) Examinations.

**Scale of Remuneration for Checking Assistants to Internal/External/
Single/Head Examiners**

1. All Theory Examinations Rs. 18/- per hundred answer-books
2. B.Sc. Part I, II and III Rs. 30/- per hundred answer-books
Practical Examination
 - (i) That the Checking Assistant/Decoding of Answer Books for theory Examination be paid @ Rs. 18 per hundred answer-books with a minimum fee of Rs. 18/-.
 - (ii) That where the number of answer-books assigned to an examiner was 25 or below, no Checking Assistant be appointed. The examiner himself shall do this job.
 - (iii) That where the number of answer-books assigned to an examiner was above 25, the Checking Assistant be paid remuneration as per rules.
3. Checking Assistant shall receive a minimum fee of Rs. 18/-.

Penalties in the case of Head Examiners, Sub-Examiners, Checking Assistants to Head Examiners

Head, Examiners and Sub-examiners Deduction in case of delay in submission of result in theory and practicals.

- (i) An automatic deduction of Rs. 10/- per day of delay from the remuneration of Examiners and Head Examiners to be made in case the awards are not received within the prescribed date as required under the rule.
- (ii) Automatic deduction of Rs. 10/- per day subject to a maximum of Rs. 100 shall be made from the remuneration of Head Examiners who do not submit the payment charts in respect of sub-examiners within one month from the date of despatch of final instalment of award lists.

Deduction in case of mistakes committed by the sub-Examiners

- (i) Rs. 2/- per mistake, subject to a maximum of Rs. 20/-.
- (ii) Rs. 2/- per page in case of marking centurial series, subject to a maximum of Rs. 10/-.
- (iii) Rs. 5/- per mistake, subject to a maximum of Rs. 50.00/- be made from the remuneration of examiners for re-evaluation of A/Books.

Deduction in the case of Checking Assistant to Head Examiners

- (i) Mistake in totalling Rs. 10/- per mistake.
- (ii) Omission in evaluating a Question Rs. 10/- per mistake.
or a part of question

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| <ul style="list-style-type: none"> (iii) Neglect of duty on other account (iv) For every minor mistake detected by the office in award lists | } | As decided by the Syndicate/
Senate from time to time. |
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Scale of Remuneration for payment of contingent Examinations.

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| <ul style="list-style-type: none"> 1. Chemistry and. Technical Chemistry <ul style="list-style-type: none"> (i) B.A./B.Sc. Part I (ii) B.A., B.Sc. Part II and III (iii) M.Sc. 2. Botany Practical Examination <ul style="list-style-type: none"> (i) B.A./B.Sc. Part I (ii) B.A. & B.Sc., Parts II & III (iii) M.Sc. 3. Physical Practical Examination <ul style="list-style-type: none"> (i) B.A./B.Sc. Part I (ii) B.A., B.Sc. Parts II and III 4. A. Zoology Practical Examination <ul style="list-style-type: none"> (1) B.A./B.Sc. Part I (2) B.A., B.Sc. Parts II and III <p>B. Where Rabbits are used for practicals the actual cost shall be met by the University on production of valid receipts.</p> 5. Geography Practical Examination <ul style="list-style-type: none"> (1) B.A./B.Sc. Part I (2) B.A./B.Sc. Parts II and III
(Pass and Honours) (3) M.A. 6. Home Science Practical Examination <ul style="list-style-type: none"> (1) B.A./B.Sc. Part I (2) B.A. /BSc. Parts -II & III | } | As decided by the Syndicate/
Senate from time to time. |
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7. Engg. Examinations
- (i) Chemistry
- (ii) Physics
8. Professional Examination
- Actual expenditure certified by the Head of the Institution concerned will be paid.

} As decided by the Syndicate/
Senate from time to time.

Scale of Remuneration for payment to Laboratory Staff in Practical Examinations.

T.D.C.

Norms of Laboratory Staff subject-wise

(i) Chemistry :	1. Sr. Lecture Asstt.	One
	2. Junior Lecture Asstt.	One
	3. Gasman or Mechanic	One
	4. Lab. Attendant	Two
(ii) Physics :	1. Sr. Lecture Asstt.	One
	2. Instrument Maker	One
	3. Junior Lect. Asstt.	One
	4. Lab. Attendant	Two
(iii) Botany :	1. Sr. Lecture Asstt.	One
	2. Junior Lecture Asstt.	One
	3. Plant Collector	One
	4. Lab. Attendant	Two
(iv) Zoology :	1. Sr. Lecture Asstt.	One
	2. Junior Lecture Asstt.	One
	3. Animal Collector	One
	4. Lab. Attendant	Two
(v) Home Sc. :	1. Sr. Lecture Asstt.	One
	2. Junior Lecture Asstt.	One
	3. Lab. Attendant	Two
(vi) Fine Arts :	1. Sr. Lecture Asstt.	One
	2. Junior Lecture Asstt.	One
	3. Lab. Attendant	Two
(vii) Geography :	1. Sr. Lecture Asstt.	One
	2. Junior Lecture Asstt.	One
	3. Lab. Attendant	Two
(viii) Military Training :	1. P.I. Staff	Two
	2. Laskar	One
(i) Sr. Lab. Lecture or P.I. Staff or equivalent position	} As decided by the Syndicate/ Senate from time to time.	

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> (ii) Jr. Lab./Lect. Asstt./ or equivalent position. (iii) Gasman or Mechanic or Instrument Maker or Lab. Assistant or equivalent position. (iv) Laboratory Attendant or Plant Collector or Animal Collector or Laskar or Sweeper. (v) Game Boy/Groundman | } | <p>As decided by the Syndicate/
Senate from time to time.</p> |
|---|---|---|

2. Panjab University Teaching Departments

B.Sc. (Hons. School), M.Sc. (Hons. School) and M.Sc. (2 year course). All subjects viz., Anthropology, Bio-chemistry, Bio-Physics, Botany, Chemistry, Technical Chemistry, Geology, Geography, Microbiology, Physics, Psychology, Statistics and Zoology etc.

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|--|---|---|
| <ul style="list-style-type: none"> (i) B.Sc. (Hons. School) I & II year (Major and Subsidiary). (ii) B.Sc. (Hons. School) III year, M.Sc. (Hons. School) and M.A./ M.Sc. (2 year Course) (iii) (a) For conducting the Practical part of all theory papers in each paper of all M.A.'s including, Geography, Music, History of Arts except Fine Arts (Part I & II Exams.) <li style="padding-left: 40px;">(b) Persons acting as Life Models in all practical exams. in Fine Arts. | } | <p>As decided by the Syndicate/
Senate from time to time.</p> |
| <p>3. Medical Faculty</p> <ul style="list-style-type: none"> (a) Surgery (b) Pathology (c) Physiology | } | |
| <p>4. Engg., Chemical Engineering and Technology.</p> <ul style="list-style-type: none"> (i) Ist, 2nd and 3rd Semester Examinations (ii) Final Examination in Engg. and Chemical Engg. & Technology. (iii) Fee for a Khalasi appointed for practical of Engg. Examination. | | |

5. Home Science
- | | | |
|--------------------------------|---|---|
| (i) B.A./B.Sc., Part-I | } | As decided by the Syndicate/
Senate from time to time. |
| (ii) B.A./B.Sc. Parts II & III | | |

Agriculture to be treated like Botany and Geology like Physics.

Supervisors appointed for practical examinations shall also be called Assistant Superintendents and will be paid at the same rate as for theory examinations.

That both the Sweepers and the cleaners engaged during practical examinations for cleaning laboratories shall be paid @ Rs. 12/- per session each.

(c) RE-EVALUATION OF ANSWER-BOOKS

The system of Re-evaluation of answer-books will be continued.

A candidate who wishes to seek re-evaluation of his/her answer-book/s may apply for re-evaluation to the Assistant Registrar (Re-evaluation), Panjab University, Chandigarh-160014 on the prescribed application form accompanied with a fee of Rs. 300/- per answer-book for Bachelor Degree level courses and Rs. 350/- for Postgraduate courses alongwith the detailed marks card/certificate, in original.

1. Re-evaluation is permissible in case of Annual, Supplementary, Bi-annual and Semester examinations conducted by this University only in theory papers. Re-evaluation is not permissible in case of practical examinations in different subject/s or paper/s sessional marks, internal assessment, project report, dissertations, thesis and viva voce.

2. (a) A candidate who wishes to seek re-evaluation under Semester System of his/her answer-book/s may apply for re-evaluation through online process only within 15 days from the date of declaration of results of the particular examination (for this purpose the date printed on the result gazettee/notification shall be taken as the date of declaration) and there is **no submission** of re-evaluation form with late fee as well as date of dispatch of D.M.C.

(b) In the case of foreign students who leave for their countries before the declaration of their results, and the candidates from Port Blair, Arunachal Pradesh, students of Sikkim and other States/Union Territories of North-Eastern region, Military Personnel, Para Military forces i.e. B.S.F., C.R.P.F. & I.T.B.P. etc. and wards of Military Personnel the last date for submission of online applications and fee for re-evaluation is 30 days from the date of declaration of results.

3. Late procurement of form shall not be entertained as a plea for its late submission in any case.

4. No refund of fee shall be admissible. However, in such cases where an application is rejected on account of being time-barred or being inadmissible, 75% of the amount paid will be refunded without asking the candidates to apply for refund of fee.

5. A candidate whose result is declared late may also seek re-evaluation within 21 days from the date of declaration of his/her result or within 15 days from the date of despatch of result card by the University office to the college/candidate; whichever is later.

The answer-book of such candidates (for all examinations) whose results are R.L. be got preserved by the Examination Branch/Conduct Branch till their results are declared and their online applications for re-evaluation be entertained within the prescribed time as laid down in the Rules.

Provided that no application for re-evaluation of such candidates whose results are declared late due to omission or negligence on the part of the candidate, such as non-payment of fee, non-submission of documents required for the confirmation of the eligibility or for non-fulfilment of similar other requirements shall be entertained after 31st December of the Calendar year (in case of the examination held in April/May for **Semester System**) and **30th June of the ensuing Calendar year (in the case of examinations held in November/December for Semester System)**.

6. Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in the application.

7. Engg. Students (UIET, Chemical Engg., CCET & UCIM)

After student has seen the answer-book, he/she may apply for re-evaluation within five working days to the Director/Chairperson/Principal by attaching the receipt of re-evaluation fee. The Director/Chairperson/Principal may be authorized to form the panel of three experts, Director/Chairperson/Principal/Professor of the branch, being the member. The work of re-evaluation must be finished within a week. Then the final result may be submitted to the Controller of Examinations only once.

8. The re-evaluation will be done under the rules framed by the Syndicate from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication to this effect will be entertained. The candidate is required to plan his future programme in accordance with his original result already communicated by University Office till it is actually superseded by the result of re-evaluation.

9.1. The answer books shall be got re-evaluated by one examiner. The score of the candidate after re-evaluation shall be the one which is to the advantage of the candidate i.e. the better of the two (Evaluation or Re-evaluation). In case of difference between the scores of evaluation and re-evaluation of more than 15% of the maximum marks of the paper, the answer book will be referred to the third examiner. In such a case the average of the best two awards (out of the three) of the candidate shall be taken into account.

9.2. The result of a candidate will be changed on re-evaluation only if the character of result is changed (character means 'Fail' to 'Pass' or 'Compartment', 'Compartment' to 'Pass' or Vice-versa, change in division, in aggregate). The increase/decrease of even one mark, as a result of re-evaluation would be given effect to.

Provided that in the case of a candidate for M.A./M.Sc. examination the result of re-evaluation will also be changed if the aggregate comes to 55% or more even if on re-

evaluation the score does not increase by 5% of the maximum marks allotted to the concerned paper.

Provided further that the candidates placed on the “Merit List” are treated at par with other candidates in the matter of re-evaluation of answer-books i.e. their application forms for re-evaluation, if desired, must reach the University Office, under registered cover, within the specified time limit as indicated in No. 2 (a & b) above for the purpose.

Notwithstanding the above provision, the merit list shall be determined and notified on the basis of the declaration of the re-evaluation results.

10. Subject to provision under Rule 9.2 the score on re-evaluation shall supersede the original score.

11. No further re-assessment shall be allowed after the award/s by Re-evaluator has/have been received.

12. If as a result of re-evaluation a candidate passes at the Exam., he/she shall be eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her. His/her attendance shall be counted from the date of his/her admission. However, no candidate would be granted admission on the basis of re-evaluation result after 31st December of the academic session. In the case of admission to a course having Semester Exam. the date will be Oct. 15.

Similarly, if a candidate becomes eligible for the Supplementary Examination he/she may be permitted to appear at the usual supplementary examination in August or thereafter at the time of the next examination only. Such a candidate will also be eligible to seek provisional admission to the next higher class, without late fee, within ten working days of the communication of the result of re-evaluation to him/her and count attendance from the date of his/her admission.

12.1. In case of ongoing classes, each student whose result of the lower semester/class has not been declared, shall have to seek provisional admission with an undertaking to the effect that his/her admission shall stand cancelled if he/she fails to meet the eligibility requirement(s) for promotion to the next higher semester/class as per the rules and regulations of the course. The date of start of teaching of ongoing classes shall be notified by the Dean of University Instruction and the counting of attendance for the purpose of calculation of shortage of lectures will be made from the above said notified date of start of teaching. If the candidate, whose result of lower semester/class has not been declared, seek the provisional admission after the start of teaching, his/her attendance will be counted from the notified date of start of teaching and not from the date on which he/she seeks provisional admission. The candidate after the declaration of result of lower semester/class will have to deposit the due fees within ten days of such declaration in order to get his/her admission confirmed.

13.1. All entries in the online applications for re-evaluation should be completed and corrected in all respects. The office will not be responsible for the delay/rejection of the case. No change in the entries once made by the candidate shall be allowed after submission of online fee.

13.2. The withdrawal of request for re-evaluation shall be allowed within 21 days of the last date for receipt of application provided that the process of re-evaluation has not been set in motion i.e. the scripts have not been coded for re-evaluation.

Where a student's result of supplementary examination is declared before the result of the re-evaluation he/she shall be allowed to withdraw his/her request for re-evaluation, if he/she so desires. If a student requests withdrawal of re-evaluation after 21 days, the Vice-Chancellor may allow such withdrawal if the University is not able to declare the re-evaluation result within one month of the receipt of request for withdrawal.

The refund of fee for re-evaluation in such cases shall not be allowed.

14. The result of Re-evaluation whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.

15. A candidate whose answer book is not available for re-evaluation due to any reason, may be allowed by the Vice-Chancellor either :

- (i) To re-appear in the same paper at the next examination without payment of examination fee and in that event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he/she re-appears;

or

- (ii) To have his/her fee refunded in full.

16. In future all benefit of Re-evaluation be allowed only in those cases where the candidate has cleared the lower examination in the immediately available first two consecutive chances/attempts and not thereafter. The 3rd and 4th chance for clearing the lower examination be given only on the understanding that the candidate is debarred from applying for Re-evaluation for the next higher class.

(d) REMUNERATION FOR LESSON WRITERS ETC. WORKING IN THE
UNIVERSITY SCHOOL OF OPEN LEARNING

- | | | |
|---|---|---|
| <ol style="list-style-type: none"> 1. Lesson Writers :- <ol style="list-style-type: none"> (a) Pass courses (b) For Post-Graduate Classes. (c) Diplomas & P.C. Diplomas
and certificate courses 2. Translators 3. Language Vettors 4. Lesson Reviewers 5. Correction of Response Sheet
(Undergraduate Classes) and
Diplomas etc. | } | <p>As decided by the Syndicate/
Senate from time to time.</p> |
|---|---|---|

M.A. EXAMINATION

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|---|---|---|
| <ol style="list-style-type: none"> 6. For correction/evaluation of assignment/
essay in lieu of response sheets received
from students of M.A. Parts I & II 7. Translator 8. Lesson typing (Undergraduate & Postgraduate classes) <ol style="list-style-type: none"> 1. Double space typing 2. Double Space stencil cutting | } | <p>As decided by the Syndicate/
Senate from time to time.</p> |
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CHAPTER XXXIII

RATES OF PAYMENT TO SCRUTINEERS FOR EXAMINATION RESULTS

The rates of payment shall be as under :-

RATES FOR SCRUTINY OF RESULTS

Sr. No.	Name of Examinations	Maximum per hundred per scrutineer (Rs.)	Minimum per result per scrutineer (Rs.)
1	2	3	4
1.	B.A./B.Sc./B.Com./B.B.A./B.C.A. 1st year	As decided by the Syndicate/ Senate from time to time.	
2.	B.A./B.Sc./B.Com./B.B.A./B.C.A. 2nd year (General & Honours)		
3.	B.A./B.Sc./B.Com./B.B.A./B.C.A. 3rd year (General & Honours)		
4.	M.A./M.Sc./M.Com./M.Ed./M.A. (Phy.Edu.) and other Master's level courses (Part I) Sem. I & II (Part II) Sem. III & IV		
5.	O.T., M.I.L./Shastri/Acharya/Prabhakar/Gyani and other similar examinations		
6.	Post-graduate Certificate, Diploma and Advanced Diploma Courses		
7.	Professional Examinations B.Arch./B.E. including Chem. Engg./M.B.A./M.E./B.Sc. (Nursing), MBBS/LL.B./B.Pharm./B.Ed. and other Professional courses at Bachelor's and Master's levels.		
8.	1. B.Sc. (H.S.) 1st year		
	2. B.Sc. (H.S.) 2nd year		
	3. B.Sc. (H.S.) 3rd year		
	4. M.Sc. (H.S.)/M.Sc. 1st year/ Sem. I & II (2 year course)		
	5. M.Sc. (H.S.)/M.Sc. 2nd year/ Sem. III & IV (2 year course)		
	6. M.Phil.		
	7. Certificate/Diploma/Advanced Diploma/Post-Graduate Diploma Courses.		

9. Re-evaluation results of all examinations (Annual/Supplementary, semester or any other) (main results only).

<ol style="list-style-type: none"> (a) Upto 25 candidates (b) 26 to 50 candidates (c) 51 to 100 candidates 	}	As decided by the Syndicate/ Senate from time to time.
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Note : For the above work (Re-evaluation) two scrutineers be appointed irrespective of the number of candidates involved.
 10. Result later cases (All exams. - Annual/Supplementary/Semesters/Any other).

<ol style="list-style-type: none"> (a) Upto 25 candidates (b) 26 to 50 candidates (c) 51 to 100 candidates. 	}	As decided by the Syndicate/ Senate from time to time.
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 11. Rates for Confidential Result
 12. In the case of main results, the scrutiny shall be done by one scrutineer when the number of candidates is upto 10 in an examination beyond which the result shall be scrutinized by two scrutineers except in the case of B.Sc./M.Sc. (Hons. School), M.Sc. (two year) course, and Re-evaluation results.
 13. Fraction of hundred candidates will be paid for proportionately.
 14. In case of any emergency/dire need, the Deputy Registrar (Examinations) or the Assistant Registrar (Examinations) whosoever is direct incharge of the Tabulation Section will scrutinize "Result Later" cases if the number of candidates involved is upto 10.
 15. In all the "Result Later" cases, only one scrutineer will scrutinize the result upto 25 candidates at one sitting.
 16. Automatic deduction will be made from the scrutineers' bills, on account of mistakes in the Results at the following rates :
 - (a) Rs. 350/- per mistake per scrutineer for each serious mistake of passing or failing a candidate wrongly.
 - (b) Rs. 150/- per mistake per scrutineer for each mistake of a less serious nature e.g.--
 - (i) Wrong totalling of the marks of a subject affecting the grand total;
 - (ii) Wrongly failing a candidate when he actually gets compartment or exemption and vice-versa;
 - (iii) Any other mistake or omission which may affect the result of a candidate as decided by the Controller of Examinations.
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CHAPTER XXXIV

COMPLAINTS AGAINST QUESTION PAPERS

1. Complaints against question-papers shall be entertained only if they are made by or through the Heads of any affiliated colleges/University Departments and received by the Controller of Examinations by name under a registered cover within fifteen days of the examination in that paper. No complaint will be entertained thereafter.

For O.T./M.I.L. examinations, the complaint against question papers shall be entertained if these are received by the Controller of Examinations by name under a registered cover within fifteen days of the examination in that paper from the candidates direct. No complaint will be entertained thereafter. Provided that the complaint against the question paper/s will first be referred to the Head/Chairman of the Department concerned for his comments, if there is a prima facie case.

2. That any complaint against a question paper received in accordance with the rule provided for this purpose, be referred, in the case of undergraduate examinations to an expert in the subject at the campus and in the case of postgraduate examination to an expert outside the jurisdiction of the Panjab University, for their independent and objective opinion regarding the merits of the complaint. The matter thereafter shall be considered by the concerned Board of Studies and the recommendations of the Board with regard to the award of ad-hoc marks, if any, shall be made applicable only with the prior approval of the Vice-Chancellor.

The paper-setter shall be requested to send his comments in writing, on the complaint against question paper.

In case, any relation of the Convener/Member of the Board of Studies/Control is appearing in the University Examinations he/she should not become a party to the meeting/University work with regard to the appointment of paper-setters/examiners and for considering complaints against setting of question papers etc.

3. The Board of Studies shall not of its own consider any complaint against the question paper unless the requirement of Rule 1 is complied with.

CHAPTER XXXV

(A) (i) FINANCIAL POWERS OF HEADS OF UNIVERSITY DEPARTMENTS (TEACHING & NON-TEACHING)

(i) Financial sanction means conclusive approval by the designated authority to incur expenditure against a specific budget provision.

(ii) Head of Department means a Professor, Associate Professor or a Assistant Professor or any other person designated by the Senate as Head of a University Department (Teaching & Non- Teaching).

(iii) The Heads of the Departments shall not incur expenditure not provided in the Budget estimate or if provided, in excess there of without previous sanction of the competent authority.

(B) Delegation of Power

Sr.No.	Subject Matter	Limit of Amount	Authority	Remarks
1.	Procurement of goods and services other than works	Upto Rs. 1,00,000/- if as per rules.	HOD (Teaching & Non-Teaching Deptt.	Any relaxation in rules shall be got approved from the Vice-Chancellor by giving proper justification.
2.	Procurement of goods and services other than works	More than Rs. 1,00,000/-	Vice-Chancellor	Full Powers
3.	Works	Rs. 15,00,000 if as per rules.	Junior Tender/ Purchase Committee	Any relaxation in rules shall be got approved from the Vice-Chancellor by giving proper justification.
4.	Works	Beyond Rs. 15,00,000/-	Vice-Chancellor on the recommendation of Senior Tender/Purchase Committee	Full powers
5.	All Expenditure on Conduct of Exams.	Without any limit if payment is as per rules/rate	COE	Any relaxation in rules shall be got approved from the Vice-Chancellor by giving proper justification.
6.	Refund of fee	Without any limit if the payment is as per rules	Registrar	Any relaxation in rules shall be got approved from the Vice-Chancellor by giving proper justification.

S.No.	Subject Matter	Limit of Amount	Authority	Remarks
7.	Payment of Honorarium	Without any limit if claim is as per entitlement & with in rules	HOD (Teaching & Non-Teaching Deptt.)	Any relaxation in rules shall be got approved from the Vice-Chancellor by giving proper justification.
8.	Payment of Electricity/ Telephone bills	Without any limit if claim is as per rules	HOD (Teaching & Non-Teaching Deptt.)	Any relaxation in rules shall be got approved from the Vice-Chancellor by giving proper justification.
9.	Payment of Over-Time(O.T.)	On actual basis as permissible under rule 10.2 of this manual.	DUI	The concerned Head of the Section/Branch shall justify the urgency, need and quantum of over time to be employed.
(a)	Employees in the DUI Office and Teaching Departments/ Centres			
(b)	Employees in Examination Branch/es	--do--	COE	
(c)	All other employees	--do--	Registrar	
(d)	Employees working under projects)	--do--	Director Research	
10.	Payment of Medical Bills	On actual basis as per the entitlement	(i) Vice-Chancellor (with respect to claim of CMO and Vice-Chancellor working and retired) (ii) CMO in all other cases.	

- Note :-** 1. No seprate financial approval is requied for payment of monthly salaries/ wage to employees/workers employed or engaged by the competent authority. The payment of salary/wage bills shall be regulated as per rule of P.U. Accounts Manual Chapter VI.
2. Where purchase of non-consumbable items for more than Rs. 15,000/- to be made out of Non-plan budget, prior administrative approval of the Vice-Chancellor shall be obtained by concerned HOD/Director/Coordinator as the case may be.

(ii) FINANCIAL POWERS OF THE HEAD OF THE DEPARTMENT
OF PUBLICATION BUREAU

1.1. The Head of the Department shall not, without previous sanction of Syndicate/Senate -

(a) incur expenditure not provided in the budget estimates :

or

(b) exceed the provision made in the budget estimates.

1.2. He shall be competent to incur expenditure against non-recurring provision made in the budget for a clearly defined object, provided the amount does not exceed Rs. 15,000. Where the amount exceeds Rs. 15,000/- previous sanction of the Vice-Chancellor shall be obtained.

2. (i) Against the budgeted provision made under the head "Production of Books", Head of the Department of Publication Bureau shall be competent to -

(a) incur expenditure on paper to be purchased from Manufacturers/ Suppliers under an Agreement between them and the University;

(b) incur expenditure on the work of Printing and Binding of books to be assigned on approved rates to the approved firms;

(c) incur expenditure on all other items (such as compilers' remuneration, revision charges, vetting charges, royalties to copyright holders, proof-reading etc.) relating to preparation and production of books at rates approved by the Syndicate for such work;

(d) (i) arrange, through negotiation, with the approval of the Vice-Chancellor, production of -

(A) a book other than a textbook; or

(B) a textbook in any size other than 20 × 30/16, if it is required to be produced urgently, or if it is of a special nature;

(ii) arrange binding, art work, block-making etc. and purchase of suitable paper for (i) above;

Provided that the Vice-Chancellor shall determine whether a particular book is of a special nature or whether it is to be produced urgently;

(e) allow members of the Bureau Staff to work overtime as and when necessary and to incur and sanction expenditure for the same;

(f) incur expenditure on advertisements released by him to news-papers/ Journals costing upto Rs. 1500 for one insertion;

(g) incur expenditure on Transport;

(h) refund amount of securities deducted from the bills of Binders/firms after expiry of the prescribed period, as admissible under the rules;

(i) incur expenditure on casual labour;

(j) incur expenditure up to Rs. 80,000/- for participation in Book Fairs, Exhibitions, Publishing Courses, Seminars, T.A./D.A. to staff, subscription and other contingent expenses etc.

(ii) Under the head "Contingencies" he shall be competent to incur expenditure as below :

- | | | |
|-------|---|--|
| (a) | On Electricity, Telephone, Postage, Insurance, Freight, Uniforms to Class C employees, Octroi, Terminal or other rates/taxes levied by the State or local rule or order. | .. Full amount |
| (b) | On other items. | .. Rs. 4500/-, (on any individual item). |
| (iii) | Medical Assistance | .. As Admissible under the Rules |
| (iv) | Miscellaneous i.e. on any budget head other than the above heads. | .. Rs. 4500. |
| (v) | The Head of the Department shall be competent to sanction advances up to the limit of sanction of expenditure against non-recurring provision as also the recurring provisions. | |

3. All sums upto Rs. 5000/- shall ordinarily be paid from the permanent advance of the Department. A sum above Rs. 5000/- shall ordinarily be paid by cheques by the Registrar.

4. Quotations/Tenders shall be invited for all purchases exceeding Rs. 10,000/-. The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender.

Provided that it shall not be necessary to invite quotations/tenders in the cases of purchases made from Government departments or institutions recognised for this purpose by Government e.g. the Central Jail, the Government Emporia, the Work Centres, Co-operative Stores, etc.

5. The Head of the Department shall -

- (a) prepare a comparative statement of the rates obtained, and place the order of his requirements with the lowest tenderer;
- (b) obtain the sanction of the Vice-Chancellor before placing the order if the lowest quotation/tender is not accepted giving reasons for accepting the higher quotation/tender;
- (c) keep a regular record of purchases made and shall watch the flow of expenditure in a register maintained for the purpose, to avoid excess expenditure over the budgeted provisions;
- (d) be competent to write off losses of stocks in case of any individual items, as indicated in this Chapter under (b).

(iii) FINANCIAL POWERS OF THE HEAD OF THE PRESS DEPARTMENT

1.1. The Head of the Department shall not, without previous sanction of Syndicate/Senate -

- (a) incur expenditure not provided in the budget estimates;
- or
- (b) exceed the provision made in the budget estimates.

1.2. (i) He shall be competent to incur expenditure against non-recurring provision made in the budget for a clearly defined object, provided the amount does not exceed Rs. 15,000/-. Where the amount exceeds Rs. 15,000/- previous sanction of the Vice-Chancellor shall be obtained.

(ii) He shall be competent to incur expenditure under the Head “Contingencies” as below :

- (a) On Electricity, Telephone, Postage, Insurance, Freight, Uniforms; Octroi, Terminal or other rates/taxes levied by the State or local rules or order .. Full amount.
- (b) On other items .. Rs. 4500/- on any individual item.

2. All sums upto Rs. 5000/- shall ordinarily be paid from the permanent advance of the Department. A sum above Rs. 5000/- shall ordinarily be paid by cheques by the Registrar.

3. Quotations/tenders shall be invited for all purchases exceeding Rs. 5000/-. The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender.

Provided that it shall not be necessary to invite quotations/tenders in the cases of purchases made from Government Departments or institutions recognised for this purpose by Government e.g. the Central Jail, the Government Emporia, the Work Centres, Co-operative stores etc.

4. The Head of the Department shall –

- (a) prepare a comparative statement of the rates obtained, and place the order of his requirements with the lowest tenderer;
- (b) obtain the sanction of the Vice-Chancellor before placing the order of the lowest quotation/tender is not accepted, giving reasons for accepting the higher quotation/tender;
- (c) keep regular record of purchases made and shall watch the flow of expenditure in a register maintained for the purpose, to avoid excess expenditure over the budgeted provisions;
- (d) be competent to write off losses of stocks in case of any individual items, as indicated in this chapter under (b);
- (e) be competent to arrange repairs of a machine; inviting quotations shall not be insisted upon.

5. The Manager of the Press shall have power to sanction and incur expenditure :

- (i) not exceeding Rs. 1500/- per item out of the budget head "Contingencies", as also;
- (ii) not exceeding Rs.1500/- per item for purchase of Press Equipments/ repair of machinery and;
- (iii) against the budget head 'Over-time Remuneration'.

6. The Head of Department shall be competent to incur expenditure against recurring provisions.

- (a) Machinery, Apparatus/ .. Rs. 10,000/- for any individual
Chemicals bill.
- (b) Miscellaneous i.e. any .. Rs. 3,000/- for any individual
budget head other than bill.
the above heads.
- (c) Refund of securities As admissible under the rules.
- (d) Medical Assistance As admissible under the rules.
- (e) The Head of the Department shall be competent to sanction advances up to the limit of sanction of expenditure against non-recurring provision as also recurring provisions.

(b) WRITING-OFF LOSSES

Short Title and Commencement

- (i) These Rules may be called 'The Panjab University Writing-off of losses Rules'.
- (ii) These Rules shall come into force from the date of their approval by the Competent Authority.

Definition

In these Rules unless the context otherwise requires :

'Competent Authority' means the authority specified in the Rules appearing at page 503 as amended from time to time.

Constitution of Committee

The following members will constitute the Committee to recommend the write-off of losses due to normal course and not due to theft or neglect :

I. Teaching Departments

- 1. Head of the Department;
- 2. One/two persons conversant with the type of equipment/goods to be written off (to be recommended by the Head of the concerned deptt.);
- 3. Secretary, Technical Committee;
- 4. Two nominees of the Vice-Chancellor (one of whom may be from the allied deptt.).

II. Non-teaching Department

- 1. Head of the Department;
- 2. Finance & Development Officer/Asstt. Registrar (Accounts);
- 3. One/two person/s as nominee/s of the Vice-Chancellor.

III. University office

- 1. Registrar;
- 2. Finance & Development Officer;
- 3. Assistant Registrar (R & S);
- 4. Two nominees of the Vice-Chancellor (one from teaching deptt.).

Procedure

The procedure for writing-off of scientific equipment/apparatuses, furniture, furnishing and other items due to normal course and not due to theft or neglect, shall be as follows;

- (i) The Head of the concerned department/officer will prepare a list of those articles which are to be considered for being written off, incorporating the following information:
 - (a) Particulars of the articles of stores;

- (b) Quantity;
 - (c) Date of purchase (approximate date or year if the exact date is not known);
 - (d) Purchase value;
 - (e) Present condition of the articles;
 - (f) Remarks.
- (ii) The Head of the department (in the case of University Teaching Departments) and other persons designated by the Senate as Head of a University Department, shall examine the list of articles keeping in view the purchase price, possible wear and tear during the period the articles were used and the circumstances in which the loss or damage was caused' and satisfy himself that there was no article on the list, which can be economically put to use after repairs. Thereafter, the list of articles, shall be submitted to the Committee.
- The Committee will examine and, verify whether the condemned articles were fit for write-off or could be put to use after repairs or whether the same be disposed off through auction. There after, the recommendations of the Committee for write-off or otherwise shall be submitted to the competent authority.
- (iii) After the competent authority has written-off the item/s, the Committee shall work out the approximate sale value of the items to be put up on auction.

In special cases with the approval of the Vice-Chancellor one expert member of any Science Department or USIC/CIL/XEN/University office or an outside institution be associated with the Committee to fix the price of obsolete item(s) for the purpose of sale by the Auction Committee.

Auction Committee

The Auction Committee shall comprise of :

- (i) Head of the department;
- (ii) One member associated with the Committee to write-off obsolete items;
- (iii) Secretary, Technical Committee of the deptt.;
- (iv) One member from the allied deptt. from amongst V.C's nominee (as in I under "Constitution of Committee").

Procedure for Auction

The Head of the Department concerned would initiate steps for the auction of obsolete stores. Auction notice indicating the nature of items to be auctioned, date, time and place of auction will be issued. Such notices shall be given wide publicity through newspaper or pasting of bills at important places or through any other media considered appropriate.

Obsolete and condemned items like type-writers, duplicating machines, bicycles etc. will be transferred to the Registrar Office under proper receipts for conducting open auction of the same in suitable lots instead of individual auction by the concerned department for such item.

The Auction Committee shall formulate terms and conditions of auction.

Each bidder would be required to deposit 10% of the amount as worked out by the committee as auction value before the party is allowed to participate in the bidding. The amount shall be refunded on-the-spot to the unsuccessful bidders for bids not accepted.

The bidder shall be required to deposit the entire amount minus the amount of security within the period as may be stipulated by the Auction Committee. Such period shall not ordinarily exceed one week.

Auction amount

The entire amount shall be deposited with the Cashier, Panjab University, Chandigarh in the Current Account, under 'Miscellaneous Income' of the University.

Competent Authority for Writing of Losses

(A) The following authorities have been empowered to write-off losses up to the limit noted against each :

- | | | |
|----|---|---|
| 1. | Heads of University Teaching Departments/ ..
Non-Teaching Departments | Rs. 5,000/- per
item due to normal
cause and not due
to theft. |
| 2. | (a) Registrar | Up to Rs. 10,000/-
per item in the case
of University Office
due to normal cause
and not due to theft. |
| | (b) Controller of Examinations | Up to Rs. 10,000/-
per item in the case
of examination
centres due to
normal cause and
not due to theft. |
| | (c) Finance & Development Officer | Up to Rs. 10,000/-
per item in the case
of University Office
due to normal cause
and not due to theft. |
| 3. | (i) Dean of University Instruction .. | Up to Rs. 10,000/-
per item. |
| | (ii) Dean of University Instruction/
Dean of Student Welfare (Men)/
D.S.W. (Women) .. | Up to Rs. 10,000/-
per item in case
of Amalgamated
Fund. |

4.	Vice-Chancellor	..	Up to Rs. 1,00,000/- per item.
5.	Syndicate	..	Up to Rs. 5,00,000/- per item.
6.	Senate	..	All losses without any limit for any item.

(B) The power to sanction and incur expenditure, per item out of 'Depreciation Fund Account' be fixed as under:

1.	Vice-Chancellor	..	Up to Rs. 5 lac (Existing power Rs. 1 lac)
2.	Syndicate	..	Up to Rs. 10 lac
3.	Senate	..	without any limit for any item.

CHAPTER XXXVI

(a) PROCEDURES AND GUIDELINES FOR THE RESEARCH SCHEMES/ PROJECTS SANCTIONED BY VARIOUS SPONSORING BODIES

- (I) In order to encourage the faculty for undertaking research and to facilitate and strengthen the ongoing research work in the University, a Research Promotion Cell (hereinafter called as RPC) shall be constituted by the Vice-Chancellor with the following composition :
- (a) Vice-Chancellor Ex officio, Chairman
 - (b) Director, RPC Ex officio, Chief Coordinator
 - (c) One senior Professor to be nominated by the Vice-Chancellor from the Faculty of Science having experience of handling any research project during the past five years.
 - (d) One senior Professor to be nominated by the Vice-Chancellor from the Faculty of Arts having experience of handling any research project during the past five years.
 - (e) One senior Professor to be nominated by the Vice-Chancellor from the Faculty of Language/Laws having experience of handling any research project during the past five years.
 - (f) One senior Professor to be nominated by the Vice-Chancellor from the Minor Faculties having experience of handling any research project during the past five years.
 - (g) One senior Professor next to the Director, RPC in order of seniority to be nominated by the Vice-Chancellor from the University.
 - (h) Assistant Registrar (RPC) Convener
- (II) All the work relating to research projects/schemes/fellowships shall be handled by the RPC for which necessary staff shall be transferred from the G&P Section. The work of RPC shall include processing of administrative sanctions, maintaining the budget registers, processing of bills submitted by Principal Investigators etc. and getting those pre audited for payment. However, the work relating to general plan, grant, on the part of budget section as well as reconciliation thereof for the total plan grants shall be handled in the G&P Section of Accounts Branch. All the staff in the RPC shall work under the administrative control of the Director RPC. In addition to above the RPC shall perform the following functions:-
- (1) Department and Faculty member-wise List of Projects to include the title, funding agency and the sanctioned grant of the project. On the completion of the project to make a record of the publications.
 - (2) To keep a record of Research output (including the scholars trained, infrastructure, equipments added, books and other articles updated/added etc.) Project-wise, Department-wise, Faculty-wise and teacher-wise.
 - (3) In order to facilitate the submission of Research Projects to various funding agencies in Sciences, Social Sciences and general categories, RPC will prepare a booklet of potential national funding agencies. This booklet will

cover information on their websites, thrust areas, prescribed application forms and terms & conditions for making applications for financial assistance for Research & Development projects of Research Promotional Cell. This booklet will be revised from time to time. A copy of this booklet in digital form will be sent to each departmental library for easy access to each faculty member.

- (4) Motivating, assisting and monitoring of Research Proposal Preparation and submission. For this, from time to time, the Research Promotion Cell may visit every department for discussing and facilitating the initiation of Research Proposals.
- (5) Maintain a List of Publications of each Faculty member & department
- (6) Shall facilitate maintaining one copy of the reprint/book of each of the publication of the University irrespective of the source of fund in PU Central Library - department wise in a section on P.U. Publications. It is necessitated as all publications are P.U.'s Property. These publications will not be issued, however can be consulted by anybody.
- (7) Research Promotion Cell may also meet Faculty members, officials of the G & P section and the Research Fellows to identify problems find solutions & building confidence.
- (8) Shall facilitate the execution of R&D Projects from the administrative angle.
- (9) Shall make an effort to prepare a data base of Research Fellows and faculty staff with the objective of disseminating information regarding funding agencies and job vacancies
- (10) Shall prepare a website for facilitating the young researchers.
- (11) Shall monitor PURSE grant and other research programmes of various funding agencies. Till the constitution of RPC with all facilities, the work relating to Research Program/Schemes shall be handled at G&P section.

(III) Applications for Research Schemes

All proposals for research schemes/projects for submission to the sponsoring bodies should be forwarded through the Head/Chairperson of the Department/Centre/Institute etc. to the Director RPC. However, the Principal Investigator may forward an advance copy to the concerned funding agency. The project proposal should specify the requirement of necessary facility and foreign exchange, if any. In order to facilitate collection of data in the field, particularly in subjects like Sociology, Anthropology or other sciences provision for token gifts to informants, if needed, may also be included in the research proposals.

Before forwarding the proposals to the office, the following guidelines may be adhered to:

- (a) The re-employed teachers shall appoint an in service Co-Investigator and submit a Guarantee- cum-Surety Bond at the time of forwarding the project proposal as per prescribed format .
- (b) The in-service teachers while forwarding a project have also to appoint a Co-Investigator in case their remaining service tenure is less than the

- proposed tenure of the project. Further, the Co-Investigator proposed should have remaining service at least equal to the proposed tenure of the project.
- (c) The in-service teachers having a project if retires during the tenure of the project shall submit Guarantee Bond-cum-Surety Bond after his/her retirement to continue as Principal Investigator of the concerned research project.
 - (d) In case of extension of the project, the Principal Investigator being retired teacher having an in-service Co-P.I. shall appoint a new Co-P.I. if during the tenure of the project the Co-P.I. retired. The new Co-P.I. should have active service at least equal to the remaining tenure of the project.
 - (e) If the Principal Investigator requires additional facilities/space for execution of the proposed project, other than those already available with the P.I. then it shall be forwarded through the Administrative and Academic Committee of the Department.
 - (f) In case any issue arise regarding the new project proposal i.e. (academic issue, laboratory space, other related matters etc.), the same shall be resolved within the Department by the Administrative and Academic Committees. In case the same is not settled, it shall be referred to the Committee consisting of the D.U.I., Dean of concerned Faculty and Director RPC.

All such proposals where no financial liability on the part of the University is involved shall be forwarded to the sponsoring bodies by the Director RPC duly signed on the recommendations of the Chairperson. A copy of the same shall also be forwarded to the Registrar/F.D.O. The prior approval of Vice-Chancellor in these cases will not be necessary. However, after the research proposal/scheme has been sanctioned/accepted by the sponsoring body, the Department/Teachers shall be required to bring it to the notice of the Vice-Chancellor/Director RPC/Accounts Branch all details/sanctions of the project.

The work of a research scheme/project shall commence upon receipt of the sanctioned funds (by cheque/draft/RTGS) by the sponsoring agency in the Registrar's office. The FDO office shall convey the receipt of funds within a week of the information the P.I. will start the project.

(IV) Provisions for Posts

- (a) The posts required under the scheme/project should be clearly specified in the proposal. After the proposal for the scheme/project is approved, it will not be necessary to obtain once again order of the Vice-Chancellor for creation of posts.
In case the provision also includes the research and supporting/secretarial staff.
- (b) The posts provided in the proposal should carry the scale of pay as required by the sponsoring authority. If there are no such requirements then the scales of pay should be identical to those of the corresponding posts in the University.
- (c) The qualifications of the posts will be similar to those prescribed for the corresponding posts in the University, unless specified in the project proposal.

(V) Appointments

- (a) The appointments to the posts under the scheme/project, applications should be invited by the Scheme-incharge/Principal Investigator after due publicity regarding the vacancies, including if necessary, press Advertisement in the Newspaper(s).
- (b) The applications will be processed by the Scheme-Incharge/Principal Investigator.
- (c) A Standing Committee for each Department will be constituted by the Chairperson of the Department for the Selection of the staff approved by the sponsoring body consisting of the Chairperson of the Department, the Project-Coordinator/Principal Investigator, Co-Investigator, if any, one member of the department in the field or Subject Expert/s (to be appointed by the Chairperson in consultation with the Principal Investigator), Secretary/one member of Administrative Committee of the Department, and Nominee(s) of Dean Research which will have a term of one year. In case the services of Specialists/Experts from outside the University are required by the Committee, TA/DA as per University rules be paid from the funds of the scheme unless specific norms for the same were laid down by the sponsoring body. In case of a senior position like Research Associate and above, the Committee will also include the Director Research Promotion Cell or nominee of the Vice-Chancellor.
- (d) For appointment under any position, a panel of nominee of the Vice-Chancellors/Director Research Promotion Cell for each department shall be got approved. As and when need arises any person may be taken from the said panel and may not be repeated simultaneously. The nominee should be one who has handled any research project and is conversant with the subject. At least four members should be present in the Selection Committee, but the nominee of Director Research Promotion Cell/Vice-Chancellor as well as the subject expert must be present in the meeting.

VI The Selection Committee constituted under these rules shall be competent to recommend the appointment. The letter of appointment shall be issued from the Office of RPC by the Director Research Promotion Cell with a copy to G&P section within three(3) days of the receipt of the recommendations. A panel of selected/wait listed candidates, which will be valid for six(6) months be kept as under:

- (a) if one person is to be appointed, upto 2 more persons.
- (b) if two or more persons have to be appointed, up to 3 persons.
If the selected person does not join within 15 days or even after joining leaves the job, the next person on the panel/waiting list may be appointed by the P.I. and information to that effect shall be forwarded to Director, Research Promotion Cell and Accounts Section.
- (c) If the person originally selected resigns from the position or does not report for duty within seven(7) consecutive days, it will be the responsibility of the Scheme-In charge/Principal Investigator to confirm the date of leaving/

being absent/resignation etc. so that there may not be any problem to make the payment to the next person on the panel. Further, in case his/her performance is not satisfactory, a written warning for improving performance will be issued by the Scheme-Incharge/Principal Investigator with a copy to the Director RPC and if the Scheme-Incharge/P.I. is not satisfied with the performance, the services of the person will be terminated without notice and a copy of the termination letter will be sent to the University office. Thereafter the next person on panel will be recommended for appointment in his/her place. All these terms and conditions will be incorporated in the appointment letter also.

- (d) Unless required by the sponsoring authority, the Committee may make recommendations for appointment without interview. However, if the Committee decides to interview the candidates, it may do so. No TA/DA etc. will be paid to the outstation candidates called for interview for employment in the Scheme/project. The Committee shall also make recommendations and approval for the starting pay/emoluments to the successful candidate(s).
- (e) On the recommendations of the Committee, the services of specialists may be had without advertisement upto two years from University/Govt./Research Institution or Public or Private Sector. Wherever services of such a person are acquired on deputation basis, the conditions of service may be regulated according to the standard terms of deputation as followed in the Punjab Government without the approval of the sponsoring body.
- (f) The minutes of the Selection Committee shall be signed by all the members present. The recommendations/approval of the Selection Committee shall be forwarded to the Director RPC/Registrar's office and accordingly, the appointment letter(s) shall be issued within two days of receipt of the minutes duly approved with a copy to G&P Section for record.
- (g) Appointment of the staff in the scheme/project will be on contract/temporary basis and shall not exceed the duration of the project/scheme. The staff will have no claim for regular appointment in the University during or on the termination of the scheme/project.
- (h) The staff employed in the scheme will be governed by the same rules and conditions of service as applicable to the temporary employees of the University from time to time except in those schemes/projects where the conditions of service have been laid down by the sponsoring bodies.
- (i) The leave to the members of the staff under the scheme will be admissible to the same extent as is admissible to the corresponding non-vacations employees of the University working in the non-vacation departments unless the sponsors specify otherwise. The Scheme Incharge/Principal Investigator will be competent to sanction leave to the extent it is admissible.
- (j) The joining report of the selected candidate should be countersigned by the Scheme Incharge/Principal Investigator and forwarded to the Director RPC with a copy to G&P Section for record. A copy may be retained in the office of the Department.

(VII) Benefit of Provident Fund

The benefit of Provident Fund, if admissible under the Scheme/Project will be allowed to the employees in accordance with the rules of the University. At the time of sending proposals by the Incharge of the scheme/project to the University, the provision of P.F. should be considered by proponent and clearly indicated in the proposed budget otherwise no claim of the employee of the project will be entertained.

(VIII) Payment of Honorarium to the Staff

Unless the scheme/project permits, the Scheme Incharge/Principal Investigator or anyone else working on the establishment of the University shall not be entitled to any honorarium or extra payment in the event of their being detained to supervise any project/scheme to be financed by the different organization from the funds of the scheme/project. If owing to the requirement of the work in the scheme/project, an employee is in any year prevented, with prior sanction of the Vice-Chancellor from enjoying the whole or any part of the summer vacation, he may in lieu thereof be given credit of privilege leave as per University regulations and the leave salary thereof debited to the funds of the scheme.

(IX) Procurement of Goods and Services

Purchases of Goods (consumable and non-consumable) machinery/equipments etc. will be made according to the rules of the University. The Incharge of the Scheme/Principal Investigator will exercise the powers of the Chairperson of the Department for purchases under the scheme /project provided all the expenditure on the purchases is met from the scheme/project funds.

For all cases of purchases/procurement of services in relation to Research Projects, the Principal Investigator shall be member of the Purchase-cum-Technical Committee of the Department.

The Supply/Work Order shall be issued under the signatures of the Scheme Incharge/Principal Investigator/Co-Principal Investigator, as the case may be, after following the procedures as per University rules. The order will normally be placed with the supplier whose quotation is the lowest, unless, for reasons to be recorded the lowest or other lower tenders/quotations are not acceptable.

(X) Delegation of Powers to sanction the expenditure out of Project/Scheme as under:-

Power Delegated	Person to whom delegated	Limit	Remarks
1. Financial approval of Purchase/Procurement of goods & services including sanction of advance out of Recurring and Non-Recurring provisions under the Scheme/Project.	Scheme Incharge /Principal Investigator/ Coordinator	Up to Rs.1.00 Lac	As per University rules. If any relaxation of rules, permission of Director RPC shall be obtained.
	Director RPC Vice-Chancellor	Upto Rs.10.00 lac Full Powers	-do- Full Powers

Power Delegated	Person to whom delegated	Limit	Remarks
2. Approval of Selections under the Scheme/Project	Director RPC on the recommendation of the Selection Committee as constituted under rule 13.5(iii)	N.A.	-
3. Financial sanction of TA/DA with respect to journey undertaken for Research work including advance for TA/DA for Scheme Incharge/Principal Investigator/Co-Investigator (National and International)	Director RPC As per University or funding agency rules/ guidelines.	No limit	Any relaxation in rules shall require approval from the Vice-Chancellor by giving proper justification.
4. Financial sanction of TA/DA with respect to journey undertaken for Research work including advance for TA/DA for Research Fellow/Project Fellow or other employee appointed under the project/scheme. (National and International)	P.I./Scheme Incharge As per University or funding agency rules /guidelines.	No limit	Any relaxation in rules shall require approval from the Vice-Chancellor by giving proper justification
5. Sanction of leave to the Research Fellow/Project Fellow or other employee appointed under the project/scheme.	Director RPC on the recommendation of the P.I/ Incharge of Scheme	-	As per the guidelines of the funding agency.
6. Acceptance of resignation of Research Fellow/ Project Fellow or other employee working under the project/scheme.	Director RPC on the recommendation of the P.I./Scheme Incharge.	-	-

(XI) Payment of Bills

- (a) All bills in respect of the schemes (including bills for advances) will be signed by the incharge of the scheme/Principal Investigator and sent to the G&P/RPC Section duly completed in all respect, for payment. It will be the responsibility of the scheme incharge/Principal Investigator to see that the bills are complete in all respects and are in order.

- (b) Advances where necessary will be sanctioned to the scheme incharge/ Principal investigator/Co-Principal Investigator who will be responsible for rendering the account of such advances. In case PI is a retired teachers, advances can be given to the co-PI. Adjustment vouchers and unspent balance, if any, shall be submitted/refunded within one month after the accomplishment of objectives for which the advance was drawn. Objections (if any) during the scrutiny of accounts rendered for such advances, either by the Accounts or Audit wings, shall not be made piece-meal but raised once only for compliance. The advance will be adjusted within 3 months from the date of submission plus the time taken by the department in meeting Audit and Office objections, if any.

After the accounts of an advance are adjusted, an intimation of the same shall also be sent to the Scheme Incharge/Principal Investigator and a record of the same shall also be maintained by the Accounts Branch.

- (c) The Investigator Incharge/Principal Investigator may be provided, with an Imprest (upto 10% of the budget provision under the head 'Contingency of the Project) (Subject to the ceiling of Rs. 10,000) to meet the day-to-day contingent expenditure, according to the University rules.
 - (d). Payment of the bills will be made directly to the firm (with intimation to the scheme incharge) by cheques drawn in favour of the parties concerned. The PI shall keep a record of the cheques so issued/delivered.
 - (e). The salary of the staff in the scheme will be directly credited to the employee's account by the G&P Section/RPC as the case may be.
 - (f) Where a part of expenditure on the purchase of articles for the scheme is shared by the departmental funds, the bills will have to be verified by the P.I./Scheme Incharge and also by the Head of the department.
 - (g). T.A./D.A. in the scheme will be paid as per University Rules unless provided/approved otherwise in the scheme by the sponsors.
 - (h). For local travel or outstation travel for research purposes, the PI shall be entitled to car/taxi travel. For travel by rail/bus the rules of the University shall apply.
- (XII). To facilitate timely processing of the bills, the Resident Audit Officer shall depute the required number of Auditors especially for the RPC & G&P Section.
- (XIII) The period spent by the Investigator incharge or Investigators on field work relating to research work of the scheme/project should be treated as on duty, keeping in view their teaching assignments.
- (XIV). The project incharge should be permitted to establish a field station, if required, with the approval of sponsoring body.

(XV). Progress Reports

The scheme incharge will prepare the technical while the fiscal report will be prepared by G&P Section for the relevant reporting period in accordance with the

requirements of the scheme. The following procedure may be followed in respect of the two reports:-

- (a) The P.I./Scheme Incharge may maintain the records of the grants received and spent and get it tallied with the records of the RPC. After due check and agreement of the figures, the fiscal reports will be prepared by the RPC. It will be signed by the P.I./Scheme Incharge/Director RPC/Registrar/FDO as the case may be, and submitted to the Funding Agency with a copy to the P.I./Scheme Incharge
- (b) The technical reports duly prepared and signed by the scheme incharge/Principal Investigator will be countersigned by the appropriate University authority according to the provision of the scheme and submitted by the scheme-in-charge to the sponsors. A copy of the report shall also be sent to the Director RPC Office and the department.

(XVI) Maintenance of Stock Registers

- (a) Each scheme should have separate (or separate sections in a single register, in case of small projects) stock Registers for consumable and non-consumable articles.
- (b) Separate entities should be made for each of the articles purchased on separate page with full particulars unless the transactions in respect of an article are not large in which case a page may be utilized for recording receipts and issues for more than one article provided the accounts in respect of different articles are not mixed up on that page.
- (c) Articles should be issued and properly entered in the Stock Registers in accordance with the Guidelines laid down by the University for the Departmental Store.
- (d) Balances should be worked out up-to-date.
- (e) All entries in the stock books should be initialed by the Scheme Incharge.
- (f) Physical verification of stock should be got done by two persons to be appointed by the Director RPC at least, once in a year and the result thereof should be reported to the Director RPC who will send it to the Registrar's office for record and action, if any.
- (g) Equipment/stores purchased specifically for such scheme/s will be the property of the University on the termination of the scheme/s unless the sponsoring bodies desire otherwise.
- (h) All other provisions/procedures relating to maintenance of stock registers as per the University Rules shall be applicable to the goods purchased under projects/schemes.

(XVII) Closing of the Scheme/s

A statement of final accounts showing the year wise receipts and expenditure shall be prepared by the G&P/RPC Section and the P.I./Scheme Incharge shall tally these figures with his/her record. A list of articles (consumable and non-consumable) left over at the time of termination of the scheme and purchased out of the scheme funds should be sent in triplicate to the G&P Section in the prescribed proforma duly

countersigned by the Head of the Deptt. and verified by the Resident Audit Section of the University. These articles may be transferred to the departmental Stock Registers except where the sponsoring bodies do not allow the department to retain the articles without paying them the book value of the articles, sanction of the sponsoring bodies as well as the Head of the Department should be obtained. In case these articles were considered to be unuseful by the department, the same will be auctioned by the department and the sale proceeds will be credited to the designated fund of the University. A report regarding the transfer of assets of the scheme to the department of their disposal should be made to the Vice-Chancellor through the Director RPC.

(XVIII) Disposal of Unserviceable Articles

The University rules may be followed in the disposal of unserviceable articles purchased from scheme funds. Shall monitor research programmes of various funding agencies.

(XIX) Refund of unspent grant.

The sanction for refund of unspent research grant and general grant shall be accorded by the Director RPC on the recommendation of concerned P.I./Scheme Incharge and the Registrar respectively.

(XX) Power to Interpret & Implement Rules

The Vice-Chancellor shall have the power to interpret these rules and to grant relaxation as may be necessary in any case and issue such administrative instructions as may be necessary to give effect to them.

(b) RESEARCH SCHOLARS AND RESEARCH FELLOWS

1. The Syndicate, subject to the approval of the Senate, shall determine from time to time, the number of Research Scholarships/Fellowships to be instituted in each subject.

From 1989-90 the sanctioned strength of Research Scholarships/Fellowships/Senior Research Fellowships is 62. Besides, one research associateship has been instituted. The allocation (department-wise) shall be shown in the Budget Estimates from year to year.

2. For the University's Research Scholarships/Fellowships (total 62), the scholars should have the same qualifications as prescribed by the U.G.C. for its JRF's and they should have also qualified in one of the National Level Tests or its equivalent tests accepted by the University Grants Commission or the Syndicate of the University, since emoluments attached to these Scholarships/Fellowships are at par with those of the U.G.C.

After the U.G.C. Scholarships/Fellowships assigned to the University were exhausted, qualified scholars recommended by the Department shall be awarded the afore-mentioned scholarships/fellowships from the University funds. If the funds provided for this purpose were fund inadequate (base year 1989-90), the Board of Finance will be approached for the additional funds.

The value of Scholarship/Fellowship of the University Research Scholars/Fellows is enhanced w.e.f. 1.4.2008, from Rs. 3600/4000 p.m. (fixed) to Rs. 5000/- p.m. (fixed) for first two years & Rs. 6000/- p.m. (fixed) for third year and also the existing rate of contingency is enhanced from Rs. 5000/- p.a. to Rs. 7500/- p.a. for Social Sciences/Humanities Department & from Rs. 7500/- p.a. to Rs. 10000/- p.a. for Science Departments.

The above fellowship is **restricted for three years** only.

House Rent Allowance has also been sanctioned w.e.f. 1-4-1989, to all the University Research Scholars/Fellows at the norms laid down by the U.G.C. for its JRF's viz. that value of the Scholarship shall be taken into account for computing the monthly H.R.A. admissible in each case.

	(i)	Contingent grant	:	Syndicate decision (Para 10) dated 25-6-88
Authority	(ii)	Value of Scholarship/Fellowship (62)	:	Syndicate decision (Para 7) dated 28-9-88
	(iii)	(a) Eligibility condition	}	: Syndicate decision (Para 19) dated 28-7-89
		(b) Value of SRFS allocated to the Deptt. of Chemical Engg. & Tech. (1) and Pharm. Sciences(4)		
		(c) House rent allowance		

3. The tenure of a Research Scholar or Research Scholar-cum-Demonstrator shall, in the first instance, be for a period of two years. It may be extended by the Vice-Chancellor on the recommendation of the Dean of University Instruction for another period of one year.

Extension would be given only on the basis of constant review of progress after every six months.

In any case, the scholarship would not be granted after three years.

4. Every Research Scholar or Research Scholar-cum-Demonstrator shall be assigned to a teaching department of the University according to the nature of work to be carried on by him, and will be under the administrative control of the Head of the Department concerned who shall report quarterly to the Dean of University Instruction on the scholar's progress, before payment of the scholarship for the subsequent quarter is admitted.

5. A research scholar shall be permitted to draw the scholarship abroad for pursuing higher studies or research at a University approved by the Vice-Chancellor.

6. The Vice-Chancellor shall have power to suspend at any time the payment of a scholar's emoluments and also to terminate the appointment if after enquiry it appears that conditions of the appointment are not being satisfactorily fulfilled.

7. A University Research Scholar shall be granted leave for 30 days in a year in addition to the general holidays, which do not include the vacations.

8. The Scholar may, in special case, be allowed leave without Scholarship up to one academic year during the entire tenure of the Scholarship for purposes of accepting teaching assignment on a temporary basis provided the post accepted by him is in the same department, or in an institution located in the city. In other cases, leave not exceeding three months during the tenure of award on the recommendations of the supervisor and the Head of the Institution concerned. The period of leave without Scholarship will count towards the tenure of Scholarship.

9. A woman Research Scholar may be granted maternity leave at full rates for a period not exceeding three months, once during the tenure of the award.

10. A Research Scholar or Research Scholar-cum-Demonstrator may be permitted to resign his position with the prior sanction of the Vice-Chancellor.

11. Each Research Scholar or Research Scholar-cum-Demonstrator shall be required to pursue an advanced course or study/research topic approved by the Joint Research Board.

12. A Research Scholar and Research Scholar-cum-Demonstrator may be required to do about 5 hours of teaching per week. He shall not be paid any extra allowance for such teaching work.

13. A Research Scholar or Research Scholar-cum-Demonstrator shall not be permitted to join any other part-time appointment in any College/Institution nor shall he prepare for an examination in any other subject except for fulfilment of the requirements of regulations for Ph.D. degree. Research Scholars and Research Scholar-cum-Demonstrator shall not appear in a competitive Examination.

14. The result of each Research Scholar or Research Scholar-cum-Demonstrator's work, if considered of sufficient merit and if not published elsewhere, may be published by the University.

(c) RESEARCH FELLOWSHIPS (Not printed)

(d) U.G.C. JUNIOR RESEARCH FELLOWSHIPS

The University follows the U.G.C. rules/guidelines in the implementation of scheme for award of U.G.C. Junior Research Fellowships, as laid down by the Commission from time to time.

Rules for Award of Junior Research Fellowships in Science and Humanities (including Social Sciences).

1. Purpose of Award :

To provide an opportunity to research students and teachers to undertake advanced study and research in Sciences and Humanities (including Social Sciences).

2. Value :

The value of fellowship for the NET qualified candidates will be Rs. 1,800 p.m. (fixed) w.e.f. 1-4-1987. The fellowship will be raised to Rs. 2,100 p. m . (fixed) after rigorous evaluation of the work of the scholar on completion of a period of two years. The contingent grant in science subjects will be Rs. 7,500 p.a. and in the case of Humanities and social sciences Rs. 5,000 p.a.

3. Eligibility :

The candidate must have qualified the UGC National Educational Testing (NET), GATE and UGC/CSIR joint test with the following minimum qualifications as laid down by the UGC.

Either, atleast, a high second class Master's degree with a second class Bachelor's degree or atleast a second class Master's degree with first class Bachelor's degree.

4. Age :

Preferably below 30 years (40 years in case of women candidates).

5. Tenure :

The total tenure of fellowship for doing M.Phil. will be one year and for Ph.D. 4 years initially extendable by one year in genuine cases. Total period will be five years including M.Phil.

6. House Rent Allowance :

Single seated flat-type accommodation should be provided to all Research Fellows as far as possible. In case, the Research fellows not accommodated as above they would be entitled to House Rent Allowance as per rules of the University.

7. Medical Facility :

Health facility should be provided to Research fellows on the basis as to other students of the University.

8. Conditions of Award :

- (a) The fellowships are tenable at any University/College or Institution approved under the University Grants Commission Act.
- (b) The fellow will do whole time research work under the approved guide in a subject selected by him and approved by the University.

- (c) The fellow shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend etc. from any other source, during the tenure of the award. The Junior Research Fellows are required to undertake teaching assignment as provided by the University to the extent possible, e.g. assisting in tutorials, evaluation of test papers, laboratory demonstration work etc. which would help them in future as teachers.
- (d) The fellow shall present, through his supervisor, half yearly report on the progress of his work. He shall before the expiry of the fellowship, present a comprehensive report and supply to the Commission free of cost a copy of published work if any and abstract in about 500 words of the research work done during the tenure of fellowship.
- (e) If a fellow wishes to leave the fellowship before the end of the tenure, it should be done with the prior approval of the Commission. He should also obtain prior permission of the Commission for appearing at any examination conducted by any University or Public Body.
- (f) Junior Research Fellowship will be tenable for a period of five years including the extended period of one year. After two years of the tenure the performance of all Junior Research Fellows may be assessed by the University. On assessment if it is found that the fellow lacks research potential the fellowship may be terminated. In case of a research fellow who has displayed research ability but not achieved significant progress he may be given an extension for a period of one year and at the end of the four years period his research work would be subjected to a further assessment, and only if the report is found to be satisfactory, he would be given further extension of one year. The fellowship could be withdrawn if the work is considered unsatisfactory.

The J.R.F. may be terminated at any time if the Commission/University is not satisfied with the progress or conduct of the fellow.

9. Leave :

- (a) Leave for a maximum period of thirty days in a year in addition to general holidays, may be taken by a fellow with the approval of the Supervisor. The general holidays, however, do not include the vacation period e.g. Summer, Winter and pooja vacation. The women awardees would be eligible for maternity leave at full rates for a period, not exceeding three months, once during the tenure of their award.
 - (b) The fellow, may in special case, be allowed by the Commission leave without fellowship up to one academic year during the entire tenure of the fellowship for purposes of accepting teaching assignment on a temporary basis provided the post accepted by them is in same department, or in an institution located in the city. In other cases not exceeding three months during the tenure of award on the recommendations of the Supervisor and the Institution concerned. The period of leave without fellowship will count towards the tenure of fellowship.
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(e) TEACHING ASSISTANTSHIPS

1. The Senate shall determine from time to time the number of posts of Teaching Assistants to be created for various departments.

2. A Teaching Assistant shall be appointed on the recommendations of a Selection Committee which shall be constituted as in the case of other teaching posts.

3. The pay-scale of a Teaching Assistant will be Rs. 1600-50-2300-EB-60-2660 (revised from 1-1-1986). They shall be governed by the same leave rules as are applicable to the members of the Teaching Staff of the University.

4. The primary functions of the Teaching Assistant shall be to do research in pursuit of higher studies leading to a doctorate degree, but he shall be required to undertake teaching work up to a maximum of 8 periods a week under the administrative control of the Head of the Department.

5. A Teaching Assistant shall not join even as a part-time Assistant Professor in an affiliated college nor shall he prepare for an examination in any other subject. He may attend or deliver lectures having a bearing on the subject of his/her research.

CHAPTER XXXVII

- (i) RATES OF TUITION FEE, LAB CHARGES AND HOSTEL FEES ETC.
FOR UNIVERSITY STUDENTS & ITS REGIONAL CENTERS
- (ii) ADMISSION/EXAMINATION AND OTHER FEES FOR
VARIOUS EXAMINATIONS.

I PROFESSIONAL COURSES

Sr. No.	Class/Course	Tuition Fee Rs.	Laboratory Charges Rs.
1.	BL/L.L.B. 1st	As decided by the Syndicate/ Senate from time to time.	
2.	B.E. (Chemical)/Food Tech 1st		
3.	B. Pharmacy 1st		
4.	M.Sc. (Bio-Technology) 1st		
5.	M.Tech (Microelectronics, Instrumentation Polymer & M.E., (Chemical), M. Pharmacy		
6.	MBA (Gen, IB, HR, Bio-Tech)1st		
7.	MBA (Executive) 1st		
8.	M.E. (Electronics & Communication Engg. Information Technology & Computer Science (UIET)		
9.	MCA 1st		
10.	Master in Library & Information Science		
11.	LL.M.		
12.	M.A. (Journalism & Mass Communication)1st		

II SELF FINANCING COURSES/PARTIALLY SELF SUPPORTING COURSES

Name of Deptt.	Course	Tuition Fee Rs.	Lab charges Rs.
1. University Institute of Engineering & Technology, Chandigarh & Sarvanand Giri, Regional Centre, Hoshiarpur	i) B.E. Courses ii) B.E. with MBA 1st year only in UIET 2nd year 3rd year 4th year 5th year	As decided by the Syndicate/Senate from time to time.	
2. Dr. Harvansh Singh Judge Institute of Dental Sci & Hospital	4 year BDS Course		
3. University Institute of Emerging Area in Science & Technology	i) M.Sc. (Microbial Bio-Tech) ii) Master in Public Health iii) M.Sc. in System Biology & Bio Informations iv) M.Sc. in Nuclear Medicine (Bio-Physics) v) M.Sc. in Medical Physics vi) M.Tech. Nano Science & Nano Technology vii) M.Sc. in Stem Cell & Tissue Engg		

Name of Deptt.	Course	Tuition Fee Rs.	Lab charges Rs.
4. Computer Science & Applications	MCA Programme (Evening)	As decided by the Syndicate/Senate from time to time.	
5. Dr. S.S. Bhatnagar University Institute of Chemical Engg & Tech	B.E. (Chem.) with MBA 5 year Integrated Course		
6. Physics	i) B.Sc (H.S) in Phy & Electronics ii) M.Sc (H.S) Phy & Electronics		
7. Arts History & Visual Arts, A.I.H.C & A	i) Certificate Course in Arts Appreciation ii) Diploma in Heritage Tourism		
8. English	Proficiency in English (IELTS) & Spoken English		
9. Community Education & Disability Studies	i) M.A. in Community Edu ii) B.Ed. Special Education in Learning Disability		
10. Centre for Defence & National Securities	M.Phil. i) One year Post Graduate Diploma in Disaster Management and Security ii) 3 months Executive Certificate course in Disaster Mgt & Security iii) One year Post-graduate Diploma in Home land Security		
11. Institute of Forensic Science & Criminology	M.Sc. i) Open Category ii) In Service		
12. School of Communication Studies	i) P.G. Diploma in Advertising & Public Relations. ii) P.G. Diploma in Hindi Journalism iii) P.G. Diploma in Panjabi Journalism		
13. University Institute of Applied Management Science	MBA i) Retail Mgt. ii) Banking & Insurance iii) Telecommunication & I.T. iv) Infrastructural Management v) Pharmaceutical Management vi) Hospital Mgt.		
14. University Institute Pharmaceutical Science	i) M. Pharmacy (Drug Discovery & Drug Development) ii) M. Pharmacy (Pharmaceutical) Analysis) iii) Ph.D. Programme in Pharmaceutical Science		
15. University Institute of Hotel Management & Tourism	i) B.Sc in Hospitality & Hotel Administration ii) B.Sc. in Tourism Management		
16. University Institute of Fashion Technology & Vocational Development	i) B.Sc. in Fashion & Life Style Tech. ii) M.Sc. in Fashion & Life Style Tech.		

Name of Deptt.	Course	Tuition Fee Rs.	Lab charges Rs.
17. Panjab University Sarvanand Giri Regional Centre Bajwara Hoshiarpur	MCA	As decided by the Syndicate/Senate from time to time.	
18. Panjab University Regional Centre, Ludhiana	MBA		
19. Institute of Educational Tehcnology & Vocational Education	4 years Integrated Course B.A. (Education) B.Ed. Elementary, Secondary 1st year 2nd year 3rd year 4th year		
20. University Centre of Instrumentation & Microelectronics	M.Sc. Instrumentation		
21. Geography	i) Masters in Remote Sensing & GIS ii) Masters in Disaster Management		
22. Psychology	Post M.A. Diploma (one year) i) Professional Counseling and Psychotherapy ii) Psychological Testing		
23. PU Regional Centre Ludhiana & Hosiarpur	Three year LLB Course		
24. Panjab University, Chandigarh, P.U. R.C Ludhiana and SSGPURC, Hoshiarpur.	B.A. LL.B (Hons) Five years Integrated Course		

III) OTHER COURSES INCLUDING STUDENTS UNDER EXCHANGE PROGRAMME.

Sr. No.	Class/ Course	Tuition Fee Rs.	Laboratory Charges Rs.
1.	B.A. B.Com		
2.	B.A. (H.S) in Economics		
3.	B.Sc. (H.S) other than Math		
4.	B.Sc. (H.S) in Math		
5.	B.Sc. (H.S) i) Mathematics & Computing ii) Bio-Technology iii) Computer Science		
6.	B.A. (H.S) in Social Science, Economics, Political Science, Psychology, Public Administration & A.I.H.C & Archaeology		
7.	B.P. Ed.		
8.	M.A. Evening Studies		
9.	M.A. all subject execpt Psychology		

Sr. No.	Class/Course	Tuition Fee Rs.	Laboratory Charges Rs.
10.	M.A. Psychology	As decided by the Syndicate/ Senate from time to time.	
11.	M.A. (H.S) in Economics		
12.	M.Sc. Math & Statistics		
13.	M.Sc. (H.S) other than Math		
14.	M.Sc. (H.S) in Math		
15.	M.Sc. (H.S) in Computer Science		
16.	M.Sc. Human Genomics		
17.	i) M.Sc. Environment Science ii) M.Sc. Industrial Chemistry		
18.	M.Com.		
19.	M.Com. (H.S)		
20.	M.Ed. (Guidance & Counselling & Education Tech)		
21.	M.Ed. Evening		
22.	M.PEd.		
23.	M.Phil. Science & Psychology		
24.	M.Phil. (Arts)		
25.	Certificate Courses		
26.	Internship in Tibetan		
27.	Diploma Courses		
28.	Diploma in Translation (English, Hindi, Panjabi)		
29.	Diploma in Forensic Science & Criminology		
30.	Diploma in Education Management		
31.	Diploma in Preschool Education		
32.	Diploma in Export Management		
33.	Advance Diploma Courses		
34.	Diploma in Advance Scientific Computation		
35.	Post M.Sc (One Year) special course Accelerator Physics		
36.	Post Graduate Diploma in Research Methodology & Statistics		
37.	Post Graduate Diploma in Remote Sensing and Geographic Information System Course i) Indian National ii) Sponsored Candidate Govt./Institutions iii) Foreign Students		
38.	Hobby Classes in Music		
39.	M.A. (Sanskrit, Prak Shastri & Archarya Courses)		
40.	University Institute in Emerging Areas in Social Science i) M.A. in Social Work ii) M.A. in Police Administration iii) M.A. in Human Rights and Duties		
41.	P.G. Diploma in Buddhist Studies		

IV (A) FEES STRUCTURE FOR FOREIGN NATIONAL/PIO/NRI CANDIDATES ADMITTED AGAINST THE SEATS CREATED FOR THEM IN SOME TEACHING DEPARTMENTS :-

Sr. No.	Class/Course	Tuition Fee US\$	Development Fund US\$	Total US\$
1.	University Business School	As decided by the Syndicate/ Senate from time to time.		
	M.B.A (Gen IB, HR & Bio- Tech)			
2.	Computer Science & Application			
	(i) M.C.A			
	(ii) MCA Evening			
	(iii) M.Sc. (Hons School)			
3.	Dr. S.S. Bhatnagar University Institute of Chemical Engg & Tech			
	B.E. (Chemical)			
	B.E.with MBA			
4.	University Institute of Pharmaceutical Sciences			
	(i) B.Pharm			
	(ii) M. Pharm			
5.	B.Sc. (H.S) Science Deptt. Anthropology, Botany, Chemistry, Geology, Mathematics, Physics & Zoology			
6.	B.Sc. (H.S) Basic Medical Science Deptt of Bio-chemistry, Bio-Physics & Micobiology			
7.	M.Sc. (H.S) Science Deptt Anthropology, Botany, Chemistry, Geology, Mathematics, Physics & Zoology			
8.	M.Sc (H.S) Basic Medical Science Bio-Chemistry, Bio-Physics & Microbiology			
9.	Deptt of Statistics M.Sc.			
10.	University Institute of Engg & Technology			
	(i) B.E. Courses			
	(ii) M.E. Courses			
	(iii) M. Tech (Microelectronics)			
11.	Deptt of Bio-Technology			
	(i) B.Sc. (H.S)			
	(ii) M.Sc.			
12.	Centre for Environment & Vocational Study (M.Sc.)			
13.	RSIC/UCIM			
	M. Tech (Instrumentation)			
14.	Deptt of Physical-Education			
	B.P.Ed & M.P.Ed.			
15.	M.A. (English, Geography, Psychology, Pub-Amn, Sociology, Women's Studies & Development			
16.	Deptt of Laws			
	(i) LL.B.			
	(ii) LL.M.			
17.	Deptt of Library & Information Science (M.Lib & Inf. Sci.)			

Sr. No.	Class/Course	Tuition Fee US\$	Development Fund	Total US\$
18.	School of Communication Studies M.A. (Journalism & Mass Communication)	As decided by the Syndicate/ Senate from time to time.		
19.	Deptt of Economics (i) B.A. (H.S) (ii) M.A. (H.S) (iii) M.A.			
20.	PURC Ludhiana (i) B.A. LL.B. (ii) LL.B. (iii) MBA			
21.	University Institute of Legal Studies Chd/ SSGPURC Hoshiarpur B.A. LL.B.			
22.	Dr. Harvansh Singh Judge Institute of Dental Science & Hospital, BDS Course			
23.	University Institute of Emerging Areas in Science & Tehcnology i) M.Sc. (Microbial Bio-Tech) ii) Master in Public Health iii) M.Sc. in System Bilogy & Bio-Informatics iv) M.Sc. in Nuclear Medicine (Bio-Phy) v) M.Sc. in Medical Physics vi) M.Tech Nano Science Nano Technology vii) M.Sc in Stem Cell & Tissue Engg			
24.	University Institute of Fashion Technology & Vocational Development (i) B.Sc in Fashion & Life Style Tech.			
25.	Psychology (Post M.A. Diploma one year) (i) Professional Counseling and Psychotherapy (ii) Psychological Testing			
26.	Physics (i) B.Sc (H.S) in Phy & Electronics			
27.	University Institute of Applied Management Science (MBA) i) Retail Mgt. ii) Banking & Insurance iii) Telecommunication & I.T. iv) Infrastructural Management v) Pharmaceutical Management vi) Hospital Mgt.			
28.	University Institute of Emerging Areas in Social Sciences i) M.A. (Social Work) ii) M.A. (Police-Aministration) iii) M.A. (Human Rights & Duties)			

(B) TUITION FEE FOR FOREIGN NATIONALS (WHETHER PERSON OF INDIAN ORIGIN) OR NOT AND APPLYING FOR GENERAL CATEGORY NON-RESERVE SEATS :-

Sr. No.	Class/Course	Tuition Fee US\$	Development Fund	Total US\$
1.	First Degree Courses	As decided by the Syndicate/ Senate from time to time.		
2.	Master Degree Course/M.Phil			
3.	Certificate Course			
4.	Post Graduate Diploma/Advance Diploma Course			
5.	Diploma course in Translation			
6.	Diploma course in Forensic Science & Criminology			

C) TUITION FEE FOR PROFESSIONAL COURSES FOR FOREIGN NATIONALITY STUDENTS WHETHER PERSON OF INDIAN ORIGIN OR NOT AND APPLYING FOR GENERAL CATEGORY NON-RESERVED SEATS:-

Sr. No.	Class/Course	Tuition Fee US\$	Development Fund	Total US\$
1.	B.L./LL.B.	As decided by the Syndicate/ Senate from time to time.		
2.	B.E. (Chemical & Food Tech)			
3.	B.E. (UIET)			
4.	B. Pharmacy			
5.	M.Sc (Bio-Tech)/M.Tech (Instrumentation)/ M.Tech (Micro-Electronics)			
6.	M.Tech (Polymer)/ M.Sc (Industrial Chemistry)			
7.	MBA/MBA (IB & HR)			
8.	M.E. (Chemical)			
9.	MCA			
10.	M. Lib & Inf. Science			
11.	LL.M.			
12.	M.Pharmacy			
13.	M.A (Journalism & Mass Communication)			

MISCELLANEOUS ITEMS

In addition to the above, all students other than Ph.D Research Scholars are required to pay the following fees/funds/charges :-

1.	Admission Fee	As decided by the Syndicate/ Senate from time to time.		
2.	Continuation Fee			
3.	University Migration Fee			
	(a) for only those candidates who have passed the lower examination from another University or Board or Council			
	(b) Inter College Migration/Duplicate Migration Certificate			
	(c) Inter University Migration/Duplicate Migration Certificate			
	(d) Enrolment fee for M.Phil.			

4.(a)	Registration Fee	As decided by the Syndicate/Senate from time to time.
	(a) From those coming from other University/ Boards/Council.	
	(b) From Foreign/NRI's against seats in General Category	
	(c) From Foreign National/PIO/NRI students, irrespective of the lower examination passed by them from a Foreign/Indian Universities/Board	
4.(b)	(a) Enrolment Fee (Other than M.Phil.) (From those who are not regd. with P.U., Chandigarh earlier)	
	(b) M.Phil. Enrolment Fee	
5.	Library Security (Refundable)	
6.	University Sports Fee	
7.	Youth Welfare Fund	
8.	Student Holiday Home Fund	
9.	Student Aid Fund	
10.	Medical Fee	
11.	Students Development Fund	
	(a) Students studying for Profession Courses	
	(b) Students studying for Science Courses	
	(c) Students studying for other Courses	
12.	(a) House Exam. Fee (for annual system)	
	(b) House Exam. Fee (for semester system)	
13.	Campus Reporter Fee/Magazine	
14.	Tuition Fee	
15.	Breakage Fee/Lab Charges	
16.	Dilapidation Fee	
17.	Amalgamated Fund	
18.	Radio, Film & Television Fee	
19.	Campus Sports Fee	
20.	Student Scholarship Fund	
21.	NSS/NCC	
22.	I Card/Lamination Card (25+25)	
23.	World University Service Fund	
24.	University Sports Development Fund	
25.	Campus Student Council Membership Fund	
26.	Library Development Fund	
27.	Electricity & Water Charges Fund	
28.	Environment Fee (only for under graduate courses)	
29.	Placement Fee	
30.	P.U. Alumni House & Scholarship Fund	
31.	Campus Cleanliness	
32.	Service Tax Fee	
33.	Group Insurance Scheme	
34.	Foreign Students Welfare Fund (Foreign students only)	
35.	Cost of Admission Form	
36.	Late Fee	
	With permission of Chairperson	
	With permission of Vice-Chancellor	

37.	Club Fee (Members only)	}	As decided by the Syndicate/Senate from time to time.
	Tennis		
	Boating		
	Film		
38.	Computer Fee (If Computer is an elective subject and not a compulsory subject in a course)		
39.	Readmission Fee (each time)		
40.	Summer Training	}	
41.	Parking Fee		
	Cycle		
	Scooter		
	Car		

44. SOME CHARGES ADDITIONALLY PAYABLE BY THE STUDENTS OF THE DEPTT OF LAWS

(a) Library Security (Refundable)	}	As decided by the Syndicate/Senate from time to time.
(b) Library & Reading Room Fee		
(c) Identity Card Fee		
(d) P.U. Law Review Fee		
(e) Moot Fee		
(f) Dinner & Special Function fee		
(g) Legal Aid Fee		

45 SOME CHARGES ADDITIONALLY PAYABLE BY THE STUDENTS OF THE DEPTT OF EVENING STUDIES-MULTI DISCIPLINARY RESEARCH CENTRE

(a) Identity Card Fee	}	As decided by the Syndicate/Senate from time to time.
(b) Parking Fee		
Cycle		
Scooter		
Car		

46. OTHER CHARGES FOR P.G. DIPLOMA IN BUDDHIST STUDIES

i) Dilapidation Fee	}	As decided by the Syndicate/Senate from time to time.
ii) Amalgamated Fund		
iii) Film Fee		
iv) I Card Lamination		
v) World University Service Fund		
vi) Electricity & Water Charges Fund		
vii) P.U. Alumni House & Scholarship Fund		
viii) Campus Cleaning Fund		
ix) Property Tax		
x) Group Insurance Fee		
xi) Medical Fee		

NOTE:- FOR FOREIGN NATIONAL/PIO/NRI CANDIDATES

1. Tuition fee shall be payable annually in the form of bank draft in US Dollars/Pounds, Sterling/Deutschmark or equivalent amount in Indian

currency payable to the Registrar, Panjab University Chandigarh along with a bank certificate for encashment of Foreign currency of the like amount.

2. In addition to tuition fees, the students shall pay Registration fee US \$ 700 or US \$ 500 as the case +all other dues and charges to the Panjab University as payable by other students of the same class belonging to same category in foreign currency or in Indian Rupees as per University Rules and Regulations.

IMPORTANT NOTE:-

- A Student of the University Institute of Chemical Engineering & Technology who seek re-admission in 2nd Semester shall be charged tuition fee in the 2nd Semester and not for the full year.
- That Rs 2 p.m. all the students Registered with P.U as a Service Tax and property Fax levied by the Chandigarh Administration.
- All the students at the time of initial enrolment to Panjab University courses on the campus or in the affiliated Institution shall pay Rs. 20/- towards P.U, Alumni House and Scholarship Fund. The money collected by the Affiliated Institution shall be remitted to the said Fund. 20% of the amount so collected by distributed proportionately for award of Scholarship to the University and College students.
- The other charges of Short term courses the fix charge will be recovered in full other charges on the monthly basis shall be charged as per the duration of the course per month.
- An extra fees of Rs. 4,655/- p.a. be charged from each student obtaining optional paper (671) Numerical Analysis and computation in M.Sc. Math and pass course at the 2nd year level.
- The fee in 3rd year of M.Sc in Medical Physics during internship period shall be 50% of the 2nd year.
- Late admission fee (Common for affiliated Colleges, Teaching Deptts).
- Students who seek to become members of the sports & other clubs shall deposit the fees noted against each at the time of admission along with Tuition Fees & Other Fees.

HOSTEL FEES

- | | | |
|-----|--|--|
| 1. | Hostel (Security) | } (Refundable within one
year from the date of
leave the Hostel) |
| 2. | Mess (Security) | |
| 3. | Canteen (Security) (Refundable) | |
| 4. | Medical fees | |
| 5. | Fee for maintenance of geyser | |
| 6. | Annual function charges | |
| 7. | Development Fund Charges | |
| 8. | *Rent (Not payable for 2 months of
Summer Vacation if not actually
residing during that period) | |
| 9. | Water charge | |
| 10. | Electricity charges if the bill is higher
it will be distributed equally amongst
the residents of the hostel/s | |
| 11. | Establishment fee | |
| 12. | Dilapidation fee | |
| 13. | Common Room fee | |
| 14. | Ceiling fan fee | |
| 15. | Geyser electricity charges | |
| 16. | Cycle Stand charges | |
| 17. | Scooter/Motor Cycle charges | |
| 18. | Welfare fund | |
| 19. | Medical aid to Mess/Canteen Servants | |
| 20. | Late fee for late payment of monthly fee | |
| 21. | Foreign Students Hostel Security
(Refundable) | |
| 22. | Foreign Students Mess Security
(Refundable) | |
| 23. | Admission fee | |
| 24. | Bed, linen fee | |

As decided by the Syndicate/
Senate from time to time.

Note : The University may revise these rates when it feels necessary.

The hostel fees will be paid for three months in 4 instalments (i) at the time of admission, (ii) September, (iii) December and (iv) March by the 15th of the month. After this date, a fine of Re. 1 per day will be charged upto the 25th. A consolidated fine of Rs. 10 will be charged for each month of delay. In addition to this, the name of the defaulter will be struck off and he/she will have to seek fresh admission on payment of Rs. 10. The late fee fine and re-admission charges are not remittable. (The additional details and other information are supplied separately in the handbook of rules for resident students on the P.U. Hostels.

*That Hostel Rent may not be charged from the students belonging to SC/ST and expenditure so incurred may be adjusted against the grants received from the respective agencies.

25. Hostel Rent to be charged from others :

(i)	Canteen Contractor	..	Rs. 300 p.m.
(ii)	Barbers	..	Rs. 140 p.m. for
(iii)	Dhobi		cubicle and Rs. 70
(iv)	Tailors		p.m. for dormita
			+ Electricity
			charges.

Exemption from payment of Hostel fees

- (i) That a boarder who is appointed as prefect in the Hostels be entitled remission of Hostel fees.
- (ii) That boarders who are appointed as Secretaries of Common Room, Indoor Games, Sports Committee, Cultural Affairs and Co-operative Mess be entitled to remission of Hostel fee.

(Syndicate Para 12, dated 25.8.1990)

- (iii) That with effect from 1-7-1962, Wardens of University Hostels be allowed free of charge (i) 30 units of electric energy, (ii) water upto Rs. 10 per mensem, (iii) Rent free residential accommodation.
- (iv) Cook, Head Cook, Mess Servants be provided Rent free accommodation.

26. A student of an affiliated college allowed to attend classes at an Evening College in a subject/subjects for which arrangements do not exist at his own college shall pay to the Evening College tuition fee @ Rs. 5 per subject per month, in addition to the tuition fee at his own college.

27. From April 1, 1980 the Chowkidars (including cycleshed Chowkidar), Cleaners, Mais (Women's Hostel) and Common Room Attendants working in University Hostels shall be given compensatory pay equivalent to one month's pay in a year (in lieu of duty on gazetted holidays) on the pattern of Constables and Head Constables of the Police Department in the Punjab Government except that the same shall not be admissible during extra-ordinary leave without pay. Such employees shall not be entitled to any extra allowance for duty on holidays.

The payment of cash compensatory pay equivalent to one month's pay in a year (in lieu of duty on gazetted holidays) to these employees shall be made in the following manner :-

- (a) the payment shall be made every month;
- (b) 'pay' for this purpose means basic pay + D.A./12;

- (c) Extra pay will be paid proportionate to the period of duty on the basis of the following formula :

$$\text{Payment to be made} = \frac{\text{Pay}}{12} \times \frac{\text{Days of extraordinary leave taken during the month (Days of the concerned month)}}{30}$$

Illustrations : If an employee remains on extra ordinary leave without pay for 10 days during the concerned month and his pay is Rs. 400 the extra pay to be allowed to him/her for that month would be :

$$\frac{\text{Rs. 400}}{12} \times \frac{10}{30} = \text{Rs. 22.22 P.M.}$$

DEPARTMENT OF EVENING STUDIES–MULTI DISCIPLINARY RESEARCH CENTRE
P.U., CHANDIGARH

FEES AND OTHER CHARGES

Tuition Fees shall be charged for 12 months with effect from the 1st of May and shall be realised as follows :

ADMISSION CHARGES

(i) Admission Fee	}	As decided by the Syndicate/ Senate from time to time.
(ii) Late Admission Fee		
(iii) University Registration Fee		
(iv) Enrolment Fee		
(v) University Continuation Fee		
(vi) Migration Fee		
(vii) Eligibility Certificate Fee		
Department Security		

ANNUAL CHARGES

(To be paid at the time of admission)

1. University Sports Fee	}	As decided by the Syndicate/ Senate from time to time.
2. Holiday Home Fee		
3. (i) University Youth Welfare		
(ii) Department Youth Welfare		
4. Poor Student's Aid Fund		
5. House Examination Fee		
6. Identity Card		
7. Campus Sports fee		
8. Cycle Fee		
9. Dilapidation Fee		
10. Amalgamated Fund		
11. University Sports Dev. Fee		
12. Youth Welfare Fee		

MONTHLY CHARGES

B.COM. PART-I, PART-II AND PART-III/ B.A. COURSES Tuition Fee	}	As decided by the Syndicate/Senate from time to time.
MASTER OF ARTS (PART I and II) Tuition Fee		

DEPARTMENT OF LAWS

SCALE OF FEES

- (i) Admission Fee
- (ii) Tuition Fee
- (iii) Continuation Fee
- (iv) Security Deposit
- (v)(a) Registration Fee
- (v)(b) Sum equivalent there from the foreign students
- (vi) Inter-University Migration Fee
- (vii) P.U. Sports Fee
- (viii) Campus Sports Fee
- (ix) Amalgamated Fund
- (x) Library and Reading Room Fee
- (xi) Identity Card Fee
- (xii) The P.U. Laws Review Fee
- (xiii) Dinner & Social Functions fee
- (xiv) Moot Fee
- (xv) Youth Welfare Fee
- (xvi) Students' Aid Fund
- (xvii) Medical Fee
- (xviii) Holiday Home Fee
- (xix) Film Fee
- (xx) Dilapidation fee
- (xxi) Students Scholarship Fund
- (xxii) Campus Reporter Fee
- (xxiii) Development Fund
- (xxiv) Foreign Students Welfare Fund (only from foreign students)
- (xxv) Voluntary Aid Fund
- (xxvi) University Sports Development Fund
- (xxvii) World University Service Fund
- (xxviii) University Enrolment fee/eligibility fee from only those who are not already registered with the University

As decided by the Syndicate/
Senate from time to time.

DETAILS OF FUNDS CHARGEABLE FROM UNIVERSITY STUDENTS

Sr. No.	Name of Fund	Rs.
1.	Amalgamated Fund	As decided by the Syndicate/ Senate from time to time.
2.	Poor Students Aid Fund Annual	
3.	Security Deposit (Refundable)	
4.	University Sports Fee	
5.	Youth Welfare Fee	
6.	Holiday Home Fee	
7.	Medical Fee	
8.	Punjab State Sports Development Fee	
9.	University Sports Facilities Development Fee	
10.	World University Service Fund	

ADMISSION/EXAMINATION AND OTHER FEES FOR VARIOUS EXAMINATIONS

Sr. No.	Name of Examination	Rate of Fee	
		(Rs.)	(Rs.)
		Regular	Private/Correspondence Courses candidates
1.	B.A./B.Sc./B.Com./B.Ed./ B.P.Ed./LL.B./B.Sc. (Home Science)/All other Bachelor level courses including O.T./ M.I.L. Examinations and Certificate/Diploma courses etc.	As decided by the Syndicate/ Senate from time to time.	
2.	B.A.(Hons.)/B.Sc.(Hons.)/ B.Com. (Hons.)/B.Sc. (Hons. School) (Annual/Semester per Examination).		
3.	M.A./M.Sc./M.Com./M.Ed./ M.A. (Physical Education)/ M.Sc. (Hons. School)/M.Sc. (Home Science)/M.B.A/ M.C.A./LL.M./All other Masters' level courses.		
4.	B.Arch./B.E. (including Chem. Engg.)/B.Lib. & Inf.Sc./B.Mass Communica- tion/All other Bachelor's level professional Examinations).		
5.	M.E. (including Chem. Engg.)/M.Lib. & Inf. Sc./ M.Tech./M.M.C./All other Master's level Professional Examinations.		
6.	M.Phil.		
7.	B.D.S.		
8.	M.B.B.S.		
9.	M.D./M.S./M.D.S./M.Ch./ D.M.		
10.	All Postgraduate Diploma courses in Medical Sciences		
11.	B.Sc. Nursing (All courses)		

- | | | | | | |
|--|---|---|---|---|---|
| <p>12. M.Sc. Nursing</p> <p>13. B.A.M.S.</p> <p>14. Fee for submission of thesis/
Dissertation for M.D./M.S./
M.D.S./M.Ch./D.M.</p> <p>15. Fee for submission of thesis/
Dissertation for M.Sc.
Nursing</p> <p>16. Fee for submission of the
thesis for Ph.D. (Medical
Sciences) Including Ph.D.
Nursing</p> | } | <p>As decided by the Syndicate/
Senate from time to time.</p> | | | |
| <p>17. <i>Rates of late fees for submission of Examination forms in the University office</i></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>(i) After the normal date fixed for
submission of examination forms
but not later than two months before
the date of commencement of
Examination.</p> <p>(ii) Not later than one month before
the date of commencement of
examination.</p> <p>(iii) Less than one month but not
less than one week before the date
of commencement of examination
(permissible only, subject to
availability of question paper/s and
without the creation of any new
centre of examination).</p> </td> <td style="vertical-align: middle; font-size: 4em; padding: 0 10px;">}</td> <td style="vertical-align: middle;"> <p>As decided by the Syndicate/
Senate from time to time.</p> </td> </tr> </table> | | | <p>(i) After the normal date fixed for
submission of examination forms
but not later than two months before
the date of commencement of
Examination.</p> <p>(ii) Not later than one month before
the date of commencement of
examination.</p> <p>(iii) Less than one month but not
less than one week before the date
of commencement of examination
(permissible only, subject to
availability of question paper/s and
without the creation of any new
centre of examination).</p> | } | <p>As decided by the Syndicate/
Senate from time to time.</p> |
| <p>(i) After the normal date fixed for
submission of examination forms
but not later than two months before
the date of commencement of
Examination.</p> <p>(ii) Not later than one month before
the date of commencement of
examination.</p> <p>(iii) Less than one month but not
less than one week before the date
of commencement of examination
(permissible only, subject to
availability of question paper/s and
without the creation of any new
centre of examination).</p> | } | <p>As decided by the Syndicate/
Senate from time to time.</p> | | | |
| <p>18. <i>Rates of fees for conversion of candidates from regular to private :</i></p> <p>Only women candidates who submit their applications in the University office, not later than ten days before the date of commencement of examination for conversion from regular to private candidate, shall be allowed conversion from regular to private and they shall be charged the conversion fees of Rs. 200/- per examination form.</p> <p>This fee will be in addition to the difference of examination fee chargeable between the regular and private candidates which will also be payable simultaneously.</p> | | | | | |
| <p>19. Special fee to be charged from all
private candidates who apply for
appearing in the examination form
places outside the area falling within
the jurisdiction of Panjab University
or those who appear in an
examination at any other place of
the University, where the University
intends to hold examinations.</p> | } | <p>As decided by the Syndicate/
Senate from time to time.</p> | | | |

Other Fees

1. Change/correction in examination admission form.
2. Re-checking of Answer-books
3. Degree in Absentia
4. Fee for Project Report/Dissertation
 - (i) M.A./M.Sc./M.Ed./All other Master level degree courses
 - (ii) M.D., M.S., M.D.S. thesis
 - (iii) All other Diploma/Degrees
5.
 - (i) Enrolment fee for Ph.D.
 - (ii) Registration fee for Ph.D.
 - (iii) Condonation of delay in submission of Ph.D. thesis
 - (iv) Annual fee from the date of enrolment (Ph.D. course)
 - (v) Thesis submission fee for Ph.D.
 - (vi) Extension in submission of Ph.D. thesis
 - (vii) Extension in submission of M.Phil.
 - (viii) Thesis submission fee for D.Litt./D.Sc., LL.D., D.Sc. (Med.)/any other equivalent Exams.

As decided by the Syndicate/
Senate from time to time.

CHAPTER XXXVIII

(a) BRIJ NARAIN MEMORIAL LECTURES*

1. Every year, the Syndicate shall select a person eminent in the subject of Economics to deliver a course of three lectures on any aspect of Economics, preferably Indian Economics.

2. The lectures will be delivered ordinarily between the months of October and December.

3. The exact dates and venue of the lectures shall be determined by the Vice-Chancellor every year.

4. The person who delivers the lectures shall be paid -

(a) an honorarium of Rs. 1000/- or such other amount as may be decided by the Syndicate which shall be met largely out of the annual income accruing from the Endowment fund; and

(b) T.A. and D.A. according to University Rules out of University funds.

5. The miscellaneous expenses on publicity of the lectures and notifying information to the colleges shall be borne by the University if it is not covered from the income of the endowment.

6. The copyright of the lectures shall vest in the University which shall have the right to publish them.

*Instituted in the year 1957 out of the donation of Rs. 10,000/- made by the Brij Narain Extension Lectures Memorial Committee.

(b) D.C. SHARMA MEMORIAL LECTURES*

1. Every year, the Syndicate shall select an eminent scholar of Art and Literature to deliver a course of three(3) lectures on any aspect of the subject.

2.1. The lectures will be delivered ordinarily between the months of October and December.

2.2. The exact dates and venue of the lectures shall be determined by the Vice-Chancellor every year.

3.1. The person who delivers the lectures shall be paid -

- (a) an honorarium of Rs. 1000/- or such other amount as may be decided by the Syndicate which shall be met largely out of the annual income accruing from the Endowment Fund; and
- (b) T.A. and D.A. according to University Rules, out of University funds.

3.2. The miscellaneous expenses on publicity of the lectures and notifying information to the colleges shall be borne by the University, if it is not covered from the income of the endowment.

4. The copyright of the lectures shall vest in the University which shall have the right to publish them.

*Instituted in the year 1970 out of the donation of Rs. 10,000/- made by Professor D.C. Sharma Abhinandan Samiti.

(c) ACHARYA VISHWA BANDHU MEMORIAL LECTURES

1. The lectures shall be known as Acharya Vishwa Bandhu Memorial lectures on “Vedic Literature and Culture”.
 2. The expenditure on these lectures shall be met out of the recurring provision (Rs. 2500) to be made by the University every year to cover the honorarium and other incidental charges.
 3. Each year the Syndicate shall select a person eminent in the field of “Vedic Literature and Culture” to deliver a course of two or three lectures on any aspect of Vedic Literature and Culture.
 4. He/she will be paid an honorarium up to Rs. 1000/- for these lectures. The amount may be increased or decreased by the Syndicate.
 5. He/she will be paid T.A./D.A. as per University Rules.
 6. He/she will be asked to deliver the lectures between October and December, exact dates to be determined by the Vice-Chancellor every year.
 7. The venue of the lectures will be determined by the Vice-Chancellor.
 8. The copy-right of the lectures delivered shall vest in the Panjab University which shall have the right to publish them.
-

(d) MEHR CHAND MAHAJAN MEMORIAL LECTURES

- 1.** Every year the Syndicate shall approve a panel of names of Jurists who may be requested to deliver a series of 2-3 lectures in the field of law.
 - 2.** The jurists out of this panel who accept the invitation to deliver the lectures will be paid an honorarium of Rs. 2,000/- plus T.A. and D.A. out of the Budget Head "Special Lectures" of the Department of Laws.
 - 3.** The lectures will be delivered during the course of the session, normally between the months of October and December.
 - 4.** The exact dates and venue of the lectures shall be determined by the Vice-Chancellor.
 - 5.** The copyright of the lectures shall vest in the Panjab University and the University may publish the same.
-

(e) M.R. SAHNI MEMORIAL LECTURES

- 1.** Every year the University shall invite an eminent geologist to deliver 'M.R. Sahni Memorial Lectures'.
 - 2.** The lectures will be delivered during the academic session, normally between the months of October and December.
 - 3.** The geologist, so invited will be paid an honorarium of Rs. 1,000/- plus T.A. and D.A. out of the budget head "Improvement of Education -- M.R. Sahni Memorial Lectures".
 - 4.** The copyright of the lectures shall vest with the Panjab University and the University shall have the right to publish the same.
-

(f) HARI RAM GUPTA MEMORIAL LECTURES

1. Every year the University shall invite eminent historian to deliver Hari Ram Gupta Memorial Lecture.
 2. The lecture will be delivered normally during the academic session between the months of October and November.
 3. The historian will be paid honorarium of Rs. 1,000/- plus T.A./D.A. out of the budget head Hari Ram Gupta Memorial Lecture of the Department of History.
 4. The date and venue of the lecture will be determined by the Vice-Chancellor.
 5. The copyright of the lecture shall vest in the Panjab University which shall have the right to publish the same.
-

(g) SHAHID BHAGAT SINGH MEMORIAL LECTURE

1. Every year the University shall select an eminent Social Science Scholar/ Social activist of national repute to deliver Shahid Bhagat Singh Memorial Lecture on any aspect of Nationalism -- preferably Indian Nationalism.

2. The lecture will be delivered normally during the academic session between the months of October and February.

3. The guest speaker will be paid an honorarium of Rs. 1,000/- plus T.A./ D.A. out of budget head "Shahid Bhagat Singh Memorial Lecture", of the Department of Political Science.

4. The date and venue of lecture will be determined by the Vice-Chancellor.

5. The copyright of the said lecture shall be vested in the Panjab University which shall have the right to publish the same.

(h) DR. B.R. AMBEDKAR MEMORIAL LECTURE

1. Every year, the University shall invite an eminent Jurist/Scholar to deliver Dr. B.R. Ambedkar Memorial Lecture.
 2. The lecture will be delivered at the University normally during the academic session between the months of October and November.
 3. The guest Lecturer will be paid an honorarium of Rs. 1,000/- plus T.A./ D.A. out of the budget head 'Dr. B.R. Ambedkar Memorial Lecture' of the University.
 4. The date and venue of Lecture will be decided by the Vice-Chancellor.
 5. The copyright of the said lecture script shall vest in the Panjab University which shall have the right to publish the same.
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(i) SURENDRA NATH MEMORIAL LECTURE

- 1.** Every year, the University shall invite an eminent Scholar in the field of Public Administration to deliver "Surendra Nath Memorial Lecture".
 - 2.** The Lecture will be delivered normally during the academic session between the months of October and December.
 - 3.** The guest speaker will be paid an honorarium of Rs. 1,000/- plus T.A./D.A. out of budget head "Surendra Nath Memorial Lecture" at the University.
 - 4.** The date and venue of Lecture will be decided by the Vice-Chancellor.
 - 5.** The copyright of the said lecture script shall vest in the Panjab University which shall have the right to publish the same.
-

(j) BAWA KARTAR SINGH MEMORIAL LECTURE

1. Every alternative year, the University shall invite an eminent Scientist to deliver annual lectures in any branch of Science.
 2. The lecture will be delivered normally during the academic session during the months of October and December.
 3. The guest speaker will be paid an honorarium of Rs. 1,000/- out of Budget Head Special Endowment Trust (SET) Fund Sub-head : 'Bawa Kartar Singh Memorial Lecture'.
 4. T.A./D.A. will be paid by the University from its own funds.
 5. The date and venue of Lecture will be decided by the Vice-Chancellor.
 6. The copy right of the said lecture script shall vest in the Panjab University which shall have the right to publish the same.
-

(k) LATE SHRI K.C. SHENMAR MEMORIAL LECTURE

1. Every year, the Vice-Chancellor shall select a person for Late Shri K.C. Shenmar Memorial Lecture which will cover a topic of contemporary interest in the area of social development and equity.
2. The lecture will be organized by the coordinator, Centre for Social work, Panjab University, Chandigarh every year.
3. The lecture will be delivered by an eminent person who has excelled either in academics or in public life.
4. The lecture will be held once a year, preferably in the months of February or March.
5. The orator will be provided travel and local hospitality.
6. The person who deliver the lecture shall be paid:
 - (a) an honorarium of Rs.2,000/- or such other amount as may be decided by the Vice-Chancellor/Syndicate which shall be met out of the annual interest accruing from the endowment fund.
 - (b) TA/DA be paid out of the endowment fund.

(I) "LATE PROFESSOR J.C. ANAND MEMORIAL LECTURE"

An Endowment of Rs. 4,00,000/- for holding an Annual Memorial Lecture in the memory of Late Shri Jagdish Chander Anand, (Retd.), Reader from the Department of Political Science, Panjab University.

The investment of Rs. 4,00,000/- be made in the shape of TDR for institution of an Endowment and the interest of the amount be utilized for holding the said lecture.

(m) "PROFESSOR B.M. ANAND MEMORIAL FUND"

An Endowment of Rs. 6,00,000/-for holding an Annual memorial Lecture series in the memory of Late Prof. B.M. Anand in the Department of Physics, Panjab University.

The investment of Rs. 6,00,000/- be made in the shape of TDR in the State Bank of India and the interest so accrued be credited annually in the S.E.T. Fund for holding an Annual Memorial lecture series.

(n) 'MAJOR HARJINDER SINGH EME WORLD WAR-II MEMORIAL GOLD MEDAL'

An Endowment will be named as 'Major Harjinder Singh EME World War-II Memorial Gold Medal' in the memory of Major Harjinder Singh EME World War-II.

The investment of Rs. 1,00,000/- be made in the shape of TDR and the interest of the amount be utilized to award Gold Medal every year during the Panjab University Convocation, to the student, who secures highest marks in M.Sc. (Hons. School) in Biotechnology

(o) HONORARIUM TO A UNIVERSITY TEACHER/ANY OTHER PERSON
INVITED FOR DELIVERING CLASS ROOM LECTURES

A University Teacher/any other person, invited from outside the Department concerned who delivers the class room lectures in other Teaching Departments of the University/Deptt. of Evening Studies–Multi Disciplinary Research Centre/USOL/Affiliated Colleges will be paid an honorarium @ Rs. 25/- per lecture.

This will not, however, apply to memorial or special lectures.

(p) PAYMENT OF REMUNERATION TO A UNIVERSITY TEACHER
FOR DELIVERING EXTRA LECTURES

A teacher who is required to deliver extra lectures in his Department, over and above the prescribed maximum load, due to the introduction of Job-Oriented Courses, shall be paid @ Rs. 25.00 per lecture, temporarily, for Job-Oriented Courses only, subject to a maximum of Rs. 250.00/- p.m.

(q) TERMS AND CONDITIONS FOR PANJAB UNIVERSITY
PHARMACEUTICAL SCIENCES ORATION

1. Every year the Syndicate shall select an eminent Scientist with reputable contributions in the Pharmaceutical Medicinal or related areas for invitation to deliver the Oration.

2. The Scientist shall deliver one or two lectures at the Panjab University Campus ordinarily between the months of October and December.

3. The Scientist who delivers the lectures shall be paid :--

- (a) An honorarium of Rs. 1000/- out of the annual income accruing from the Endowment fund, and
- (b) T.A./D.A. as per University rules out of the Endowment.

4. The miscellaneous expenses including that on publicity of the lectures shall be borne by the University if it is not covered from the income of the endowment.

CHAPTER XXXIX

(a) FACULTY HOUSE

1. Ordinarily, only the following when visiting Chandigarh on University work, shall be entitled to stay in the Faculty House :

- (i) Fellows of the University;
- (ii) University Officers of Class `A';
- (iii) Members of the various University Academic Bodies;
- (iv) Principals and Professors of affiliated colleges;
- (v) Officers, Teachers and members of other Universities; and
- (vi) Officers of Govt. of India/UGC/Punjab/Haryana.

A person suffering from an infectious or a contagious disease shall not stay in the Faculty House.

2. No one shall be entitled to occupy the Faculty House for more than a week. For special reasons, however, permission may be granted for more than a week by the Vice-Chancellor.

3. (i) Temporary allotment made to a University teacher shall not, ordinarily, exceed a fortnight; it may be extended up to one month with the special sanction of the Vice-Chancellor.

(ii) If a teacher over-stays beyond the period for which allotment has been sanctioned, penal rent @ Rs. 10 per day shall be deducted from his salary.

4.1. A person permitted to occupy the Faculty House shall have to pay the following charges to the University :

- (A) Panjab University Fellows when they come to attend University meetings.
- (B) P.U. Fellows when they come for purpose other than University meetings.
- (C) Members of various University academic bodies, Faculty Members/Class `A' Officers of Universities and Principals/Professors (Class I) of affiliated colleges on official visit (University work).
- (D) Members of various University academic bodies, Faculty Members/Class `A' Officers of Universities and Principals/Professors (Class I) of affiliated colleges/former Fellow who have had completed 4 years tenure on private visit.
- (E) Officers of Govt. of India/UGC/Punjab/Haryana on official duty. (University work).

As decided by the
Syndicate/Senate from
time to time.

- | | | |
|--|---|--|
| <p>(F) Officers of Govt. of India/UGC/Punjab/Haryana/U.T. Chandigarh/employees of the Panjab University, on private visit/use.</p> <p>(G) Persons not covered under A-F.</p> <p>(H) The Vice-Chancellor/Pro-Vice-Chancellor (Serving as also retired) of any University in Punjab/Haryana/Himachal Pradesh as also their accompanying staff :--</p> <p>Official visit</p> <p>Private visit</p> | } | <p>As decided by the Syndicate/Senate from time to time.</p> |
|--|---|--|

Note : Not more than two persons will be allowed to stay in a room.

4.2. The retired Faculty members/Administrative Officers of the Panjab University shall be entitled to stay at the Faculty House at the same rates as are applicable to the inservice employees.

5. Teachers and Officers of other Universities who come to Chandigarh for attending meetings of the University Selection Committees for which no fees are paid shall not be charged anything for use of accommodation in the Faculty House.

6. The following additional charges shall be paid by officials staying in the Faculty House:

- (a) Rs. 10 per day for bedding and linen.
- (b) Rs. 4 per day for a heater, if used.
- (c) For hot water, refreshments and meals, etc., at the rates determined by the Executive Committee of the Faculty Club, from time to time.

7.1. Permission to occupy the Faculty House shall rest with the Manager (Guest Houses).

7.2. Ordinarily no one who is not covered in the categories A-F shall be allowed to stay in the Faculty House but in exceptional cases the accommodation if available, may, however, be allowed with the permission of the Registrar/Dean of University Instruction and in that case rent shown against (G) shall be charged.

8. The Vice-Chancellor may at his discretion allow accommodation to any person on payment or free of charge for the period to be determined by him.

(b) TRANSIT HOSTEL

1. The Transit Hostel of Academic Staff College, Panjab University is primarily meant to accommodate the participants in our orientation and refresher courses. However, if some rooms are vacant, the following categories when visiting Chandigarh on University work shall be entitled to stay in the Transit Hostel :-

- (i) Members of the various University Academic Bodies;
- (ii) Principals and Professors of affiliated Colleges;
- (iii) Officers, Teachers and members of other Universities; and
- (iv) Officers of Govt. of India/UGC/Punjab/Haryana.

A person suffering from an infectious or a contagious disease shall not stay in the Transit Hostel.

2. No one shall be entitled to occupy the Transit Hostel for more than a week. For special reasons, however, permission may be granted for more than a week by the Vice-Chancellor.

3. (i) Temporary allotment made to a University teacher shall not ordinarily, exceed a fortnight; it may be extended upto one month with the special sanction of the Vice-Chancellor.

(ii) If a teacher over-stays beyond the period for which allotment has been sanctioned, penal rent @ Rs. 10 per day shall be deducted from his salary.

4.1. A person permitted to occupy the Transit Hostel shall have to pay the following charges to the University :-

- | | | | |
|---|---|---|--|
| (A) Participants of Orientation and Refresher courses conducted by the University. | } | .. Rent free | |
| (B) Members of various University academic bodies, Faculty Members. | | | |
| (C) Members of various University academic bodies, Faculty Members, on private visit. | | | |
| (D) Officers of Govt. of India/UGC/Punjab/Haryana on official duty (University work) | } | As decided by the Syndicate/Senate from time to time. | |
| (E) Officers of Govt. of India/UGC/Punjab/Haryana/U.T. Chandigarh/employees of the Panjab University, on private visit/use. | | | |
| (F) Persons not covered under A to E. | | | |

Note : Not more than two persons will be allowed to stay in a room.

4.2. The retired Faculty members/Administrative Officers of the Panjab University shall be entitled to stay at the Transit Hostel at the same rates as are applicable to the inservice employees.

5. The following additional charges shall be paid by all persons staying in the Transit Hostel.

- (a) Rs. 2 per head per day for bedding and linen, if used.
- (b) Rs. 4 per day for a heater, if used.
- (c) For hot water, refreshments and meals, etc. at the rates determined by the Vice-Chancellor from time to time.
- (d) Meals will not be served in the rooms.

6.1 Permission to occupy the Transit Hostel shall rest with the Director, Academic Staff College.

6.2 Ordinarily no one who is not covered in the categories A to E shall be allowed to stay in the Transit Hostel but in exceptional cases the accommodation if available, may however, be allowed with the permission of the Director, Academic Staff College/ Registrar/Dean of University Instruction and in that case rent shown against 'F' shall be charged.

7. The Vice-Chancellor may at his discretion allow accommodation to any person on payment or free of charge for the period to be determined by him/her.

(c) UNIVERSITY GUEST HOUSE/GOLDEN JUBILEE GUEST HOUSE

1. Ordinarily, only the following when visiting Chandigarh on University work, shall be entitled to stay in the University Guest House/Golden Jubilee Guest House:

- (i) Fellows of the University;
- (ii) University Officers of class 'A';
- (iii) Members of the various University Academic Bodies;
- (iv) Principals and Professors of affiliated colleges;
- (v) Officers, Teachers and members of other Universities; and
- (vi) Officers of Govt. of India/UGC/Punjab/Haryana.

A person suffering from an infectious or a contagious disease shall not stay in the Guest House/Golden Jubilee Guest House.

2. No one shall be entitled to occupy the Guest House /Golden Jubilee Guest House for more than 72 hours. For special reasons, however, permission may be granted for more than 3 days, but for not more than 10 days in any case.

3.1. A person permitted to occupy the Guest House/Golden Jubilee Guest House shall have to pay the following charges to the University:

- (A) Panjab University Fellows when they come to attend the University meetings.
- (B) P.U. Fellows when they come for purposes other than University meetings.
- (C) Members of various University academic bodies, Faculty members/Class 'A' Officers of Universities and Principals/ Professors (Class I) of affiliated colleges on official visit (University work).
- (D) Members of various University academic bodies, Faculty members/Class 'A' Officers of Universities and Principals/ Professors (Class I) of affiliated colleges, former Fellows who have had completed 4 years' tenure on private visit.
- (E) Officers of Govt. of India/UGC/ Punjab/Haryana on official duty (University work).

As decided by the Syndicate/Senate from time to time.

- | | | |
|--|---|---|
| <p>(F) Officers of Govt. of India/UGC/
Punjab / Haryana / U.T.
Chandigarh/employees of the
Panjab University on private
visits/use.</p> <p>(G) Persons not covered under
A.F.</p> <p>(H) The Vice-Chancellor/ Pro-Vice-
Chancellor (Serving as also
retired) of any University in
Punjab / Haryana / Himachal
Pradesh as also their
accompanying staff:</p> <p>Official visit</p> <p>Private visit</p> | } | <p>As decided by the Syndicate/
Senate from time to time.</p> |
|--|---|---|

Note : Not more than two persons will be allowed to stay in a room.

3.2. The retired Faculty members/Administrative Officers of the Panjab University shall be entitled to stay at the Guest House at the same rates as are applicable to the in-service employees.

4. Teachers and Officers of other Universities who come to Chandigarh for attending meetings of the University Selection Committees for which no fees are paid shall not be charged anything for use of accommodation in the Guest House.

5. The following additional charges shall be paid by officials staying in the Guest House :

- (a) Rs. 10 per day for bedding and linen.
- (b) For refreshments and meals at the rates approved by the Vice-Chancellor from time to time.

6.1. Permission to occupy the Guest House/Golden Jubilee Guest House shall rest with the Manager (Guest Houses).

6.2. Ordinarily no one who is not covered in the categories A-F shall be allowed to stay in the Guest House but in exceptional cases the accommodation if available, may, however, be allowed with the permission of the Registrar/Dean of University Instruction and in that case rent shown against (G) shall be charged.

7. The Vice-Chancellor may, at his discretion, allow accommodation to any person on payment or free of charge, for the period to be determined by him.

(d) VISITING PROFESSORS' FLATS

1. The Visiting Professors' Flats be provided only if a Foreign Visiting Professor is given assignment in this University for a period not less than one month and is accompanied by his family.

2. (a) Subject to the availability of accommodation after meeting the requirements under Rule 1 above, those who are visiting this University through proper channel on the Fellowships sponsored/awarded by their own Governments or the Central/ State Governments or U.G.C. or any other educational/academic agency or the professional senior level experts from the Industry/Research Institutions invited by the University for lecturing for a period of time, be charged Rs. 10 per day subject to a minimum of Rs. 250 if the stay is less than a month.

(b) Except in the case of a Foreign Visiting Professor who is to be provided with free furnished accommodation as a condition of his assignment, others be charged rent for the Visiting Professors' Flats at the rate of 10% of honorarium payable by this University.

3. Water and electricity charges will be done by the allottee as per meter readings in each case.

4. Air conditioning charges will be @ Rs. 10 per air conditioning unit per day, if and as provided.

5. In exceptional cases the Vice-Chancellor may allow the allotment of Visiting Professors' Flats to person connected with the University work for a period to be determined by him on payment or free of charges.

(e) SWIMMING POOL

1. The pool is for the use of students, Fellows, Faculty members of Panjab University & their affiliated colleges and administrative staff of University, who hold regular membership of the Swimming Club.

2. Wards and spouse of the members are allowed to use the pool "as dependent member" provided that the children under the age of 10 shall not be allowed. However, if either of the parents shall accompany with them they can be allowed with undertaking given by the parents that they are responsible for the same.

3. (a) To become a member, a person will have his/her application recommended by the Head/Chairperson/Principal of his/her Department/College or by the Registrar in the case of University Administrative staff).

Application forms for membership are available at Rs. 50/- from the Directorate of Sports (please enclosed two passport size photographs for the Identity Card and record).

(b) Only such persons, as are declared medically fit by the University Medical Officer, shall be enrolled as members.

(c) All persons seeking membership shall declare whether they know swimming or wish to enrol as beginners. A swimming test (ability to swim 100 metres) shall be conducted for the former before enrolment. All those enrolling themselves as beginners will be required to put on red cap, preferably the red rubber cap, during swimming. They will keep on using cap till they pass the proficiency test (ability to swim 100 metres).

(d) A person wishing to enrol himself/herself as a "beginner" member shall indicate this on the application form. Those claiming to know swimming should take the swimming test at the University Swimming Pool and obtain the report of the University Swimming Coach on the face of the application form. Medical test shall precede the swimming test and will be taken only if the prescribed membership fees are paid in full.

4.1. Membership fees, as under, shall be payable to the University fee counter (S.B.I.), under the Head Swimming Pool Account (Amalgamated Fund-00160).

Rates for the membership of the Swimming Pool :

Sr. No.	Category	Rates per month
A.	P.U. Campus Students	Rs. 50/-
B.	Faculty of University & Affiliated colleges & their dependent sons/daughters. Non teaching employees and their dependent sons/daughters.	Rs. 150/-
C.	Retired Employees of P.U. & members of Alunmi relations	Rs. 150/-
D.	Outsiders	Rs. 1000/-

E.	Guests	Rs. 150/- per hour per visit (not exceeding 7 days in a month)
F.	Members of Swimming Pool Committee	Rs. 75/-

Medical Fee :-

A. Students, Faculty/employees & their wards (Only P.U. & affiliated colleges)	Rs. 30/-
B. All others	Rs. 50/-

4.2. The Vice-Chancellor may, in exceptional cases :

- (i) exempt a distinguished citizen from payment of the usual fee for the use of the Swimming Pool.
- (ii) allow suitable persons from outside the University to make use of Swimming Pool throughout the year (till the 31st day of October every year) on payment of monthly fee of Rs. 1000/- per person or as approved by the Syndicate from time to time.

5. Members of the Swimming Pool Committee, to be nominated annually by the Vice-Chancellor shall be entitled to the use of the Pool free of charge.

6. Members shall be issued Identity Cards free of cost. In the event of the loss of an Identity Card it will be incumbent on a member or a dependent member to apply for a duplicate Identity Card which will be issued at a cost of Rs. 25/- per card.

7. The schedule of the pool will be decided by the University Director of Phy., Edu., P.U., Chandigarh, before the beginning of the session every year.

The Pool will be functional for six days in a week. The rest day will be decided by the University Director of Phy. Edu., P.U., Chandigarh, before the beginning of the session every year.

8. All members are requested to take a shower bath before entering the pool. This is a must.

9. All ladies and gentlemen who wear their long hair are required to wear the water-proof cap while in the pool.

10. Proper swimming costumes should be used while swimming.

11. Beginners or learners should not be allowed to enter the large or competition pool or the diving bowl.

12. Members are required to deposit their identity cards with the swimming pool attendant before entering the pool.

13. Persons suffering from any skin or infectious or contagious diseases are not expected to enter the pool.

14. Refreshment should not be served or taken on or in the pool.

15. Full value will be charged from the accused members or their guests or their dependents for any damages, breakage or loss of the pool property.

16. Gentlemanly behaviour is expected of all members on and in the pool to ensure safety of all pool users. Mischievous behaviours may entail suspension or even cancellation of membership.

17. No member shall interfere with the duties of any member of the swimming pool staff.

18. Complaints and suggestions may be made in the book kept for the purpose.

19. Dogs are not allowed within the premises of the pool.

20. All members are requested to co-operate to the full with the swimming pool staff to ensure cleanliness.

21. (a) The use of the pool may be allowed to other institutions or Government Departments for swimming competitions and contests etc. on a payment of Rs. 20,000/- per day.

(b) Promising and outstanding swimmers of the affiliated colleges may be allowed the use of the pool at Rs. 40/- student per month i.e. at par with the P.U. campus students. This facility is being specially provided for such students as are eligible for the University, Inter-University and National Tournaments. National/Inter-national position holders of School students (schools within area of jurisdiction of Panjab University) may also be allowed the use of the pool at Rs. 40/- student per month i.e. at par with the P.U. campus students. Applications from this category of students should be duly sponsored by the respective Principals.

22. Members of the Swimming Pool Committee are authorised to visit the pool as often as may be necessary.

23. Co-operation of the members is necessary for the enforcement of these rules.

24. Members, their dependents, or guests swim at their own risk and responsibility.

25. The Swimming Pool staff accepts no responsibility for the safety of property of members, their dependents, or of their guests. Clothing etc. may be left in the dressing rooms or in the lockers entirely at owner's risk. Members are advised not to leave money or valuables in the dressing rooms or lockers.

CHAPTER XL

HOLIDAY HOMES

1. The following are the three University Buildings for use as Holiday Homes at Dalhousie :

- (i) Nurafshan as "Holiday Home No. 1" (Suites No. 1, 2 & 3).
- (ii) Mahmood Manzil as "Holiday Home No. 2" (Suites No. 4 & 5).
- (iii) Manwar Manzil as "Holiday Home No. 3" (Suites No. 6 & 7).

2. The rent for the Teacher's Holiday Homes at Dalhousie shall be as under :-

- | | | |
|---|---|---|
| <ul style="list-style-type: none">(a) For teacher/Retired teachers/
examiners/University employees/
Fellows/Ex-Fellows.(b) Others who do not fall in
Category (a). | } | As decided by the Syndicate/
Senate from time to time. |
|---|---|---|

3. The following are the Four University Buildings for use as Holiday Homes at Shimla :

- (i) Dingle Lodge as "Holiday Home No. 1" (Suites Nos. 1, 2, 3 and 4).
- (ii) St. Bernard as "Holiday Home No. 2" (Suites Nos. 1, 2, 3 and 4).
- (iii) Three Bridges as "Holiday Home No. 3" (Suites Nos. 1 to 9).
- (iv) The Dingle (New Building) as "Holiday Home No. 4"(Room No. 1 to 16) Single.

4. The rent for the Teacher's Holiday Home at Shimla shall be as under :-

- | | | |
|---|---|---|
| <ul style="list-style-type: none">(a) For Teachers/retired teachers/
examiners/University employees/
Fellows/Ex-Fellows.(b) Others who do not fall in
Category (a) | } | As decided by the Syndicate/
Senate from time to time. |
|---|---|---|

ALLOTMENT OF SUITES IN THE HOLIDAY HOMES

1. (a) No one, except the members of the family of (i) a teacher or (ii) an examiner who has contributed to the fund shall be allowed the use of accommodation in the Teacher's Holiday Homes. No guest shall be permitted in the Holiday Homes.
- (b) A teacher shall not be permitted to share his suite with any other person.
2. University employees whether on the teaching side or administrative side (including those retired from the University service) would also be eligible for the allotment of accommodation and others with the sanction of the Vice-Chancellor if accommodation is available.
3. The Holiday Homes shall be open to teachers of other Universities also, provided accommodation is available.
4. Except during vacations, retired teachers may be allotted accommodation in the Holiday Homes.
5. No one suffering from an infectious or a contagious disease shall be permitted to enter or stay in the Holiday Homes.
6. Applications for allotment of a suite shall be entertained between March 1 to March 15 of the year in which reservation is required. Each application shall be accompanied with the rent of the suite for the period for which it is required.
 - (a) A Committee consisting of D.U.I., Secy. to Vice-Chancellor, Registrar, Finance & Development Officer and one Principal from the affiliated Colleges shall allot suites from amongst the applicants by draw of lots. The lots shall be drawn separately for the applicants from Chandigarh and for applicants from out-stations.
 - (b) The desirability of rotating the allotments, preference being given to those who could not be given accommodation in previous 5 years shall be kept in view.
 - (c) Not more than 33 per cent of the suites at Shimla shall be allotted to the teachers working at Chandigarh; and
 - (d) The accommodation in Holiday Home at Shimla/Dalhousie during May, June and July shall be allotted for 7 days at a stretch. The unit for allotment may be 7 days. However, the applicant can request for accommodation for two units of 7 days each.
7. The rent shall be charged for 7 days or 14 days as the case may be in advance for the months of May, June, and July of that year.
8. Cooking etc. shall not be allowed in a residential room or a bath-room.
9. An occupant shall pay for the pieces of crockery or any other article broken or lost by him.
10. The occupants will be responsible for the safe custody of the furniture and other articles in the suites.

11. The occupants of the Holiday Homes are not expected to take any service from the employees of the Holiday Homes.

12. A week's notice shall be necessary for cancellation of an allotment. Refund of 75% of the rent (tendered in advance) shall be made and the balance of 25% forfeited to the University. However, allotment of an unauthorised person can be cancelled on the spot by an official deputed to undertake surprise checks.

If an allottee of a suite is detained on University work/assignment under orders of the Vice-Chancellor and is thus prevented from availing of the allotment, the refund of advance rent paid shall be allowed with the permission of the Vice-Chancellor.

13. Any infringement of rules will be taken notice of.

STUDENTS HOLIDAY HOMES

1. The rates for suites in a Holiday Home shall be fixed by the Syndicate from time to time.

2.1. Only parties of students under the leadership of lecturers from affiliated colleges/teaching departments duly recommended by the Principals/Heads of Institutions of Panjab University shall be eligible. One teacher up to 10 students shall be permissible. Guests or other members of the family of students/teachers shall not be permitted to stay in.

2.2. Students of other Universities may be allowed the use of Holiday Homes on the terms laid down in these Rules with the sanction of the Vice-Chancellor if accommodation is available.

2.3. If accommodation is vacant and the students are not likely to make use of it during a certain period, the Director, Department of Youth Welfare will make allotment of accommodation in the Holiday Home to the University Employees and of the affiliated colleges whether on the teaching or Administrative side (including those retired from the University service and colleges service). Persons not included in 2.1 and 2.2 would also be eligible for allotment of accommodation, if available, with the sanction of the Vice-Chancellor.

3.1. Allotment of accommodation in the Holiday Homes shall be made by the Director of Youth Welfare to whom application should be addressed. Allotment shall be made ordinarily up to a period of a week in order of priority determined on the basis of date of receipt of application alongwith the rent prescribed. Application for allotment of accommodation shall be entertained ordinarily a month in advance. No allotment would be made before 10 days from the day of actual requirement.

Rates of accommodation will be as under :

A. Students' Holiday Home, Dalhousie

For students of colleges affiliated to the Panjab University Chandigarh, the rent would be Rs. 2 per head, per day (only floor durries or cots will be provided, as per availability);

For students from other institutions, the rent would be Rs. 4 per student, per day (only floor durries or cots will be provided, as per availability).

(a) For teachers/examiners/
University employees. Rs. 30 per day per room.

(b) Others who do not fall
in Category (a). Rs. 40 per day per room.

B. Students' Holiday Home (Youth Hostel) P.U. Campus, Chandigarh.

During the activities of the Department of Youth Welfare, no rent will be charged from the students/teachers/experts/guests/resource persons etc.

For students of colleges affiliated to the Panjab University Chandigarh, the rent would be Rs. 30 per head, per day (only floor durries or cots will be provided, as per availability) and for accompanying teachers the rent would be Rs. 200 per room per day.

For students from other institutions, the rent would be Rs. 50 per student, per day (only floor durries or cots will be provided, as per availability) and

for accompanying teachers the rent would be Rs. 300 per room per day.

For the teachers without accompanying the student but for official purpose Rs. 300 per room per day.

For other persons who do not fall in the above categories, the rent would be as per College Bhavan rates (if accommodation is available).

The collected amount of the rent will be deposited by the care taker in Student Holiday Home Fee Account.

3.2. The Director of Youth Welfare Department will make the allotment keeping in view :-

- (a) the order of priority on the basis of date of receipt of application alongwith rent prescribed as per rule 3.1.
- (b) the desirability of rotating the allotments, preference being given to those who could not be given accommodation in the previous year/s.

4.1. Ordinarily, a party of students shall be allowed the use of accommodation for a week only. If accommodation is available, the period may be further extended up to another week on payment of additional prescribed rent.

4.2. For cancellation of reservation a week's notice shall be necessary. In such cases the amount of rent received shall be refunded with the approval of the Vice-Chancellor.

5. No one suffering from an infectious or a contagious disease shall be permitted to enter or stay in the Holiday Homes.

6. The occupant will be responsible for the safe custody of the furniture and other articles lying in the sets.

7. Kitchen utensils, crockery and cutlery may be obtained from the Chowkidar.

8. Cooking etc., shall not be allowed in a residential room or a bathroom.

9. An occupant shall pay for the prices of crockery or any other article broken, damaged or lost by him.

10. The occupant of the Holiday Homes are not expected to take any service from the employees of the Holiday Homes.

11. Any infringement of rules will be taken notice of.

12. Any of the persons from the staff of the Department of Youth Welfare when on official duty will pay Rs. 1 per day if he/she stays at the students holiday home buildings.

13. Students' parties making use of Holiday Homes accommodation for taking part in activities organised/sponsored/collaborated by the Department of Youth Welfare of the University would be exempted from payment of rent.

CHAPTER XLI

(i) SUBSIDIES FOR SPONSORED SCHOLARS

1.1. Scholars not exceeding three in number may be sponsored by the University every year for higher studies/research.

1.2. First preference shall be given to University employees.

Members of the staff of an affiliated college who has put in at least three years' service shall also be eligible.

2. If a member of the staff of an affiliated college is sponsored by the management of the College concerned shall share with the University the cost on 50 : 50 basis and such teacher shall give an undertaking that he will serve in his own post on return from higher studies, for a period specified by the College Management.

(ii) GRANT OF SUBSIDIES TO UNIVERSITY TEACHERS ATTENDING
INTERNATIONAL CONFERENCES/SEMINARS/
SYMPOSIA, ETC. HELD ABROAD

1. Subsidy may be granted by the Syndicate on the recommendation of the Vice-Chancellor to the following categories of confirmed teachers of the University for attending reputed International Conferences/Seminars/Symposia etc.

- (a) University teachers, including teachers working under the scheme of Career Awards, who are invited to participate in international academic Conferences/Seminars/Symposia etc., and whose research papers have been accepted for presentation (oral/poster session/Rapporteur's Reviews).
- (b) University teachers who are invited to chair the session/section or to give a key-note address or to lead Seminar/discussion group at the international Conference, etc.

2. The applications for such subsidy, along with the following documents, should be submitted to the University Office by the teacher concerned through the Chairman/Head of the Department well in advance for consideration and recommendation by the Travel Subsidy Committee constituted for the purpose :

- (a) A copy of the paper prepared by the teacher which has been accepted by the organisers of the International Conference/Seminar/Symposium etc.
- (b) Name, place, duration and other relevant particulars of the Conference etc. which he plans to attend.
- (c) A copy of the letter from the organisers of the Conference etc. accepting the paper or a copy of the letter from the organisers of the conference inviting the teacher to chair a session/section of the Conference etc.

3. The amount of subsidy admissible to the University teachers attending International Conferences etc. abroad shall be as follows :-

- (a) Up to 75% air fare by economy class-excursion (where available), depending on subsidy received by the teacher from other agencies, if any.
- (b) Registration charges of the Conference etc., if any.
- (c) Daily Allowance/Maintenance allowance for the actual days of the Conference etc. at the following rates :-

Sr. No.	Name of the Countries	D.A (In US \$)
1.	American Samoa, Bangladesh, Belize, Benin, Bhutan, British Virgin Islands, Burkina Faso, Burundi, Cameroon, Cape Verde Islands, Cayman Islands, Central African Republic, Chad, Comoros, Congo, Cooks Island, Djibouti, Eritrea, Equatorial Guinea, Ethiopia, French, Guyana, Gabon, Gambia, Ghana, Guam, Guinea,	45.00

	Guinea Bissau, Ivory Coast, Jordan, Kenya, Kiribati, Korea (North, Laos, Lebanon, Lesotho, Liberia, Libya, Macao, Madagascar, Malawi, Maldives, Mali, Mauritania, Mauritius, Monaco, Mangolia, Morocco, Mozambique, Myanmar, Nauru, Nepal, New Caledonia, Niger, Nigeria, Niue, Pakistan, Reunion, Rwanda, Samoa, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, St. Kitts & Nevis, St. Lucia, St. Vincent & Grenadines, Sudan, Swaziland, Tanzania, Togo, Tonga, Tunisia, Tuvalu, Uganda, US Virgin Islands, Vietnam, Yemen, Wallis Futuna Islands, Zaire, Zambia.	
2.	Afghanistan, Albania, Algeria, Angola, Anguilla, Antigua, Argentina, Armenia, Azerbaijan, Aruba, Bahamas, Bahrain, Barbados, Belarus, Benin, Bolivia, Botswana, Bosnia, Herzegovina, Brazil, Bulgaria, Chile, Colombia, Costa Rica, Croatia, Cuba, Czech Republic, Dominica, Dominican Rep., Ecuador, Egypt, El Salvador, Estonia, Gaza. (PNA), Georgia, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Hungary, Indonesia, Iran, Iraq, Israel, Jamaica, Kampuchea (Cambodia), Kazakhstan, Kuwait, Kyrgyzstan, Latvia, Malaysia, Martinique, Macedonia, Mexico, Moldova, Montserrat, Namibia, Netherlands, Nicaragua, Oman, Pacific Islands (Trust Territory), Panama, Paraguay, Puerto Rico, Peru, Philippines, Poland, Qatar, Republic of Palau, Saudi Arabia, Seychelles, Singapore, Slovak Republic, South Africa, Suriname, Syria, Tajikistan, Thailand, Trinidad & Tobago, Turkmenistan, Turkey & Caicos, U.A.E., Russian Federation, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Yugoslavia, Zimbabwe.	56.25
3.	Australia, Austria, Belgium, Brunei, Canada, China, Cyprus, Denmark, Fiji, Finland, France, Germany, Gibraltar, Greece, Hong Kong, Holy See (Vatican), Iceland, Ireland, Italy, Japan, Korea (South), Lithuania, Luxembourg, Malta, Micronesia, Netherlands, New Zealand, Norway, Papua New Guinea, Principality of Liechtenstein (Vaduz), Portugal, Republic of Slovenia, Republic of San Marino, Romania, Spain, Sweden, Switzerland, Turkey, U.K., U.S.A.	75.00

The above rates cover the expenses of the teachers attending such conferences etc. on their board and lodging and incidental and travel expenses within the country concerned.

- (d) Air-port tax and visa fees.
- (e) Travelling allowances for Chandigarh-Delhi-Chandigarh journey as per rules.
- (f) The extent of admissible subsidy will be the total of amounts in items (a) to (e) are Rs. 35,000 whichever is less. The amount of subsidy admissible to University teachers visiting neighbouring countries would not exceed Rs. 10,000 & would be in lieu of a National Conference, Symposia/Seminar etc.

4. The University office shall arrange for air travel through Air India by economy class on the sector where it operates; even on the sectors where it does not operate, air passage shall be booked through University office.

5. 90% of the advance shall be given towards the cost of registration fee and the maintenance allowance. The balance of 10% shall be reimbursed to the teacher on presentation of proper accounts accompanied by the report of his participation in the conference etc. He shall also be required to give a talk on the highlights of the conference etc., including his own contribution, in a lecture in the Department Special Lecture series.

6. The subsidy for travel abroad to participate in conference etc. shall not be provided to a teacher under this scheme more than once in three years. However, during this period of three years a token subsidy of not more than Rs. 5,000/- may be sanctioned only once, in those cases where the teachers obtain substantial grant from other agencies for attending International Conference etc., if the granting agencies require that the University must make some contribution.

7. Persons attending such conference etc. will be considered as on duty for the days of the Conference etc. plus the days necessary for travel.

CHAPTER XLII

AWARD OF SCHOLARSHIPS

1. The Syndicate has, with the approval of the Senate decided that scholarships shall be awarded on the result of the following examinations as indicated against such :

1. B.Sc. : Ten Scholarships of the value of Rs. 75 per mensem each on the result of B.Sc. First Year (General) examination.
2. (i) B.A. : Ten Scholarships of the value of Rs. 75 per mensem each on the result of B.A. First Year (General) examination.
(ii) Two scholarships of the value of Rs. 75 per mensem each, one for standing first in the aggregate of B.A. examination, and the one for standing first in the aggregate of B.Sc. examination.
(iii) One Scholarship of the value of Rs. 75 per mensem each, subject for standing first on the combined result of Honours Papers and Pass Papers in that subject.
(iv) A person joining Law Course shall be eligible for the award of University Scholarship on the basis of his merit on the result of B.A/B.Sc. examination.
3. *B.Sc. (Hons. School)* : One scholarship of the value of Rs. 75 per mensem each on the results of Chemistry, Bio-chemistry, Botany, Zoology, Physics, Geology, Micro-biology, Biophysics, Anthropology, Mathematics and Statistics Honours Schools.
4. (i) *B.Sc. Home Science* : Two Scholarships of the value of Rs. 75 per mensem, one each for standing first in Part I and Part II examinations provided the candidate obtains at least second class marks.
(ii) One scholarship of the value of Rs. 75 per mensem for standing first in the Final examination.
5. *Bachelor of Architecture* : One Scholarship each of the value of Rs. 75 per mensem for a period of one year on the result of First, Second, Third and Fourth examinations to the candidates who stand first in these examinations.
6. *Professional Examinations* :
(i) Nine scholarships of the value of Rs. 75 per mensem each on the result of (i) First Professional of MBBS (ii) second Professional of MBBS.
(ii) Fifteen scholarship of the value of Rs. 75/- per mensem each on results of (i) B.Engg. 2nd, (ii) B.Engg. 4th, (iii) B. Engg. 6h Semester examinations.
7. *LL.M. Examination* :
(i) Part I : Two scholarships each of the value of Rs. 150 per mensem to the two top most students provided they secured at least 60% marks at the LL.B. examination.

- (ii) Part II : Two scholarships each of the value of Rs. 150 per mensem to the two top most students provided they clear the LL.M. Part I examination in the first attempt.

Provided further that a candidate who is awarded a scholarship either in LL.M. Part I or in LL.M. Part II during a particular session, who avails of the scholarship for the whole or a part of the academic session but subsequently leaves the Department and/or does not appear for the examination in that session be not entitled to claim the scholarship again in case he rejoins the same class (LL.M. Part I or LL.M. Part II as the case may be) in the next or a subsequent session.

8. *Shastri* : One scholarship of the value of Rs. 75 per mensem to the candidate who stands first in the Shastri examination and joins the Archarya (Part I) class.
9. *Acharya (Part I) Examination* : One scholarship of the value of Rs. 75 per mensem to the candidate who stand first in Acharya (Part I) examination and joins the Acharya (Part II) class.

2. The following All-India Institutes have been approved where a Punjab University Scholarship may be tenable :

Engineering :

1. University of Roorkee, Roorkee.
2. Indian Institute of Technology, Kharagpur.
3. Indian School of Mines, Dhanbad.
4. Indian Institute of Science, Bangalore.
5. Institute of Technology, Banaras Hindu University, Varanasi.
6. Delhi College of Engineering, Delhi-6.
7. Indian Institute of Technology, Bombay.
8. Indian Institute of Technology, Kanpur.
9. Indian Institute of Technology, New Delhi.
10. Indian Institute of Technology, Madras.

Medicine :

1. Lady Hardinge Medical College, New Delhi-1 for M.B.B.S.
 2. College of Nursing, 12, Jaswant Singh Road, New Delhi.
 3. Birla Institute of Technology and Science, Pilani, for Master in Pharmacy.
 4. School of Tropical Medicine, Calcutta.
 5. Banaras Hindu University, Varanasi, for Master in Pharmacy.
 6. All-India Institute of Hygiene and Public Health, Calcutta.
 7. All-India Institute of Medical Science, New Delhi.
 8. Maulana Azad Medical College, New Delhi.
 9. Armed Forces Medical College, Pune.
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CHAPTER XLIII

UNIVERSITY MEDALS

A candidate who is awarded any medal/prize at the University Convocation shall also be issued a certificate, free of charge, showing therein the reason for which such a medal/prize has been awarded.

(i) UNIVERSITY MEDALS (GOLD) FOR STANDING FIRST IN THE FOLLOWING FINAL EXAMINATION :

- (1) B.A./B.Sc.
 - (i) Pass Course :

B.A. Pass Course. One for full subjects and one in the subject of Sanskrit of B.A. Part III examination only.

B.Sc. Pass course.
 - (ii) B.A./B.Sc. Honours :

English, Sanskrit, Persian, Hindi, Panjabi, Urdu, Mathematics (two medals one for B.A. Honours in Mathematics and one for B.Sc. Honours in Mathematics), History, Economics, Political Science, Philosophy, Psychology, Geography, Music (Vocal) Music (Instrumental), Public Administration and Sociology).
- (2) B.Sc. Honours School :

Physics, Chemistry, Botany, Zoology, Anthropology, Bio-Physics, Bio-Chemistry, Geology, Mathematics, Microbiology and Statistics.
- (3) M.A./M.Sc. :

English, Sanskrit, Hindi, Panjabi, Mathematics, History, Economics, Geography, Political Science, Philosophy, Psychology, Persian, Urdu, Arabic, Public Administration, Ancient Indian History, Culture & Archaeology, Physical Education, Sociology, Music (Vocal), Music (Instrumental), Pol. Science (Semester System), Statistics, History of Art, Fine Arts, Education, Dance, Gandhian & Peace Studies and French.
- (4) Honours in Hindi (Prabhakar).
- (5) Honours in Panjabi (Gyani).
- (6) LL.B. examination.
- (7) LL.M. (Revised course).
- (8) M.B.B.S. Examination (Final)
- (9) B.Com. (Parts I, II and III combined), M. Com.

B.Com. (Honours) 1. Business Economics, 2. Business Law, 3. Business Finance and Accounting, 4. Business Management.
- (10) Bachelor of Engineering Examination in each branch Bachelor of Chemical Engineering Examination, Final.
- (11) B.Sc. Nursing (Post-Basic).
- (12) B.Sc. Nursing (Degree Course).
- (13) B.Ed., M. Ed.

- (14) Bachelor of Mass Communication, Bachelor of Library & Inf. Science, Master of Library & Inf. Science, Bachelor of Physical Education, B.Sc. Home Science.
- (15) M. Pharmacy (Part II) Examination.
- (16) M.Sc. Pharmacology Examination, provided more than five candidates sat for this examination.
- (17) M.Sc. (2 year) examination in each subject.
- (18) M.Sc. (Honours School) in each subject.
- (19) Final Bachelor of Architecture Examination.
- (20) Final B.A. Honours School in Economics.
- (21) Master of Business Administration.
- (22) M.Sc. Home Science in each subject.
- (23) M.A. Honours School in Economics.
- (24) B.Sc. Dairying (D.T.)
- (25) B.Sc. Dairying (D.H.)
- (26) M.Sc. Dairying.
- (27) B. Pharmacy.
- (28) M.Sc. Nursing.
- (29) Master in Personnel Management & Industrial Relations.
- (30) Master of Education (Guidance & Counselling)
- (31) Master of Education (Educational Technology)
- (32) M.B.A. 3-Year Course.
- (33) B.Sc. (Physical Education, Health Education & Sports).
- (34) B.F.A.
- (35) B.A.M.S. Examination (Final) provided that such a student had passed all the papers of all the examinations of B.A.M.S. in the first sitting (i.e. the first attempt).
- (36) (i) The medals be awarded only on the basis of the results of the final University examinations held at the end of the course and not based on yearly/semester examinations being held every year/half year as the case may be.
- (ii) The medals be awarded only to those students who top the list of successful candidates in the B.Voc., Bachelor's or Master's level Degree course examinations and not for any Diploma courses.
- (iii) For all University examinations including Diploma courses, an amount equivalent to the normal tuition fee actually deposited by the candidate for the entire preceeding year be paid in the form of a scholarship to a student who stood first in a University examination. The reimbursement of the normal tuition fee as a scholarship should be made by the concerned institution, based on the yearwise performance of the candidate in the University examination as a whole and not as per the ranking in the college/institution only. This will not apply to Professional courses, self-financing courses and candidates admitted against NRI quota seats.
- (iv) Merit Certificates for all Diploma courses be also given to those who top in such courses at the University examinations.

(ii) UNIVERSITY GOLD MEDAL FOR STANDING FIRST IN THE FOLLOWING EXAMINATIONS

- (1) Mohan Rakesh Gold Medal in M.A. (Indian Theatre) final examination.
- (2) Gold Medal for standing First in Master in Computer Science and Applications.
- (3) Gold Medal for standing first in Master in International Business.
- (4) Two Gold Medals to be awarded to outstanding sports persons of the University one each for Men and Women, every year.
- (5) Prof. P.P. Singh Memorial Gold Medal for standing first in Master of Mass Communication Examination.

(iii) AWARD OF SILVER MEDALS BY THE STUDENT'S COUNCIL

- 1.** Candidate who takes and passes a University examination as a whole at the first attempt and at one and the same sitting shall be entitled to the award of a medal.
- 2.** A candidate who re-appears in paper/s of an examination shall not be eligible for the award of medal.

(iv) OTHER MEDALS AND PRIZES CREATED BY ENDOWMENTS

- (1) Professor M.G. Singh Medal for highest marks in the Linguistics Paper of M.A. English (Part II) Examination provided the awardee passes the examination in the first or second division at the first attempt.
- (2) Jiwan Mal Malhotra Gold Medal in M.A. History examination, on alternate year, to the best candidate on the basis of result of two years.
- (3) Arun Modi Gold Medal for standing first in the Final Chemical Engineering Examination.
- (4) Panjab University Journalists Society Gold Medal for standing first in the Master of Mass Communication.
- (5) Pt. Hem Raj Memorial Medal for standing first in the Final B.Sc. Hons. School Examination in Mathematics.
- (6) Mohinder Pal Aggarwal Gold Medal to the poorest candidate amongst the three top position holders of final M.B.B.S. examination.
- (7) Swami Nirvikaranand Saraswati Gold Medal to the student who tops the list of candidates in all M.A. Examinations together.
- (8) Kartar Singh Chadha Gold Medal for standing first in the LL.B. examination.
- (9) Pt. Hem Raj Silver Medal for standing first in M.Sc. (Mathematics).
- (10) R.B. Badri Dass Silver Medal for standing first in LL.B. examination.
- (11) Attar Chand Kapur Silver Medal for standing first in M.A. Economics.
- (12) Uttam Devi Medal for the Girl candidate standing first in the Prabhakar Examination.
- (13) Gadgil Gold Medal for obtaining top position in M.A. amongst the Social Sciences (History, Pol. Sc., Economics, Public Administration and Sociology).
- (14) Krishan Kishore Memorial Prize (Rs. 150 cash) for standing first in M.A./ M.Sc. examination in one subject each years, by rotation.
- (15) Dr. M.R. Sharma's Purse of Rs 250 for standing first in M.A. Hindi.
- (16) Dr. M.N. Bose Prize of Rs. 100 annually for obtaining highest marks in the subject of Palaeontology in Final B.Sc. (Honours School) Geology Examination.
- (17) Principal I.M. Kapoor Memorial Prize of Rs. 100 for standing first in M.Com. Part I examination.
- (18) Shri Satya Dev Vidyalankar Memorial Prize of Rs. 200 for standing first in Master of Mass Communication.
- (19) The Bank of India Prize of Rs. 500 for standing first in Final B.Com. Examination.
- (20) Darshi Gupta Memorial Prize of Rs. 1000 for highest marks in Paediatrics at the final M.B.B.S. examination.
- (21) Prof. Prem Singh Silver Medal for standing first in the B.Sc. Honours School in Chemistry.

- (22) Dewan Bahadur Wali Ram Taneja Gold Medal for standing first in M.Sc. Honour School in Anthropology.
- (23) Mohinder Pal Aggarwal Silver Medal to the poorest candidate amongst the three top position holders in Final B.Sc. Examination.
- (24) Udham Singh Prizes of Rs. 100 each to a Boy & Girl student who obtained highest marks in the subject of History for B.A. Part III examination irrespective of the division/marks obtained by him in the aggregate.
- (25) Dr. Lakshman Sarup Memorial Prize of Rs. 150 for standing first in Sanskrit in B.A. Part III Examination.
- (26) S.J. Jindal Trust Gold Medals for standing first in Prajna, Visharad, Shastri and Acharya.
- (27) S.J. Jindal Trust Silver Medals for standing second in Prajna, Visharad, Shastri and Acharya.
- (28) India Book House Education Trust Prize of Rs. 250 each for standing first in B. Lib. & Inf. Science & M.Lib. & Inf. Science examinations.
- (29) H.M.T. (Bangalore) Gold Medal for standing first in Bachelor of Mechanical Engineering examination.
- (30) Nikil Bharat Banga Bhasa Prasar Samity, Calcutta Prize of Rs. 200 for standing first in Bengali in B.A. I, II & III (Combined).
- (31) Smt. Pritam Devi Rampal Memorial Silver Medal to a girl student standing first in the final B.Sc. (Home Science).
- (32) Dr. Devinder Sarup Singh Memorial Gold Medal to the student standing Ist in M.B.B.S. examination.
- (33) Sherie Doonga Ji Silver Medals for standing first in M.Sc. (Home Science) combined results of all the disciplines & B.Sc. (Home Science) examination.
- (34) Shri Gurbachan Singh Aggarwal Memorial Gold Plated Silver Medal for standing first in Civil Procedure Code/Company Law in LL.B. class in alternate years.
- (35) Dr. Surinder Vadehra Memorial Gold Medal for standing first in M.B.B.S. examination.
- (36) Ms. Sudarshan Pal Sidhu Gold Medal for standing first amongst the women candidates for M.Ed. examination.
- (37) Dr. Ramji Narain Omvati Gold Medal for standing first in B.Sc. Hons. School, Bio-Chemistry examination.
- (38) Dr. Ramji Narain Omvati Gold Medal for standing first in M.Sc. Hons. School, Bio-Chemistry examination.
- (39) H.M.T. (Bangalore) Gold Medal for standing first in Bachelor of Production Engg. examination.
- (40) R.B. Sunder Dass Suri cash prize of Rs. 600 for standing first M.A. in Economics.
- (41) Rajiv Verma I.P.S. Gold Medal for standing first in M.A. History examination.

- (42) Prof. I.S. Gupta Chem. Tech. Gold Medal for securing highest marks in Technology papers III of both V & VI semesters (All combined) of B. Chem. Engg. exam.
- (43) 'The Institute of Chartered Accounts of India Gold Modal' for securing First Rank in B.Com. (Hons.) Examination, or B.Com. (Pass Course) Examination.
- (44) "P. Sundarayya Gold Medal" on the result of M.A. Final Political Science, examination, offering the optional paper of Marxism at any level.
- (45) Prabhat Memorial Gold Medal to a student who top in M.A. Indian Theatre examination.
- (46) Prof. Hans Raj Gupta memorial two silver medals to the best graduate students of M.Sc. (Hons. School) and M.Sc. 2nd year course in the Department of Mathematics.
- (47) Prem Chand Silver Medal be awarded to the best short story writer in Hindi from amongst the student of the University Teaching Departments and the affiliated colleges.
- (48) Pallav award of Rs. 1500, will be given to a student of Department of Indian Theatre on need-cum-merit basis or on the best performance in the Department.
- (49) Surendra Nath Gold Medal and cash prize of Rs. 1,000 to a best all round student of B.Sc. (Hons. School) in the Deptt. of Chemistry.
- (50) Om Gupta Gold Medal and cash prize of Rs. 1,000 to the topper in B.E. (Chemical Engg.) final examination.
- (51) Smt. Raj Suri Gold Medal for passing M.A. Sanskrit and obtaining highest marks amongst the students who have studied Group (A) Veda (paper III) vedic Samhitas (Paper IV) Brahmina and Vedanga in M.A. final year.
- (52) Principal Jai Kishan cash prize of Rs. 1,000 for standing first in M.Sc. Physics examination.
- (53) Dr. Pran Nath Chhuttani Memorial Gold Medal to the student who tops in the subject of medicine in the MBBS final examination.
- (54) Smt. Shakuntla Mehta and Sh. Goverdhan Lal Mehta prizes of Rs.1000/- each to the student who received Gold Medal for Master Degree in Political Science (Annual System & Semester System).
- (55) Shri Chander Prakash Memorial Gold Plated Medal for standing first in (topper) of M.A. examination (Economics) who secured 60% marks in 1st Year and 2nd Year (combined).
- (56) Dr. Paras Diwan Memorial Medal for standing first in LL.B. examination.
- (57) Dr. J.N. Kaushal Gold Medal for standing Ist in the LL.B. examination as a whole passing at the first attempt and at one and the same sitting.
- (58) Punshi Narain Vidyawati Charitable Trust Gold Medal to a student who obtains the highest aggregate marks in the papers of Pharmaceutical Technology in 3rd year and 4th year.

- (59) Mrs. Gian Harkishan Singh Pharmacy Medal to a girl student securing the top marks/grades, the aggregate of all the University examination passed in first attempt during her studies leading to B. Pharmacy degree of the University.
- (60) Dr. Prabha Chaudhry Memorial Gold Medal to be awarded to a student for standing first in the subject of Obstetrics & Gynaecology in the final Professional MBBS (Part II) examination.
- (61) Sh. & Smt. Khushi Ram Kahol Memorial Gold Medal and cash prize of Rs.1000/- to the student who obtains highest marks in "Experimental Techniques in condensed matter Physics" course in M.Sc. IInd year in Physics Deptt. of P.U., Chandigarh and another medal to the student who gets the 1st position in first attempt on completion of the M.Sc. Programme in Physics Deptt., P.U.
- (62) 'Dr. Kirpal Singh Chhabra, LL.D. Gold Medal', to a student standing first in LL.M. every year.
- (63) 'Sarika and Surinder Mahant Gold Medal' to the student securing first class first in M.Lib. & Inf. Science (Two years integrated Course examination) conducted by P.U., Chandigarh.
- (64) 'Dr. A.K.Singla Annual Prize' of Rs.3500/- each for the students of B.Pharmacy & M.Pharmacy who stand first in Pharmaceutics Branch of UIPS.
- (65) Bibi Bhagwanti Devi Sharma Prize of Rs.1000/- per annum for the best student of B.Sc. (Honours School) Zoology for his/her outstanding performance not only in academics but also in extra-curricular activities throughout his/her stay in the deptt. of Zoology, P.U.
- (66) 'Dr. Lal Mani Misra Prize' of Rs.1500/- per annum to the topper student of Panjab University in M.A. Music Instrumental (Sitar).
- (67) Smt. Rama Prakash Gupta Memorial Gold Medal to a student passing M.A. (Sanskrit) Examination of Panjab University provided that he/she has (i) Obtained atleast first division in M.A. I & II as a whole; (ii) stood first in M.A. I as a whole; (iii) Passed in all the papers of both M.A. I & II in the first attempt.
- (68) 'Late Professor Iqbal Nath Chaudhary Memorial Gold Medal' to a student standing first in M.A. (Political Science) (Annual System).
- (69) 'Professor R.C. Paul Gold Medal' to a 'First Class First' student of M.Sc. (Honours School) in Chemistry every year.
- (70) Professor (Dr.) S.R.K. Chopra Memorial Medal to the topper student of B.Sc. (Honours School) (Final) in Anthropology.
- (71) Dr. Jagdish S. Sharma Memorial Gold Plated Silver Medal to the candidate standing first in M.Lib. & Information Science Examination every year.
- (72) S. Arjan Singh Memorial Gold Medal to a student who stands first in B.Lib. Science Examination.

- (73) Mrs. Ravel Kaur Memorial Gold Medal to a student who stands first in M.A. (Panjabi) Examination.
- (74) Late Principal P.L. Anand Memorial Gold Medal to the student standing first in M.A. Political Science (Semester System).
- (75) K.K. Nanda Gold Medal for Ph.D. research in Plant Sciences.
- (76) Pt. Tejpal Singh Bandhu Gold Medal be given to the topper of M.A. Music (Vocal) exam. of P.U. at the Convocation every year.
- (77) Late Smt. Khajani Devi Gold Medal be given every year to the student who scores maximum marks in the subject of 'Anatomy' in first Professional M.B.B.S. examination, in the first attempt.

The following Rules shall govern the award of Medals and Prizes (University as well as endowed) unless otherwise specified in the terms of the award:

- (i) A Medal donated by a private individual shall be in addition to the University Medal.
 - (ii) Awards shall be made on the results of the annual examinations only. No award shall be made on the results of biannual examinations.
 - (iii) Only such candidates shall be entitled to an award as take and pass every examination (including semesters) as a whole at the first attempt and at one and the same sitting.
 - (iv) (a) Awards shall be made to the candidates passing in the first division. In the case of an examination in which no division is provided, the award shall be made to the candidate obtaining the highest aggregate marks in the examination. In the B.Ed. examination, the division shall be determined on the combined aggregate of Part II (External), Part III (External) and Part IV.
 - (b) For determining merit, marks in an additional optional subject are not to be counted unless the regulations for the examination concerned have provided for the inclusion of such marks in the division.
 - (v) When two or more candidates are bracketed together, each one of them shall be awarded a medal, provided that where an award is to be made in a particular subject in which two or more candidates are bracketed together, the candidate showing better result in the examination as a whole shall be entitled to the award.
 - (78) "Abhishek Sethi Memorial Award" of Rs. 30,000/- for Academic Excellence be given every year to one topper student securing highest aggregate marks among all the courses at the U.I.E.T.
 - (79) 'Late Dr. M.L. Tondon Gold Medal' be awarded to the topper of the M.Com. (Hons.) every year during the Panjab University Convocation.
 - (80) 'Professor J.C. Anand Gold Medal' be awarded to the topper of the M.A. Political Science 1st year (Semester System) in Western Political Thought Paper (I & II) every year during the Panjab University Convocation.
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(v) A SILVER MEDAL FOR THE BEST TRANSLATION
OF A PIECE OF ENGLISH PROSE/VERSE
INTO HINDI, PANJABI AND URDU

This award shall be made on the result of a competition held annually as follows :

1. It shall be open to all regular students of the University Departments/ Affiliated Colleges who have not yet passed the M.A. or M.Sc. examination.
2. Notification of the terms of competition shall be sent by the Registrar to all the University Departments/ Affiliated Colleges during the first week of July every year.
3. Entries will be received by the Registrar up to 31st of October of the same year.
4. The University shall appoint a qualified Judge or a panel of Judges for each language.
5. The judges shall take into consideration both the accuracy and the literary excellence of the translation, and also the value and difficulty of the English work translated.
6. The judges shall not open the identification envelopes until they have determined, the order of merit of the three best entries in the respective languages. If, however, there is in their opinion any reasonable doubt that the winning entry is not the competitor's own work, they may at their discretion require the competitor to undergo an oral or supervised written test in the language of his translation before publishing their verdict.
7. Competitors will select for translation a piece of English prose or verse, not exceeding 5000 words and not hitherto translated into the language of their choice. Works originally composed in some other languages and translated into English are not admissible. It should be a work of permanent interest in its English form, and should be either complete in itself or capable of being read as a complete work when detached from its context. Thus a topical leader from a newspaper would not ordinarily be admissible, whereas an essay, light or serious, of good, literary quality would be admissible. A short story might be admissible whereas a chapter from a full-length novel would not be admissible.
8. Entries shall be sent at the appointed time to the Registrar, in sealed envelopes marked on the outside "Hindi or Urdu or Panjabi Translation". Each entry shall be accompanied by a copy, in print or type script, of the English work translated, and by a statement from a College Principal or University Teacher certifying it to be the competitor's unaided work. Entries should be signed with the competitor's pseudonym. In no case should the competitor's name, address, college or University Roll No. or other means of Identification be included in the envelope, containing the entry. Each candidate should send a second sealed envelope, marked on the outside with his pseudonym and with the words "Identification Envelope" and containing inside his pseudonym the title of the work translated, and his name, Father's name and address and University identification.
9. The decision of the Judges will be made known by the middle of November, and the award made at the following convocation of the University.

10. The result of the competition will be made known every year, but the medal shall only be awarded when, in the opinion of the Judges, the winning entry is of a sufficiently high standard.

11. Entries submitted shall become the property of the University and may be published by the University subject to the laws of copyright relating to translation rights. If, however, the University does not publish an entry within twelve months of the announcement of the relevant award, the ownership of that entry shall revert to the competitor who submitted it.

12. No competitor shall be awarded the medal or the prize more than once during his academic life. Should a holder of the medal or prize be judged to have sent in the best entry in any subsequent year his name shall be published at the head of the list by way of recognition but the judges may, if they think fit, award the medal or the prize or both to the next best entry.

(vi) (a) GOLD MEDAL FOR DR. HAZARI PRASAD DWIVEDI
ESSAY CONTEST ON EMOTIONAL INTEGRATION
OF THE COUNTRY

1. In order to promote literature for the Emotional Integration of the country, an essay contest in the medium of English, Hindi and Panjabi shall be held annually. The contest shall be open to all bona fide students of the University, reading in Degree and Post-Graduate classes in the University Teaching Departments and colleges affiliated to the University.

2. A gold medal shall be awarded for the essay adjudged best and shall be presented at the University Convocation.

3. An essay not exceeding 6000 words neatly typed or handwritten shall be submitted in duplicate for the contest.

4. Entries shall be submitted in a sealed cover in the manner prescribed below by registered post to the Registrar, Panjab University, Chandigarh, by name, not before the 14th but not later than the 30th September, each year. On the outer cover the candidate shall simply write "Dr. H.P. Dwivedi Essay Medal" and inside it there shall be two sealed envelopes; one marked 'Dr. H.P. Dwivedi Essay Entry' containing the candidate's essay with the candidate's pseudonym, but no indication such as his name, address, University Roll Number or the like; and the other marked 'Candidate's Identity' containing his name, Father's name, address, University Department/College, University Roll Number and the pseudonym adopted by him. In this cover he shall also enclose a certificate from the Head of the Department/College to the effect that the essay is the candidate's original work.

5. The University shall appoint a Committee of 3 Judges to assess the essays in English, Hindi and Panjabi, whose judgement shall be final.

6. Should the Judge consider it necessary, they may, at their discretion, ask the competitors to appear for a viva voce or Written test before giving their final award.

7. An essay submitted for the contest shall become the property of the University and may be published by the University.

8. No one shall be eligible for award of the essay medal more than once.

(vi) (b) PREM CHAND SHORT STORY PRIZE

1. A Silver Medal (out of the interest of Rs. 1,100) shall be awarded to best short story writer in Hindi every year.
 2. It shall be named as Prem Chand Kahani Puraskar.
(प्रेमचन्द कहानी पुरस्कार)
 3. All students who are on the rolls of Teaching Departments of the University or on the rolls of colleges affiliated to the University shall be eligible for contesting the prize.
 4. Entries shall be submitted in a sealed cover in the manner prescribed below by registered post to the Registrar, Panjab University, Chandigarh, by name, not before the 14th but not later than the 30th day of August each year. On the outer cover the candidate shall simply write "Prem Chand Prize" and inside it, there shall be two sealed envelopes; one marked "Prem Chand Short Story Entry" having in it the story with only the candidate's pseudonym, but no means of identification such as his name, address, University Department/College, Roll Number or the like; the other marked 'Candidate's Identity' having in it his name, Father's name, address, University Department/College, University Roll No. and the pseudonym adopted by him; in this cover he shall also enclose a certificate from the Head of the Department/College certifying the short story to be the candidate's unaided work.
 5. All contestants shall certify in writing that the short story is written by him/her and it shall be countersigned by the Head of the University Department or by the Principal of the College concerned.
 6. The Head of the Hindi Department shall suggest a panel of five names out of which the Vice-Chancellor shall select two to act as judges for evaluating the best short-story for the year.
 7. The decision of the Judges shall be final.
 8. The medal shall be awarded at the Annual Convocation of the University.
 9. The copyright of the story accepted for prize shall rest with the University, which may publish it.
 10. No one shall be eligible for the award of the medal for more than once.
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(vi) (c) THE KRISHAN KISHORE GROVER MEMORIAL GOODWILL
DECLAMATION CONTEST

1. The declamation shall be known as Krishan Kishore Grover Memorial Goodwill Declamation Contest.

2. The contest will be held separately in Hindi, Punjabi & English.

3. Those who are adjudged the best speaker will be awarded cash prizes at the annual convocation as under :

- | | | |
|-----|--|---------------|
| (a) | Three prizes for standing first in the Declamation contest in English, Hindi and Punjabi | Rs. 150 each. |
| (b) | Three prizes for standing second in the said contests. | Rs. 100 each. |
| (c) | Three prizes for standing third in the said contests. | Rs. 75 each. |

4. Each college affiliated to this University shall be represented by one competitor for each Language for the declamation (casual students are excluded from the contest). The Principal shall submit the names of competitors ten days before the date of contests. No name will be accepted thereafter. No competitor shall speak for more than seven minutes. Time limit may be increased by the Judges, if the number of competitors is small.

5. The places where the contest be held shall be fixed by the Vice-Chancellor every year. A Committee of three persons for each language, shall be appointed by the Vice-Chancellor. This Committee shall draw up annually list of 6 subjects for the contest which will be notified to colleges and public in General at least two weeks before the date fixed for the contest.

6. Conveners for contests in Hindi, Punjabi and English shall be appointed by the Vice-Chancellor so that they may co-ordinate the activities of the contest.

7. The prizes shall be awarded on the judgement of three persons appointed by the Vice-Chancellor for each language and their decision shall be final. The prizes shall be awarded strictly according to rules and there shall be no bracketing. The prizes shall be awarded at the Annual Convocation of the University.

8. The Vice-Chancellor, on the recommendations of the Committee appointed by him approved that the prize winners may be given certificates as proof of their relative attainment in these contests.

(vi) (d) A.C. BALI MEMORIAL DECLAMATION CONTEST

The A.C. Bali Memorial Declamation Contest in Hindi, Panjabi and English shall be held on the following topics :

1. Indian struggle for Independence.
2. Our Heritage.
3. Role of students in New India.

The candidates selected for the final K.K. Grover Memorial Goodwill Declamation Contest in Hindi, Panjabi and English allowed to participate in the A.C. Bali Memorial Declamation Contests in Hindi, Panjabi and English.

Each competitor in order of merit in Hindi, Panjabi and English is awarded cash prize of the amount given below at the Convocation :

(i)	First Prize	..	Rs. 500/-
(ii)	Second Prize	..	Rs. 300/-
(iii)	Third Prize	..	Rs. 200/-

(vi) (e) GOLD MEDAL IN THE MEMORY OF LATE SHRI SHIV
KUMAR BATALVI RELATING TO PANJABI POETRY

1. A poetic contest in Panjabi shall be held annually in the memory of Late Shri Shiv Kumar Batalvi. The contest shall be open to all bona fide students, of the colleges/Universities in India.

2. A gold medal shall be awarded for the poem adjudged best and shall be presented at the University Convocation.

3. A piece of Panjabi Poetry on a subject of students' choice not exceeding 1000 words neatly typed or handwritten shall be submitted (in duplicate) for the contest.

4. Entries shall be submitted in a sealed cover in the manner prescribed below by Regd. Post to the Registrar, Panjab University, Chandigarh, by name, not before the 14th but not later than the 30th September each year. On the outer cover the candidate shall simply write "Shiv Kumar Batalvi Panjabi Poetry Medal" and inside it there shall be two sealed envelopes; one marked "Shiv Kumar Batalvi Panjabi Poetry Entry" containing the candidate's piece of poetry with the candidate's Pseudonym, but no indication such as his name, address, University Roll Number, or the like; and the other marked "Candidate's Identity" containing his name, Father's name, address, University Deptt./ College, University Roll Number and the Pseudonym adopted by him. In this cover he shall also enclose a certificate from the Head of the Institution/College to the effect that the Poetry is the candidate's original work.

5. The University shall appoint a Committee of three Judges to assess the Poetry pieces in Panjabi, whose judgement shall be final.

6. Should the Judges consider it necessary, they may, at their discretion, ask the competitors to appear for a vica-voce or written test before giving their final award.

7. Panjabi Poetry submitted for the contest shall become the property of the University and may be published by the University.

8. No one shall be eligible for award of the Panjabi Poetry Medal more than once.

(vi) (f) PRINCIPAL JAI KISHAN PRIZE

1. The prize will be awarded at the annual convocation to the student of M.Sc. (Physics), final year examination securing the highest marks in two year course without having any re-appears.

2. The prize will be awarded purely on the basis of merit irrespective of the means of the awardee.

3. If the above conditions are not satisfied by the awardee then the prize may be awarded to the next best student provided he/she has a first division and no re-appears.

4. The awardee may or may not be getting prize/scholarship from any other source.

(vii) STIPENDS FOR VISHARAD STUDENTS & SCHOLARSHIPS
FOR SHASTRI AND ACHARYA STUDENTS

1. On the recommendation of the Chairperson, V.V.B.I.S. & I.S., Hoshiarpur, the Vice-Chancellor shall award the following Stipends and Scholarships to students of V.V.B.I.S. & I.S., Hoshiarpur, on the basis of merit :-

- | | | | |
|-------|---|----|------------------|
| (i) | Stipends for students for Visharad Class | .. | Rs. 60 p.m. each |
| (ii) | Scholarships for students of each of Shastri Part I and Shastri Part II Classes | .. | Rs. 75 p.m. each |
| (iii) | Scholarships for students of each of Acharya Part I and Acharya Part II Classes | .. | Rs. 90 p.m. each |

2. Each stipend/scholarship shall be tenable for a period of nine(9) months in a year.

3. All the stipends/scholarships shall be subject to regularity in attendance, good conduct and satisfactory progress in studies. If a student does not satisfy all these requirements, his scholarship may be cancelled and it may be awarded for the rest of the term to the next student of the same class in order of merit.

(viii) SPORTS STIPENDS (NON PLAN) UNDER THE PANJAB
UNIVERSITY (REVISED SCHEME)

1. General

The scheme of Sports stipends has been introduced for assisting the college and University outstanding sportsmen/women in their studies as well as to maintain their Physical standards.

2. Eligibility and General Rules

- (i) All bona fide students of the affiliated colleges and University teaching departments are eligible to apply for these sports stipends provided they are eligible for the Panjab University and Inter-University tournaments during the year of the award and fulfil the terms and conditions laid down in this behalf.
- (ii) For the award of sports stipends performance of players during the current year only shall be considered.
- (iii) A student who is awarded a merit scholarship in studies shall also be eligible for the award of a sports stipend and both shall run concurrently.

3. Evaluation Procedure

The sportspersons shall be awarded grades on the basis of their performance at various levels during the year of award and the merit list shall be prepared in the order of priority of the grades as given below :

Grade 'O' (outstanding)

- (1) For getting any of the first three positions in the Olympic games/ World University games/Commonwealth games/World Cup Tournaments/Asian Games/Junior World Cup tournament.
- (2) For representing India in the above said games/tournaments.

Grade 'A'

- (1) For getting first positions in the All India Inter-University Tournaments/representing India Universities teams for the National Championships.
- (2) For getting second and third positions in the All India Inter-University tournaments.

Grade 'B'

- (1) For getting first positions in the North Zone Inter-University tournaments.
- (2) For getting second positions in the North Zone Inter-University Competitions.

Note :- A student getting the grade 'A' (1) will be placed higher than a student getting grade A(2) and so on.

Similarly a student falling in grade A will be placed on higher merit than a student falling in Grade B and so on.

4. Selection

The awards shall be recommended to the Vice-Chancellor strictly on the basis of merit by a Committee consisting of DUI, Director of Sports (Convener), President, PUSC, Senior Vice-President, PUSC, Dy. Director Campus Sports, Finance & Development Officer and any other person(s) nominated by the Vice-Chancellor.

5. Amount & Duration

The amount of the stipend to the awardee for the academic session shall be decided by the committee depending upon the availability of funds, which shall not be less than 1000 per candidate per annum.

6. Terms and conditions for the award of the sports stipends to be fulfilled by the awardee :

- (i) Remains a bona fide regular full-time student of the College/ University teaching Department.
- (ii) Is not employed anywhere.
- (iii) Does not become irregular in attending his/her academic class or sports.
- (iv) Is not guilty of unsatisfactory conduct or gross indiscipline.
- (v) Is eligible to participate for the college and University in the Panjab University and Inter-University tournaments.
- (vi) For the award of sports stipends only those games would be considered in which the Panjab University participates in the Inter-University tournaments.

7. Payment

All payments of the stipends will be made through Corss cheques to the students at the time of annual sports function.

(ix) LATE DEWAN SOM NATH STIPENDS

1. The stipends may be called "Late Dewan Som Nath Stipends" and shall be financed from the income of the endowment bequeathed by him to the University.
 2. There will be 25 stipends of the value of Rs. 400/- per month each.
 3. The tenure of the stipends shall be ten months.
 4. The stipends shall be awarded to the students studying at the Panjab University Teaching Departments/affiliated colleges on the basis of merit-cum-means.
 5. Notwithstanding the fact that a student is already in receipt of University or Govt. Scholarship, he shall be eligible for consideration for the award of a stipend under these rules.
 6. A student who has been awarded stipend shall be liable to pay tuition fee to the Teaching Department/College for the months for which stipend is claimed. This, however, shall not debar him from availing himself of full/half fee concession, if granted by the Department/College.
 7. The stipend shall be awarded on the express understanding that the holder shall attend the Deptt./College as a regular student and pursue his studies industriously. If it should appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, he shall, after due warning, be reported against by the Head of the University Deptt. College to the Vice-Chancellor who may, if he deems fit, reduce or withdraw the stipend.
 8. A stipend holder who fails in the University Examination shall not be eligible for this stipend again.
 9. The stipends shall be awarded by the Vice-Chancellor on the recommendation of a Committee constituted by him.
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(x) Lt. CHARANJIT SINGH DHILLON AND MAI PARTAP
KAUR SCHOLARSHIPS

1. The Scholarships may be called “Lt. Charanjit Singh Dhillon and Mai Partap Kaur Scholarships” and shall be financed from the income of the endowment bequeathed by Major Arjan Singh Dhillon to the University.

2. The tenure of the Scholarships shall be ten months.

3. That the two scholarships shall be awarded as under :

(a) Lt. Charanjit Singh Dhillon Scholarship to a student of Engineering College (at Chandigarh and Ludhiana).

.. Rs. 400 p.m.

(b) Mai Partap Kaur Scholarship to a student of P.U. Chem. Engg. & Tech. Department.

.. Rs. 200 p.m.

4. That both the scholarships will be awarded on merit-cum-means basis to such students hailing from rural areas in Punjab State (preferably), who have not already been awarded any scholarship/stipend from any other sources.

5. A student who is awarded the scholarship shall be liable to pay tuition fee to the college for the months for which the scholarship is claimed. This, however, shall not debar him/her from availing himself/herself of full/half fee concession if granted by the college.

6. The Scholarships shall be awarded on the express understanding that the holder shall attend the College as a regular student and pursue his studies industriously. If it should appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, he shall, after due warning, be reported against by the Head of the College/Head of the Department as the case may be to the Vice-Chancellor who may, if he deems fit, reduce the amount of scholarship or even withdraw the scholarship.

7. A Scholarship holder who fails in the University examination shall not be eligible for this scholarship again.

8. The Scholarships will be awarded by a Committee, constituted by the Vice-Chancellor, which shall include Dr. (Miss) Paramjit Kaur Dhillon, daughter of the donor.

(xi) INDER PAL SINGH 'PALU' MEMORIAL SCHOLARSHIP

To be awarded to the ward of 'C' Class University employees in the University departments of Chemical Engineering & Technology, Pharmaceutical Sciences and B.Sc. (Honours School) on the basis of merit of Entrance Test for admission to First Year course in these departments. In case any ward of 'C' class University employee is not studying in these departments the scholarship may be awarded to the ward of 'B' class University employees studying in these departments failing which ward of 'A' class University Employees @ Rs. 600/- p.m. for 10 months.

(xii) LATE SH. HARI RAM LUTHER & SMT. VED KAUR LUTHER
MEMORIAL SCHOLARSHIP

- (i) One yearly award of Rs. 9000/- for a very promising undergraduate Panjabi literature student in his/her B.A. III year examination.
- (ii) One yearly award of Rs. 9000/- for a very promising undergraduate mathematics student in his/her B.A. III year examination.

(xiii) LATE SH. AJIT SINGH SARHADI MEMORIAL SCHOLARSHIP

- (i) To be awarded to Second Year student of LL.B. examination @ Rs. 8000/- p.a. every year.
 - (ii) To be awarded to final year student of LL.B. examination @ Rs. 8000/- p.a. every year.
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(xiv) TARA CHAND GUPTA MEMORIAL SCHOLARSHIP

- (i) The Scholarship may be called "Tara Chand Gupta Memorial Scholarship" and shall be financed from the income of the endowment bequeathed on his behalf to the University.
 - (ii) The Scholarship will be of the value of Rs. 400/- per month in the Department of Mass Communication to be awarded to a deserving student on the basis of merit-cum-means.
 - (iii) The tenure of the Scholarship shall be ten months.
 - (iv) The Scholarship shall be awarded by the Vice-Chancellor on the recommendations of the Committee appointed by him.
 - (v) Notwithstanding the fact that a student is already in receipt of University or Government scholarship, he shall be eligible for consideration for the award of a scholarship under these rules.
 - (vi) A student who has been awarded the scholarship shall be liable to pay tuition fee to the Department for the months for which scholarship is claimed. This, however, shall not debar him from availing himself of full/half fee concession, if granted by the Department.
 - (vii) The Scholarship shall be awarded on the express understanding that the holder shall attend the Department as a regular student and pursue his studies industriously. If it should appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, he shall, after due warning, be reported against by the Head of the Department to the Vice-Chancellor who may, if he deems fit, reduce or withdraw the scholarship.
 - (viii) A Scholarship holder who fails in the University examination shall not be eligible for this scholarship again.
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(xv) RADHA KRISHAN PREM KAUR SCHOLARSHIPS

1. The Scholarships may be called “Radha Krishan Prem Kaur Scholarships” and shall be financed from the income of the endowment bequeathed by him to the University.

2. There will be 10 scholarships of the value of Rs. 150/- p.m. each.

3. The tenure of the scholarships shall be ten months.

4. The scholarships shall be awarded to the students studying at this University on the basis of merit-cum-means on the result of the First Year (General) examination.

5. Notwithstanding the fact that a student is already in receipt of University or Govt. Scholarship, he shall be eligible for consideration for the award of the scholarship under these rules.

6. A student who has been awarded the scholarship shall be liable to pay tuition fee to the college for the months for which scholarship is claimed. This, however, shall not debar him from availing himself of full/half fee concession if granted by the College.

7. The Scholarship shall be awarded on the express understanding that the holder shall attend the College as a regular student and pursue his studies industriously. If it should appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, he shall, after due warning, be reported against by the Head of the College to the Vice-Chancellor who may, if he deems fit, reduce or withdraw the scholarship.

8. A scholarship holder who fails in the University Examination shall not be eligible for this scholarship again.

9. The scholarships shall be awarded by the Vice-Chancellor on the recommendation of a Committee constituted by him.

(xvi) SMT. BALWANT KAUR AND SHRI DHANPAT ROY BAHL
SCHOLARSHIP

The annual interest on the amount of Rs. 10,000/- will be paid in two equal instalments to a student of final year M.Sc. in Mathematics (Two year course) or final year M.Sc. Hons. School in Mathematics in the Department of Mathematics, Panjab University, on the following basis :

1. The student must have obtained 60 per cent marks in the lower examinations.

2. In case the student is in 2nd year M.Sc. course, he/she should have cleared all papers in I and II semesters. In case the student is in M.Sc. Hons. School, he/she should have cleared B.Sc. Hons. School.

3. His/her father's/guardian's total income should not be more than Rs. 40,000/- per year.

4. The student should have good conduct and regular in attendance.

5. A student with highest percentage of marks among all these who fulfil conditions 1, 2, 3, 4 above will get the scholarship. (Only marks in main subjects will be counted in case of students of Hons. School). If two students have the same percentage, the amount will be split equally between them.

6. If in any year/years no candidate is found eligible, the interest thus accumulated may be utilized to—

- (i) either enhance the scholarship by 50 per cent; or
 - (ii) award the scholarship to more than one student depending upon the situation. The Scholarship Committee of that year being competent to take a decision in this regard.
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(xvii) GURANDITTA MAL-SHIV RAM FELLOWSHIP & LACHMI
DURGA SCHOLARSHIP

1. Guranditta Mal-Shiv Ram Fellowship and Lachmi-Durga scholarship, financed from the income of endowment bequeathed to the University by Shri R.S. Chopra, Dept. of Botany, P.U., Chandigarh, shall be granted as under.

2. (a) Guranditta Mal-Shiv Ram Fellowship @ Rs. 500/- p.m. shall be awarded to a student desirous of undertaking research study in the discipline of Bryology for the award of Ph.D. degree. This fellowship shall be tenable for 36 months extendable to 42 months. The awardee shall conduct the study in the Botany Dept. of the Panjab University, Chandigarh.

(b) Lachmi-Durga Scholarship for M.Phil. in Bryology @ Rs. 300/- p.m. for 10 months.

3. Fellowship and scholarship shall be awarded by the Vice Chancellor on the recommendation of the Committee appointed by the Vice-Chancellor. As desired by Shri R.S. Chopra, this committee shall include the senior most Professor in the discipline of Bryology. In case there is no Professor in that discipline then senior most teacher in Bryology in the department shall be one of the members of the Committee.

4. Guranditta Mal-Shiv Ram Fellowship in Bryology shall be awarded to a candidate who has secured at least 55% marks in the M.Sc./M.Sc. (Hons. Sch.)/M.Phil. examination preferably with specialisation in Bryology.

5. Lachmi-Durga Scholarship shall be awarded to a girl student of P.U. Botany Department for 12 months for doing M.Phil. Course in Bryology on the basis of merit.

6. A student who has been awarded Lachmi-Durga Scholarship shall be liable to pay tuition fee to the Department for the months for which scholarship is claimed. This, however, shall not debar her from availing herself of full/half fee concession, if granted by the University.

7. The fellowship/scholarship holder shall be required to pursue his/her studies industriously. If it should appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, after warning, if deemed fit, his/her fellowship/scholarship may be terminated by the Vice-Chancellor.

- (xviii) (i) PROF. K.N. LAKSHMINARAYAN MEMORIAL SCHOLARSHIP AND
(ii) PROF. K.N. LAKSHMINARAYAN MEMORIAL SILVER MEDAL.

1. The Scholarship may be called as “Prof. K.N. Lakshminarayan Memorial Scholarship” and the Medals as “Prof. Lakshminarayan Memorial Silver Medal” and these shall be financed from the income of the Endowment bequeathed on behalf of the University, Department of Physics, to the University.

2. The tenure of the Scholarship shall be ten months. The Medal will be awarded annually.

3. The Scholarship/Medal shall be given to the students of the Physics Department, on the following terms and conditions :--

- (i) The Scholarship as well as the Medal shall be awarded to the student who has secured First Division and first position in B.Sc. (Hons. School) Physics Examination of the University, without having any re-appear.
- (ii) The Scholarship and Medal shall be awarded on the basis of merit, irrespective of the means of the awardee.
- (iii) If the conditions as at (i) and (ii) above are not satisfied by the awardee, then the Scholarship and the Medal may be awarded to the next best student provided he/she has a First Division and no re-appears.
- (iv) The awardee may or may not be getting Scholarship from any other source.
- (v) The value of the Scholarship will be Rs. 200 p.m. and the value of the Medal will be Rs. 200 (Approx.).

- (xix) DR. S.R. RANGANATHAN MERIT SCHOLARSHIP

At the rate of Rs.100 P.M. to a deserving student of Bachelor of Library Science for ten months every year.

- (xx) “JUSTICE G.R. MAJITHIA : ENDOWMENT FOR FINANCIAL HELP
TO THE NEEDY STUDENTS THROUGH THE POOR STUDENTS
WELFARE FUND”.

“The annual proceeds in this endowment shall be transferred to the Poor Students Welfare Fund to enable suitable financial assistance being given to the needy students by the Vice-Chancellor on his own or on the recommendations of the Dean (Students Welfare).

(xxi) 'BABA PRITHVI SINGH AZAD SCHOLARSHIP'

1. One scholarship shall be awarded out of the interest of endowment, called 'Baba Prithvi Singh Azad Scholarship'.
 2. The tenure of the scholarship will be ten month. The value of scholarship shall be Rs. 300/- P.M.
 3. The Scholarship shall be awarded to a student of M.A. Part II Sociology, having obtained the highest marks in M.A. Part I Sociology in the Department of Sociology, Panjab University.
 4. The student will pursue his normal course of studies, but, will be required to write one essay during the year on the life and work of 'Baba Prithvi Singh Azad', under the direct supervision of the Professor who would be holding the Baba Prithvi Singh Azad Chair in the Department.
 5. Notwithstanding the fact that a student is already in receipt of University or Govt. Scholarship, he/she shall not be ineligible for consideration for the award of scholarship under these rules.
 6. A student who is awarded this scholarship shall be liable to pay tuition fee to the Department for the months for which the scholarship is claimed. This, however, shall not debar him/her from availing himself/herself of full/half fee concession if granted by the Department.
 7. The scholarship will be awarded on the express understanding that the holder shall attend the Department as a regular student and pursue his/her studies industriously. If it should appear at anytime that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, he/she shall after due warning be reported against by the Head of the Department, as the case may be to the Vice-Chancellor, who may, if he deems fit, even withdraw the scholarship.
 8. The scholarship holder who fails in the University examination, shall become ineligible to receive the scholarship.
 9. Scholarship shall be awarded by a Committee constituted by the Vice-Chancellor which shall include Mrs. P.P. Azad or her nominee.
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(xxii) "INDIAN INSTITUTE OF CHEMICAL ENGINEERS SCHOLARSHIPS"

1. The four scholarships may be opened for all the three UG courses namely: 4 year B.E. (Chemical), 4 year B.E.(F.T.) and 5 and ½ year Integrated B.E. (Chemical) with MBA courses being run by Dr. SSBUICT and shall be awarded out of the interest accrued from the income of the endowment called "Indian Institute of Chemical Engineers Scholarships".

2. The tenure of the scholarships will be ten months.

3. One student may be selected from each year (all the three UG courses considered on a collective basis) as per norms already approved.

In case of tie, the Socio-Economic criteria shall be considered.

4. This is on the understanding that these scholarships paid from this fund will be in addition to the scholarships and other facilities already available to the students of this Department and such scholarships and facilities which may be given to the students of this department from time to time in future on the lines of similar facilities and scholarships sanctioned for the students of other departments.

5. The names of the recipients of these four scholarships will be communicated to the Registrar, Panjab University, every year by the University Institute of Chemical Engineering & Technology.

(xxiii) "PROF. I.N. MADAN MEMORIAL SCHOLARSHIP"

1. "Prof. I.N. Madan Memorial Scholarships" shall be financed from the income of endowment bequeathed by Dr. Sarita Kumar.

2. There will be two separate scholarships of Rs. 250 each per month for 10 months.

3. (a) One of these two scholarships will be awarded to the students from the University's Deptt. of Hindi, who secures first position in his class in M.A. Part-I (Hindi) Examination of Panjab University during the previous year, irrespective of his/her position in the over all M.A. examination of the University.

(b) The other scholarship will be awarded to the student securing first position in M.A. Part-I examination in Hindi of the Panjab University.

4. In case the student who secures first position in the University in M.A. Hindi Part-I examination also happens to be from the Department of Hindi, then the candidate who secures the second position in that examination will be awarded the other scholarship irrespective of the fact whether he is from the Deptt. of Hindi or from the University School of Open Learning (USOL) or Hoshiarpur, Ludhiana, Abohar, Post-graduate Colleges or a Private candidate.

(xxiv) "DR. V.N. TEWARI MEMORIAL ORATION"

1. "Dr. V.N. Tewari Memorial Oration" shall be financed from the income of endowment bequeathed by Dr. (Mrs.) Amrit Tewari.

2. The oration shall be organised on the following terms and conditions :-

- (i) The Oration shall be organized by Panjab University by the same Committee which organises special lecture series/popular lecture series.
- (ii) The Oration may be done during the months of September to November, each year.
- (iii) Out of endowment fund, the interest may be paid as honorarium to the Guest Speakers.
- (iv) The TA/DA of the Guest Speakers shall be paid by the University, as Dr. V.N. Tewari was not only as Professor of the University but also was a Fellow and Syndic for a long time. He was also a Sahitya Academy Award winner which was an honour for the University. He was probably the first academician who was nominated to Rajya Sabha from the Panjab University.
- (v) Regarding the decision about the Guest Speakers as well as any other related matter, action may be taken by the University in consultation with the donor or her nominee. If necessary, a Committee may be appointed for the purpose.

(xxv) "PROFESSOR HANSRAJ GUPTA MEMORIAL SCHOLARSHIP"

One, "PROFESSOR HANSRAJ GUPTA MEMORIAL SCHOLARSHIP" of the value, equivalent to the yearly interest that would accrue on a sum of Rs. 15,600/- will be awarded for one year to a student of B.Sc. Hons. School (Mathematics) 1st Year on the basis of written and viva voce test to be conducted by a Committee consisting of two(2) Professors, one Associate Professor and one Assistant Professor. This Committee will be constituted by the Chairperson of the Department of Mathematics from year to year.

(xxvi) "DURGA DEVI RAM DAS MERIT SCHOLARSHIP"

The conditions of the award of "Durga Devi Ram Dass Merit Scholarship" approved by the Academic Committee of Department of Chemistry, Panjab University, Chandigarh.

Donation of U.S. \$ 7700 (Rs. 2,19,024) from Professor Pran Vohra, 313, Univ. Avenue, Davis, C.A. 95616, U.S.A., for creation of an endowment known as "Durga Devi Ram Dass Merit Scholarship" was accepted. The following terms and conditions for the distribution of Scholarships were approved.

1. Two scholarships of Rs. 600/- each per month would be paid out of the interest earned from the endowment of Rs. 2,19,024.
 2. For the first year two scholarships will be given to students of B.Sc. (H.S.) 1st year on the basis of their merit at the entrance level i.e. CET examination. This scholarship will be available for the duration of B.Sc. (H.S.) provided the student maintains at least 60% marks aggregate every year without getting re-appear in any subject including subsidiary subject and English.
 3. Next year department will give two more scholarships to the incoming students of B.Sc. (H.S.) with the same terms and conditions as stated above. Thus there will be four scholarships next year.
 4. Similarly in third year department will give two more scholarships to the new first year B.Sc. (H.S.) students under the same terms and conditions. Therefore, after three years six scholarships will be awarded. After three years department will be providing six scholarships two to 1st year B.Sc. (H.S.), two to 2nd year B.Sc. (H.S.) and two to 3rd year B.Sc. (H.S.) students every year.
 5. The Scholarships will be awarded every year by a Committee of three faculty members with the Chairperson of the department acting as convener of the Committee.
 6. The decision of the Committee will be approved by the Vice-Chancellor.
 7. In case a scholarship falls vacant it will be given to student who stands first in that particular class under same terms and conditions for the remaining period.
 8. In case of the candidates getting the same merit the amount of scholarship will be equally divided.
 9. The Academic Committee is authorised to review the terms and conditions whenever necessary.
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(xxvii) "PROF. D.V.S. JAIN MERIT SCHOLARSHIP"

1. Scholarship shall be awarded to a student of M.Sc. (Hons. School) 2nd year who has passed the M.Sc. (H.S.) Part I and all previous examinations of B.Sc. (Hons. School) (including subsidiary subjects examinations)/B.Sc. in Chemistry in the first attempt and secured top position i.e. highest marks in M.Sc. (Hons. School) Part I examination.

2. The value of the scholarship will be @ Rs. 400/- per month for 10 months.

3. The student (awardee) should give an undertaking that he/she will complete the M.Sc. II year (H.S.) Course or pay back the amount received till that time.

4. The Scholarship will be awarded every year by a Committee of three faculty members and the Chairperson of the Department of Chemistry acting as the Convener of the Committee.

5. The decision of the Committee will be approved by the Vice-Chancellor.

6. In case the scholarship falls vacant, it will be given to a student next on merit provided he/she fulfills the above mentioned criteria.

7. In case, there is/are more than one candidate with the same merit, the amount will be equally divided among them.

8. The Academic Committee of the Department of Chemistry shall be authorised to review the terms and conditions of this Scholarship whenever necessary.

9. If in any year, no candidate fulfills all the conditions for the award, no scholarship will be awarded for that year.

(xxviii) "RAGHUNATH CHAWLA MEMORIAL SCHOLARSHIP"

1. The Scholarships be named as "Raghunath Chawla Memorial Scholarship" and shall be financed from the income of endowment bequeathed by Shri Amar Nath Chawla in the memory of his respected father, keeping in view his interest in the encouragement and promotion of traditional studies of Sanskrit.

2. The Scholarships will be awarded @ Rs. 150/- p.m.

3. The Scholarships will be given to :-

- (i) a student of Shastri Part I on the basis of his result of Prak Shastri/ Vishard or an equivalent exam.
- (ii) a student of Shastri Part II on the basis of Shastri Part I exam. result, and
- (iii) a student of Shastri Part III on the basis of Shastri Part II exam. result.

4. The student with the highest percentage of marks in the previous examination will be offered the scholarships.

5. The scholarships may be awarded on the understanding that the holders shall attend the institution affiliated/associated with the Panjab University, Chandigarh.

6. The Scholarships shall be subject to the regularity to attendance, good conduct and satisfactory progress in the studies. If a student does not satisfy these requirements, his/her scholarship may be cancelled. It may be given for the rest of the term to the next student of the same class in order of merit.

7. The holder, who fails in the University examination shall not be eligible for the scholarship again.

8. It may not debar a student from availing of any other scholarship granted by any other source and half/full fee concession, if granted by the institution.

9. If two or more students obtain the same percentage of marks, the amount of scholarship may be distributed equally amongst them.

10. In case of any difficulty in its smooth working, the matter may be decided by the Vice-Chancellor.

(xxix) "YAMUNA DEVI-TEJASWIGIRI SCHOLARSHIPS"

1. The Scholarships be known as "Yamuna Devi-Tejaswigiri Scholarships".
 2. The Scholarships be awarded to (two brilliant but poor, preferably brahmins, Kshatriya, Keshdhari Brahmins and other in that order of priority). Students of Punjab Engineering College, Chandigarh or to the University Institute of Chemical Engineering & Technology, Panjab University, Chandigarh to pursue the four year Degree Engineering Course.
 3. The term of each scholarship will be four years and will not run concurrently in more than one semester/year of the degree course. Thus the scholarships will be awarded to the same student(s) successively each year as he/she progresses to the next semester/year. Fresh students should be selected only after final graduation every four years or on drop out of any of the current awardees from the degree course. Thus, in any one year only two scholarships will be awarded.
 4. The scholarships will be of the value of Rs. 300/- per month per student.
 5. The scholarships may be awarded on merit-cum-means basis to students who secure 75% marks in the qualifying examination in the first attempt and who do not have a family income exceeding Rs. 2,500/- per month from all sources.
 6. The scholarships will be awarded only to those students who are not getting any other scholarship.
 7. The scholarships should be awarded by a Committee constituted by the Vice-Chancellor, Panjab University, Chandigarh. The composition of which should include Brigadier Arun Kumar Ravikant, resident of Flat No. 8652, Pocket 8, Sector C, Vasant Kunj, New Delhi-110 037 who should retain the right to designate his own nominee whensoever deemed necessary.
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(xxx) "DHARAMPAL SARLA AND RAMESH BANSAL CHARITABLE TRUST"

1. The endowment be known as "Dharampal Sarla and Ramesh Bansal Charitable Trust".

2. Only the annual proceeds of the investment be utilized for the award of scholarships/grant of loan etc. and expended for the achievement of the aims, objects and purposes of the Trust.

3. Two scholarships of Rs. 500/- each per month will be paid to the economically weak and promising students (who but for such financial assistance will not be able to prosecute studies) in the field of Medicine in any of the affiliated colleges of the Panjab University for the entire duration of the Course, provided the selectees continue their studies regularly in the next classes after passing the examination of each year. These scholarships will be renewed every year for the next class to the same student after passing the lower examination.

(xxxi) (I) SHRI H.L. SARIN MEMORIAL ALL INDIA ESSAY COMPETITION ON RENT LAWS.

(II) SHRI H.L. SARIN MEMORIAL ANNUAL PRIZE MOOT COMPETITION

(I) Shri H.L. Sarin All India Essay Competition on Rent Laws

1. The competition will be organised by the Department of Laws, Panjab University, Chandigarh.
2. The endowment will be known as "Shri H.L. Sarin Memorial All India Essay Competition on Rent Laws."
3. The Competition will be open on All India level and will not be restricted to students alone but others also.
4. The prizes for the competition will be Rs. 2,000/-, Rs. 1,500/- and Rs. 1,000/- for persons standing first, second and third respectively.
5. Sh. M.L. Sarin, Senior Advocate, the donor will assist the Department of Laws in the selection of the topic of the essay Competition.

(II) Shri H.L. Sarin Annual Prize Moot Competition

1. The competition will be organised by the Department of Laws, Panjab University, Chandigarh.
2. The endowment will be known as "Shri H.L. Sarin Memorial Annual Prize Moot Competition."
3. The competition will be open to students of Law of Punjab, Haryana, Himachal Pradesh and Chandigarh.
4. The prizes for the competition will be Rs. 2,000, Rs. 1,500 and Rs. 1,000 for persons standing first, second and third respectively.
5. Sh. M.L. Sarin, Senior Advocate, the donor will assist the Department of Laws in selecting the proposition for the Moot Competition.

ONLY THE INTEREST ON THE DONATED AMOUNT WILL BE UTILIZED FOR AWARD OF PRIZES MENTIONED AT (I) AND (II) ABOVE.

(xxxii) SH. PRITAM NATH AND MRS. RAM PIARI SCHOLARSHIPS

1. The scholarship will be known as Late Sh. Pritam Nath and Ram Piari Scholarships.
 2. Two Scholarships be awarded @ Rs. 500/- each p.m. for 10 months.
 3. The Scholarships be awarded to the wards of the University employees studying in the University Departments on the basis of Merit-cum-means.
 4. The Scholarships be awarded by a Committee to be constituted by the Vice-Chancellor.
 5. The Students will be required to send an affidavit (on Rs. 3 Non-Judicial paper) from father/mother/Guardian showing their annual income from all sources duly attested by the Oath Commissioner.
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(xxxiii) CLASS OF 1969 ALUMNI SCHOLARSHIP AND AMRIT KAUR SCHOLARSHIP

1. Three Scholarships be known as "Class of 1969 Alumni Scholarship" and three be known as "Amrit Kaur Scholarship".
 2. Total six Scholarships be paid two of each of the 2nd, 3rd, 4th year Chemical Engineering to undergraduate students (including those with the combined MBA program) on merit-cum-means basis @ Rs. 2000/- p.m. each for 10 months.
 3. The applicant must have cleared all of his/her immediate past semesters Examinations with at least 60% marks. There should be no backlog from the immediate past semesters. The student's family income should not be more than Rs. 3 Lakhs per year.
 4. The student should be willing to perform at least 10 hours of Volunteer work of his/her choice. A few examples are as follows but the student is free to perform any positive service to society:
 - (a) Volunteer work at the UICET Library.
 - (b) Volunteer tutoring of Klin worker's children near the University.
 - (c) Volunteer work at the University Library.
 - (d) Volunteer work for activities such as a community clean up or off Campus.
 - (e) Volunteer work at the Sector 25 Government School.
 - (f) Tutoring of one or more children from very poor families such as the unorganized sector.
 - (g) Any service to help the poor of the society.
 5. The student has to complete the volunteer work by February 28. A one page summary of the volunteer work needs to be e-mailed to Indian Schools Alumni & Friends, USA (INSAF) at Sharma7336@gmail.com with a copy to the UICET Chairperson at DCET@PU.ac.in by March 10 of every year.
 6. Upon timely submission of the volunteer work summary, the scholarship recipient will be awarded the Class of 1969 Alumni Scholarship Certificate by March 31.
 7. The recipient of this scholarship will be free to accept to any other scholarships.
 8. Professor S.K. Sharma is nominated to be a representative on the Scholarship Administration Committee.
 9. The scholarships will be awarded on the recommendations of a Committee to be constituted by the Vice-Chancellor.
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(xxxiv) AWARD OF 'MR. JUSTICE R.P. KHOSLA MEMORIAL SCHOLARSHIP'
@ RS. 1000 P.M.

1. The Scholarship be known as 'Mr. Justice R.P. Khosla Memorial Scholarship'.
 2. A Scholarship of Rs. 1000 p.m. for 10 months be awarded to a needy and deserving student of LL.M. Ist year for the duration of the course in the Deptt. of Laws. (The next scholarship be given after the completion of the tenure of the awardee).
 3. The Scholarship shall be awarded by the Vice-Chancellor on the recommendation of the Committee constituted by him which shall include one nominee of the donor.
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(xxxv) DR. B.M. ANAND AND MRS. RAM LUBHIA ANAND SCHOLARSHIPS

1. Prof. B.M. Anand Scholarships be paid @ Rs. 500 p.m. for 10 months to a student admitted in B.Sc. Ist year (Hons. School) of the deptt. of Physics, P.U., Chandigarh on the basis of merit in CET examination.

2. Mrs. Ram Lubhia Anand Scholarship be paid @ Rs. 500 p.m. for 10 months to the most needy student of any class of Physics (Hons. School) of the deptt. of Physics.

3. The Scholarships be awarded every year on the basis of recommendations of a Committee consisting of three senior faculty members and the Chairperson of the deptt. of Physics acting as the Convenor of the Committee. The recommendations of the Committee will be approved by the Vice-Chancellor.

(xxxvi) ABHISHEK SETHI MEMORIAL AWARD FOR ACADEMIC EXCELLENCE

1. The award will be given at the University convocation every year to one topper student securing highest aggregate marks among all the courses at the University Institute of Engg. & Tech. passing out w.e.f. June, 2006.

2. The amount of award be fixed at Rs. 30,000/- p.a. every year.

(xxxvii) PANJAB UNIVERSITY BHAG YATARA AWARD

1. All Indian nationals are eligible for the Award.
 2. The nominee shall be of the age of 50 years or below at the time of application/nomination.
 3. The award of Rs. 50,000/- shall be made annually to the best researcher in Organic chemistry or applied disciplines like Biochemistry, Pharmaceutical Chemistry and Diary Chemistry.
 4. Honorarium to experts of the Selection Committee for the award (@ Rs. 1000- each for Five experts) & expenses for arranging the oration and other expenses such as refreshment, invitation cards etc. be meet out of the interest of Endowment Fund.
 5. The payment of TA/DA to the awardee be met by the University.
 6. The Award will not ordinarily be shared.
 7. The award will normally be conferred at a formal presentation ceremony to be held at the Panjab University. The awardee shall make a presentation of his/her work before the students and faculty of the Panjab University.
 8. The work done in the preceding ten years will receive special attention.
 9. Nominations are to be made on the prescribed proforma and should accompany.
 - (a) Complete biodata of the nominee with list of publications, awards received, patents. etc.
 - (b) 10 best research papers published during the last 10 years along with reprints.
 - (c) Page Summary of the work on which nomination is based.
 - (d) two hundred worded citation.
 - (e) a consent letter from the nominee.
 10. The Panjab University will constitute a "Standing Committee" consisting of five eminent persons with Vice-Chancellor as the Chairman and a Convenor to be nominated by him. The term of the "Standing Committee" shall be of three years. In the consultation with the "Standing Committee" the Vice-Chancellor will appoint experts in various disciplines of the award. On receiving the nominations papers the Convenor will send the papers to various experts for their evaluation. The experts will recommend at least three names in order of the preference giving due justification to the convener. The Standing Committee based on the evaluation received from various experts will recommend the name of the Scientist to the Vice-Chancellor to make the announcement for Bhag Yatara National Award for excellence.
 11. The Schedule of notification, last date to receive the nomination etc. will be announced by the University (i.e. Standing Committee).
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(xxxviii) DR. J.N. KAUSHAL SCHOLARSHIP.

1. The Scholarship be known as 'Dr. J.N. Kaushal Scholarship'.
 2. The value of the scholarship shall be Rs. 1000/- p.m. for ten months.
 3. The Scholarship be awarded to a student of LL.B Ist Sem. who has secured highest marks out of the admitted students in the Entrance Test held for admission to the LL.B. Course.
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(xxxix) 'JUSTICE TIKKA JAGJIT SINGH BEDI MEMORIAL SCHOLARSHIP'.

1. Two Scholarships be awarded @ Rs. 500/- p.m. each for 10 months to the needy students of the Department of Laws, Panjab University, Chandigarh.
 2. The Scholarship be awarded every year by a Committee of three faculty Members and the Chairperson of the Department acting as Convenor of the Committee.
 3. The decision of the Committee will be approved by the Vice-Chancellor.
 4. A Scholarship holder who fails in the University examination shall not be eligible for this scholarship again.
 5. It may not debar an awardee from availing of any other scholarship granted by any other source.
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(xl) AWARD OF LABHU RAM SHARMA SCHOLARSHIP AND LABHU RAM SHARMA
& SHANTA SHARMA SCHOLARSHIPS

- I.** Rules for the award of 'Labhu Ram Sharma Scholarship'.
1. The Scholarship be named as Pt. Labhu Ram Sharma Scholarship.
 2. A Scholarship be awarded @ Rs. 500/- p.m. for 10 months.
 3. The Scholarship will be awarded on the basis of merit-cum-means to the students, who have passed his/her 10+2 examination from any school or college located in Hoshiarpur Distt. and joined B.Sc. (H.S.)/M.Sc I/II class of any Science deptt. at the P.U., Chandigarh.
 4. The Scholarship will be awarded by a Committee to be constituted by the Vice-Chancellor which shall include one of the local nominee of the donor as suggested by him in the proposal.
- II.** Rules for the award of Labhu Ram Sharma & Shanta Sharma Scholarships :
1. The Scholarships be named as 'Labhu Ram Sharma & Shanta Sharma Scholarship'.
 2. Two Scholarships be awarded @ Rs. 500 p.m. each for 10 months.
 3. The Scholarships will be awarded on the basis of merit-cum-means to the students who have passed their 10+2 examination from any School or College located in Hoshiarpur Distt. and joined B.Sc. (H.S.)/M.Sc. I/II class of any Science deptt. at the P.U., Chandigarh.
 4. The scholarships will be awarded by a Committee to be constituted by the Vice-Chancellor which shall include one of the local nominee of the donor as suggested by him in the proposal.
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(xli) MASTER NITIN JAIN MEMORIAL ENDOWMENT.

1. The endowment will be known as "Master Nitin Jain Memorial Endowment".
 2. A part-time Paediatrician (on fixed honorarium) shall be appointed at the Health Centre, Panjab University, Chandigarh.
 3. The salary of the Paediatrician will be Rs. 18,000/- per annum, which is to be met out of the interest of the donated amount.
 4. A Paediatrician can be appointed for two hours daily or for alternative day.
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(xlii) CHANDER LEKHA SHARMA MEMORIAL NURSING SCHOLARSHIP.

1. The Scholarship known as "Chander Lekha Sharma Memorial Nursing Scholarship" is established in 1995 by her parents, Sh. Om. P. Sharma & Mrs. Vimla Sharma, in loving memory of their daughter, as student of Nursing.
 2. The Principal amount of the donation will remain in perpetuity and the interest/income accrued thereon will be used for the purpose of awarding a scholarship to a student of B.Sc. Nursing Course.
 3. Every year a Scholarship @ Rs. 400/- p.m. would be awarded to a student of B.Sc. Nursing First year on the basis of merit in the entrance test.
 4. The Scholarship, will be for the entire duration of the four years course (including one year internship) provided the awardee maintains atleast 60% marks in aggregate every year without getting reappear in any papers.
 5. The Vice-Chancellor will constitute a Committee for award of scholarship every year. The recommendations of the Committee will be placed before the Vice-Chancellor for approval.
 6. In case a Scholarship falls vacant, it will be given to the next eligible student from the month it falls vacant on the basis of recommendations of the Committee appointed by the Vice-Chancellor.
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(xliii) P.C. WADHWA SCHOLARSHIP

- (i) The Scholarship will be named as P.C. Wadhwa Scholarship.
 - (ii) The amount of scholarship will be Rs. 500/- p.m. for 10 months every year.
 - (iii) The Scholarship will be available to a student of M.Sc. (Maths) Part II who
 1. has been studying at the P.U., Chandigarh.
 2. secures at least 60% marks in M.Sc. Part I Exam. and;
 3. is needy in view of the financial position of the family he comes from as determined by the University authenthes.
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(xliv) PROF. V.C. DUMIR SCHOLARSHIP FOR EXCELLENCE IN MATHEMATICS

- (i) The amount of scholarship would be Rs. 1000/- per month for 10 months every year.
 - (ii) The Scholarship be awarded to one meritorious student of M.Sc. (H.S.) 1st year studying in the Deptt. of Mathematics, P.U., Chandigarh and would be continued to that student for M.Sc. (H.S.) 2nd year after examining his/her performance.
 - (iii) If that student is found to be in eligible to continue the Scholarship in 2nd year, it will be awarded to another deserving student of M.Sc. (H.S.) 2nd year.
 - (iv) This Scholarship would be awarded by a Committee consisting of 2-3 members of the faculty of the Deptt. of Mathematics, P.U., Chandigarh and review the progress of the awardee.
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(xlv) LATE SMT. SANDHYA DEVI MEMORIAL SCHOLARSHIP

- (i) Endowment will be named as late Smt. Sandhya Devi Memorial Scholarship.
 - (ii) The Scholarship to be given to a girl student who stood first in 1st year M.B.B.S. exam. in first attempt amongst all the girls in Govt. Medical College, Sector-32, Chandigarh.
 - (iii) The amounting Scholarship would be Rs. 7000/- p.a. lumpsum every year.
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(xlvi) LATE PROFESSOR P.S.GILL MEMORIAL SCHOLARSHIP

- (i) Endowment will be named as "Late Professor P.S.Gill Memorial Scholarship".
 - (ii) Out of the funds available a lecture by an eminent scholar be organized and total expenditure on this may be limited to Rs. 5000/- per annum.
 - (iii) Two scholarships @ Rs.6000/- per annum each, on merit-cum-means basis be given to M.Sc. (HS) II Physics/M.Sc. (HS) II Physics & Electronics students of the Department on the basis of their performance in both the semesters of M.Sc. (HS) I Physics/M.Sc. (HS) I Physics & Electronics.
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(xlvii) LATE BEGUM IQBAL BANO MEMORIAL HINDI SCHOLARSHIP

- (i) The Scholarship shall be called "Late Begum Iqbal Bano Memorial Hindi Scholarship".
 - (ii) The Scholarship shall be for the students who stand first in the Department of Hindi, P.U. in M.A. first year and second year respectively.
 - (iii) The Scholarship shall be disbursed to the student as below:
 - M.A. 1st year Hindi (i.e. Total score of Semesters 1 and 2) -Rs. 1200/-
p.m. x 10 months= Rs. 12,000/-
 - M.A. 2nd year Hindi (i.e. Total score of Semesters 1, 2, 3 and 4)-Rs.2100/
- p.m. x 10 months= Rs. 21, 000/-
 - (iv) There shall be no bar on the students receiving these Scholarship to get any other Scholarship.
 - (v) The Academic Committee or any other appropriate body of the Department of Hindi or of the University shall recommend the names of the deserving students under the overall control of the Scholarship by the office of the Vice-Chancellor of P.U. The said body may also include a member of my larger family, i.e. my eldest brother Mr. Saleem Akhtar.
 - (vi) It would be seen that the Scholarship are given at the earliest to the chosen candidates, so that they can best utilize it during their study itself.
 - (vii) For rest, the Scholarship, in general be covered by the Panjab University Rules.
 - (viii) For the smooth and continuous deliverance of the Scholarship and endowment fund of Rs. 4,00,000/- (Rupees Four Lakhs only) shall be created in State Bank of India.
 - (ix) Such fund shall be created under the general law of the land.
 - (x) His larger family shall be legal custodian of the Scholarship unless otherwise denoted, if it means anything.
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(xlvi) PROFESSOR SHIV RAM KASHYAP'S ORATION AWARD

Professor Shiv Ram Kashyap's Oration Award in the memory of eminent Botanist from Panjab University. Professor Shiv Ram Kashyap with the endowment money of Rs. 4,00,000/- out of which Rs.3,00,000/- contributed by Smt. Uma Sood (famous as Kamini Kaushal) daughter of Professor Kashyap and Rs. 1,00,000/- by way of voluntary contribution from faculty and students of Department of Botany, with the following terms and conditions:-

- (i) The interest earned on the endowment shall be utilized for conduct of annual Oration which inter-alia includes expenditure of TA/DA/honorarium of awardee hospitality expenditure etc.
 - (ii) On annual basis, the departmental/Academic and/Administrative Committee shall recommend a panel of three eminent Scientists for consideration of Vice-Chancellor to approve the name for conferment of Professor Shiv Ram Kashyap Oration Award.
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(xlix) LATE MR. PRITISH BERY MEMORIAL SCHOLARSHIP

1. The Endowment would be known as "Late Mr. Pritish Bery Memorial Scholarship".
 2. Either individual or all donors would be involved in the process of selection of the incumbent for the scholarship every year.
 3. Physically /Handicapped Student (admitted through the quota reserved for Physically Handicapped) should be pursuing MBA from University Business School (UBS), University Institute of Applied Management Sciences (UIAMS), B.E.+MBA from University Institute of Chemical Engineering and Technology (UICET) & University Institute of Engineering & Technology (UIET).
 4. In case of more than one student being eligible, financial background of the student would be the second criteria for selection wherein the student belong to weaker family background would be given the details of their family income.
 5. The amount of Scholarship would be Rs.3000/- p.m. for 10 months in view of the interest to be accrued on the Endowment sum.
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(I) SHRI D.P.SHARMA AND SMT. NIRMAL SHARMA MEMORIAL SCHOLARSHIP

The donation of Rs. 4,00,000/- made by Mrs. Vibha Sharma for institution of Endowment in the name “Shri D.P.Sharma and Smt. Nirmal Sharma Memorial Scholarship” and the investment of Rs. 4,00,000/- be made in the shape of TDR and the interest of the amount be utilized for award of scholarship to the Girl student in the School of Communication Studies with the following terms and Conditions:-

1. Endowment will be named as ‘Shri D.P.Sharma and Smt. Nirmal Sharma Memorial Scholarship.’
 2. Scholarship will be awarded on the basis of merit-cum-financial needs on the recommendations of the Academic Committee & the Chairperson of School of Communication Studies, Panjab University.
 3. The beneficiary should preferably be given to one Girl Student.
 4. In case a girl student does not fulfill the conditions then a male student may be considered.
 5. The amount of Scholarship would be Rs.2500/- p.m. for 10 months in view of the interest to be accrued on the endowment sum of Rs.4 lacs.
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(li) PRAN NATH VOHRA INSTRUMENTATION LABORATORY OF THE CHEMISTRY
DEPARTMENT

The following guidelines for the utilization of interest of Pran Nath Vohra Trust Fund, which would be available on annual basis from the fixed deposit:-

(a) Division of annually accrued interest:

Percent of interest accrued annually	Purpose of Utilization
10%	Amount can be deposited back to the Principal amount to overcome the inflation and gradual growth of the fund.
15%	Amount can be utilized to initiate and conduct a special "Pran Nath Vohra Oration in Chemistry" every year along with "Pran Nath Vohra Lectures in thrust areas in Chemistry" by inviting expert(s) in special areas of Chemistry. The thrust area and speaker will be selected by the Academic Committee of the Department. The money can be utilized in terms of honorarium, TA/DA, accommodation charges and miscellaneous expenditure.
75%	Amount can be used for the maintenance and upgradation of the existing instrumentation laboratory and all the departmental instruments.

- (b) The unspent amount (if any) can be utilized for the purchase of small equipments/spare parts required for the instrumentation Lab of the Department.
- (c) The above mentioned guidelines can be reviewed and amended by the Academic and Administrative Committee as and when required.
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(lii) DR. HARVANSH SINGH JUDGE FOR FOUNDER'S DAY COLLOQUIUM AND
AWARD OF MEDAL

An Endowment of Rs. 10,00,000/- (Rs. 8 Lac for **Founder's Day Colloquium function** and Rs. 2 Lac for **Award of Medals**) for institution of Endowment in the name of Dr. Harvansh Singh Judge for Founder's Day Colloquium and Award of Medals, with the following terms and conditions:

A. Founder's Day Colloquium (Rs. 8 Lac)

- (i) Only 50% of the interest earned of the above said amount be used for this purpose and the rest be left for growth of the fund.
- (ii) A Colloquium Function at the Dental Institute be organized every year in the month of November to all students of all courses.
- (iii) If any payment is to be made, all rules and regulations of Panjab University be observed.

Guest Speaker at the Colloquium, who come from far away places/foreign be provided accommodation at P.U. Guest House for one week duration, if required/needed.
- (iv) The function be not clubbed with any other function of the Institute.
- (v) Announcement of the function be made in the University news as well as in the newspapers via a University Press release.

B. Award of Medals

- (i) Only 50% of the interest earned on the above said amount be used for this purpose and the rest be left for growth of the fund.
- (ii) The name of the award be "Dr. Harvansh Singh Judge Institute of Dental Sciences and Hospital Awards".
- (iii) The Awards/Certificate could be named - Vice-Chancellor's Medal/Certificate Principal's Medal/Certificate Dental Surgeons of the Year.

Or Similar acceptable/suitable titles (but/three different names of the three awards to the three different individual candidates)
- (iv) These be consolation awards for the next three final year's students on graduation, who could not get the Gold Medal with the following conditions:
 - (a) Performance and behavior is certified to be satisfactory by the Principal of the Institute.
 - (b) The candidate is among the top ten percent (10%) in the final year results.
 - (c) The Candidate must have minimum ninety percent (90%) attendance in each of the four year of BDS Course.
 - (d) The candidate must have passed all the examinations during the four years of the BDS course in Dentistry in first attempts.
 - (e) The candidates have to attend the Institute Founder's Day Function to receive the Award/Certificate.

(liii) HARI RAM ARORA AND BHAJAN KAUR ARORA MEDALS

An Endowment of Rs. 5,00,000/- made by Professor Brij Mohan Arora, Department of Electrical Engineering, IIT Bombay, Powai, Mumbai in the name of Hari Ram Arora and Bhajan Kaur Arora Medals for Best Papers Awards in the Science subjects for young researchers (Students, Post-docs, Faculty) up to the age of 38 years.

The investment of said amount be made in the shape of TDR in State Bank of India, Sector-14, Chandigarh and the interest so accrued be credited annually in the S.E.T. account.

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(liv) PROFESSOR L.N. GUPTA MERIT SCHOLARSHIP

An Endowment of Rs. 4,00,000/- made by Dr. L.N. Gupta (Ex-Professor & Chairperson, Department of Geology, Panjab University, Chandigarh) accepted for institution of an Endowment named as "Professor L.N. Gupta Merit Scholarship". The investment of Rs. 4,00,000/- be made in the shape of TDR in State Bank of India, Sector-14, Chandigarh @ minimum prevailing rate of interest for one year and the interest so accrued be credited annually in the Special Endowment Trust Fund (S.E.T.) to facilitate to utilize the funds in the department of Geology/C.A.S. in Geology, P.U. to a student of M.Sc. (Honours School) class with the following terms and conditions:-

- (a) The amount of merit Scholarship Rs. 1000/- p.m. i.e. 10 months w.e.f. July to April.
- (b) The Scholarship will be awarded to one student of M.Sc. (H.S.) 1st year (Geology) every year on the basis of B.Sc.(H.S.) Geology result on the recommendation of the Chairperson and the scholarship will continue to the same student of M.Sc. (H.S.) Geology 2nd year if he/ she would be topper in the M.Sc. (H.S.) Geology 1st year. Otherwise, the scholarship would be awarded to the next deserving candidate on the recommendation of Academic and Administrative Committee of the department.
- (c) A student who is awarded the scholarship should not be getting any financial grant from any other source.

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(iv) DASHMESH PITA GOLD MEDAL

The Endowment of Rs. 1,05,036/- made by Dr. Lakhbir Paul Saini, 7612, Tea Berry Way, Sacramento (USA), be accepted for institution of Dashmesh Pita Gold Medal in memory of Late Sardar Sher Singh Satauria. The investment of said amount be made in the shape of TDR in State Bank of India, Sector-14, Chandigarh and the interest so accrued be credited annually in the S.E.T. account and utilized as under:

- (i) the endowment will be named as "Dashmesh Pita Gold Medal" in memory of Late Sardar Sher Singh Satauria; and
- (ii) the Gold Medal be awarded to the student securing highest marks in M.Sc. (Medical Physics) and pursuing Ph.D. in the Medical Physics/Genetics Studies in the institution every year during the Panjab University Convocation.

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(lvi) MATA GUJRI GOLD MEDAL

The Endowment of Rs. 1,04,752/- made by Dr. Lakhbir Paul Saini, 7612, Tea Berry Way, Sacramento (USA), be accepted for institution of Mata Gujri Gold Medal in the memory of Late Smt. Parkash Kunj. The investment of said amount be made in the shape of TDR in State Bank of India, Sector 14, Chandigarh and the interest so accrued be credited annually in the S.E.T. account and be utilized as under:

- (i) the Endowment will be named as "Mata Gujri Gold Medal" in memory of Late Smt. Parkash Kunj; and
- (ii) the Gold Medal be awarded to the student securing highest marks in M.Sc. (Bio-Physics) and pursuing Ph.D. in the Bio-Physics in the institution every year during the Panjab University Convocation.

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(lvii) "PROF. ROSHAN LAL RAINA AWARD"

An endowment of Rs.1,00,000/- made by Professor Roshan Lal Raina, Vice-Chancellor, JK Lakshmipat University, Jaipur, Rajasthan accepted for institution of Endowment named as "Prof. Roshan Lal Raina Award". The investment of Rs.1,00,000/- be made in the shape of TDR for institution of an Endowment and the interest of the amount be utilized to annually present 'Prof. Roshan Lal Raina Award' to M.Lib. & Information Science topper (first in order of merit) in the department of Library & Information Science of Panjab University with the following terms and conditions:-

1. Endowment will be name as "Prof. Roshan Lal Raina Award".
2. Cash prize will be awarded to M.Lib. & Information Science Topper (first in order of merit) of the University.
3. A certificate of the Award.
4. Contribution of Rs.1000/- towards life membership fee if any Indian National Level Professional Body (such as IATLIS, IASLIC, ILASIS etc.) as mutually decided by the Department of Library and Information Science and the Awardees.
5. A token cash Award of Rs.5100/-.

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(lviii) "GARGI SCHOLARSHIP"

The donation of Rs. 30,00,000/- made by Mrs. Kamini Pahuja, USA for institution of an Endowment to be named as '**Gargi Scholarship**' for female students pursuing B.Sc. (Honours) and M.Sc. (Honours) in the Department of Mathematics, P.U. The investment of Rs. 30,00,000/- be made in the shape of TDR in the State Bank of India, Sector-14, Chd. @ maximum prevailing rate of interest for one year and the interest so accrued thereon be credited annually in the special Endowment Trust Fund. The scholarship will be awarded to two female students of each class of B.Sc.(Honours) 1st year, 2nd year and 3rd year and two female students of each class of M.Sc. (Honours) 1st year and 2nd year on receipt of the interest from the amount, on the following terms and conditions:-

- (a) The Scholarship to be name as '**Gargi Scholarship**'.
- (b) The Scholarship will be awarded to two female students of each class of B.Sc. (Honours) 1st year, 2nd year and 3rd year @ Rs.1500/- p.m. for 10 months and two female students of each class of M.Sc. (Honours) 1st year and 2nd year @ Rs.2000/- p.m. for 10 months.
- (c) Out of these two scholarships at each level will be merit based and other will be merit -cum-need based. Merit will calculated on the odd semester result of that effective year and a viva-voce examination in the ratio 60:40.

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(lix) "DR. RAHUL SHARMA GOLD MEDAL"

The donation of Rs. 1,00,000/- made by Professor S.K.Sharma, Former Director, PGI, Chandigarh accepted for institution of an Endowment named "Late Dr. Rahul Sharma Gold Medal" in the memory of his son. The investment of Rs. 1,00,000/- be made in the shape of TDR in the State Bank of India, Sector-14, Chandigarh @ maximum prevailing rate of interest for one year and the interest so accrued thereon be credited annually in the Special Endowment Trust Fund. The scholarship shall be awarded to a student who secures first position in Oral Surgery in the final year examination in Harvansh Singh Judge Institution of Dental Services and Hospital every year on receipt of the interest from the amount, on the following terms and conditions:-

- (a) The scholarship to be named as 'Dr. Rahul Sharma Gold Medal'.
- (b) Gold Medal to be awarded to a student who secures first position in oral surgery in the final year examination in Harvansh Singh Judge Institute of Dental Services and Hospital every year during the Panjab University Convocation.

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(lx) "SHISHU MEMORIAL LECTURE"

That donation of Rs. 400000/- made by Dr. Darshan Singh, Emeritus Professor of P.U. Chandigarh, be accepted for institution of Endowment named as "Shishu Memorial Lecture" in the Department of UIPS and Guru Nanak Sikh Studies. The investment of Rs. 400000/- be made in the shape of TDR for institution of an Endowment and the interest of the amount be utilized to organize a "Shishu Memorial Lecture" in the memory of his revered daughter Late Prof. Shishu, in both departments every year on alternate basis.

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(lxi) "LATE SMT. SAVITRI ANAND GOLD MEDAL"

- (iii) The Endowment will be named as '**Late Smt. Savitri Anand Gold Medal**', wife of Prof. J.C. Anand Deptt. of Political Science.
- (iv) The Gold Medal shall be awarded to the topper in Women's Studies Post-Graduation course, every year during the Panjab University Convocation.

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(lxii) "PROFESSOR B.K.DAS MEMORIAL GOLD MEDAL"

An endowment of Rs.1,00,000/- made by Mrs. Urmila Das, W/o Late Professor B. K. Das, # 602, Tower 7, Orchid Petals, Sector-49, Gurugram (Haryana) 122018, be accepted for institution of an Endowment in the memory of his revered husband "Professor B.K. Das Memorial Gold Medal." The investment of Rs. 1,00,000/- be made in the shape of TDR. The Gold Medal will be awarded, to the most deserving student who secures highest marks in M.Sc. (Final) class, every year during the Panjab University Convocation, on receipt of the interest from the amount, on the following terms and conditions.

- (a) An endowment will be named as Professor B.K. Das Memorial Gold Medal.
- (b) Gold Medal shall be awarded to the most deserving student who secures highest marks in M.Sc. (Final) of Geology Department, every year during the Panjab University Convocation.

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(lxiii) "DR. BHAGWAN DASS MIGLANI GOLD MEDAL"

An endowment of Rs.1,00,000/- made by Shri S.L. Nasa, Managing Trustee, Registrar, Delhi Pharmacy Council, New Delhi, be accepted for institution for an Endowment to be named as 'Dr. Bhagwan Dass Miglani Gold Medal'. The investment of Rs. 1,00,000/- be made in the shape of TDR. The Gold Medal will be awarded to the topper of M. Pharm. In Pharmaceutical course every year during the Panjab University Convocation on receipt of the interest from the amount, on the following terms and conditions:

- (a) The Endowment will be named as (Late) Dr. Bhagwan Dass Miglani Gold Medal.
- (b) Gold Medal shall be awarded to the topper of M.Pharm. in Pharmaceutical course every year during the Panjab University Convocation.

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(lxiv) "CH. SATYA PARKASH JI SCHOLARSHIP"

An endowment of Rs.5,00,000/- made by Shri Vikas Garg S/o Late Ch. Satya Parkash Ji, Director, Punjab Hammers Pvt. Ltd., P.O. Box 46, G.T. Road, Sirhind Side, Mandi Gobindgarh-147301, be accepted for institution of an Endowment to be named as 'Ch. Satya Parkash Ji Scholarship'. The investment of Rs. 5,00,000/- be made in the shape of TDR. The scholarship will be awarded to the topper of 1st, 2nd & 3rd position of ISSER course on receipt of the interest from the amount, on the following terms and conditions:

- (c) The Endowment will be named as 'Ch. Satya Parkash Ji Scholarship'.
- (d) The Scholarship shall be awarded to the topper students of ISSER Course as per bifurcation given below:

Sr. No.	ISSER Course	Position	Amount & Period	Total Amount
1.	B.A. (H.S.) 5 yrs. Integrated	1st	1200/- (p.m.) for 10 months	12,000/-
2.		2nd	1000/- (p.m.) for 10 months	10,000/-
3.		3rd	800/- (p.m.) for 10 months	8,000/-
		Total		30,000/-

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ANNEXURE 'A'

S. No.	Name of the Endowment	No. of Schl.	Amount of Schl.	Investment till date	App. Intt. received annually	Proposed increase for 10 months
1.	Alfered Woolner Scholarship	1	140/- p.m.	24,072/-	2,407/-	200/- p.m.
2.	Amrit Kaur Khurana Scholarship	1	100/- p.m.	15,500/-	1,550/-	150/- p.m.
3.	Balwant Kaur & Dhanpat Rai Behl Schl.	1	1,400/- p.a.	20,500/-	2,050/-	1,500/- p.a.
4.	B.R. Puri Scholarship	1	60/- p.m.	40,300/-	4,030/-	300/- p.m.
5.	Bishan Chand Mahajan Scholarship	1	100/- p.m.	22,500/-	2,250/-	150/- p.m.
6.	(i) Charanjit Singh Dhillon Scholarship	1	200/- p.m.	81,200/-	8,120/-	400/- p.m.
	(ii) Mai Partap Kaur Scholarship		150/- p.m.			200/- p.m.
7.	Charu Dev Shastri Scholarship	2	50/- p.m. each	61,700/-	6,170/-	300/- p.m.
8.	Darshi Gupta Mem. Scholarship	1	3,000/- lumpsum	1,05,000/-	10,500/-	8,000/- lumpsum
9.	Dewan Som Nath Scholarship	25	100/- p.m. each	11,62,500/-	1,16,250/-	400/- p.m. each
10.	Durga Devi Ram Dass	2	400/- p.m. each	2,97,024/-	29,702/-	600/- p.m. each
11.	G.R. Majithia Endowment Fund	1	2,200/- p.a.	24,500/-	2,450/-	2,200/- p.a.
12.	(i) Gurditta Mal Shiv Ram Fellowship	1	400/- p.m.	1,07,395/-	10,739/-	700/- p.m.
	(ii) Lachmi Durga Scholarship	1	75/- p.m.			300/- p.m.
13.	Hans Raj Gupta Mem. Scholarship	1	1,500/- p.a.	22,500/-	2,250/-	2,000/- p.a.

S. No.	Name of the Endowment	No. of Schl.	Amount of Schl.	Investment till date	App. Intt. received annually	Proposed increase for 10 months
14.	I.I.Ch.E. Scholarship	4	Ist yr. 800/- p.a. 2nd yr. 900/- p.a. 3rd yr. 1,000/- p.a. 4th yr. 1,100/- p.a.	55,900/-	5,590/-	1,000/- p.a. 1,100/- p.a. 1,200/- p.a. 1,300/- p.a.
15.	I.N. Madan Scholarship	2	200/- p.m. each	55,000/-	5,500/-	250/- p.m.
16.	K.N. Laxminarain Mem. Scholarship	1	100/- p.m.	23,500/-	2,350/-	200/- p.m.
17.	Kamal Gupta Mem. Scholarship	1	100/- p.m.	13,000/-	1,300/-	100/- p.m.
18.	Milkhi Ram Sharma Mem. Scholarship	1	100/- p.m.	32,501/-	3,250/-	250/- p.m.
19.	Mons. P. Jeannert Schl.	1	400/- p.m.	71,000/-	7,100/-	500/- p.m.
20.	P.U. Soldier's Relief Fund Scholarship	2	125/- p.m. each	1,33,500/-	13,350/-	400/- each
21.	P.U. Alumni Association Alberta Canada Scholarship	2	75/- each	31,300/-	3,130/-	150/- p.m. each
22.	Baba Prithvi Singh Azad Scholarship	1	150/- p.m.	42,000/-	4,200/-	300/- p.m.
23.	Radha Krishan Prem Kaur Scholarship	10	100/- p.m.	1,78,200/-	17,820/-	150/- p.m.
24.	Ramji Narain Omvati Scholarship	1	200/- p.m.	43,900/-	4,390/-	300/- p.m.

S. No.	Name of the Endowment	No. of Schl.	Amount of Schl.	Investment till date	App. Intt. received annually	Proposed increase for 10 months
25.	Rajinder Mohan Kr. Mem. Scholarship	2	500/- p.m.	1,16,000/-	11,600/-	500/- p.m.
26.	R.P. Mehra Mem. Scholarship	1	1,000/- p.a.	21,000/-	2,100/-	1,500/- p.a.
27.	S.C. Aggarwal Stipend	2	50/- p.m.	35,210/-	3,521/-	150/- p.m.
28.	Shiv Charan Singh Scholarship	1	50/- p.m.	18,100/-	1,810/-	150/- p.m.
29.	S.L. Malhotra Scholarship	1	50/- p.m.	22,300/-	2,230/-	200/- p.m.
30.	S.R. Ranganathan Scholarship	1	75/-	12,800/-	1,280/-	100/- p.m.
31.	Thakur Dutta Sharma Dharmarth Trust Scholarship	5	100/- p.m. each	60,100/-	6,010/-	100/- p.m.
32.	Tara Chand Gupta Mem. Scholarship	1	150/- p.m.	47,000/-	4,700/-	400/- p.m.
33.	Udham Kaur Menon Mem. Edu. Scholarship	1 2	500/- p.m. 1,000/- p.m. each	5,00,000/-	50,000/-	800/- p.m. 1000/- each
34.	Dr. (Mrs.) V.S. Puri	1	75/- p.m.	25,000/-	2,500/-	200/- p.m.
35.	I.S. Gupta Subsidies	2	250/- p.a. each	10,000/-	1,000/-	500/- p.a. each

ANNEXURE 'B'

S. No.	Name of the Endowment	No. of Prizes	Amount of Prizes (pa)	Investment till date	Approx. Intt. received annually	Proposed amount of Prizes
1.	A.C. Bali Mem. Prizes	3	150/- 100/- 75/-	15,200/-	1,520/-	500/- 300/- 200/-
2.	Bank of India, Bombay (Cash Prize)	1	250/-	6,200/-	620/-	500/-
3.	I.M. Kapoor Mem. Prize	1	100/-	1,500/-	150/-	100/-
4.	Darshi Gupta Mem. Prize	1	100/-	1,05,000/-	10,500/-	1,000/-
5.	Pt. Jai Krishan Mem. Prize	1	1,000/-	13,500/-	1,350/-	1,000/-
6.	(a) Krishan Kishore Mem. Prize	2	150/- each	14,000/-	1,400/-	150/-
	(b) Krishan Kishore Grover Mem. Goodwill Declamation contest	9	150/- 100/- 75/-			150/- 150/- 150/-
7.	Lakshman Sarup Mem. Prize	1	75/-	1,800/-	180/-	150/-
8.	M.R. Sharma Purse	1	150/-	3,193/-	319/-	250/-
9.	M.N. Bose (Cash Prize)	1	100/-	1,000/-	100/-	100/-
10.	Nikhil Bharat Banga Bhasha Prasar Samiti (Cash Prize)	1	100/-	2,600/-	260/-	200/-
11.	Pallav Award	1	1,000/-	20,500/-	2,050/-	1,500/-
12.	R.B. Sunder Dass Suri (Cash Prize)	1	400/-	8,500/-	850/-	600/-
13.	Satya Dev Vidyalkar (Cash Prize)	1	50/-	4,000/-	400/-	200/-
14.	Shakuntala Mehta & Goverdhan Lal Mehta Prize	1	1,000/-	11,611/-	1161/-	1000/-
15.	Udham Singh Reward	2	75/- each	3,501/-	350/-	100/-

(lxv) MERIT CERTIFICATES

- (a) Merit Certificates will be issued to only such candidates, who secured marks as noted against each examination :-

1. First class marks or more in the B.A./B.Sc./B.Com. examinations only as per the following guidelines :-

	No. of students appeared in the examination	No. of merit Certificate to be issued
(i)	Up to 100	1
(ii)	More than 100 to 200	2
(iii)	More than 200 to 300	3
(iv)	More than 300 to 400	4
(v)	Above 400	5

N.B. (i) No fee will be charged for the issue of the Original Certificate.

(ii) No. of students actually appeared in the examination will be mentioned in the merit certificate.

2. B.A./B.Sc. (Hons.) Mathematics 80 per cent or more.

3. M.A., Master of Engg. and Professional upto first five places 65 per cent or more.

4. Other examinations upto first 5 places First Division.

- (b) The issue of Merit Certificates free of cost will be subject to the following rules :-

(i) On the result of annual examination only and to such candidates as take the examination as a whole at one and the same sitting.

(ii) On completion of the final examination.

(iii) For B.Ed. examination the Merit Certificates shall be issued to the top one percentile of Successful candidates.

(iv) The Merit List shall be determined and notified on the basis of the declaration of the re-evaluation results.

(v) The final Merit Certificate will be issued to the candidate without any charge.

CHAPTER XLIV

REGISTRATION OF PUBLISHERS, SUBMISSION AND SELECTION OF BOOKS

(A) REGISTRATION OF PUBLISHERS

1.1. Only such publishing firms and/or author-publishers shall be entitled to submit their books for consideration as have got themselves registered for this purpose under Rule 1.2.

1.2. For registration a publishing firm or an author-publisher shall submit every year an application in the prescribed form (Appendix A) to the Registrar. The application shall be accompanied by --

- (a) Registration fee of Rs. 250/- (payable every year); and
- (b) Security deposit as under (payable only once) :
 - (i) For examinations other than M.I.L. .. Rs. 500
 - (ii) For M.I.L. examinations .. Rs. 100

2. The University shall send to the registered publishers and author publishers, throughout the period of their registration all Notifications regarding books for examinations for which they are registered.

(B) PROCEDURE FOR SUBMISSION OF BOOKS

3. On the recommendations of Board of Studies, the books shall be invited from publishers/author-publishers.

4. The process of approval of books shall be started well before time, say 1½ years before the session for which they are to be prescribed.

Whenever invited by the University through a Notification, publishers shall be given a period of three months (one month for registration and two months for submission) for submission of books. They shall be required to send by registered post or through a messenger, preferably the latter, 2 copies of each book to the Registrar, Panjab University, Chandigarh-160014 and 1 copy each for the members of Board of Studies concerned to the Convener, so as to reach them on or before the last date fixed for submission of books.

Books received after the last date will not be considered.

- 5.** (a) The publishers shall indicate, at the time of submission of books (to the Convener of the Board, as well as to the office), the examination and the subject for which they wish their books to be considered.
- (b) Publishers of books published outside India and priced in foreign currency shall indicate the price at which they want to sell their books.
- 6.** (i) The publisher shall give to the University the name of the real author.
- (ii) The author shall declare that -
 - (a) he has no secret partner/s; and
 - (b) he shall not seek election to the Board of Studies concerned for the period for which his book continues to be considered by the Board.

7. These declarations shall be sent by the Publisher along with the book. Incorrect declaration may result in action against the Author/Publisher or both by way of --

- (i) Withdrawal of approval of any of their books already prescribed; and
- (ii) Disqualification from consideration of any of their books for a specified period.

8.1. A member of the Board of Studies is debarred from submitting a book in the subject of the Board. A member of the Syndicate is also debarred from submitting a book.

8.2. A Board of Studies while recommending panels for compilation of University text-books (Guidelines to be followed are given in Appendix `B') shall not include persons who are its own members or are members of Syndicate, but the Syndicate may, if they consider it necessary, in the interest of academic standards, appoint a member of the Syndicate for the purpose.

9. The Declaration as given in the Rules (Appendix C) shall also accompany each book submitted for consideration of the University.

10.1. No book shall be entertained if (i) it is received in the office after the last date, (ii) the requisite declaration form duly completed and signed does not accompany each book, and (iii) the registration fee is not deposited, within the prescribed date. In case of any discrepancy in the declaration form, the publisher shall be asked to remove it by the date stipulated in the letter issued by the Registrar's office, failing which the book will not be considered.

10.2. If the Declaration Form is incomplete or any information given in it is found to be false, the book to which it pertains will not be considered and, in the latter case, the University will be free to impose any penalty including forfeiture of security and permanent or temporary disqualification.

11. Books will be invited from the publishers for the following examinations in the subjects noted against them :--

- (a) B.A. : English, Hindi, Panjabi and Sanskrit.
- (b) Additional Hindi Papers (optional) for Visharad and Shastri.
- (c) Proficiency and Honours in Hindi : All the papers.
- (d) Proficiency and Honours in Panjabi : All the papers.

Provided in the examinations where the number of the candidates is less than 100, the Board of Studies concerned may recommend suitable books.

12.1. Works of "Accepted Classics" can be recommended without being submitted.

12.2. Books of various Universities, Text-Book Boards, State Sahitya Academies and National Book Trust can be considered for prescription, particularly where the number of candidates is small, or in the event of emergencies, as is done in the case of prescribing classics.

12.3. In case of Novels and Full-length plays, in Hindi and Panjabi, only those books can be submitted by publishers, which have been published at least one year before the date laid down for submission of books.

13. The registered publishing firms and author-publishers shall also revise or modify their books as may be considered necessary by the University and revised or modified books shall be submitted by them by the date fixed for the purpose.

14.1. In the case of a book published outside India and priced in foreign currency, the price Formula of this University shall not apply.

14.2. All other books, whether published by Indian firms or by foreign firms in India, shall be sold by the publishers concerned at the prices fixed by the University.

14.3. If the number of pages or picture-sheets of a book are reduced in a subsequent edition as a result of directions given by the University or due to any other reason, the publisher shall resubmit the book for refixation of price. If the number of pages are added as a result of similar action, the publisher can increase the price only with the approval of the University.

15.1. In production and get-up of books submitted to the University, the publishers shall observe the minimum norms laid down in the specifications given in the Price Formula (Appendix D).

15.2. (a) The publishers shall observe the minimum norms laid down in the specifications in all subsequent editions of the prescribed books.

(b) A copy of each subsequent edition shall invariably be sent to the University by the publishers concerned, with a covering letter, for verification of the specifications and get up etc.

15.3. If, at any time, a book is found to have been sold by a publisher at a higher price than that fixed by the University, or found to be substandard in production and get-up as per specifications laid down in the Price Formula of the University, the Vice-Chancellor will have the power and authority to impose fine, forfeit the security amount in part or in whole, and/or disqualify the publisher temporarily, for a specified period or permanently, as he deems fit.

16. A publishing firm which approaches a member of the Board or gives a wrong declaration, shall be disqualified and black-listed for such period as the Vice-Chancellor may specify.

(C) PROCEDURE FOR SELECTION OF BOOKS

17. The Convener, Board of Studies shall directly receive copies of the book/books for each of the members for consideration. He shall allot the book to one of the members of the Board for reading, and his comments shall become the basis for discussion in the Board.

18.1. It will be incumbent on a member of a Board of Studies to review books allotted to him by the Convener for the guidance of the Board in selecting them.

18.2. The Board of Studies concerned may add some more books, provided the number of books suggested by the Board does not exceed six, in all.

19. A Board shall not recommend any book which contains either obscene passages or matter likely to create communal hatred.

20. When a Board finds that there is no book suitable for a particular purpose among the books submitted to them by the publishers, they shall report to that effect

and submit a list of not less than three books of their own choice to the Vice-Chancellor, who, in consultation with two assessors to be nominated by him, shall select one of the books on behalf of the Board.

21. Finally, the Board shall recommend books, after taking into consideration the reviewers report on the books received from the publishers as the books added under Rule No. 18.2 and 20.

22. The Board of Studies shall make their recommendations regarding all books in time to enable the Senate to arrive at a final decision regarding the books for the various examinations.

23. The recommendations of books shall be placed before the Faculty and Academic Council for final approval.

24. The members of the Board of Studies at the time of recommending books shall sign a declaration as under :

"I , a member of the Board of Studies in do hereby solemnly declare :

- (i) that the book/books recommended has/have been read by me;
- (ii) that I have neither financial nor any other sort of interest in the book/books recommended;
- (iii) that the book/books does/do not contain any obscene passage or matter likely to create communal hatred; and
- (iv) that I have no secret partnership in the book/books recommended."

Dated

Signature of the member
of the Board

25. (a) For B.A. examination --

The author or publisher of a book in the subjects of English, Hindi (Elective and Optional) and Panjabi (Elective and Optional) shall not be eligible to become or remain a member of the Board of Studies when his book is considered by the Board for being prescribed or recommended. He shall also not be co-opted as a member during the rest of the term of the Board.

Provided that this rule shall apply to the member of the particular Board in the subject of which he has written or compiled a book.

(b) For M.I.L. examinations --

The author of a book in Modern Indian Languages shall not be eligible to become or remain member of the Board of the particular language of which he has written or compiled a book. He shall also not be co-opted as a member during the rest of the term of the Board.

26. Ordinarily, a book shall not be approved for more than five years unless the book happens to be a classic. If in any case the Board of Studies desires to retain a book even after the expiry of five years; the Board concerned will report without delay the case directly to the Syndicate, giving reasons why they wish to do so.

27. A book once prescribed for an examination can be considered for another examination without any break.

28. The University shall have the right to reject or withhold selection of any book without assigning any reason whatsoever. Such decision shall be binding upon the publishers.

APPENDIX A

APPLICATION FORM FOR REGISTRATION

To be completed by Publishers or Publisher-authors for permission to submit books.

Note.--1. This application must reach the University at least 3 months prior to the last date for submission of books.

2. This application must accompany :

(a) Registration fee of Rs. 250 for a year (January to December).

(b) Security deposit :

Rs. 500 for B.A. and B.Sc.

Rs. 100 for M.I.L. examinations.

To

The Registrar,
Panjab University,
Chandigarh-160014.

Dear Sir,

I/We shall feel obliged if you kindly register me/us for the year i.e., from January to December, 20 . The Registration fee of Rs. 250 and the security deposit (Rs. 500, Rs. 100) are sent herewith by Bank Draft No. dated in favour of the Registrar, Panjab University, Chandigarh-160014.

I/We have carefully gone through the rules laid down by the University to be followed for submission of books and hereby undertake to abide by them.

The proforma of particulars, duly completed and signed, giving all the required information, is also submitted herewith.

Yours faithfully

Dated

.....(Signature)

Full address of the Firm.....

.....

PARTICULARS

(To be completed by Publishers and Publisher-authors)

1. Name of the Firm.
2. Location of the office or shop of the Firm (Shop or House No., name of street, Post Office, Town, etc.)
3. Postal address.
4. Telephone Number, if any.
5. Telegraphic address, if any.
6. Does the firms carry on only books-publishing business, or some other business as well ?
7. Year in which books-publishing business was started by this Firm.
8. Is the Firm :
 - (a) a Limited Company ? (If so, please attach a list of Directors).
 - (b) a Co-operative Society ? (If so, please attach a list of the present office-bearers and members of the Managing Committee).
 - (c) a partnership concern ? (If so, please give name and address of each partner).
 - (d) a proprietary concern ? (If so, please give the name and address of the proprietor).
9. Have you any branch or branches ?
If so, give its/their location and full address ?
10. Is the Firm registered under the Shops and Establishments Act of the State ?
11. (i) Is any member of a University body connected with the firm as proprietor, partner or employee ? If so, give name and full particulars.
(ii) I hereby undertake to inform the University whenever a person connected with the firm is appointed or elected to a University body or ceases to be so, if he is already there.

12. Is the Firm registered with any other University or Board of Matriculation and Higher Secondary Education of any State/s ? If so, with whom ?
13. Is the Firm assessed under the Income Tax Act ?
14. Any other particular that the applicant may like to add (a separate sheet may be added, if necessary).

The particulars and facts as stated above are correct to the best of my/our knowledge and belief. In case of any discrepancy, I/We shall be responsible for the consequences.

Place

Signature

.....

Designation

Dated

Note.- If and when there is any change in the particulars and facts given above, it shall be intimated to the Registrar of the University.

APPENDIX B

Guidelines to be followed by Boards of Studies while recommending panels for compilation of University text books.

1. The Process of the book-production must be initiated atleast 1½ years before the actual prescription of the book.
2. Publication Bureau must invariably get the manuscript of the book atleast 6 months before the start of the session.
3. The books which are to continue to be in use must be indicated atleast 1½ years in advance.
4. A person whose name is recommended for compilation of anthology should be a reputed teacher of proven ability and integrity with at least 10 years' standing in the subject out of which at least 5 years' teaching experience should be with the classes for which the anthology is meant.
5. He should not be a member of the Board of Studies or a near relation (as defined in the rules) of a member of the Board of Studies concerned or as far as possible a member of the Senate.
6. He should have considerable experience of compiling and editing of books or of producing quality books in the subject.
7. He should not have written cheap notes or guides.
8. He should be working either in a University Department or a college affiliated to a University in India or a noted scholar or a writer of repute.
9. If the Board of Studies feels that a suitable person is not available from amongst the working teachers, in exceptional cases, a teacher who may have retired from service not more than five years back may also be considered.
10. The Board may recommend three names in alphabetical order giving the statement of their academic qualifications, teaching experience and experience of writing/publishing books for consideration of the Syndicate.

In case the Syndicate does not approve of any of the names, it may refer the matter back to the Board of Studies concerned.

Provided that -

- (i) the vetter for every anthology may be appointed by the Vice-Chancellor;
- (ii) While recommending the panel of names the Board should approximately specify the total number of pages for the text, introduction and annotations;
- (iii) the compiler shall prepare tentative table of contents to be approved by the vetter concerned. In the event of copyright difficulties in the case of any piece later on, the compiler should be prepared to replace it by an equally suitable piece with the approval of the vetter;

- (iv) the final manuscript shall be submitted to the vetter for vetting. The vetter will certify in writing that manuscript is fit for publication; and
- (v) in the event of any difference of opinion between the compiler and the vetter, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

APPENDIX C

DECLARATION FORM

*THE DECLARATION FORM IS TO BE COMPLETED AND SIGNED
BY BOTH THE AUTHOR/COMPILER AND THE PUBLISHER.
IT MUST ACCOMPANY EVERY BOOK SUBMITTED
TO THE UNIVERSITY*

1. Title of the book
2. Name(s) and Official address(es)
of the author(s) of the book
.....
.....
3. Name of address of the publishing
firm.....
4. Name(s) and address(es) of the
proprietor or partners
.....
5. Which category does the book belong to ?
(State here whether the book is Novel, Short Stories etc.).
6. (a) Subject
(b) Examination.....
7. Proposed price
8. Copies have been sent to Convener of the Board of Studies in
.....
9. Has the Publisher been registered with the University for the year 200.....?
10. University Registration No. of the Publishing Firm
11. I/We declare that :
 - (a) no copyright material has been used in the book.

OR

necessary permission has been obtained for copyright material used in the book.
 - (b) the book does not contain any obscene passage or matter which is likely to create communal hatred.
 - (c)
 - (i) that the specifications, as laid down in the Price Formula of the University, have been observed in the production and get-up of the book, particularly with regard to the 'Minimum Norms' laid down therein.
 - (ii) that the specifications, as laid down in the Price Formula of the University, particularly the 'Minimum Norms' will be observed by me/ us in all subsequent editions of the book, if it is approved by the University.
 - (iii) that a copy of each subsequent edition shall invariably be sent to the University with a covering letter, for verification of the specifications and get-up etc.

- (d) that I have reserved or promise to reserve for the University 100 copies of the book and shall send a copy thereof, free of cost, to any member of the Faculty concerned who requisitions the same through the Registrar before the book is finally approved.
- (e) that the book has not been prescribed previously for any other examination under this name or under any other name.

OR

That the book is already approved for
examination under the present name/under the name of
.....

- (f) that no substantial portion from any other book previously approved for any examination has been included in the book now submitted.

OR

The following portions have been included in the present book from the book(s) mentioned below :

"Pages to of this book form/formed part of book(s) which was/were submitted/approved for
.....examination(s)"

- (g) that I undertake to sell the book at the price fixed by the University.
- (h) that I/we shall submit to the University a copy of an edition, for refixation of price, whenever the number of pages, and/or picture sheets decrease in that edition, as a result of directions issued by the University or due to any other reason, and shall sell the book at the revised price fixed by the University.
- (i) that I undertake to observe the rules laid down by the University and, in case of a breach, shall accept any penalty which the University may prescribe.

Dated

Signature of the Publisher(s)

I/We declare that I/we am/are the compiler(s)/author(s) of the book and that :

- (i) I/We have no secret partner(s) in the compilation/writing of the book;
and
- (ii) I/We shall not seek election to the Board of Studies concerned for the period my/our book remains under consideration of the Board.

Station

Signature of the Compiler(s)
Author(s)

Dated

Note.— 1. If an author makes a false declaration, his book will not be entertained for a specified period.
2. A publisher who attempts to influence a member of the Board or gives a wrong declaration will be disqualified and black-listed.

APPENDIX D

FORMULA FOR FIXATION OF PRICE OF BOOKS PUBLISHED BY THE PRIVATE PUBLISHERS

- Note :*
- (a) Books published outside India and prices in foreign currency shall be accepted at the prices fixed by the publishers.
 - (b) All the remaining books, whether published by the Indian firms or by foreign firms in India, shall be treated alike and all such books shall be subject to the price formula approved by the University.
 - (c) Publishers are required to observe specifications given at the end of the formula, in the matter of production of books.

Price of books will be calculated according to the formula given below :

I. Price Formula for Text-pages (per 100 pages)

	<i>12 Pt (English, Hindi & Punjabi)</i>	<i>10 Pt. (English)</i>
	Rs. P.	Rs. P.
(i) For books of 20 x 30/16 size		
1. Category upto 1,000 copies	14.00	14.50
2. Category upto 5,000 copies	8.75	9.00
3. Category above 5,000 copies	8.55	8.75
(ii) For books of 18 x 22/8 size		
1. Category upto 1,000 copies	20.75	21.50
2. Category upto 5,000 copies	12.50	13.00
3. Category above 5,000 copies	12.00	12.50

(iii) For books of 20 x 30/8 size

To calculate price of a book of 20 x 30/8 size, the number of its pages will be doubled and price of the books will be calculated according to the price formula of 20 x 30/16 size of the relevant category.

II. Price Formula for Binding :

Price for binding will be added to the price of a book as calculated for item I above, according to the following formula :--

	<i>Size of Books</i>	<i>Kind of binding</i>	<i>Price</i>
(a)	20 x 30/16 size	(i) Katcha/Cover Paper	3.75
		(ii) Card/Art Card	4.75
(b)	18 x 22/8 size	(i) Katcha/Cover Paper	4.50
		(ii) Card/Art Card	5.50
(C)	20 x 30/8 size	(i) Katcha/Cover Paper	6.50
		(ii) Card/Art Card	7.50

- III. An increase of 20% on the total price of text-pages and binding (as per I, II above) will be allowed on Novels, Full-length Plays and other original literary works under all the three categories for both sized of books.
- IV. An increase on the price of text/pages calculated according to I above, will be allowed on the books in Sanskrit, Music and such other books as may be prescribed in any other subject.

SPECIFICATIONS

The following specifications with regard to paper, printing and binding etc. are laid down for observance by the publishers :--

I *Paper*

- (i) Paper to be used for books of 20 x 30/16 or 20 x 30/8 size will be of at least 11.6 Kgs. (25½ lbs.) and for books of 18 x 22/8 size of at least 8 Kgs. (17¾ lbs.)
- (ii) For separate sheets of illustrations or pictures on Art paper at least 18 Kgs. paper will be used for books of 20 x 30/16 size, 20 x 30/8 size and 12.5 Kgs. for books of 18 x 22/8 size.

II. *Printing*

With regard to the types to be used and the lines to be given on each page, the following table will have to be followed by the publishers :

Size	Hindi		Punjabi		English	
	Type	Lines	Type	Lines	Type	Lines
20 x 30/16	12 pt.	26-27	12 pt.	26-27	12 pt.	26-27
	Mono White or Black		White or Black		10 pt.	31-34
18 x 22/8	-do-	31-32	-do-	31-32	12 pt.	31-32
					10 pt.	35-39

Note :-(i) The folio line is not included in the number of lines indicated above.

- (ii) Measures of a line for books of all languages will be 22-24 cms. for 20 x 30/16 size and 24-26 cms. for 18 x 22/8 size.

III. *Binding*

- (i) For Katcha binding, aster should be pasted inside the cover.
- (ii) All books irrespective of volume will be section-sewn i.e. sewn by juzbandi process.
- (iii) For Katcha binding at least 56 lbs. cover paper will be used for 20 x 30/16 or 20 x 30/8 size and at least 40 lbs. for books of 18 x 22/8 size.

Statement showing the estimated cost of production per copy including at the prevailing rates of typesetting, printing, paper etc.

(i)	Number of copies	1000
(ii)	Number of pages/formes	100 (6¼ fms.)
(iii)	Size of the book	20" x 30" / 16
(iv)	Paper required for the text pages including wastage	6.250 reams

	English Rs.	Hindi/Punjabi Rs.
1. Cost of White Cream Wove paper, 20" x30" size @ Rs. 400/-per ream (400 x 6½)	2600/-	2600/-
2. Typesetting charges (including laser prints)	630/- (30p. per sq. inch. 21 x 30)	840/- (40p. per sq. inch 21 x 40)
3. Printing charges (negative/plate making & printing)	1869/-	1869/-
4. Misc./unforeseen expenses	500/-	500/-
	<hr/> 5599/-	<hr/> 5809/-
Say by rounding	5600/-	5800/-
Cost of Production per copy	5.60/-	5.80/-
2½ times the cost of production	14/-	14.50/-

CHAPTER XLV

GRANT OF TUITION FEE CONCESSION, REFUND OF TUITION FEE AND EXAMINATION FEE

1. The Dean of University Instruction may grant exemption from payment of University tuition fee up to 10 per cent of the total number of students in a class. If the number of students in a class is less than ten, the D.U.I. may grant full or half fee concession to one student.

2. The fee concessions over and above the full and half fee concessions allowed under Rule 1 shall be as follows :

- (a) the eldest to pay full fees and the younger to pay half the tuition fees.
- (b) upto 2 per cent of the total enrolment to scheduled castes/tribes or backward classes, during the continuance of the government schemes.
- (c) Wives and children of members of (i) Defence Forces and (ii) Para-Military Forces, permanently disabled or killed during action who are/were wholly dependent upon them.

.. Full fee concession

*This will be applicable to the students enrolled with the Department of Correspondence Studies also.

- (d) (i) M.Sc. students attending to two practicals of 3 hours a week may be allowed by the Vice-Chancellor free tuition fee, for a period of 9 months.
- (ii) Students of M.Pharmacy Part II class appointed as Demonstrators in the Department of Pharmaceutical Sciences may be exempted from payment of tuition fee.

The breakage money and other charges shall be payable by such students.

The wife of a person studying in the University Department shall not be entitled to half fee concession.

Fee Concession to University Employees and their Dependents.

3.1. From the admissions of 1987-88, employees as well as sons/daughters of University employees studying in the University Teaching Departments/Colleges/enrolled in the University Department of Correspondence Studies be granted tuition-fee concession as under:-

- (i) Employee or one Child .. Full tuition fee concession
- (ii) 2nd and other children, if any .. Half tuition fee concession

Note.— In case the employee himself is in receipt of full fee concession, then all of his children will be entitled to half fee concession only.

Provided that in the case of such an employee who fails in the examination for which he is permitted or whose conduct is reported unsatisfactory or who does not take proper interest in the office work, the concession to him will be discontinued.

* To take effect from the admissions of 1975.

3.2. (i) The sons/daughters of in-service and confirmed employees of the Panjab University be given 50% fee concession in the category of NRI candidates, in all such courses where this concession has already been granted by the Board of Finance/Syndicate/Senate for the sons/daughters of Panjab University employees, with effect from the session 2003-2004. Employment certificate for the purpose be issued by the Head of the Department/Branch concerned for each year of the course.

In case, during the course of study, the employee retires or leaves the service, the concession would be withdrawn for the subsequent years of the course. However, in the case of employees who die in harness before the age of superannuation, the concession would be available upto the age of superannuation.

(ii) The sons/daughters of in-service and confirmed employees of the Colleges affiliated to the Panjab University be given 50% fee concession in the category of NRI candidates, in all such courses where this concession has been given to the sons/daughters of the Panjab University employees, with effect from the session 2003-2004. Employment certificate for the purpose be issued by the Principal of the College concerned for each year of the course. Funds on this account be charged out of the College Development Council Fund.

In case, during the course of study, the employee retires or leaves the service, the concession would be withdrawn for the subsequent years of the course. However, in the case of employees who die in harness before the age of superannuation, the concession would be available upto the age of superannuation.

4. Minor sisters and minor brothers of a member of the University staff living with him will be eligible for fee concession like sons and daughters of a member of the staff, provided the sister or brother is wholly dependent upon the University employee.

5. The wife of a University employee who is not working but is studying in a University College/Department or has enrolled herself with the Department of Correspondence studies will be granted fee concession as available to sons/daughters and dependent sisters or brothers of an employee.

6. From the examinations of 1988, the refund of examination fee on passing a University examination be granted to all class-B and C employees only, irrespective of the limit of pay.

7. The dependent sons/daughters of retired University employees shall also be entitled to the fee concession on the same basis as admissible to the dependent sons/daughters of in-service University employees.

8 (i) The 25% tuition fee concession be granted to serving University employees and their wards and also to the wards of retired University Employees studying in self-financing courses.

(ii) The concession of 25% tuition fee in self-financing courses be extended to the wards of College teachers of affiliated colleges studying in the University other than NRI category, it be paid out of the College Development Council Fund.

(iii) The above concession has also been extended to the wards of retired teachers of affiliated colleges.

Fee Concession & Financial Assistance

1. (a) Scholarship : A large number of scholarships of varying amounts are offered under certain schemes sponsored by the Government of Punjab, Haryana, Union Territory of Chandigarh and Himachal Pradesh, details of which may be had from the offices of the Directors of Education of Punjab, Haryana, Union Territory of Chandigarh and Himachal Pradesh respectively.
 - (b) Fee concession is granted to deserving and needy students upto 10 per cent of the total number of students in a class.
 - (c) Scheduled Castes students belonging to Punjab, Haryana and Himachal Pradesh will be paid their Scholarships, alongwith tuition fee and University Examination fee, etc. by their respective Governments provided the students apply for the same through their respective Chairperson of the Department.
 - (d) For deserving and needy students, financial assistance is available from Students Aid Fund maintained by the University.
 - (e) Some financial aid is also available for deserving students from "Panjab University Students' Aid Society" which is a voluntary organisation.
 - (f) (i) Blind students who join a regular degree/Post-graduate degree/self-financial courses at the P.U. would be allowed exemption from payment of tuition fee only for progressive courses and not for parallel courses and rules as applicable to other, students would be applicable to the blind students.
 - (ii) The free education, including examination fee, be provided to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course/self-financing courses, only for progressive courses and not for parallel courses in the University and its affiliated Colleges, subject to the student being otherwise eligible. The candidate has to submit an affidavit to this effect by 1st class Magistrate. Hostel Fund subsidy may also be provided apart of this. Provision for the free hostel accomodation may also be considered by the Dean Student Welfare,if required by the student, but he will have to pay the mess and canteen charges regularly i.e. every month, which are already subsidized, failing which the penalty would be imposed, as applicable. A limited number of course books (one per paper) may also be provided, which would be returnable after the completion of the course.
- (Vide Syndicate Para-19 dated 18-5-2014)*
- (g) Free education to children of persons killed in November, 1984 riots and terrorist violence in Punjab State. [Approved vide Syndicate para 5 (Statement A) dated 25-4-1987].
 - (h) Exemption in fee for wards of martyrs/permanent disabled (up to 80% leading to incapacitation) of Kargil War who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family. (up to academic year 2020-21).

(Vide Circular No. Misc/A-6/ 3501-3725 dated 18-4-2007).

- (i) That there shall be no brother-sister tuition fee concession or any other fee concession including NRI fee, in respect of the following partially self-supporting courses at the University and its Regional Centres :

- | | | |
|----|---|--|
| 1. | B.A.LL.B. (Hons.) Five-Year Integrated course | University Institute of Legal Studies, Chandigarh |
| 2. | B.A.LL.B. (Hons.) Five-Year Integrated course | Panjab University Regional Centre, Ludhiana |
| 3. | B.E. Courses | Swami Sarvanand Giri Panjab University Regional Centre, Bajwara, Hoshiarpur |
| 4. | B.E./M.E. Courses | University Institute of Engineering & Technology, P.U., Chandigarh |
| 5. | B.D.S. | Dr. Harvansh Singh Judge Institute of Dental Sciences & Hospital, P.U., Chandigarh |
| 6. | B.Ed., M.Ed., P.G.D.C.A., M.F.C. and P.G. Diploma in Mass Communication | University School of Open Learning P.U., Chandigarh |
| 7. | Any other partially Self-supporting course which may be introduced in future. | |

(Vide Syndicate Para 42, dated 27-5-2006).

Note :- Forms complete in all respects for grant of tuition fee concession on the basis of poverty, brother/sister/daughters/dependents of University Employees should reach the University Office by 30th November for all categories of students. The applications for fee concession received after the due date shall not be entertained. The concessions are available only for one year. All such students shall pay full fee till concession are granted by D.U.I. Non-payments of tuition fees at own shall be treated as 'Struck off'.

2. Guidelines for freeship and tuition fee concession :

1. The University may provide five per cent of seats freeship for meritorious students belonging to economically weaker sections of the society in all partially Self-Supporting courses departments running in Panjab University/ Institutes/Regional Centres of the Panjab University.
2. Freeship would mean (tuition fee+Lab. charges) concession only, not to be claimed by students as a matter of right.
3. At the first instance, the concerned Board of Control/Coordinator shall fill all the sanctioned seats by following the normal admission procedure.
4. The concerned Board of Control/Co-ordinators shall list out the candidates who are eligible for freeship concession.
5. For the purpose of the above concession, candidates must have passed the qualifying examination in the first class (60 per cent marks-proof to be added) and the total family income from all sources not exceed Rs. 2.5 lac per year.

For proof of family income from all sources should not exceed Rs. 2.5 lac per year, the income certificate shall be accepted when issued by the competent authority which shall mean the Tehsildar, SDM or the employer as the case may be. In addition an affidavit duly attested by a Magistrate, giving full details of total family income should be submitted. Candidates holding yellow cards/yellow ration cards would be given preference over other candidates provided other merit conditions remained the same.

6. For continuation of the freeship granted to students during the first year of admission to a course, the following rider be imposed :

"The freeship will be continued in the subsequent years only if the student passes the previous examination with a minimum of 60 percent marks in the aggregate for science students and 55 percent marks for students in departments other than science. The student should have passed the examination in first attempt i.e. should not have a reappear or compartment" Photocopy of lower examination passed detail Marks certificate may enclosed with the refund form".

7. Those students whom intend to seek the concession must enclose all the relevant documents along with the admission/counseling form so that cases be decided right at the time of admission. They are further required to submit an affidavit along with the admission form that if any document is found to be false or any information found to be concealed their admission will be cancelled.
8. Seats equal to the number of candidates who have been given shall be filled up over and above the sanctioned seats of the concerned course in the same/ subsequent counseling following the original merit list of general category.
9. On shifting from one Course to another, a student, if provided tuition fee concession in the previous Course, will be entitled to claim the said concession in the latter course only if the said concession is available in the latter course.

3. Tuition Fee concession shall be granted to the students whose both parents are not surviving and there is no source of income and students whose father has expired and mother is not able to bear his/her expenditure towards studies on following conditions.

1. Concession be applicable for tuition fee only.
2. Proof of Death be submitted by the candidate.
3. There should be no academic arrears in the year of getting the benefit.
4. 10% of tuition fee plus admissible funds be taken from such students at the time of admission in the 1st year. After confirming the claim of the students, the concerned Chairperson/Director will recommend the refund of 10% tuition fee paid by the student.
5. For subsequent years, no tuition fee be charged from the eligible students those who fulfill the conditions. However fee towards funds shall be paid by the student.

6. Student should not involve in ragging or any other misconduct/violation of University Rules.
7. Student must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less 75%.
8. Family income of student does not exceed Rs. 1,50,000/- p.a.
9. Student must submit evidence in the form of affidavit duly attested by the 1st class Magistrate certifying that :-
 - (i) The income of the surviving mother or guardian is not more than Rs.1,50,000/- per annum including the income accruing from agricultural land or any urban property /shop/business.
 - (ii) Not getting any fellowship/scholarship from any source. If getting any fellowship/ scholarship, the student will have to refund the amount of fellowship/ scholarship to the University to get the benefit of 100% exemption in tuition fee under this category.

Note : That the time period for applying refund of fee by the students be fixed up to 30th November and refund application alongwith requisite document must reach the ARA-II office of the 15th December from the Department/Institution.

4. Guideline for Grant of "Means-Cum-Merit based Tuition fee Support"

1. A separate budget provision **for Rs. 75 lakh** under the Head "Means-cum-Merit based Tuition Fee Support" created for providing tuition fee support as below:-

Family Annual Income	Scholarship to be provided
Less than Rs. 1 lakh	100% of the tuition fee
Between Rs. 1 lakh-Rs. 1.5 lakh	75% of the tuition fee
Between Rs. 1.5 lakh- Rs. 2.5 lakh	50% of the tuition fee
Between Rs. 2.5 lakh- Rs. 3.5 lakh	10% of the tuition fee
Between Rs. 3.5 lakh-Rs. 4.5 lakh	5% of the tuition fee

2. The terms and conditions of this scheme is recommended as below :-
 - (i) Student must submit Full detail of total family income from all sources including the income accruing from agricultural land or any urban property/ shop/business/maintenance under certificate duly verified by Chairperson/ Director of the respective deptt.
 - (ii) A student who claims Tuition Fee support under this scheme shall not be considered for providing financial assistance under any other scheme of the University.
 - (iii) The total tuition fee support under this scheme to the students of a particular department shall not exceed 10% of the total budget provision under this head.
 - (iv) In case the amount of tuition fee support in reference to total number of applications received in a department exceeds the total limit of Tuition Fee Support as per the above clause, then the total number of applicants shall be reduced proportionately in each slab on the basis of the merit. In such exercise, while rounding the total Tuition Fee Support in each slab, the overall

ceiling of the concerned department can exceed the limit of 10% up to maximum of Rs. 20.000/-.

- (v) The scholarship shall be given to the students pursuing regular degree courses only. The diploma or certificate courses shall not be considered.
- (vi) A student must deposit the admission fee and admissible funds at the time of admission.
- (vii) The Tuition Fee Support shall be continued in the subsequent years only if:-
 - a.** The student passes the previous examination with a minimum of 60 percent marks in the aggregate or CGPA 6.3 for Science/Engineering students, whichever is applicable and 55 percent marks for student in departments other than science.
 - b.** The student must have passed the Examination in first attempt i.e. should not have a reappear or compartment. "Photocopy of lower examination passed detailed marks certificate may enclosed along with application form.
- (viii) Any case not covered under the above scheme can be recommended by D.S.W. and D.U.I. to Vice-Chancellor for providing Tuition Fee Support under the above scheme by recording special reasons and circumstances of the case to justify such support.
- (ix) The application forms under the said scheme be duly recommended by Chairperson/Director of their respective Department must reach in the office of Assistant Registrar Account-II by 30th November every year.

(Vide Syndicate Para 23 dated 13/26.09.2014)

REFUND OF TUITION FEE, ETC.

1. A student who pays tuition fee in advance for the entire course or a term, but is not selected for admission to a class, shall be entitled to a refund of whole fee provided he/she claims the refund within a period of three months from the date fixed for admission.

2. A student who has paid fees in advance for a term and who does not join or withdraws his name after having been admitted to a class, shall not be entitled to the refund of tuition fees for the month/s for which his name remains on the rolls of the class.

3. The excess fee of Rs.200/- or more only, paid to the University by a student/candidate for whatever reasons may be refunded to him/her by forfeiting to the University 10% of the fee paid in excess, with the sanction of the Registrar.

Provided that the application for refund of excess fee made only on the form prescribed by the University, must reach this office within three months of the date of deposit of the excess fee.

4. If a student is admitted provisionally pending declaration of the lower examination result, the fees for the period his name remains on the rolls of the department/college shall not be refundable. In case he fails in the lower examination, such fees may be adjusted if he decides to continue his studies in the lower class.

5. GENERAL REFUND OF FEE RULES :-

I Departments where waiting list is being prepared

In this case, the fee refund cases be considered as per the provisions conveyed by the UGC vide Notification No. F. No. 1 -3/2007 (CPP-11) dated 23.4.2007 relevant part of which is as under :-

“In the event of a student/candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000 (one thousand only) shall be refunded and returned by the Institution/University to the student/candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission the institution, must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.”

Departments where no waiting list is being prepared and the admissions are being done on the basis of merit in the various counselling sessions.

The fee refund cases under this category shall be dealt with as under :-

(i) Students leaves before the last counselling

Full fee deposited by the student shall be refunded after deducting Rs. 1000/- as processing charges and proportionate deduction depending upon the period he remained on University role.

(ii) Students leaves after last counselling

- (a) Full fee deposited by the students shall be refunded after deducting Rs. 1000/- as processing fee and proportionate deduction in case full seats were not filled up in the last counselling.
- (b) 50% of the fee deposited by the student shall be refunded after deducting Rs. 1000/- as processing fee and proportionate deduction, in case full seats were filled up in the last counselling.
- (c) in case, the department has provision for admission after the last counselling date (e.g. lateral entry or migration) then the balance 50% of fee deposited by the student shall also be refunded in case the seat vacated by the student in the last counselling is filled up thereafter after producing a certificate from the Chairperson/Director of the concern Department in this regard.

(Syndicate Para 12, dt. 4-12-2009)

Note :-

1. The proportionate deduction may be calculated on the basis of number of days from the date of admission of the student i.e. on the day he/she deposits fee and becomes on the roll of the College/Department/Institute till his leaving the course. This deduction will be in addition to the processing fee of Rs. 1000/-.
2. For this purpose, he/she must apply for refund on the prescribed refund application form through the Head of the Department to the Assistant Registrar Accounts-II. That the time period for applying refund of fee by the students be fixed up to 30th November and refund application must reach the ARA-II office by 15th December from Department/Institution.
Refund forms will be available on the P.U. Website (www.puchd.ac.in)
3. But in all other Cases .of the students Continuing their studies, the Library Security will be refunded if he/she will apply within six months from the date of leaving the Department/institute/ Centre/Regional Centre after completing the full course of studies.

II. Refund of Fee Rules of Foreign/PIO/NRI Category

1. In case, the candidate is admitted in the Foreign/PIO/NRI category and leaves the course & the seat vacated by a candidate is filled by granting admission to another applicant against the vacated seat, the tuition fee may be refunded to the person after deduction of 10% of the tuition fee as administrative charges. In case a seat vacated by such a candidate is not filled, the tuition fee may be refunded after deduction of 25% of the tuition fee as administrative charges. This will be applicable only in the case where the candidate has left the University Department/Institute/Centre/Regional Centre & did not join any other course in the Panjab University. All other funds and charges including Development Fund, in no case, shall be refunded.

For this purpose, he/she must apply for refund on the prescribed refund application form through the Head of the Department to the Asstt. Registrar Accounts-II. That the time period for applying refund of fee by the students be fixed up to 30th November and refund application must reach the office of ARA-II by 15th December from Department/Institution. However, all other funds & charges including development fund, shall not be refunded under any circumstances, except refundable Library Security.

2. If a student originally gets admission in a University Department/Institute/Centre/Reg Centre under Foreign/PIO/NRI category or in General/Re serve Category and leaves the same for joining another course in the same Department or another Department/Institute/ Centre/Regional Centre in the Panjab University during subsequent counsellings of Foreign/PIO/NRI category or in General/Reserved Category, his/her tuition fee, registration fee and other charges including Development Fund shall be adjusted on admission in the later course/Department/Institute/Centre/Regional Centre in the same session only. If there is any excess amount still left after the fee adjustment i.e. balance sum if any, shall be refunded after a deduction of Rs. 500/- (Rs. five hundred only) as Administrative charges.

Provided :-

- (i) If a student is shifted from NRI/PI O/Foreign to General/Reserved category then the Registration Fee and Development Fund already charged from such students shall be refunded fully in case the seat vacated by such NRI/PIO/ Foreign student is filled by the another same category.
- (ii) In case the seat vacated by NRI/PIO/Foreign student in consequence of his/her shifting to General/Reserved Category is not filled by any other candidate of same category then the Registration Fee & Development Fund already charged from such student shall be adjusted in the same Department/Institute/Centre only to the extent of the Registration Fee & Development Fund as applicable to the General/Reserved student in the same session only the balance of Registration Fee & Development Fund shall neither be adjusted/carried forward nor be refunded any circumstances.
- (iii) In case due to unavoidable circumstances, on shifting to another course in the same Department or another Department/Institute/Centre/Regional Centre of the Panjab University a student has again deposited the tuition fee, development fund and other charges in the later Department/Institute/ Centre/Regional Centre, of the Panjab University, his/her tuition fee and other charges deposited in the earlier Department/ Institute/Centre/ Regional Centre shall be refunded as per (i) and (ii) above.

(Vide Syndicate Para 26, dt. 4-1-2014. 16-1-2014)

- (v) For adjustment/refund, he/she must apply on the prescribed refund application form for adjustment/refund of the tuition fee and other charges as the case may be within 15 days from the date of shifting to another

Department/Institute/Cenire/Regional Centre through the Head of the later Department to the Assistant Registrar Accounts-II.

- (vi) However no carry forward/adjustment of fee shall be allowed in the subsequent session/class/year if the duration of the course is more than one year. No refund of fee shall be allowed after the expiry of the said 15 days' period.
 - (vii) The fifteen days shall be counted from the date of his/her latest shifting i.e. whichever is later.
- 3 The shifting of a Foreign/PIO/NRI candidate to General/Reserved category seat is allowed strictly on merit only during the current session/year up to the date of the last counselling. Even if some seat falls vacant after the date of last counselling during the same session/year, it shall not be allowed to fill up. It shall also not be allowed in the next/subsequent session/ year under any circumstances even if there may be vacant seats in the department/institute/ regional centre under General/Reserved quota seats in the said class/course.
4. No fee be refunded to the ongoing student/s who left the course in the mid of the course i.e. 2nd semester and thereafter including those who were admitted with late fee/charges in any course in the Teaching Department/Institute and its Regional Centre & later wished to withdraw or left his/her seat in the 'mid of the course'.

(Vide Syndicate Para 26, dt. 4-1-2014, 16-1-2014)

6. Adjustment of Tuition Fee & other charges in the next semester/session of UIET and University Institute of Legal Studies/Institutes and all other classes.

(Vide Syndicate Para 51 dt. 29-6-2010)

- (1) tuition fee be charged semester-wise but other charges be taken annually e.g., Development Fund, Sports Fund, etc. which are not refundable/adjustable;
- (2) if a student was not permitted to attend the class of a semester due to one or the other reason, he/she be not asked to pay the fee for the said semester, if already paid, only rejoining fee/charges be charged from him/her;
- (3) if a student attended any class/es of the semester where he/she has been declared 'detained' at the time of the start of the semester, he/she would be charged again whenever he/she becomes eligible and attends the class again;

That the time period for applying refund of fee by the students be fixed up to 30th November and refund application must reach the office of ARA-II by 15th December from Department/Institution.

(Vide Syndicate Para 36 dated 20.4.2008).

3. A student seeking admission in University Institute of Engg. & Tech. (UIET), Department of Chem. Engg. & Tech. (DCET) shall pay Rs. 1000/- (One Thousand only) & Department of University Business School (UBS), shall pay a sum of Rs. 5,000/- (Rupees Five thousand only) in advance as part Payment of the tuition fee at the time of counselling. In case he/she does not seek admission within the stipulated period by paying the full tuition fee, funds and charges the amount deposited as advance shall stand forfeited. In case he/she is admitted in the course and pays full fee funds & charges, the sum shall be adjusted in the total annual fee payable for that session/year only.
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CHAPTER XLVI

FEES FOR VARIOUS TYPES OF CERTIFICATES, ETC.

For all examinations		
1.	(a) (i) Re-issue Certificate (ii) Provisional Certificate (iii) *Merit Certificate (iv) Subject Certificate (v) Detailed Marks Certificate (vi) Degree in absentia (b) (i) Paper-wise Detailed Marks per subject (ii) Paper-wise Detailed marks for all subjects in an examination (iii) Paper-wise Detailed marks for English only, Elective or Additional subject/s.	As decided by the Syndicate/Senate from time to time.
2.	Eligibility Certificate Rs. 30 for the first copy & Rs. 30 for each subsequent copy. Eligibility Certificate for foreign students.	
3.	Duplicate Result Card	
4.	Copy of entires in the Register of students.	
5.	Residence Certificate	
6.	(i) Duplicate copy of Roll Number (ii) Duplicate copy of Roll Number (Telegraphically)	
7.	Duplicate copy of Registered Number Card	
8.	Copy of Admission Form	
9.	(i) Inter-University Migration Certificate or duplicate Migration certificate. (ii) Inter-University Migration Certificate (for those who are not Registered with this University).	
10.	Inter-College Migration Certificate	
11.	Correction in Admission form	
12.	Paper-wise consolidated statement of marks (to be supplied to the Heads of recognised institutions)	

* The merit certificate will be issued free of cost (on demand on the simple application) to all the ranks holders of the final degree examinations, in terms of Rule (b) at page 560 (from the session 2010-11).

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| <p>13. Certified copies of documents required by candidates who are disqualified.</p> <p>14. (i) Attestation of photostat copies Rs. 350 per examination for the first copy, Rs. 150 for each additional copy thereof.</p> <p>(ii) Verification of qualifications Transcript on the request of a person from within Indian Territory Rs. 350.</p> <p>(iii) Verification of academic qualification etc. of person residing abroad \$ 200 or equivalent in Rupees.</p> | } | <p>OR As decided by the Syndicate/
Senate from time to time.</p> |
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- Note :**
1. Separate fee will be chargeable for the verifications desired to be sent to each Department/University.
 2. The verification will be mailed at the office expense direct to the Department/University.
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CHAPTER XLVII

DELEGATION OF AUTHORITY

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
1. Rectification of result		
(a) Totals not affecting fail or Pass	Syndicate	(a) Controller of Exams.
(b) Others	Syndicate	(b) Vice-Chancellor
2. Quashing of results	Syndicate	Vice-Chancellor
3. (i) Syllabus in the Faculties of Arts, Languages, Science, Business Management & Commerce, Education and Design & Fine Arts.	Senate	Faculties concerned
(ii) Policy matters (to be decided by the Vice-Chancellor relating to educational and course curriculum development and matters having inter-disciplinary bearing or major changes in the existing courses.	Senate	Academic Council
4. Outlines of tests, syllabi and courses of reading, in the Faculties of Medical Sciences, Law, Engineering & Technology and Dairying, Animal Husbandry & Agriculture, Pharmaceutical Sciences.	Syndicate	Vice-Chancellor
5. Courses of Reading, & books.	Senate	Academic Council
6. Grant of leave and officiating arrangements for more than six months.	Senate	Syndicate
7. Grant of duty leave for more than three months.	Senate	Syndicate
8. Supplementary grants up to Rs. 2,000.	Senate	Syndicate
9. Appointment of examiners	Senate	Syndicate
10. Approve Paper-Setters/Examiners for the Theory papers, practicals and thesis for the M.D.S. examinations.	Syndicate	Vice-Chancellor
11. Recognition and equivalence of examination.	Syndicate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
12. Academic terms	Syndicate	Academic Council
13. Grant of leave up to six months	Syndicate	Vice-Chancellor
14. Officiating arrangements up to six months in order of seniority.	Syndicate	Vice-Chancellor
15. Approve the panel of Clerks/ Assistants drawn from time to time, in the order of seniority for making promotion as Assistants/Superintendents, as the case may be, but if it was proposed to ignore anyone, the matter would be reported to the Syndicate.	Syndicate	Vice-Chancellor
16. Grant of duty leave up to three months.	Syndicate	Vice-Chancellor
17. Confirmation of employees of class 'B' in the category of Assistants including those in the equivalent/ corresponding pay scales of Assistants.	Syndicate	Vice-Chancellor
18. Supplementary grants up to Rs. 500/-.	Syndicate	Vice-Chancellor
19. Part-Time appointments up to six months.	Syndicate	Vice-Chancellor
20. Sanction of special expenditure out of the Amalgamated Fund	Syndicate	Vice-Chancellor
21. Admission of foreign scholars to the various courses and examinations.	Syndicate	Vice-Chancellor
22. Approval of list of scholarship holders and prize-winners.	Syndicate	Vice-Chancellor
23. Ordering Oral examination of Ph.D. candidates.	Syndicate	Vice-Chancellor
24. Ordering revision and resubmission of Ph.D. thesis.	Syndicate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
25. Condonation of delay in reaching examination hall.	Syndicate	Vice-Chancellor
26. Grant of leave to administrative staff up to one month for Clerks, Assistants and Superintendents and officiating arrangements in order of seniority.	Syndicate	Registrar
27. (i) Dates for commencement of examinations & Schedule for receipt of admission forms and fee.	Syndicate	Controller of Examinations
(ii) The rates of late fees (effective from 1996 examination) for submission of examination forms in the University office and also rates of fees for conversion of candidates from Regular to Private are given below :--		
(a) Up to one week after the normal date fixed for submission of examination form.	}	OR As decided by the Syndicate/Senate from time to time.
(b) After one week of the normal date fixed for submission of examination forms but not later than two months before the date of commencement of examination.		
(c) Not later than one month before the date of commencement of examination.		
(d) Not later than 7 working days before the date of commencement of examination.		

Only women/other eligible candidates who submit their applications in the University office, not later than six days before the date of commencement of examination for conversion from regular to private candidates, shall 'be allowed' conversion from regular to private and they shall be charged conversion fee per examination form.

This fee will be in addition to the difference of examination fee chargeable between the regular and private candidate which will also be payable simultaneously.

Special fee to be charged from all private candidate who apply for appearing in the examination from place outside the area falling within the jurisdiction of Panjab University or those who appear in an examination at any other place of the University, where the University intends to hold examinations.	As decided by the Syndicate/Senate from time to time.
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Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
28. Hiring of buildings for examinations.	Syndicate	Controller of Examinations
29. Grant of facilities to physical handicapped candidates.	Syndicate	Controller of Examinations
30. Issuing of appointment letters in anticipating of the approval of Senate in the interest of the teaching/instructional work in the Departments.	Senate	Vice-Chancellor
31. Grant of two special increments to permanent University Assistant Professor, Teaching Assistants, Research Assistants and Research Associates and to Non-Teaching staff members for obtaining Ph.D. Degree.	Senate	Vice-Chancellor
31.A. Grant of accelerated increment/s to permanent University Non-teaching Staff members on obtaining higher qualifications, including two increments for Ph.D. as admissible under Rule 27 at page 89 of P.U. Col. Vol. III, 2009.	Syndicate	Registrar
32. Grant of one extra chance in lieu of the chance/s missed by a candidate.	Syndicate	Registrar
33. Crossing efficiency bar in the pay-scale of the members of staff. Provided, that in case it was proposed to apply the bar, the case of the person concerned would be placed before the Vice-Chancellor.	Syndicate	Registrar
34. Grant of extension in date of submission or condonation of delay, in receipt of a thesis/ dissertation for an examination other than Ph.D. beyond one month.	Vice-Chancellor	Dean of University Instruction

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
35. Change in the membership of the Selection Committees, constituted by the Syndicate, on account of non-availability of persons or some other similar reasons.	Syndicate	Vice-Chancellor
36. Allowing students of colleges to take examinations in certain subjects as private candidate.	Syndicate	Vice-Chancellor
37. Approval of the examiners of the Ph.D thesis for all the faculties and appointment of substitutes, wherever necessary.	Syndicate	Vice-Chancellor
38. Constitution of Selection Committee for Class-A posts.	Senate	Vice-Chancellor
39. (a) Adjustment in dates in leave or appointment		
(i) Class 'A' employees of the University.	Senate/ Syndicate	Vice-Chancellor
(ii) Class 'B' employees of the Teaching Departments.	Syndicate/ Vice-Chancellor	D.U.I.
(iii) Class 'B' employees of the non-teaching Departments and the Administrative Office.	Syndicate/ Vice-Chancellor	D.U.I.
(b) Cancellation of any type of leave to an employee	Senate/ Syndicate	Vice-Chancellor
40. Approval of the examiners of M.D. and M.S.	Syndicate	Vice-Chancellor
41. Making terminal payments of gratuity furlough and permission to serve elsewhere during the period of furlough to retiring employees.	Syndicate/ Senate (as the case may be)	Vice-Chancellor (and the action taken to be reported to the appointing authorities i.e. Syndicate/Senate as the case may be in Statement B)

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
42. Sanction of ex-gratia grant and other facilities to the family of an employee who dies while in service, as provided in the rules under Chapter IV (xiv).	Syndicate	Vice-Chancellor
43. Allowing the benefits of University Provident Fund to whole-time employee temporarily appointed in the first instance and subsequently confirmed in the same appointment.	Syndicate	Registrar
44. Permission to employees to contribute towards Provident Fund during the period of extraordinary leave without pay.	Syndicate	Vice-Chancellor
45. Recognition of Hospitals for internship/housemanships for M.B.B.S./Post-graduate studies.	Syndicate	Vice-Chancellor
46. I. Refundable advance (CPF) as per Rule 1.1 Sub-Rules (a), (b), (c), (d), (e) & (f) (i) only -		
(i) For Class C & Class B employees	Registrar	A.R. (Accounts)
(ii) For Class A employees	Registrar	F.D.O.
II. Non-refundable advance (from CPF) all cases of final payment from CPF.	Registrar	
III. Cases under the provisions of Rule 1.1 Sub-Rule f(ii).	Registrar	
47. Grant of stipend etc., to the widow of an employee who dies in harness.	Syndicate	Vice-Chancellor
48. Sanction of additional Seats in the Teaching Departments/ affiliated Colleges.	Syndicate	Vice-Chancellor

	Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
49.	Appointment of Chairperson/Heads of the Departments where the present incumbents have completed their term of three years.	Senate	Vice-Chancellor
50.	Grant of extension in service to class 'C' employees beyond the age of 60 years.	Syndicate	Vice-Chancellor
51.	Sanction the share of gratuity payable by the University in respect of erstwhile employees of the University whose services were allocated to various School Education Boards and allow the same to be remitted to the Board.	Syndicate	Vice-Chancellor
52.	Approval of appointments by promotion/selection for the technical/laboratory posts in the revised scale Rs. 600-1120 same as for Assistants. In case a candidate is not found fit for promotion, the matter will be reported to the Syndicate.	Syndicate	Vice-Chancellor
53.	Deputing Class 'B' and Class 'C' employees of the University for a particular course and training/instruction (in India) on short term basis, in the interest of the University work.	Syndicate	Vice-Chancellor
54.	Making any adjustment/changes in the schedule of admission to a course for the relevant year.	Syndicate	Vice-Chancellor
55.	Authority competent to sue or file an appeal in the Court of Law.	Senate	Registrar/Vice-Chancellor
56.	Sanction/Approval of Pension Cases.	Vice-Chancellor	Registrar
57.	Signing of Cheques Pertaining to Pension Payments to Pensioners	Finance & Development Officer	Asstt. Registrar up to Rs. 2,50,000/- Supdt. up to Rs. 25,000/- (Syndicate Para 83 dt. 27.5.06)

CHAPTER XLVIII

DESTRUCTION OF VARIOUS RECORDS

Destruction of Records

A. A statement showing the nature of record of each branch in the University Administrative Office and the period after which the same be destroyed.

VICE-CHANCELLOR'S OFFICE

Routine Office copies 1 year

Examination Branch

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in bracket)</i>
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Admission forms for various examinations	3 years (Para 93, 24-11-1962)
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Result Sheets	10 years (Para 46, 20-10-1964)
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Award Lists	1 year (Para 38, 29-6-1945)
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Cut Lists	3 years (Para 72, 10-10-80)
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Application forms of which certificates have been issued

(i) Lahore cases and counterfoils	10 years (Para 62, 18-5-1957)
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(ii) Duplicate, detail marks, date of birth, Provisional, Merit certificates, counterfoils and Degree in absentee.	2 years (Para 62, 18-5-1957)
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(iii) Fee Registers	5 years (Para 39, 23-7-1957)
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Scholarship Registers	5 previous years excluding current year.
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Statistical Information	6 previous years excluding current year.
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(i) National/States Merit Scholarships forms of those candidates who were declared ineligible and the Correspondence Files.	3 previous years excluding current year.
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(ii) University Scholarship forms and Correspondence Files.	3 previous years excluding current year.
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<i>Description of Record</i>	<i>Period of preservation and Syndicate para and date (in bracket)</i>
Files pertaining to the awards of University medals along with the Correspondence Files.	4 previous years excluding current year.
Merit slips of major Examinations	Permanent.
Merit lists of Professional Examinations	Permanent.
Files of Ph.D. awarded and rejected cases	Permanent
Files of individual candidates relating to M.Engg./M.Sc. Hons. School, M.Ed., M.Com. & M. Textiles Examinations.	6 years
1. Rejected cases of M.D./M.S. Thesis	6 years
2. Files of awarded/rejected thesis cases pertaining to D.Litt., D.Sc. & LL.D. examinations.	Permanent.
3. Correspondence files relating to the evaluation of thesis/dissertations for the M.A. & other various professional examinations approved cases.	6 years
4. Files of M.D. & M.S. candidates where the thesis have already been approved.	6 years

Registration Branch

Papers of various Elections.	6 months.
1. Diary/despatch/Indoor/outdoor dak register.	2 years
2. Correction in date of birth.	5 years.
3. Correction in father's name.	5 years.
4. Rustication/expulsion cases.	3 years.
5. Issue of duplicate certificates under war regulations.	2 years.
6. Whose period of 5 years has since expired but no final decision to cancel their candidatures has been taken because neither the candidate has asked for it nor the supervisor had written to this office.	May be kept for 2 years more after the expiry of 5 years.

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
7. Whose subject of thesis has not been approved or where registration cancelled one reason or the other.	1 year.
8. Asking admission to an examination on false representation pertaining to -- (a) previous examination not actually passed. (b) eligibility to appear in the examination as a private candidate.	10 years.
9. Deliberately making entry of wrong date of birth in the admission application form or in the affidavit accompanying the form.	10 years.
10. Forging another person's signatures on their admission forms or of using a forged document knowing it to be forged one, with a view to seek admission in the examination.	10 years.
11. Tampering with their own Certificate.	10 years.
12. Obtaining or attempting to obtain a certificate to which not entitled.	10 years.
13. (i) Application forms for correction in name, father's name in the Register of students.	5 years.
(ii) Application forms of the candidates to whom the eligibility certificates have been issued, and	5 years.
(iii) Counterfoils of the eligibility certificates.	5 years.

Receipt & Distribution Section

14. Regd./ordinary dak Register.	2 years.
15. Registers showing the receipt and disposal of I.P.O./Bank drafts and cheques.	3 years.
16. Service postage stamps challans/Registers.	2 years.
17. Postal challans of Regd. letters/parcels received from the Post Office	2 years.
18. Office copies file.	2 years.
19. Telegram Registers.	2 years.

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
Account Branch	
Applications for various posts and copies of the synopsis.	3 years. (Para 43, 26-10-1969)
Note. --Where research papers and original certificates etc. are received with the application forms, these be returned to the applicants after one year.	
All vouchers in support of expenditure.	8 years.
1. Measurement books.	15 years.
2. Used up receipt books.	8 years.
3. Details of Budget Estimates.	5 years.
4. Register of contingent expenditure.	5 years.
5. Service books.	Permanent (Syndicate Para 23, dt. 26.5.07)
6. Casual leave applications of the staff.	After the close of the Calendar year.
7. Casual leave account.	5 years.
8. Stock account book.	5 years.
9. Attendance Register of Students.	6 years, after the declaration of the result of the class concerned.
10. Leave applications of students.	After the academic session is over.
All accounts or Documents relating to Trust, Donation and Subscriptions.	
(i) Record connected with claims to service and personal matters affecting persons in the service.	Permanent
(ii) Cash books.	
(iii) Income and expenditure registers.	
(iv) Classified register of receipt and expenditure.	
(v) Standard measurement books.	
(vi) Calculations relating to particular designs.	
(vii) Admission and withdrawal register of students.	
(viii) Orders and sanction of permanent nature, until revised.	

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
(ix) Receipt and despatch registers.	Permanent.
(x) Provident fund Ledgers and Liability register.	
B. Statement showing the nature of the record of each branch in the University Administrative Office and the period after which the same be destroyed, as recommended by the Committee.	

COE's Office

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
1.	All papers and correspondence relating to rechecking of answerbooks.	1 year.
2.	Other correspondence relating to complaints etc.	1 year.
3.	Cases of re-checking of answer-books where mistakes have been found.	Permanent.
4.	Record Registers of re-checking of Answer-books.	4 years.
5.	Diary/Despatch/Outdoor/Indoor dak registers.	4 years.
6.	Cases of re-checking of answer-books pending for non-payment of the required amount of fee.	4 years.

Accounts Branch

1.	Applications for reservation of suites in the University Holiday Homes.	1 year.
2.	Applications for refund of securities and other fees for which no refund is made.	2 years, after a reply is sent.
3.	(a) Correspondence relating to compliance of audit objections (except objections raised on fundamental nature).	2 years, after the withdrawal of audit objection/requisition.
	(b) Audit requisitions on important subjects.	5 years.
4.	Bank statements.	5 years.
5.	Office copies of routine correspondence.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
6.	Quotations files	3 years.
7.	Personal files and confidential reports.	5 years, after the death or retirement, or resignation or termination.
8.	Departmental permission files and registers.	3 years.
9.	Advertisement files. (copy of the advertisement to be placed on the personal file of the appointee).	3 years from the date of payment of the bills.
10.	Correspondence files relating to award/ payment of scholarships.	3 years after the expiry of award of scholarship.
11.	Applications for grant of financial assistance out of poor students' Aid Fund.	3 years.
12.	Kucha classification record of Income/ Expenditure.	1 year after audit.
13.	Demand and Collection Register of Students dues (tuition fee etc.).	8 years from first admission, provided these have been checked by audit.
14.	Challan files of Income deposited with the Bank by Mofussil Institutions.	3 years.
15.	I.P.O. card receipts.	8 years.
16.	Post Office M.O. Cut lists.	8 years.
17.	*Demand sheets of private candidates.	3 years.
18.	*Demand and Collection Registers of College candidates. (*To be destroyed after these have been checked by the audit and the defaulters have been carried over in the demand and collection Register of defaulters.)	5 years.
19.	Bill Registers relating to payments to-- (i) Examiners remuneration contingencies, etc. (ii) Supervisors, Laboratory Staff of examination centres. (iii) Supdts., Examiners, Inspectors, Supervisors and other Officers/ officials on account of T.A.	4 years. 4 years.
20.	Register of advances.	3 years.
21.	Wheat loan recovery Register.	2 years.
22.	Insurance premium register of Employees.	3 years.
23.	Income Tax Deduction Register.	8 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
24.	House rent and water charges recovery register.	3 years.
25.	C.T.D. deduction register.	3 years.
26.	Leave register (other than Casual Leave, maintained by the Estt. Section).	3 years.
27.	Rent register of shops/booths etc.	8 years.
28.	Registers containing record of Bank drafts received. (Maintained by Income Section)	3 years.
29.	Attendance Registers of Staff.	5 years.

Examination Branch

1.	Office copies of various correspondence.	2 years.
2.	Despatch record of Roll Nos., Detailed Marks Cards/Degrees.	2 years.
3.	Receipt and Despatch Registers.	2 years.
4.	Centre statements (Supdt./Asstt.).	2 years.
5.	Various Signature Chart/Absentee Memos for Examinations.	2 years.
6.	Various Result declaration slips.	2 years.
7.	Re-evaluated Awards.	2 years.
8.	Result Gazettes of the later set.	2 years.

Conduct Branch

1.	Appointment registers indicating the names of the Supdts./ Dy. Supdts./ Supervisors centrewise.	3 years.
2.	Supervisory rolls (indicating names) of the Supervisors and Dy. Supdts. centrewise.	3 years.
3.	Acceptance forms (Supdts. and Dy. Supdts.)	2 years.
4.	List of Superintendents (5 copies)	Permanent.
5.	Correspondence files.	2 years.
6.	Main approvals/substitute approvals of the Supdts. and Dy. Supdts.	2 years.
7.	Approvals of Supervisors with T.A. and H.A.	3 years.
8.	Inspectors' approval lists (5 copies)	Permanent.
9.	Diary & Despatch Registers.	5 years.
10.	Cases of blind candidates.	3 years.
11.	Date sheet files of all the examinations.	3 years.
12.	Files regarding schedule of examination.	3 years.
13.	Stationery and answer-books stock registers.	3 years.
14.	Files containing SF 6 & 7 (regarding answer-books and stationery accounts submitted by the Superintendents of the Centres).	3 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
15.	Question papers statement files.	3 years.
16.	Printing of Question papers files for the practical examinations.	3 years.
17.	Files regarding appointment of examiners.	3 years.
18.	Closed files of furniture of various Institutions where the stock position of furniture has gone to nil.	5 years.
19.	Marked answer books of all examinations.	6 months.

Practicals

1.	Programme chart.	5 years.
2.	Examiners' acceptances.	3 years.
3.	Examiners list.	5 years.
4.	Other correspondence etc.	2 years.
5.	Figure register.	2 years.

Unfair Means Cases Branch

1.	U.M.C. files.	2 years after the period of disqualification.
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Secrecy Branch*Section--1*

1.	Examiners registers.	6 years.
2.	Examiners card registers for making entries regarding the examinership held in various years by an individual.	Permanent.
3.	Acceptance forms	3 years.
4.	Gap/Never lists.	3 years.
5.	Proceedings of the Revising Committee	2 years.
6.	Paper-Setters Instructions.	2 years.
7.	Confidential reports.	4 years.
8.	Disqualification cases.	Permanent.
9.	Correspondence/office copies file.	3 years.
10.	Similar record for Matric/Higher Secondary examinations.	3 years.

Section--2

1.	Registers containing names of paper-setters.	6 years.
2.	Files containing correspondence with paper-setters/ examiners for theses (separate file for each examination).	3 years.
3.	Corrected lists of External/Internal and Single examiners.	5 years.
4.	Registers containing names of examiners for theses.	6 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
5.	Rulings and Syndicate Decisions file.	Permanent.
6.	Entries regarding working of External/Internal/Single examiners in various years.	Permanent.

Section--3 (Registration of examiners and despatch of material)

1.	Register of despatch of registration forms to the persons for sub-examinership.	2 years.
2.	Statement showing deposit of registration forms by applicants.	2 years.
3.	Register regarding verification of registration fee.	5 years.
4.	Record of despatch of material to the examiners appointed every year for the various examinations.	1 year.
5.	Registration registers of examiners.	Permanent.
6.	Registration forms of persons registered every year as sub-examiners.	3 years.
7.	Forms of persons declared not eligible and filed cases.	3 years
8.	Office copies.	2 years.
9.	Circular regarding change in address (Alphabetical).	1 year.
10.	Registration forms receipt register (Alphabetical)	2 years.
11.	Register containing list of affiliated and associated Institutions.	2 years.
12.	Record file containing Syndicate decisions, ruling etc., relating to Registration of examiners.	Permanent.
13.	Disqualification Register regarding disqualification of examiners.	Permanent
14.	Files of individual disqualified persons.	Permanent.

Section--4 (Payment Section)

1.	Payment registers for theory.	5 years.
2.	Office copies.	2 years.
3.	Paid bills.	2 years.
4.	Releasing slips	3 years.
5.	Delay office copy files.	3 years.
6.	Important cases files including Syndicate paras.	Permanent.
7.	Checking Assistants lists and original forms.	3 years.
8.	Registrar's approval for one way T.A. to examiners.	2 years.
9.	Lists of Head-Examiners recommending issue of advance to them.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
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Section--5 (Confidential Section)

1.	Registers regarding receipt of answer-books.	3 years.
2.	Counting registers regarding receipt of answer-books.	3 years.
3.	Registers regarding despatch of answer-books.	3 years.
4.	Secrecy workers' register regarding work done by secrecy workers.	3 years.
5.	Receipt register for stray answer-books.	3 years.
6.	Register regarding special checkers for checking of answer-books.	3 years.
7.	Supdts. Memos. regarding details of answer-books sent by them.	2 years.
8.	Groupings showing distribution of answer-books among sub-examiners.	2 years.
9.	Centre statements.	2 years.
10.	Receipt of Award Registers of Secrecy Branch.	3 years.
11.	Diary/Despatch/Indoor/Outdoor dak Registers.	5 years.

Re-evaluation Cell

1.	All papers & correspondence including complaints etc. relating to re-evaluation of answer-books.	1 year.
2.	Record Registers of Re-evaluation of answer-books.	4 years.
3.	Cases which are pending for non-adjustment of fee account.	1 year.
4.	Dak & Diary Registers.	1 year.
5.	Registers of despatch of answer-books to the examiners.	3 years.

General Branch*Syndicate/Senate Section*

1.	Syndicate/Senate (Cyclostyled office copies, disposal copies and printed minutes (three copies).	Permanent.
2.	Syndicate/Senate minutes (Original Manuscripts.	Permanent.
3.	Office copies of the disposal of Syndicate/Senate paragraphs and other routine letters.	2 years.
4.	Draft Syndicate/Senate agendas.	1 year.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
5.	Cyclostyled Syndicate/Senate Agendas.	Permanent.
6.	Notes of D.R.G.	1 year.
7.	Receipt and despatch registers.	2 years.
8.	Outdoor and indoor dak registers.	2 years.
9.	Postal Certificate record.	1 year
10.	Office copies of letters of routine nature.	2 years.
11.	Files relating to recognition of institutions as centres for Ph.D. research.	3 years.
12.	Files relating to recognition of Hospitals/Colleges for purposes of doing internship training/house job.	3 years.
13.	Files relating to recognition of Libraries for allowing their staff to appear privately.	3 years.
14.	Non-recognition files of various examinations of other Universities.	3 years.
15.	Recognition files of various Universities.	3 years.
16.	Calendars and Syllabi of other Universities etc.	3 years.
17.	Files pertaining to issue of eligibility certificates (foreign students)	5 years. (Provided the entries are duly made in the Register of Students and this fact is certified).
18.	Files of Re-organisation Committee Proceedings etc. Vol., I to V received from O.S.D. (M.).	Permanent.
19.	Disposal of Syndicate/ Senate paras shown by the branches for the information of the Vice-Chancellor.	3 years.
<i>Regulations Section</i>		
1.	Sets of amended regulations as circulated to Fellows and approved by Govt. from time to time.	5 years.
2.	University Calendars, Parts I, II and III from 1950 onward (ten copies).	Permanent
3.	Office copies of letters circulated to various institutions/branches of the office, regarding alterations/amendments in the regulations.	3 years
4.	Office copies of letters of routine nature.	2 years
5.	Files containing the Original Papers alongwith Syndicate decisions, relating to revision of Calendars.	8 years

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
6.	Files of amended Regulations/Rules.	5 years.
7.	Files relating to amendment of Panjab University Act.	Permanent.
8.	Files of Proceedings of Committees/ Sub-Committees of all the Exams./ Subjects.	5 years.
9.	(i) Govt. Gazettes of U.T. Chandigarh, Haryana, Punjab and Himachal Pradesh Govt. (One copy). (ii) Govt. Gazettes containing amendments of Regulations, pertaining to the Panjab University, Chandigarh (Punjab Govt. Upto 30-10-66) & Central Govt. from 1-11-1966 (5 copies).	Permanent.

Meeting Section.

1.	Proceedings of the meetings of the Boards of Studies.	5 years.
2.	Proceedings of the meetings of Faculties.	5 years.
3.	Proceedings of the Academic Council.	5 years.
4.	Joint Research Board Proceedings.	Permanent.
5.	Research Degree Committee Proceedings.	5 years.
6.	Equivalence Committee proceedings.	3 years.
7.	Election of University bodies.	3 years.
8.	Proceedings of Prices Board.	3 years.
9.	Printed Syllabuses and Prospectuses (5 copies).	Permanent
10.	Books.	3 years after which it be transferred to Library.
11.	Declaration forms pertaining to submission of books.	5 years (Para 7, dated 18-10-75)
12.	Syndicate/Senate decisions relating to syllabi and books.	3 years.
13.	Circulars and Notifications relating to syllabi and courses.	3 years.
14.	Record of registration of publishers.	3 years.
15.	Registers regarding books, publishers, fixation of prices etc.	3 years.
16.	Register of members of University bodies.	5 years.
17.	Office Copies of letters of routine nature.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
18.	Files of Proceedings of Committees/ Sub-Committees of all the Exams./ Subjects.	5 years
19.	Registers containing entries of meetings of various University Bodies.	5 years.

Enquiry Section.

1.	Rulings obtained from time to time.	Permanent.
2.	Other records including office copies of correspondence.	2 years.
3.	Visitors Registers.	2 years.
4.	Office copy of entry passes.	1 year.

Registration Branch

1.	Registration returns record.	7 years.
2.	Migration cases correspondence etc.	2 years.
3.	Migration Registers.	Permanent.
4.	Correspondence with the colleges and their Annual Reports.	3 years.
5.	Tenders, quotations and other papers relating to stores.	1 year after the completion of the contract.
6.	(a) Printed papers relating to Convocations. (2 files).	Permanent
	(b) Other correspondence relating to convocations.	2 years.
7.	Change in name cases.	2 years.
8.	Change in date of birth.	5 years.
9.	Application forms for correction in name, father's name in the Register of Students.	5 years.
10.	Application forms of the candidates to whom the Eligibility Certificates have been issued.	5 years
11.	Counterfoils of the Eligibility Certificates.	5 years.

Miscellaneous Branch

1.	Affiliation of new colleges.	Permanent.
2.	Extension of affiliation.	Permanent.
3.	Association of Institutions.	Permanent
4.	Periodical inspection reports of colleges.	3 years.
5.	Allotment of quarters.	3 years.
6.	Allotment of shops	Permanent.
7.	Late admission of students.	2 years.
8.	Office copies regarding general enquiries.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
9.	Files pertaining to Endowment Fund of Non-Govt. affiliated colleges.	Permanent.
10.	Files pertaining to Arbitration cases.	8 years.
11.	Files pertaining to complaints of teachers/Principals of Non-Govt. affiliated colleges.	8 years.
12.	Files pertaining to payment of claims to the employees and files of S.D. College, Hoshiarpur (defunct).	Permanent
13.	Files and circulars pertaining to Model Rules for non-teaching staff of Non-Govt. affiliated colleges.	5 years.
14.	Clarification of service and conduct regulations :	
	(i) Rulings.	Permanent
	(ii) Office Copies.	5 years
15.	Office copies - withdrawal of Provident Fund and advance from it.	5 years.
16.	Court Cases.	Permanent
17.	Files pertaining to foreign teachers.	3 years
18.	Income and Expenditure Statements of Non-Govt. affiliated colleges.	10 years.
19.	Record collected at time of enquiry -	
	(1) Hindu College, Amritsar.	Record to be maintained till the disaffiliation notice served on these colleges is finally withdrawn.
	(2) G.M.N. College, Ambala Cantt.	
	(3) National College, Sathiala	
20.	Various resolutions of the various Unions.	3 years
21.	Ruling files of various examinations.	Permanent
22.	Revision of salary-scales of college teachers in the II and III 5 years plans.	5 years
23.	Various scholarships schemes including U.G.C. scholarships.	5 years
24.	Inspection of Medical Colleges by the Medical Council of India.	5 years.
25.	Inter-University Board proceedings/ Standing Committee of the I.U.B.	Permanent
26.	Revision of salary scales of college teachers under fourth of 5 year plan.	5 years.
27.	(a) Individual Teachers' returns of all colleges.	3 years.
	(b) Registers of college teachers.	Permanent

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
28.	Annual Qualifications returns.	3 years.
29.	Files regarding Syndicate paras pertaining to qualifications periods etc.	Permanent.
30.	Result Gazettes of Post-graduate exams.	Transfer to Certificate Section.
31.	Office copies of general enquiries regarding qualifications, grades etc.	3 years.
32.	Files relating to collection of information regarding changes of Managements, teaching staff, Income and expenditure etc.	3 years.
33.	Files relating to K.K. Grover Memorial Goodwill Declamation Contests, etc.	2 years.
34.	Material for Annual Report on progress of education in Punjab, as required in Form A-4.	2 years.
35.	Material as required in Form B-4 in cases of University Teaching Departments for U.G.C.	3 years
36.	Material for selection provisional statistics for University Teaching Departments in various Faculties for D.P.I., Union Territory, Chandigarh.	3 years.
37.	Copies of Form B-1 of the affiliated colleges and University Teaching Departments including consolidation Registers and consolidated copies of Form B for Ministry of Education/U.G.C.	3 years
38.	Information for inclusion in Handbook of Inter-University Board of India and Ceylon.	2 years
39.	Permission to start Honours Classes to the colleges for 1962 Examination.	3 years
40.	Information for Commonwealth Universities Year Book for the Association of Commonwealth Universities, London.	2 years.
41.	Material for University Annual Report from the affiliated colleges.	2 years.
42.	Inservice Training course in Educational Statistics for 1967-68 and 1968-69.	2 years
43.	Misc. statistical information supplied to U.G.C., Govt. of India, State Govts. and other organisations from time to time.	3 years.
44.	Files relating to construction of Panjab University buildings.	Permanent.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
45.	Diary / Despatch / Indoor/ Outdoor dak Registers.	2 years.
46.	Noting material regarding deletion of Patiala Colleges from the list of P.U. affiliated Colleges.	Permanent.
47.	Files relating to Classification of successful candidates at the B.A./B.Sc. examination.	Permanent
48.	Right to Information Cell	
(a)	RTI Applications and Correspondence Files	3 years.
(b)	RTI Registers showing receipt and disposal of PIOs/Bank Demand Drafts.	5 years.
(c)	First appeal files under Section 19(1) of the RTI Act and Second appeal files under Section 19(3) after the decision of the Central Information Commission Hearing.	5 years.

CHAPTER XLIX

DATE OF BIRTH CORRECTION

(Deleted)

CHAPTER L

ESTABLISHMENT OF THE REVOLVING FUND

1. The Syndicate may allow the establishment of a 'Revolving Fund' to be called _____ (name of the Deptt.)
Revolving Fund. Keeping in view the peculiar nature and objectives of a particular activity of a Department.

2. The fund shall be constituted by the Syndicate by allowing a certain percentage of the income arising out of the special activity of the Department in a year based on the actual income of the concerned activity in the preceding year. A separate income and expenditure heads will be provided in the annual budget of the University in accordance with proper procedure.

3. The Revolving Fund, so created shall be kept by the Head of Deptt. in a separate bank account and a separate cash book shall be maintained to record all transactions connected therewith. The funds shall be expended according to the aims & objectives of the Revolving Fund.

The funds shall be operated upon by the Chairman/Head of the Deptt. in accordance with University rules and the accounts thereof shall be subject to audit by the Auditor of the University.

4. There shall be a Committee for each Revolving Fund to be constituted by the Vice-Chancellor.

5. The objectives of the fund shall be as laid down by the Syndicate. No income of the Deptt. fund except that may be received in the form of interest, from the bank will be kept in the fund. The income arising out of the normal activities of the Deptt. will be credited as such to the University as its income, and only such percentage, as fixed in Rule 2 above will be transferred to the concerned Revolving Fund.

6. The expenditure out of the 'Revolving Fund' will be incurred with the recommendation of the Committee and approval of the Vice-Chancellor. The progress of the objectives along with the annual statement of the accounts will be reported by the Chairman of the Department to the Syndicate after 31st March every year.

CHAPTER LI

GUIDELINES FOR RESOLUTION BY FELLOWS

1. Guidelines framed by the Syndicate and approved by the Senate Paragraph-IV dated 29.3.1987 under Regulation 11.1 contained in Chapter II (A) (i) the Senate of Volume I of the Panjab University Calendar :--

- 2.**
- (i) The Resolution shall be clear and in the unambiguous terms.
 - (ii) It shall be precise and relate substantially to a single definite issue.
 - (iii) It shall not refer to the conduct or character of persons except in their official or public capacity and shall not relate to any matter which is directly and substantially sub-judice.
 - (iv) It shall not raise matters on which the Senate has already taken a decision during the course of previous three quarterly meetings.
 - (v) It shall not raise matters on which the Chancellor has already given his decision.
 - (vi) It shall not contain objectionable language or statements of a defamatory nature.
 - (vii) If the resolution relates to matters within the jurisdiction of Academic Council or any Faculty, Joint Research Board or any other Body of the University, the resolution will be first sent to the concerned body for consideration.
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CHAPTER LII

ROTATION OF HEADSHIP - TEACHING DEPARTMENTS

Note :-- Rules relating to duration of Chairmanship in the Teaching Departments have been integrated with these Rules.

1.1. No Teaching Department shall be established, reconstituted, amalgamated with another or divided or abolished, except in accordance with the provisions of the Rules.

1.2. Each teaching Department shall consist of the following members, namely :-

- (i) Teachers in the Department; and
- (ii) Such other persons as are approved for imparting instruction in the Department by the University.

2.1. Each Teaching Department shall have a Chairperson/Head to be designated by the Senate on the recommendations of the Syndicate in the manner provided as under :-

- (i)
 - (a) The Chairperson/Head of a Department shall be designated, by rotation, from amongst the Professors in the Department appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate, according to length of service as such in the Panjab University, irrespective of the method of appointment.
 - (b) In case the length of service as Professors appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate is equal, then the Chairperson/Head will be designated on the basis of their inter-se seniority in the lower cadre. However, from amongst Professors directly recruited on the same day by the same Selection Committee, their turn for designation as Chairperson/Head shall be determined on the basis of the ranking approved by the Senate.
- (ii) In case of a Department where there is no Professor or where all the Professors have been designated Chairperson/Head on their turn and have served on resigned or declined the offer :
 - (a) The Chairperson/Head shall be designated, by rotation, from amongst the Readers in the Department appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate according to length of service as such in the Panjab University, irrespective of the method of appointment.
 - (b) In case the length of service as Associate Professors appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate is equal, then the Chairperson/Head will be designated on the basis of their inter-se seniority in the lower cadre.

However, from amongst Associate Professor directly recruited on the same day by the same Selection Committee, their turn for designation as Chairman/Head shall be determined on the basis of the ranking approved by the Senate.

- (c) In case a Associate Professor in the Department is not available the Chairperson/Head shall be designated, by rotation, from amongst the Assistant Professor in the Department who have at least 8 years' teaching experience as Assistant Professor in the Department, according to length of service. The period of service as temporary ad hoc Assistant Professor on a full-time basis in the Department will be counted towards the requisite period of 8 years' teaching experience as Assistant Professor in the Department. Provided that in exceptional circumstances, for reasons to be recorded, the Vice-Chancellor in making recommendations to the Syndicate on designation of a Chairperson/Head, may deviate from the principle of length of service or the stipulation of length of teaching experience as the case may be.

2.2. (i) No Professor, Associate Professor or Assistant Professor in a Department shall be compelled to accept the offer of Chairmanship/Headship of the Department.

- (ii) As and when the turn of a faculty member comes up for appointment as Chairmanship/Headship, he will, have no right to have it postponed.

2.3. A person designated as Chairperson/Head of the Department shall hold office as such for a period of three years and shall not be eligible for designation for the second time till all the Professors/Associate Professor/Assistant Professor in the Department have been designated as Chairperson/Head in accordance with Rule 2.1.

However, where no other Professor/Associate Professor/Assistant Professor is available or eligible, the same person can be allowed to continue as Chairperson/Head of the Department for a period of another three years or till the next person in the Department becomes eligible, whichever is earlier.

Provided that a Chairperson/Head of a Department on attaining the age of superannuation i.e. 60 years shall cease to hold office as such.

2.4. When Professors/Associate Professor/Assistant Professor in a Department have been designated as Chairperson/Head for one term, in accordance with rule 2.1., the next Chairperson/Head of the Department shall be designated by rotation according to the said rule 2.1.

2.5. (a) In case a faculty member entitled for being designated as Chairperson/Head in accordance with Rule 2.1. is on leave for a period of six months or more for study, research or for any other purpose on the date his turn comes up for designation as Chairperson/Head, the next eligible person on the rotation list will be designated Chairperson/Head and the claim of such a faculty member to Chairmanship, will be

retained and he would be considered for designation as Chairperson/Head after the expiry of three years term of the present Chairperson/Head.

For periods of leave for less than six months, temporary arrangement will be made in accordance with Rule (b) below.

(b) When the Chairperson/Head of a Department, by reason of illness, absence or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by the next eligible person on the rotation list from amongst the faculty members of the Department.

(c) (i) In case a Chairperson/Head chooses to seek leave for a period of 6 months or more for study, research or for any other purpose during his normal term, his tenure as Chairman/Head will come to an end immediately, i.e. his term will be deemed to have been vacated and a new Chairperson/Head will be designated for a fresh period of 3 years.

(ii) In case the leave is for less than 6 months, the term will come to an end as originally scheduled. In other words, he does not get any benefit for the period of leave within his term as Chairman/Head.

(iii) Any stop-gap arrangement during the period of leave of the Chairman/Head for less than six months will not effect the duration of Chairmanship of the officiating incumbent as and when his normal term of 3 years as Chairman Head comes up.

(iv) In case a Chairman/Head proceeds on leave for less than six months, to begin with, and applies for extension of leave subsequently, his term will be deemed to have ended at the expiry of leave for 6 months in all.

2.6. A Chairperson/Head of a Department may resign his office any time during his tenure of office.

2.7. The Chairperson/Head of a department shall have the following powers and functions :

- (i) To provide academic leadership to the Department;
- (ii) to supervise the overall functioning of the Department;
- (iii) to co-ordinate and guide the teaching, research and administrative work of the Department;
- (iv) to implement the decisions of the Committees specified in Rule 3.1;
- (v) to exercise financial powers in pursuance of the recommendations of the Committees specified in Rule 3.1 subject to such rules as may be prescribed in this regard from time to time; .
- (vi) to recommend to the Joint Research Board, panel of examiners for evaluating Ph.D. thesis in consultation with supervisor/s, and
- (vii) to perform such other functions as may be assigned to him by the Syndicate and the Vice-Chancellor for specific purposes.

2.8. The Chairperson/Head may exercise such other powers and functions as may be prescribed by the Rules.

3.1. Each Teaching Department/institution shall have the following Committees, namely :

- (i) Academic Committee;
- (ii) Administrative Committee; and
- (iii) Technical Committee.

3.2. Each Committee specified in Rule 3.1 shall consist of the following persons, namely :

- (i) Chairperson/Head of the Department -(Ex-Officio Chairman).
- (ii) All Professors in the Department as defined in Rule 2.1 (if the number is up to four) would be regular members of the Academic, Administrative and Technical Committees. If the number of the Professors is more than four, each of these three Committees shall have four Professors by rotation as explained in Rule 2.1.
- (iii) One third of the total number of Associate Professor as defined in Rule 2.1 but not exceeding four;
- (iv) One third of the total number of Assistant Professor as defined in Rule 2.1 but not exceeding five including one from amongst the Teaching Assistants/Research Assistants/Curators, if any; and
- (v) One third of the total number of Coaches but not exceeding three in the Department of Physical Education.

Note.-- The Professors, Associate Professor and Assistant Professor mentioned in Rule 3.2 of this Chapter pertaining to composition of the Academic Committee, Administrative Committee and Technical Committee of each Department, will cannot the teachers appointed as such in the manner enumerated in Rule 2.1 above.

3.3. The members under categories (ii) to (v) specified in Rule 3.2 shall be appointed by the Chairperson/Head according to rules, for a period of one year in such a way that all major specialities are represented, as far as possible, at all levels.

3.4. In case a Department where the number of teachers does not exceed six, all the teachers shall be members of each of the three Committees.

3.5. The Academic Committee, may, if need be, invite teachers of the Department who are not members of the Committee, to attend any meeting of the Committee.

3.6. Each Committee shall choose a Secretary who in consultation with the Chairman, shall convene meetings of the Committee at least once in two months. He shall be responsible for preparing the minutes of the meetings which after having been confirmed by the Chairman, will be circulated amongst the members of the Faculty.

3.7. No decision of a Committee shall be valid unless at least 50% of the members are present in the meeting in which the decision is taken.

3.8. The procedure for the conduct of the meetings of the Committee shall be prescribed by Rules.

3.9. The Academic Committee shall exercise the following functions, namely :

- (i) To suggest outlines of tests, syllabi and courses of Reading for consideration of the concerned Board of Studies.
- (ii) To recommend a panel of names to the Vice-Chancellor for appointment of examiners for M.Phil. course, in accordance with the relevant regulations.
- (iii) To frame the time table and rationalise the distribution of teaching work amongst the members of the Departments.
- (iv) To lay down the procedures for the purchase of books, journals, etc., for the Departmental Library.
- (v) To consider the results of the M.Phil. examinations according to the University Rules/Regulations before the same are forwarded by the Chairperson/Head to the Controller of Examinations for publication.
- (vi) To ensure freedom for each faculty member to pursue his research work independently.
- (vii) To consider cases of condonation of lectures of the students for admission to examination according to University Rules/Regulations.
- (viii) To suggest names for appointment as members of the Board of Editors for the Journals of the Department, if any, for consideration of the Vice-Chancellor.
- (ix) To suggest guidelines for the consideration of the Vice-Chancellor/Syndicate for consultancy service provided by the Department, if any.
- (x) To organise conferences, seminars, symposia etc. in the Department.
- (xi) To recommend general policy for providing equitable opportunity to members of the Department for deputation to conferences, seminars, symposia, etc., both in India and abroad (except in case of personal invitation to a member), for consideration of the Vice-Chancellor.

3.10. The Administrative Committee shall exercise the following functions, namely :

- (i) To recommend admission of students for all classes in accordance with the Rules/Regulations of the University.
- (ii) To consider the matters relating to subject of research by Ph.D. candidates and assignment of supervisors.

Note : The choice of the students regarding the guide and subject will be kept in view. The specialisation of the proposed guide and the number of students he is guiding will also be kept in view.

- (iii) To lay down the procedure for selection of candidates for the award of

scholarships and fellowship.

Note : The Chairman/Head of the Department shall be assisted by a Departmental Committee of 3 senior faculty members in scrutinising applications received in response to the advertisement before these are forwarded to the Dean of University Instruction.

- (iv) To advise the Chairman/Head on all administrative matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department.
- (v) To act as student counsellors and to help in maintaining discipline in the Department.
- (vi) To advise the Chairperson/Head on matters of allocation of funds provided by the University to the Department for research Development and various extra-curricular activities of the Department.
- (vii) To lay down norms for recommending applications for study leave, within the frame work of the Regulations on the subject.
- (viii) To consider the requirements of the Department for meeting emergent temporary appointments.
- (ix) To prepare proposals for the new and additional demands for the annual and supplementary budget.
- (x) To devise ways for proper utilization of services, of the non teaching staff in the department.
- (xi)
 - (a) Need-based proposals with justification for creation/upgrading of teaching posts in the field of the specialization and diversification of research activities shall be made by the department through the Academic and Administrative Committees jointly. Such proposals shall then be examined by the Committee constituted by the Vice-Chancellor for screening the New and Additional Demands of the Departments. The recommendations of this Committee would be placed before the Board of Finance/Syndicate/Senate.
 - (b) A proposal for transfer of teaching post/s lying vacant in a department to a new department or to other department/s would be examined by a Committee to be constituted by the Vice-Chancellor keeping in view the position of the department/s concerned for filling up the post/s in the department/s. The recommendations of the Committee would be placed before the Syndicate for its approval.
 - (c) A proposal for abolition of a teaching post/s, made by the department on the recommendation of Academic and Administrative Committee jointly would be reviewed by the Committee to be constituted by the Vice-Chancellor. The recommendations of the Committee would be placed before the Syndicate and Senate.

3.11. The Technical Committee shall exercise the following functions, namely :-

- (i) To prepare lists of equipment, chemicals accessories, furniture, stationery, etc., to be purchased, consistent with the requirements and available resources of the department.
 - (ii) To maintain up to date lists of firms to be addressed to for inviting quotations for purchase of various articles.
 - (iii) To arrange for the proper checking of articles on receipt and their proper storage.
 - (iv) To provide a periodic check on the maintenance of equipment and other items and to, arrange for their repair or disposal, whenever needed.
 - (v) To advise on the proper maintenance and display, of items in the Departmental Museum, if any.
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