

Note :

*Besides the Rules incorporated in Calendar Volume III, 2016
the office may be consulted for further amendments/additions/
deletions(if any)*

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

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

- (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.
-

(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.

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.

APPENDIX A

EAC FCAE ACAD C C C
CE E E

Dear,

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

Yours,

n r

D

r n p

(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

thm
m

v
presenn
Sygismid.

(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 nomination form in token of his 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/seconded 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/seconded 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 seconded; 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

APPENDIX - I

A AB E Y, C A D A
A F F E C F ADDED E BE FAC E
A BE F D BY E E
propos n o CA A E

B E F _ _ _ D BY E EC DE

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.

n r o F o

F n n CA A E

Ass n o F o

A r ss

D

on o

C BEF _ _ _ D BY ECA D DA E

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

n r o C n

F n n CA A E

A r ss

D

on o

s or s s n o m n r, n n rs, C n r
o r n or n o rs ns r p so s or p on
or or

2. For Regulations regarding qualifcegulat082dH-.....7 1 na3Uon as an AddMembe.07569

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

APPENDIX - III

A AB E Y, C A D A
Co r n r o s n F o s n
onn on on o A rs oF s

D r r

(vi) ELECTION OF TEN MEN & TEN WOMEN LECTURERS IN PHYSICAL EDUCATION ON THE PANJAB UNIVERSITY SPORTS COMMITTEE

1. The Principals of affiliated colleges shall forward to the Director Sports, Panjab University, the names of the lecturers in Physical Education 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.

Lecturers in Physical Education/D.P.Es., who compete for membership of Lecturers 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 Lecturer/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 Sports, Panjab University, shall circulate a notice to every Lecturer 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 Lecturer in Physical Education (on the list of electors) seconded by another Lecturer in Physical Education (on the list of electors) on the prescribed form and forwarded to the Director Sports, Panjab University. Each Lecturer 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 of 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 of Sports, Panjab University shall send to every Lecturer 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 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 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 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 Sports, Panjab University shall, as soon as possible after the receipt of such Covering Letters and Voting

**(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/

7. Electors may fill in and sign their Covering Letters in the office of the Director Sports on the day and within the hours notified in accordance with rule 5 and in the presence of the Director 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 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 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 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 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) The Registrar, P.U.
- (d) The F.D.O.
- (e) Principals approved by Panjab University
- (f) The Director Sports, who shall be ex-officio Secretary of the Committee.
- (g) The Directress Sports, Panjab University, who shall be ex-officio Deputy Secretary of the Committee.
- (h) The Asstt. Director Sports, Panjab University, who shall be ex-officio Asstt. Secretary of the Committee.
- (i) Ten Men and Ten Women Lecturers in Physical Education/D.P.Es of at least 5 years standing elected by all the approved Lecturers in Physical Education/D.P.Es of affiliated colleges, provided no two Lecturers in Physical Education belong to the same college.
- (j) 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) 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) University Sports tournaments;

- (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) 20 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) 3 Men Lecturers in Physical Education
 - (iv) 3 Women Lecturers in Physical Education
 - (v) 1 Male Student
 - (vi) 1 Female Student

Provided that no two members of the Executive Committee shall belong to the same college. The Executive Committee may Co-opt. maximum one male & one female lecturer to Committee.

One Lecturer Physical Education from Men and one from Women for membership to P.U.S.C. Executive may be co-opted by the Executive Committee.

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 seven.

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 1 Femf1te.

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

- (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

PANJAB UNIVERSITY SPORTS COMMITTEE

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 be 1/4th of the total membership of the Committee.

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., 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 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

- (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 |
|------------------------|--------------|
|------------------------|--------------|

(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.

(a)br4997 TTc 11.u9 TheOverdues

- (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

PANJAB UNIVERSITY LIBRARY,
CHANDIGARH

No.

Membership Application Form

No.

Name
in present
on Date
Department
Class
Address
Permanent Address

Car
ro
s pr n
s nro s r o n
n rs r r o on r
o r s n r ons o
r r n s p n s
App n D s r sp C r

(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 be place Commit

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 Gen, a charg8749 Twneraisr 14 d further ie m8aISfor firbe week,sued rupe874nr 1 Sfor firbe week,sued rupe874nr 14 bvolumr 14 be ihical Ed3559t to

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

v

viii wit8016357764 Tc 29.2801 0 Td 083713 TwMisusnge o (Librar. Priollengs)Tj -063608492 Tc -29

of

uant nt

s

v

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.

BY _____

1. _____

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 — n D nn r p o
 o rs
 E r r s
 pr s s s or or
 n o rs

Fl r or n r or
 r s s sp
 on s p r o r or r
 on r o

- (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

**Purposes (approved)
For which advances from
CPF are admissible**

**(1) for education
outside India**

**Limit in terms of
monthly Salary/amount
up to which
admissible**

**No. of monthly
instalments in
which recoverable**

N.B.--(a) The term `legitimate children' in this rule does not include adopted

- (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

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.

o rs s p ss }
 s s r r }
 s s s no }
 sponsor }
 D o p ns s on }
 on s r p s n ss o }
 pos or s p n n }
 r s o s }

(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

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."

The Syndicate may appoint two House Allotment Committees i.e. one for1.

- Note 2 : **Post 1996: All p^lo s^wo r n p^s s r n l^o r n^s no
 or B p, C p n D p o s s r w s p o s s s
- Note 3 : All p^lo s^wo s n p s s s or s s r n no
 or D p or o s s
- Note 4 : ***All p^lo s^wo r n p s s r n l^o r n^s r s or s
 r s no or EE p o s s s r w s p o s s
 r s or s r s
- Note 5 : ****Post 2006: All p^lo s^wo r n p s s r n l^o r n^s no
 no or B p o s s r w s p o s s s
- Note 0/-97s43:

- (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)

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 Brance 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

**(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.

- 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

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

(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

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.

CONSULTANCY BY THE ACADEMIC STAFF FOR THE 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-

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

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/CIIPP 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

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

(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 apprentice 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) ~~h) 8tecuser1050760278 L -0TdSal Tc -0..xiv)~~

- (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) Permanent post means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- (xxv) 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.
- (xxvi) 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.
- (xxvii) Salary means the amount of the monthly pay and allowances granted by the University to an employee.
- (xxviii) Service means the whole period of continuous service including periods spent on leave.

(xxix)

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 in permissible to SC/ST candidates.

(ii) Deputy Registrars :

The ratio of filling up the posts of Deputy Registrars by open selection and seniority-cum-merit be 50:50. 25% of the 50% of the promotional posts be filled through seniority-cum-merit and the remaining 25% through selection but only from amongst the internal candidates.

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

(iv) Superintendents

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

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.

- (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		

- (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)

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.

13.2.

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.

N 5yTl6ihTw (Three me/sh)Tj r.mt8 -u o'd, if N731.891aryas seices 7j -0

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

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

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.

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.

- (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

- (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.

- (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

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

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.

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)

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)

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 shall be a member of an association which is not recognised by the University.

(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.

(ii) to further any object which is capable of embarrassing the University.

- (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.

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.

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

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

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)

(c)

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)

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 _____

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

LEAVE ACCOUNT

Date of Commencement of Service_____

Date of Contact, if any_____

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		
From	To			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 super grade will remain vacant, but promotion may be made in the super grade in the interim.

(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. The seniority of a teacher in a particular cadre shall be determined according to the date of his appointment, 31.4.31 -26.12.2016.

(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
- (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

Badminton : Re. 0.50 per day

- (d) The members while joining the Club will give concurrence in writing that their subscription will be deducted by the office from their salaries.
- Executive Committee 7 (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 (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. |

(xiii) 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.

(xiv) 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)**

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.
5. Boots (Black)	One pair	Every alternate year.
6. Torch (to be replaced when becomes unserviceable).	One to each member	

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) Calculated on the basis of emoluments (The beneficiary will be admitted)

- (b) A member of the family who was wholly and solely dependent upon the deceased (bread-winner) who dies in harness, may be

EX-GRATIA GRANT AND OTHER FACILITIES TO THE FAMILY OF A
UNIVERSITY EMPLOYEE WHO DIES WHILE IN SERVICE

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 _____

(xvi) **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 priodbeen deco040 91p

S ArTwTw 415he recommendations 11817qual to thersitrnl fe.4398 - musc 12 wo h

In v4056incentiv6784 Allowum, the T wefe.4398 - heo rouldthran

S ArTw

- (vi) The incentive for adopting small family norms will be allowed only in the cases of Class III and IV employees.

(xvii) **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.

(xviii) **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.

- (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.

**(xix) 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.

(xx)

**PROCEDURE RELATING TO RETIREMENT BENEFITS
TO THE UNIVERSITY EMPLOYEES.**

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

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

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/document notice. On 15 day

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

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:-

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)

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	Vice-chancellor	HOD/DUI/Dean Research, convene./Executoce-2ibe T48

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 sanc.ead//	Counter signing authority
----------------	--	--	--------------------------------------

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.

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

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.

b)2497 T c 1829110 T12.2398 09981 Tw79The T.A./Detc the Aanotrrromnl36 withcouone yearuFellows iict tf s ande

The T.A./ly on arrival oreturn FellowouFellows oheadque m thr colle.farule. ra.04re no,469 Tc 17.2398 TL 9996 Tw 8.3

a) 2497 T 69

If the return journey is not performed in the manner as claimed in the T.A.

- (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 ,

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) Chhuar 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, Pandrahbis 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

Grade Pay Category

I & II

Carriage Entitlement

Two Trucks

- (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 Punajb 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 Punajb Governement 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

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	Entitlement
I & II	Rs.7600/- & Exceeding	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 or 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 propped 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 a

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

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

- (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

- (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 claime 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 placed in the provision of receipt/Tj 0.0583 10

(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)

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: _____

Signature of applicant

Place: _____

(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 p

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

PANJAB UNIVERSITY, CHANDIGARH
TRAVELLING ALLOWANCE BILL

Bank Account No. _____
P.F. A/c No. _____
(University Employee)

Name (in block letters).....
Designation.....
Basic Pay/Declared Income for Non Employees
For T.A. Purposes.....
Purpose of Journey.....
Date of Meeting/Inspection/Exam. etc., (if any).....
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 --
(i) Particulars provided herewith are correct & that I have not claimed T.A./D.A. etc. for this Journey from any other public source.
(ii) I was not provided free lodging and/or Boarding at the cost of Govt./University or any autonomous body.
(iii) I travelled in the class of accommodation to which I am entitled.
(iv) I was present at the Duty point on the days for which the D.A. has been claimed.
(v) The Mileage claimed is correct to the best of my knowledge and information.
(vi) 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

Cheque No.....
Date.....
Pay order verified

Clerk/Asstt.

O.S.A./A.R.A./F.D.O.

Please see rules overleaf

Date of Journey.....to.....

6. Particulars of employee and members of family in respect of whom the Leave Travel Concession has been claimed:

Sr. No.	Name (s)	Age	Relationship with the employees	Occupation

7. Details of journey performed by the employees and the members of his/her family :

Departure		Arrival		Distance in Km	Mode of journey	Class of Accommodation used	No. of Fares	Fare paid (Rs.)
Station	Date	Station	Date					
Total Rs.								

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 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) :

claim/check register page no. _____ Sr. no._____.

2.

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.(

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

AFFIDAVIT

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) a)

- (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)
collegenired

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. :
 - (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee) and normal fee as
 - (b) 1st November of the preceding year prescribed Under Chapter VII for grant of extension of affiliation.
- 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 con-

(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 M.A./O 4 TwNo. of o be p thaeinv7.tiornt e PrincipSynd forachrom tle ofo tle ollegereceiptsbe kept as a f00 M.A./-18 (M.A./M.Panjabuity.)' 0.0, Ch0.0igarh01376448 60.7199- 2.50.133 814.879)

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 indiR10 10 Tf 29.rr/88 1du-

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. :

(a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U.Calendar (normal fee); and normal fee as prescribed

(b) 1st November of the preceding year for grant of extension of affiliation. 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).

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 Chepter 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

- (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 normal fee as prescribed
 - (b) 1st November of the preceding year for grant of extension of affiliation. 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 |
| (ii) | or |

(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
endowed,

(
1

ing 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

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)

- (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)

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

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

recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the College may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months 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

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

CHAPTER VIII
INSPECTION OF COLLEGES

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.

- (a) Course/courses and subject/subjects for which the college is affiliated and is applying for affiliation.
- (b) Is the application for permanent or provisi2AT2/R12 und provisi2AT2/R12 Tc 69.82A r affiliati/extension of affiliati?l.3.

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.

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

(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-

(I N a n h t h m y m e s e o , h e s e r v i c e a e e

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 regard-

(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 for one Unit	.. 2,00,000.00 .. 40,000.00
(iv)	B.Ed. Colleges for two Units for three Units	.. 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
	for one Unit	..	40,000.00
(ii)	B.Ed. Colleges for two Units	..	60,000.00
	for three Units	..	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 :

(ii)

- (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.

Three-Year B.Sc. Course

- (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 Le36 0 T3tur004265387 T1 -155.09 TL -0.79948 8330SyndicTheatrd Lb

	for the different Science subjects during last 3 years ?	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.	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

**SERVICE AND CONDUCT RULES FOR NON-TEACHING
STAFF OF NON-GOVT. AFFILIATED COLLEGES**

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. |

(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

(Mali/Animal Collector (for 1
Botany/Zoology Laboratories
respectively).

- (iii) If the number of laboratories in the Department is more than two, the additional staff shall be provided proportionately.

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	<ul style="list-style-type: none"> (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.
Commutated Leave	Commutated 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

loma in Library Science, Certificate in Library Science or any other prescribed qualifications).

Hence no grade was prescribed.

7. Library Asstt./ Library Clerk, Asst. Librarian, who are not covered under the U.G.C.

ment side.

10.

160-400
125-300

850/30-1000/40-
1200

- (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.

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.

Name of Post

Whether Substantive or officiating and whether permanent or temporary

Substantive appointment

Pay in Substantive post

Additional pay for officiating

Other emoluments falling under the term
'Pay'

Date of appointment

Signature of Non-Teaching employee

Signature of the Principal or other attesting
officer in attestation of columns 1 to 8

Date of termination of appointment

Reason of termination (such as promotion,
transfer, dismissal etc.)

Signature of the Principal or other attesting
officer

Nature

Duration

Signature of the Principal or other attesting
officer

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 & conscientiousnessTj 0.10017072 Tc -1.28 TL0.1442844Tw (Capacity & Intelligence (covers

2.

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

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 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 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.

Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

14.

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.

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.

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.

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.

- (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.

- (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

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 b27an

- (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)

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 -

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

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 :

- (a) (i) Purchase of (a)

- | | | |
|---|---|--|
| (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 - | (d) (i) & (ii)
9 months' salary | (d) (i) & (ii) 36 monthly instalments. |
| (1) for education outside India whether for an Academic, Technical, Professional or Vocational courses | | |
| (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 | | |
| (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 members of his family | (f) (i) 6 months' salary | (f) (i) & (ii) 24 monthly instalments |
| (ii) To meet any other expenses considered reasonable by the Governing Body with the approval of the Registrar. | (ii) (a) Up to 3 months salary- Governing Body with the Registrar
(b) Beyond 3 months & up to 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.

- 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.

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

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

the made i58 -87n. For 100159 0 0 1 1vance in ab thhe extr085ith8 requirement t5.3 comsTj 0.7 10 1 0

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.

-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.

-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.

Name of account	Name of subscriber	Folio number of establishment check register
-----------------	--------------------	--

1	2	3	4	5	6	7	8
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		

CREDITS

Date	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

1	2	3	4	5	6	7	8	9	10	11
					Rs.	Rs.	Rs.	Rs.	Rs.	

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

Serial No.	Signature of Teacher	Description of investment	Number and date of sanction of the Registrar's	Amount	Place where securities are lodged	Remarks (Give date when cashed)
Name of College						
Town of District						
Date of purchase						

Witness :

Signature

Address

.....

FORM D

PROVIDENT FUND INVESTMENT ACCOUNT

.....College

Name and address of the nominee or nominees	PROVIDENT FUND INVESTMENT	Whether major or minor; 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	INTEREST ACCOUNT	Sex and percentage of person mentioned in column No. 5	Remarks
Instalment of interest due	Date	Date	Date of receipt of Amount	Date of credit in the Post - Office or to the teacher's account	Instalments of interest received	Amount Savings Bank	College
Serial No. in Provident Fund Investment account						Amount Savings Bank	College

FORM E

PROVIDENT FUND FOR TEACHERS EMPLOYED IN AFFILIATED COLLEGES UNDER PRIVATE

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-Chancener' - (

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

- (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 from 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. AFFIL possession or charge.

CHAPTER XIII

FEE FOR UNIVERSITY SCHOOL OF OPEN LEARNING

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

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,

(b) Haryana Board of School Education, Himachal Pradesh School Education those ae cowho lis

1. (i49dti990hnhe ce &eks admission to a hihisubed. a97065 can sehe ce now.00.97 8174758

(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.

(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.

(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

(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 (1st semester to 4th semester) as the case may be, which under the Panjab University Regulations, is prescribed for 1st 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.** inclto the n016 0 Td (2280j 0.000580404 Tc -60.0.be)9896 Tc 1.itution from which mbe

- (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

**(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 Tc /R8 10 0.1 0 versityy519542cOc approuNo2Et

(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.

***(m) 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 documom tinBrate Regic./B.Ci comciouic./s

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.

4.2. Deficiency of Lectures under Regulations shall be counted after giving the credit for attendance/participation in various activities as contemplated above. In no case, such a credit for attendance/participation shall exceed 10% of the total lectures delivered in that semester/year.

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.

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.

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

CHAPTER XVII

- 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.

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	:	8,00,000/-
Panjab University Inter Zonal Heritage Festival	:	3,50,000/-
Panjab University Zonal Youth Festival	:	1,80,000/-
Panjab University Zonal Heitage Festival	:	80,000/-

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

1. Leadership Training Camp : 7 to 9 days
2. Hiking Trekking Camp : 7 to 9 days
3. Cycle Tours : 4 to 7 days
4. Mountain ering 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 (Poills/vinstitutions.)Tj 0.351545 Tc /R10 8 Tf 88.31

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/

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. 190/- 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. 500 per day will be paid to the Judges for 6 to 7 hours. If the session continued beyond 7 hours excess Rs. 500/- will be paid. This applicable to both Zonal and Youth Festival. The judges/

APPENDIX II

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)

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.

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,

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 solidiveon edN4cpTj -0.00198204 fdom theEelectionComrmission r (fdom the College/University authoritier)' -0.0736963

30.

candidateshavte

4.d leganingupe of
t

6.d cedruct,
thaticetgin,

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 Ua/

theOffice bearers and the members of the Council. Theexacta date of thd
thshe

dc)

e The electios' to thedDepartmentalAssocinctios/Socieitie/ Council of thd

st

Maye.

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

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 hiso

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

Objection
to nomination

(iii)
to

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

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

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.....

ELECTION BYE-LAWS OF THE PANJAB UNIVERSITY

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.

ELECTION BYE-LAWS OF THE PANJAB UNIVERSITY
CAMPUS STUDENTS' COUNCIL

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 :

**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.

PANJAB UNIVERSITY (CHANDIGARH)
PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL
(Session.....)
ELECTION OF DEPARTMENTAL REPRESENTATIVE

S7088IVE

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 Student Observers	1.	_____
	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)

CONSTITUTION FOR THE CENTRAL ASSOCIATION OF STUDENTS IN
THE AFFILIATED 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

CONSTITUTION FOR THE CENTRAL ASSOCIATION OF STUDENTS IN
THE AFFILIATED COLLEGES

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 beginning 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	(i) upto 1.00,000/-	Amount to be disbursed to a student As approved by the Vice-Chancllor on the recommendaton of the Commitee depending upon the number of applicants and available funds for each academic year.
Departments	(ii) 1,00,001/- to	
	2,50,000/-	

7. Accounts of the fund shall be operated by the Registrar.

(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
---------------------	----------

Associate Professor & Professors	14 hours
----------------------------------	----------

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.

- (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
- (xix)

- (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
al res B700 Committee The

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.

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

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.

(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,

(ii)

**(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

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.

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.

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.

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 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 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 recognised by the Syndicate 5%
 - (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

(c) DEGREE OF DOCTOR OF PHILOSOPHY

1.1.

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 presence 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 f1erned shTw fBtr of ap2oned sho94 the

- (ii) A Supervisor from the non-teaching staff may be appointed subject to the following conditions :
 - (a)

- (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

Guidelines for Appointment of Examiners to Assess the Ph.D. Thesis

1.

**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.

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 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 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 (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

* ~~1~~ p n n v t t t t n s o s s t r r str t o n s o D_s o r s r n o r n t o r t purpos
o o u n t t t u n r o v t n u r o r s r s o r s o o n o t s u t t r t s s t n t
p r s r p r o o r s r s s o u n o r _
C r n o t D p r t n t o n r n s o u p r o r o t n u r o s o r s t u n t s o r n u n r
u p r v s o r n s D p r t n t n o r r o n n t n o u p r v s o r C o u p r v s o r n s u r t t
t n u r o r s r o r s o r n u n r s t n t t o n _
o v p r o v s o n s o u p p t o t u p r v s o r s C o u p r v s o r s r o t s t o t n v r s t _

space, equipment and contingency grant available to the supervisor concerned (The words 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.

(*i) 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.

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

Remarks regarding fees

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.....

- 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>(a) Year.....</p> <p>(b) University.....</p> <p>(c) Division.....Percentage of marks obtained.....</p> <p>(d) Subject.....</p> <p>(e) Roll No.....</p> <p>(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 style="width: 70%;"></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

**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.

(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/
Centre in other subject/s (if any). Yes/No _____
3. Name and address of the Head of the
Institution _____

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

16. Supporting Staff :

- (i) Administrative :
- (ii) Technical :

List be given

17. Fee for recognition:

(@ Rs. 5,000/- per subject)

Bank Draft

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 : _____

Place : _____

**Full Signature of the Head
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(ii)

- (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

(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. 1

(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%

(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

(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

(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 Controller of Examinations shall publish the result of each annual

(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

**(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.

(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.

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. ~~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.~~

(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.

**(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.**

- (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

- (w) (a) BACHELOR OF SCIENCE (MEDICAL LABORATORY TECHNOLOGY)
(Effective from the session 2006-07)
- (b) BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY (X-RAY) } effective
(c) BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY } from the
(Anaesthesia and Operation Theatre Techniques) } 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.

(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.

(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 provisions of the Regulations of the Syndicate for the Session 2004-05.

4.

. (BIOinformatics) shall be eligible for re-evaluation as per the provisions of the Regulations of the Syndicate for the Session 2004-05.

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 } } B.A. plus Shastri
or
Shastri plus Prabhakar or Acharya.
 - (ii) Visharad } } M.A. Sanskrit plus Shastri or Acharya.
 - (iii) Shastri
- (b) Hindi examinations :
 - (i) Rattan } } B.A. plus Prabhakar
or
Shastri plus Prabhakar
 - (ii) Prabhakar } } M.A. Hindi or M.A. Sanskrit plus Prabhakar or B.A. plus Prabhakar or Shastri plus Prabhakar.
- (c) Panjabi examinations :
 - (i) Budhiman } } B.A. plus Gyani or M.A. Panjabi.
 - (ii) Gyani } } M.A. Panjabi.
- (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

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)

All Class 'A' Officers of the University who are assigned inspection duties for the University

(v) **Typing of Plans--**

(i) Rs. 30/- (only upto 100 candidates)

(ii) Rs. 60/- (only upto 250 candidates)

(iii) Rs. 70/- (only above 250 candidates)

(For the entire duration of Exams.)

Arrangement of Seats

Payment for arrangement of furniture

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.

(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	..	50
(g) The minimum number of candidates for creation of a centre for M.A. Parts I and II combined shall be	..	75

3. Creation of a centre shall further be subject to the following conditions :

- (a) Satisfactory and adequate arrangements are available.
- (b) It shall be obligatory on the part of recognised institutions where

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.

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)

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.

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.

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,, ie1ssess teach Tc 2ce in-22.5602 doi2aminati fr'0d 0.219

- (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)

- (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

(c)

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

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

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.

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.

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.
-

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)

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

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

(iii) Final M.B.B.S. Examination

- | | | |
|----------------------------------|----|--|
| (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) f a neighbouring3553161.

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.

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.

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

**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.

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

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) 57aa Rattan examination :
 - (i)

- (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

(b) SCALE OF REMUNERATION FOR PAPER-SETTERS,
HEAD-EXAMINERS & EXAMINERS

THEORY EXAMINATIONS

(

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.
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/

- | | | |
|----|--------------------------------------|---|
| 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. | As decided by the Syndicate/
Senate from time to time. |
| 7. | All P.G. Diploma in Medical Sciences | |

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.

- | | | |
|----|--|---|
| 1. | B.A./B.Sc./B.Com. (Hons.)/B.Sc. (Hons. School) | } As decided by the Syndicate/
Senate from time to time. |
| 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) | |

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

1. D.Litt./D.Sc./LL.D.

2. Ph.D. Evaluation
Viva

3.

13. All Job Oriented Diploma Courses in

- 6. B.E. (a) Major Projects
- (b) Minor Projects
- (c) Other Subjects
- (d) Transportation Engg.
Project (Civil) Major

7.

As decided by the Syndicate/
Senate from time to time.

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.



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.

7. Engg. Examinations

(i) Chemistry

(ii) Physics

8. Professional Examination

Actual expenditure certified by the Head of the Institution concerned will be paid.

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.

5. Home Science

- (i) B.A./B.Sc., Part-I
- (ii) B.A./B.Sc. Parts II & III

Agriculture to be treated like Botany and Geology like Physics.

(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.

Re-evaluation is permissible in case of Annual, Supplementary, Bi-annual and Semester examinations conducted by this University except in the following :

- (i) Examinations in the Faculty of Medical Sciences. However Re-evaluation is permissible to the students of BDS as per DCI norms which are as under:

Re-evaluation of theory papers in all years of study of the BDS course is permissible. The answer script shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result accordingly re-considered.

- (ii) Practical Examinations in different subject/s or paper/s; sessional marks, internal assessment, project report, dissertations, thesis and viva voce.
 - (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 21 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 _____ 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.

Late procurement of form shall not be entertained as a plea for its late submission in any case.

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.

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-books 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 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 of examination in the case of annual examinations and after 31st March of the ensuing Calendar year in the case of supplementary/bi-annual examinations.

Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in the application.

(i) A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee of Rs. 240/- per answer-book during working hours on a prescribed form on payment of Rs. 40/- within 30 days from the date of declaration of result of re-evaluation.

(ii) 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

case the average of the best two awards (out of the three) of the candidate shall be taken into account.

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

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.

The result of Re-evaluation whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.

(d) REMUNERATION FOR LESSON WRITERS ETC. WORKING IN THE UNIVERSITY SCHOOL OF OPEN LEARNING

1. Lesson Writers :-
 - (a) Pass courses
 - (b) For Post-Graduate Classes.
 - (c) Diplomas & P.C. Diplomas and certificate courses
2. Translators As decided by the Syndicate/
Senate from time to time.
3. Language Vettors
4. Lesson Reviewers
5. Correction of Response Sheet (Undergraduate Classes) and Diplomas etc.

M.A. EXAMINATION

6. For correction/evaluation of assignment/essay in lieu of response sheets received from students of M.A. Parts I & II As decided by the Syndicate/
Senate from time to time.
7. Translator
8. Lesson typing (Undergraduate & Postgraduate classes)
 1. Double space typing
 2. Double Space stencil cuttingAs decided by the Syndicate/
Senate from time to time.

**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		
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		As decided by the Syndicate/ Senate from time to time.
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.		

COMPLAINTS AGAINST QUESTION PAPERS

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.

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.

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.

(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

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.

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			

(ii) FINANCIAL POWERS OF THE HEAD OF THE DEPARTMENT
OF PUBLICATION BUREAU

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.

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.

(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;

- (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.

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.

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.

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

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.
- (i)

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;

(b) WRITING-OFF LOSSES

- (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.

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.

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.).

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.

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.

The entire amount shall be deposited with the Cashier, Panjab University, Chandigarh in the Current Account, under 'Miscellaneous Income' of the University.

(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.

WRITING OFF LOSSES

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.

(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
- (a) 1398 TL 1.289999725Tc by theymenst fotters,In grretl be handled

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.

- (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.

- (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 fhou2semsby tScheme-Inless specifieddcp are

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.

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.

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.

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.

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 toRs.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

2. Approval of
Selections under

Director RPC on

N.A.

-

- (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.

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.
-
- (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.

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.

The University rules may be followed in the disposal of unserviceable articles purchased from scheme funds. Shall monitor research programmes of various funding agencies.

(b) RESEARCH SCHOLARS AND RESEARCH FELLOWS

The Syndidte, 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.

For the University's Research Scholarships/Fellowships (total 62), the

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.

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.

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.

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.

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.

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.

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.

A Research Scholar or Research Scholar-cum-Demonstrator may be permitted to resign his position with the prior sanction of the Vice-Chancellor.

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.

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

(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).

To provide an opportunity to research students and teachers to undertake advanced study and research in Sciences and Humanities (including Social Sciences).

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.

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.

Preferably below 30 years (40 years in case of women candidates).

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.

- (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

(e) TEACHING ASSISTANTSHIPS

The Senate shall determine from time to time the number of posts of Teaching Assistants to be created for various departments.

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.

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.

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.

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.

- (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.

1. BL/L.L.B. 1st
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) As decided by the Syndicate/
Senate from time to time.
9. MCA 1st
10. Master in Library & Information Science
11. LL.M.
12. M.A. (Journalism & Mass Communication)1st

1. University Institute of Engineering & Technology, Chandigarh & Sarvanand Giri, Regional Centre, Hoshiarpur
 - i) B.E. Courses
 - ii) B.E. with MBA only in UIET
 - 1st year
 - 2nd year
 - 3rd year
 - 4th year
 - 5th year
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
 As decided by the Syndicate/Senate from time to time.

4. Computer Science & Applications	MCA Programme (Evening)	
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	As decided by the Syndicate/Senate from time to time.
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.	

17.

-
-
10. M.A. Psychology
 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
-

As decided by the Syndicate/
Senate from time to time.

-
1. University Business School
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 & Microbiology
 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.

-
18. School of Communication Studies
M.A. (Journalism & Mass Communication)
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)
-

As decided by the Syndicate/
Senate from time to time.

-
1. First Degree Courses
 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
-
-

-
1. B.L./LL.B.
 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

-
- 4.(a) Registration Fee
 - (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)
 - 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
-

-
- (a) Library Security (Refundable)
 - (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
-

-
- (a) Identity Card Fee
 - (b) Parking Fee
 - Cycle
 - Scooter
 - Car
-

-
- i) Dilapidation Fee
 - ii) Amalgamated Fund
 - iii) Film Fee
 - iv) I Card Lamination
 - v) World University Service Fund

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.
- 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
oy1' 0.199995 Tc -16.f75
6coportionately for .2474862a0.41152F8MIAcoueO.25099981opayt0 or U
The othep3additi884840499987

1. Hostel (Security) (Refundable within one
2. Mess (Security) year from the date of
leave the Hostel)
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 cubicle and Rs. 70 p.m. for dormita + Electricity charges.
(iii)	Dhobi		
(iv)	Tailors		

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(Syna y9674 Tc 14

- (c) Extra pay will be paid proportionate to the period of duty on the basis of the following formula :

Payment to be made = $\frac{\text{Pay}}{12}$ minus without pay \times days of extraordinary leave taken during the month (Days of the concerned month).

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 :

$$\text{Rs. } \frac{400}{12} - \frac{400}{12} \times \frac{10}{30} = \text{Rs. } 22.22 \text{ P.M.}$$

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
 - (ii) Late Admission Fee
 - (iii) University Registration Fee
 - (iv) Enrolment Fee
 - (v) University Continuation Fee
 - (vi) Migration Fee
 - (vii) Eligibility Certificate Fee
- Department Security

As decided by the Syndicate/
Senate from time to time.

ANNUAL CHARGES

(To be paid at the time of admission)

- 1. University Sports Fee
- 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

As decided by the Syndicate/
Senate from time to time.

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	
2.	Poor Students Aid Fund Annual	
3.	Security Deposit (Refundable)	
4.	University Sports Fee	
5.	Youth Welfare Fee	
6.	Holiday Home Fee	As decided by the Syndicate/ Senate from time to time.
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.)	
		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.		
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 Communication/All other Bachelor's level professional Examinations).		As decided by the Syndicate/Senate from time to time.
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)		

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. As decided by the Syndicate/
Senate from time to time.
 - (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.

(a) BRIJ NARAIN MEMORIAL LECTURES*

Every year, the Syndicate shall select a person eminent in the subject of

(b) D.C. SHARMA MEMORIAL LECTURES*

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.

The lectures will be delivered ordinarily between the months of October and December.

The exact dates and venue of the lectures shall be determined by the Vice-Chancellor every year.

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.

The miscellaneous expenses on publicity of the lectures and notifying

(c) ACHARYA VISHWA BANDHU MEMORIAL LECTURES

The lectures shall be known as Acharya Vishwa Bandhu Memorial lectures on "Vedic Literature and Culture".

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.

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.

He/she will be paid an honorarium up to Rs. 1000/- for these lectures. The amount may be increased or decreased by the Syndicate.

He/she will be paid T.A./D.A. as per University Rules.

(d) MEHR CHAND MAHAJAN MEMORIAL LECTURES

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.

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.

The lectures will be delivered during the course of the session, normally between the months of October and December.

The exact dates and venue of the lectures shall be determined by the Vice-Chancellor.

The copyright of the lectures shall vest in the Panjab University and the University may publish the same.

(e) M.R. SAHNI MEMORIAL LECTURES

Every year the University shall invite an eminent geologist to deliver 'M.R. Sahni Memorial Lectures'.

The lectures will be delivered during the academic session, normally between the months of October and December.

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".

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

Every year the University shall invite eminent historian to deliver Hari Ram Gupta Memorial Lecture.

The lecture will be delivered normally during the academic session between the months of October and November.

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.

The date and venue of the lecture will be determined by the Vice-Chancellor.

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

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.

The lecture will be delivered normally during the academic session between the months of October and February.

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.

The date and venue of lecture will be determined by the Vice-Chancellor.

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

Every year, the University shall invite an eminent Jurist/Scholar to deliver Dr. B.R. Ambedkar Memorial Lecture.

The lecture will be delivered at the University normally during the academic session between the months of October and November.

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.

The date and venue of Lecture will be decided by the Vice-Chancellor.

The copyright of the said lecture script shall vest in the Panjab University whia5mtOctober and November.

(i) SURENDRA NATH MEMORIAL LECTURE

Every year, the University shall invite an eminent Scholar in the field of Public Administration to deliver "Surendra Nath Memorial Lecture".

The Lecture will be delivered normally during the academic session between the months of October and December.

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.

The date and venue of Lecture will be decided by the Vice-Chancellor.

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

Every alternative year, the University shall invite an eminent Scientist to deliver annual lectures in any branch of Science.

The lecture will be delivered normally during the academic session during the months of October and December.

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'.

T.A./D.A. will be paid by the University from its own funds.

The date and venue of Lecture will be decided by the Vice-Chancellor.

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 TDAo00/-Institution of an Endowment and the interest of the amount be utilized for holding the said lecture.

(m) "PROFESSOR B.M. ANAND MEMORIAL FUND"

(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

(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**

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.

The Scientist shall deliver one or two lectures at the Panjab University Campus ordinarily between the months of October and December.

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.

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.

- (F) Officers of Govt. of India/UGC/Punjab/Haryana/U.T. Chandigarh/employees of the Panjab University, on private visit/use.
- (G) Persons not covered under A-F.
- (H) The Vice-Chancellor/Pro-Vice-Chancellor (Serving as also retired) of any University in Punjab/Haryana/Himachal Pradesh as also their accompanying staff :--

As decided by the Syndicate/Senate from time to time.

Official visit

Private visit

Note : Not more than two persons will be allowed to stay in a room.

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.

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.

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.

Permission to occupy the Faculty House shall rest with the Manager (Guest Houses).

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.

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

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.

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.

(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.

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.
- (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)
- (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

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.

Permission to occupy the Transit Hostel shall rest with the Director, Academic Staff College.

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.

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

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.

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.

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.

- (F) Officers of Govt. of India/ UGC/Punjab/Haryana/U.T. Chandigarh/employees of the Panjab University on private visits/use.
- (G) Persons not covered under A.F.
- (H) The Vice-Chancellor/ Pro-Vice-Chancellor (Serving as also retired) of any University in Punjab / Haryana / Himachal Pradesh as also their accompanying staff:

Official visit

Private visit

Note : Not more than two persons will be allowed to stay in a room.

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

(d) VISITING PROFESSORS' FLATS

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.

(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.

Water and electricity charges will be done by the allottee as per meter readings in each case.

Air conditioning charges will be @ Rs. 10 per air conditioning unit per day, if and as provided.

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

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.

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.

(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.

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/-

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.

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.

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.

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.

All members are requested to take a shower bath before entering the pool. This is a must.

All ladies and gentlemen who wear their long hair are required to wear the water-proof cap while in the pool.

Proper swimming costumes should be used while swimming.

Beginners or learners should not be allowed to enter the large or competition pool or the diving bowl.

Members are required to deposit their identity cards with the swimming pool attendant before entering the pool.

Persons suffering from any skin or infectious or contagious diseases are not expected to enter the pool.

Refreshment should not be served or taken on or in the pool.

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.

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.

No member shall interfere with the duties of any member of the swimming pool staff.

Complaints and suggestions may be made in the book kept for the purpose.

Dogs are not allowed within the premises of the pool.

All members are requested to co-operate to the full with the swimming pool staff to ensure cleanliness.

(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.

Members of the Swimming Pool Committee are authorised to visit the pool as often as may be necessary.

Co-operation of the members is necessary for the enforcement of these rules.

Members, their dependents, or guests swim at their own risk and responsibility.

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.

HOLIDAY HOMES

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).

The rent for the Teacher's Holiday Homes at Dalhousie shall be as under :-

- (a) For teacher/Retired teachers/
examiners/University employees/
Fellows/Ex-Fellows. As decided by the Syndicate/
Senate from time to time.
- (b) Others who do not fall in
Category (a).

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.

The rent for the Teacher's Holiday Home at Shimla shall be as under :-

- (a) For Teachers/retired teachers/
examiners/University employees/
Fellows/Ex-Fellows. As decided by the Syndicate/
Senate from time to time.
- (b) Others who do not fall in
Category (a)

ALLOTMENT OF SUITES IN THE HOLIDAY HOMES

- (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.

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.

The Holiday Homes shall be open to teachers of other Universities also, provided accommodation is available.

Except during vacations, retired teachers may be allotted accommodation in the Holiday Homes.

No one suffering from an infectious or a contagious disease shall be permitted to enter or stay in the Holiday Homes.

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.

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.

Cooking etc. shall not be allowed in a residential room or a bath-room.

An occupant shall pay for the pieces of crockery or any other article broken or lost by him.

The occupants will be responsible for the safe custody of the furniture and other articles in the suites.

The occupants of the Holiday Homes are not expected to take any service from the employees of the Holiday Homes.

STUDENTS HOLIDAY HOMES

The rates for suites in a Holiday Home shall be fixed by the Syndicate from time to time.

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.

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.

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.

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 :

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. |

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.

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.

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.

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.

No one suffering from an infectious or a contagious disease shall be permitted to enter or stay in the Holiday Homes.

The occupant will be responsible for the safe custody of the furniture and other articles lying in the sets.

Kitchen utensils, crockery and cutlery may be obtained from the Chowkidar.

Cooking etc., shall not be allowed in a residential room or a bathroom.

An occupant shall pay for the prices of crockery or any other article broken, damaged or lost by him.

The occupant of the Holiday Homes are not expected to take any service from the employees of the Holiday Homes.

Any infringement of rules will be taken notice of.

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.

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.

(i) SUBSIDIES FOR SPONSORED SCHOLARS

Scholars not exceeding three in number may be sponsored by the University every year for higher studies/research.

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.

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

Subsidy may be granted by the Syndicate on the recommendation of the

Guinea Bissau, Ivory Coast, Jordan, Kenya,

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.

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.

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.

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.

Persons attending such conference etc. will be considered as on duty for the days of the Conference etc. plus the days necessary for travel.

AWARD OF SCHOLARSHIPS

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 these eSemestum tions.

- (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.

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.

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.

- (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.

(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.

- (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 Medal' 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)

- (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)

- (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.

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.

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.

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

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.

A gold medal shall be awarded for the essay adjudged best and shall be presented at the University Convocation.

An essay not exceeding 6000 words neatly typed or handwritten shall be submitted in duplicate for the contest.

Entries shall be submitted in a sealed cover in the manner prescribed below

(vi) (b) PREM CHAND SHORT STORY PRIZE

A Silver Medal (out of the interest of Rs. 1,100) shall be awarded to best short story writer in Hindi every year.

It shall be named as Prem Chand Kahani Puraskar.

(iæpln dgluh ijLdkj)

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.

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

(vi) (c) THE KRISHAN KISHORE GROVER MEMORIAL GOODWILL
DECLAMATION CONTEST

(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

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.

A gold medal shall be awarded for the poem adjudged best and shall be presented at the University Convocation.

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.

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.

The University shall appoint a Committee of three Judges to assess the Poetry pieces in Panjabi, whose judgement shall be final.

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.

Panjabi Poetry submitted for the contest shall become the property of the University and may be published by the University.

No one shall be eligible for award of the Panjabi Poetry Medal more than once.

(vi) (f) PRINCIPAL JAI KISHAN PRIZE

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.

The prize will be awarded purely on the basis of merit irrespective of the means of the awardee.

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.

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**

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 |

(viii) SPORTS STIPENDS (NON PLAN) UNDER THE PANJAB
UNIVERSITY (REVISED SCHEME)

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.

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.

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.

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.

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.

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

The stipends may be called "Late Dewan Som Nath Stipends" and shall be

(x) Lt. CHARANJIT SINGH DHILLON AND MAI PARTAP
KAUR SCHOLARSHIPS

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.

The tenure of the Scholarships shall be ten months.

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.

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.

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.

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,

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.

A Scholarship holder who fails in the University examination shall not be eligible for this scholarship again.

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)

(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

(xv) RADHA KRISHAN PREM KAUR SCHOLARSHIPS

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.

There will be 10 scholarships of the value of Rs. 150/- p.m. each.

The tenure of the scholarships shall be ten months.

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.

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.

A student who has been awarded the scholarship shall be liable to pay tuition

(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 :

The student must have obtained 60 per cent marks in the lower examinations.

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.

His/her father's/guardian's total income should not be more than Rs. 40,000/- per year.

The student should have good conduct and regular in attendance.

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.

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.

(xvii) GURANDITTA MAL-SHIV RAM FELLOWSHIP & LACHMI
DURGA SCHOLARSHIP

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.

(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.

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.

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.

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.

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.

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.

(xxii) "INDIAN INSTITUTE OF CHEMICAL ENGINEERS SCHOLARSHIPS"

Four Scholarships shall be awarded out of the interest accrued from the income of the Endowment called "Indian Institute of Chemical Engineers Scholarships".

The tenure of the scholarships will be ten months.

One Scholarship shall be awarded to one student of each Undergraduate class of the University Institute of Chemical Engineering & Technology.

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

The tennamef the Unirecipis of this schf Scholarships will be tene omunl Eted 0.000607548

ths.

(xxiv) "DR. V.N. TEWARI MEMORIAL ORATION"

"Dr. V.N. Tewari Memorial Oration" shall be financed from the income of endowment bequeathed by Dr. (Mrs.) Amrit Tewari.

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
oved

(xxvii) "PROF. D.V.S. JAIN MERIT SCHOLARSHIP"

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.

The value of the scholarship will be @ Rs. 400/- per month for 10 months.

(xxviii) "RAGHUNATH CHAWLA MEMORIAL SCHOLARSHIP"

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.

The Scholarships will be awarded @ Rs. 150/- p.m.

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.

The student with the highest percentage of marks in the previous examination will be offered the scholarships.

The scholarships may be awarded on the understanding that the holders shall attend the institution affiliated/associated with the Panjab University, Chandigarh.

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.

The holder, who fails in the University examination shall not be eligible for the scholarship again.

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.

If two or more students obtain the same percentage of marks, the amount of scholarship may be distributed equally amongst them.

In case of any difficulty in its smooth working, the matter may be decided by the Vice-Chancellor.

(xxix) "YAMUNA DEVI-TEJASWIGIRI SCHOLARSHIPS"

The Scholarships be known as "Yamuna Devi-Tejaswigiri Scholarships".

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.

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.

The scholarships will be of the value of Rs. 300/- per month per student.

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.

The scholarships will be awarded only to those students who are not getting any other scholarship.

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.

(xxx) "DHARAMPAL SARLA AND RAMESH BANSAL CHARITABLE TRUST"

The endowment be known as "Dharampal Sarla and Ramesh Bansal Charitable Trust".

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.

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, provi -128-c75ourse,oa56eeeges

(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.

(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.

(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.

(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.

(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.

(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.

(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.

(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.

(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.

(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.

(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) -----

(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.
-

(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

(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

(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.
-

**(ii) 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%

10%

(iii) 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.

.....

(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.

.....

(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.

.....

(Ivi) 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.

.....

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.			

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 (p.a.)	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/-

(Ivi) 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 Registrar. The books should be submitted before the closing date for submission of books.

(The

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)

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.

APPENDIX A
APPLICATION FORM FOR REGISTRATION

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.-

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

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/-
	-----	-----
	5599/-	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.

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

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.

(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)

CHAPTER XLVI

FEEES 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.
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)
6. (i)

13. Certified copies of documents required by candidates who are disqualified.
14. (i) Attestation of photostat copies Rs. 350 per examination for the first copy, Rs. 150 for each additional copy thereof.
- (ii) Verification of qualifications Transcript on the request of a person from within Indian Territory Rs. 350.
- (iii) Verification of academic qualification etc. of person residing abroad \$ 200 or equivalent in Rupees.
- OR As decided by the Syndicate/ Senate from time to time.
-

- 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.
-

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	Syndi Tc	30.240PTL -0.11666 Tw (na42-a .7602 TL5 T

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.		
	(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.		OR As decided by the Syndicate/Senate from time to time.
	(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.

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. (ii) Class 'B' employees of the Teaching Departments. (iii) Class 'B' employees of the non-teaching Departments and the Administrative Office.	Senate/ Syndicate Syndicate/ Vice- Chancellor Syndicate/ Vice- Chancellor	Vice-Chancellor D.U.I. 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	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>
Admission forms for various examinations	3 years (Para 93, 24-11-1962)
Result Sheets	10 years (Para 46, 20-10-1964)
Award Lists	1 year (Para 38, 29-6-1945)
Cut Lists	3 years (Para 72, 10-10-80)
<i>Application forms of which certificates have been issued</i>	
(i) Lahore cases and counterfoils	10 years (Para 62, 18-5-1957)
(ii) Duplicate, detail marks, date of	

<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)	10 years.

Description of Record

*Period of preservation and Syndicate
Para and date (in brackets)*

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.

(ii) Cash books.

(iii) Income and expenditure registers.

(iv) Classified register of receipt

(iv)

(iii)

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
(ix) Receipt and despatch registers.	
(x) Provident fund Ledgers and Liability register.	Permanent.
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.		

<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.		

<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.

DESTRUCTION OF VARIOUS REC 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.	1 year.

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.
----	---------------	---

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 deci-	Permanent.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
----------------	------------------------------	---

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 Notes of D.R.aff yR -0.016ilitySwg0.0013 Year 234102 0 Td (Outdoor and ofthiresact	5 years.

Sr.

<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 19985 Twi4Tw (Correspondence with the colA1Snent)	

<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. (ii) Office Copies.	Permanent 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. (2) G.M.N. College, Ambala Cantt. (3) National College, Sathiala	Record to be maintained till the disaffiliation notice served on these colleges is finally withdrawn.
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 Office Scholarships schemes included (ebx3r of the (j) 317777 1001-2022-24. The G-varis	Files and circulars pertaining to 71.0398 earsh-0.0aing.5pn (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>
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.
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

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 expanded 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.

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.

or study,
or
lib)

iiib)

/

ivb) or in six months,

or
shall have

another

iiib)

ivb)

vb)

vib)

viib)
or specific purpose

iib)

iiib)

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.

- (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 conditions for appointment of generalists for the Board of Editors

(v) To consider that the hisegulrdit (Tobjf loon is reseeded

(To lay down the procednts seof lnation cle idliesbes for law Bo

U

i

- (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)

CONTENTS

CHAPTER I

CHAPTER II

CHAPTER III

CHAPTER IV

(ii)

CHAPTER V

CHAPTER VI

CHAPTER VII

CHAPTER VIII

CHAPTER IX

CHAPTER X

CHAPTER XI

CHAPTER XII

CHAPTER XIII

CHAPTER XIV

CHAPTER XV

CHAPTER XVI

CHAPTER XVII

CHAPTER XVIII

CHAPTER XIX

CHAPTER XX

CHAPTER XXI

CHAPTER XXII

CHAPTER XXVI

CHAPTER XXVII

CHAPTER XXVIII

CHAPTER XXIX

CHAPTER XXX

CHAPTER XXXI

CHAPTER XXXII

CHAPTER XXXIII

CHAPTER XXXIV

CHAPTER XXXV

CHAPTER XXXVI

(x)

CHAPTER XLIV

CHAPTER XLV

CHAPTER XLVI

CHAPTER XLVII

CHAPTER XLVIII

CHAPTER XLIX

CHAPTER L

CHAPTER LI

CHAPTER LII

PANJAB UNIVERSITY, CHANDIGARH

IMPORTANT NOTE :

PANJAB UNIVERSITY

CALENDAR

VOLUME III

2016

[Under Section 20, Sub Section (5) of the Panjab University Act]
includes amendment issued upto 21.1.2017



CHANDIGARH (India)

