

## CHAPTER XIII

### FEE FOR CORRESPONDENCE STUDIES

Students enrolled with the Department of Correspondence Studies shall pay fees as per details given below :-

A. Tuition Fee, Personal Contact Programme & General Development Fee and Admission Fee.

Sr. No.	Class	Tuition Fee Rs.	PCP & General Development Fee Rs.	Admission Fee Rs.
1.	B.A./B.Com. Part I, II, III	1510	740	200
2.	M.A., M.Com. I, II & P.G. Diplomas	2010	740	310
3.	Dip. Stats.	1410	740	200
4.	M.F.C. I, II	8230	740	280
5.	B.ED. I, II	13790	740	280
6.	M.ED. I, II & B.Lib.Sc.	6410	740	280
7.	PGD Computer Applications	13000	740	310

B. Other Fees to be paid by the students of all classes.

1.	Enrolment fee	..	Rs. 70
2.	Magazine fee	..	Rs. 80
3.	Library fee	..	Rs. 80 for Graduate, Rs. 110 for Professional Courses & Rs. 120 for M.A./PG Diploma/M.Com.
4.	Library Security (Refundable)	..	Rs. 610 for Graduate, Rs. 730 for Professional Courses & Rs. 800 for M.A/PG Diploma/M.Com.
5.	Identity Card Fee	..	Rs. 40
6.	Student Aid Fee	..	Rs. 40 (Refundable)
7.	Continuation Fee	..	Rs. 40 (Chargeable from those who

9.	Special fee* ..	Rs. 260
10.	Amalgamated fund ..	Rs. 60
11.	Audio Visual ..	Rs. 100
12.	Building Fund ..	Rs. 100
13.	General Development ..	Rs. 330
14.	Communication Charges ..	Rs. 100
15.	NSS Fee ..	Rs. 10
16.	P.U. Alumni House & Scholarship Fund ..	Rs. 10
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. 210 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. 70
	(3) Registration fee ..	Rs. 60
D.	Environment Education ..	Rs. 240
	Fee (It is compulsory for the students of B.A./B.Com. Part-I only).	
E.	Certificate Course in Vivekanand Studies ..	Rs. 2050 (Total lumpsum fee for the session)
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/-.

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\*Chargeable from those who apply for admission from a place outside the jurisdiction of the P.U. (Districts of Ludhiana, Hoshiarpur and Ferozepur, Union Territory of Chandigarh and Moga and Muktsar Tehsils of Faridkot Distt.) or centres located at the places outside these areas.

**CHAPTER XIV**

**MIGRATION OF STUDENTS**

**(a) RULES REGARDING MIGRATION FROM THE AFFILIATED**

10. Migration of a student from a Professional college to an Arts or Science college

(b) **RULES REGARDING MIGRATION OF STUDENTS  
FROM ONE MEDICAL COLLEGE TO ANOTHER  
OF THIS UNIVERSITY**

(Deleted)

**(c) MIGRATION OF STUDENTS FROM A MEDICAL COLLEGE AFFILIATED  
TO ANOTHER UNIVERSITY TO A MEDICAL COLLEGE  
AFFILIATED TO THE PANJAB UNIVERSITY**

1. Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India. Only in exceptional cases on extreme compassionate grounds, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.

2. Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Medical Council of India.

3. The applicant candidate should have passed first professional MBBS examination.

4. The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.

5. The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at IInd professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

- Note 1 :-
- (i) Migration during clinical course of study shall not be allowed on any ground.
  - (ii) All applications for migration shall be referred to Medical Council of India by college authorities. No institution/University shall allow migration directly without the approval of the Council.
  - (iii) Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.

Note 2 :- Compassionate grounds criteria :

- (i) Death of a supporting guardian.
- (ii) Illness of the candidate causing disability.
- (iii) Disturbed conditions as declared by the Government in the Medical College area.

(d) MIGRATION OF STUDENTS FROM THE DENTAL COLLEGE TO  
ANOTHER OF PANJAB UNIVERSITY AND OF ANOTHER  
UNIVERSITY IN INDIA

Same rules as laid down for migration in the case of Medical Colleges shall apply  
to Migration in the case of Dental Colleges also.

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(e) **MIGRATION OF STUDENTS FROM ONE ENGINEERING COLLEGE TO ANOTHER AFFILIATED TO THE PANJAB UNIVERSITY IN THE FACULTY OF ENGINEERING**

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

2. The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the Institution to which the candidate wants to migrate may reject the application without assigning any reason. The application of a candidate for migration will be rejected by the Principal of the Institution to which migration is sought :-

(a)



(f) **MIGRATION FROM OTHER UNIVERSITIES TO  
BACHELOR OF ARCHITECTURE COURSE OF  
PANJAB UNIVERSITY**

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

2. Migration will only be allowed in such cases where the courses of study in the other University and the Panjab University have been compared in detail and the courses in the other University have been found not in any way deficient as compared to those in the Panjab University in respect of the portions of the courses of study covered by the student in the other University.

3. The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the institution to which the candidate wants to migrate may reject the application without assigning any reasons.

Ordinarily the application of any candidate for migration will be rejected by the Principal of the institution to which migration is sought :

- (a) if there is no vacancy in the class;
- (b) if the candidate does not fulfil all the qualifications necessary for admission to the college, as laid down in the admission rules of the college; and
- (c) if the conduct and behaviour of the student has not been satisfactory in the previous college.

4. The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the student's activities.

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(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)



(h) MIGRATION RULES FOR 5 YEAR LL.B. INTEGRATED COURSE

1. Migration cannot be claimed as a matter of right.
- 2.

(i) MIGRATION OF STUDENTS FROM A LAW COLLEGE AFFILIATED  
TO ANOTHER UNIVERSITY TO MASTER OF LAWS TO THE

(j) MIGRATION OF STUDENTS FROM A COLLEGE  
AFFILIATED TO ANOTHER UNIVERSITY IN INDIA  
TO A COLLEGE AFFILIATED TO THE  
PANJAB UNIVERSITY, CHANDIGARH  
IN THE FACULTIES OF ARTS AND SCIENCE

1. A student will not be admitted during the same course unless he produces :-
  - (i) a migration certificate from the University concerned.
  - (ii) the lower examination pass certificate; and
  - (iii) Lecture statement from the college he migrates.
2. Migration of student from a professional college to an Arts or Science College and Vice Versa is not permissible.
3. A migration fee and enrolment fee as prescribed shall be charged from every student coming from another University.
4. The migration will be allowed in B.A./B.Sc. 1st, 2nd and 3rd year classes.
5. A college is entitled to the tuition fee for the month in which the migration is sanctioned and the college to which he/she migrates is not entitled to charge a fee for the fraction of that month.
6. No migration shall be allowed in the postgraduate course.
7. Migration shall not be allowed after the expiry of last date for receipt of admission forms of the annual examination without late fee.
8. The migration shall only be allowed if the applicant is eligible for admission to the course under the Panjab University, Chandigarh.
9. When the migration of a student has been allowed, he must join the new college within 15 days, otherwise his migration shall automatically stand cancelled.

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**\*(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 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 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 for various courses alongwith complete documents from the Principals of the Colleges/Heads of the University Teaching Departments be fixed as 30th September of the year of admission.

In case the return is not received with in the stipulated period, the rate of penalty for late submission of return document per student will be charged as follows :

1st October to 31st October	:	Rs. 1000/-
1st November to 15 December	:	Rs. 2000/-
16th December to 28th February (of the year following the admission)	:	Rs. 3000/-

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\*NOTE : Based on the Streering Committee of the College Development Council held on 26.7.1991 and 3.2.1992.

The Vice-Chancellor shall have the authority to accept the documents in cases of hardship, beyond 28th February up to 7 working days before the commencement of annual examination.

The University shall confirm by 15th December the admission of such students whose original detailed marks certificattes/degree and migration certificates, etc. for the lower examination are received till 30th September, i.e. the last date fixed for the purpose.

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## CHAPTER XV

### RULES FOR CONDONING DEFICIENCY IN LECTURES

1.1. Condonation of lectures can not be claimed as a matter of right.

1.2. If the Principal/Head is not satisfied with the reasons for the shortage given by the student, it is not obligatory on his part to condone the shortage. The decision of the Principal/Head shall be final and the student has not right of appeal.

1.3. Condonation may be allowed keeping in view of the following :

- (a) conduct and behaviour of the student in the department in particular, and in the University in general.
- (b) the genuineness of the grounds seeking condonation, supported by relevant documents having been submitted within seven days of the event.

1.4. No condonation in lectures shall be entertained/granted after the examination(s) for the semester/year are over.

2. If, at the time of submission of admission form, a student has not completed the required percentage of lectures, etc., his name may be sent up for the examination provisionally. The Principal/Head of Deptt. shall 15 days before the date of commencement of examination intimate to the Registrar if the student has made up the required percentage of lectures or if the deficiency has not been condoned.

3.1. A lecture for a double period shall count as two lectures.

3.2. Attendance at Seminar will be counted as lectures but a test or a quiz shall not count for this purpose.

3.3. When, owing to an epidemic, a college/department is closed for more than a fortnight, the Principal/Head may give full credit for the number of lectures, a student might have attended had the college/department not been closed.

3.4. Lectures shall be counted upto the last working day before lectures cease and the college closes for preparatory holidays.

3.5. The days spent by a student for competing examination conducted by Government for Public Services (from the first day to the last day of the examination as also the days of travelling connected with the examination) shall be counted on production of satisfactory evidence as attendance at lectures delivered to his class during the periodn

3.1.

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.

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**CHAPTER XVI**  
**RUSTICATION AND EXPULSION OF STUDENTS OF**  
**AFFILIATED COLLEGES**

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## CHAPTER XVII

### WITHDRAWAL OF ADMISSION FORMS AND REFUND OF FEES

1. An admission form once submitted may be withdrawn by a Principal only under the following conditions :

- (i) When a candidate has been sent up provisionally for shortage of attendances and that shortage has not been made up nor condoned in accordance with Regulations. (Admission form of a candidate who has completed the required percentage of lectures calculated on the basis of lectures delivered up to two weeks before the date of the examination cannot be withdrawn).
- (ii) When a candidate, after sending up his admission form, falls short of the required percentage of lectures as specified in (i) above.
- (iii) When a candidate's name has been struck off the rolls of the institution for non-payment of college dues provided such action has been taken at least a week before the commencement of the examination.
- (iv) When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the commencement of the examination.

2. Refund of Examination fees shall be allowed only if :for non- 6tmm82 thacunder t ,3d of T commencemeeek before the commencement of the examination.

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(iii)

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 rustication or expulsion from college or withdrawal of character certification for misconduct.
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**CHAPTER XVIII**  
**YOUTH WELFARE ACTIVITIES**

The Department of Youth Welfare will organise the following activities in the manner as approved by the Panjab University, Youth Welfare Committee :

1. Youth Festivals (Zonal, University, Inter-University, National/International).
2. Heritage Festivals (Zonal, Inter-Zonal)
3. Basic/Advance/Preliminary Youth Leadership Training Camps.
4. Hiking-Trekking, Cycle Tours, Basic/Advance Mountaineering, Adventure Courses, Rock Climbing & Allied Sports.
5. Youth Service Clubs.
6. Publications (Magazines, Brochures etc.).
7. Students Holiday Homes.

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 7 above and sanction the requisite amount for the purpose out of the sanctioned budget provision.

**Youth Festivals**

University subsidy (out of Youth Welfare Fund Account) for Zonal Youth Festivals : Rs. 90,000 per zone.

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 convener of zonal youth festival irrespective of number of items sent for participation. This entry fee would be charged even if a particular institution does not send any item for participation in a zonal youth festival.

**Heritage Festivals**

University subsidy (out of Youth Welfare Fund Account) for Zonal Heritage Festivals : Rs. 30,000/- per zone.

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.

Rules for organising these Festivals and payment for participation in Inter-University and National Festivals would be the same as applicable to youth festivals and available at Annexure -I and Bulletin of information.

Rules for organising these Festivals and payment for participation in Inter-University and National Festivals are given in Annexure-I and Youth Festivals Bulletin of Information.

**Education College**

Subsidy for Zonal Youth Festival is Rs 55,000/- per Zone. Subsidy for Heritage Festival is Rs. 15,000/- per Zone



### Youth Leadership Training Camps

These camps will be organised at Hill Stations/Plains for the duration indicated below :

- |    |                     |    |  |
|----|---------------------|----|--|
| 1. | Preliminary Camps   | .. | 5 to 9 days  |
| 2. | Basic/Advance Camps | .. | 10 to 15 days in summer and<br>8 to 10 days in Autumn/<br>Winter recess. |

Rules for organising these camps are given in Annexure-II.

### Hiking-Trekking/Mountaineering, Adventure Courses, Rock Climbing and Allied Sports

These activities will be organised for the duration shown against each :

- |       |     |                                  |  |
|-------|-----|----------------------------------|--|
| (i)   | (a) | Basic/Advance Hiking<br>Trekking | 10-12 days   |
|       | (b) | Preliminary Hiking<br>Trekking   | 7-9 days   |
|       | (c) | Cycle Tours                      | Minimum one week 5-8 days                            |
| (ii)  |     | Mountaineering Course            | 21-22 days or as per programme                       |
| (iii) |     | Adventure Course                 | 21-31 days of Mountaineering                         |
| (iv)  |     | Rock Climbing                    | 0-15 days Institutions                               |
| (v)   |     | Allied Sports                    | As per programmes of Mountaineering<br>Institutions. |

Routes and venues for the above activities will be approved by the Vice-Chancellor on the recommendation of the Director, Youth Welfare.

Rules for organising these activities are given in Annexure-III.

### Youth Service Clubs

## ANNEXURE I

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. 300/- will be paid. This applicable to both Zonal and Youth Festival.

- (iv) T.A. and D.A. to the participants will be borne by the Institution concerned to which they belong.
- (v) Awards will be given in the manner as approved by the Youth Welfare

## APPENDIX II

### Rules for Basic/Advance Youth Leadership Training Camps

- (i) Daily allowance @ Rs. 120 per student per day for Basic/Advance Camps will be pooled to run a community Mess constituted by the trainees on the condition that all other sundry expenses will be met out of the pooled amount.
- (ii) The Director will obtain receipts from the participants about the payment of D.A. and will obtain a certificate from the Mess Committee that contribution of the D.A. @ Rs. 120 per head was fully utilized for running the mess and meeting sundry expenses.
- (iii) The persons (as approved by the Vice-Chancellor) invited to preside over the Inaugural/Valedictory functions and to deliver talks will be entitled to D.A. as per University rules.
- (iv) Administrative/Deputy Administrative Officers shall be paid T.A. from their home towns during the vacations if they actually travel from home towns.
- (v) Travelling expenses of the trainees will be borne (both ways) by the students/institutions selected by the Director, Youth Welfare.
- (vi) One Deputy Administrative Officer will be appointed by the Director, for a batch of 20 trainees and fraction thereof.
- (vii) Two officials and one peon will be detailed by the Director, for camp duties per requirements at the camp.
- (viii) The participants securing 'O' (Outstanding) grade and securing first position in Basic/Advance Youth Leadership Training Camps will be awarded University insignias with citation.

### Preliminary Youth Leadership Training Camps

- (i) Preliminary Camps allotted by the Director will be organized for the students only on the pattern of the Basic Camps for one or more colleges.
- (ii) For all the Camps Rs. 1500 will be paid for Inaugural Function & Rs. 1500 will also be paid per Valedictory Function fee Camp. For all the camps Rs. 50 per student for day will be paid for hiring the accommodation.
- (iii) Utilization certificate for the University subsidy within 30 days would be furnished by the Institution concerned duly countersigned by the Director, Youth Welfare.

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### 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)



### Office Bearers

3.1. There will be an executive Committee consisting of the following to be nominated by the Youth Welfare Officer chosen strictly on merit for a term of one year :-

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Joint Secretary
- (e) Treasurer
- (f) Editor, Youth Service Section

Two persons to be co-opted, if necessary.

3.2. The executive committee (listed above at 3.1) will approve of admission of members, decided termination of membership, plan, organise and review the activities of the club, record proceedings of the meetings and prepare reports of the activities and handle financial matters of the club.

### Subscription

4. Rs.10 per year (in one or more instalments) will be paid by each student member as membership fee to the treasurer as soon as the enrolment is confirmed. Members may be asked to pay additional amount if in the opinion of the Executive some such payment becomes necessary. The amount collected as of membership fee will be incorporated in the annual budget of the college.

## CHAPTER XIX



**III. Election Related Expenditure and Financial Accountability :**

1. The maximum permitted expenditure per candidate shall be Rs. 5000/-
2. Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate) to the college/university authorities. The college/university shall publish such certified accounts within 2 days of submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
3. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
4. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any sources other than voluntary contributions from the student

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

- 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**

**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**

- (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) he ceases to be a student of the University on account of non-payment of fee or any other reason.
- (e) he ceases to be a student.

**X. Functions**

1. To promote healthy corporate life on the Campus.
2. To ensure maintenance of proper academic atmosphere and orderliness on the University Campus.
3. To help in allocation of Amalgamated Fund for different authorized purposes and activities connected with student welfare.
4. To assist in organizing various cultural and sports functions.

**XI. No confidence motion against any of the office bearers or any elected member of the Executive Committee can be moved only if the 1/3 members are in favour of**

for the election of Department Representative(s), along with the consent and declaration of each candidate on the prescribed form, so as to reach him by the time fixed by the Dean Student Welfare at least 2 days before the date of election. Immediately after the closing time for the receipt of nominations, the Head of the Department shall notify the list of persons whose nomination papers have been received by him by affixing it on the Notice Board of his Department.

- (ii) Thereafter, objection(s), if any, regarding the eligibility of candidate(s) shall be made, in writing, to the Head of the Department within the time limit notified by the Dean Student Welfare for the purpose.
- (iii) The scrutiny of nomination papers will start on the date and time fixed by the Dean Student Welfare for the purpose. Any objection(s) duly received by the Head of Department shall be disposed of during scrutiny. The candidate(s) must produce original documents (Degree/Diploma/Matriculation or Higher Secondary Certificate/and other relevant papers required in relation to

Immediately after the aforesaid date, the Dean Student Welfare shall notify the list of persons whose nomination papers for various offices of the Executive Committee have been duly received by him by affixing a notice on the Notice Board of his office.

- (ii) Objection(s), if any, against the candidature(s) of a person(s), but not pertaining to the eligibility conditions, shall be made, in writing, by the Departmental Representative(s) to the Dean Student Welfare on the date fixed for the receipt of nomination papers and by the time as may be notified by the Dean Student Welfare. These objections will be disposed of by the Dean Student Welfare at the time of scrutiny.
- (iii) The scrutiny of the nomination papers will start at the time fixed for the purpose by the Dean Student Welfare, on the date notified for the receipt of nomination papers or on such date as may be notified by the Dean Student Welfare immediately after the scrutiny, the list of the names of persons whose nomination papers have been found valid, shall be notified by the Dean Student Welfare by affixing a notice on the Notice Board of his office.
- (iv) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals, if any.
- (v) Election to the Executive Committee shall be held on the date and time fixed by the Dean Student Welfare. No voter shall be allowed to enter the Voting Hall after such time.
- (vi) Objection(s), if any, regarding the conduct of elections to the Executive Committee will be disposed of by the Returning Officer on the spot.
- (vii) The counting of votes will start immediately after the voters have cast their votes.
- (viii) The Returning Officer shall thereafter announce the results. If there is a tie among the candidates for the election of office bearers or member(s) of the Executive Committee, the matter shall be decided by draw of lots by the Returning Officer.

To

The Chairman of the  
.....Department,  
Panjab University,  
Chandigarh.

Sir,

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of ..... son/daughter of ..... of (class) ..... Roll No.....in the Department of .....for the election of Departmental Representative to the University Campus Students' Council for the session.....

Yours faithfully,

## SECONDED BY

Signature.....

Signature.....

.....

.....

(Name of student)

(Name of student)

S/o Shri.....

S/o Shri.....

Class....., Roll No.....

Class....., Roll No.....

Dept.....

Dept.....

Date.....

Date.....

## CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Departmental Representative to the Panjab University Campus Students' Council for the session.....

Signature.....

.....

(Name of the student)

S/o Shri.....

Class....., Roll No.....

Dept.....

Date.....

## DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Panjab University Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of .....years as on 1st September.....being a Under Graduate/Post Graduate/Research Student.



3. I joined the University for the first time in the year .....as 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.

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

The Chairman 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)

S/o Shri.....

Roll No....., Class.....

Dept.....

To

The Dean Student Welfare,  
Panjab University,  
Chandigarh.

Sir,

2.

The Dean Student Welfare,  
Panjab University,  
Chandigarh.

Sir,

I withdraw my candidature from the election as Member of the Executive  
Committee of the Panjab University Campus Students' Council for the  
year.....

Yours faithfully

Signature.....

.....

(Name of the candidate)

Son/daughter of Sh.....

.....

Class....., Roll No.....

Dept.....

Date :

**PANJAB UNIVERSITY (CHANDIGARH)**  
**PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL**  
(Session.....)  
**ELECTION OF OFFICE BEARERS**  
(President, Vice-President, Secretary and Joint Secretary)

Department of.....

1. Number of Ballot Papers received8....-N393967 T20 8 2/9Tr981.....

THIS INFORMATION MAY BE SENT TO THE OFFICE OF  
DEAN STUDENT WELFARE IMMEDIATELY IN THE  
STUDENTS' CENTRE

The Dean Student Welfare





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)

~~(v)~~ To help in the organisation of the college.

- (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, 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, 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, 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 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 --

(c) he does not appear in any University examination even

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.

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6. In any one academic year the amount of help given to a student under this scheme shall not ordinarily exceed Rs. 5000/- or as decided by the Syndicate time to time.

*Slabs of Annual Family Income from al Sources of	(Rs.)	Maximum Amount of Aid Fund payable p.a. (Rs.)
(i) All teaching Deptts.	up to 70,000/-	7500/-
except D.C.S.	up to 1,50,000/-	6000/-
(ii) D.C.S.	up to 70,000/-	4500/-
	up to 1,50,000/-	3600/-

7. A ccounts of the fund shall be operated by the Registrar.

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\*These revised income slabs will be effective from the Academic session 2006-2007 but the formula for the amount of Aid Fund to be disbursed, will be effective w.e.f. the year 2005-2006.

(d) **NORMS AND STRENGTH OF TEACHERS IN THE TEACHING DEPARTMENTS OF THE CORRESPONDENCE STUDIES**

1.1. For purposes of these rules, the "teachers of the Department of Correspondence Studies" shall include Professors, Readers, Lecturers and such other persons as may be approved for imparting instruction in the Department and are designated as teachers by the Senate. The term 'Department' will mean, the Department of the Department of Correspondence Studies.

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 Reader with at least 5 years teaching experience or Lecturer with at least 8 years teaching experience as Lecturer.



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 Chairman, Department of Correspondence Studies fortnightly reports of the same.
- (vi)

## CHAPTER XX

### TEACHING LOAD FOR COLLEGE TEACHERS/UNIVERSITY 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 :-

Lecturer/Sr. Lecturer/Lecturer (Sel. Grade)	16 hours
Readers & 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.

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## 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 lecturer, 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.

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**(b) AMALGAMATED FUND**

1.1. There shall be an Amalgamated Fund for the benefit of students. Every student shall contribute towards this fund, along with tuition fees, at the rate prescribed by the Syndicate from time to time.

1.2. The Amalgamated Fund shall be kept separate from the funds of the Governing Body of the college/institution.

2.1. The Amalgamated Fund shall be allocated for different purpose by the Dean of University Instruction--Dean of Student Welfare/Principal of the Institution, in consultation with the representatives of staff and students. In case of affiliated Colleges there shall be an Amalgamated Fund Committee comprising of two staff representatives (one teacher Incharge-co-curricular activities and one lecturer in Physical Education/ D.P.E.) and two student representatives (including one woman student in case of co-educational institutions). The Principal of the College shall furnish a certificate to the effect that the Amalgamated Fund has been utilized as per rules.

2.2. The Dean of University Instruction--Dean of Student Welfare/Principal of the institution/Chairman, Deptt. of Correspondence Studies shall have full powers in regard to the administration, operation and utilization of the fund in accordance with allocation made under rule 2.1.

3. The Amalgamated Fund shall be utilized for the following purposes :

- (i) Purchase of sports material pertaining to various games.
- (ii) Water, levelling, cleaning, turfing and maintenance of playgrounds.
- (iii) Expenditure on and grants to societies, clubs, associations, committees, sabhas comprising of students and organised by the college.
- (iv) House examinations including the purchase and running of duplicating machines for printing of question papers.
- (v) Community projects or social service activities approved by the Principal.
- (vi) Trips to places of educational and cultural interests, or mountaineering, hiking, etc.
- (vii) (a) Participation of Students in Seminars, debates, declamations, music and dramatic contests and for taking part in any other educational and cultural activities.  
(b) Award of stipends/scholarships (10 such awards for 1000 students or part thereof) to students who distinguish themselves in the following activities :
  - (i) Cultural (ii) Artistics (iii) Literary (iv) Social Services. The value of an award shall be up to Rs.40 per mensem, and shall be tenable for a period of one year.
- (viii) Hire and carriage of furniture, shamianas, loudspeakers, etc. photographs, decoration, lighting refreshment to players, prize-winners and guests invited to sports cultural and other academic functions organised by the college.

- (ix) T.A. and D.A. to outside speaker, prominent citizens, poets, artists, writers, etc. invited the function organised by the students as determined by the Principal provided that the maximum shall in no case exceed the admissible limit under the University rules.
- (x) Travelling allowance to persons invited to lecture at the college or to preside over convocations or prize distribution functions and entertainment provided to such visitors.

- (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 of the.560vshal

**(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 Pri5tn97s95.12 6siw Tdt2n to the**



**CHAPTER XXIII**

- (i) CHANGE BY A STUDENT/CANDIDATE OF -
  - (a) CATEGORY (b) SUBJECTS or (c) FACULTY
- (ii)

session may be deemed to have commenced with effect from the last dates of Correspondence

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.

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## 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 commencement of the academic session/course irrespective of the date of admission. For this purpose the counting of lectures shall be commenced from the date the teaching work starts for the academic session/course and would end 14 days before the commencement of the annual examination or 7 days before the commencement of the Semester examination, as the case may be.

7. No additional seat shall be created in any class/course (including professional courses) to accommodate a case of late admission.

8. For M.B.B.S. Course--

- (i) to avoid hardship, the Vice-Chancellor may permit up to 15th September each year late admission not covered by the above rules on payment of a late fee of Rs. 50 payable to the University;
- (ii) if a student is not eligible for an examination he will take the next examination after six months;
- (iii) each examination (theory as well as practical) shall not take more than 30 days.

9. Late admission forms shall be forwarded to the University for the sanction of the Vice-Chancellor within a week from the date of such admission.

10. A student whose result of +2 examination conducted by a School Board is published late but not later than 10th August of the year of admission may be admitted without late fee within 15 working days of the declaration of the result, and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also.



### (C) ENROLMENT FEE

A student who seeks admission to the Panjab University or an affiliated college or who seeks admission to appear in an examination as a private candidate, on the basis of 10+2 certificates obtained from the School Education Boards of Punjab, Haryana, Himachal Pradesh or from the Central Board of Secondary Education or from any other recognised Board/Body/Council/Institution, he/she shall pay registration fee.

### (D) RECEIPT OF ADMISSION FORMS AND FEES FOR VARIOUS EXAMINATIONS

1. The last date for receipt of admission forms and annual/Semester examinations without and with late fee respectively in case of a candidate whose result is published late by this University will be as under :-

- (a) B.A./B.Sc. I, II & III years, B.Com. I, II & III years, B.Ed., M.A. I & II years, O.T./M.I.L. and all other annual examinations including B.Sc./M.Sc. (Hons. School) :-
- |                                   |    |   |
|-----------------------------------|----|---|
| (i) Without late fee              | .. | Within one month from the date on which the result was published or within 15 days of despatch of Detailed Marks Card (under U.P.C.) which ever is later. |
| (ii) With late fee of Rs. 1500/-  | .. | Upto one month after the last date as at (i) above.   |
| (iii) With late fee of Rs. 3000/- | .. | Upto further one month after the last date as at (ii) above.  |
| (iv) With late fee of Rs. 6000/-  | .. | Less than one month but not less than one week before the date of commencement of Examination.  |
- (Permissible only, subject to availability of question paper/s. In such cases, Centre of Exam. shall be at Chandigarh).
- (b) M.A./M.Sc. (Semester System), Bachelor/Master of Engg., and all examinations under the Semester System including other Professional examinations :-
- |                                  |    |   |
|----------------------------------|----|---|
| (i) Without late fee             | .. | Within 10 days from the date on which the result was published or within 10 days of despatch of Detailed Marks Card (under U.P.C.) which ever is later. |
| (ii) With late fee of Rs. 1500/- | .. | Upto one month after the last date as at (i) above.   |

- (iii) With late fee of Rs. 3000/- .. Upto further one month after the last date as at (ii) above.
- (iv) With late fee of Rs. 6000/- .. Less than one month but not less than one week before the date of commencement of Examination.  
(Permissible only, subject to availability of question paper/s. In such cases, Centre of Examination shall be at Chandigarh).
- (c) Charging of late fees if the Examination fee remitted by a candidate is short of the prescribed fee.
- (i) If the Examination fee remitted by the candidate is short upto Rs. 5. No late fee be charged.
- (ii) If the Examination fee remitted by the candidate is more than half of the admission fee. Late fee of Rs. 5 only be charged.
- (iii) If the Examination fee remitted by the candidate is less than half of the admission fee. Late fee and extra late fee as prescribed by the University from time to time be charged upto the date of receipt of balance of Examination fee.

2. Three days of grace shall be allowed for receipt of Examination forms and fees for the various examinations after the last date without late fee.

**(E) RESERVATION OF SEATS FOR THE SONS AND DAUGHTERS/WIVES OF MILITARY PERSONNEL**

For admission to a course where a certain percentage of minimum marks has been prescribed, seat/s upto 5% will be reserved (for all the undermentioned categories taken together) for candidates who fall in one of the following categories (which are given here in order of precedence).

1. Sons/Daughters/Spouses of such defence personnel and para-military personnel\* who died in action. Only those who were wholly dependent on such personnel shall be considered.
2. Sons/Daughters/Spouses as are wholly dependent on such defence and Para-military personnel who were incapacitated\*\* while in service.
- \*3. Defence and Para-military personnel who were incapacitated while in service.
4. Such sons/daughters/spouses of ex-servicemen\*\*\* as are wholly dependent on them.
5. Such sons/daughters/spouses of serving defence personnel and Para-military personnel like CRPF/BSF etc. as are wholly dependent on them.
6. Ex-servicemen.
7. Serving defence personnel and Para-military personnel like CRPF/BSF etc.

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\*Para-military personnel means persons belonging to CRPF/BSF.

\*\*Incapacitation will mean incapacitation leading to the discharge of the person by concerned authorities.

\*\*\*Ex-serviceman means a person who had served in any rank whether as a Combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union or in para-military service like CRPF/BSF etc.

- (i) Who retired from the service after earning his/her pension; or
- (ii) Who has been boarded out of the service on medical grounds attributable to military service/Para Military service or circumstances beyond his control and awarded medical or other disability Pension; or
- (iii) Who has been released from the service as a result of reduction in establishment; or
- (iv) Who has been released from service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

Territorial Army personnel of the following categories shall also be considered as ex-servicemen :-

- (a) Pension holders for continuous embodied service.
- (b) Disabled Territorial Army personnel with disability attributable to military service.
- (c) Gallantry award winners.

For admission to evening courses, categories 2, 4 and 5 above will not be considered since the term 'wholly dependent' will exclude such persons as are 'employed' or 'self-employed'.

Under categories 1, 2 and 3 only as above, the Vice-Chancellor may, at his discretion, sanction additional seats up to a further 5% of the total number of seats in a course, these seats will be treated as being in addition to the approved strength of a course in that year only.



## CHAPTER XXVI

### PHYSICAL TRAINING OF STUDENTS

1. Forty lectures shall be delivered during the B.A./B.Sc. course as under :

Part I	..	20 lectures
Part II	..	10 lectures
Part III	..	10 lectures
- c 3..

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 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 during 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.

Claes.s

## 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 is required to submit dissertation/thesis as a part of the examination, shall not be allowed to have access to his dissertation/thesis for making any changes, after he has submitted the same.

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## CHAPTER XXVIII

### (a) MASTER OF ARTS/SCIENCE EXAMINATION (SEMESTER SYSTEM)

(To come into force with effect from the Admissions of 1976)

1.1. The term 'Board of Control' used in the Regulations ordinarily denotes the Board of Control for the University Teaching Departments. But in the case of college/ Departments allowed to join the semester system, it shall mean the Board appointed by the Syndicate for this purpose.

1.2. Each Board of Control will notify :

- (i) total credits allocated to courses which are compulsory for every student to pass the Examination;
- (ii) The title of allied subjects in which credits can be taken; and, if necessary;
- (iii) titles of courses of allied subjects which will be allowed to the candidates of the major subjects.

This announcement will form a part of the prospectus and the syllabi.

1.3. The Board of Control should, as far as possible, indicate in the Prospectus what particular courses would be of specific interest to students of an allied subject.

2.1. The distribution of internal assessment i.e. 25 per cent marks for mid-semester tests/term papers will be decided by the Board of Control and announced to the students before the commencement of the course.

2.2. The internal assessment will be made by the teacher concerned subject to moderation by the Board of Control.

Explanatory Note.--The marks script be made available to the students for their information. After the review by Board of Control, the Head of the Department concerned will send the Internal Assessment of the students to the University Office under a confidential cover within the period provided for in the Regulation 14.2.

3.1. The question paper will be set by external examiner alone. However, teacher teaching that course shall supply a detailed list of topics he has covered or plans to cover in his teaching during the course of the semester indicating the total content and approach of his instruction, and a comprehensive set of questions spread over the whole course containing at least five times the number of questions a candidate is expected to attempt. The external examiner will, of course, have the discretion to frame questions in his own way.

3.2. For purposes of evaluation, each question paper will be divided into two parts.



(b) DEGREE OF MASTER OF PHILOSOPHY

(w.e.f. the admission of 1989)

1. No person shall be allowed to do the M.Phil. programme of study as a private candidate.

2. Inter-University migration shall not be allowed for completing the M.Phil. programme of study.

3.1. The examination for each semester/academic year shall be open to a candidate, who fulfils the following requirements :-

- (i) has been on the rolls of the Department for the semester/academic year preceding the examination.
- (ii) has attended atleast 66 per cent of the lectures, seminars, tutorials, etc. in each course during the semester.

The Board of Control shall be empowered to condone shortage in the attendance of lectures, seminars, tutorials etc., to the extent of 10% in each course (theory and/or practicals).

3.2. The medium of examination in M.Phil. in all subjects other than languages shall be English.

3.3. One credit shall mean one contact hour per week per semester. In case of laboratory work, two laboratory hours shall be counted as equivalent to one contact hour per week per semester.

4. The assessment of performance of a student in each course shall be in terms of numerical marks. The assessment in each course shall be based on :

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| (i) Examination at the end of the semester | .. | 80% |
| (ii) Home Assignments, Term Papers, etc.   | .. | 20% |

5. The conduct of examination shall be arranged by the Board of Control of the Department. This shall include preparation of the date-sheet, holding of Examination, evaluating the answer books and preparation of the result. The Chairman/Head of the Department shall, on behalf of the Board of Control, intimate to the Examination Branch the date and programme of examination and shall compile the examination result. When the result is finalised, it shall be communicated to the Controller of Examinations for declaration.

6. The first five candidates, in order of merit, who have obtained first division in the M.Phil. course, from each Department, shall be awarded degree at the Convocation.

7.1. A candidate who is declared to re-appear in a course/s in the Semester examination and rejoins the course/s afresh, shall be required to re-appear in all the components of the course.

7.2. A candidate who does not re-join the course/s will re-appear in the semester examination, but his previous marks for the Home Assignments, Term Papers, etc., shall be carried forward.

8.1. Candidates appearing for the course/s shall be evaluated by the External and Internal Paper Setters and Examiners.







joining till 31st May of the academic session, subject to the condition that the Chairman of the Department concerned certifies regular attendance of the candidate and the fact that there is no case of re-appearing in the 1st semester examination.

6. There would be no distinction between students possessing Pass Course degrees and Honours School degrees for purposes of admission to the M.Phil. course.

7. According to Regulation 29.1 on page 201, P.U. Calendar, Volume I, 1986, 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.





- (ii) A teacher fulfilling the above conditions and interested in supervising research of candidates seeking enrolment for Ph.D., shall communicate his/her interest to the Chairperson of the concerned Teaching Department in the University (through Head of the Institutions other than the University Teaching Department)/ Principal, Home Science College, Chandigarh, alongwith the relevent documents as evidence of fulfilling the above conditions.
- (iii) Such a request of the teacher shall be placed before the joint meeting of the Administrative and Academic Committees of the concerned Department for consideration and recommendation to the Registrar's office. However, in case of Home Science College, Chandigarh such a request shall be considered by the appropriate Committee constituted by the Principal and its recommendations sent directly by the Principal to the Registrar's office.
- (iv) In case a Supervisor is from an affiliated College, the University shall satisfy itself that the requisite infrastructure and academic facilities

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.

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- \*(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 Chairman of the Department concerned should keep record of the number of scholars/ students working under a Supervisor, in his Department and before recommending the name of a Supervisor/Co-Supervisor, will ensure that the number of Research Scholars working under him was within the limit laid down).
  - (ii) The above provisions would apply to the Supervisors/Co-Supervisors from the academic staff of the University.

- (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 time,
    - (b) that such a Supervisor will be appointed as Co-Supervisor, the other Co-Supervisor being a teacher from the University Teaching Departments/Institute/Centre, recognized for the purpose of guiding Ph.D. research.
    - (c) holds the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and
    - (d) evidence of having been engaged in research after Ph.D.
- 8.4. (i) If, before the thesis of a candidate is completed the supervisor retires

- (b) If both the examiners are from India, one of them shall be appointed as the external examiner.
- (c) If one of the examiners is from India, he/she shall be appointed as the external examiner;
- (d) If the external examiner so appointed is unable to conduct the oral test/viva voce or is otherwise not available, an external examiner in his place shall be appointed.

12. Before permission to publish a thesis is accorded, reports of the Head of Department and the Supervisor will be obtained to ensure whether or not the revision suggested by the examiners, if any, has been carried out and for that purpose the reports of the examiners shall be made available to the Head of the Department and the Supervisor.

13. When out of the two examiners originally appointed for evaluation of Ph.D. thesis :

- (a) one recommends its acceptance, the other its rejection, and the third examiner appointed under the regulations recommends its revision, the revised thesis shall be sent for evaluation to the third examiner.
- (b) one recommends acceptance, the other its revision, the revised thesis shall be sent for evaluation to the examiner who recommended revision.

14. The authority to grant extension, as Regulation 13.1, for the Ph.D. degree may be \*delegated to the Dean of University Instruction by the Joint Research Board.

15. After the thesis has been accepted and the decision to award degree has been taken by the Syndicate, the Head and the Supervisor, whenever necessary, may make a summary of the technical part of the examiner's report and communicate it to the candidate if it helps in improving the thesis before publication (in full or parts) or gives guidance to the candidate for further work :

Serial No. Ph.D./.....

16. Every candidate registered for doctoral degree in Social Sciences, shall supply three copies of the abstracts of his thesis after the award of the degree to him.

17. Every candidate for doctoral degree in Social Sciences shall be required to submit --

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

1. In view of the present status and stage of development of various subjects of study at research level in Universities in India and having regard to the facilities available for research in these subjects, the practice or convention followed by many Universities of appointing one more expert from abroad to evaluate Ph.D. thesis should be discouraged. However, in certain areas or specialities where sufficient number of experts may not be available in the country for such assessment, experts from abroad to evaluate such theses may be appointed. While selecting such experts from abroad, it should be necessary to take note of the standing, experience and contribution of such experts.

It should be impressed upon such experts that the standard of Ph.D. thesis to be evaluated should be with reference to the highest standards maintained by them for examining theses in the leading Universities and where research work for at least two years is expected for submission of thesis.

2. Appointment of same set of examiners in the Universities for Ph.D. theses on related topics should be avoided.
3. For each inter-disciplinary topic registered for research, there may be a group of two or three supervisors from the related areas to guide and supervise the work of a candidate.
4. Depending upon the topics, a thesis should be examined by at least two external examiners. On receipt of the unanimous report from examiners recommending the acceptance of the thesis for Ph.D. degree there should be a viva voce examination of the candidate by a board consisting of supervisor(s) and atleast one of the external examiners. However, after the completion of the formal examination including viva voce and before the declaration of the result by the University the candidate be asked to make a formal presentation of the thesis in the form of a lecture in the presence of the department faculty and research students interested in the subject.
5. Where the examiners have suggested some modifications/improvement of a thesis on certain suggested lines or pointed out certain lacunae in a thesis, the candidate should be asked to reply or to modify the thesis on the suggested lines. The viva voce examination should be held only when the thesis has been finally recommended for acceptance for the award of the degree.