

PANJAB UNIVERSITY

CALENDAR VOLUME I

2022

(The Panjab University Act and Regulations)

This Volume contains amendments as approved by the Central Govt.
and published in the Gazette of India up to and inclusive of 08.02.2021



CHANDIGARH (India)

Published by :

CA VIKRAM NAYYAR, FCA, M.COM., M.B.A., LL.B.
REGISTRAR, PANJAB UNIVERSITY,
CHANDIGARH.

Price : Rs. 120/-

Printed by :

JATINDER MOUDGIL
MANAGER, PANJAB UNIVERSITY PRESS,
CHANDIGARH.

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IMPORTANT NOTE :

(i) All admissions/examinations/other fees, funds and charges shall be as decided by the Syndicate of the University from time to time.

(ii) The nomenclature of Reader and Lecture has been charged to that of Associate Professor and Assistant Professor, respectively.

CHAPTER I

- (A) **The Panjab University Act VII of 1947, as amended up to 12.08.2011 :**
- (i) The East Panjab University (Amendment) Act LIV of 1948
 - (ii) Ordinance VII of 1949
 - (iii) Panjab University (Amendment) Ordinance No. IV of 1953.
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- (B) (ix) Section 72 of the Panjab Reorganization Act, 1966
- (C) (x) Government of India, Home Ministry Notifications:
- (1) No. F.17/79/66-SR-(i), dated 1.11.1966
 - (2) No. F.17/79/66-SR, dated 30-8-1967
 - (3) No. F.17/79/66-SR, dated 29.6.1968
 - (4) No. F.17/79/66-SR, dated 9.7.1968
 - (5) No. F.17/56/68-SR, dated 12.9.1969
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 - (8) No. F.17/34/71-SR, dated 25.4.1972
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It is hereby enacted as follows :

1. Short titles and commencement of Act :-

- (a) This Act may be called the Panjab University Act, 1947.
- (b) It shall come into force at once.

2. Interpretation :- In this act, unless there is anything repugnant in the subject or context;

- (a) "College" or "affiliated college" includes any collegiate institution affiliated to or maintained by the University;
- (b) "the Government" means the Central Government;
- (c) "regulations" means any regulation made by the Senate; and
- (d) "the University " means the Panjab University.

3. *Repeal of Ordinance No. VII of 1947 :-*

(a) The East Panjab University Ordinance, 1947, is hereby repealed and the University established under the provisions of the aforesaid Ordinance, shall hereafter be governed by the provisions of this Act.

*(b) The seat of the University shall be at Chandigarh.

4. *Incorporation of the University:-* The University shall be a body corporate known by the name of the Panjab University having perpetual succession and a common seal, with power to acquire and hold property, movable and immovable, to transfer the same, to contract, and to do all other things necessary for the purpose of its constitution and may sue in, or be sued by, its corporate name.

5. *Purposes of the University :-* The University shall be incorporated for the purposes, among others, of making provision for imparting education in Arts, Letters, Science and the learned professions and of furthering advancement of learning, the prosecution of original research, with power to appoint University Professors, Readers and Lecturers, to hold and manage educational endowments, to erect, equip and maintain University colleges, libraries, laboratories and museums, to make regulations relating to the residence and conduct of students and to do all such acts as tend to promote study and research.

6. *Character of the University :-* The University shall be open to all persons of either sex and of whatever race, creed or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted thereto as a teacher or student or to hold any office therein, or to graduate thereat, or enjoy or exercise any privilege thereof except, where such test is specially prescribed in respect of any particular benefaction accepted by the University, having been made a condition thereof by any testamentary or other instrument creating such benefaction.

7. *Property of the University:-*

(a) The University may acquire, take over and accept, by way of assignment or otherwise, from the Panjab University, monies, stocks, funds, securities and other property, movable and immovable of every description including actionable claims and choses in action of and belonging to the Panjab University hitherto managed and controlled by the same or held in trust for or for the use of the same, and may give any trustee in whom such stocks, funds, securities and other property may be vested, a valid receipt discharge and indemnity for and in respect of the transfer or handing over the same to the University” established by this Act.

(b) The University may receive and accept donations, endowments and gifts and money, land, buildings, stocks, funds, shares, securities and other property whatsoever movable and immovable and either subject or not subject to any special trusts or conditions.

(c) All property, movable or immovable, of whatever description, granted or transferred to it by any Government, person or institution or otherwise acquired or held by it, shall vest in and be the property of the University and shall be administered by it for the purpose of the University,

* *Vide* Panjab University (Amendment) Act, 1960.

subject to any trust as to the manner in which and the purposes for which that property or any part thereof is to be applied.

8. Body Corporate:-

Subject to the provisions of this Act, the Supreme authority of the University shall be vested in the Senate which shall consist of the -

- (a) Chancellor,
- (b) Vice-Chancellor,
- (c) *Ex-officio fellows*, and
- (d) Ordinary Fellows.

9. Chancellor :- The Chancellor of the University shall be appointed by the Central Government by Notification in the Gazette of India.

10. Vice-Chancellor:-

- (1) The Vice-Chancellor of the University shall be appointed by the Chancellor.
- (2) The Vice-Chancellor appointed under this Act shall hold office for a term of three years which term may be extended by the Chancellor for such further periods not exceeding three years at a time, as he may deem fit.
- (2) (A) Notwithstanding anything contained in this Act, or any order made thereunder, the person holding office of the Vice-Chancellor immediately before the commencement of the East Punjab University (Amendment) Act, 1956 (Act 9 of 1956) shall continue to hold office for such period up to 31st July, 1957, as the Chancellor may, by order, determine.
- (3) The Chancellor shall determine the amount or remuneration and other conditions of service of the Vice-Chancellor.

Provided that such terms and conditions shall not be altered to the disadvantage of the Vice-Chancellor during his term of office.

- (4) The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general control over its affairs in accordance with the statutes, rules and regulations.
- (5) In case of illness or absence or leave of the Vice-Chancellor, or in any other contingency the Chancellor may appoint a person from amongst the Fellows of the University, or, make such other arrangements as he may think fit for the disposal of business during the absence of the Vice-Chancellor. The Chancellor shall determine the emoluments or allowances payable to a person temporarily appointed to discharge the functions of the Vice-Chancellor.

11. Senate:-

- (1) Omitted by Punjab Act 9 of 1956.
- (2) The Senate shall have the entire management of, and superintendence over the affairs, concerns and property of the University and shall provide for that management, and exercise that superintendence in accordance 'with the statutes, rules and regulations for the time being in force.

- (3) No act done by the University shall be deemed to be invalid merely by reasons of any vacancy among either class of elected Ordinary Fellows, or by reason of the total number of Ordinary Fellows, or of members of the profession of education to be included among Ordinary Fellows, being less than the minimum prescribed by this Act,
- (4) Omitted by Punjab Act 9 of 1956.

12. Ex-officio Fellows :

- * (1) The persons for the time being performing the duties of the offices mentioned in the list contained in the Schedule** to this Act shall be the Ex-officio Fellows of the University.
- (2) The Government may, by notification, make **alterations in the list of offices contained in the **Schedule.
- Provided that the Number of Ex-officio Fellows shall not exceed ***twelve.

13. Ordinary Fellows:

- (1) The number of Ordinary Fellows shall not exceed eighty five and of such number-
- (a) Fifteen shall be elected by the Registered Graduates from amongst themselves, among whom —
- †(i) two shall be elected to represent the districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsil Balachaur of District Nawanshahr in the State of Punjab, and one to represent the Union Territory of Chandigarh; and
- (ii) the remaining twelve shall be elected from any area including any of the areas mentioned in sub clause (i);
- (b) two shall be elected by Professors on the staff of the Teaching Departments of the University from amongst themselves, provided that one member each from the Arts and Science Departments shall be elected;
- (c) two shall be elected by Readers and Lecturers on the staff of the Teaching Departments of the University from amongst themselves provided that one member each from the Arts and Science Departments shall be elected:
- †(d) three shall be elected by the Principals of Technical and Professional Colleges from amongst themselves among whom one shall be elected to represent the districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsil Balachaur of District Nawanshahr in the State of Punjab one to represent the Union Territory of Chandigarh and remaining one to represent any of the areas mentioned above and three shall be elected by the staff of such colleges from amongst

* *Vide* Panjab University (Amendment) Act, 1960.

** *Vide* Panjab University (Amendment) Act, 1962

*** *Vide* Government of India Notification 29.6.1968.

† *Vide* Government of India Notification dated 25.4.1972, 3.5.1984 and 12.08.2011

themselves, among whom one shall be elected to represent the districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsil Balachaur of District Nawanshahr in the State of Punjab, one to represent the Union Territory of Chandigarh and the remaining one to represent any of the areas mentioned above;

- †(e) eight shall be elected by the Heads of affiliated Arts Colleges, from amongst themselves, among whom three shall be elected to represent the districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsil Balachaur of District Nawanshahr in the State of Punjab, one to represent the Union Territory of Chandigarh and the remaining four to represent any of the areas mentioned above;
- †(f) eight shall be elected by the Professors, Senior Lecturers and Lecturers of affiliated Arts Colleges from amongst themselves, among whom three shall be elected to represent the districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsil Balachaur of District Nawanshahr in the State of Punjab, one to represent the Union Territory of Chandigarh and the remaining four to represent any of the areas mentioned above;
- (g) omitted by Government of India Notification dated 6-12-1969.
- (h) six shall be elected by the various Faculties of the University;
- *(i) two shall be elected by the members of the Punjab Legislative Assembly from amongst themselves, provided that the member elected is a holder of any University Degree; and
- (j) The remainder shall be nominated by the Chancellor.

***Explanation.-* A person seeking election to represent a particular State or Union Territory, under Sub-clause (i) of clause (a), clause (d), clause (e) or clause (f) shall be a person whose address according to the entry in the appropriate register of electors published finally by the University after the publication in the Gazette of India of the notification of the Government of India in the Ministry of Home Affairs No.17/79/66-SR, dated the 9th July, 1968, is at a place in that State or Union Territory.

- (2) The election of any Ordinary Fellow shall be subject to the approval of the Chancellor.
- (3) The Ordinary Fellow shall, save as hereinafter provided, hold office for four years.
- (4) An Ordinary Fellow who has vacated his office may, subject to the provisions of this Act be again elected or nominated as an Ordinary Fellow.
- (5) No person elected in his capacity as a member of any of the categories enumerated in Sub-Section (I) shall continue to hold his office after he has ceased to possess the requisite qualification.
- *** (6) If in the case of any election a dispute arises whether any person is or is not a Principal, Professor, Reader, Senior Lecturer, Lecturer, or Head of a College within

† *Vide* Government of India Notifications dated 25.4.1972, 3.5.1984 and 12.8.2011.

* *Vide* Government of India Notification dated 1.11.1966.

** *Vide* Government of India Notification dated 9.7.1968.

*** *Vide* Government of India Notification dated 6.12.1969.

the meaning of clauses (b), (c), (d), (e) and (f) of Sub-Section (1), the question shall be determined by the Vice-Chancellor whose decision shall be final.

14. Ordinary Fellows elected by Registered Graduates;-

- (1) Once in every year on such date as the Chancellor may appoint in this behalf, there shall, if necessary be an election to fill any vacancy among the Ordinary Fellows elected by Registered Graduates.
- (2) The Syndicate shall maintain a register on which any graduate of the Panjab University, who-
 - (a) has taken degree of Doctor or Master in any Faculty, or
 - (b) has graduated in any faculty not less than five years before registration, shall, subject to the payment of an initial fee of such amount as may, be prescribed by the Regulations, be entitled to have his name entered on application made within one year from the date on which he becomes so entitled.

Provided that if such application is made after the expiry of the said period the applicant shall be entitled to have his name entered on payment of the said initial fee and of such further sum as may be prescribed by the regulations.

- (3) The name of any graduate entered on the register shall, subject to the payment of an annual fee of such amount as may be prescribed by the Regulations, be retained thereon, and, in case of default, shall be removed therefrom, but shall, at any time, re-entered upon payment of all arrears.

Provided that a graduate whose name has already been entered on the register may at any time compound for all subsequent payments of the annual fee by paying the sum prescribed in this behalf by the regulations.

- * (4) Any person who had graduated in any Faculty of the University of the Panjab at Lahore before the year 1948 shall, on application made and on payment of such fees and on complying with such conditions as may be prescribed by the regulations of the University, be entitled, to have his name entered in the register of graduates of the Panjab University.

Any registration effected after the 19th day of June, 1951, and before the commencement of the East Panjab University (Amendment) Act, 1952 (president's Act, IV of 1952), or anything done or any action taken including any regulations made in exercise of the powers conferred by or under the said Act shall be deemed to have been validly effected, done or taken as if this Ordinance was in force on the day on which such thing was done or action taken and all the provisions of this ordinance shall apply accordingly.

- (5) No person other than a graduate whose name is entered on the said register shall be qualified to vote or to be elected at an election held under Sub-Section (1).
- (6) A graduate registered under this Section shall be entitled to such further privilege as may be determined by the regulations.

* In force with effect from 16th April, 1953 –vide Panjab University (Amendment) Ordinance No. IV of 1953.

15. Other elections of Ordinary Fellows:- Once in every year on such dates as the Chancellor may appoint in this behalf, there shall, if necessary be an election to fill any vacancy amongst the Ordinary Fellows elected by the categories mentioned under clauses (b), (c), (d), (e), (f)* and (h) of Sub-Section (1) of Section 13.

16. Disqualification for Election:- The whole-time paid servants of the University except those on the teaching side shall be disqualified to seek election to any elected body of the University.

17. Registration or removal of Ordinary Fellows :-

- (1) Any Ordinary Fellow may, by letter addressed to the Chancellor, resign his office.
- (2) Where any Ordinary Fellow has not attended a meeting of the Senate, other than a Convocation, during the period of one year, the Chancellor may declare his office to be vacated.
- (3) The Chancellor may, on the recommendation of the Vice-Chancellor, cancel the appointment of any Fellow who had been nominated by him as a Fellow because of his holding an office which he has since vacated.

18. Honorary Professors :- In addition to the whole-time paid teachers appointed by the University, the Chancellor may, on recommendation of the Vice-Chancellor and of the Syndicate confer on any distinguished teacher who has rendered eminent services to the cause of education, the designation of Honorary Professor of the Panjab University who in such capacity will be expected to deliver a few lectures every year to the post-graduate classes.

19. Faculties :-

- (1) The Senate may constitute Faculties in such subjects as it thinks fit under regulations made in accordance with the provisions of this Act.
- (2) Regulations made under Sub-Section (2) may-
 - (a) Provide for the assignment of Fellows to the several Faculties by order of the Senate; and
 - (b) Empower the Fellows so assigned to add to their number, in such manner and for such period as may be prescribed, graduates in the Faculty and other persons possessing special knowledge of the subjects to study by the represented Faculty.

Provided that the number of persons so to be added to the Faculty shall not exceed half the number of Fellows assigned to the Faculty.

- (3) A person added to a Faculty under clause (b) of Sub-Section (2), shall have the right to take part in the ordinary business of the Faculty, and in any election of any Ordinary Fellow by the Faculty, but shall not be entitled to take part in the election of the Syndicate.

20. Syndicate:-

- (1) The Executive Government of the University shall be vested in the Syndicate which shall consist of :-

* "g" Omitted vide Government of India Notification, dated 6-12-1969.

- (a) the Vice-Chancellor as Chairman;
 - (b) The Director of Public Instruction, Punjab; and
 - *(ba) The Director of Public Instruction, Chandigarh.
 - (c) Not less than twelve or more than fifteen Ex-officio or Ordinary Fellows elected by the Faculties in such manner and for such period as may be prescribed by the regulations.
- (2) The regulations referred to in Sub-Section (1) shall be so framed as to secure that a majority of the elected members of the Syndicate shall be Heads of, or teachers in Colleges affiliated to the University or Colleges and Teaching Departments maintained by the University.
 - (3) If in any election the question is raised whether any person is or is not the Head of, or a teacher in a College affiliated to the University or a College or Teaching Department maintained by the University the question shall be decided by the Vice-Chancellor.
 - (4) The Syndicate may delegate any of its executive functions to the Vice-Chancellor or to the Sub-Committees appointed from amongst the members of the Syndicate or to a Committee appointed by it which may include persons who are not members of the Syndicate or to any other authority prescribed by Regulations.
 - †(5) The Syndicate may make such rules, not inconsistent with the provisions of this Act and the Regulations, as they may deem necessary for carrying on the executive Government of the University as specified in Sub-Section (1).

21. Registrar:- The Registrar shall be a whole-time paid officer of the University appointed by the Senate. He shall be incharge of the administration of the University acting under the immediate Control of the Vice-Chancellor and shall represent the University in all legal proceedings except where the Senate otherwise resolves to the contrary.

22. Degrees, Diplomas, Licences, Titles and Marks of Honour:- The Senate may institute and confer such degrees and grant such diplomas, licences, titles and marks of honour in respect of degrees and examinations as may be prescribed by regulations.

23. Honorary Degrees :- Where the Vice-Chancellor and not less than two-thirds of the other members of the Syndicate recommend that an honorary degree be conferred on any person on the ground that he is, in their opinion, by reason of eminent position and attainments, a fit and proper person to receive such a degree and where their recommendation is supported by not less than two-thirds of the Fellows present at a meeting of the Senate and is confirmed by the Chancellor, the Senate may confer on such person the honorary degree so recommended without requiring him to undergo any examination.

24. Cancellation of degrees and the like:- Where evidence is laid before the Syndicate showing that any person on whom a degree, diploma, licence, title or mark of honour conferred

* *Vide* Government of India Notification. dated 29-6-1968 "Director of Education. Himachal Pradesh" Omitted vide Government of India Notification. dated 27-4-1973.

† *Vide* Government of India Notification. dated 25-5-1970 "Director of Public Instruction. Haryana" Omitted vide Government of India Notification. dated 27-10-1997.

or granted by the Senate has been convicted of what is, in their opinion a serious offence, the Syndicate may propose to the Senate that the degree, diploma, licence, title or mark of honour be cancelled, and, if the proposal is accepted by not less than two-thirds of the Fellows present at a meeting of the Senate and is confirmed by the Chancellor, the degree, diploma, licence, title or mark of honour shall be cancelled accordingly.

25. Certificate required to candidates for examination:- Save on the recommendation of the Syndicate by special order of Senate, and subject to any regulations made in this behalf, no person shall be admitted as a candidate at any University examination other than those for diplomas or degrees in Modern Indian Languages and Oriental Titles unless he produces a certificate from a college affiliated to the University to the effect that he has completed the course of instruction, prescribed by regulation.

***26. Existing Colleges:-** The colleges affiliated to the University of the Panjab, Lahore, on or before the 27th September, 1947, and located in India shall be deemed to be affiliated to the University and shall be subject to all the provisions of this Act.

27. Affiliation :-

- (1) A college applying for affiliation to the University shall send a letter of application to the Registrar and shall satisfy the Syndicate-
 - (a) that the college is to be under the management of a regularly constituted governing body;
 - (b) that the qualifications of the teaching staff, their grades of pay and the conditions governing their tenure of office are such as to make due provision for the courses of instruction to be undertaken by the College;
 - (c) that the buildings in which the college is to be located are suitable and that provision will be made in conformity with the regulations, for the residence, in the College, or in lodgings approved by the College, of students not residing with their parents or guardians, and for the supervision and physical welfare of students;
 - (d) that due provision has been or will be made for a library;
 - (e) where affiliation is sought in any branch of experimental science, that arrangements have been or will be made in conformity with the regulations for imparting instructions in that branch of science in a properly equipped laboratory or museum;
 - (f) that due provision will so far as circumstances may permit, be made for the residence of the Head of the College and some members of the teaching staff in or near the College or the place provided for the residence of the students;
 - (g) that the financial resources of the College are such as to make due provision for its continued maintenance;
 - (h) that the affiliation of the College having regard to the educational facilities provided by other colleges in the same neighbourhood will not be injurious to the interests of education; and

† For Matriculation and" omitted vide Government of India Notification, dated 6-12-1969.

* Vide Panjab University (Amendment) Act, 1960.

- (i) that the college rules fixing the fees (if any) to be paid by the students have been so framed as to involve such competition with any existing college in the same neighbourhood as would be injurious to the interests of education.

The application shall further contain an assurance that after the College is affiliated, any transference of management and all changes in the teaching staff shall be forthwith reported to the Syndicate.

- (2) On receipt of a letter of application under Sub-Section (1), the Syndicate shall—
- (a) direct a local inquiry to be made by a competent person authorized by the Syndicate in this behalf;
- (b) make such further inquiry as may appear to them to be necessary; and
- (c) report to the Senate on the question whether the application should be granted or refused, either in whole or in part, embodying in such report the results of any inquiry under clauses (a) and (b).
And the Senate shall, after such further inquiry (if any) as may appear to them to be necessary record their opinion on the matter.
- (3) The Registrar shall submit the application and all proceedings of the Syndicate and Senate relating thereto to the Government, who, after such further inquiry as may appear to them to be necessary, shall grant or refuse the application or any part thereof.
- (4) Where the application or any part thereof is granted, the order of the Government shall specify the courses of instruction in respect of which the College is affiliated; and, where the application or any part thereof is refused, the grounds of such refusal shall be stated.
- (5) An application under Sub-Section (1) may be withdrawn at any time before an order is made under Sub-Section (3).

28. Extensions of Affiliation. -Where a college desires to add to the courses of instruction in respect of which it is affiliated the procedure prescribed by Section 27 shall, so far as may be followed.

29. Inspection and Reports:

- (1) Every college .affiliated to the University shall furnish such reports, returns and other information as the Syndicate may require to enable it to judge of the efficiency of the College.
- (2) The Syndicate shall cause every such college to be inspected from time to time by one or more persons authorised by the Syndicate in this behalf.
- (3) The Syndicate may call upon any college so inspected to take, within a specified period, such action as may appear to them to be necessary in respect of the matters referred to in Sub-Section (1) of Section 27.

30. Disaffiliation :

- (1) A member of the Syndicate who intends to move that the rights conferred

on any college by affiliation be withdrawn, in whole or in part, shall give notice of his motion, and shall state in writing the grounds on which the motion is made.

- (2) Before taking the said motion into consideration, the Syndicate shall send a copy of the notice and of the statement mentioned in Sub-Section (1) to the Head of the College concerned, together with an intimation that any representation in writing submitted within a specified period on behalf of the College, will be considered by the Syndicate.

Provided that the period so specified may, if necessary, be extended by the Syndicate.

- (3) On receipt of the representation or on expiration of the period referred to in Sub-Section (2), the Syndicate, after considering the notice of motion, statement and representation, and after such inspection by any competent person authorised by the Syndicate in this behalf, and such further inquiry as may appear to them to be necessary, shall make a report to the Senate.
- (4) On receipt of the report under Sub-Section (3), the Senate, shall, after such further inquiry (if any) as may appear to them to be necessary, record their opinion on the matter.
- (5) The Registrar shall submit the proposal and all proceedings of the Syndicate and Senate relating thereto to the Government who, after such further inquiry (if any) as may appear to them to be necessary shall make such order as the circumstances may in their opinion, require.
- (6) Where, by an order made under Sub-Section (5), the rights conferred by affiliation are withdrawn, in whole or in part, the grounds for such withdrawal shall be stated in the order.

31. Regulations:

- (1) The Senate, with the sanction of the Government may, from time to time, make regulations consistent with this Act to provide for all matters relating to the University.
- (2) In particular and without prejudice to the generality of the foregoing power, such regulations may provide for-
- (a) the procedure to be followed in holding any election of Ordinary Fellows;
 - (b) the proportion in which the various Faculties shall elect their representatives to the Syndicate and the mode in which such election shall be conducted;
 - (c) the procedure at meetings of the Senate, Syndicate and Faculties and the quorum of members to be required for the transaction of business;
 - (d) the appointment of Fellows and others to be members of' Boards of Studies, and the procedure of such boards and the quorum of members to be required for the transaction of business;
 - (e) the appointment and duties of the Registrar and of Officers and

- servants of the University, and of Professors, Readers and Lecturers appointed by the University;
- (f) the appointment of Examiners, and the duties and powers of Examiners in relation to the examinations of the University;
 - (g) the form of certificate to be produced by a candidate for examination under Section 25, and the conditions on which any such certificate may be granted;
 - (h) the registers of graduates and students to be kept by the University, and the fee (if any) to be paid for the entry or retention of a name on any such register;
 - (i) the inspection of colleges and the reports, returns and other information to be furnished by Colleges;
 - (j) the register of students to be kept by colleges affiliated to the University;
 - (k) the rules to be observed and enforced by colleges affiliated to the University in respect of the transfer of students;
 - (l) the fees to be paid in respect of the courses of instruction given by Professors, Readers or Lecturers appointed by the University;
 - (m) the residence and conduct of students;
 - (n) the courses of study to be followed and the conditions to be complied with by candidates for any university examination, *and for degrees, diplomas, licences, titles, marks of honour, scholarships and prizes conferred or granted by the University;
 - (o) omitted vide government of India Notification, dated 6-12-1969;
 - (p) the conditions to be complied with by candidates, not being students of any college affiliated to the University, for degrees, diplomas, licences, titles, marks of honour, scholarships and prizes conferred or granted by the University;
 - (q) the alteration or cancellation of any rules, regulations, statute, or by-law of the Panjab University in force at the commencement of this Act by virtue of Section 40;
 - (r) the preparation and maintenance of annual accounts and the audit thereof and the submission of the report thereon to the Government;
 - (s) the constitution for the benefit of the officers, teachers, clerical staff and servants of the University, of such pension, insurance and provident funds as it may deem fit;
 - (t) adequate arrangement to ensure security of service for teachers of the colleges affiliated to the University; and
 - (u) adequate arrangement for proper administration of the colleges other than Government Colleges affiliated to the University.

32. Powers-Levy of fees :- The Senate may charge such reasonable fees for entrance into the University and continuance therein, for admission to the examinations of the University, for attendance at any lectures or classes in connection with the University

*"Other than an examination for Matriculation" omitted, vide Government of India Notification, dated 6.12.1969.

and for the degrees to be conferred by the University and for such other matters as may be specified by the regulations.

33. Power of Government :

- (1) The Government may require that the proceedings of the University shall be in conformity with this Act and with the Regulations and may exercise all powers necessary for giving effect to its requisitions in this behalf and may (among other things) annul, by notification, any such proceedings not in conformity with this Act or the said Regulations.
- (2) The exercise by the Government of any powers conferred under Sub-Section (1) shall not be liable to be called in question in any court of law.

34. Annual Accounts.- The accounts of the income and expenditure of the University shall be submitted once in every year to the Government for such examination and audit as the Government may direct.

35. Notification - All appointments of the Vice-Chancellor, Fellows or the Registrar of the University, or cancellation thereof, all degrees, diplomas, titles, licences conferred by it and any regulations made by it shall be notified in the Official Gazette.

36. Cancellation of the appointment of Fellows - The Government may, on the recommendation of the Senate supported by at least two-thirds of the whole of number of Fellows, cancel the appointment of any person appointed or elected as a Fellow of the University. As soon as such order is notified in the official Gazette, the person so appointed or elected shall cease to be a fellow, and he shall not be eligible for re-appointment or re-election until the disqualification has been removed by the Government by notification.

37. Removal of Registered Graduates.- The Chancellor, with the concurrence of not less than two-thirds of the members of the Senate shall have power to remove the name of any person from the register of Registered Graduates.

38. Disputes as to Constitution of the University.- If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter will be referred to the Chancellor, whose decision thereon will be final.

39. Territorial exercise of Powers:- The Government may, by notification, define the territorial limits within which, and specify the colleges in respect of which, any powers conferred by this Act shall be exercised.

40. Continuance of rules and temporary measures :

- (a) Unless otherwise expressly provided for, any appointment, notification, order scheme, Regulation form or by-law made or issued under the Panjab University Act, 1882 (XIX of 1882), and with the Indian Universities Act, 1904 (VIII of 1904) shall, so far as it is not inconsistent with the provisions of this Act, continue in force and shall be deemed to have been made or issued under this Act unless and until it is superseded by an appointment, notification, order, scheme, rule, statute, regulation form or by-law made under this Act.
- (b) The examinations to be held in or after November, 1947, by the Panjab University shall be held by the University and the results declared and degrees, diplomas, titles and licences conferred in such manner as may be specified by provisions made in this behalf by the Government.

41. Special temporary powers of Government:

- (a) If any difficulty arises with respect to the establishment to the University or in connection with the first meeting of any authority of the University, or otherwise in first giving effect to the provisions of this Act, the Government may at any time before any authority of the University has been constituted, by order make any appointment or do anything consistent so far as may be with the provisions of this Act, which appears to it necessary or expedient for the purposes of removing the difficulty, and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this Act.
- (b) In particular and without prejudice to the generality of the foregoing powers orders may be passed by Government providing for:-
- (i) the election of the Fellows under Section 13;
 - (ii) the election of the Syndicate to ensure its continuity; and
 - (iii) the constitution of Faculties and the allocation of Fellows thereto.

THE SCHEDULE

(See Section 12)

LIST OF EX-OFFICIO FELLOWS

1. Chief Minister, Punjab.
- **2. Chief Justice, High Court of Punjab and Haryana.
- *3. Education Minister, Punjab.
- **4. Chief Commissioner, Union Territory of Chandigarh.
5. Director of Public Instruction, Punjab.
- ***6. Director of Public Instruction, Chandigarh.

(B) Section 72 of the Punjab Reorganisation Act, 1966.

72 (1) Save as otherwise expressly provided by the foregoing provision of this Part where any body corporate constituted under a Central Act, State Act or Provincial Act for the existing State of Punjab or any part thereof serves the needs of the successor States or has, by virtue of the provisions of Part II, become an Inter-State body corporate, then, the body corporate shall, on and from the appointed day, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said body corporate.

(2) Any direction issued by the Central Government under Sub-Section (1) in respect of any body corporate may include a direction that any law by which the said body corporate is governed shall, in its application to that body corporate, have effect, subject to such exceptions and modifications as may be specified in the direction.

* *Vide* Panjab University (Amendment) Act, 1962.

** *Vide* Government of India Notification, dated 1-11-1966.

*** *Vide* Government of India Notification, dated 29-6-1968.

“Chief Minister, Education Minister and Director of Education of Himachal Pradesh” Omitted *vide* Government of India Notification, dated 27-4-1973.

“Chief Minister, Education Minister and Director of Education of Haryana” Omitted *vide* Government of India Notification, dated 27-10-1997.

(3) For the removal of doubt it is hereby declared that the provisions of this section shall apply also to the Panjab University constituted under the Panjab University Act, 1947, the Punjab Agricultural University constituted under the Punjab Agricultural University Act, 1961, and the Board constituted under the provisions of Part III of the Sikh Gurdwaras Act, 1925.

(4) For the purpose of giving effect to the provision of this section in so far as it relates to the Panjab University and the Punjab Agricultural University referred to in Sub-Section (3) the successor States shall make such grants as the Central Government may, from time to time, by order, determine.

(C) Government of India Notifications dated

1-11-1966
30-8-1967
29-6-1968
9-7-1968
12-9-1969
6-12-1969
25-5-1970
25-4-1972
27-4-1973
3-5-1984
27-10-1997
12-08-2011

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 1st November 1996

NOTIFICATION

S.O. WHEREAS under Sub-Section (1) of Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), read with Sub-Section (3) thereto, the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall, on and from the 1st day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University;

AND WHEREAS under Sub-Section (2) of the said Section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modification as may be specified in the direction;

NOW, THEREFORE, in exercise of the powers conferred by Sub-Section (1), read with Sub-Section (2) and (3), of the said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act of 1947), shall, on and from the 1st day of November, 1966, have effect subject to the following modification, namely

MODIFICATIONS

Section 2. — In clause (b), for “Government of Punjab”, substitute “Central Government”.

Section 9 .— For Section 9, substitute -"Chancellor 9. The Chancellor of the University shall be appointed by the Central Government by notification in the Gazette of India".

Section 12.— In the proviso to Sub-Section (2), for "Six" substitute "eleven".

Section 13.— In Sub-Section (I), for clause (i) substitute-

"(i) two shall be elected by the members of the Punjab Legislative Assembly from amongst themselves, one shall be elected by the members of the Punjab Legislative Council from amongst themselves and two shall be elected by the members of the Haryana Legislative Assembly from amongst themselves, provided that the member elected is a holder of any University Degree; and"-

Section 20.— In Sub-Section (1)-

(a) In clause (bb), omit "and";

(b) after clause (bb), insert -

"(bbb) the Director of Public Instruction, Haryana; and".

The Schedule -for the Schedule, substitute-

The Schedule

(See Section 12)

List of Ex-officio Fellows :

1. Chief Minister, Punjab.
2. Chief Minister, Haryana.
3. Chief Minister, Himachal Pradesh.
4. Chief Justice, High Court of Punjab and Haryana.
5. Education Minister, Punjab.
6. Education Minister, Haryana.
7. Education Minister, Himachal Pradesh.
8. Chief Commissioner of the Union Territory of Chandigarh.
9. Director of Public Instruction, Punjab.
10. Director of Public Instruction, Haryana.
11. Director of Education, Himachal Pradesh.

[No. F. 17/79/66 -SR -(i)]

Sd/ -K.R. PRABHU

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 30th August, 1967

NOTIFICATION

S.O. In exercise of the powers conferred by Section 9. of the Punjab University Act, 1947 (East Punjab Act 7 of 1947), and in supersession of the notification of the Government of India in the Ministry of Home Affairs No. S. 0 3373, dated the 1st November, 1966, published at page 1512 of the Gazette of India Extraordinary, Part II Section 3, Sub-Section (ii), dated the 1st November, 1966, the Central Government hereby appoints the

Vice-President of India as the Chancellor of the Panjab University with effect from the 1st day of September, 1967.

[No. F. 17/79/66 –SR]

Sd/- K. R. PRABHU

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 29th June, 1968

NOTIFICATION

S.O..... WHEREAS under Sub-Section (1) of Section 72 of the Punjab Re-organisation Act, 1966 (31 of 1966), read with Sub-Section (3) thereof, the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall, on and from the 1st day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University.

AND WHEREAS under Sub-Section (2), of the said Section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modifications as may be specified in the direction;

NOW, THEREFORE, in exercise of the powers conferred by Sub-Section (I), read with : Sub-Section (2) and (3), of the said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall have effect subject to the following further modifications namely:

MODIFICATIONS

Section 12 -In the proviso, for “eleven” substitute “twelve”.

Section 20 -In Sub-Section (I).

- (i) renumber clauses (bb) and (bbb), as (ba) and (bb) respectively, and
- (ii) After clause (bb), as so re-numbered, insert-
“(be) The Director of Public Instruction, Chandigarh”.

The Schedule. -In the Schedule, insert at the end-

“12. Director of Public Instruction, Chandigarh”.

(No. F. 17/79/66 -SR)

Sd/- K. R. PRABHU

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 9th July, 1968

NOTIFICATION

S.O..... WHEREAS under Sub-Section (1) of Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), read with Sub-Section (3) thereof, the Panjab University established under the Pan jab University Act, 1947 (East ‘Punjab Act 7 of 1947), has, on and from the 1st day of November, 1966, continued to function and operate

in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University.

AND WHEREAS under Sub-Section (2) of the said Section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modifications as may be specified in the direction;

NOW, THEREFORE, in exercise of the powers conferred by Sub-Section (1) read with Sub-Section (2) and (3), of the said Section 72, the Central Government hereby directs-

(1) That the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall have effect subject to the following further modifications, namely:

MODIFICATIONS

In Section 13, in Sub-Section (1) -

(1) for clause (a), substitute -

(a) fifteen shall be elected by the Registered Graduates from amongst themselves, among whom -

(i) seven shall be elected to represent the State of Punjab, three to represent the State of Haryana, one to represent the Union Territory of Himachal Pradesh and one to represent the Union Territory of Chandigarh; and

(ii) the remaining three shall be elected from any area including any of the areas mentioned in sub-clause (i);

(2) for clauses (d) to (g), substitute-

“(d) three shall be elected by the Principals of Technical and Professional Colleges from amongst themselves, among whom one shall be elected to represent the State of Punjab, one to represent the State of Haryana and one to represent the Union Territories of Himachal Pradesh and Chandigarh and three shall be elected by the staff of such colleges from amongst themselves, among whom one shall be elected to represent the State of Punjab, one to represent the State of Haryana and one to represent the Union Territories of Himachal Pradesh and Chandigarh;

(e) eight shall be elected by the Heads of affiliated Arts Colleges from amongst themselves, among whom four shall be elected to represent the State of Punjab, three to represent the State of Haryana and one to represent the Union Territories of Himachal Pradesh and Chandigarh;

(f) eight shall be elected by the Professors, Senior Lecturers and Lecturers of affiliated Arts Colleges from amongst themselves, among whom four shall be elected to represent the State of Punjab, two to represent the State of Haryana, one to represent the Union Territory of Himachal Pradesh and one to represent the Union Territory of Chandigarh;

(g) four shall be elected by the Heads of the recognised High Schools and recognised Higher Secondary Schools from amongst themselves, among whom two shall be elected to represent the State of Punjab, one to represent the State of Haryana and one to represent the Union Territories

of Himachal Pradesh and Chandigarh”;

(3) after clause (j), insert -

Explanation. -A person seeking election to represent a particular State or Union Territory, or both the Union Territories of Himachal Pradesh and Chandigarh under sub-clause (i) of clause (a), clause (d), clause (e), clause (f) or clause (g) shall be a person whose address according to the entry in the appropriate Register of Electors published finally by the University after the publication in the Gazette notification of the Government of India in the Ministry of Home Affairs No.17/79/66 -SR, dated the 9th July, 1968 is at a place in that State or Union Territory, or in the case of a person seeking election to represent both the Union Territories aforesaid is at a place in either of them.

2. That nothing contained in this notification shall be deemed to affect the term of the office of the Ordinary Fellows holding office as such immediately before the date of Publication of this notification in the Gazette of India.

(No. F. 17/79/66-SR)

Sd/- K. R. PRABHU

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 12th September, 1969.

NOTIFICATION

S.O. 3748 -In exercise of the powers conferred by Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966) and of all other powers enabling it in this behalf, the Central Government hereby directs that the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall cease to function and operate in the areas of districts of Patiala, Sangrur, Bhatinda and Ropar in the State of Punjab.

(F. No. 17/56/68-SR)

Sd/- K. R. PRABHU

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 6th December, 1969

NOTIFICATION

S. O. 4912 -WHEREAS under Sub-Section (I) of Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966) read with Sub-Section (3) thereof, the Panjab University established under the Panjab University Act, 1947 (East Punjab Act 7 of 1947), has, on and from the 1st day of November, 1966, continued to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, From time to time, be issued by the Central Government, until other provision is made by Law in respect of the said University:

AND WHEREAS under Sub-Section (2) of the said Section 72, any such direction may include a direction that any law by which the said University is governed shall in the application to that University, have effect subject to such exceptions modifications as may

be specified in the direction;

AND WHEREAS other arrangements have made for the control of secondary education in the areas in which that University was operating immediately before the 1st day of November, 1966 and the said University is no longer required to hold the Matriculation and higher Secondary examinations :

NOW, THEREFORE in exercise of the powers conferred by Sub-Section (1), read with Sub-Sections (2) and (3), of the said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall have effect, as from the date of issue of this notification subject to the following further modifications namely:

(1) in section 13-

(i) Sub-Section (1)-

(a) clause (g) shall be omitted;

(b) in the explanation below clause (j), for the words; brackets and letters, "clause (f) or clause (g)", the words, brackets and letter, "or clause (f)" shall be substituted;

(ii) for Sub-Section (6), the following Sub-Section shall be substituted namely:

"(6) If in the case of any election a dispute arises, whether any person is or is not a Principal, Professor, Reader, Senior Lecturer, Lecturer or Head of a College within the meaning of clauses (b), (c), (d), (e), and (f) of Sub-Section (1), the question shall be determined by the Vice-Chancellor whose decision shall be final".

(2) in Section 15, the brackets and letter, "(g)" shall be omitted;

(3) in Section 25, the words "for Matriculation and" shall be omitted;

(4) in Sub-Section (2) of Section 31 -

(i) clause (n), the words, "other than an examination for Matriculation, shall be omitted;

(ii) Clause (o) shall be omitted.

(No. 17/119/66-SR)

Sd/- K. R. PRABHU

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New De/hi-I, Dated the 25th May, 1970

NOTIFICATION

S.O.1887 WHEREAS under Sub-Section (1) of Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), read with Sub-Section (3) thereof, the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act 7 of 1947) shall, on and from the 1st day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University;

AND WHEREAS under Sub-Section (2) of the said Section 72, any such direction

may include a direction that any law by which the said University is governed shall, in its application to that University, have effect; subject to such exceptions and modifications as may be specified in the direction;

AND WHEREAS for the purpose of carrying on the Executive Government of the said University which is vested in the Syndicate under Sub-Section (1) of Section 20 of the Panjab University Act aforesaid, it is considered necessary that the Syndicate should have power to make rules;

NOW THEREFORE, in exercise of the power conferred by Sub-Section (1), read with Sub-Sections (2) and (3), of the said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall have effect subject to the following further modification, namely:

In Section 20 of the Panjab University Act aforesaid, after Sub-Section (4), the following Sub-Section shall be inserted, namely:

“(5) The Syndicate may make such rules, not inconsistent with the provisions of this Act and the Regulations, as they may deem necessary, for carrying on the Executive Government of the University as specified in Sub-Section (1)”.

[F.No.17/14(9)/70-SR]

Sd/- A. D. PANDE

Joint Secretary to the Government of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
(GRIH MANTRALAYA)

New Delhi, the 25th April, 1972

5 Vaisakha 1894

NOTIFICATION

S.O. No..... WHEREAS under Sub-Section (1) of Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966) read with Sub-Section (3) thereof the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act VII of 1947), shall, on and from the 1st day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University;

AND WHEREAS under Sub-Section (2) of Section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application of that University have effect, subject to such exceptions and modifications as may be specified in the direction;

AND WHEREAS for the purpose of carrying on the Executive Central Government under Section 72 of the Punjab Reorganisation Act 1966 (31 of 1966), the said Panjab University has ceased to function and operate in the areas of the districts of Patiala, Sangrur, Bhatinda and Ropar in the State of Punjab, vide notification of the Government of India in the Ministry of Home Affairs, No. S.O. 3748, dated the 12th September, 1969;

AND WHEREAS consequent on the passing of the Guru Nanak Dev University Amritsar Act 1969 (Punjab Act XXI of 1969), the said Panjab University has, with effect

from the 30th day of June, 1970; ceased to function and operate in the districts of Amritsar, Gurdaspur, Jalandhar and Kapurthala, vide Punjab Government notification No. 2201-4 Ed. 1-70/7147, dated the 16th March, 1970:

AND WHEREAS consequent on the direction issued by the Central Government under Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), the said Panjab University has, with effect from the 22nd day of July, 1970, ceased to function and operate in the areas included in the Union Territory of Himachal Pradesh (as it was then called), vide notification of the Government of India in the Ministry of Home Affairs, No. S. O. 2527, dated the 22nd July, 1970:

AND WHEREAS consequent on the passing of the Punjab Legislative Council (Abolition) Act, 1969 (46 of 1969), the Punjab Legislative Council has been abolished with effect from the 7th day of January, 1970:

NOW, THEREFORE, in exercise, of the powers conferred by Sub-Section (I), read with Sub-Section (2) and (3) of the said Section 72, the Central Government hereby directs-

- (1) that the Panjab University Act, 1947 (East Punjab Act VII of 1947) shall have effect subject to the following further modifications, namely;

MODIFICATIONS

In Section 13 of the Panjab University Act, 1947 (East Punjab Act VII of 1947), in Sub-Section (1)-

- (i) for clause (a), the following clause shall be substituted, namely :
 - (a) fifteen shall be elected by the Registered Graduates from amongst themselves, among whom-
 - (i) two shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab, two to represent the State of Haryana and one to represent the Union Territory of Chandigarh; and
 - (ii) the remaining ten shall be elected from any area including any of the areas mentioned in sub-clause (i);
- (ii) for clauses (d) to (f), the following clauses shall be substituted, namely:
 - (d) three shall be elected by the Principals of Technical and Professional colleges from amongst themselves, among w.hom one shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab, one to represent the State of Haryana and one to represent the Union Territory of Chandigarh and three shall be elected by the staff of such colleges from amongst themselves, among whom one shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab, one to represent the State of Haryana and one to represent the Union Territory of Chandigarh;
 - (e) eight shall be elected by the Heads of affiliated Arts Colleges from amongst themselves, among whom three shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab, four to represent the State of Haryana and one to represent the Union Territory of Chandigarh;

- (f) eight shall be elected by the Professors, Senior Lecturers and lecturers of Affiliated Arts Colleges from amongst themselves, among whom three shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab, four to represent the State of Haryana and one to represent the Union Territory of Chandigarh;" and
- (iii) in clause (i), the words, "one shall be elected by the members of the Punjab Legislative Council from amongst themselves" shall be omitted; and
- (2) that nothing contained in this notification shall be deemed to effect the term of office of the Ordinary Fellows holding office as such immediately before the date of publication of this notification in the Official Gazette.

(F.No.17/34/71-SR)

Sd/- K. R.PRABHU

Joint Secretary to the Govt. of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
(GRIH MANTRALAYA)

New Delhi, 110001, 27th April, 1973

7 Vaisakha, 1895

NOTIFICATION

S.O. WHEREAS under Sub-Section (1) of Section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), read with Sub-Section (3) thereof, the Panjab University, constituted under the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall, on and from the first day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University;

AND WHEREAS under Sub-Section (2) of the said section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modifications as may be specified in the direction.

AND WHEREAS consequent on the direction issued by the Central Government under the said Section 72 (vide notification of the Government of India in the Ministry of Home Affairs, No. S.O.2527, dated the 22nd July, 1970) the said University has ceased to function and operate in the territories of the State of Himachal Pradesh;

NOW THEREFORE, in exercise of the powers conferred by Sub-Sec (1), read with Sub-Sections (2), and (3) of the said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act 7 of 1947) shall have effect to the following further modifications, namely;

MODIFICATIONS,

- (i) In Section 20, in Sub-Section (1), the following entry shall be omitted, namely; " (ba) Director of Education, Himachal Pradesh".

(ii) In the Schedule, the following entries shall be omitted, namely :

“3. Chief Minister, Himachal Pradesh”; -

“7. Education Minister, Himachal Pradesh”;

“11. Director of Education, Himachal Pradesh”;

(F. No. 17/44/72-SR)

Sd/- K. R. PRABHU

Joint Secretary to the Govt. of India

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi, the 3rd May, 1984.

NOTIFICATION

S.O. 352, (E) -WHEREAS under Sub-Section (1) of section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), read with Sub-Section (2) thereof, the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act VII of 1947), shall, on and from the 1st day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University;

AND WHEREAS under Sub-Section (2) of Section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modifications as may be specified in the direction;

AND WHEREAS consequent on the re-organisation of Ferozepur District in the State of Punjab, the territories of that districts comprised in Muktsar, Moga and Malout Tehsils have been included in the newly formed Faridkot District in that State and the colleges located in the said Tehsils, continue to be affiliated to the said Panjab University;

NOW THEREFORE, in exercise of the powers conferred by sub-section (1) read with Sub-Sections (2) and (3) of said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act VII of 1947) shall have effect subject to the following further modifications namely;

MODIFICATIONS

In section 13 of the Panjab University Act, 1947 (East Punjab Act VII of 1947), in Sub-Section (1) in clauses (a) and (d) to (f) for the words “the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab” the words “the districts of Ferozepur, Hoshiarpur, Ludhiana and the tehsils of Muktsar, Moga and Malout in District Faridkot in the State of Punjab” shall be substituted.

(F. No. S-I2 13/6/83-SR)

H. V. GOSWAMI

Joint Secretary

NOTIFICATION

Published in the Gazette of India, (Extra.), Part II Sec. 3(ii),
No, 603, dated October 27, 1997/Kartika 5,1919
Ministry of Home Affairs
New Delhi, the 27th October, 1997

S.O. 747(E) -WHEREAS under Sub-Section (1) of section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966), read with Sub-Section (3) thereof, the Panjab University, constituted under the Panjab University Act, 1947 (East Punjab Act 7 of 1947), shall, on and from the first day of November, 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in, respect of the said University;

AND WHEREAS under Sub-Section (2) of Section 72, any such direction may include a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modifications as may be specified in the direction;

AND WHEREAS consequent on the passing of Kurukshetra University Act, 1974 (Haryana Act 28 of 1986), the said Panjab University has with effect from the 30th day of June, 1974, ceased to function and operate in the State of Haryana, vide Haryana Government Notification No.S.O.214/ HA12/56/S-3A/73 dated 1st November, 1973;

NOW, THEREFORE, in exercise of the powers conferred by sub-section (1) read with Sub-Sections (2) and (3), of said Section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act 7 of 1947) shall have effect subject to the following further modifications namely:-

MODIFICATIONS

I In section 13 of the Panjab University Act, 1947 (East Panjab Act VII of 1947), in Sub-Section (1)-

- (i) for clause (a), the following clause shall be substituted, namely :-
 - “(a) fifteen shall be elected by the Registered Graduates from amongst themselves, among whom -
 - (i) two shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab and one to represent the Union Territory of Chandigarh; and
 - (ii) The remaining twelve shall be elected from any area including any of the areas mentioned in sub-clause (i);”
 - (ii) for clauses (d) or (f), the following clauses shall be submitted, namely:-
- (d) **Three shall be elected by the Principals of Technical and Professional Colleges from amongst themselves, among whom one shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab and one to represent the Union Territory of Chandigarh and remaining one to represent any of the areas mentioned above and three shall be elected by the Staff of such colleges from amongst themselves, among whom one shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab and one to represent the Union Territory of Chandigarh and the remaining one to represent any of the areas mentioned above.**

- (e) **Eight shall be elected by Heads of affiliated Arts Colleges from amongst themselves, among whom three shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab and one to represent the Union Territory of Chandigarh and the remaining four to represent any of the areas mentioned above.**
- (f) **Eight shall be elected by the Professors, Senior Lecturers and Lecturers of Affiliated Arts Colleges from amongst themselves, among whom three shall be elected to represent the districts of Ferozepur, Hoshiarpur and Ludhiana in the State of Punjab and one to represent the Union Territory of Chandigarh and the remaining four to represent any of the areas mentioned above.**
- (iii) in clause (i), the words “and two shall be elected by the members of the Haryana Legislative Assembly from amongst themselves” shall be omitted.
- (iv) In the Explanation below clause (j) the words “or both the Union Territories of Himachal Pradesh and Chandigarh” and the words, “or in the case of a person seeking election to represent both the Union Territories aforesaid is at a place in either of them” shall be omitted.
- II. In section 20, in sub-section 1, the following entry shall be omitted namely:-
“(ba) The Director of Public Instruction, Haryana;”
- III. In the Schedule, the following entries shall be omitted namely :-
“2. Chief Minister, Haryana.”;
“6. Education Minister, Haryana.”;
“10. Director of Public Instruction, Haryana.”
2. That nothing contained in this notification shall be deemed to affect the terms of office of the Ordinary Fellows holding office as such immediately before the date of publication of this notification in the official Gazette.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
NOTIFICATION

Published in the Gazette of India, (Extra.) Part-II Sec.3-Sub-Section (i)
No. 459, dated August 12, 2011/ Sravana 21, 1933
New Delhi, the 12th August, 2011

G.S.R.622(E).-Whereas under sub-section (1) of section 72 of the Punjab Reorganisation Act, 1966 (31 of 1966) read with sub-section (3) thereof, the Panjab University constituted under the Panjab University Act, 1947 (East Punjab Act VII of 1947), shall, on and from the 1st day of November 1966, continue to function and operate in those areas in respect of which it was functioning and operating immediately before that day, subject to such directions as may, from time to time, be issued by the Central Government, until other provision is made by law in respect of the said University;
And whereas under sub-section (2) of section 72, any such direction may include

a direction that any law by which the said University is governed shall, in its application to that University, have effect, subject to such exceptions and modifications as may be specified in the direction;

And whereas consequent upon creation of three new districts, namely Muktsar and Moga which were earlier parts of Faridkot district and Nawanshahr district which was carved out from the districts of Hoshiapur and Jalandher, as independent district, the colleges located in the said new districts continue to be affiliated to the said Panjab University;

Now, therefore, in exercise of the powers conferred by sub-section (1), read with sub-section (2) and (3), of said section 72, the Central Government hereby directs that the Panjab University Act, 1947 (East Punjab Act VII of 1947) shall have effect subject to the following further modifications, namely:-

Modifications

In section 13 of the Panjab University Act, 1947 (East Punjab Act VII of 1947), in sub-section (1), in sub-clause (i) of clause (a) and clauses (d), (e) and (f), for the words “the districts of Ferozpur, Hoshiarpur and Ludhiana in the State of Punjab”, the words “the districts of Ferozpur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsil Balachaur of district Nawanshahr” shall be substituted.

(F.No. 12013/1/2008-SR)

Sd/-

K.K.PATHAK

Joint Secretary

CHAPTER II (A) (i)

THE SENATE

*[Regulations under Sections 11 (2) and 31 (2) (c) of
the Panjab University Act, 1947]*

Meetings and Issue of Agenda

1. The Chancellor, or in his absence the Vice-Chancellor, shall preside at all meetings of the Senate; but in the absence of both the Chancellor and the Vice-Chancellor, the members present at a meeting shall elect a Chairman to preside at such meetings.

2. The quorum for a meeting of Senate shall be 15 members, but when the Senate meets for Convocation, no quorum will be required.

If the quorum is not complete within half an hour of the time fixed for the meeting, the meeting shall not be held and the Registrar shall record that fact.

Ordinary Meetings

3.1. Ordinary meetings of the Senate shall be held as under :-

- (a) In the month of December for consideration of ordinary business, and the accounts of the year as approved by the Board of Finance and Syndicate;
- (b) In the month of March for consideration of the budget for the ensuing year as recommended by the Board of Finance and Syndicate and to transact other business;
- (c) Other meetings as may be convened by the Registrar under the direction of the Vice-Chancellor/Syndicate for disposal of business.

3.2. Not less than ten days before the date of a meeting, the Registrar shall, under the directions of the Vice-Chancellor, issue to every member an agenda paper, specifying the date, hour, and place of the meeting, and the items of business to be brought before the meeting.

No item of business shall be included in the agenda unless it has first been considered by Syndicate except as provided in Regulation 13.

4. The Registrar shall, under the direction of the Vice-Chancellor, give not less than 15 days' notice of the date of an ordinary meeting of Senate. However, in a case of emergency, the Chancellor or the Vice-Chancellor may convene an ordinary meeting at a shorter notice.

5. A meeting may be adjourned by the Chairman to a specified date and hour to conclude unfinished business.

Convocation

6. The Senate shall meet in Convocation on such date and at such time as may be fixed by the Chancellor or the Vice-Chancellor for the purpose of conferring such degrees, diplomas, titles, licences, and marks of honour, as have been previously sanctioned by the Senate.

Special Meetings

7. Should the Chancellor, the Vice-Chancellor or at least fifteen members of Senate in a joint requisition signed by all such members consider a special meeting of the Senate to be necessary, he/they shall intimate to the Syndicate the purpose of such a meeting and the Syndicate shall fix a date for the special meeting of Senate so requisitioned.

The Registrar shall give, to the members of the Senate at least seven days' notice of such a meeting. The notice shall specify the business to be transacted.

8. Should the Chancellor, the Vice-Chancellor or at least fifteen members of Senate, in a joint requisition signed by all such members, consider a special meeting of the Senate necessary to reconsider a question already decided by the Senate during the course of the previous six months, the Chancellor, the Vice-Chancellor or the members, as the case may be, shall inform the Syndicate, stating the reasons necessitating reconsideration. The Syndicate shall fix a date for the special meeting of Senate so requisitioned.

The Registrar shall give, to the members of the Senate, at least seven days' notice of such a meeting. The notice shall specify the details of the matter to be reconsidered.

9. At a special meeting of Senate, only the business for which the meeting is convened shall be transacted.

Management and Superintendence

10.1. Without prejudice to the generality of its powers of management and of superintendence over the affairs, concerns and property of the University, the Senate shall, in particular, consider and take decision on the recommendations of the Syndicate in the following matters:

- (a) Affiliation and dis-affiliation of colleges;
- (b) Appointment of Officers of Class A;
- (c) Grant of degrees, diplomas, titles, licences, marks of honour, prizes, and rewards for the encouragement of literature;
- (d) Scale of fees for entrance into the University and continuance therein, for admission to the examinations of the University, for attendance at any lectures or classes in connection with the University, for the degrees to be conferred by the University and for such other matters as may be specified by the regulations, and
- (e) Creation of posts of Professors, Readers and other teachers and also to fix their salaries and pay scales.

10.2. Consistent with the provisions of the Panjab University Act, the Senate may delegate any of its functions to the Syndicate, to the Vice-Chancellor or to a Committee appointed from amongst the members of the Senate.

Resolution by the Members

11.1. Any Fellow who wishes to move a resolution shall forward a copy of the resolution to the Registrar so as to reach him not less than four weeks before the date of an ordinary meeting. He may withdraw the resolution by giving a written notice, which should reach the Registrar not less than two days before the despatch of the agenda papers.

The Registrar shall submit the proposed resolution to the Vice-Chancellor who shall direct him to include it in the agenda provided it is in clear and in the unambiguous terms and is in accordance with the guidelines framed by the Syndicate and approved by the Senate. It shall then be brought to the notice of the Syndicate which shall refer it to the Senate with its observations, if any. When a resolution is not included in the agenda papers under orders of the Vice-Chancellor, the Registrar shall intimate the fact to the member stating the objection and also report to the Syndicate and Senate.

11.2. A resolution standing in the name of a member who is absent from the meeting may be moved by any other member.

Order of Business

12. It shall be open to a member to move for a change in the order of business as stated in the agenda paper. If the motion is agreed to by majority of the members present at the meeting the business shall be transacted in the changed order.

Proposals

13. Proposals concerning the following may be moved without notice :

- (a) Urgent business brought forward by the Syndicate but not included in the agenda.
- (b)
 - (i) Reference back to the Syndicate or any other University body for reviewing or reconsidering its recommendation or decision.
 - (ii) Remittance of any matter before the Senate at the time to any University body for consideration and report.
- (c) Appointment of a Committee to consider and report on any matter before the Senate at the time.
- (d) Adjournment of the debate on any question to a subsequent meeting or adjournment of the meeting.
- (e) A motion that the question be now put to the *House*.
- (f) Congratulations or condolence or vote of thanks with the permission of the Chairman.
- (g) Any other matter with the permission of the Chairman.

14. Proposals submitted by the Syndicate and entered upon the notice of the meeting shall be dealt with as motions before such meeting without being proposed and seconded. Every other motion must be reduced to writing and read out by the mover, and shall be delivered to the Registrar. Proposals decided upon by the Senate in circulation shall be reported for information at the next meeting of the Senate.

- 15.** (a) An amendment to a proposal made by the Syndicate and included in the agenda may be moved by a member provided it is relevant to and within the scope of, the motion to which it is proposed.
- (b) Every amendment must be reduced to writing and read out by the mover, seconded and delivered to the Registrar.
- (c) Where an amendment has been suggested to a proposal, the original motion cannot be withdrawn until the amendment has been disposed of.
- (d)
 - (i) An amendment shall not be moved which has merely the effect of a negative vote.
 - (ii) An amendment shall not be inconsistent with a previous decision on the same question.
 - (iii) A member who has proposed an amendment may withdraw the same by leave of the House. There shall be no discussion on such a request.
 - (iv) The Vice-Chancellor may direct that an amendment which is out of order or frivolous be not considered.
- 16.** (a) The order in which amendments are to be taken up shall be determined by the Chairman.

- (b) Not more than one amendment to the resolution shall be placed before the meeting at a time.
 - (c) Whenever an amendment has been proposed, it shall be put to vote first. If the amendment is negatived, any other amendment or amendments to the original proposal may then be considered in the order determined by the Chairman. If an amendment is carried, the proposal as amended shall be stated from the Chair and put to vote. If the amendment is lost, the original proposal shall be put to vote.
- 17.** In the event of no member wishing to speak on the proposal or in respect of an amendment or after such discussion on any such proposal or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.
- 18.**
- (a) The Chairman shall determine the order in which the members may address the meeting and the manner in which the business shall be conducted. A member shall address the meeting only with the permission of the Chairman. No member shall address the meeting after the Chairman has called for a vote.
 - (b) A member, when speaking, shall address the Chair.
 - (c) The ruling given by the Chairman shall be final.
 - (d) A suggestion for closure may be moved by a member at any time but not so as to interrupt speech. It shall be in the following words "That the question be now put". If not seconded, it shall drop. Unless it appears to the Chairman that such a suggestion is an abuse of the rules or an infringement of right of reasonable debate, the suggestions for closure shall be put to vote forthwith and decided without amendment or debate. If the suggestion for closure is carried, the Chairman shall call upon the mover for his reply and shall then put the question to vote.
 - (e) Whenever a debate at any proposal or amendment in the opinion of the Chairman, is unduly protracted, the Chairman may fix a time limit for discussion by the House and/or speech by a member and when the Chairman considers that the proposal or amendment has been sufficiently discussed he may put the question to vote.
 - (f) The Chairman may, at his discretion, limit the duration of speeches on any subject at any stage.
 - (g) Any member may, with the permission of the Chairman, rise even while another member is speaking, to explain any expression used by himself which may have been misunderstood by the member speaking.
 - (h) When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate. No member shall speak on a matter after the mover has made his reply.
 - (i) The mover of an amendment has no right of reply
 - (j) The Chairman may, at his discretion explain to the meeting at any stage in the proceedings the scope of any resolution or amendment or make any statement on any matter, arising from or connected with the proceedings of the meeting. He may also at the conclusion of the

debate, sum up the debate if he so desires provided this is done before the mover has exercised his right of reply.

- (k) The Chairman may temporarily vacate the Chair during the progress of a debate appointing a member present to be the Chairman during his absence.

Point of order

19.1. Any member may raise a point of order even when another member is speaking but he shall confine himself to the point of order and shall not make a speech on such point of order. Provided that a point of order will not be raised if it is -

- (a) a point of privilege.
- (b) only hypothetical.
- (c) to ask for information, or
- (d) to explain his position.

19.2. No debate shall be allowed on a point of order.

19.3. A point of order may be raised only if relevant to the business before the house at the moment.

19.4. A member shall not raise a point of order when any motion has been put to vote.

Voting

- 20. (a)** When the debate, if any, is concluded, the Chairman shall put the proposal to vote.
- (b) All questions shall be decided by majority of votes of the members present and voting. The Chairman shall be entitled to vote on any question and if the votes be equally divided he shall have a second or casting vote.
- (c) On a motion being put to vote the Chairman shall call for a show of hands and announce the result of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairman may direct.
- (d) A proposal for conferment of an honorary degree shall be put to vote without discussion and the vote shall be by ballot.

Minutes

21. The minutes of the proceedings of each meeting shall be recorded by the Registrar, and submitted to the Chairman of the meeting for approval.

The Registrar shall, within one month after the meeting, send to each member of the Senate, a copy of the minutes of the proceedings as approved by the Chairman.

Members' right to get information

22. Any member of the Senate may write to the Registrar for the purpose of obtaining information on matter relating to the affairs of the University and the Registrar shall supply the required information within one month. If in the opinion of the Vice-Chancellor, this would entail labour and expense not commensurate with the object in view, he may disallow it in which case the reason for such disallowance shall be communicated to the Fellow concerned.

Regulations Committee

23.1. The Syndicate shall appoint annually a Regulations Committee consisting of six members as under:-

1. Four members appointed by the Syndicate, one of whom shall

be designated as the Chairman of the Committee.

2. Controller of Examinations.
3. Registrar (Member-Secretary).

The quorum for a meeting of the Committee shall be four. Proposals for framing of or amendments of Regulations shall be submitted to the Syndicate through this Committee.

23.2. The Committee may be consulted by the Vice-Chancellor, Syndicate or Senate on issues of legal interpretation of the Act of incorporation, the Regulations or the Rules.

24. In making Regulations under Section 31 of the Panjab University Act, 1947, the following procedure shall be followed :-

- (a) The Syndicate shall consider all amendments and draft regulations as recommended by the Regulations committee and after making such alterations as it considers fit, shall submit the same to the Senate.
- (b) The Senate shall consider all amendments and draft regulations as recommended by Syndicate and may make such alterations as it considers fit. The decision of Senate along with the proposed amendments and regulations shall be forwarded to the Government for sanction and when their sanction has been received, the Common Seal shall be affixed to the regulations. The regulations as finally sanctioned by the Government shall be published in the Government Gazette.

25. A regulation shall take effect from the date of its publication in the Gazette unless any other date is named therein as the date upon which it is to come into force.

CHAPTER II (A) (ii)

THE SYNDICATE

[Regulations under Section 20 and 31(2) (c) of the Panjab University Act, 1947]

1.1. The Syndicate shall consist of;-

1. The Vice-Chancellor, Chairman;

Ex-officio members

2. The Director of Public Instruction, Punjab;
3. The Director of Public Instruction, Chandigarh.

4-18. Elected members:-

15 (Ex-officio or Ordinary Fellows) elected by the Fellows assigned to the following Faculties in the proportion indicated against each:-

- | | |
|--|------|
| (a) Faculty of languages | .. 2 |
| (b) Faculty of Arts | .. 3 |
| (c) Faculty of Science | .. 3 |
| (d) Faculty of Law | .. 2 |
| (e) Faculty of Medical Sciences | .. 2 |
| (f) Faculties of Dairying, Animal Husbandry & Agriculture, Education, Business Management and. Commerce, Engineering & Technology, Design & Fine Arts and Pharmaceutical Sciences. | .. 3 |

1.2. The Registrar shall act as Secretary.

1.3. Elections shall be held at meetings of the Faculties concerned which shall be attended only by Fellows assigned to each of these Faculties and each fellow shall be entitled to vote for as many candidates as there are Syndics to be elected. A candidate shall be proposed and seconded and voting shall be by secret ballot. A fresh vote shall be taken when equality of votes makes this necessary. If the votes are equal after a second vote is taken, the Chairman shall have a second or a casting vote;

Provided that —

(i) At least one of the Syndics elected by the Faculty of Languages, two elected by the Faculty of Arts, two elected by the Faculty of Science, one elected by the Faculty of Medical Sciences and two elected by the Faculties of Dairying, Animal Husbandry & Agriculture, Education. Business Management and Commerce, Engineering & Technology, Design & Fine Arts and Pharmaceutical Sciences; shall be Heads of or Teachers in, Colleges affiliated to the University or Colleges and Teaching Departments maintained by the University.

(ii) A person shall not be eligible to seek election, if whether, by himself or by any other person or a body of persons in trust for him or for his benefit or on his account he has any share or interest in-

- (a) A firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
- (b) a contract for supply of goods to the University;
- (c) execution of any works of the University.

(iii) A person shall not be eligible to seek election to the Syndicate and if he is already a member he shall cease to hold his respective office -

- (a) If he is shown as author, co-author or collaborator of a book prescribed for a University examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or
- (b) if he is found, after a proper enquiry, to be the writer of such book, though his name does not appear as an author, co-author or collaborator.

Provided that this shall not apply to a person who wrote a book at the instance of the University and did not receive any royalty for the same.

- Notes:*
1. No person elected as a member shall continue to hold his office if he incurs any of the disqualifications mentioned at (ii) above.
 2. Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.
 3. If any dispute arises whether any person eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.

2. A new Syndicate shall be elected not later than December 31 of each year and its year of office shall commence from the 1st January following.

3. Should a vacancy occur in the Syndicate during the year, it shall be filled by the election of a new member by the Fellows assigned to the Faculty or Faculties, whose representative has ceased to act on the Syndicate, and the new Syndicate shall continue to act until the end of December of that year.

4. The Vice-Chancellor shall preside at all meetings of the Syndicate at which he may be present. In his absence, the members present may elect another member to preside at such a meeting. The conduct of business and order of speaking shall be under the control of the Vice-Chancellor, or, in his absence, of the member who is presiding.

5. Five members shall form the quorum for a meeting of Syndicate. The decision of the majority of the members present shall prevail. When the votes are equal, the Vice-Chancellor or the member presiding shall have a second or casting vote.

6. Meetings shall be convened by the Registrar as directed by the Vice-Chancellor or as decided by the Syndicate.

Ordinarily not less than seven days before the date of the meeting, the Registrar shall, under the direction of the Vice-Chancellor, issue to every member an agenda paper, specifying the date, hour and place of the meeting, and the items to be brought before the meeting.

Provided that the Registrar, under the direction of the Vice-Chancellor, may place more items, before the meeting at a shorter notice.

7. All proceedings at the meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor or Chairman. Any Fellow of the University shall be entitled to inspect in the University office, during office hours, the proceedings at any meeting of the Syndicate.

8. As provided in Section 20 (1) of the Panjab University Act, the executive government of the University shall be vested in the Syndicate. Without prejudice to the generality of its powers as the executive government of the University the Syndicate shall, in particular, consider and make such recommendations to Senate as they deem fit in the following matters :-

- (a) affiliation and disaffiliation of colleges;

- (b) appointment of Officers of Class A;
- (c) grant of degrees, diplomas, titles, licences, marks of honour, prizes, and rewards for the encouragement of literature;
- (d) scales of fees for entrance into the University and continuance therein, for admission to the examinations of the University, for attendance at any lectures or classes in connection with the University, for the degrees to be conferred by the University and for such other matters as may be specified by the Regulations;
- (e) recommendations of the Board of Finance relating to annual budget, supplementary grants, and other related matters.

9. The Syndicate shall have power to pass orders on various University matters in order to carry on the executive government of the University and shall in particular-

- (a) consider periodical inspection reports and enquiry reports on the colleges and give necessary directions;
- (b) consider recommendations of the Academic Council and Faculties whose recommendations can, under the regulations come up to Syndicate direct, and take decisions as authorised by regulations.

10. As provided in Section 20 (4) of the Panjab University Act the Syndicate may delegate any of its executive functions to the Vice-Chancellor or to a Sub-Committee appointed from amongst the members of the Syndicate or to a Committee which may include persons who are not members of the Syndicate or to any other authority prescribed by Regulations.

11. The Syndicate shall have power to transfer sums (other than those voted for salaries, or given by the donors for special objects) not exceeding Rs. 5,000 to increase the allotment for any one object for which provision has already been made; to transfer sums not exceeding Rs.5,000, to meet new expenditure on anyone object for which no provision has been made; and to sanction proposals of new expenditure involving a sum not exceeding Rs. 10,000 in a year. All such transfers for the purposes of new expenditure and all such sanctions shall be reported at the next meeting of the Senate.

12. As provided in Section 20 (5) of the Panjab University Act, the Syndicate may make such Rules, not inconsistent with the provisions of the Act and the Regulations, as they may deem necessary, for carrying on the executive government of the University.

13. If a person who has been elected to a Board of Studies as an Added Member of a Faculty, to the Academic Council. or to any University Body, other than Syndicate and Senate, is found, after election to be ineligible. the Syndicate shall have power to remove him from such office, but before taking a final decision. he shall be given an opportunity to make a representation. In case of any dispute, however, the matter will be referred to the Chancellor as provided in Section 38 of the Panjab University Act.

14. Whenever there is an urgency, the Vice-Chancellor may take such action as he deems necessary, and report the matter at the next meeting of the Syndicate for approval.

***15.** A Selection Committee while recommending a candidate for appointment to a post in the University, may also prepare a waiting list, in order of merit of not more than two persons, so that if the person appointed does not join, the person next on the waiting list may be offered the post. The waiting list, shall, however. be operative for a period of six months from the date of Syndicate meeting in which it is approved.

*Approved by the Government.

FINANCE

(Regulations under section 31 (2) (r) of the Panjab University Act, 1947)

BOARD OF FINANCE

1.1. There shall be a Board of Finance which shall be appointed every year, by January 31, and shall hold office for one year from February 1 to January 31 of the year following. It shall consist of-

- (i) The Vice-Chancellor, as Chairman;
- (ii) The Dean of University Instruction;
- (iii) Two members appointed by the Syndicate from amongst its members;
- (iv) Two fellows, who are not members of the Syndicate, elected by the Senate, in accordance with the rules framed by the Syndicate from time to time (for the present rules, see Calendar Vol. III):

Provided that -

- (1) A person shall not be eligible to seek election, if whether by himself or by any person or body or persons in trust for him or for his benefit or on his account he has any share or interest in-
 - (a) A firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (b) a contract for supply of goods to the University;
 - (c) execution of any works of the University.
- (2) A member appointed or elected under (iii) and (iv) incurring any of the disqualifications mentioned in provision No. I above, shall cease to hold office.
- (3) If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.
- (v) Two nominees—one each from the Governments of Punjab and the Administration of Chandigarh; and
- (vi) A representative of the Union Ministry of Education and Social Welfare, to be nominated by the Central Government.

The Registrar shall be the Secretary of the Board.

1.2. If a vacancy amongst membership of the Board occurs during the term, it shall be filled by the Syndicate.

2.1. The functions of the Board of Finance shall be-

- (i) To review periodically the financial position of the University and to suggest ways and means for its improvement and also to make recommendations to the Syndicate relating to University finances;
- (ii) To sanction proposals of new expenditure: involving a sum not exceeding Rs. 5,000.
- (iii) To examine and advise the Syndicate regarding -
 - (a) every proposal of new expenditure involving a sum of money exceeding Rs.10,000;

- (b) the annual budget estimates;
- (c) applications for revision of existing pay scales: and
- (d) creation and pay scales of new posts,

2.2. The Vice-Chancellor shall have authority to create temporary posts of class B and C employees out of the following Budget Heads:

- (i) "Temporary Establishment"; and
- (ii) "Conducting Examination - Temporary Establishment".

3. Meetings of the Board of Finance shall be convened by the Secretary as directed by the Vice-Chancellor,

4. The Accounts of the University shall be kept by the Registrar and shall conform to the financial year which shall be from April I to March 31 of the following year.

BUDGET

5.1. The budget estimates recommended by the Board of Finance shall, after consideration by the Syndicate, be submitted to the Senate for sanction not later than March 31 of each year; in such form and in accordance with such directions as may be given by the Syndicate.

5.2. In the Budget estimates, credit shall be taken of -

- (a) the actuals of the two previous years;
- (b) the revised figures for the current year; and
- (c) the estimates for the budget year, in respect of—
 - (i) the amount of the interest and profits of the General Endowment Fund,
 - (ii) the amount of the General grant,
 - (iii) subscriptions and donations estimated with reference to the average receipts from this source during the previous three years, excluding subscriptions given for investments of exceptionally large amount; and
 - (iv) income from fees.

6.1. All funds and moneys belonging to the University shall be kept in the name of the Panjab University in the State Bank of India, provided that investment in a current account or fixed deposit or in any other mode for an amount to be determined by the Syndicate may be made in the securities approved under the Indian Trusts Act, 1882, or a Nationalised Bank other than the State Bank of India, with the approval of the Senate.

6.2. The following accounts shall be kept in the State Bank of India :-

- (a) Current Account;
- (b) Provident Fund;
- (c) Special Endowed Trusts;

and under such other accounts as may be determined by the Syndicate from time to time.

6.3. The Registrar shall maintain -

- (i) For Special Endowed Trusts
 - (a) A Cash Book;
 - (b) A Ledger, exhibiting a separate personal account for each trust;
 - (c) A Bank Pass Book.

- (ii) For Current Account
 - (a) A Cash Book
 - (b) A Classified Register of Receipts
 - (c) A Classified Register of Expenditure
 - (d) A Bank Pass Book;
- (iii) For Provident Fund Account
 - (a) A Cash Book
 - (b) A Ledger, exhibiting a separate personal account
 - (c) A Bank Pass Book
 - (d) A Liability Register

6.4. No transfer shall be allowed from 'Provident Fund' or 'Special Endowed Trusts Fund' to any other account except with the previous sanction of the Senate.

7. All property belonging to the University shall be held in the name of the University. For the purpose of drawing interest upon such Government Stock or Government Promissory Notes, as are held in the name of the University, the Registrar shall have authority to take necessary action, but for transferring any part of such Government Stock or Government Promissory Notes, the Vice-Chancellor and the Registrar shall have joint authority to do all such acts as may be necessary.

8. The Vice-Chancellor, may order, subject to the control of the Syndicate, that any uninvested balance at the credit of any particular trust, or of any other University accounts, shall be invested in Government Securities or in fixed deposits for the benefit of the Account concerned.

9.1. It shall be the duty of the Registrar to see that all sums granted to, and accepted by the University for specific objects, such as the establishment of a Professorship, a Readership, or a Scholarship, or for the grant of a prize or a medal, or other special award, shall be invested wherever practicable in Government securities or fixed deposits and brought to credit under the proper head of account.

9.2. Securities held in the name of the University shall not be sold without sanction of the Senate.

RECEIPTS

10. All sums received on account of the University shall be received by the Registrar or in the case of the College maintained by the University by the Principal of the College concerned and shall be forthwith sent by him to the State Bank of India for credit to the account concerned, and shall not be used by him to meet current expenditure.

Provided that -

- (1) The Syndicate may nominate the University Cashier or such other officer as it deems fit for signing the receipts, for money received on behalf of the Registrar, and
- (2) The Principal of a college shall have power to delegate his authority to one of the Clerks of the college to receive dues from the students and issue receipts for the same under his signatures on the condition that the responsibility will be of the Principal and he shall intimate to the Registrar the name of the clerk to whom the authority is delegated.

If the college is located at a place where there is no branch of the State Bank of India, a limited current account may be opened in a scheduled bank at the place approved by the Senate.

11.1. All donations made to the University shall be reported to the Syndicate and if the amount exceeds Rs. 5,000, it shall also be reported to the Senate.

11.2. The minimum amount for acceptance of a donation by the University for instituting a medal/prize in the name of one person should not be less than Rs. 10,000 (Ten thousand rupees).

Provided that -

In the case of following categories of donors the minimum amount of donation shall not be less than Rs. 5,000/- :-

- (a) Where the donor or the person in whose name the medal/prize is proposed to be instituted has been a student of this University or an employee/retired employee (Teaching -Non-teaching).
- (b) Fellow/former Fellow of this University.
- (c) An employee/retired employee (Teaching/Non-Teaching) of the colleges affiliated to Panjab University.

11.3. When an offer for a donation is received from any source, the following information be also placed on record by the University office before the proposal is sent upto the Syndicate:-

- (i) A brief resume of the donor.
- (ii) A brief resume of the person in whose memory or after whom the donation is proposed to be named, specially his/her connection or interest in relation to the objectives for which the Panjab University stands. The proforma for use by the office for this purpose shall be as at Appendix.

11.4. That when the annual income from a donation is intended to be applied for grant of a Scholarship/Stipend on recurring basis, its quantum be not less than Rs. 100/- per month.

EXPENDITURE

12. All bills shall be checked by the officials to whom this duty is assigned and certified as correct and signed by the Registrar or any other officer or officers authorised for the purpose. No payment shall be made except as provided in Regulation 13.2. When the sanction of the Syndicate or Senate is required for the payment of any bill, the Registrar shall obtain such sanction before payment is made and shall endorse on the bill a reference to the sanction of Syndicate or Senate, as the case may be.

13.1. All expenditure shall be incurred subject to the budget allotment for the year and to the rules regarding the power to sanction expenditure.

13.2. Payments shall be made by cheques signed by the Finance & Development Officer. The Syndicate, may, however authorise any other Officer or Officers to sign cheques up to Rs. 2.5 lacs each.

13.3. Vouchers in support of all items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, with the sanction of the Vice-Chancellor, be destroyed, provided that all accounts or documents relating to trusts, donations and subscriptions shall be preserved.

14.1. The Registrar is empowered-

- (a) To pass bills and make payments relating to fixed charges for which provision is made in the Budget as well as fees to examiners, printers,

bills relating to conduct of examinations, payment to temporary staff, and ordinary contingencies;

- (b) to make payment of bills which are approved by Syndicate; and
- (c) to make payments of bills which are duly passed and forwarded by the Principals of University Colleges and Heads of University Teaching Departments.

He shall obtain sanction of the Syndicate for payment of any other charges.

14.2. The Syndicate may assign to one or more officers the power of the Registrar to pass or pay bills, up to Rs. 10,000 each.

15. To meet petty expenditure, the Vice-Chancellor, may sanction such advance to the expending authority as he may consider necessary. The Officer holding the advance shall be personally responsible for it.

Explanation :- Petty expenditure covers all legitimate expenditure not exceeding Rs. 100 at a time incurred without waiting to receive payment from the Registrar after submission of the bill.

16. The Registrar shall prepare an annual General Statement showing in detail the state of each of the accounts described in Regulation 4, which shall be checked and countersigned by the Auditor. The General Statement shall then be submitted to the Board of Finance, Syndicate and Senate.

17. In the Regulations, contained in this Chapter, the "Registrar" shall mean the "Finance & Development Officer" for such purposes as may be decided by the Senate from time to time.

18. For concurrent audit of the University accounts and of all the bills before they are paid, an Auditor may be appointed by the government on request from the University. In case the government does not accede to this request, the Senate shall appoint an Auditor for the purpose. The Auditor shall hold office for such period and shall receive such remuneration as the Senate may sanction from time to time.

19.1. It shall be the duty of the Auditor to submit to the Board of Finance a brief half-yearly audit report with particular reference to following points :—

- (a) that the accounts of the University are properly kept;
- (b) that the state of the balance shown therein agrees with the Bank's account;
- (c) that all payments are supported by proper vouchers and that they are authorized under proper sanction; and
- (d) that all receipts and payments are classified in accordance with the rules and regulations of the University.

19.2. It shall also be the duty of the Auditor to prepare and submit to the Board of Finance annually a duly certified audit report of the University accounts.

19.3. Both the reports as required in Regulations 19.1 and 19.2 shall be submitted by the Board of Finance to the Syndicate and Senate with such observations as they may deem fit to make.

CHAPTER II (A) (iv)
ACADEMIC COUNCIL

1.1. There shall be an Academic Council which shall consist of the following:-

- (a) The Vice-Chancellor, as Chairman.
- (b) The Dean of University Instruction.
- (c) One Principal of a University Evening College, by rotation.
- (d) Two Principals of affiliated Colleges of Education having M.Ed. classes, by rotation.

Explanation:

The order of rotation shall be determined on the basis of the date of grant of affiliation for the Master's degree course.

- (e) The Deans of the Faculties of Arts, Languages, Science, Business Management and Commerce, Education and Design & Fine Arts -Ex-Officio.
- (f) Dean, College Development Council-Ex-Officio.
- (g) The University Professors (including the Director-Professor of VVB.I.S. & I.S., Hoshiarpur, and those designated by the Syndicate as Professors in the subjects which are taught in the University teaching departments in the Faculties of Arts, Science, Business Management and Commerce, Languages, Education and Design & Fine Arts.

Provided that if in any subject, there is no Professor, the Chairman/Head of the University teaching department concerned, shall be a member.

- (h) The Principals/Directors of such Arts and Science Colleges/University Post-Graduate Regional Centres as undertake teaching up to Master's degree in two or more subjects .
- (i) Fifteen teachers (as defined in Regulations 2.1, 2.2 and 2.3) in the affiliated colleges, elected from amongst themselves.
- (j) Fifteen Principals of affiliated colleges (as undertake classes defined in Regulation 2.1) elected from amongst themselves.
- (k) Two University Assistant Professors (one from the Science Faculty and one from other Faculties) to be nominated by the Syndicate, by rotation.
- (l) Five fellows of the University elected by the Senate.
- (m) Not more than two University Associate Professors, nominated by the Syndicate.
- (n) Three nominees of the Vice-Chancellor.

1.2. The Syndicate shall appoint the Registrar or the Deputy Registrar as Secretary of the Academic Council.

1.3. The members included in (i), (j), (k), (l), (m) and (n) shall be elected or nominated as the case may be by January 31, every alternate year. These members shall hold office for two years beginning February 1. Election of (i), (j) and (k) shall be held in accordance with the Rules approved by the Syndicate from time to time (for present Rules, see Calendar, Volume III).

Provided that –

- (A) A person who, in one way or the other, is involved in publication of cheap notes, guides or help books shall not be eligible to be a member of Academic Council.

- (B) A person shall not be eligible to seek election, if whether by himself or by any person or a body of persons in trust for him or for his benefit or on his account he has any share or interest in-
- (i) a firm engaged in printing, publishing or selling books to or for the use of the University or students or any of its courses;
 - (ii) a contract for supply of goods to the University;
 - (iii) execution of any works of the University.
- (C) A member shall not continue to hold his office if he incurs any of the disqualifications, mentioned at (A) or (B) above.

1.4. If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.

2.1. A teacher for purposes of election to Academic Council under clause (h) of Regulation 1.1 shall be one who has taught for at least 12 months immediately preceding the election, any of the following classes :

1. 10 + 1
 2. 10 + 2
- } (So long as these classes are attached with affiliated Colleges).
3. B.A./Sc. First Year/Second Year and Third Year.
 4. B.Ed.
 5. B.Com.
 6. B.Architecture.
 7. M.A./M.Sc.
 8. B.F.A.

2.2. 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 is working as a whole-time teacher at the time of election.

2.3. A Demonstrator shall not be deemed to be a degree teacher for this purpose.

3. Should a vacancy occur amongst the elected or nominated members, during the period of office prescribed, it shall be filled by election or nomination, as the case may be, of a new member. This election shall be held once a year in November. The new member shall continue to hold office until end of the term.

4.1. The quorum for a meeting of the Academic Council shall be 9.

4.2. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes the Chairman shall have a second or casting vote.

5. Meetings shall be convened as the Vice-Chancellor may direct.

Not less than seven days before the date of the meeting, the office shall issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items to be brought before the meeting.

Provided that the Secretary under the direction of the Vice-Chancellor may place more item before the meeting at a shorter notice.

6. The Vice-Chancellor shall preside at all meetings. In the absence of the Vice-Chancellor, the Dean of University Instruction shall preside. In the absence of

the Vice- Chancellor and the Dean of University Instruction, the members present at the meeting shall elect a Chairman.

7. The procedure at the meetings of the Council shall be regulated generally by the Regulations for the Senate meetings so far as they are applicable.

8. The functions of the Academic Council shall be -

- (a) to deal with University teaching and to make proposals for fresh development;
- (b) to promote research within the University and to require reports on such research from the persons employed thereon;
- (c) subject to control of the Syndicate, to frame general rules for admission to University classes;
- (d) to report for consideration of the Syndicate and Senate on the recommendations of the Faculties made on the proposals by the Boards of Studies regarding courses of reading and syllabi and outlines of tests in each paper for all examinations in the Faculties of Arts, Languages, Science, Business Management and Commerce, Education and Design & Fine Arts.

Provided that -

1. The Council shall have power to accept, reject or refer back but not to amend the recommendations of the Faculties.
 2. In the event of difference of opinion between the Academic Council and a Faculty, after the First reference, opinions of both the bodies shall be placed before the Syndicate.
- (e) to recognise, subject to the control of the Syndicate, the certificates, diplomas and degrees of recognised Universities in the Faculties of Languages, Arts, Science, Business Management and Commerce, Education and Design & Fine Arts as equivalent to the corresponding certificates, diplomas and degrees of the Panjab University.
 - (f) to frame roles concerning principles and method of examination, as distinct from the actual conduct and supervision of examinations.
 - (g) to manage the University Library, subject to general and financial control of the Syndicate and, for this purpose, to-
 - (i) appoint a committee to advise on policy matters concerning the Library under the general control of the Academic Council. The Library Committee shall consist of the following :-
 1. Three Principals of Degree Colleges elected by Academic Council.
 2. Three Heads of University Teaching Departments appointed by the Vice-Chancellor.
 3. Three University Associate Professors and Assistant Professors of whom at least one shall be a Assistant Professor appointed by the Vice-Chancellor.

4. The Dean of University Instruction, as ex-officio Chairman.
5. The Librarian, as ex-officio Secretary.

The term of Library Committee shall be 2 years beginning April 1, and 4 members shall form the quorum.

6. A Faculty member of the Department of Library & Information Science (of the rank of Associate Professor and above).

(ii) frame rules regarding use of the Library.

9. Whenever there is an urgency, the Vice-Chancellor may take such action as he deems necessary and report the matter at the next meeting of the Council for approval.

CHAPTER II (A) (v)

FACULTIES

[Regulations under Section 19 (1) and (2) and Section 31 (2) (c) and (n) of the Panjab University Act. 1947]

1. The Faculties constituted by the Senate are :-

- (1) Languages
- (2) Arts
- (3) Science
- (4) Law
- (5) Medical Sciences
- (6) Business Management and Commerce
- (7) Engineering & Technology
- (8) Education
- (9) Dairying, Animal Husbandry & Agriculture
- (10) Design & Fine Arts
- (11) Pharmaceutical Sciences

2.1. Fellows shall be assigned to Faculties for the whole of their term, by order of Senate with reference to their special qualifications, after considering recommendations made by Syndicate in this behalf subject to the limitations that no Fellow shall be assigned to (a) more than two out of the Faculties of Languages, Arts, Science, Law and Medical Sciences and (b) more than two out of the remaining Faculties.

Provided that -

- (i) One of the Faculties assigned to a Fellow elected by a Faculty shall include the Faculty which elected him; and
- (ii) A Fellow may, however, ask for a change on the expiry of 2 years of the assignment, and his request will be considered by Syndicate.

2.2. The Vice-Chancellor shall be an ex-officio member of every Faculty.

3. The Fellows assigned to each Faculty may add to their number, according to the procedure laid down in the regulations, persons residing within the territorial jurisdiction of the University who fulfil the following qualifications:

- (a) For Faculties other than Law, Engineering & Technology, Medical Sciences, Pharmaceutical Sciences and Education: A teacher (as defined in Regulation 2 of the Chapter relating to Academic Council) of a college affiliated to the University and who has been teaching a subject falling in the Faculty concerned with at least ten years' standing and in the case of Ph.D. degree holders of five years' standing:

or

A teacher of University Teaching Department teaching a subject falling in the Faculty concerned with at least ten years' standing and in the case of Ph.D. degree holders of five years' standing.

or

A retired teacher of a college affiliated to the University or a University Teaching Department with at least ten years' experience of teaching a

subject falling in the Faculty concerned and in the case of Ph.D. degree holders of 5 years standing prior to their retirement from service.

- (b) For the Faculty of Law, only teachers of Law with at least ten years' teaching experience in Law or Advocates of ten years' standing or Judicial Officers of ten years' standing;
- (c) For the Faculty of Medical Sciences, teachers of Medicine with at least ten years' teaching experience or private Practitioners of ten years' standing;
- (d) For the Faculty of Engineering & Technology, teachers working in the University Department of Chemical Engineering & Technology or in Engineering Colleges affiliated to the University, with at least 10 years' teaching experience, or Engineers/Technologists of 10 years' standing;
- * (e) For the Faculty of Pharmaceutical Sciences, teachers working in the University Institute of Pharmaceutical Sciences with at least 10 years' teaching experience or persons engaged in Pharmaceutical research, production or practice with at least 10 years' standing. The requirement of 10 years standing shall be reduced to 5 years in the case of those who hold Ph.D. degree in Pharmaceutical Sciences.
- (f) For the Faculty of Education :—
 - (i) a degree teacher of an affiliated College of Education with at least ten years' standing and in the case of Ph.D. degree holders with five years' standing.
 - or
 - (ii) a degree teacher teaching the subject of Education/Physical Education in an affiliated college on whole-time basis, with at least ten years' standing and in the case of Ph.D. degree holders with five years' standing.
 - or
 - (iii) a teacher of the University Department of Education/Physical Education, with at least ten years' standing and in the case of Ph.D. degree holders with five years' standing.
 - or
 - (iv) a retired teacher of the University Department of Education/Physical Education or College of Education or of an affiliated college with at least ten years' teaching experience prior to his retirement from service in a subject falling in the Faculty of Education and in the case of Ph.D. degree holders of 5 years' standing prior to his retirement from service.

Note:- The Faculty of Education shall include the subjects of Education and Physical Education in addition to all other subjects being already covered in the Faculty.

Provided that -

- (i) the number of persons so added to the Faculty shall not exceed half the number of Fellows assigned to that Faculty and no person shall be eligible to be an Added Member or an Ex-officio member of more than one Faculty. An ex-officio Member of a Faculty shall also not be eligible to seek election as an Added Member to any other Faculty.

If proposals for election of a person as Added Member to more than one Faculties are received and if he is elected to more than one Faculties, he shall retain one Faculty of his choice and resign the other Faculty/Faculties.

Provided further that whenever there be any fraction while calculating the number of Added Members in a Faculty, it shall be raised to the next higher full number e.g. one half of 11 be taken as 6 Added Members instead of 5.

- (ii) a person shall not be eligible to seek election, who:
- (a) in one way or the other, is involved in publication of cheap notes, guides or help-books;
 - (b) by himself or by any person or a body of persons, in trust for him or for his benefit or on his account he has any share or interest in -
 - (1) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (2) a contract for supply of goods to the University;
 - (3) execution of any works of the University.

Provided further that no person elected as a member shall continue to hold office if he incurs any of the disqualifications mentioned in (1), (2) and (3) above

- (c) is a student of a recognised or affiliated institution or a private candidate appearing in a University Examination.
- (iii) A person shall not be eligible to seek election to a Faculty and if already a member he shall cease to hold his respective office —
- (a) if he is shown as author, co-author or collaborator of a book prescribed for a University examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or
 - (b) if he is found, after a proper enquiry to be the writer of such book, though his name does not appear as an author, co-author or collaborator.

Provided that this shall not apply to a person who wrote a book at the instance of the University and did not receive any royalty for the same.

Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

- (iv) an Added member of a Faculty who ceases to possess the qualifications laid down in Regulation 3, or leaves the territorial jurisdiction of the University, shall cease to be an Added member for the remaining period of his term.
- (v) If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.

4.1. University Professors and Director-Professor of V.V.B.I.S. & I.S., Hoshiarpur, and such Associate Professors or Assistant Professors as are Chairmen/Heads of the Departments and the Associate Professor acting as Director of V.V.B.I.S. & I.S., Hoshiarpur, shall be ex-officio members of the Faculties concerned and shall exercise all rights given by regulations to Added Members. They shall be in addition to the number elected by Fellows under Regulation 3.

4.2. For the Faculty of Pharmaceutical Sciences, the following shall also be the

members and shall exercise all the rights given by Regulations to Added Members : -

- (i) One Professor each from the University Departments of Botany, Chemistry and Chemical Engineering & Technology;
- (ii) One Professor of Pharmacology from the Post-graduate Institute of Medical Education and Research, Chandigarh;
- (iii) One Drug Expert to be nominated by the Vice-Chancellor.

Provided that if there is more than one Professor in a University Department or Post-graduate Institute of Medical Education and Research, Chandigarh, the appointment shall be made by the Vice-Chancellor, by rotation.

4.3. Principals of Colleges affiliated in the following faculties are co-opted as members of their respective Faculties but they shall not have right of vote :-

- (1) Faculty of Medical Sciences.
- (2) Faculty of Engineering & Technology including Textile Technology.
- (3) Faculty of Dairying, Animal Husbandry & Agriculture.
- (4) Faculty of Design & Fine Arts.
- (5) Faculty of Science.
(Home Science College only)

For the Faculty of Medical Sciences, an eminent Dental Scientist and a Head of a Dental Department in a Medical/Dental College affiliated to the University/ Principal of a Dental College affiliated to the University, be also co-opted.

4.4. The Faculty of Dairying, Animal Husbandry & Agriculture may co-opt not more than six persons who are experts in the field. However, they shall not have the right to vote.

5.1. The election of Added Members shall be held by January 31 every alternate year, by the system of single transferable vote.

5.2. Added Members shall take office from February 1 following the date of their election and shall cease to be members on February 1, two years later.

5.3. If the names proposed do not exceed one-half of the number of Fellows assigned to that Faculty, no election shall be held and the proposed candidates shall be declared to be duly elected.

5.4. If any seat in any Faculty is left unfilled after election of Added Members or any vacancy occurs during the term, the Vice-Chancellor may nominate person/s to that Faculty.

6.1. Each Faculty shall elect its Dean before January 31 every year.

A fresh vote shall be taken where equality of votes makes it necessary. If the votes are equal after a second vote is taken, the Chairman may exercise his casting vote. If the Chairman does not exercise his casting vote, the matter shall be decided by drawing lots.

6.2. The Syndicate may from time to time determine the Faculties of which Deputy Registrar or an Assistant Registrar shall act as Secretary. The other Faculties shall elect the Secretary for the year at the time of electing the Dean.

6.3. Both the Dean and the Secretary elected by the Faculty shall hold office from February 1 to January 31 of the year following.

6.4. Should a vacancy in the office of Dean or Secretary occur during the year, it shall be filled by the faculty concerned and the new officer shall continue to act until the next annual election.

7.1. For election of Added Members :

- (a) Letters inviting nominations shall be issued 40 days before the date of election.
- (b) Nominations shall be received up to 25 days before the date of election.
- (c) Withdrawal of nomination shall be allowed up to 18 days before the date of election.
- (d) Voting papers shall be issued 14 days before the date of election.

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

7.2. Nomination of every person for election as an Added Member of a Faculty shall be made by a Fellow assigned to that Faculty, supported by another such Fellow. The Proposer as well as the Secunder shall certify that they have ascertained that the nominee is willing to serve on the Faculty for which he is proposed. If a proposer does not mention the name of the Faculty for which he proposes the name of an Added Member, the nomination paper shall be declared invalid.

8. In these Regulations, the expression "Member of a Faculty" shall include a member added to the Faculty under Section 19, Sub-Section (2), Clause (b), of the Pan jab University Act.

9. The Vice-Chancellor, and in his absence the Dean, shall preside at all meetings of a Faculty. In the absence of Vice-Chancellor and Dean, the members present at each meeting shall elect a member to preside. At a joint meeting of two or more Faculties, the Vice-Chancellor, if he is present, shall preside; in the absence of the Vice-Chancellor, the members present shall elect a member to preside.

10. The number of members required to form a quorum at a meeting of a Faculty shall be as under :-

Arts	..	Eight
Languages	..	Seven
Law	..	Five
Science	..	Five
Medical Sciences	.	.Four
Business Management and Commerce	..	Four
Engineering & Technology	..	Four
Education	..	Four
Dairying, Animal Husbandry & Agriculture	..	Four
Design & Fine Arts	..	Four
Pharmaceutical Sciences	..	Four

At a joint meeting of more than two Faculties and at a joint meeting of the Arts and Languages Faculties ten members, and at a joint meeting of any other two Faculties eight members, shall form a quorum.

11. Meeting shall be convened by the Secretary of the Faculty concerned as the Dean or in his absence as the Vice-Chancellor may direct.

Not less than seven days before the date of the meeting, the Secretary shall issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items to be brought before the meeting.

Provided that the Secretary under the direction of the Dean or in his absence the Vice-Chancellor may place more items before the meeting at shorter notice.

12.1. The order of speaking and conduct of business at meetings shall be regulated by the Chairman, and, unless there is any regulation to the contrary, all matters

shall be determined in accordance with the vote of majority of members present, and, when the votes are equal, the Chairman shall have a second or a casting vote.

12.2. Proceedings at all meetings of Faculties shall be sent to the Registrar, who shall lay them before the Syndicate or the Academic Council as the case may be, or take such other action as may be necessary.

13. (i) Every Faculty shall consider recommendations of the Board of Studies/Board of Control in regard to the following matters and approve or forward the same to the Academic Council and/or the Syndicate, as the case may be, with such modifications, if any, made by the Faculty :-

- (a) Syllabi and Courses of reading to be completed by candidates for the examinations of the University;
- (b) minimum qualifications required for admission to various Courses;
- (c) other conditions to be complied with by candidates for admission to degrees, diplomas, licences and marks of honour;

(ii) consider any other matter that may be referred to by the Academic Council and/or the Syndicate.

14. The Faculties shall elect their representatives on the Syndicate every year not later than December 31, in accordance with the Regulations contained in the Chapter relating to Syndicate.

15.1. The recommendations of the Faculties of Languages, Arts, Science, Business Management and Commerce, Education and Design & Fine Arts, in regard to 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 shall be submitted to the Academic Council for approval. The Council shall, however, not alter, modify, or amend them without referring them back to the Faculty concerned for reconsideration. If after such a reference there is still difference of opinion between the Faculty and the Academic Council, the recommendations of the Faculty shall be forwarded to the Syndicate alongwith the recommendations of the Academic Council for final approval.

15.2. Similar recommendations of other Faculties shall be reported to the Syndicate, which shall have power to approve them but not to alter them without referring them back to the Faculty concerned.

15.3. If a proposal submitted by the Academic Council/Faculty is not approved by the Syndicate, the resolution of the Syndicate with that of the Council/Faculty shall be submitted to the Senate.

16. No matter affecting any faculty shall be decided by the Academic Council, or the Syndicate, or the Senate, without its having been first referred to the Faculty for opinion. In case of doubt, the Vice-Chancellor shall decide what matter shall be referred, under this regulation, to any Faculty.

17. The Courses of Reading for the University examinations prescribed by the Syndicate, upon the recommendations of the Academic Council/Faculties, shall be subject to the approval of the Senate.

18. In the absence of recommendations by the Faculties, or appropriate Boards or Committee, the Syndicate shall be competent to decide, subject to approval of the Senate, in the month of November every year, or as soon thereafter as possible, that the same outlines of tests, syllabi and courses of reading shall continue for the next admissions, as for the previous year, or take such other action as may be deemed fit.

CHAPTER II (A) (vi)

BOARDS OF STUDIES

[Regulations under Section 31 (2) (d) of the Panjab University Act, 1947]

1.1. There shall be two separate Boards of Studies in the following subjects: one for the Under-graduate Studies for all examinations up to B.A./B.Sc./B.Com. and B.A. (Honours) and the other for Post-graduate Studies for all the M.A./M.Sc./M.Com. examinations including Post-graduate Diploma Courses of one year duration excluding M.Phil. and Honours School Courses.

English, Hindi, Punjabi, Sanskrit, Economics, History, Political Science & Civics, Philosophy, Psychology, Public Administration, Sociology, Botany, Chemistry, Mathematics, Zoology, Physics, Statistics, Geography and Commerce.

1.2. For the following subjects there shall be Board of Studies for Postgraduate only:

1. Ancient Indian History, Culture & Archaeology.
2. Anthropology.
3. Biophysics.
4. Biochemistry.
5. Microbiology.
6. Geology.

Provided that there shall be separate Boards of Studies for Under-graduate Courses when the teaching in any of the above subjects is undertaken at the undergraduate level.

1.3. The Boards in the above subjects shall be elected every alternate year in the month of March and shall assume office from the first of April following.

2.1. Each Board of Undergraduate Studies shall consist of:-

- (i) (a) The Head of the University Department teaching the subject-Convener, ex-officio;
- (b) The Director-Professor of V.V.B.I.S. & I.S., Hoshiarpur, shall be ex-officio member of the Board of Studies in Sanskrit;
- (c) One Professor of the University Department teaching the subject, by rotation, according to seniority, for one term if the Head of the Department is a Associate Professor/Assistant Professor;
- (ii) One Associate Professor of the University Department teaching the subject, by rotation, according to seniority, for one term;
- (iii) One Assistant Professor of the University Department by rotation, according to seniority, for one term;
- (iv) 6 teachers from affiliated colleges with teaching experience of 10 years, and in the case of Ph.D. degree holders of 5 years, engaged in teaching the following classes who shall be elected every alternate year by the Faculty concerned in the manner laid down in the Regulations:
 - (i) Pre-University.
 - (ii) Pre-Engineering and Pre-Medical.
 - (iii) B.A./B.Sc. Parts I, II and III.
 - (iv) B.Com. Parts I, II and III.
 - (v) One expert in the subject, to be nominated by the Vice-Chancellor.

Note:- 1. 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 is working as a whole-time teacher at the time of election.

2. A demonstrator is not a teacher for this purpose.

The Convener of the Board, may however, invite a representative of the School Board for consultation when the Pre-University syllabus is under consideration of the Board.

2.2. Each Board of Postgraduate Studies shall consist of-

- (i) (a) Head of the University Teaching Department—Convener, ex-officio;
- (b) The Director-Professor of V.V.B.I.S. & I.S., Hoshiarpur, shall be ex-officio member of the Board of Studies in Sanskrit;
- (ii) Two Professors of the University Teaching Departments, by rotation.
- (iii) Two Associate Professors and two Assistant Professors from the University Teaching Department with teaching experience of 10 years and in case of Ph.D. degree holders of 5 years, by rotation according to seniority, for one term.
- (iv) Head of the Department and one teacher, by rotation from the affiliated college with teaching experience of 10 years and in case of Ph.D. degree holder of 5 years whose fifty per cent of the teaching work is with Post-graduate and Honours classes in the subject concerned. If the number of affiliated colleges is two, there shall be the Head of the Department and one teacher, by rotation, from each college. If the number of affiliated colleges is three or more, five teachers with requisite qualifications who shall be elected every alternate year by the Faculty concerned in the manner laid down in Regulations.
- (v) One person teaching allied or cognate subjects in the University to be nominated by the Vice-Chancellor;
- (vi) One expert not in the service of the University to be nominated by the Vice-Chancellor.

2.3. The Board of Studies in Medicine shall consist of—

- (a) the Principals of Medical Colleges affiliated to University-ex-officio;
- (b) five members to be elected in accordance with the Regulations;
- (c) one or two members eminent in the subject of the Board of Studies may be nominated by the Vice-Chancellor, if considered necessary. Before nominating a member or members, the Vice-Chancellor shall have regard to the fact that the person nominated is not likely to draw pecuniary advantage from the University through (a) publication of cheap notes, guides or help-books, (b) printing, publishing or sale of books to or for the use of the University students of any of its courses, (c) a contract for supply of goods to the University, or (d) execution of any works of the University.

2.4. For the Board of Studies in Medicine, the following shall be eligible to seek election:

A Teacher of the M.B.B.S. class and/or a postgraduate class in the Faculty of Medical Sciences of 10 years' standing and in the case of Ph.D. degree holder of 5 years' standing, or a former teacher who has taught the subject dealt with by the Board for 20 years or more.

2.5. The Board of Studies in Education shall consist of:

- (a) Principals of the Colleges of Education affiliated for M.Ed.—Ex-officio;
- (b) Head of the University Department of Education—Ex-officio;

- (c) Director, Centre for Adult, Continuing Education & Extension, P.U., Chandigarh- Ex-officio;
- (d) One Professor of University Department of Education, by rotation, according to seniority, for one term, if the Head of the Department is a Reader/Lecturer;
- (e) Ten members to be elected from amongst the Principals and whole-time teachers of the colleges of Education/whole-time teachers of the Department of Education, Panjab University and whole-time teachers teaching the subject of Education in affiliated Colleges, in accordance with the procedure laid down in the Regulations;
- (f) One or two members eminent in the subject of the Board of Studies may be nominated by the Vice-Chancellor, if considered necessary. Before nominating a member or members the Vice-Chancellor shall have regard to the fact that the person nominated is not likely to draw pecuniary advantage from the University through (a) publication of cheap notes, guides or help books, (b) printing, publishing or sale of books to or for the use of the University students of any of its courses, (c) a contract for supply of goods to the University or (d) execution of any works of the University.

2.6. For the Board of Studies in Education, the following shall be eligible to seek election:

- (i) a teacher of an affiliated College of Education, or
- (ii) a teacher teaching the subject of Education in an affiliated college on whole-time basis, or
- (iii) a teacher of the University Department of Education, with at least 10 years' standing and in the case of Ph.D. degree holders of five years' standing.

2.7. (i) A person shall not be eligible to become a member/seek election, if

- (a) whether by himself or by any person or a body of persons in trust for him or for his benefit or on his account, he has any share or interest in-
 - (a) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (b) a contract for supply of goods to the University;
 - (c) execution of any works of the University;

(ii) A person, who, in one way or the other, is involved in publication of cheap notes, guides or help books, shall not be eligible to be a member of a Board of Studies;

(iii) A person shall not be eligible to seek election to a Board of Studies -

- (a) if he is shown as author, co-author or collaborator of a book prescribed for a University examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or
- (b) if he is found, after a proper enquiry to be the writer of such book, though his name does not appear as an author, co-author or collaborator.

This shall not apply to a person who prepared a book at the instance of the University and did not receive any royalty for the same.

Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

- (iv) No one shall be eligible to seek election to more than two Boards of Studies;
- (v) No one shall propose his own name for election to a Board of Studies;

- (vi) A member shall not continue to hold office if he incurs any of the disqualifications mentioned in (i), (ii) and (iii) above.

2.8. The election of teachers from the affiliated colleges of Under-graduate and Post-graduate Boards of Studies by the Faculties concerned shall be held by March 31 every alternate year by Single Transferable Vote System.

The Syndicate shall fix a date or dates on which meetings of the various Faculties shall be held for the purpose of electing Boards of Studies.

The procedure for election shall be as laid down in the Regulations relating to Election of Ordinary Fellows (Cal. Vol. I).

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

2.10. A teacher as described in Regulations 2.1 (iv) and 2.2 (iv) may be proposed by a member of the electing Faculty, as a candidate for election to the Boards of Studies in the subject taught by him together with a statement of his qualifications. It shall not be necessary to have these proposals seconded, but it shall be necessary to append the consent in writing of the person proposed.

2.11. The following shall be the schedule for election of members to the Boards of Studies:

- (a) letters inviting nominations shall be issued 40 days before the date of election.
Note- A list containing the names of the outgoing members of the Boards showing the number of meetings attended by each of them during the term shall be sent to the members of the Faculty concerned.
- (b) Nominations shall be received up to 25 days before the date of election.
- (c) Scrutiny of nomination papers and notification of the list of candidates whose nomination papers have been found valid on the Notice Board shall be 22 days before the date of election.
- (d) Withdrawal of nomination shall be allowed up to 10 days before the date of election.
- (e) Ballot papers containing the names and qualifications of the candidates seeking election, shall be supplied in the meeting of the Faculty. The election shall be held by Secret Ballot.

2.12. If the names proposed do not exceed the maximum number of members of the Boards then no election shall be held and the proposed candidates shall be declared by the Registrar to be duly elected as members of the Boards of Studies concerned.

2.13. The Faculty shall have the authority to accept the withdrawal of a candidate on the floor of the house.

2.14. The Boards of Undergraduate and Postgraduate Studies shall be elected by the Faculties as specified below :

English, Hindi, Punjabi and Sanskrit	..Faculty of Languages
Economics, History, Political Science & Civics, Philosophy, Sociology, Psychology, Public Administration	..Faculty of Arts
Mathematics, Physics, Chemistry, Botany, Zoology	..Faculty of Science
Geography	..Faculties of Arts and Science
Medicine	..Faculty of Medical Sciences

Education	..Faculty of Education
Commerce	..Faculty of Business Management and Commerce

2.15. If any seat/seats in any Board of Studies is left unfilled after election of members, the Vice-Chancellor may nominate a person/persons who may be eligible for election to that Board.

3. The Boards listed in Regulations 2.3 and 2.5 shall elect their Conveners at the first meeting after assuming office.

The Dean of the Faculty, if he is an ex-officio member of a Board of Studies shall be ex-officio Convener of the Board concerned.

4. The Boards of Studies in the following subjects and their Conveners shall be nominated by the Syndicate:

I.	Arabic
II.	Persian
III.	Urdu
IV.	Bengali
V.	Tamil
VI.	Sindhi
VII.	French
VIII.	German
IX.	Russian & Slovak
X.	Tibetan
XI.	Music and Dance
XII.	Arts & Fine Arts
XIII.	Courses in Library Science
XIV.	Defence & Strategic Studies. [This Board will consider matters relating to Military Training (Optional subject also)].
XV.	Postgraduate Studies in Pharmaceutical Sciences.
XVI.	Chemical Engineering
XVII.	Civil Engineering
XVIII.	Electrical Engineering
XIX.	Mechanical Engineering
XX.	Aeronautical Engineering
XXI.	Applied Sciences
XXII.	Metallurgical Engineering
XXIII.	Electronics and Electrical Communication
XXIV.	Engineering & Production Engineering
XXV.	Postgraduate Medical Education & Research
XXVI.	Dental Surgery
XXVII.	Home Science
XXVIII.	Pharmacy
XXIX.	Nursing

XXX.	Law
XXXI.	Indian Theatre
XXXII.	Chinese
XXXIII.	Mass Communication
XXXIV.	Architecture.
XXXV.	Post-graduate Physical Education
XXXVI.	Under-graduate Physical Education
XXXVI.	Telugu
XXXVIII.	Kannada
XXXIX.	Malayalam
XL.	Manipuri (for the admission of 1989-90 only)
XLI.	Gandhian Studies
XLII.	Post-graduate Studies in Nursing
XLIII.	Assamese
XLIV.	Computer Science & Engineering
XLV.	Under-graduate Board of Studies in Computer Science & Applications
XLVI.	Post-graduate Board of Studies in Computer Science & Applications
XLVII.	Environmental Education
XLVIII.	Vocational Agriculture

- (i) The Dean of the Faculty concerned shall be an ex-officio member of the Boards XVI to XXX and XLIII.
- (ii) Head of the University Teaching Department of Chemical Engineering shall be an ex-officio member of the Board of Studies concerned.
- (iii) the Principals of the Engineering Colleges shall be ex-officio members of all the Boards of Studies, except Chemical Engineering.

The Conveners of the various Boards of studies in Engineering of both the Engineering Colleges be nominated by rotation, according to a seniority of the college.

5. If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor, whose decision shall be final.

6. Notwithstanding anything to the contrary contained in these Regulations; where, in the opinion of the Syndicate, it is not possible to form a 'Board of Studies in the case of subjects listed in Regulations 1.1, 1.2, 2.3 and 2.5, in accordance with these Regulations the Syndicate may nominate a committee to discharge the functions of the Board of Studies.

7. A Board shall have power to fill up any vacancy that occurs during the term, by co-opting any person, who, in accordance with these Regulations, would have been eligible for election to the Board of studies concerned.

A co-opted member shall have the right of Voting.

8. Save in the case of a Fellow of the University, an elected or co-opted member of a Board of Studies who ceases to possess any of the qualifications laid down in Regulation 2 or leaves the territorial jurisdiction of the University, shall cease to hold his office as a member of the Board of Studies.

9.1. Meetings of the Boards of Studies shall be called by the Registrar in consultation with the Conveners as and when considered necessary.

Not less than seven days before the date of the meeting, the office shall issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items to be brought before the meeting.

Provided that the convener may place more items before the meetings at a shorter notice.

9.2. Three members shall form the quorum for a meeting of a Board of Studies.

Provided that where the membership of any Board of Studies is five or less, two members shall form the quorum for a meeting.

9.3. A Board of Studies may transact its business either at a meeting or in circulation.

10.1. (a) The Functions of the Board of Undergraduate Studies shall be -

- (i) to recommend to the Faculty concerned:
 - (a) Outlines of tests, syllabus, courses of study and reading;
 - (b) Text-books in Hindi, Punjabi, English and Sanskrit (only optional papers of Prabhakar and Gyani examinations) from amongst the books received from private publishers, after considering the opinion of Reviewers appointed by the Vice-Chancellor in accordance with the rules laid down by the Syndicate.

Provided that -

- (1) It shall not be necessary to appoint Reviewers when a Board recommends a book which is a classic, or, where the number of candidates in a year is not likely to exceed 500;
 - (2) No book shall be recommended by the Board of Studies unless at least one member of the, Board has read it and has given a certificate to that effect.
- (ii) to frame where necessary; Model Papers for the guidance of Paper-Setters;
 - (iii) to recommend appointment of Paper-Setters and examiners for its subjects for all examinations upto B.A. and B.A. Honours;
 - (iv) to suggest a list of books, periodicals and reports in the subject concerned, for the library;
 - (v) to recommend norms for accommodation, staff and equipment for laboratories and library etc.;
 - (vi) to suggest measures for periodical assessment and improvement of the Standard of Undergraduate Studies;
 - (vii) to recommend panel of editors for preparation of anthologies;
 - (viii) to consider and determine in consultation with the Paper-Setters objections raised to questions set at any examination held by the University: Provided that if the Board of Studies and the Paper-

Setters are not able to agree upon the course to be adopted, the decision of the Board of Studies shall be subject to the confirmation of the Vice-Chancellor and if the Vice-Chancellor does not confirm the decision of the Board, the matter shall be referred to the Syndicate whose decision shall be final.

- (ix) to act as a consultative body in regard to all questions referred to it, and to bring to the notice of the Faculty or Faculties concerned any matters connected with the examination in the subject of the Board.
- (b) The functions of Board of Postgraduate Studies shall be-
 - (i) to recommend outlines of tests, syllabi, courses of study and readings except for M.Phil. and Honours School Courses;
 - (ii) to recommend appointment of paper-setters and examiners in the subject concerned except for M.Phil. and Honours School Courses;
 - (iii) to recommend a list of readings;
 - (iv) to approve title, research design and supervisors for dissertation;
 - (v) to suggest measures for the improvement of standard of postgraduate studies;
 - (vi) to consider and determine in consultation with the Paper-setters, objections raised to questions set at any examination held by the University. Provided that if the Board of Studies and the Paper-Setter are not able to agree upon the course to be adopted, the decision of the Board shall be subject to confirmation by the Vice-Chancellor and if the Vice-Chancellor does not confirm the decision of the Board, the matter shall be referred to the Syndicate, whose decision shall be final;
 - (vii) to act as a consultative body in regard to all questions referred to it, and to bring to the notice of the Faculty concerned, any matters connected with the examination in the subject of the Board.

10.2. Discussion on the merits of text books shall be treated as confidential.

10.3. Discussion on the merits of examiners shall be treated as confidential.

10.4. The Boards for Undergraduate and Postgraduate Studies, if they so desire, may appoint sub-committee for any purpose concerning the functions of the Board.

10.5. There shall be a joint meeting of the two Boards for mutual exchange of ideas once a year.

11. A publisher intending to submit a book for being recommended as a text-book, for examinations other than B.A. Honours and M.A. and such examinations as may be excluded from the operation of this provision by the Syndicate, shall forward one copy of the book to each member of the Board of Studies concerned and one to the Registrar and shall also submit to the Registrar for information of the Board a declaration in writing that the person whose name is described as author of the book is the real author and that he has no secret partners. If this declaration is found to be incorrect, no book published by such publisher or written by such author shall be considered by the University until the expiry of such period as may be fixed by the Syndicate.

CHAPTER II (A) (vii)

THE PANJAB UNIVERSITY SPORTS COMMITTEE

1. There shall be a Sports Committee -which shall be called the Panjab University Sports Committee.
2. The constitution, objectives and functions of this Committee shall be prescribed by the Syndicate from time to time and included in the Rules.

CHAPTER II (B)

ELECTION OF ORDINARY FELLOWS

*[Regulations under Sections 13,14,15 and 31(2)(a) of the
Panjab University Act]*

1. Election of Ordinary Fellows under Section 13 of the Panjab University Act shall be held every four years. Once in every year on such dates as the Chancellor may appoint in this behalf, there shall, if necessary, be an election to fill any vacancy amongst the Ordinary Fellows elected under Section 13(2) of the Act.

2. For purposes of election under Regulation I, the Registrar shall maintain a Register of Electors in respect of each of the following categories of electors indicating the name, father's name, address and designation of each elector-

- (i) Registered Graduates;
- (ii) Professors on the staff of the Teaching Departments of the University;
- (iii) Associate Professors and Assistant Professors. on the staff of the Teaching Departments of the University;
- (iv) Principals of the Technical and Professional Colleges;
- (v) Members of the staff of Technical and Professional Colleges;
- (vi) Principals of affiliated Arts Colleges;
- (vii) Professors, Associate Professors and Assistant Professors of affiliated Arts Colleges;
- (viii) Members of various Faculties.

Explanation :- Persons mentioned in categories (iv), (v), (vi) and (vii) shall be those whose appointment as such have been approved by the University and who, at the time of registration, are performing whole-time duties of such office.

3. The Registrar shall issue a notice every year in such manner as may be prescribed by the Syndicate inviting applications for enrolment as registered graduates. A copy of the aforesaid notice shall also be affixed on the Notice Board in the Registrar's office.

4. For the election of Ordinary Fellows by the various categories mentioned in Section 13, Sub-section (1) Clauses (b), (c), (d), (e), (f) and (h) of the Act, the Registrar shall issue to the institutions or electors of the category concerned, as the case may be, a notice in writing (Appendix B) setting forth the directions in this respect, if any, given by the Syndicate and intimating -

- (i) date of election;
- (ii) the number of vacancies to be filled; and
- (iii) asking for relevant information in regard to the electors.

A copy of the Notice shall also be affixed on the Notice Board in the Registrar's office.

5. Registration of Graduates:

- (A) The following classes of graduates of the Panjab University shall be eligible for enrolment provided that they are domiciled in India:
 - (a) Those who have taken a Doctorate degree or Master's degree, in any Faculty of the University;
 - (b) Those who have graduated, not less than 5 years before

registration, in any Faculty of the Panjab University, Chandigarh; or from the University of the Panjab, Lahore.

For this purpose, the period of 5 years shall be counted from the year in which a person passed the degree examination concerned.

Illustration:- A Person was declared to have passed the B.A. examination in 1970. He will be eligible for enrolment in 1975.

- (c) The voter shall also indicate the year and Roll No. of passing the Matriculation/Higher Secondary Examination alongwith the name of University/Board from where he has passed the examination.
- (B) (i) Application for enrolment as a graduate shall reach the Registrar not later than the prescribed date, on the prescribed form obtainable from the Registrar and shall be accompanied by the fee prescribed for this purpose.
- (ii) In the event of the relevant record not being available in respect of a graduate of the University of the Panjab, Lahore, the applicant shall file a statement certifying that the facts stated by him in his application are correct and this statement shall be attested by any of the following:
1. A Magistrate;
 2. A Subordinate Judge;
 3. A Justice of Peace or a Notary Public;
 4. The Dean of University Instruction;
 5. The Registrar of the Panjab University;
 6. The Principal of an affiliated College;
 7. Office Commanding or Adjutant of the Unit (Defence Services only).
- (iii) A candidate shall enter his ordinary place of residence or business in his application form.
- The place of residence would mean :
- (a) where he owns immovable property; or
 - (b) where he resides permanently; or
 - (c) where he works.

If the case of a candidate falls under more than one of the above three clauses (a), (b) and (c), he shall be required to choose one of these places and shall make a declaration to that effect while filling the nomination papers and only the place so chosen by him, shall be treated as the 'place of his residence'.

Subsequent change, if any, in his ordinary place of residence or business, shall be communicated to the Registrar, by the date prescribed, and on the prescribed form obtainable from the Registrar's office.

The place of residence or business or change in such place communicated to the Registrar is liable to be rejected by him if found incorrect after necessary scrutiny and verification or if it is not filed by the prescribed date.

- (iv) The prescribed fee for enrolment as a life member payable by the

graduates in lumpsum shall be Rs. 15/-.

- (v) A graduate who has not paid the composite fee for life, shall not be entitled to vote or to seek election.
- (vi) Whenever an election of an Ordinary Fellow by Registered Graduates is to be held, the Registrar shall issue a public notice through advertisement to the effect that the defaulters would deposit the balance fee within 30 days from the date of notice, failing which their names would be removed from the electoral rolls without further notice for the ensuing election.
- (vii) In case the fee is sent by Money Order, the Registered Graduate concerned shall give his Registered Number in the Coupon of the Money Order. If he fails to do so and if as a result thereof the amount is not adjusted and his name continues in the list of defaulters, the elector shall have no claim against the University.

In case the fee is paid to the University Cashier at the Counter, it shall accompany a statement giving name and registered number of the depositor. If he fails to do so and if as a result thereof the amount is not adjusted and his name continues in the list of defaulters, the elector shall have no claim against the University.

- (C) After necessary scrutiny of the information furnished in the prescribed application form and verification of receipt of the prescribed fee, the Registrar shall enter the name of the applicant, entitled for enrolment, in the Register of Graduates.

6. The Registrar shall get the Registers of Electors prepared in respect of categories (ii) to (vii) of Regulation 2, after due scrutiny of the information received.

7.1. All claims for entry in the aforesaid Registers of Electors or objections thereto shall be made to Registrar, in writing by the prescribed date.

7.2. The Registrar shall be the deciding authority with regard to all such claims for or objections against entry or revisions therein.

7.3. The decision of the Registrar shall be final if no objection in writing is made within the prescribed date.

7.4. Objection, if any, against the decision of the Registrar, if received within the prescribed date, shall be decided by a committee, comprising 3 members of the Syndicate nominated by the Syndicate annually for the Calendar year.

7.5. The aforesaid committee shall elect its own Chairman from amongst its members.

7.6. Two members shall constitute the quorum for a meeting of the Committee.

7.7. The Chairman shall not have a casting vote.

7.8. The decision of the Committee shall be final.

In case of a tie, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

8.1. The forms for the following shall be as given in the Regulations:

- (i) Notice intimating date of election and inviting particulars of electors of constituencies other than Registered Graduates and Faculties;
- (ii) Notice inviting nomination for election by the Faculties;

- (iii) Nomination Paper;
- (iv) Ballot Paper;
- (v) Covering letters for returning the Ballot paper to the Returning Officer; and
- (vi) Inner and outer envelopes for Ballot Paper.

8.2. The Syndicate shall have authority to modify any form as may be considered necessary.

9. Whenever an election is due to be held, the Registrar shall notify the date of election (for form of Notification, see Regulations), and shall publish the Registers of Electors of all the categories by causing a copy of each of them affixed on the office Notice Board in accordance with the schedule of dates approved by the Syndicate. For registered Graduates he shall publish in the above manner, the following Registers, bearing the date of their publication:

- (i) the existing register of graduates;
- (ii) the preliminary register of graduates in respect of those who are enrolled subsequent to the publication of the existing register;
- (iii) the final register of graduates which shall include (i) and (ii) above.

10.1. For elections other than those by the Faculties, the Registrar or the Deputy Registrar, as the Syndicate may decide, shall be the Returning Officer.

10.2. The Vice-Chancellor may, for reasons to be recorded, depute any other person as Returning Officer, during the course of election.

11. Copies of the existing, the preliminary and the final registers of graduates shall be obtainable (unless out of stock), on payment of such fee as may be prescribed by the Syndicate.

12.1. The dates for different operations relating to conduct of elections shall be according to the prescribed schedule. Provided that if any of the dates fixed in accordance with the schedule is a University holiday, the event for that date will be postponed to the next working day, but it shall not affect the date fixed for election.

12.2. The Vice-Chancellor may, in case of any emergency and for reasons to be recorded, postpone at any stage the date of election or elections or the dates for transaction of any business connected with the election, and the matter shall be reported to the Syndicate.

13.1. No person shall be allowed to vote unless his name appears in the Register of Voters of the constituency concerned.

13.2. Except in case of elections by Faculties, no one shall be qualified to be elected at an election held under these regulations unless his name appears in the Register of voters of the constituency concerned.

13.3. A voter's name shall not be removed from the Register of Voters for the reason that the voter has, subsequent to the publication of the final Register, ceased to hold the capacity in which he was registered as such.

14.1. A candidate for an election must continue to hold the requisite qualification/capacity by virtue of which he was seeking election.

14.2. The name of a candidate for an election shall be forthwith removed from the list of candidates as soon as he ceases to hold the requisite qualification/capacity by virtue of which he was seeking election.

15. The Returning Officer shall retain, until the expiry of six months from the date of election, the all papers connected with the election, in a cover to be sealed in the presence of the candidates or their representatives (if present), and shall then, subject to any direction to the contrary given by the Chancellor, cause them to be destroyed.

16. Vice-Chancellor may nominate a Deputy Registrar or any other officer of the University to perform any of the functions assigned to the Registrar in these regulations.

17. The procedure for holding the election of Ordinary Fellows by constituencies other than faculties, shall be-

- (i) The Returning Officer shall issue a notice (Appendix N) in such manner as may be decided by the Syndicate stating the number of vacancies and the date and hour by which the candidates should be nominated.
- (ii) Name of a candidate shall be proposed by one elector and seconded by another elector, on the prescribed form (Appendix G), obtainable from the Registrar (or on an identical form) which shall be forwarded to the Returning Officer, by name, under a registered cover, or delivered to him personally during office hours, against a receipt in writing, so as to reach him by the date and hour notified under clause (i).

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

- (iii) An elector may propose as many persons for election as there are vacancies.
- (iv) Every candidate seeking election by Registered Graduates shall deposit with the Registrar a sum of Rs. 500 in cash by the date and hour prescribed for receipt of nomination papers. This amount shall be forfeited to the University if a candidate does not secure, in the election at the time of elimination, at least one-fourth of the quota required to secure his return, but it will be refunded if he had withdrawn his name by communicating the fact to the Returning Officer by the date prescribed for the purpose.
- (v) All nomination papers shall be scrutinised by the Returning Officer on the date prescribed for the purpose.
- (vi) A nomination paper shall be declared invalid-
 - (a) if a proposer or a seconder has signed nomination papers of more candidates than the number of vacancies;
 - (b) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (c) 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 under clause (i).
 - (d) in the case of an election by the Registered Graduates:
 - (1) if the candidate or his proposer or seconder is a defaulter on the date of publication of the final Register of Graduates; and/or
 - (2) if the sum of Rs.500 required to be deposited by the candidate under clause (iv) is not received in the office by the prescribed date and hour;

- (3) if it does not bear the Registered Graduate enrolment number or the serial number of the candidate, the proposer and the seconder or, if Registered Graduate enrolment number of the serial number of anyone of them happens to be wrong.
- (e) if the candidate has ceased to hold the requisite qualification or capacity by virtue of which he is seeking election.
- (vii) A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination papers.
- (viii) A list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the notice-board in the office of the Returning Officer on the same day, and a copy of the list shall be forwarded to each of the candidates nominated for election. Any objection to the decision of the Returning Officer in regard to entertainment or otherwise or the invalidity of a nomination paper must be made, within five days of the decision of the Returning Officer, to the Vice-Chancellor, whose decision in the matter shall be final.
- (ix) A candidate may withdraw his name from contesting an election by sending a letter of withdrawal (duly signed by him) and attested either by a first Class Magistrate or a Principal of a degree college affiliated to the University, or a Professor of the University, by Registered post, or by delivering it personally against a receipt to the Returning Officer by name, so as to reach him by the date and hour fixed for the purpose. A withdrawal once made cannot be cancelled.
- (x) When the time of withdrawal of nomination has lapsed, the Returning Officer shall notify the final list of contesting candidates by affixing the same on the notice board of his office.
- (xi) If the number of contesting candidates is equal to or less than the number of vacancies, all such candidates shall be declared to be duly elected, subject to the approval of the Chancellor. If the number of such candidates is less than the number of vacancies, the Registrar shall issue a fresh notice under Regulation 4 to fill the remaining vacancies. If the number of such candidates exceeds the number of vacancies to be filled, the Returning Officer shall arrange election through polling booths or through postal ballot as provided in clause (xii). The place, date and hour of voting shall be notified to the electors (Appendix O).
- (xii) In the case of an elector from the constituency of Registered Graduates, all Registered Graduates except those who are employed in defence services and their spouses shall cast their votes at the polling booths. For this purpose the polling booths shall be set up where there are at least 500 voters in the Registered Graduates constituency at places other than Punjab, Haryana, Himachal Pradesh and Union Territories of Delhi and Chandigarh. In the case of persons who are employed in defence services and their spouses, the Returning Officer shall send a Ballot Paper (Appendix I) by the prescribed date, under a registered cover, at the address given in the Register. The Ballot Paper shall contain the names of duly nominated candidates in alphabetical order, with their academic degrees, titles and addresses. It shall be stamped with the prescribed seal. The number of electors on the Register shall be noted on the counterfoil of the Ballot

Paper. It shall be accompanied by a forwarding letter (Appendix P) giving the date and hour by which both the Ballot Paper and the covering letter (Appendix J) shall reach the Returning Officer in a registered cover.

- (xiii) The provisions of Clauses (xi) and (xii) shall apply to the vacancies reserved for the States of Punjab and Haryana and the Union Territory of Chandigarh.
- (xiv) The recording of votes shall be through Polling Booths except in the case of the constituency of Registered Graduates in which it shall be by two methods i.e., by post as laid down in clauses (xvii), (xviii) and (xix) and through Polling Booths.
- (xv) The polling centres and their location shall be approved by the Syndicate. The Returning Officer shall appoint the Presiding Officers and other staff.
- (xvi) The Returning Officer shall issue instructions to the Presiding Officers at the different polling centres for the conduct of election and to ensure the safety of the Ballot Papers, Ballot Boxes and their transit.
- (xvii) (a) At the Polling Booths a candidate or his authorised agent (who must be a voter), may be allowed to be present at the time of polling. The person present may affix his seal, if he so desires, on the Ballot Box in addition to the seals of the Presiding Officers, before the polling starts.
- (b) An official detailed on election duty, if he is a voter, may cast his vote at the polling centre where he is posted on duty even though he is registered for another centre.
- (xviii) The procedure for issue of ballot papers to electors who have to record their votes at the polling centres and for their collection shall be as follows :
 - (a) Each elector shall receive, at the polling centre on the polling day a Ballot Paper (Appendix L) on signing the Covering Letter (Appendix Q).
 - (b) The elector after receiving the Ballot Paper shall not leave the room of the Presiding Officer without-
 - (i) delivering the Covering Letter to the Presiding Officer; and
 - (ii) depositing the Ballot Paper in the Ballot Box.
 - (c) No Ballot Paper shall be issued to a voter who is not present at the polling booth within the time fixed for polling and does not produce any of the following documents before the Presiding Officer at the time of polling for identification :-
 - (i) Own recent identity card with photograph of the voter, from the employer of a recognized institution i.e. Government, Semi-Government institutions, Statutory bodies, Autonomous bodies, Corporations, Boards.
 - (ii) General Election identity card.
 - (iii) A valid Driving licence, with photograph.
 - (iv) A valid passport.
 - (v) (a) A certificate with photograph duly attested by 1st Class Magistrate/Subordinate Judge/Principal of College affiliated to Panjab University.
 - (b) Permanent Account Number (PAN) issued by the Income-Tax Department.
 - (c) Any original document, with holder's photograph, issued by the Panjab University establishing the identity of voter.

- (vi) Bank/Post Office recent passbook with photograph.
- (vii) Students identity card issued by recognized educational institution with photograph.
- (viii) Recent Ration Card with photograph.
- (ix) Pension documents of ex-servicemen's pension book/pension payment order, ex-servicemen's widows/dependent certificate, old age pension order, widow pension order with photograph.
- (x) Senior citizen card with photograph.
- (xi) Freedom fighter identity card with photograph.
- (xii) Recent Arms licence with photograph.
- (xiii) Recent certificate of physical handicap issued by competent authority with photograph.
- (xiv) Recent certificate issued by the Bar Council/Bar Association with photograph.

Note : Those who would be held guilty for casting bogus votes, would be liable to criminal prosecution.

- (d) Where there is more than one polling booth, each voter shall be assigned a particular Polling Booth and the voters : list for each polling booth shall be separately prepared. The voter may ask for change of the polling booth by a written request made to the Returning Officer atleast 15 days before the final list of voters is to be made available and the decision of the Returning Officer in this regard shall be final.
- (xix) An elector who is in defence services and his spouse shall sign his covering letter in the presence of the Officer Commanding or Adjutant of his unit.

The elector shall place the covering letter alongwith the sealed envelope (Appendix K) containing his Ballot Paper in another envelope (Appendix L), none of the two envelopes to bear any kind of mark outside, and forward the same in a registered cover addressed to the Returning Officer so as to reach him not later than the date and hour notified for the closing of the ballot. No account will be taken of the Ballot Paper in the sealed envelope unless the covering letter which accompanies it bears on it the signature and the serial number of the elector and is countersigned and authenticated by the authority, in whose presence the elector has signed his covering letter with his signature and designation.

The Returning Officer shall, as soon as possible after the receipt of such envelopes, deposit them in the Ballot Box.

- (xx) If any of the person vested with the authority to countersign and authenticate the covering letters is himself seeking election as a Fellow, he shall not countersign or authenticate covering letters of the voters.
- (xxi) An elector who has inadvertently dealt with his covering letter and/or Ballot Paper in such a manner that it cannot properly be used, or who has lost his covering letter and/or Ballot Paper, may after delivering the spoilt covering letter and/or Ballot Paper to the Presiding Officer/ Returning Officer, or after satisfying him of the loss of the covering

letter and/or Ballot paper, as the case may be, obtain another covering letter and/or Ballot Paper in place of the spoilt or lost paper. The spoilt covering letters and/or Ballot Papers together with their counterfoils shall be marked as cancelled. The covering letter and/or Ballot Paper supplied instead, together with its counterfoil, shall be marked "duplicate".

(xxii) An envelope containing Ballot Paper, etc. as per Clause (xix) shall not be entertained unless addressed to the Returning Officer by name; and

(a) delivered personally to the Returning Officer,

or

(b) received by him by Registered post before the expiry of the date and hour fixed under Clause (xix) for the receipt of ballot paper.

(xxiii) In the case of all the constituencies, the Ballot Boxes shall be opened on the day of polling or such other date as may be practicable (but not later than two days after the last day of polling) and the count shall be made under the supervision of the Returning Officer on the scheduled dates from 9.00 a.m. to 6.00 p.m. However, on the first day, the counting may stop only after all the first preference votes have been counted and announced to the candidates/agents for information. The process of counting shall continue on the subsequent days.

If a candidate or his authorised agent obstructs the smooth counting of votes, the Returning Officer shall have the authority to suspend the counting of votes.

The counting of votes shall continue on the date specified for the purpose and if it is not found possible to complete it in one day, the Returning Officer, after taking all necessary steps for the safe custody and security of the Ballot Papers, shall have the discretion to discontinue the process and resume the same on the following day. This procedure will continue till the counting is completed and the results are declared.

The Ballot Papers received by registered post for the constituency of Registered Graduates shall be opened on the date of the count of the Ballot Papers received from the various polling centres and shall be counted under the supervision of the Returning Officer.

(xxiv) The Returning Officer shall decide whether a ballot paper is valid or is invalid.

(xxv) A Ballot Paper shall be 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.

(xxvi) A candidate or an agent who must be a voter authorised by him (candidate) shall be allowed to be present at the time of counting of ballot papers.

(xxvii) The change of address sought by any voter should be supported by a duly sworn affidavit.

(xxviii) Wherever more than ten persons have registered themselves at one address, the Returning Officer shall have the authority to cause an enquiry to be made about the authenticity of the persons and take appropriate action.

18.1. Objection, if any, to the decision of the Returning Officer on the validity or otherwise of a ballot paper shall be made forthwith in writing, i.e., when the ballot papers are counted.

18.2. Any objection pertaining to the polling shall be made to the Presiding Officer in writing on the date and during the time of polling.

19.1. A petition in respect of matters brought to the notice of the Returning Officer or the Presiding Officer as mentioned in Regulations 18.1 and 18.2 and a petition on any of the following points in connection with the election must reach the Registrar within 10 days of the declaration of the result, with a security deposit of Rs. 250/- which amount shall be forfeited if the election petition is dismissed.

- (a) alleged failure of the Presiding Officer/Returning Officer to discharge his duties as laid down in the Regulations;
- (b) allegation regarding the secrecy of vote having been infringed by the Presiding Officer/the Returning Officer;
- (c) allegations regarding any corrupt practice having been indulged in by any party to the election either itself or by its agents, with or without the knowledge of the party concerned.

19.2. The petition under Regulation 19.1 shall be referred to the Chancellor whose decision thereon shall be final.

20. An election shall not be invalid by reason of non-receipt of any notice or because an elector has failed to receive the Ballot Paper or has not received it in time to return it to the Returning Officer by the time prescribed for the purpose or his name has not been included in the list of voters for any reason whatsoever.

21. Elections of Ordinary Fellows by constituencies other than by the Faculties shall be by the system of Single Transferable Vote. The procedure for voting and counting of votes shall be according to the Regulations as laid down from time to time.

22. After the votes have been duly counted, the Returning Officer shall declare the names of the candidates who have been elected, subject to Chancellor's approval under Regulation 34.

ELECTION OF ORDINARY FELLOWS

BY THE FACULTIES

23. Six Fellows shall be elected by the Faculties. Of these one shall be elected by each of the Faculties of Arts, Languages, Science, Medical Sciences & Law and one shall be elected by the remaining Faculties combined. The Fellows to be elected by the Faculties of Arts, Languages and Science, shall be persons working as teachers in the University teaching departments or institutions affiliated to the University.

Only such persons shall be eligible to seek election from the Faculties as are residing within the State of the Punjab or Haryana or Himachal Pradesh or Union Territory of Chandigarh or Delhi.

24. When an Ordinary Fellow is to be elected by a Faculty or by a group of

Faculties, the Registrar, who will act as Returning Officer, shall circulate to all members of that Faculty or group of Faculties, a notice stating that candidates be nominated within the time specified in the notice. This time shall not be less than a fortnight from the date of the issue of the notice.

25. Every proposal of a candidate for election by a Faculty or Faculties shall be made by a member of the Faculty or the Faculties concerned, supported by another member of the Faculty or the Faculties concerned and forwarded to the Registrar, by name, under Registered Cover, or delivered to him personally during office hours; on a working day, against a receipt in writing, so as to reach him not later than the hour specified in the notice issued under Regulation 24. The candidate proposed shall sign his proposal form in token of his consent to stand for election.

26. The Registrar shall prepare a list of candidates duly proposed and send it to all members of the Faculty or Faculties concerned stating the date appointed by the Chancellor on which the election will take place.

27. The election shall take place at a meeting of the Faculty or the Faculties concerned on the date so appointed; the voting shall be by ballot (ballot paper as per Appendix H).

28. These elections shall be by Simple Majority Vote.

29. Votes shall be recorded on the Ballot Paper which shall be in the prescribed form (Appendix H). An elector shall have one vote only.

30. In recording his vote, he shall put a cross mark on the Ballot Paper against the name of the person for whom he votes.

31. When all the members have recorded their votes, the Ballot Papers shall be collected and counted by Two Tellers appointed by the Chairman of the meeting.

32. A Ballot Paper shall be rejected if -

- (a) the cross mark is put opposite more than one name; or
- (b) if the cross mark is put where it is not possible to decide the name of the candidate for whom it has been recorded; or
- (c) a voter signs his name or writes any words or makes any mark, by which it becomes recognisable.

33.1. A fresh vote shall be taken where equality of votes makes it necessary. This shall be done at the same meeting at which original vote was taken. If the votes are equal after a second vote is taken, the Chairman may exercise his casting vote. If the Chairman does not exercise his casting vote, the matter shall be decided by drawing lots.

33.2. The proceedings of the meeting and the names of the persons elected shall be forthwith sent to the Registrar by the Secretary of the Faculty or a group of Faculties.

GENERAL

34. The election of an Ordinary Fellow shall be subject to the approval of the Chancellor. Before according approval the Chancellor shall have regard to the fact that the person elected is not likely to draw pecuniary advantage from the University through (a) publication of cheap notes, guides or help books; (b) printing, publishing or selling books to or for the use of University Students of any of its courses; (c) a contract for supply of goods to the University; or (d) execution of any works of the University.

Method and Procedure for Election of Fellows by -

(i) Registered Graduates, (ii) Principals and Staff of Technical and Professional Colleges, (iii) Heads of affiliated Arts Colleges, (iv) Professors, Associate Professors and

Assistant Professors of affiliated Arts Colleges, and (v) Professors, Associate Professors and Assistant Professors on the staff of the Teaching Departments of the University.

35. These elections shall be by the method of Single Transferable Vote in accordance with the procedure prescribed in the following regulations -

In these Regulations-

- (i) "Continuing Candidates" shall mean candidates not elected or not excluded from the poll at any given time;
- (ii) "Exhausted Papers" shall mean Ballot Papers on which no further preference is recorded for a continuing candidate; provided that a ballot paper shall also be deemed to be exhausted in any case, in which :
 - (a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference;
 - or
 - (b) the name of the candidate next in order of preference whether continuing or not, is marked-
 - (i) by a figure not following consecutively after some other figure on the Ballot Paper; or
 - (ii) by two or more figures.
- (iii) "First preference" shall mean the figure 1 set opposite the name of any candidate "Second preference" similarly shall mean the figure 2. "Third preference" the figure 3 and so on.
- (iv) "Original Vote" in regard to any candidate shall mean the vote derived from Ballot Paper on which first preference is recorded for such candidate;
- (v) "Surplus" shall mean the number by which the votes of any candidate, original and transferred, exceed the quota as defined in Regulation 40;
- (vi) "Transferred votes" in regard to any candidate shall mean votes credited to such candidates which are derived from Ballot Papers on which a second or subsequent preference is recorded for such candidates.
- (vii) "Unexhausted" papers shall mean Ballot Papers on which a further preference is recorded for a continuing candidate.

36. Votes shall be recorded on the ballot paper which shall be in the prescribed form. An elector shall have one vote only. In giving his vote, he-

- (i) shall place on his ballot paper the figure 1 in the square opposite the name of the candidate for whom he votes;
- (ii) may, in addition, place on his Ballot Paper the figure 2 or the figure 2 and 3 or 2, 3 and 4 so on, in the squares opposite the names of other candidates in the order of his preference.

37. (i) The Ballot Paper covers, other than those rejected under clause (xxv) of Regulation 17 shall be opened and the Ballot Papers taken out and mixed together.

- (ii) The Returning Officer shall then proceed to count the votes, rejecting as invalid any Ballot Paper-
 - (a) on which a voter signs his name or writes any mark, by which it becomes recognisable; or
 - (b) on which the figure 1 is not marked; or

- (c) on which the figure 1 is set opposite the names of more than one candidate; or
 - (d) on which the figure 1 and some other figures are set opposite the name of the same candidate; or
 - (e) which is void for uncertainty.
- (iii) Any defacement of the figure on the Ballot Paper which makes it doubtful whether the figure is as it was originally made or there has been an attempt to alter, suppress or erase it, shall make the Ballot Paper invalid.
- (iv) On every ballot paper so rejected, the Returning Officer shall endorse the word "invalid" and such ballot papers shall be kept in a separate bundle.

38. In carrying out the operations prescribed in the regulations hereinafter contained-

- (i) all fractions shall be disregarded; and
- (ii) all preferences recorded for candidates already elected or excluded from the poll shall be ignored.

39. After the invalid ballot papers, if any, have been rejected, the remaining ballot papers shall be divided into bundles according to the First preferences recorded for each candidate and the number of ballot papers in each bundle shall be noted.

40. The number of the ballot papers in all the bundles shall then be added up and the total thus obtained shall be divided by a number representing the number of vacancies to be filled plus 1. The result shall be increased by 1 and this shall be sufficient to secure the return of a candidate (hereinafter called the quota).

41. If at any time the number of candidates is equal to the number of persons to be elected has obtained the quota, such candidate shall be treated, as elected, and no further steps shall be taken.

42. Subject to any reservations, if notified, under Regulation 17 for the States of Punjab and the Union Territory of Chandigarh, any candidate, in whose bundle the number of votes, on the first preference being counted is equal to or greater than the quota, shall be deemed to have been elected. Provided that for the election by Registered Graduates:

- (i) of the candidates whose addresses in the Final Register of Electors are at places in the respective State/Union Territory for which the vacancies have been reserved as indicated below, such of them as secure the highest number of first preference votes shall be declared to have been elected against these vacancies. viz.-
 - (a) Punjab ...2
 - (b) Union Territory of Chandigarh ...1
- (ii) of the remaining candidates such of them as secure votes, on the first preference being counted, equal to or greater than the quota shall be deemed to have been elected.

43. Subject to the provisions contained in Regulation 42 :

- (i) If the number of the ballot papers in any such bundle is equal to the quota, the ballot papers shall be set aside as finally dealt with. Provided that a candidate who secures votes which are equal to or greater than

the quota but cannot be elected because other members securing more votes have been deemed to have been elected according to the number of seats reserved for the particular State/Union Territory, his vote shall be transferred to the continuing candidate of any of the other States/Union Territories indicated on the Ballot Paper as next in order of the voter's preference and for this the manner prescribed in Regulation 47 shall be followed.

- (ii) If the number of the ballot papers in any such bundle is larger than the quota, the surplus shall be transferred to the continuing candidate indicated on the Ballot Papers as next in the order of the voter's preference and for this the manner prescribed in Regulation 47 shall be followed.
- 44. (i) If and when as a result of any operation prescribed by these Regulations, a candidate has a surplus, that surplus shall be transferred in accordance with the provisions of this Regulation.
- (ii) If, in ascertaining the number of ballot papers to be transferred from a sub-bundle fractional parts are found to exist and, if, owing to the existence of such fractional parts, the number of ballot papers to be transferred is less than the surplus, as many of these fractional parts, taken in the order of their magnitude, beginning with the largest, as are necessary, to make the total number of ballot papers to be transferred equal to the surplus, shall be reckoned as of the value of unity and the remaining fractional parts shall be ignored. If two or more fractional parts are of the equal magnitude, that fractional part shall be deemed to be the larger which arises from the larger sub-bundle, and if the sub-bundles in question are equal in the size, preference shall be given to the candidate who obtained the larger number of original votes.
- (iii) (a) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude; provided that every surplus arising on the first count of votes shall be dealt with before those arising on the second count, and so on.
- (b) This procedure shall also be followed for the votes of a candidate who has secured votes equal to or greater than the quota, but cannot be elected because other members securing more votes have been deemed to have been elected according to the number of seats reserved for the particular State/Union Territory, his votes shall be transferred to the continuing candidate of any of the other State/Union Territory indicated on the Ballot Paper as next in the order of the voter's preference and for this the manner prescribed in Regulation 47 shall be followed.
- (iv) Where two or more surpluses are equal, the Returning Officer shall decide as hereinafter provided, which shall be first dealt with.

This shall also apply for the votes of a candidate who has secured votes which are equal to or greater than the quota, but cannot be elected because other members securing more votes have been deemed to have been elected according to the number of seats reserved for the particular State/Union Territory, his votes shall be transferred to the continuing candidate of any other State/Union Territory indicated on the Ballot Paper as next in the order of the voter's preference and for this the manner prescribed in Regulation 47 shall be followed.

- (v) (a) (i) If the surplus of any candidate, to be transferred arises from original votes only, all the ballot papers, in the bundle belonging to the

candidate whose surplus is to be transferred shall be examined and the unexhausted ballot papers divided into sub-bundles according to the next preference recorded therein. A separate sub-bundle shall also be made of the exhausted ballot papers.

- (ii) This shall also apply for the votes of a candidate who has secured votes which are equal to or greater than the quota, but cannot be elected because other members securing more votes have been deemed to have been elected according to the number of seats reserved for the particular State/Union Territory, his votes shall be transferred to the continuing candidate of any of the other State/Union Territory indicated on the Ballot Paper as next in the order of the voter's preference, and for this the manner prescribed in Regulation 47 shall be followed.
 - (b) The number of the ballot papers in each sub-bundle and the total of all the unexhausted ballot papers shall then be ascertained.
 - (c) If the total number of the unexhausted ballot papers is equal to or less than the surplus, all the sub-bundles shall be transferred to the continuing candidates.
 - (d) If the value of the unexhausted papers is greater than the surplus, the sub-bundle of unexhausted papers shall be transferred, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by total number of unexhausted papers.
 - (vi) If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the ballot papers in the sub-bundle last transferred to the candidate shall be re-examined and the unexhausted ballot papers divided into sub-bundles according to the next preference recorded thereon. The sub-bundle shall be dealt with in the same manner as is provided in the case of the sub-bundle referred to in clause (v).
 - (vii) The ballot papers transferred to each candidate shall be added in the form of a sub-bundle to the ballot papers already belonging to such candidates.
 - (viii) All ballot papers in the bundles or sub-bundles of an elected candidate not transferred under this Regulation shall be set aside as finally dealt with.
- 45.** (i) If, after all the surpluses have been transferred as hereinbefore directed, less than the number of candidates required, has been elected, the candidate lowest on the poll shall be excluded from the poll and his unexhausted ballot papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted ballot papers shall be set aside as finally dealt with.
- (ii) The ballot papers containing original votes of an excluded candidate shall, first be transferred.
 - (iii) The ballot papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.
 - (iv) Each of such transfers shall be deemed to be as separate transfer.
 - (v) If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred, is less than the votes credited to the next highest candidate, those candidates, may in

one operation, be excluded from the poll and their vote transferred in accordance with the directions given in Clauses (i) to (iv) above.

- (vi) The process directed by this Regulation shall be repeated on the successive exclusions of the candidates lowest on the poll until the last vacancy is filled either by the election of the candidate with the quota, or as hereinafter provided.

46. If, as a result of a transfer of ballot papers under these Regulations, the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed but no further ballot papers shall be transferred to him.

47. Subject to the provisions contained in Regulations 42, 43 and 44 :

- (i) If, after the completion of any transfer, under these Regulations, the number of the votes of any candidate shall be equal to or greater than the quota, he shall be declared elected.
- (ii) If the number of the votes of any such candidates shall be equal to the quota, the whole of the ballot papers on which such votes are recorded shall be set aside as finally dealt with.
- (iii) If the number of the votes of any such candidate is larger than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided before the exclusion of any other candidate.

48. Subject to the provisions contained in Regulations 42, 43 and 44:

- (i) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.
- (ii) When only one vacancy remains unfilled and the number of votes of one continuing candidate exceeds the total of all the votes of the other continuing candidates, together with any surplus, not transferred, that candidate shall be declared elected.
- (iii) When only one vacancy remains unfilled and there are only two continuing candidates and those two candidates have each the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under Regulation 49 and the other deemed elected.

49. If, when there is more than one surplus to be distributed, two or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom fewest original votes are recorded shall have his surplus first distributed or shall be first excluded, as the case may be. If the number of their original votes, is the same, the Returning Officer shall decide by lot which candidate shall have his surplus distributed or be excluded.

50. Any candidate, or his agent, may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise), makes a request in writing to the Returning Officer to re-examine and recount the ballot papers of all candidates or of any candidate (not being ballot papers set aside at any previous transfer as finally dealt with), and the Returning Officer shall forthwith re-examine and recount the same accordingly. The Returning Officer may also, at his discretion, recount votes, either once or more often in any case in which he is not satisfied, as to the accuracy of any previous count, provided that nothing herein shall make it obligatory on the Returning Officer to recount the same votes more than once.

APPENDIX (A)
PANJAB UNIVERSITY

Notice

Under Section 14, Sub-Clause (2) of the Panjab University Act, 1947, persons eligible for enrolment as Registered Graduates are requested to apply on the prescribed form obtainable from the undersigned. This application accompanied by the prescribed enrolment fee must reach the undersigned not later thanFee should be remitted only by I.P.O. (Indian Postal Order) or paid in cash at the University office counter.

Chandigarh

Dated

Registrar

Panjab University.

APPENDIX (B)
PANJAB UNIVERSITY

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From The Registrar, Panjab University, Chandigarh.	To 1. The Heads of the Panjab University Teaching Departments. 2. The Principals of Technical and Professional Colleges. 3. The Principals of Affiliated Arts Colleges.
---	--

No..... Dated.....

Dear Sir/Madam

I am writing to invite your attention to Sub-Sectionof Section 13 of the Panjab University Act, according to whichOrdinary Fellows of this University are to be elected by.....

2. The election will take place on

A Register of the electors has to be prepared. I am sending herewith a copy of the list available with this office as per latest teachers' returns, with the request to forward the same to the Assistant Registrar (Shri) after making necessary additions/deletions in the list by the stipulated date i.e..... and atleast fifteen days before the final list of voters is made public.

Explanation: Principals, members of the staff of Technical and Professional Colleges, Principals, Professors, Associate Professors and Assistant Professors of affiliated Arts Colleges, shall be those whose appointments as such have been approved by the University and who at the time of registration, are performing whole time duties of such office.

3. The Schedule for the above election shall be-

- | | |
|--|---|
| (i) Preliminary Register of Electors to be made available. | 90 days before the date of election. |
| (ii) Last date for receipt of claims. | 75 days before the date of election. |
| (iii) Last date for receipt of objections. | 60 days before the date of election. |
| (iv) Last date for receipt of intimation regarding change of address. | 60 days before the date of election. |
| (v) Final Register of electors to be made available. | 50 days before the date of election. |
| (vi) Notice inviting nominations to be issued. | 49 days before the date of election. |
| (vii) Last date for receipt of nomination forms. | Not later than 3 O'clock of the 40th day before election. |
| (viii) Date of publication of the list of candidates seeking election. | 38 days before the date of election. |

- (ix) Date of scrutiny of nomination papers and publication of the list of candidates whose papers have been found valid. 35 days before the date of election.
- (x) Last date for receipt of objections to the nomination papers. 30 days before the date of election.
- (xi) Last date for withdrawal of candidature. Not later than 3 O'clock of the 25th day before the date of election.

In case no reply is received from you by the stipulated date it would be presumed that there is no additions/deletions in regard to the list and the voters list for eligible persons would be prepared accordingly.

Yours faithfully,

APPENDIX (C)
PANJAB UNIVERSITY

Notice

1. A sum of Rs.....is due from you if you wish to retain your name on the Register of Graduates for the year..... This may kindly be sent so as to reach this office byOnly I.P.O. (Indian Postal Order) or payment in cash at the University office counter or Postal Money Order will be accepted. This office may be advised on the attached post card of the date and mode of remittance indicating your Registered Graduate Number as given in Para 2 below. In the absence of this intimation, it may not be possible for this office to adjust your account and so the University will not be responsible if your name is not retained on the Register.

2. Your Registered Graduate No is.

3. The election will be held on

Chandigarh
Dated

Registrar
Panjab University.

APPENDIX (D)
PANJAB UNIVERSITY
(Post Card)

The Registrar
Panjab University
Chandigarh

Dear Sir,

As desired in your notice, dated I have sent a sum of Rs..... as under:

- (i) by Indian Postal Order No.....dated vide Receipt No dated

or

- (ii) in cash at the University Office, Chandigarh, vide Receipt No..... dated

or

- (iii) by Money Order No.....dated..... booked at the Post Office.

Yours faithfully,
(Signature).....
(Please sign in full and legibly)
Registered Graduate No.
.....
Address
.....

Dated.....

Form for payment of fee by Registered Graduates to the Cashier at the University Office Counter

- | | |
|------------------|-------------------------------------|
| 1. Name | 2. Registered Graduate No.
..... |
| 3. Address | 4. Amount..... |
| 5. Date..... | 6. Signature..... |

APPENDIX (E)
PANJAB UNIVERSITY

Notice

Under Section 14, Sub-Section (1) of the Panjab University Act, the Chancellor has appointed..... for election of Ordinary Fellows by the Registered Graduates who are requested to co-operate with the undersigned in the preparation and revision of the Register of Graduates. The existing register is available for inspection during office hours. It is also on sale (Price Rs..... per copy), subject to copies being available in stock.

The following schedule shall be followed :

- (a) Last date for payment of annual fee
- (b) Last date for receipt of application
for fresh enrolment
- (c) Supplementary Register of Graduates
to be made available
- (d) Last date for receipt of intimation
regarding change of address
- (e) Last date for receipt of claims and
objections
- (f) Date for scrutiny of claims and objec-
tions by Registrar
- (g) Date of the meeting of the Committee
to consider objections raised to
Registrar's decision.
- (h) Date on which final Register of
Graduates will be made available

Chandigarh
Dated

Registrar
Panjab University.

APPENDIX (F) (i)
SCHEDULE FOR ELECTION OF ORDINARY FELLOWS

Sr. No.	Subject	Interval proposed for various events
1.	Notice giving date of election, etc. to be issued	240 days before the date fixed for election.
2.	Notice to defaulters to be issued through the Press, to repeat Press Notice after 10 days.	240 days before the date fixed for election.
3.	Existing Register of Graduates to be made available.	240 days before the date fixed for election.
4.	Date of payment of balance Composite fee to be paid to the University.	210 days before the date of election.
5.	Last date for receipt of application for fresh enrolment alongwith fee.	210 days before the date of election.
6.	Supplementary Register of Graduates to be made available.	180 days before the date of election.
7.	Last date for or receipt of intimation of change of address.	150 days before the date of election.
8.	Last date for receipt of claims and Objections.	90 days before the date of election.
9.	Scrutiny of claims and objections by Registrar.	80 days before the date of election and if necessary on subsequent days.
10.	Meeting of the Committee to consider objections raised to Registrar's decision.	The day following the disposal of claims and objections.
11.	Final Register of Graduates to be made available.	55 days before the date of election.
12.	Notice inviting nominations to be issued (copy also to be pasted on the Public Notice Board in the University Office)	54 days before the date of election.
13.	Last date for receipt of Nomination Forms.	Not later than 3 O'clock of the 45th day before election.
14.	Last date for receipt of the deposit of Rs.500.	-do -
15.	Date of publication of the list of candidates seeking election.	43 days before the date of election.
16.	Date of scrutiny of Nomination Papers and Publication of the list of candidates whose papers have been found valid.	40 days before the date of election

- | | | |
|-----|---|---|
| 17. | Last date for receipt of Objections to the nomination papers. | 35 days before the date of election. |
| 18. | Last date for withdrawal of candidature. | Not later than 3 O'clock of the 30th day before the date of election. |
| 19. | Despatch of Ballot Papers. | To be completed at least 15 days before the date of election. |
| 20. | Date of Election. | |

APPENDIX (F) (ii)*Schedule for election for Ordinary Fellows by Constituencies other than Registered Graduates and Faculties*

Sr. No.	Subject	Interval proposed for various events
1.	Preliminary Register of Electors to be made available.	90 days before the date of election.
2.	Last date for receipt of claims.	75 days before the date of election.
3.	Last date for receipt of objections.	60 days before the date of election.
4.	Last date for receipt of intimation of change address.	60 days before the date of election.
5.	Final Register of electors to be made available.	50 days before the date of election.
6.	Notice inviting nomination to be issued.	49 days before the date of election.
7.	Last date for receipt of nomination forms.	Not later than 3 O'clock of the 40th day before the date of election.
8.	Date of publication of the list of candidates seeking election.	38 days before the date of election.
9.	Date of scrutiny of nomination papers and publication of the list of candidates whose papers have been found . valid.	35 days before the date of election.
10.	Last date for receipt of objections to the nomination papers.	30 days before the date of election.
11.	Last date for withdrawal of candidature.	Not later than 3 O'clock of the 25th day before the date of election.
12.	Date of election

APPENDIX (G)
PANJAB UNIVERSITY
NOMINATION PAPER
(For election of fellows for constituencies other than Faculties)

Constituency for which the candidate is seeking election _____

Name of the candidate with his academic degrees and titles	Address (with serial number in the electoral roll) (As per voters' list)
<i>Proposer</i>	<i>Secunder</i>
Signature.....	Signature.....
Name..... (in Block letters)	Name..... (in Block letters)
Serial Number in the electoral roll.....	Serial Number in the electoral roll.....
Address..... (As per voters' list)	Address..... (As per voters' list)
Date.....	Date.....

CANDIDATE'S DECLARATION

I hereby declare that I agree to stand for election as an Ordinary Fellow of the Panjab University.

Signature.....
Date.....

N.B.: For Registered Graduates' Constituency security of Rs. 500/- only (Five hundred only) has been deposited vide University Receipt No _____ Dated _____

APPENDIX (H)
PANJAB UNIVERSITY

Serial No.....

Election of an Ordinary Fellow by the.....Faculty

BALLOT PAPER

Serial No.	Name of candidates with academic degrees, titles and address	Marks showing the voter's Choice
1.		
2.		
3.		
4.		

- Notes-*
1. Place a cross mark 'x' against the name of the candidates for whom you wish to vote.
 2. If you spoil this ballot, return it to the Officer-in-charge of the ballots and get another from him.

APPENDIX (I)
PANJAB UNIVERSITY

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Election of Ordinary Fellows by the.....
.....Constituency.

Serial No.Enrolment Number (in the case of
Registered Graduates)

Serial Number in the list of
Electors

Counterfoil to be retained
by office

Initial of issuing official

PANJAB UNIVERSITY
(Seal).
BALLOT PAPER

Election ofOrdinary
Fellows by the..... Constituency.

N.B.- Voters are requested to note that certain vacancies have been reserved as under:

- (a) Districts of Ferozepur,
Hoshiarpur, Ludhiana,
Muksar, Moga and
Tehshil Balachaur of
district Nawanshahr
in the State of Punjab,
Union Territory of
Chandigarh . ..
- (b) Other areas including
any of the areas
mentioned in (a).

Name of candidate	Designation and address	Order of preference
1.		
2.		
3.		
4.		

Directions

1. Put figure 1 in the space opposite the name of your first choice. You may also express second , third and other choices by putting figure 2 opposite the name of your second choice, figure 3 opposite the name of your third choice and so on. You may express any number of choices, without regard to the number being elected.

2. Your ballot will be counted for your first choice if it can help elect him. If it cannot help elect him, it will be transferred to the highest of your other choices whom it can help.

3. You will improve the chances of any candidate you prefer by not exercising lower preference for others. The more choices you exercise the surer you are to make your ballot count for one of them. But you may not exercise more choices than you really want to.

4. Please do not put the same figure opposite more than one name.

5. If you spoil this paper, please return it to the Presiding Officer/Returning Officer and get another. In case you lose the Ballot Paper, you may obtain another from the Presiding Officer/Returning Officer after satisfying him of the loss of the original paper.

APPENDIX(J)
PANJAB UNIVERSITY

Election of Ordinary Fellows
by Registered Graduates.

Regd. Graduate enrolment number

Counterfoil to be retained by
office of covering letter for
Electors Voting by post.

Initial of issuing Official

PANJAB UNIVERSITY
(Seal)
COVERING LETTER

Dear Sir,

I forward herewith under a registered cover a sealed envelope containing my
Ballot Paper for the election of Ordinary Fellows by the Registered Graduates.

Yours faithfully,

(Signature of Elector)
Regd. Graduate Enrolment
Number
Address.....
.....

Date
Station

Certified that the elector has signed the above covering letter in my presence, and that he is
personally known to me.

.....
has been identified
by who is personally known
to me.

(*Signature and seal of Office)

* An elector in the defence services and/or his/her spouse shall sign his/her covering
letter in the presence of the Officer Commanding or Adjutant of his/her Unit.

APPENDIX(K)
BALLOT PAPER COVER

APPENDIX (L)
Registered

Election of Fellow by
To
Shri..... (name)

Returning Officer
Panjab University
Chandigarh

From
Voter's name and address
Registered Graduate enrolment No.....
Serial No.
Institution
.....

APPENDIX (M)(i)

Serial No.....

Registered Graduate No

(To be assigned by the office).

PANJAB UNIVERSITY, CHANDIGARH
Application for enrolment as a Registered Graduate

- | | | |
|----|--|--|
| 1. | Name (in capital)
..... | Particulars of fee
remitted : |
| 2. | Father's name (in capital)
.....
..... | Amount
Indian Postal
Orders/University |
| 3. | University Registered No..... | Fee Receipt No. |
| 4. | Particulars of Examinations passed: | |

	Examination	University/ Board	Roll No.Year	
	Matriculation/ Higher Secondary			**In case the highest examination was passed from Panjab University, Lahore, attach affidavit in the form given overleaf.
	**Highest examination passed from Panjab. University			

Dated	Signature
***An address care of another person will not be accepted. Nearest School/College	***Address

For Office Use

A sum of Rs received vide receipt No.....	The applicant is eligible. He/She is not eligible for rea- sons given below. He/she may/may not be enrolled.
Dated	
Assistant (Accounts)	Assistant Registrar (R & S)
Assistant (R & S)	
Superintendent (R & S)	
Enrolment intimation issued vide Nodated	
Assistant (R & S)	Superintendent (R & S)

FORM OF AFFIDAVIT
(For those who passed the highest examination from Panjab
University, Lahore)

Ison/daughter of
..... do hereby solemnly declare that I obtained
the degree of from Panjab University, Lahore, in
the year..... under Roll
No.....

ATTESTED

*Signature
(Seal of Office)
Date

Signature.....
Address
.....

*Magistrate or Subordinate Judge or Justice of Peace or Notary Public or Dean of University
Instruction or Registrar of the Panjab University or Principal of an affiliated College or Officer
Commanding or Adjutant of the Unit (Defence Service only).

ELIGIBILITY FOR ENROLMENT

1. Graduation from Panjab University not less than five years before enrolment. Five years should be counted from the year in which a person passed the degree examination.
Illustration : A person passed the B.A. examination in 1975. He will be eligible for enrolment in 1980.
2. Master's/Doctoral Degree from the Panjab University.
3. Only persons domiciled in India are eligible.

Fee :

4. Initial Fee : Rs. 5.00
5. The First annual fee : Re.1 or a composite fee of Rs. 10 for life. A graduate who has not paid the composite fee for life should pay the annual fee of Re. 1 by the prescribed date and unless he has paid all arrears of the annual fee, he shall not be entitled to vote or seek election.

Submission of application

6. Application for enrolment as a graduate should reach the Registrar not later than the prescribed date on the prescribed form obtainable from the Registrar and shall be accompanied by the prescribed fee.
7. The applicants should be domiciled in India only.

APPENDIX (M) (ii)
PANJAB UNIVERSITY, CHANDIGARH

Application for change of address of Registered Graduates
under Regulation 5 (B) (iii) at pages 63 of P .U. Cal. Vol. I, 2022

1. Name (in capital)
2. Father's name
3. Registered Graduate No.....Ordinary/Life Member.
4. Amount PaidUniversity Receipt No. & date
5. Previous address
- Village P.O.....
- TehsilDistrict
6. New Address.....
- Village..... P.O.....
- TehsilDistrict.....
- Nearest School/College.....
- Dated

Signature of the applicant

FORM OF AFFIDAVIT

I solemnly declare that the particulars given above are correct to the best of my knowledge and belief.

Attested

* Signature

(Seal of Officer attesting
the affidavit)

Deponent

Dated

* Magistrate or Subordinate Judge or Justice of Peace or Notary Public or Dean of University Instruction or Registrar of the Panjab University or Principal of an affiliated College or Officer Commanding or Adjutant of the Unit (Defence Service only).

APPENDIX (N)
PANJAB UNIVERSITY
NOTICE

The following dates have been fixed for election of Ordinary Fellows, under Section 14, Sub-Section (1) and Section 15 of the Panjab University Act.

Constituency	No. of vacancies	Date of election
(a) Registered Graduates	15 These have been reserved as under:	
	(i) Districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsils Balachaur of district Nawanshahar in the State of Punjab	2
	(ii) Union Territory of Chandigarh	1
	(iii) Other areas including any of the areas mentioned in (i) to (ii).	12
(b) Professors on the staff of the Teaching Departments of the University	2 One member each from the Arts and Science Departments shall be elected.	
(c) Associate Professors and Assistant Professors on the staff of the Teaching Department of the University	2 One member each from the Arts and Science Departments shall be elected.	
(d) Principals of the Technical and Professional Colleges.	3 These have been reserved as under:	
	(i) Districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsils Balachaur of district Nawanshahar in the State of Punjab.	1
	(ii) Union Territory of Chandigarh	1
	(iii) any of the areas mentioned in (i) and (ii)	1

	Constituency	No. of vacancies	Date of election
(e)	Staff of the Technical and Professional Colleges.	3	
		These have been reserved as under:	
		(i) Districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsils Balachaur of district Nawanshahar in the State of Punjab.	1
		(ii) Union Territory of Chandigarh	1
		(iii) Any of the areas mentioned in (i) & (ii)	1
(f)	Heads of the affiliated Arts Colleges.	8	
		These have been reserved as under:	
		(i) Districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsils Balachaur of district Nawanshahar in the State of Punjab.	3
		(ii) Union Territory of Chandigarh	1
		(iii) Any of the areas mentioned in (i) & (ii)	4
(g)	Professors, Associate Professors and Assistant Professors of affiliated Arts Colleges.	8	
		These have been reserved as under:	
		(i) Districts of Ferozepur, Hoshiarpur, Ludhiana, Muktsar, Moga and Tehsils Balachaur of district Nawanshahar in the State of Punjab.	3
		(ii) Union Territory of Chandigarh	1
		(iii) Any of the areas mentioned in (i) & (ii)	4

Nominations on the prescribed form, obtainable from the Registrar, or on identical form, be forwarded to the Returning Officer by name (Shri), under a registered cover, or delivered to him personally during office hours, against a receipt in writing so as to reach him not later than 3 O'clock of the(date).

Chandigarh- 160014

Dated

Registrar
Panjab University
(Returning Officer)

APPENDIX (O)
PANJAB UNIVERSITY

Election of Ordinary Fellows

The recording of votes shall be at the Polling Booths.

The electors residing at the following places will cast their votes in person at the Polling Booths mentioned below:

Polling Centre	Date and Time	Polling Booth
----------------	---------------	---------------

In towns where there are more than one Polling Booths the voters shall be assigned a particular Polling Booth and the voters' list for each Polling Booth shall be separately prepared.

The Ballot Papers will be counted in the office of the Returning Officer, Panjab University Secretariat, Chandigarh onat (time) and, if necessary, on the following day also.

Chandigarh

Dated

Returning Officer

APPENDIX (P)
PANJAB UNIVERSITY

Election of Ordinary Fellows by Registered Graduates
(For Defence Personnel and their spouses only)

To

.....
.....
.....

Dear Sir/Madam,

1. Your enrolment number as a Registered Graduate is
2. The election will be by the method of Single Transferable Vote as laid down in Regulation

A copy of the relevant regulations is appended herewith.

3. The persons whose names are printed on the Ballot Paper (sent herewith) have been nominated as candidates for election. It may be noted that vacancies have been reserved for the States of Punjab and the Union Territory of Chandigarh, as under:

(a)	(i)	Districts of Ferozepur, : Hoshiarpur, Ludhiana, Muksar, Moga and Tehsils Balachaur of district Nawanshahar in the State of Punjab.	..	2
	(ii)	Union Territory of Chandigarh	..	1
(b)		Other areas including any of the areas mentioned in (a)	..	12

If you desire to vote, you may kindly-

- (a) fill up and sign the covering letter;
 - (b) mark your vote in the column provided for the purpose in the Ballot Paper;
 - (c) place the Ballot Paper in the cover provided for the purpose and seal it; and
 - (d) place the cover and the covering letter in the envelope provided for the purpose and return the same by registered post so as to reach me not later thanp.m. on(date).
4. An envelope containing Ballot Paper, etc. shall not be entertained, if it is received-
 - (a) later than the closing of the ballot;
 - (b) otherwise than by registered post or unless delivered personally to the Registrar; and
 - (c) not addressed to the Returning Officer by name.
 5. A Ballot Paper cover shall be rejected if-
 - (a) the envelope does not contain the covering letter outside the Ballot Paper cover; or

- (b) the covering letter does not bear on it the signature and the Registered Graduate enrolment number of the elector; or is not countersigned and authenticated as provided in the regulations; or
- (c) the envelope containing the voting paper bears any kind of mark outside; or
- (d) the Ballot Paper is placed outside the Ballot Paper cover.

6. The Ballot paper will be invalid if-

- (a) a voter signs his name or writes any mark, by which it becomes recognisable; or
- (b) figure 1 is not marked on it; or
- (c) figure 1 is set opposite the names of more than one candidate; or
- (d) figure 1 and some other figure are set opposite the name of the same candidate; or
- (e) it is void for uncertainty; or
- (f) any defacement of the figure makes it doubtful whether the figure is as it was originally made or there has been an attempt to alter, suppress or erase it.

7. The scrutiny and counting of votes will begin on(date),
at(time).

Chandigarh-160014
Dated

Returning Officer

APPENDIX (Q)
PANJAB UNIVERSITY, CHANDIGARH

Sr.No.....

Covering letter for Electors casting vote at Polling Stations

Subject : Election ofOrdinary
 Fellows by(name of constituency).

Memorandum

Your Ballot Paper for the above election is enclosed. Please mark it in accordance with the regulations and deposit it in the Ballot Box.

Yours faithfully,

(Name)

Returning Officer

I hereby acknowledge receipt of the Ballot Paper of the above election.

Dated

Signature of Voter

(Ballot Paper will be delivered on production of this receipt).

[APPENDIX (R).....DELETED]

APPENDIX (S)
PANJAB UNIVERSITY

Registered

Notice

No

Chandigarh, dated

From

The Registrar
Panjab University
Chandigarh

To

The members of the
Faculty of

Dear Sir/Madam,

A vacancy has arisen amongst the Fellows elected under Section 13 (I) (h) of the Panjab University Act.

2. Under Section 15 of the Panjab University Act, the Chancellor has fixed (date) for election to fill up this vacancy.

3. Under the regulations, nomination of a candidate has to be made by a member of the Faculty or the Faculties concerned and has to be supported by another member of the Faculty or the Faculties concerned, and forwarded to the Registrar, by registered post, so as to reach him not later than the time given in Para 4. The candidate proposed has also to sign his nomination paper as a token of his consent to stand for election.

A copy of the list of members of theFaculty is enclosed.

4. If you wish to propose any name for election please complete his Nomination Form (as per copy attached), and forward it to the Registrar, Panjab University, Chandigarh-160014, by name, under a registered cover, so as to reach him not later than (time)..... (date). A nomination form received after this date and time will be invalid.

5. The election shall take place at the meeting of the Faculty on (date). A list of candidates, duly nominated, will be sent to you.

Yours faithfully,

D.A.- (1) List of members of the Faculty.
(2) Nomination Paper.

Registrar

APPENDIX (T)
PANJAB UNIVERSITY, CHANDIGARH
Nomination Paper

Election of an Ordinary Fellow by the Faculty of

Name of candidate with his academic qualifications	Address

Station: Name and address of the Proposer Date..... (Member of the Faculty of) (Signature of the Proposer) Date	Name and address of the Seconder (Member of the Faculty of) (Signature of the Seconder) Date.....
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I agree to stand for election.
 Signature of the candidate

Date

CHAPTER III

APPOINTMENT AND DUTIES OF REGISTRAR AND OTHER ADMINISTRATIVE OFFICERS

[Regulations under Section 31(2) (e) of the Panjab University Act 1947].

1.1. The conditions of service of the Registrar and other administrative officers shall be the same as laid down in the Regulations for Officers of class A in Chapter VI.

1.2. The Registrar of the University shall be appointed by the Senate either substantively or as a temporary arrangement on the recommendations of a Selection Committee constituted for the purpose. In the case of a substantive appointment the term of office shall, in the first instance, be for a period of four years unless the Senate directs otherwise.

1.3. A person appointed substantively may, after the expiry of the original term of four years, be re-appointed by the Senate as Registrar and his service shall be deemed continuous from the date of his first appointment.

1.4. The pay-scale and salary of the Registrar shall be determined by the Senate on the recommendation of the Syndicate.

2. The Senate may, at any time, terminate the appointment of Registrar by giving six months' notice in writing. The person appointed as a Registrar may also terminate his engagement by giving six months' notice to the University.

3. Notwithstanding anything laid down in the regulations contained in this Volume and also Rules contained in Volume III of the Calendar, the Vice-Chancellor may, at his discretion, delegate any of his powers to the Registrar for a specified period.

4.1. Subject to provisions of Section 21 of the Panjab University Act, the powers and duties of the Registrar shall be fixed by the Senate on the recommendations of the Syndicate and included in the Rules.

4.2. The Registrar shall exercise his powers and discharge his duties under immediate direction of the Vice-Chancellor and the Syndicate and the general control of the Senate.

4.3. The Registrar shall be Secretary of the Senate and the Syndicate.

5 The Syndicate may in the absence of the Registrar or the Controller of Examination, on leave or otherwise, assign their duties to such officer or 'officers of the University as it may think proper as a temporary arrangement.

6. In addition to the Registrar the Senate may appoint -

- (a) A Controller of Examinations, either substantively or as a temporary arrangement, to perform such duties in regard to the conduct of examinations and such other duties as the Syndicate may assign to him. He shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor and the Syndicate and the general control of the Senate.
- (b) A Finance & Development Officer whose duties shall be as defined by the Syndicate.
- (c) Deputy Registrars, Deputy Controllers of Examinations, Assistant Registrars and Assistant Controllers of Examinations whose duties shall be as defined by the Syndicate.

7. The pay-scales and salaries of the Administrative Officers and other employees shall be determined by the Senate on the recommendation of the Syndicate.

DEAN OF UNIVERSITY INSTRUCTION

1. The Senate, on the recommendation of the Syndicate, may, from time to time appoint one of the University Professors to hold the office of the Dean of University Instruction. The term of appointment shall be for one year which may be renewed for one year more. The *amount and nature of the allowance to be granted to the Dean of University Instruction for performing the duties attached to this office shall be as determined by the Syndicate at the time of appointment.

2. Duties and functions of the Dean of University Instruction shall be -

- (i) to co-ordinate and supervise admission of students made by the Boards of Control to the various University Departments;
- (ii) to decide applications for exemption from payment of University tuition fee up to 10 per cent of the total number of students in a class. If the number of Students in a class is less than ten, the Dean of University Instruction may grant full or half-fee concession to one student;
- (iii) to submit to the Academic Council time-tables of all University classes including Regional Centres, evening classes, diploma courses, etc., and list of holidays and to see that the same are properly pursued;
- (iv) To arrange the accommodation of all University classes including evening classes, diploma courses, etc.:

Provided that in the case of a Regional Centre, which may be established by the University, the Director of Centre shall make such arrangements;

- (v) to see that discipline and routine of work in all University Classes, including evening classes, diploma courses, etc. is maintained in accordance with the wishes and decisions of the Boards of Control and Academic Council;
- (vi) to exercise control, in respect of matter specified in (v) above, over the functioning of the University teaching departments, through the Chairmen/Heads of the departments:

Provided that in the case of a Regional Centre, which may be established by the University, the Director shall exercise these powers;

- (vii) to call for and examine proposals from affiliated degree colleges for permission to start Honours classes, before referring them to the Academic Council;
- (viii) to co-ordinate wherever necessary, the work of the teaching staff of the University teaching departments, but not to interfere with or directly control the work of the Heads of Departments in their respective departments;
- (ix) to sanction casual leave to the members of the teaching staff in the departments;
- (x) to make recommendations to the Vice-Chancellor in regard to grant of privilege leave and to suggest consequential arrangements in all University classes including evening classes, diploma courses, etc.;
- (xi) to appoint, control and remove class C employees except chowkidars in the University Teaching Departments, subject to Regulations and Rules, if any;

*The incumbent shall not be allowed Provident Fund benefit or Dearness allowance etc., on this allowance

- (xii) to operate the accounts of Amalgamated Fund allocated for academic activities of students as per Rules approved by Syndicate;
- (xiii) to maintain service books of the staff employed in the University Teaching Departments and such other relevant records as may be necessary;
- (xiv) to make arrangements for extension lectures and to recommend to the Vice-Chancellor delegates to the various conferences;
- (xv) to guide the students proceeding abroad for higher studies and to look after the work of the Foreign Information Bureau.

CHAPTER IV (A) (ii)
DEAN OF STUDENT WELFARE

1. The Senate may, on the recommendation of the Vice-Chancellor and the Syndicate, appoint a Dean of Student Welfare for such period and on such terms and conditions as may be determined by them.

2. The duties and functions of the Dean of Student Welfare shall be-

- (i) to make arrangement for the residence and to supervise discipline of students studying in the University classes at Chandigarh, and also to supervise and approve the lodging arrangements of the students living outside the campus;
- (ii) to supervise co-curricular and cultural activities of the students in the University campus;
- (iii) to look after the Physical Welfare and N.C.C. activities of the students in the University campus; .
- (iv) to operate the accounts of the Amalgamated Fund allocated to the Students' Welfare Department for co-curricular activities;
- (v) to deal with all matters pertaining to discipline among the University students on the campus, and outside (excepting those relating to their academic work which will be dealt with by the Heads of the Departments and/or the D.U.I.) and to impose such penalties as may be deemed necessary, after due enquiry;
- (vi) to devise ways and means for promoting the well-being of the University students, social, moral and emotional, and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.

2.2 The Senate may also, on the recommendation of the Vice-Chancellor and the Syndicate, appoint a Dean of Student Welfare (Women) for such period and on the same term and conditions as for the Dean of Student Welfare out of the Amalgamated Fund Account. The Dean of Student Welfare (Women) would also be the Chairperson of Grievance Committee for the code of conduct and discipline for avoidance of Sexual harassment.

3.1. The Syndicate shall appoint a Committee for Student Welfare, Residence, Health, Physical Welfare, Conduct, and Discipline which shall consist of the following :

- (i) Dean of Student Welfare (Chairman);
- (ii) Dean of University Instruction;
- (iii) President, Campus Sports Committee;
- (iv) Three teachers of whom one shall be a Assistant Professor nominated by the Vice- Chancellor;
- (v) Two Wardens-one of Women's Hostels and one of the Men's Hostel, nominated by the Vice-Chancellor;
- (vi) Students Office bearers-2-Vice-President and Secretary of the Student Council.

The Committee may form another sub-committee to carry out specific duties.

3.2. The term of the members of this Committee shall be one year in the case of students and two years in the case of teachers.

CHAPTER IV (A) (iii)
DEAN OF FOREIGN STUDENTS

1. The Senate, on the recommendation of the Syndicate, may, from time to time, appoint one of the University Professors to hold the office of the Dean of Foreign Students. The term of appointment shall be for one year, renewable from year to year, but the maximum period for which a person may hold this office shall not exceed three (consecutive) years. The amount and the nature of the allowance to be granted to the Dean of Foreign Students for performing the duties attached to the office shall be determined by the Syndicate at the time of appointment.

2. Duties and functions of the Dean of Foreign Students shall be -

- (i) to lay down guidelines for admission of Foreign students to all the institutions affiliated to the Panjab University;
- (ii) to co-ordinate and review admission of Foreign Students in institutions affiliated to the Panjab University in Chandigarh and maintain record/particulars of each student;
- (iii) to advise and assist Foreign Students in finding suitable hostel or residential, including paying guest, accommodation at Chandigarh;
- (iv) to maintain liaison with Dean of University Instruction, Dean of Student Welfare as well as Principals of affiliated colleges in Chandigarh in regard to the Welfare of Foreign Students;
- (v) to maintain close liaison with the Indian Council of Cultural Relations (I.C.C.R.) in regard to their programmes for the Foreign Students; and
- (vi) to perform such of the duties as 'may be prescribed by the Syndicate from time to time.

CHAPTER IV (A) (iv)
DEAN OF ALUMNI RELATIONS

1. The Senate, on the recommendation of the Vice-Chancellor and the Syndicate, may appoint a Dean of Alumni Relations. Such appointment may be renewed from year to year, but the maximum period for which a person may hold this office shall not exceed five (consecutive) years.

2. The quantum and nature of the remuneration payable to the Dean of Alumni Relations for performing the duties of this office shall be fixed by the Syndicate.

3. The Dean of Alumni Relations shall be the ex-officio Secretary of the Panjab University Alumni Association. He will maintain regular and up-to-date accounts of the Association and of the Department of Alumni Relations.

4. The Panjab University Alumni Association shall -

- (a) provide a forum for the Alumni of the University for exchange of ideas and views on educational, cultural, social and academic problems of the day;
- (b) set up branches of the Association at suitable places in India and abroad;
- (c) promote contacts between various members of the Association by arranging meetings, etc., and also to enrol members; and
- (d) prescribe and collect membership fees and receive subscriptions. etc., and manage the funds so collected.

CHAPTER (IV) (B)
**APPOINTMENT OF WARDENS OF
UNIVERSITY HOSTELS**

1. The Vice-Chancellor shall have authority to appoint whole-time or part-time wardens for the various Hostels of the University.

2. No one above the rank of a Reader shall be appointed a part-time Warden.

Explanation:

The appointment of a part-time Warden shall be made from amongst the members of the teaching staff of the University.

3. The term of appointment of a part-time Warden shall be for one year in the first instance. He may, however, be reappointed, if his work is found satisfactory, for one year at a time, subject to a maximum term of five years.

4. The amount and nature of the allowance etc., to be granted to part-time Wardens shall be as laid down by the Syndicate.

5. The pay-scale of whole-time Wardens shall be approved by the Senate from time to time. They shall be entitled to benefits of Provident Fund, etc., as laid down by the regulations for other whole-time employees of the University.

CHAPTER V (A)
UNIVERSITY TEACHERS
*[Regulations under Section 31(1) and (2) (e) of
the Panjab University Act, 1947]*

1.1. In this Regulation University teachers will mean Professors, Associate Professors and Assistant Professors and such other persons as may be approved for imparting instruction in the University or in institutions managed by the University and are designated as teachers by the Senate.

1.2. The conditions of service of University teachers shall be the same as for other officers of Class A, laid down in the regulations of Chapter VI, Calendar Volume I, including the definitions and interpretations laid down in Regulation 2 thereof.

1.3. The main duties of the University teachers shall be to teach and to engage in and guide research. It shall also be their duty —

- (a) to give instruction in accordance with curriculum prescribed by the University;
- (b) to examine candidates for admission to University classes for Degree and Honours courses in the subject(s) committed to their charge, when appointed by the Syndicate, and to be responsible for such examinations as may be decided by the competent authority; and
- (c) to take part in the organisation of the work of the University when assigned to any of the University bodies.

2. The Senate shall have the power to determine, from time to time, after considering the recommendations of the Board of Finance/Syndicate, the Departments of Study for which Professorships, Associate Professorships and Assistant Professorships shall be instituted.

No appointment of a Professor, Associate Professor, Assistant Professor or any other teacher by direct recruitment or by promotion or by any other method approved by the Senate shall be made unless the Senate has previously created, sanctioned or approved the post/scheme under which such appointment is made.

3. Save as provided in Regulation 5, the salaries and grades of Teachers in the University shall be fixed by the Senate. Syndicate shall, however, be competent to allow, for meritorious work on recommendation of Vice-Chancellor, accelerated promotion within the grade.

4.1. In case of direct recruitment, the post shall be advertised and applications invited before the post is filled. Provided that the Vice-Chancellor shall have power to place before the Selection Committee the name/s of suitable person/s for its consideration alongwith the applications received in response to the advertisement.

4.2. In case of promotion of in service teachers, applications shall be invited from amongst eligible in service teachers to be placed before the Selection Committee as in the case of direct recruitment. Provided that the Vice-Chancellor shall have the power to place before the Selection Committee the name/s of suitable in-service teacher/s for its consideration.

5. Notwithstanding anything contained in these Regulations -

- (a) Vice-Chancellor shall have authority to -
 - (i) make an emergent temporary appointment for a period not exceeding one year; and
 - (ii) allow higher starting salary within the grade of the post;

- (b) Syndicate shall have the authority to make emergent temporary appointment on the recommendation of the Vice-Chancellor—
 - (i) for a period exceeding one year, or on contract basis for a limited period;
 - (ii) allow higher starting salary within the grade of the post.

An appointment made under this Regulation shall be reported to Senate.

6.1. Save as provided in Regulations 5 and 8 of this chapter, a Selection Committee shall consist of the following members to recommend persons for appointment as Professors or Associate Professors.

- (i) The Vice-Chancellor to be the Chairperson.
- (ii) Three Experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Syndicate.
- (iii) An academician who is nominee of the Chancellor.
- (iv) The Dean of the concerned Faculty.
- (v) Head/Chairperson of the concerned Department. The Chairperson not below the rank of Professor should sit in the Selection Committee. If Chairperson is not Professor, the senior most Professor would be the member of the Selection Committee. In the absence of any Professor in the Department, the Dean of University Instruction would be the member of the Selection Committee.

A representative of Scheduled Castes/Scheduled Tribes, Women and Physically Handicapped person shall be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

The process of selection shall involve inviting the bio-data and reprints of three major publications of candidates for the post of Associate Professor (in the case of candidates for the post of Professor one of the publications could be a book or research project) before interview and getting them assessed by the same three external experts who are to be invited to interview the candidates. The assessment report shall be placed before the Selection Committee.

The Committee shall interview suitable person and make recommendations which will be placed before the Syndicate. If the Syndicate does not accept the recommendation of the Selection Committee it may order re-advertisement of the post in case of direct recruitment or re-invitation of application in case of in-service promotion or take such other action as may be considered necessary. The Committee recommending a person for appointment as a Professor or Associate Professor shall have regard to :

- (i) His capacity for research.
- (ii) His ability as a teacher, and
- (iii) Generally his eminence in the subject of his profession.

The University may utilize a seminar or colloquium as a method for the selection of a Associate Professor and Professor.

6.2 The quorum shall be 4 out of which at least 2 outside subject experts shall be present.

6.3 No retired or honorary teacher of the University residing outside its territorial jurisdiction shall be nominated as an outside expert on a Selection Committee.

UNIVERSITY TEACHERS

7. Save as provided in Regulations 5 and 8 whenever a Lecturer is to be appointed, a Selection Committee shall consist of the following :

- (i) The Vice-Chancellor to be the Chairperson.
- (ii) Three Experts in the concerned subject out of the list recommended by the Vice-Chancellor and approved by the Syndicate.
- (iii) An academician nominated by the Chancellor.
- (iv) The Dean of the concerned Faculty.
- (v) Head/Chairperson of the concerned Department. The Chairperson not below the rank of Professor should sit in the Selection Committee. If Chairperson is not Professor, the senior most Professor would be the member of the Selection Committee. In the absence of any Professor in the Department, the Dean of University Instruction would be the member of the Selection Committee.

A representative of Scheduled Castes/Scheduled Tribes, Women and Physically Handicapped person shall be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

The University may utilize a seminar or colloquium as a method for the selection of a Assistant Professor.

8. Nothing in these Regulations prevents Senate from appointing in special cases, short term or temporary teachers with special terms and conditions of service.

9. A member of the teaching staff holding permanent post of a Professor or a Associate Professor or a Assistant Professor of the University shall not be allowed without permission of Senate, to resign his post before the end of academic year, i.e., April 30, and he shall give, for this purpose not less than three months' notice to the University provided that Senate may, in special cases, waive the notice to such extent as it may think fit.

10. The Senate, with 2/3rd majority, shall have power to terminate the appointment of a University teacher on the ground of incapacity, inefficiency, or serious misconduct involving moral turpitude.

CHAPTER V (B)
**ADDITIONAL PROVISIONS FOR PROFESSORS
AND ASSOCIATE PROFESSORS**

1.1. The appointment of a University Professor or Associate Professor may be made in a substantive vacancy (except that of a person appointed on probation), for an initial limited period or it may be made without time limit up to the age fixed for retirement.

1.2. Where the Senate has decided to retain a Professor or Associate Professor after the initial period of appointment, without specifying further period, the re-appointment shall be without time limit up to the retiring age.

1.3. Where an appointment is made for an initial period, the Senate shall consider not later than 31st March preceding the end of such period the question of continuance of the appointment and the appointment shall not lapse at the end of that period unless the Senate shall have so decided not later than March 31st preceding; and failing such notice the appointment shall be deemed to be renewed for one further year as from the end of the initial period with notice that it will lapse at the end of such further year.

2. In addition to the duties of teachers as defined under Regulation 1.3 of Chapter V(A), it shall be the duty of a Professor or Associate Professor -

- (a) to contribute to the advancement and diffusion of knowledge especially by the prosecution and promotion of original research;
- (b) when working as Head of the Department, to guide and co-ordinate studies in his subject in consultation with the other teachers working in his Department and under the direction of the Dean of University Instruction.

3. The Senate, may, on the recommendation of the Syndicate, confer the title of 'Professor Emeritus' on any distinguished teacher of the University on, or after his retirement, in recognition of his scholarship and conspicuous service to the University, provided that no such title shall be conferred unless the connection of the teacher with the University shall have extended over a period of not less than ten years. A Professor Emeritus shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a Fellow of the University but he shall not as such be entitled to membership of any University body or authority.

CHAPTER V (C)

**THE VISHVESHVARANAND VISHWA BANDHU INSTITUTE OF
SANSKRIT AND INDOLOGICAL STUDIES**

1. For the development of Sanskrit and Indological Studies, the University shall maintain at Hoshiarpur the Vishveshvaranand Vishwa Bandhu Institute of Sanskrit and Indological Studies, hereinafter called the Institute, as the Main Centre for the said studies.

2.1. Subject to the general control of the Syndicate and the Senate, the affairs of the Institute shall be managed by a Board of Control, hereinafter called the Board.

2.2. The Board shall consist of eight members :

- (i) The Vice-Chancellor, as Chairman;
- (ii) The Director of the Institute;
- (iii) Three members, to be nominated by the Syndicate of the University;
- (iv) Three members, one of whom shall be designated as the Vice-Chairman, to be nominated by the Executive Board of the Vishveshvaranand Vedic Research Institute Society.

2.3. In the absence of the Chairman and the Vice-Chairman, the members present shall elect a Chairman to preside at the meeting.

2.4. The Registrar, or any other officer nominated by the Vice-Chancellor, shall act as the Secretary.

2.5. The members nominated by the Syndicate shall be members of the Senate and the term of such members shall be co-terminus with their term of Fellowship.

3. Three members shall form the quorum at a meeting of the Board.

4. The Institute shall undertake -

- (a) Teaching;
- (b) Research; and
- (c) Publication of Research works, popular literature and Journals relating to Sanskrit and Indological Studies.

The Institute shall also maintain the Vishveshvaranand Library.

5. The Board shall make recommendations, for consideration of the relevant authorities of the University, in regard to the following matters:

- (i) creation or abolition of any posts;
- (ii) revision of pay-scales of the Staff.

6. The staff of the Institute shall work under the general supervision of the Director.

7. The Director shall exercise all powers as are exercised by Heads of other University Departments, provided that he shall have power to incur expenditure within the budget allotment under the Head Contingencies.

8. The working hours of the Institute shall be as determined by the Director from time to time.

9.1. The conditions of service of the staff of the Institute, shall be the same as for other employees of the University.

9.2. The former employees of the Institute, other than those of the Traditional Sanskrit Teaching, taken over by the University, shall be deemed to be in the University service with effect from 1-7-1965.

9.3. The staff of the Traditional Sanskrit Teaching shall be deemed to have entered the University service from 1-4-1966.

10. Teachers engaged in Post-Graduate and Traditional Sanskrit Teaching shall be entitled to Summer Vacation, but others shall be treated as non-vacation staff and shall be entitled to leave as provided in Chapter VI "Conditions of Service of University Employees". No substitute will, however, be appointed for the leave period.

**CONDITIONS OF SERVICE OF
UNIVERSITY EMPLOYEES**

[Regulations under Section 31 (2)(e) of the Panjab University Act, 1947]

1. The University Employees shall be classified into the following categories:

I. A Class.

- (i) All University teachers i.e. Professors, Associate Professors, Assistant Professors 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 Superintendents/ P.A.'s and other non-teaching staff having equivalent/ corresponding pay-scales.

II. B Class:

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

III. C Class:

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.

2. Definitions and interpretations:

- (i) "Active service" means the time spent —
 - (a) On duty;
 - (b) On subsidiary leave;
 - (c) On recognised vacation or privilege leave or medical leave.
- (ii) (a) Appointment: Appointment means and includes appointment by direct recruitment or by promotion or by any other method approved by the Senate.
 - (b) "Appointing Authority" means the authority empowered to make appointment to a post which an employee for the time being holds.
- (iii) (a) Cadre: Cadre means the strength of a service or part of it, as determined by the Senate from time to time, and includes the office(s) held for the time being either temporarily or permanently, by person(s) appointed by any method of appointment, that is, by direct recruitment or by promotion or by any other method approved by the Senate.
 - (b) "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) "Competent Authority" shall be the appointing authority or such authority to whom the special powers are delegated.
- (v) "Duty" includes:
 - Service as a probationer or apprentice, provided that service as a

probationer is followed by confirmation without a break; provided further that in the case of an apprentice, on confirmation either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship cannot be counted for purposes of leave.

- (vi) "Employees" 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.
- (vii) "Furlough" means leave earned by an employee of Class A or B in respect of period spent on duty according to furlough regulations contained in this Chapter.
- (viii) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.
- (ix) "Pay" means the amount drawn monthly by an employee and it includes special pay or personal pay, if any, but no other allowances.
- (x) (a) "Permanent employee" means a person confirmed.
 (b) "Post" means and includes the office held for the time being either temporarily or permanently, by a person appointed by any method of appointment, that is, direct recruitment, by promotion or by any other method approved by the Senate.
- (xi) "Probation" means and includes promotion by way of merit promotion, Personal promotion or any other method or scheme of promotion approved by the Senate from time to time.
- (xii) "Salary" means the amount of the monthly pay and allowances granted by the University to an employee.
- (xiii) "Service" means the whole period of continuous service including periods spent on leave.
- (xiv) "University" means the Panjab University.

3.1. Save as otherwise provided in the Regulations, the Appointing Authority for the various categories of the University employees shall be —

- (a) Senate -for employees of Class A;
- (b) (i) Syndicate -for employees of Class B in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
 (ii) Vice-Chancellor -for the employees of class B in the category of Clerks including those in the equivalent/corresponding pay-scales of Clerks.
- (c) (i) Registrar -for class C employees of the administrative offices and Chowkidars for all Departments including Teaching Departments.
 (ii) Dean of University Instruction, in consultation with the Chairman of the concerned departments, for Class 'C' employees of Teaching Deptts. except Chowkidars.

3.2. 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 in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
- (iii) (a) Registrar -in the case of employees of class B in the category of Clerks including those in the ministerial cadre in the equivalent/corresponding pay-scales of Clerks.
(b) D.U.I. - in the case of employees of class B in the Teaching Departments, in the categories other than in (iii) (a).
- (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.

3.3. The appointing authority shall be the punishing authority unless otherwise provided for in these Regulations.

3.4. Subject to the Regulations contained in this chapter, employees shall be under the administrative control of the Head of the institution or the office to which they are attached, and the Head of the institution or office shall be under the administrative control of the Vice-Chancellor.

3.5. The Senate or the Syndicate, as the case may be, shall have the power to terminate the appointment of a person holding an administrative or ministerial post on the ground of inefficiency, dishonesty, or serious misconduct.

4.1. Save as otherwise provided in the Regulations, the fixation of salary, accelerated increments, grant of allowance, etc., shall, in the case of employees holding permanent posts rest with-

- (a) Senate -in the case of employees of class A;
- (b) Syndicate -in the case of employees of class B;
- (c) Vice-Chancellor -in the case of employees of class C.

4.2. The Syndicate shall be competent to grant a "Personal pay" equivalent to the increment last drawn by an employee who is held up at the maximum of his pay-scale, after every three years from the date of reaching the maximum of his pay-scale.

5. Every appointment whether by direct recruitment or by promotion or by any other method approved by the Senate, shall be made on probation for a period of one year, which may be extended by the appointing authority for a period not exceeding one year. The appointing authority may, however, grant exemption in exceptional cases.

6. A permanent employee, recruited on or after January 1, 1968, shall give, at least three months' notice before resigning his post, failing which he shall forfeit salary for the same period.

Provided that Syndicate may waive this requirement in part or whole for valid reasons.

Provided further that in case of an employee who is on long leave and resigns his post or his post is declared vacant under Regulation 11.9, the stipulation of three months notice shall not be required.

Explanation: Long leave would mean leave for one year or more.

7. An increment in time scale of pay shall ordinarily be drawn as a matter of course but the competent authority may withhold increment if the conduct of the employee has not been good or his work has not been satisfactory.

8. Where an efficiency bar has been prescribed in a time scale of pay, the increment next above the bar shall not be given without the specific sanction of the competent authority.

9. A University teacher whose services are terminated before the summer vacation shall be entitled to summer vacation salary as under :-

- (i) those who complete nine months' service -Full salary.
- (ii) those who complete service for three months or more, but less than nine months -Proportionate salary on the basis of full salary for nine months' service.

Provided that -

- (1) no one who has served for less than three months will be entitled to any salary for the summer vacation.
- (2) no one shall draw salary for the period of summer vacation from two sources.
- (3) if a teacher leaves service before or during the summer vacation of his own accord, he shall not be entitled to any salary for the period of summer vacation.

10.1. The procedure for suspension of an employee and other matters connected therewith shall be the same as laid down in the rules approved by the Syndicate for non-teaching employees.

10.2. An employee who is placed under suspension may be paid such subsistence allowance as the suspending authority may determine, but it shall not exceed one-half of the pay plus allowances of the employee who has been suspended.

10.3. An employee who has been suspended shall not be entitled to any kind of leave during suspension.

10.4. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as punishment.

GRANT OF LEAVE

GENERAL

11.1. Unless otherwise laid down in these Regulations, the authorities competent to grant leave (other than casual) shall be-

- (i) Syndicate -for employees of Class A for leave of more than six months.
- (ii) Vice-Chancellor -for employees of Class A for leave up to six months.
- (iii) Registrar -for employees of Class B of the Administrative Office.
- (iv) (a) (i) Registrar -for employees of Class B in the non-teaching Departments for leave of more than four months.
- (ii) Heads of the Department(s) concerned for employees of Class B in the non-teaching departments for leave up to four months.

- (b) Dean of University Instruction -for employees of Class B in teaching departments for leave of more than four months.
- (c) Head of the Department concerned for employees of Class B in the Teaching departments for leave up to four months.
- (v) (a) Registrar -for employees of Class C of the Administrative Office.
- (b) Head of Department concerned -for employees of Class C of the teaching and non-teaching departments.

11.2. When leave is to be granted by Syndicate/Senate, it will be on the recommendations of the Vice-Chancellor.

11.3. A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.

11.4. Leave cannot be claimed as of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

11.5. Leave allowance wherever payable shall be paid monthly in the first week of the succeeding month.

11.6. Earned leave may be combined with furlough or leave on medical grounds.

11.7. Casual leave cannot be combined with any other leave. It can be combined with holidays provided the total period including holidays, does not exceed sixteen days.

11.8. Leave granted without pay shall not count towards gratuity except where such leave is counted towards increment under the University rules.

11.9. If any employee overstays his leave or is otherwise absent from duty for more than a week, his post shall be liable to be declared vacant and he shall forfeit his salary during the time he so remained absent.

12.1. TEACHERS OF THE UNIVERSITY, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY (CLASS "A").

shall be entitled to-

- (A) (a) (for teaching members)
 - Vacation & Recess
 - (i) Summer Vacation Full
 - (ii) September/October recess -do-
 - (iii) Winter recess -do-

If, owing to the requirements of the University, an employee is, in any year prevented, with the 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 leave on full average pay for such period not exceeding one month per year as may be determined by the competent authority;

- (b) (for Non-teaching Members)

For every 11 months' service an employee may be given credit of one month's earned leave on full pay, which shall be allowed to be accumulated in accordance with the rules approved by the Syndicate from time to time, for non-teaching employees. No one shall be granted leave for more than 120 days at a time. The competent

authority may allow this leave to be availed of, subject to a maximum of 120 days on attaining the age of retirement, if it was applied for in good time and was refused in the interest of the University.

- (c) Teaching members who are declared as non-vacation officers by the competent authority shall be governed by the provision in (b).
- (d) Non-teaching members shall be entitled to

(1)	(i)	Summer vacation	Half
	(ii)	September/October recess	Half
	(iii)	Winter recess	Half

The date shall be fixed by the Head of the concerned Department.

If an employee is not permitted under orders of the Vice-Chancellor to be absent during the above period of summer vacation, he may, in lieu therefore, be given credit of earned leave on full average pay for such period, not exceeding one month per year as may be determined by the competent authority.

- (2) In addition to (1) earned leave on full pay equivalent to 10 days in a year. Such leave is permitted to be accumulated to the extent to which it is permitted in the case of employees working in the non-vacation departments, but shall not exceed 120 days at a time.

(B) FURLOUGH

- (i) A teacher who is entitled to Sabbatical leave may be granted furlough equivalent to 15 days for each year of active service but it shall not exceed six months and shall be granted only at the time of retirement.
- (ii) A teacher who has completed 4 1/2 years active service and is not entitled to Sabbatical leave may be granted furlough equivalent to one-ninth of his active service, subject to a maximum of two years at a time, on the condition that he returns to the University service on the expiry of furlough or has attained the age of retirement.
- (iii) Furlough shall not be granted until the expiry of three years from his last return from such leave.
- (iv) No one may be granted more than six months furlough after he has attained the age of retirement.
- (v) Furlough may be combined with summer vacation or earned leave.
- (vi) The monthly allowance to be granted for the period of furlough and subsidiary leave shall be a sum equivalent to half the monthly salary.
- (vii) Furlough and other leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation at the port of arrival in India, in case the journey is performed by sea, and from the date of departure from an Indian airport to the date of arrival on return to an airport in India, in case the journey is performed by air.
- (viii) In the case of furlough taken out of India subsidiary leave not exceeding ten days may be granted for the interval between the date of his quitting the office and the date on which he embarks at the port of departure from India and the interval between his landing in India and rejoining his appointment.

(C) SABBATICAL LEAVE

- (a) Grant of Sabbatical leave under this Regulation shall apply to those appointed on or after 1-4-1963. The teachers who joined University service before 1.4.1963, shall have the option to be governed either by the furlough regulations in force before 1-4-1963, or by these regulations.
- (b) A University Professor, Associate Professor or Assistant Professor desiring to undertake research or advanced work in his own field who has served the University for not less than six years may be granted Sabbatical leave for six months on full pay and for another six months on half pay, if-
 - (i) the programme to be followed during the leave is submitted alongwith the application for grant of leave and is approved by the Vice-Chancellor;
 - (ii) he is in a position to serve the University for at least three years after return from leave and executes a bond that after the expiry of such leave he shall so serve, failing which he shall refund to the University the leave salary received by him and the interest thereon at bank rate;
 - (iii) the leave is to be utilised for advanced work in his own field, research or in pursuit of knowledge, solely with the object of increasing the teacher's professional efficiency and usefulness to the University.

He shall, on return from leave, report to the University, the nature of advanced work in his own field, research or other work undertaken during the leave.
- (c)
 - (i) Sabbatical leave shall not be granted to a teacher until the expiry of six years from the date of his last return from sabbatical leave, study leave or any other kind of training programme;
 - (ii) Only one teacher from a Department with a total strength up to seven shall be granted Sabbatical leave at a time, and the normal budget provision of that Department shall not be exceeded on account of grant of the leave.
- (d) A teacher on Sabbatical leave may be allowed to accept a Fellowship or a Research Scholarship or any other remunerative appointment in an institution of advanced studies and the amount so received will not affect the amount of leave salary drawn by him from the University.

(D) STUDY LEAVE

- (a)
 - (1) A member of the staff who has completed three years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a scholarship or financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.
 - (2) A member of the staff who has completed five years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a Scholarship or financial aid, for higher studies. If the same is granted, he may be allowed leave on full salary up to one year and on half salary for the second year. The leave may be extended for the third year without pay. This leave cannot be combined with any other

leave. The leave salary together with the scholarship/financial aid shall not exceed one and a half times the employee's salary but if the scholarship/financial aid exceeds that amount, no leave salary shall be paid.

- (3) The employee granted leave under (1) or (2) shall execute a bond to serve the University for at least five years on his return.
- (b) (1) A member of the teaching staff below the rank of a Associate Professor who has completed at least five years' service in the University may be granted study leave, for research work leading to a doctorate degree. The condition of five years' service may be waived by Senate in special cases.
- (2) Applications for grant of leave must be made through the Head of the Department so as to reach the University not later than March 31.
- (3) Not more than two University teachers shall be selected every year for grant of study leave -one for Science and one for Arts or Languages (alternately).
- (4) An employee granted leave under this Regulation shall execute a bond to serve the University for five years on return from study leave.
- (5) Study leave shall be granted for a period not exceeding two years. If through no fault of the teacher, the course of study is not completed within two years, the period of this leave may be extended by another year on the recommendation of the Professor with whom he is working.
- (6) Study leave may be combined with vacation or furlough, or both, but shall not count, as service, for purposes of leave including furlough.
- (7) The amount of Study leave allowance to be paid to a University teacher proceeding to a foreign country shall be such as may be determined by the Syndicate after making a reference to the Ministry of Education, Government of India, from time to time.
- (c) (1) Payment of leave salary shall be made only if the Supervisor or the teacher under whom he is working as also the Head of the Department gives satisfactory report every six months, failing which leave for the rest of the period shall be liable to be cancelled.
- (2) If a teacher leaves the University service within three years of his return from leave, he shall forfeit to the University the study leave allowance drawn by him. The amount shall be realised from the teacher after necessary deductions from his Provident Fund.

The study leave may be converted into furlough to the extent of the period for which furlough is due to him and the difference of amount between the study leave allowance and furlough allowance shall be payable to the employee.
- (3) An employee who is granted study leave out of India may be allowed seven days to make preparations for the outward journey and the period so spent shall be considered as duty.

(E) EXTRAORDINARY LEAVE

- (i) A member of the staff who has completed at least five years' service in this

University may be granted extraordinary leave without pay up to six months. He may be granted such leave up to 26 months with permission to take up employment elsewhere. For higher studies this leave may be extended upto two years and upto three years in exceptional cases.

The condition of five years' service may be waived by Senate under special circumstances.

- (ii) In the case of a distinguished teacher who, in recognition of his teaching and research, is invited by a foreign University as a Visiting Teacher or on a research assignment, the Senate may grant extraordinary leave without pay, not exceeding a total period of five years, during his entire service.
- (iii) For participation in an exchange programme between this University and another leading University a teacher may be granted extraordinary leave by the Senate if-
 - (a) the University Grants Commission or the Government of India or this University has approved the exchange programme; and
 - (b) the exchange programme for which leave has been applied is considered by the Syndicate as being in the best interest of the students or Research activities of the University.
- (iv) The Syndicate shall decide if a person granted this leave has to be paid any subsidy or leave allowance.

(F) SPECIAL LEAVE

A member of the Faculty/Administrative staff and whole-time research staff maintained by the University may ordinarily be allowed to attend Seminars/Conferences in India or in foreign countries, provided that -

- (i) the total absence does not exceed 3 months during the period of three years;
 - (ii) he can be spared without detriment to the work of the University.
- For the period of such absence he shall be treated as on duty.

Provided further that -

- (a) this period of absence will not include summer vacation or winter/autumn recesses;
- (b) there shall be no restriction for a member of the Faculty/Administrative staff and whole-time research staff maintained by the University who is nominated or deputed by the University to attend any of the Seminars or Conferences in the country or abroad.

(G) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate, for non-teaching employees.

12.2. "CLASS A" NON-TEACHING EMPLOYEES OF THE UNIVERSITY, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY, shall be entitled to -

(A) EARNED LEAVE

For every 11 months' service an employee may be given credit of one month's earned leave on full pay, which shall be allowed to be accumulated in accordance with the rules approved by the Syndicate from time to time, for non-teaching employees. No one

shall be granted leave for more than 120 days at a time.

The competent authority may allow this leave to be availed of, subject to a maximum of 120 days, on attaining the age of retirement if it was applied for in good time and was refused in the interest of the University.

(B) FURLOUGH

- (i) Furlough equivalent to 1/9th of an employee's active service may be granted, subject to a maximum of two years at a time, on the condition that he has completed 4½ years' active service and returns to University service on the expiry of furlough or he has attained the age of retirement.
- (ii) Furlough shall not be granted until the expiry of three years from his last return from such leave.
- (iii) No one may be granted more than six months furlough after he has attained the age of retirement.
- (iv) Furlough may be combined with summer vacation or earned leave.
- (v) The monthly allowance to be granted for the period of furlough and subsidiary leave shall be a sum equivalent to half the monthly salary.
- (vi) Furlough and other leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation at the port of arrival in India, in case the journey is performed by sea, and from the date of departure from an Indian Airport to the date of arrival on return to an airport in India, in case the journey is performed by air.
- (vii) In the case of furlough taken out of India subsidiary leave not exceeding ten days on anyone occasion of taking such subsidiary leave, may be granted for the interval between the date of his quitting the office and the date on which he embarks at the port of departure from India and the interval between his landing in India and rejoining his appointment.

Provided that furlough shall not be admissible to the employees who joined the service on or after 26-9-1981.

(C) EXTRAORDINARY LEAVE

The competent authority, may in its discretion for any special reason, grant an employee extraordinary leave of absence but such leave -

- (a) shall be without pay;
- (b) shall not ordinarily exceed 3 years at a time; and
- (c) shall be without pay and shall not count for increment except in the following cases:-
 - (i) Leave taken on medical certificate;
 - (ii) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (iii) Leave taken for prosecuting higher studies; and
 - (iv) Leave granted to accept a post outside the University.

Provided that the maximum period for which such leave may be availed of shall not exceed 5 years during entire service.

(D) STUDY LEAVE

- (1) A member of the staff who has completed three years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a scholarship or a financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.
- (2) A member of the staff who has completed five years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a Scholarship or a financial aid, for higher studies. If the same is granted, he may be allowed leave on full salary up to one year and on half salary for the second year. It may be extended for the third year without pay. This leave cannot be combined with any other leave. This leave salary together with the scholarship/financial aid shall not exceed one and a half times the employee's salary but if the scholarship/financial aid exceeds that amount, no leave salary shall be paid.
- (3) Class "A" (Non-teaching) employee shall be entitled to grant of study leave even if they are not awarded scholarship or financial aid from any quarter as per provision of Regulation (1) and (2) above.

(E) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate, for non-teaching employees.

12.3. CLASS "B" EMPLOYEES WORKING IN THE TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY

shall be entitled to -

- (A) (i) Summer Vacation..... half of the entire period of summer vacation: dates to be fixed by the Head of the Department.

If an employee is not permitted under orders of the Vice-Chancellor to avail of the above period of summer vacation, he may, in lieu thereof, be given credit of earned leave on full average pay for such period not exceeding one month per year as may be determined by the competent authority.

- (ii) In addition to (i) earned leave on full pay equivalent to 10 days in a year. Such leave is allowed to be accumulated up to the extent to which it is allowed in the case of the employees working in the non-vacation departments, but shall be granted only subject to a maximum of 120 days at a time.

(B) Furlough as laid down in Regulation 12.4.

(C) Extraordinary leave, as laid down in Regulation 12.4.

(D) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE

As in Regulation 12.4 for Class B employees.

12.4. CLASS "B" EMPLOYEES WORKING IN THE ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS.

shall be entitled to -

(A) Earned leave as laid down in Regulation 12.2 for Class A Officers.

(B) FURLOUGH

- (i) furlough equivalent to 1/12th of an employee's active service may be granted, subject to the condition that he has completed six years' active service and returns to University service on the expiry of furlough unless he had attained the age of retirement;
- (ii) furlough shall not be granted until the expiry of six years from his last return from such leave;
- (iii) no one shall be granted more than six months' furlough after he has attained the age of retirement;
- (iv) the monthly allowance to be granted for the period of furlough shall be a sum equivalent of half the monthly salary;
- (v) not more than two years' furlough shall be granted at a time during an employee's service in the University.

Provided that furlough shall not be admissible to the employees who joined the service on or after 26-9-1981.

(C) EXTRAORDINARY LEAVE

The competent authority may in its discretion for any special reason, grant an employee extraordinary leave of absence but such leave -

- (a) shall be without pay;
- (b) shall not exceed 3 years at a time;
- (c) shall be without pay and shall not count for increment except in the following cases:
 - (a) Leave taken on medical certificate;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for prosecuting higher studies; and
 - (d) Leave granted to accept an invitation to a post outside the University.

Provided that the maximum period for which such leave may be availed of shall not exceed 5 years during the entire service.

(D) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate for non-teaching employees.

12.5. CLASS "C" EMPLOYEES WORKING IN TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY.

shall be entitled to -

- (A) (i) Summer Vacationhalf of the entire period of summer vacation: dates to be fixed by the Head of the Department.

If an employee is not permitted under orders of the Vice-Chancellor to avail of the above period of summer vacation, he may in lieu thereof, be given credit of earned leave on full average pay for such period, not exceeding one month per year, as may be determined by the competent authority.

- (ii) In addition to (i) earned leave on full pay equivalent to 10 days in a year. Such leave is allowed to be accumulated up to the extent to which it is allowed in the case of employees working in the non-vacation departments, but shall be granted only subject to a maximum of 120 days at a time.

(B) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate for the members of the non-teaching staff.

12.6. CLASS "C" EMPLOYEES WORKING IN THE ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS

shall be entitled to -

(A) EARNED LEAVE

For every 11 months' active service an employee may be given credit of one month earned leave on full pay, which shall be allowed to be accumulated in accordance with the rules approved by the Syndicate from time to time, for non-teaching employees. No one shall be granted leave for more than 120 days at a time.

(B) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate for the members of the non-teaching staff.

13. Any case not coming within the purview of the Regulations and/or Rules approved by the Syndicate, for non-teaching employees, may be decided in such manner as the Senate in the case of employees of Class A and the Syndicate in the case of employees of Class B and C may deem fit.

PROVIDENT FUND

14.1. A Provident Fund called the *Panjab University Provident Fund shall be established for the benefit of the employees of the University.

14.2. Every whole-time employee of the University appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the Panjab University Provident Fund.

14.3. Any whole time employee temporarily appointed may contribute towards the Provident Fund from the date of his appointment but the University contribution shall be credited to his account from the date of his appointment only after confirmation, provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment.

* Provisions of the Provident Fund Act apply to the Provident Fund established for the benefit of the Employees of the Panjab University (vide Government of India's Notifications No. F.29-I.R-II/34 and No. F.29-1-(a)-R-II/34, dated 3rd May, 1934, and vide Punjab Government Education Department, Notification No. 482.C-24/253-9925, dated, Simla, the 19th March, 1953 and vide Punjab Government Finance Department Notification No. 5523 (4) FRI-66-15201, dated 18-8-1966).

14.4. The Syndicate shall also have power to permit any whole-time employee of the following categories to become a depositor in the Provident Fund:

- (i) appointed against temporary *post not likely to be made permanent.
- (ii) holding appointment for a fixed term.

14.5. The Syndicate may, at their discretion, allow a permanent employee to continue to be a depositor in the Fund even during the period of his absence on leave without pay, or any other programme approved by the Vice-Chancellor for this purpose, but he shall not be entitled to University contribution during this period.

14.6. The rate of subscription of an employee to the fund shall be ten per cent of the +salary of the depositor.

The subscription of the University to the fund shall also be 10% of the +salary of the depositor.

Provided that -

- (i) when the calculation involves paise amounting to less than 50 it shall be ignored and when it amounts to 50 paise or more, full rupee shall be deducted. Such subscriptions shall be deducted month by month from the +salary of each depositor by the Registrar or other Officers of the University whose duty is to pay it and the amount deducted shall be paid into the University funds to the credit of the depositor.
- ** (ii) an employee may be permitted to subscribe towards non-contributory Provident Fund, provided the total subscription towards Provident Fund i.e. contributory (10 per cent as well as non-contributory shall not exceed 60% of the monthly salary of the subscriber).
- (iii) a University employee shall not be entitled to University contribution towards his Provident Fund during the period of leave/furlough after retirement;
- (iv) Provident Fund-contribution shall be made on +salary and not on leave allowances for the period that the depositor is on leave or furlough while in service.

14.7. A sum equal to the amount subscribed by the employees on the basis of 10% of their ++salary during the month shall be contributed at the end of each month to the Provident Fund by the University and such portion of the amount so contributed shall be credited to the account of the depositor.

Provided that in the case of a person appointed on probation, the University contribution shall be credited to his Account, on confirmation, from the date of his appointment.

Provided further that -

- (i) the benefit of University contribution to the fund of an employee shall be as under:
 - (a) Nil, if the period of service put in by an employee is one year or less;
 - (b) Half the amount of the University contribution will be paid if the period of service put in is more than one year but less than five years; and
 - (c) Full amount of the University contribution will be paid if the period of service put in is more than five years or at the time of superannuation irrespective of the period of service.

* To apply to those who were appointed in 1955 or thereafter.

+ Salary (for CPF deductions) means 'Pay' plus all allowances, excluding house rent allowance.

** To take effect from 1.4.1983.

++ Salary (for CPF deductions) means 'Pay' plus all allowances, excluding house rent allowance.

Provisions of clause (i) shall not apply to persons who joined the University service before 17-3-1962.

- (ii) No employee of the University, who has, in the opinion of the Syndicate, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from his employment, shall be entitled to the benefit of, or to receive any part or share in, any sums at any time contributed by the University to the fund on his account or the accumulated interest or profits thereof and the University shall be entitled to recover, as the first charge, from the amount for the time being at the credit of an employee a sum equivalent to the amount of any loss or damage at any time sustained by the University by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the University and of any interests or increment which has accrued on such contributions. This shall also apply to a member of the University teaching staff who fails to comply with the requirements of the Bond which he may have executed for grant of leave, etc.

14.8. The following members of the University Press staff shall be entitled to subscribe to the Provident Fund in accordance with the provisions of the Provident Fund Act of 1952:

- (i) those working on daily wages;
- (ii) those who are still temporary; and
- (iii) those recruited on or after 15-11-1961.

14.9. The University shall pay interest on all sums deposited in the Provident Fund and the amount of interest shall be credited to the account of each depositor at a rate and in the manner to be decided by the Syndicate from time to time.

14.10. For purposes of calculation of half-yearly interest payable to the depositor, amount less than 50 paise will be ignored. If the amount comes to more than 50 paise, it shall be rounded off to a full rupee.

14.11. The Registrar shall cause to maintain proper accounts relating to the Fund, showing the account for the time being at the credit of each depositor, and the general state of the Fund, in such form as the Syndicate may, from time to time, prescribe. Each depositor shall be supplied with 'Statement' which shall show the amounts for the time being at the credit of the depositor and which shall be in such form as the Syndicate may, from time to time, prescribe.

14.12. Subject to the provisions of Regulation 14.6, the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. Provided that an employee who, on reaching the age of retirement, is granted extension in service, may be permitted to withdraw fifty per cent of the Provident Fund standing at his credit.

14.13. In case of leave granted preparatory to retirement a subscriber may, at the discretion of the Vice-Chancellor, be permitted to withdraw up to ninety per cent of his assets in the Provident Fund. If, under any exceptional circumstances, the subscriber does not retire at the end of the leave, the full amount withdrawn shall be refunded as a condition of continued employment. This payment shall not affect the rules in regard to subscriptions during such leave or the claim to bonus or on the interest on the balance.

14.14. A depositor may make a declaration signed by him and attested by two

witnesses, in his Provident Fund Service Book stating the name or names of the persons to whom he desires that in the event of his death the whole or any part of the amount of his deposit shall be paid. Such nomination may at any time, be revoked by the subscriber or replaced by a fresh nomination. If the employee has made such a declaration then the payment shall be made in accordance therewith and no succession certificate shall be required. On such payment being made, the University shall be absolved of all liability in connection therewith.

14.15. Every employee, on leaving University service, or on retirement, shall claim payment of Provident Fund standing at his credit within one year of its becoming due. Interest on the Provident Fund shall not be paid to any employee from the date of expiry of one year of his leaving University service or his retirement.

14.16. The Syndicate may, from time to time, make rules consistent with these regulations and with the provisions of the Provident Funds Act, 1925, for-

- (a) the conduct of the business of the Fund;
- (b) payment of interest on the Provident Fund maintenance or proper accounts of this fund declaration to be signed by the employee for payment of his Provident Fund to his nominee in the event of his death, and other procedural matters;
- (c) any matter relating to the Fund, or its management, or the investment of sums at credit of the Fund, or the privilege of the depositor not herein expressly provided for, and may add to, vary or cancel any rule so made.

15.1. A University employee at the time of his retirement shall be granted by the Senate in the case of a Class A employee and the Syndicate in the case of a Class B or C employee, a gratuity of a sum equivalent to one fourth of his *'Pay' for each completed six monthly period of qualifying service subject to 16½ (sixteen and a half) in the case of Class A & B employees and 17½ (seventeen and a half) times the *'Pay' in the case of a Class C employee provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its own employees.

** In calculating the qualifying service, a fraction of a year equal to three months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of gratuity.

In the event of death of any- employee while in service the gratuity from 1.1.1986 shall be admissible at the rate as prescribed by the Punjab Govt. from time to time for its own employees who pass away while in service.

15.2. The service rendered by an employee under the Central Govt./Central Autonomous Body or State Govt./State Autonomous Body, recognised Universities/other recognised educational institutions including institutions deemed to be Universities, shall, in his/her absorption in University service count for gratuity, subject to the following conditions:-

- (i) If he was born, on pensionable establishment, the service rendered by him shall be allowed to be counted towards gratuity under the University irrespective of the fact whether he was temporary or permanent in the previous organisation. The previous organisation shall discharge its gratuity liability by paying in lumpsum as one time payment the pro-rata gratuity/ service gratuity, death gratuity and retirement gratuity for the service upto the date of absorption in University service, pro-rata gratuity being determined

* 'Pay' as defined by the Punjab Government from time to time.

** To take effect from 17-8-1983.

with reference to the commutation table prescribed under Regulation 7.2 The lumpsum payable on commutation shall be calculated in accordance with the table that may be prescribed as per Punjab Govt. rules, from time to time.

- (ii) If he was enjoying C.P. Fund benefits under the previous organization, he will have the option either to receive C.P. Fund benefits which have accrued to him from the previous organisation and start service afresh under the University or choose to count his previous service for gratuity under the University by foregoing employer's share of C.P. Fund with interest received from the previous organization which shall stand transferred to the University.

15.3. In the case of an employee who dies while in service, the gratuity may be granted after his death to the person whose name has been Registered under Regulation 14.14.

15.4. An employee shall be governed by the new Regulations unless he opts to be governed by old Regulations within one year from the date the new Regulations come into force.

16. If an employee of the University who has served efficiently and faithfully dies before the age of retirement, the Syndicate may, in cases of real hardship grant stipends or annuities, or both, as the circumstances may require, to the children, widow and other dependents of the deceased for such period as it may consider necessary.

DEPOSIT-LINKED INSURANCE SCHEME

16.A.1. On the death of a depositor while in service, the person(s) nominated by him, under Regulation 14.14 shall also be entitled to receive an additional amount equal to the average amount standing in the credit of the deceased depositors in his Provident Fund, during a period of three years immediately preceding the date of his death, subject to a maximum of ten thousand rupees.

16.A.2. Only the subscription of the depositor with interest thereon will be taken as the amount standing in the credit of the depositor in the Provident Fund for this purpose.

16.A.3. The additional amount referred to in Regulation 16.A.1 shall be sanctioned subject to the fulfilment of the following conditions :-

- (i) The amount standing in the credit of the depositor in the fund should not have fallen below the following limits at any time during the period of three years immediately preceding the date of death of the depositor:-

Class-A	..	Rs.	3,000
Class-B	..	Rs.	1,500
Class-C	..	Rs.	1,000

- (ii) The depositor should have put in at least five years' regular University service at the time of his death.

16.A.4. The Registrar shall authorise the payment of additional amount referred to in this regulation without any further sanction.

AGE OF RETIREMENT

17.1. All whole-time members of the non-teaching staff, except Class C employees, shall retire on attaining the age of 60 years.

17.2. All whole-time Class C employees shall retire on reaching the age of 60 years; provided that extension may be allowed up to the age of 65 years on the recommendation of the officer concerned and on production of certificate of physical fitness from the University Chief Medical Officer, every two years.

17.3. All whole-time members of the teaching staff, as defined in Regulation 1.1 of Chapter V(A), shall retire on attaining the age of 60 years and no extension in service shall be granted.

17.4. A whole-time Medical Officer of the University shall retire on reaching the age of sixty years; provided that extension may be granted for a period up to two years in special cases, on the recommendation of the Vice-Chancellor.

17.5. A University employee who has put in not less than 20 years' qualifying service may, by giving notice of three months in writing to the appropriate authority, retire from the service voluntarily. A notice of less than three months may be accepted by the appropriate authority in deserving cases.

17.6. A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

17.7. A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement, on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing provisions of regulations. Such acceptance may generally be given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the employee concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the employee concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Syndicate in case of employees up to class B and of Senate in all other cases, shall be obtained. Even where the notice of voluntary retirement given by an employee requires acceptance by the appropriate authority, the employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the Vice-Chancellor issues an order to the contrary before the expiry of the period of notice.

***17.8.** While granting gratuity to an employee retiring voluntarily weightage of up to five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of up to five years will, however, be subject to the condition that the total qualifying service after allowing the weightage should not in any event exceed 33 years of service in the case of Class A and B employees and 35 years in the case of Class C employees.

**** 17.9.** An employee who retires voluntarily, shall be entitled to gratuity, furlough and benefit of encashment of earned leave, as in the case of employees who retire on superannuation, as may be admissible under the rules and regulations.

Explanation : Qualifying service means continuous service rendered to the University by an employee other than in a temporary or ad hoc capacity.

17.10. A University employee is eligible to seek premature retirement even before completing 20 years' qualifying service on medical grounds if the incumbent is certified to be suffering from some incurable disease or permanent disability which renders him unfit to continue in service.

In case any inquiry involving charges of corruption or disciplinary proceedings of serious nature is pending against him, the request for premature retirement on medical

*To make effect from 26.8.1983.

**To make effect from 30.9.1977.

grounds may be considered only if he is cleared of the charges.

Permission to retire prematurely on medical grounds shall be that of the Syndicate in case of employees up to Class B and of Senate in all other cases.

Explanation: The certificate, referred to above, shall be of the Chief Medical Officer of the University but the Vice-Chancellor, Senate or Syndicate, wherever they consider it necessary, may ask for the second opinion from any other medical authority.

18. Except where otherwise expressly provided, nothing contained in the foregoing Regulations shall apply to -

- (a) part-time employees of the University including part-time teachers in the Law College;
- (b) persons re-employed after superannuation or those holding temporary or contract appointments;
- (c) research scholars.

The appointment and conditions of service including leave rules in the case of such persons shall be determined by the Syndicate.

CHAPTER VI (B)
**REVISED REGULATIONS GOVERNING LEAVE TO
 TEACHERS OF THE UNIVERSITY**

Note. - Teachers who were in the University Service before the enforcement of these Regulations, shall have option to be governed by the old Regulations contained in this Chapter, i.e. Chapter VI, Regulation 12.1 appearing at pages 143-149 of Calendar, Volume 1,1984.

1. Definition:

In these Regulations -

- (i) Leave includes "Earned Leave", "Half Pay Leave", "Commutated Leave", "Extraordinary Leave" and "Maternity Leave."
- (ii) "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- (iii) "Half Pay Leave" means leave earned in respect of completed years of service calculated according to the regulations hereinafter contained.
- (iv) "Commutated Leave" means leave as provided hereinafter.
- (v) "Completed years of Service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Govt. and leave, including extra-ordinary leave, unless otherwise provided.

2. Right of Leave:

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

3. Commencement and Termination of Leave:

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding that on which duty is resumed.
- (ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note.- Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

4. Return to duty on expiry of leave:

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

5. Combination of Leave:

Except as otherwise provided any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

6. Conversion of one kind of leave into another kind:

- (i) At the request of a teacher the University may convert any kind of leave, including extra-ordinary leave retrospectively into leave of a different kind

which may be admissible as on the date on which the conversion is sought; but a teacher cannot claim such conversion as a matter of right.

- (ii) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and arrears of leave salary paid or amounts overdrawn recovered, as the case may be.

7. *Rejoining of duty on return from leave on Medical grounds :*

A teacher who has been granted leave on Medical certificate will be required to produce a medical certificate of fitness before resuming duty in such manner and from such persons as may be prescribed.

- 8.** Leave should always be applied for and got sanctioned before it is availed except in cases of emergency and for adequate reasons.
- 9.** A leave account shall be maintained for each teacher in the Department concerned.
- 10.** Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purposes of computation of leave.

11. Kinds of Leave Admissible:

The following kinds of leave would be admissible to teachers:

PART I

Permanent Teachers

- (i) Leave treated as duty -
Casual Leave, Special Casual Leave, Special Academic Leave and Duty Leave.
- (ii) Leave earned by duty -
Earned Leave, Half Pay Leave and Commuted Leave.
- (iii) Leave not earned by duty -
Extra-ordinary Leave and Leave not due.
- (iv) Leave not debited to Leave Account -
 - (a) Leave on grounds of Health, Maternity Leave and Quarantine Leave.
 - (b) Leave for academic pursuits; Study Leave and Sabbatical Leave (prescribed separately).

The Syndicate may in exceptional cases and reasons to be recorded, grant any other kind of leave subject to such terms and conditions as it may deem fit to impose.

(A) CASUAL LEAVE

- (i) A whole-time teacher of the University shall be eligible for Casual Leave for domestic and private affairs as under:
 - (a) With service up to 10 years ... 10 days in a year.
 - (b) With service between 10 and 20 years ... 15 days in a year.
 - (c) Exceeding 20 years ... 20 days in a year.

Provided that in the case of women teachers, they shall be eligible for 20 days Casual Leave every year, irrespective of the number of years of service rendered in the University.

Provided further that -

- (1) Casual Leave shall not be granted for more than 16 days at a time.
- (2) A teacher shall be eligible for casual leave according to the higher slab in the year in which he completes his 10th or 20th year of service.

- (3) Leave for antirabic treatment may be granted up to 16 days to proceed to a centre or institute for treatment. If in a special case for such treatment leave for more than 16 days is necessary, special casual leave may be granted up to one month on the production of the certificate from the centre or institute.
- (ii) Casual leave for any year cannot be carried over to the next year.
- (iii) Casual leave shall not be combined with any kind of leave.
- (iv) Public holidays falling within the period of casual leave shall not be counted as part of casual leave.
- (v) A teacher shall not leave his headquarters during casual leave without permission-
- (a) except in case of emergency a teacher shall obtain the orders of sanctioning authority before availing of casual leave.
 - (b) All applications for leave for period in excess of two days on 'medical grounds' submitted from home should be supported by a medical certificate.
- (vi) The casual leave account will be maintained annually from 1st July to June 30 of the succeeding year. All casual leave accounts will be closed on June 30 and new accounts opened on 1st July irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of June and the first few days of July. Thus, if a teacher takes leave from the 26th June to 5th July, the period 26th June to 30th June will be debited to his leave account for that year and the period from 1st July to 5th July will be debited to his leave account of the next year.

(B) SPECIAL CASUAL LEAVE AND SPECIAL ACADEMIC LEAVE

- (i) Special casual leave not exceeding ten days in an academic year may be granted to a teacher -
- (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar-bodies/ Institutions;
 - (b) to inspect academic institutions attached to a Statutory Board etc;
 - (c) to participate in a literary scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by Bodies recognised by the University;
- or
- (d) to do such other work as may be approved by the Vice-Chancellor as academic work.

Note.- In computing the ten days leave admissible, the days of actual journey, if any, to and fro the places where such conference/ activity takes place will be excluded.

- (ii) In addition special casual leave to the extent mentioned below may also be granted -
- (a) to undergo sterilization operation (vasectomy or salpingectomy). Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non-perurperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) In addition to special casual leave, special academic leave up to 30 days in an academic year may be granted with the permission of the Vice-Chancellor for

such work as may be approved by the Vice-Chancellor as academic work provided it does not interfere with the academic work of the teacher.

- (iv) Special casual leave and special academic leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

(C) DUTY LEAVE

- (i) Duty leave may be granted for -
- (a) attending conferences congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - (b) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University, and accepted by the Vice-Chancellor;
 - (c) working in another Indian or Foreign University, any other agency, institution or organisation when so deputed by the University;
 - (d) working on a delegation of committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body; and
 - (e) for performing any other duty for the University.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty leave under sub-clauses (a) to (d) of clause (i) cannot be availed of in anticipation of its sanction except with the prior written permission of the Vice-Chancellor.

(D) EARNED LEAVE

- (i) Earned leave admissible to a teacher shall be -
- (a) 1/30th of actual service including vacation plus
 - (b) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

Note.-For purpose of computation of period of actual service, all periods of leave except casual, special casual, special academic and duty leave shall be excluded.

- *(ii) Earned leave at the credit of a teacher shall not accumulate beyond three hundred days and the maximum period of earned leave that may be sanctioned at a time shall not exceed sixty days.

Provided that Earned leave exceeding sixty days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate or when the entire leave, or a portion thereof, is spent outside India.

Note 1.- When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2.- In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(E) HALF PAY LEAVE

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, for private affairs or for academic purposes.

(F) COMMUTED LEAVE

Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a permanent teacher 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 earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under the regulations unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(G) EXTRAORDINARY LEAVE

- (i) A permanent teacher may be granted extraordinary leave-
 - (a) When other leave is admissible, or
 - (b) When other leave is admissible, the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases -
 - (a) Leave taken on medical certificates;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for prosecuting higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when

such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all.

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

(H) LEAVE NOT DUE

- (i) Leave not due may, at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Syndicate.

Provided further the Syndicate may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(I) STUDY LEAVE

- (i) Study leave may be granted to a permanent whole-time teacher (other than a Professor of the University) with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University Organisation and methods of education giving full plan of work.
- (ii) Study Leave shall be granted on the recommendation of the Advisory Committee for a period not exceeding two years, save in very exceptional cases, in which the Syndicate is satisfied that extension in Study Leave is unavoidable on academic grounds and necessary in the interest of the University. In such cases, the extension in Study Leave shall not exceed one year.
- (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.
- (iv) Study Leave may be granted more than once provided that not less than seven years have elapsed after the teacher returned to duty on completion of the earlier spell of Study Leave. Subsequent spells of Study Leave shall in no case exceed one year in case the teacher has already availed of the Study Leave for three years and shall not exceed two years in

the case of teachers who have availed of only two years' Study Leave in the first instance provided that Study Leave shall not be granted to a teacher who has less than three years of service in the University before the age of superannuation.

Provided further that total period of Study Leave shall, in no case, exceed 5 years during the entire service of a teacher.

The teacher shall indicate the work to be done during each spell of Study Leave.

- (v) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of Study or the programme of research without the permission of the Syndicate. When the course of Study falls short of Study Leave sanctioned, the teacher shall resume duty on the conclusion of the course of Study unless the previous approval of the Syndicate to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- (vi) The teachers granted Study Leave would be entitled to continue to draw their total emoluments for the duration of the Study Leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowance of Rs. 250 p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers on Study Leave shall be reduced subject to the provisions of Sub-Clause (vii) and (viii) below.
- (vii) The amount of scholarship/fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted.

The following guidelines may apply while determining and admissibility of pay and allowance where financial assistance is received by a teacher is :

- (a) \$ 10,000 or above per annum — leave shall be granted without pay;
 - (b) \$ 5,000 and above but less than \$ 10,000 per annum — leave on half pay;
and
 - (c) Below \$ 5,000 per annum — leave with full pay.
- (viii) If a teacher, who is granted Study Leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he shall ordinarily not be granted any Study Leave salary but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Syndicate may determine the Study Leave salary payable in each case.

Note.-It shall be the duty of the teacher granted Study Leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (x) The period of study leave shall count as service for purposes of retirement benefits, provided that the teacher rejoins the University on the expiry of his study leave, and serves for the period for which the bond has been executed.
- (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.
- (xiii) A teacher -
 - (a) who is unable to complete his studies within the period of study leave granted to him, or
 - (b) who fails to rejoin the service of the University on the expiry of his study leave, or
 - (c) who rejoins the service of the University but leaves the services without completing the prescribed period of service after rejoining the service, or
 - (d) who within the said period is dismissed or removed from the service by the University,

shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

EXPLANATION

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these regulations.

- (e) Notwithstanding the above, the Syndicate may order that nothing in these regulations shall apply to a teacher who within three years of return to

duty from study leave is permitted to retire from service on medical grounds. Provided further that the Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these regulations.

- (xiv)(a) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and given security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the institution to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to fulfil the obligations of the Bond.
- (xv) A teacher who has been granted study leave for pursuing studies towards his doctorate shall submit to the Registrar six monthly reports of progress in his studies through his supervisor or the Head of the Institution. In case of others, the teacher concerned may send the report of the work done by him directly to the Registrar. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.

(J) SABBATICAL LEAVE

1. Professors in the University not being eligible for study leave shall be eligible for grant of Sabbatical Leave for a period of one year at the end of every six years of continuous service in the Professor's grade in the University for undertaking study research and writing purposes within the country or abroad.

OR

- (i) Professors of the University who have completed three years of service may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a Professor who has less than three years of service in the University before the age of superannuation.
- (ii) The duration of Sabbatical Leave shall not exceed one or two semesters according as the Professor has actually worked in the University for not less than six or twelve semesters respectively since his return from the earlier spell of Sabbatical Leave. Provided

further that Sabbatical Leave shall not be granted until after the expiry of six semesters from the date of the Professor's return from previous Sabbatical Leave or any other kind of training programme.

2. In reckoning the service in the Professor's grade for this purpose, six years' service rendered without any break will be taken into account i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years' service, for the purpose of Sabbatical leave.
3. Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with Sabbatical Leave.
4. Sabbatical leave may be availed of, only twice, of one year each only during the entire period of service of a Professor in the University. Provided, he has rendered approved service of not less than six years before each spell of Sabbatical leave.
5. During the period of Sabbatical Leave the Professor shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of retirement benefits provided that the Professor rejoins the University on the expiry of his leave.
Note.-(i) The programme to be followed during Sabbatical leave shall be submitted for approval (by the Vice-Chancellor) along with the application for grant of leave.
(ii) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.
6. A Professor shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave. The University shall not, however, fill up his post.
7. A Professor on Sabbatical Leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad.

(K) MATERNITY LEAVE

- (i) Maternity leave on full pay may be granted to a woman teacher for a period which may extend up to the end of six months from the date of commencement of leave or to end of six weeks from the date of confinement whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion, accidental or voluntary, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(L) QUARANTINE LEAVE

- (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.
- (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extraordinary leave.
- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

(M) VACATION

- (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave and special academic leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leaves so as to result in a continuous period of absence from duty during the entire period such vacation shall be treated as part of the leave.
- (iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from last day thereof.

PART II*Teachers Appointed on probation*

A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him on the assumption that he holds his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Syndicate. On the other hand, a teacher appointed 'On probation' to a post, not substantively vacant to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to a higher post he shall not, during probation be deprived of the benefit of leave Rules applicable to his permanent post.

PART III**Temporary Teachers**

Temporary teacher shall be governed by the provision of (Part I) of these Rules subject to the following conditions and exceptions :

(1) Earned Leave

- (a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:

- (i) 1/60th of the period of actual service plus;
 - (ii) 1/3rd of the period, if any during which he is required to perform duty during vacation.
- (b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employ diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this regulation.

(2) *Half Pay Leave*

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

(3) *Commutated Leave*

Temporary teacher shall not be entitled to commute any portion of the half pay leave.

(4) *Extraordinary Leave*

In the case of temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits :-

- (a) Three months at a time;
- (b) Six months in cases where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
- (c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;
- (d) (i) 24 months in cases where the leave is required for prosecuting the studies certified to be in the University interest provided that the teacher has completed three years continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for [including three months extraordinary leave under (a) above] if the teacher completes three years continuous service on the date of expiry of such leave.
- (ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave under (i) above he shall unless the Syndicate, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be the University employee.

(5) *Leave not due, Study Leave & Sabbatical leave*

Temporary teachers shall not be entitled for the grant of leave not due, Study leave and Sabbatical leave.

(6) *Vacation*

A University teacher appointed on ad hoc/temporary basis shall be entitled to

CONDITIONS OF SERVICE

summer vacation salary as under :-

- | | | |
|---|---|--|
| (i) those who complete nine months' service | } | full salary |
| (ii) those who complete service or three months or more but less than nine months | } | Proportionate salary on the basis of full salary for nine months' service. |

Provided that -

- (1) no one who has served for less than three months will be entitled to any salary for the summer vacation.
- (2) no one shall draw salary for the period of summer vacation from two sources,
- (3) if a teacher leaves service before or during the summer vacation of his own accord, he shall not be entitled to any salary for the period of summer vacation.

PART IV

Teachers appointed on contract

The teachers appointed on contract will be granted leave in accordance with the terms of the contract.

PART V

Honorary and Part-time teachers

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.

REGISTER OF STUDENTS

[Regulations under Section 31 (2)(h) of the Panjab University Act, 1947]

1.1. The Registrar shall maintain in such form as the Syndicate may from time to time, prescribe a register of all under-graduates and graduates studying for University examinations in the University Teaching Departments including Regional Centres and the affiliated institutions or carrying on research work in the University.

1.2. The register shall contain, in respect of each student, the name in full, the name of father, institution entered, year of admission, year of passing the Matriculation/ Higher Secondary examination, every pass or failure in a University examination with roll number, and any University scholarship, medal or prize won.

1.3. Any student who is not registered with this University, shall pay to the University, at the time of admission, and registration fee of Rs. 5 or as decided by the Syndicate from time to time through the Department/College which he joins.

No further fee for registration shall be charged except in a case of re-admission of a student whose name is struck off the rolls of the Department/College and in that case he shall pay Rs. 1 or as decided by the Syndicate from time to time for making necessary entries in the University Register.

2. The Head of the University Teaching Department and the Principal of every affiliated college shall forward to the Registrar within one month of the date of admission the names of the students in the prescribed form together with their registration, sports and continuation fees as required by the regulations. In case a Department/College fails to do so, the matter shall be reported to the Syndicate forthwith. In the case of a student who is already registered with the University, the Registered Number will be indicated and in his case the registration fee shall not be payable.

3. If a student's name is struck off the rolls of the institution, or he migrates to another institution or is rusticated or expelled, such fact shall, immediately, be reported to the Registrar for record in the Register of students and such other instructions as may be necessary.

4. Students registered under the preceding Regulation shall be called "Students of the University".

5. On registration, the student shall be informed through his Head of the Department/ Principal of the number under which his name has been entered in the register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination.

6. Applications for admission to University examinations shall be scrutinised with reference to the University Register. The Registrar may refuse to accept the application of a candidate about whom complete particulars have not been reported, and require him to forward through the Head of the Department/Principal a complete statement of the particulars together with an additional fee of rupees two or as decided by the Syndicate from time to time.

7. A person who applies for permission to appear in an examination as a private candidate shall quote his registered number and if he is not already registered with the University, he shall get his name registered before he is allowed to appear in the examination.

8. A registered student is entitled to get a certified copy of all the entries under his name on payment of rupees five or as decided by the Syndicate from time to time.

REGISTER OF STUDENT

9. Every student on the rolls of a University Teaching Department/Affiliated College shall pay the following fees to the University :

- (a) Re. 1 or as decided by the Syndicate from time to time per annum towards Holiday Homes;
- (b) *50 Paise or as decided by the Syndicate from time to time per month for N.C.C. Training from such candidates as have enrolled themselves for this Training.
- (c) Rs. 2 or as decided by the Syndicate from time to time per annum as continuation fee.

10. A person applying for change of his name in the Register shall submit his application -

- (a) in the case of a regular student, through the Head of the Department/Principal of the college last attended by him;
- (b) in the case of a private candidate, through a Gazetted Officer or the Principal of an affiliated college, or an Officer of the University not below the rank of an Assistant Registrar, or (in the case of a Government employee) through the Head of the Department in which he is employed.

The application shall be accompanied by -

- (i) a fee of Rs. 11 (including Re. 1 for notification in the Government Gazette);

or

a fee of Rs. 6 in the case of a woman who changes her name after marriage;

- (ii) an affidavit relating to his present and proposed names duly sworn in the presence of a Magistrate or an Oath Commissioner by his parent or guardian in case he is minor or by himself, in case he is major; and
- (iii) a cutting from a newspaper in which the proposed change of name has been advertised.

The change in name, when allowed, shall be notified in the Government Gazette.

* The additional fees shall be deposited in the account of amalgamated fund, but shall be earmarked for meeting the expenditure on N.C.C./N.C.C.R. only.

CHAPTER VII (B)
STUDENTS OF THE UNIVERSITY
TEACHING DEPARTMENTS

[Regulations under Sections 5 and 31 (2) (1) of the Panjab University Act, 1947]

1. Students of the University Teaching Departments shall pay the prescribed fees and other charges to the University.

2.1. Students shall be under the control and discipline of the Head of the department concerned.

2.2. The Dean of University Instruction shall have the power to expel a student from the University on the charges of misconduct or any other serious offence according to the manner and procedure laid down in the Rules.

3. The Syndicate shall, from time to time, appoint Boards of Control for the various teaching departments of the University. Such Boards shall be appointed in January every year and shall consist of —,

- (1) Head of the University Department in the subject concerned as ex-officio Chairman; and
- (2) Not less than four, but not more than six teachers appointed by the Syndicate.

4. The Board of Control shall be the authority to admit students to the teaching department concerned. It shall also draw up the programme of teaching work for approval of the Dean of University Instruction.

5. The Head of the Department shall certify candidates for various examinations and submit their names to the Registrar in the prescribed forms, in accordance with the decision of the Board of Control.

CHAPTER VII (C)

ACADEMIC SESSION AND DATES OF ITS TERMS

1.1. The University academic year shall start on July 10 and shall end on April 30 every year. It shall have the following terms which shall be observed by all the University Teaching Departments and the Affiliated Colleges:

- (i) Summer Term:
July 10 to October 1 (10 days' break from October 2 to October 11).
- (ii) Autumn Term:
October 12 to December 24 (Winter break for, 11 days from December 25 to January 4).
- (iii) Winter Term:
January 5 to April 30.

Adjustments whenever and wherever considered necessary may, however, be allowed by the Vice-Chancellor.

1.2. The Vice-Chancellor may, before the beginning of the academic sessions, fix the holidays for the University Teaching Departments and the Affiliated Colleges.

1.3. In addition to the holidays referred to in 1.2, an affiliated college may observe local holidays, if any.

1.4. An Affiliated College may close, in an emergent situation, during a term, under intimation to the Registrar.

2. During a term, a teacher in a University Department or in an Affiliated College, shall be on duty, unless he has obtained leave of absence, from the competent authority.

3. Every student shall attend his classes on all working days unless he is granted leave of absence by the Head of the Department/College. If a student remains absent from his classes for a continuous period of seven days without leave, his name shall be struck off the rolls. Provided that he may be allowed re-admission in accordance with the Rules.

CHAPTER VII (D)
**RESIDENCE, HEALTH, WELFARE, CONDUCT AND
 DISCIPLINE OF STUDENTS**

{Regulations under Section 31 (2) (m) of the Panjab University Act, 1947}

(i) COMMITTEE FOR RESIDENCE, HEALTH, PHYSICAL
 WELFARE AND DISCIPLINE

1.1. The Syndicate shall appoint a Committee for residence, health, physical welfare, conduct and discipline of students. This Committee shall consist of-

- (a) The Vice-Chancellor;
- (b) Three Principals of Arts and Science Colleges;
- (c) One Principal of a Professional College;
- (d) One Principal of a University College or Professor of a University Teaching Department;
- (e) The Chairman of the University Sports Committee; and
- (f) University Medical Officer.

The Registrar shall act as the Secretary of the Committee.

1.2. Members of the Committee shall hold office for three years and may be re-appointed.

2. The functions of the Committee shall be-

- (a) to consider reports received from the colleges under these regulations and to advise them on matters arising out of such reports.
- (b) to submit to the Syndicate an annual general report as regards residence, health, physical welfare, etc. of students of the University.
- (c) to discharge such other duties as are prescribed by the regulation or which may be assigned to it by the Syndicate or by the Vice-Chancellor.
- (d) to frame rules for recognition of hostels and withdrawal of recognition.

(ii) RESIDENCE OF STUDENTS

3.1. Every under-graduate student of a college or a University Teaching Department not residing with his parents or guardians shall reside during the teaching sessions -

- (a) in a hostel of his college in the case of a college student; or
- (b) in a University hostel in the case of a University student; or
- (c) in a hostel of any other college; or
- (d) in a private hostel, or in a lodge/residence approved by the University or by the Principal of the college, as the case may be.

3.2. For the purpose of residence the term "guardian" shall mean the legal guardian, or a near relative of responsible age and position, or a person declared in writing by the parent to be the student's guardian, or, in the absence of any of these, a person approved as guardian, by the Principal.

3.3. In a special case, Head of the Department/Principal of the college may exempt a student from the operation of this regulation.

3.4. A student of a Post-graduate course may be permitted by the Principal to select his own place of residence subject to such rules and conditions as may be prescribed by the Head of the department/Principal of the college in this behalf.

3.5. Every college shall provide residential accommodation for such percentage of its students as the Syndicate may, from time to time, determine.

4. Every college shall take suitable arrangements for the supervision of its students not staying with their parents or guardians or in the College hostel.

5. Every college shall maintain an up-to-date register of the residences of its students.

6. Within one month of the last date of admissions every college shall send to the Registrar, for information of the Committee, a general statement of the residence of its students under different heads.

(iii) HEALTH OF STUDENTS

7.1. Before the affiliation is granted, the college authorities shall forward to the University a certificate from the Chief Medical Officer of the District that sanitary conditions in the college are satisfactory. Such a certificate shall be obtained annually and sent to the University by the first of October.

7.2. Each college shall appoint a qualified Medical Officer, either whole-time or part-time, who has practised medicine for a period of not less than five years to look after the health of its students.

7.3. It shall be the duty of the Medical Officer to visit the college for advice and medical assistance at least twice a week and on such other occasions as may be necessary.

7.4. At least once in each academic year, the Medical Officer shall conduct medical examination of all students of the college. The medical Officer shall -

- (a) record the result of the examination of each student;
- (b) give to the students necessary advice and medical assistance; and
- (c) invite the attention of the Head of the Department/Principal of the college to all cases of serious nature. Medical examination of women students shall be conducted by lady doctors only.

8. Every student on the rolls of a college shall pay an annual medical fee of such amount as may, from time to time, be fixed by the Committee. This fee shall be utilised only for the purpose of medical examination and medical assistance to students. The Principal may exempt a student from payment of such fee.

(iv) PHYSICAL WELFARE OF STUDENTS

9.1. The University shall appoint a whole-time Officer-in-charge of Physical Welfare of men and women students, separately.

9.2. The duties of the Officer-in-charge of physical welfare shall be as follows:

- (a) to conduct the University tournaments;
- (b) to act as the Secretary to the University Sports Committee;
- (c) to assist the colleges in working out the schemes of physical training;
- (d) to organise the University Athletics Association and the University games, clubs and to exercise administrative control over them;

RESIDENCE, HEALTH, WELFARE, CONDUCT AND DISCIPLINE OF STUDENTS

- (e) to advise students regarding their physical development;
- (f) to deliver lectures at the educational centres, according to the programme approved by the committee, on physical education;
- (g) to be in charge of gymnasium, playgrounds and physical education equipment of the University; and
- (h) such other duties as may be prescribed by the committee or the Sports Committee,

10. Every student on the rolls of an affiliated College, University Teaching Department/ Institution/School shall pay a sum of Rs. 15/- per annum as University Sports Fee or the Sports Fee prescribed by the Syndicate from time to time, to be remitted to the Panjab University Sports Committee.

(v) CONDUCT AND DISCIPLINE OF STUDENTS

11. The committee may prescribe rules for proctorial supervision which shall be enforced by all colleges.

12. A student reported by -

- (1) The Principal of his college; or
- (2) The Head of the University Teaching Department; or
- (3) The Dean of Student Welfare; or
- (4) A Proctor appointed by the University, to be guilty of serious indiscipline or serious violation of any of the proctorial rules may be debarred by the Vice-Chancellor from appearing in the next University examination.

13. Except in the case of students of a post-graduate course, the Principal of each college or the Head of the University Teaching Department shall send reports twice a year to the parents or guardians of the students regarding the following matter :-

- (a) Results of the house examinations;
- (b) Percentage of attendance at lectures and other classes for which attendance is compulsory;
- (c) Health and results of medical inspection;
- (d) Any disciplinary fines and punishments imposed; and
- (e) General conduct.

14. All colleges shall promote a spirit of social service on the part of their students, and submit annually a report on the subject for information of the committee.

15.1. The Principal of a college may rusticate or expel a student for gross misconduct or indiscipline subject to the rules laid down by the Syndicate.

15.2. If the Vice-Chancellor feels that the order of a Principal rustivating or expelling a student requires revision in the light of the facts which come to his knowledge, the Vice-Chancellor may bring the matter to the Syndicate whose decision shall be final.

DEPARTMENT OF YOUTH WELFARE ACTIVITIES

1. There shall be a Department of Youth Welfare Activities.

2. All students on the rolls of the colleges affiliated to the University and of University Teaching Departments shall pay by the end of October every year to the University an annual subscription as Youth Welfare Fee and Student Holiday Home Fee prescribed by the University from time to time and shall thereby be eligible to participate in the activities of the Department.

3. The Department shall aim at :

- (i) Spotting and developing the creative talent of the students by involving them in various activities;
- (ii) Harnessing youthful vigour and energy of the students for creative and purposeful activities;
- (iii) Inculcating in them a spirit of adventure and positive thinking and respect for higher values, human goodness and noble behaviour; and
- (iv) Creating in them a sense of belonging and commitment to the country and providing them with a meaningful direction for the realisation of national goals.

4. Youth Welfare Committee :

There shall be a Youth Welfare Committee consisting of the following members:

- | | | | |
|--------|---|----|------------------|
| (i) | Vice-Chancellor | .. | (Chairman) |
| (ii) | Dean of University Instruction | .. | Ex-officio |
| (iii) | Dean of Student Welfare | .. | Ex-officio |
| (iv) | Registrar | .. | Ex-officio |
| (v) | Dean, College Development Council | .. | Ex-officio |
| (vi) | Finance & Development Officer | .. | Ex-officio |
| (vii) | Two members of the Senate, one of whom shall be a member of the Syndicate. | | |
| (viii) | Four Principals of affiliated colleges, one of whom shall be the Principal of Women's College | | |
| (ix) | Two Assistant Professors - one from affiliated college and one from the Panjab University Teaching Departments. | | |
| (x) | President, Panjab University Student Council | .. | Ex-officio |
| (xi) | Two students from affiliated colleges. | | |
| (xii) | Director, Youth Welfare | .. | Member-Secretary |

YOUTH WELFARE ACTIVITIES

The Committee shall be constituted for a period of two years by the Syndicate on the recommendations of the Vice-Chancellor.

5. Functions of the Committee :

- (i) The Committee shall consider all matters, other than administrative relating to the programmes of the Department.
- (ii) The Committee shall meet at least twice a year. One of these meetings shall be to prepare the annual budget besides considering other matters.
- (iii) The Committee may constitute Sub Committees as and when deemed necessary for the realisation of above aims.

6. There shall be a whole-time Director Youth Welfare who will carry out the duties as assigned to him by the Vice-Chancellor from time to time.

CHAPTER VIII (A)
AFFILIATED COLLEGES
 CONDITIONS OF AFFILIATION

*[Regulations under Sections 27(1) and 31 (2) (i) and (k) of
 the Panjab University Act, 1947]*

1.1. Applications for grant of affiliation shall be made by -

- (a) Director of Public Instruction or Head of the Education Department of the State concerned -in the case of a Government College;
- (b) the Chairman or any other authority appointed for the purpose by the Governing Body of the College-in the case of a non-government college.

1.2.(a) The Governing Body of a non-Government college shall include on its management, in addition to the Principal who shall be 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 colleges, two/three teachers who happen to be the senior most on the staff shall be invited by the Governing Body to serve on it; and
- (3) the term of office of such representatives shall be the same as for the remaining members of the Governing Body provided that in no case it shall exceed three years.

Provided further that a casual vacancy shall be filled by the election within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member.

- (b) The election of teacher's representative(s) shall be by simple majority vote. The date and time of election shall be fixed by the principal and the voting shall be by secret ballot.

1.3. The last date by which the applications should reach the Registrar of the University shall be October I of the year preceding the one in which it is proposed to start the College.

2. The application shall be accompanied by -

- (a) a statement containing full information regarding Constitution of the Governing Body and the names of its members;
- (b) a statement showing the names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;

- (c) a complete plan (to scale) of the building and grounds;
- (d) Statements indicating -
 - (1) number of students proposed to be admitted;
 - (2) number of students not residing with their parents or guardians;
 - (3) arrangements made or proposed to be made for the residence, in the college or lodgings approved by the college, of students not residing with their parents or guardians;
 - (4) arrangements made or proposed to be made for (a) the supervision of students and (b) physical welfare of students including arrangements for games, physical training, playgrounds, and medical assistance;
 - (5) arrangements made or proposed to be made for the benefit of girl students if the college provides co-education.
- (e) number and character of the books comprising the library, and the expenditure annually provided or proposed to be provided for the improvement of the library;
- (f) appliances (including laboratory equipment and apparatus and Chemicals etc.) provided or proposed to be provided for teaching the subjects in which affiliation is sought and amount to be annually expended on such appliances;
- (g) accommodation provided for the residence of the Principal of the college and for members of the teaching staff in or near the college or the students' hostel;
- (h) financial resources of the college, including a statement of the annual income and expenditure;
- (i) a statement showing the rates of fees proposed to be levied and the number of students exempted wholly or in part from such fees.

3. In addition to the requirements under Regulation 2, the authorities applying for grant of affiliation to a new college shall, along with the application, produce evidence:-

- (i) that they possess adequate buildings, equipment, furniture and Library Books and adequate funds as determined by the Syndicate for the purpose;
- (ii) that they have deposited Endowment Fund as prescribed by the Syndicate in favour of the Registrar, Panjab University to ensure the continued maintenance of the College;
- (iii) that they have deposited security as prescribed by the Syndicate with the University in favour of the Registrar, to be utilised to disburse all dues of the staff in case the College ceases the function or it is disaffiliated.

4.1. On receipt of an application for grant of affiliation to a new college the Registrar shall, after all the papers in regard to the requirements of Regulations 2 and 3 are complete, place the matter before the Syndicate, which shall appoint an Inspection Committee.

4.2. The Inspection Committee shall visit the college in accordance with such

instructions as may be given by the Syndicate and submit their report to the Registrar within ten days of the Inspection. The report of the Inspection Committees shall be placed before the Syndicate.

4.3. The application for grant of affiliation and the recommendations of the Syndicate thereon shall be placed before the Senate by the 31st of March in accordance with Section 27 of the Panjab University Act.

Provided that the Syndicate may, for special reasons, condone the delay in submission of such an application.

4.4. The application for grant of affiliation and the recommendations of the Syndicate and the Senate on the same shall be submitted to Government for orders.

4.5. An application for grant of affiliation may be withdrawn at any time before an order is made by the Government.

5.1. The affiliated college may apply for grant of extension of affiliation if it has already complied with all the conditions imposed for its affiliation.

5.2. The application for grant of extension of affiliation shall be made by the authorities specified in Regulation 1.1.

5.3. The last date by which the applications should reach the Registrar of the University shall be as under :-

- | | | |
|-----|---|---|
| (a) | Extension of affiliation for a Science subject - | November I of the year preceding the one in which it is proposed to start the classes. |
| (b) | Extension of affiliation for a subject other than Science subject - | November I of the year preceding the one in which it is proposed to start the classes in the subject. |

Provided that the Syndicate may, for special reasons, entertain such application after the last date, if it is late not more than 15 days.

6.1. The application for grant of extension of affiliation shall be accompanied by-

- (a) a statement showing names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;
- (b) a complete plan (to scale) of the additional accommodation for the class rooms and laboratories, if any;
- (c) a statement of the number of students proposed to be admitted;
- (d) a statement of the number and character of library books and the annual expenditure provided or proposed to be provided for the Library in the subject(s) concerned;
- (e) a statement of the appliances (including Lab. equipment, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subject(s) for which the extension of affiliation is sought and the amount to be annually expended on such appliances.

6.2. In addition to the requirements given in Regulation 6.1, the authorities applying for extension of affiliation shall produce, alongwith the application, evidence that they possess the additional Endowment Fund, if any, as prescribed by the Syndicate, for grant of extension of affiliation.

7. The procedure for consideration of the application for grant of extension of affiliation shall be the same as laid down in Regulation 4 for grant of affiliation.

8. Every non-government affiliated college shall be governed by the regulations concerning the service and conduct of teachers as laid down by the University from time to time.

9. Every affiliated college shall comply with the requirements of Section 27 of the Panjab University Act and those of the various regulations contained in this Chapter. It shall also satisfy the University —

- (a) in regard to compliance of conditions imposed for grant of affiliation and other instructions considered necessary by the Syndicate;
- (b) that the Rules laid down for the following are being observed -
 - (i) conditions of Service and Conduct of Teachers in affiliated colleges (non-government) as contained in Part E of this chapter;
 - (ii) academic qualifications and teaching experience for teaching staff and the Principal as laid down from time to time; and
 - (iii) adequate equipment for library and laboratories.
- (c) in regard to financial resources;
- (d) conditions for grant of affiliation laid down by the University; and
- (e) instructions considered necessary by the Syndicate in the light of an inspection report.

10. If a college fails to start classes during the academic year for which permission has been given, the affiliation or extension of affiliation in the subject or subjects concerned shall stand cancelled.

11.1. If, at any time, Vice-Chancellor finds that a college appoints a Principal or a teacher whose qualifications do not conform to those laid down by the University or is not complying with the requirements of Section 27 of the Panjab University Act, various regulations and rules of the University, or any instructions issued by the Syndicate, the Syndicate will have the authority to impose one or more of the following penalties —

- (1) students of the college concerned shall not be accepted for the University examination;
- (2) the college staff shall be debarred from University work, such as appointment as examiners, superintendents of examination centres, etc.
- (3) the Principal or the teacher concerned shall be debarred from seeking election to a University body or his name shall be removed from the list of members of University body;
- (4) the papers for grants to the colleges shall not be forwarded to the State Government/University Grants Commission;
- (5) the University may withdraw affiliation granted to the college, in part or in whole.

11.2. If after enquiry it is found that an affiliated college under private management is not being properly administered the Syndicate may authorise the Vice-Chancellor to appoint a representative or representatives of the University on the Managing body of the College for such period as may be prescribed by the Syndicate.

If a representative/s of the University appointed on the Managing Committee of an affiliated college is/are not invited to the meeting/s of the Managing Committee, the proceedings of the meeting/s shall be regarded as invalid. T.A. and D.A. of the University representative/s will be paid by the college concerned.

11.3. In the event of disaffiliation of a college, the Syndicate shall have power to decide regarding the disposal of the "Amalgamated Fund".

12. Every college must comply with all the conditions, imposed for grant of affiliation, within the stipulated period, failing which affiliation may be withdrawn.

13.1. If any college does not provide instruction, for three years continuously, in a subject or subjects in which affiliation had been granted, the affiliation in such subject or subjects shall stand cancelled.

13.2. If the Governing Body of a College proposes to discontinue the college, it shall seek the prior permission of the University.

13.3. No College affiliated to the University shall discontinue instructions in any Faculty/ Course/Subject without the prior permission of the University.

13.4. (a) in either of the case falling under Regulation 13.2 or 13.3, an application for the required permission shall be made at least one academic year in advance with detailed reasons in support of the proposal, to the Registrar;

(b) in the case of discontinuation of the College, it shall be incumbent upon the Governing Body of the Institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the conditions, if any, imposed by it.

13.5. The discontinuation in respect of each integrated Course of study/subject for which it is affiliated shall be in stages as under:

- (i) in the first year, admissions to Part I classes will be discontinued and admissions to Part II/III will continue;
- (ii) in the 2nd year, admissions to Part II classes will discontinue and class for Part III, if any, will continue;
- (iii) In the 3rd year, there may be no admission.

Explanation: The students concerned who have already taken up the course/subject shall be allowed to complete the course/subject concerned. This will not, however, cover the failures in a class.

14.1. Every affiliated 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 affiliated college is necessary, the Syndicate may cause such an inspection to be made by a Committee appointed by it on the recommendations of the Vice-Chancellor.

14.2. The Inspection will be directed primarily to the purpose of ascertaining-

- (a) if the conditions of affiliation prescribed by and under these regulations are being complied with;
- (b) that adequate measures are taken to ensure efficiency as regards -
 - (i) qualifications of and duties performed by members of the staff;
 - (ii) instruction, residence and supervision of students;
 - (iii) accommodation for classes and administrative offices;
 - (iv) furniture, apparatus and sanitary arrangements;
 - (v) Library;
 - (vi) registers for various purposes; and
 - (vii) other similar matters.
- (c) if regulations concerning the science practicals are being complied with and the laboratories are properly fitted with requisite apparatus, gas and water-supply.

14.3. The report of inspection shall be submitted in the printed form, within 10 days to the Registrar for consideration of the Syndicate.

14.4. If the report calls for any action by the Syndicate, the Syndicate shall specify the points in which it considers the college deficient and fix a time, which may be extended for sufficient reasons, within which the college shall take action necessary to comply with the directions of the Syndicate.

15. In the month of July or August or in such other month as the Syndicate may, from time to time determine, the Principal of every affiliated college shall submit annually a report to the Syndicate indicating -

- (a) the changes in the management
- (b) the staff
- (c) changes in the teaching staff and qualifications of new members
- (d) number and distribution of students
- (e) income and expenditure of the previous financial year
- (f) results of examinations
- (g) scholarships
- (h) condition of library, and
- (i) number of students in the college hostel.

16.1. A college affiliated in a particular subject for the Master of Arts examination may, subject to the approval of the programme of teaching by the Academic Council,

either (i) provide all the necessary instruction in the subject for its own students,

or

(ii) take part in an inter-collegiate programme of instruction with, or without the assistance of University teachers.

Unless exempted by the Academic Council, with the consent of the Principals of other colleges concerned, no college shall be entitled to present candidates for the examination unless it provides, or is prepared, if so required, to provide an approved teacher for a course of lectures (of at least two periods a week) and further provides for its own students tutorial supervision and instruction.

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16.2. Where two or more colleges, with or without the assistance of University teachers, agree to share the teaching work in a particular subject for the Master of Arts examination, and their programme has been approved by the Academic Council, there shall be constituted a Committee of Control for each group providing combined teaching. The Committee shall consist of the Heads of the Departments of the particular subject in each participating college and any University Professor or Reader taking part in such programme of instruction.

16.3. The Committee of Control shall be the authority empowered to admit students to the class, to draw up the programme of teaching work for approval by the Academic Council, and to certify the candidates for the examination.

The Committee shall report to the Dean of University Instruction in January of each year whether the students of each class are, in the opinion of the committee, suitable candidates for the examination.

When a college provides the whole teaching staff itself, the functions of the Committee of Control shall be exercised by the Head of the Department of the subject in that college.

17. Every College Principal shall associate with him a Standing Advisory Council consisting of not less than 6 and not more than 10 Professors/Associate Professors or Readers as the case may be by rotation according to seniority for a term of three years, for the smooth functioning of the College Administration.

Provided that if the requisite number of Professors/Associate Professors or Readers as the case may be, is not on staff of the college, the Principal shall associate other teachers according to seniority, to the extent necessary.

18. An affiliated college having on its rolls, 1,000 or more students may appoint an officer to be called "Registrar" for dealing with routine clerical work to enable the Principal to devote enough time to academic and administrative matters.

19. Every affiliated college shall observe the regulations laid down for admission, migration and inter-collegiate matters given in Part D of this Chapter. If a college fails to do so, the Syndicate may take such action as it may deem necessary under Regulation 11.1 of this Chapter.

CHAPTER VIII (B)
**PUBLICATION OF BOOKS BY TEACHERS OF
AFFILIATED COLLEGES**

20.1. A teacher in an affiliated college who intends to publish a book for use in a class of affiliated college pertaining to a syllabus prescribed by the University shall Submit to the Dean of University Instruction the manuscript of the book along with a fee of Rs. 100 for permission to publish such book. The Dean of University Instruction shall obtain opinion of experts in the subject and decide if the book is suitable for the students and worthy of publication. The Dean of University Instruction shall have final authority to grant or refuse permission.

20.2. If a teacher fails to comply with the requirement in 20.1, the approval of his appointment to teach in an affiliated college shall be withdrawn by the University and it shall be obligatory on the part of his employers to terminate his services forthwith.

**AFFILIATED COLLEGES WITH EVENING CLASSES, INCLUDING
CONDITIONS FOR SUCH PERMISSION**

21.1. Application for permission for evening classes shall be made by -

- (a) Director of Public Instruction or the Head of the Education Department of the State concerned in the case of a government college;
- (b) the Chairman or any other authority appointed for the purpose by the governing body of the college in the case of a non-government college.

21.2. Evening classes shall be allowed only for Pre-University (Arts and Science), B.A., B.Sc., B.Com., M.A. and Degree and Diploma courses in Vocational subjects and only the following categories of persons will be eligible to join.

- (i) those employed in government service;
- (ii) those employed in any service or in private business;
- (iii) those working on agricultural farms; and
- (iv) women.

22.1. An affiliated college intending to add evening classes shall make an application to the University which shall be accompanied by-

- (a) (i) in the case of a non-government college, an evidence to prove that the college possesses an additional endowment fund of the value of 25% of the amount of its original endowment fund;
- (ii) a statement showing the names of the teachers employed along with the qualifications and the number of teachers to be employed, subject(s) proposed to be taught by each of them, their salaries and grades of pay;
- (iii) a declaration that the teaching staff of the evening classes shall be separate from the Assistant Professors working in the day classes. However, to overcome an exigency, a teacher may be drawn from the day classes to work for the evening classes, but in no case he shall be assigned more than 30 periods per week in the morning and evening classes and he shall be paid an allowance for the additional work according to the rates as may be determined by the Syndicate from time to time.
- (b) In the case of non-government college, an undertaking that the management shall abide by the regulations laid down by the University to govern conditions of service and conduct of teachers;
- (c) Statement showing-
 - (i) the number of students proposed to be admitted in the evening classes;
 - (ii) the arrangements made or proposed to be made for (a) supervision of students and (b) physical welfare of students including arrangements for games, physical training, play grounds and medical assistance; that the college dispensary shall be kept open for two hours in the evening and qualified medical advice and medicines shall be made available to the students;

- (iii) the arrangements proposed to be made for co-curricular activities, viz., games, debates, declarations and dramatics;
- (iv) the arrangements made or proposed to be made for benefit of women students;
- (v) that the library of the college shall be available to students of the evening classes and that a separate Assistant librarian of the Day College with suitable supporting staff under the control of the regular librarian shall be appointed exclusively for the evening classes;
- (vi) that in the case of B.Sc. classes, a declaration that the college laboratories shall be made available for the evening students in accordance with the directions of the University;
- (vii) that for B.Sc. classes, summer vacation as well as other holidays, shall be utilised for conducting practicals; and that there will be only two weeks' summer vacation for B.Sc. students of the evening classes;
- (viii) the financial resources of the college including a statement of the annual income and expenditure and assets and liabilities;
- (ix) the rates of fees proposed to be charged and the number of students to be exempted from such fees in whole or in part.

22.2. The authorities of the college shall also forward a declaration along with the application for permission to the effect that the Principal of the college (day classes) shall be paid Rs. 250, per month as allowance for administrative work of the evening classes.

23.1. Application for grant of permission for the evening classes shall reach the Registrar of the University by October 1 of the year preceding the one in which it is proposed to start the evening classes. Provided that the Syndicate may, for special reasons, entertain an application after the prescribed date.

23.2. The last date by which the applications would reach the Registrar of the University shall be as under:

- (a) Extension of affiliation for a Science subject : November 1 of the year preceding the one in which it is proposed to start the classes.
- (b) Extension of affiliation for a subject other than Science subject : November 1 of the year preceding the one in which it is proposed to start the classes in the subject.

Provided that the Syndicate may, for special reasons, entertain such applications after the last date, if it is late not more than 15 days.

24.1. On receipt of an application for permission for evening classes, the Registrar shall, after all the papers in regard to the requirements of Regulation 22.1 and 22.2 are complete, place the matter before the Syndicate.

24.2. The Syndicate shall appoint an Inspection Committee to satisfy itself if the college is in a position to fulfil all the conditions laid down or starting the evening classes.

25.1. The Inspection Committee shall visit the college in accordance with such instructions as may be given by the Syndicate and submit their report to the Registrar within ten days of the inspection. The report shall be placed before the Syndicate.

25.2. If permission for evening classes is recommended by the Syndicate, the matter shall be placed before the Senate. The Senate may grant or refuse permission.

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26. Except as provided in the foregoing regulations, the evening classes shall be governed by the regulations laid down for day classes in respect of matters not otherwise provided for, viz., dates of admission, migration, tuition fees, attendance requirements, conditions laid down for admission to the University examinations. Rate of fees for evening classes may, however, be higher up to 100% of the rates prescribed by the University for day classes.

27. If a college fails to start evening classes in the academic year in which permission has been granted, the permission for such classes shall stand cancelled and a fresh application shall have to be made in a subsequent year for a new proposal.

28.1. An inspection of a college for the evening classes shall be conducted once every three years and for B.Sc. classes, once every two years, and at any other time, when an inspection is considered necessary by the Syndicate. An inspection committee shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor. The inspection shall be directed primarily to the purpose of ascertaining –

- (a) if the conditions of permission have been complied with;
- (b) if the college is following all the University regulations and rules, and directions given by the Syndicate in regard to teaching staff, the library, instruction and supervision of students, physical welfare of students, including arrangements for games, physical training, play grounds and medical assistance, registers for various purposes and other similar matters.

28.2. The report of inspection shall be submitted to the Registrar in the prescribed form within a week of the inspection.

28.3. If the report calls for any action by the Syndicate, the Syndicate shall specify the points for action, and fix a time limit which may be extended for special reasons, by which the college shall comply with the directions of the Syndicate failing which the permission to continue evening classes may be withdrawn.

**ADMISSION AND MIGRATION OF STUDENTS
AND TUITION FEES**

29.1. In making admissions all University Teaching Departments and the Affiliated Colleges will reserve seats in each class as under:

- (A) Affiliated Colleges of Punjab State shall follow reservation policy of the Punjab Government.
- (B) Affiliated Colleges of Chandigarh (U.T.) shall follow the reservation policy of Union Territory Administration.
- (C) All University Teaching Departments shall follow the reservation policy of the Central Government i.e.
 - (a) 15% for members of Scheduled Castes;
 - (b) 7.5% for members of Scheduled Tribes;
 - (c) 5% for members of Backward Classes as defined by the Government from time to time.

Provided that the reservation in (a) and (b) can be inter-changeable, 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.

The above reservation shall be subject to the following conditions -

- (i) the number of students admitted on merit shall not be included in the number of seats reserved.
- (ii) members of Scheduled Castes/Tribes and Backward Classes shall be allowed a concession of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by regulations;
- (iii) in case the seats earmarked for Scheduled Castes/Scheduled Tribes remain unfilled, a further relaxation in marks may be given, in order of merit inter-se amongst the candidates themselves, so that all the reserved seats are filled by candidates belonging to these categories. This, however, will not apply for M.B.B.S. admission; and
- (iv) A Scheduled Caste/Scheduled Tribe person on migration from the State of his origin will not lose his status as Scheduled Caste/Scheduled Tribe but he will be entitled to the concessions/benefits admissible to the Scheduled Castes/Scheduled Tribes from the State of his origin and not from the State where he has migrated.

29.2. Sons/daughters/spouses of military/para-military personnel (Border Security Force, Central Reserve Police, Assam Rifles and Indo-Tibetan Border Police), killed or incapacitated in action, shall be given a weightage of 5% marks for seeking admission to the Engineering/Technological Institutions affiliated to this University where no seats have been reserved for them, subject to the condition that they have obtained the minimum qualifying marks (if any) prescribed by regulations.

29.3. The Principal of every affiliated college shall report to the Registrar, within

a month, the admission, withdrawal and transfer of students.

30. Every affiliated college shall keep the following record and submit the same, when required, to the Registrar or any other officer authorised by him:

- (1) A register of admissions and withdrawals. The register will give in the case of every student, the date of admission, date of birth, name of birth-place, percentage, attendance at college examinations and results of such examinations, a record of University career, and date of withdrawal.
- (2) Registers of daily attendance of students at lectures.
- (3) A register of fees.
- (4) A time-table.

31.1. Admission to the various courses shall be made by the affiliated colleges according to the dates fixed by the Syndicate every year.

Every student shall present himself in person at the time of admission.

31.2. No student who has joined one college shall be admitted to another college during the same academic session unless -

- (i) the principals of the colleges concerned agree and an application on the prescribed form for permission to migrate accompanied by the prescribed fee, is submitted to the Registrar;
- (ii) the migration is allowed by the University; and
- (iii) the Principal of the college from which he intends to migrate has given the leaving certificate.

31.3. In case of migration of students who are provisionally admitted/promoted, the Principal shall state all the relevant facts on the application.

31.4. A student may seek admission to more than one college, but if after joining one of them, he wishes to shift to some other college even during the admission dates, prescribed by the University, he shall seek migration from the college which he joined in the first instance, and shall, for this purpose, apply in accordance with the above procedure.

31.5. A student whose name is struck off the rolls of his college may be re-admitted by that college at any time during the same academic year to the same class. If he wishes to join another college, he shall apply in time for next academic year, and not in the same academic year.

31.6. A student who has passed B.A./B.Sc. Ist year./2nd year or M.A. Part I may join any college for the next class, but he shall produce a leaving certificate from the college through which he appeared in the B.A./B.Sc. Ist year./2nd year or M.A. Part I examination as the case may be.

31.7. The Principal of a college is authorised to admit a late college student, as a casual student, in one or more subjects, in the Faculties of Arts, Science and Languages, excluding the Post-Graduate courses.

32.1. Tuition fees at the approved rates shall be charged for 12 months in respect of each academic year of the course.

32.2. In the case of an M.A. student in a subject in which there is inter-collegiate teaching and the University also participates, a fee of Rs. 4 per mensem shall also be

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charged by the college on behalf of the University, and forwarded to the Registrar every month. This fee shall also be charged for 12 months each academic year.

32.3. A second tuition fee for the same month shall not be charged from a student migrating from one affiliated college to another. A college is entitled to the tuition fee for the month in which the migration is sanctioned by the University and the college to which he migrates is not entitled to charge fee for a part of that month.

33. Notwithstanding anything contained in Regulation 31.1 and 31.2 the Vice-Chancellor shall have power to authorise migration of a student from one college to another, or to allow admission of a student.

CHAPATER VIII (E)

**CONDITIONS OF SERVICE AND CONDUCT OF TEACHERS
IN NON-GOVERNMENT AFFILIATED COLLEGES**

1. In these regulations -

- (i) 'college' means a college under private management affiliated to this University.
- (ii) 'teacher' shall include, Principal, Director of Physical Education, Tutor, Demonstrator, Instructor and Librarian in the service of a non-Government college affiliated to this University.

(i) SERVICE RULES

2.1. The appointment of every teacher, in a non-Government college affiliated to the Panjab University shall be on a written contract as per form prescribed by the University from time to time (prescribed form given in Vol. III of the Calendar).

Vacancies against permanent posts shall ordinarily be filled substantively within three months.

After an institution has been in existence for three years, not more than one-fifth of the number of teaching staff shall be on temporary basis.

2.2. Every teacher in an Arts and/or Science college shall be paid at least the minimum pay- scale as laid down by the University.

2.3. A teacher will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work and conduct are found satisfactory. It would be obligatory on the part of a Governing Body to notify to the teacher in writing before the expiry of one year's probationary period, whether he had been confirmed or his period of probation had been extended and in absence of such a notice the teacher would be deemed to have been confirmed.

The probationary period shall in no case be extended beyond two years from the date of appointment.

3.1. No teacher shall be required to teach for more periods than the number laid down by the University; in addition, he shall undertake such co-curricular activities as may be assigned to him by the Principal.

3.2. If a teacher is given some extra teaching work temporarily, he shall be paid an allowance for the additional work according to the rates as may be determined by the Syndicate from time to time.

4.1. Every teacher shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due.

4.2. Annual increments shall be granted by the Governing Body to each teacher on the recommendation of the Principal and to the Principal on the recommendation of the Chairman of the Governing Body. Annual increment shall not be withheld without assigning any specific reason in writing and in case the Governing Body does not revise the order within 15 days of the teacher/Principal's representation, he shall have the right of appeal to the Vic-Chancellor.

Annual increment shall be given to every teacher on the 1st day of the month in which it falls.

4.3. A teacher appointed temporarily or on probation shall be entitled to summer

vacation salary as under:

- | | | | |
|------|--|-----|---|
| (i) | Those who complete nine month's service, | ... | Full Salary |
| (ii) | Those who complete service for three months or more but less than nine months. | ... | Proportionate salary on the basis of full salary for nine months. |

Provided that -

1. a teacher who has served for less than three months will not be entitled to any salary for the period of summer vacation.
2. an appointment (temporary or on probation) of a teacher made against a substantive post, shall be on whole-time basis and if the same teacher is appointed in the following year also, he shall be entitled to full salary for the summer vacation irrespective of the period of service up to the date of commencement of the summer vacation, and the period of temporary service shall count towards his confirmation.
3. a permanent teacher in continuous service shall be entitled to full vacation salary.
4. no one shall draw salary for the period of summer vacation from two sources.
5. if a teacher leaves service of his own accord, he shall not be entitled to summer vacation salary or any portion thereof.

5. The Service record of a Principal/Teacher and the Annual Confidential Report on his work and conduct shall be maintained regularly. The person concerned shall be informed in writing in case there is an adverse report.

Every employee shall have the right to inspect his Service Book during the first quarter of the financial year and his signatures will be obtained in confirmation of his having inspected the Service Book.

A certified copy of the Service Book shall be supplied to the employee, if asked for by him on payment of a copying fee, as may be prescribed.

6. Every affiliated non-Government college shall prepare in accordance with Rules laid down by the Syndicate a seniority list of its teachers on the basis of persons in position as on 1-11-66 and supply the same to the University. Such lists shall be brought up-to-date every year as on November 1.

7. All whole-time teachers in Non-Govt. Colleges affiliated to the University, shall retire on attaining the age of 60 years and thereafter no extension in service shall be granted.

Every teacher shall retire from the service on the afternoon of the last day of the month in which his retirement falls.

8. The election of teachers' representative(s) shall be by simple majority vote. The date and time of election shall be fixed by the Principal and the voting shall be by secret ballot.

9.1. Subject to what is contained in Regulation Nos. 10, 11 and 12 the Governing Body of a non-Govt. College shall be entitled to determine the engagement of a permanent employee, for a sufficient cause, after giving him three months' notice in writing or on payment of three months' salary in lieu thereof.

Provided that the Governing Body has the right to suspend an employee with immediate effect in case of gross misconduct or moral turpitude. In doing so he shall be served with a charge-sheet and informed in writing of the ground on which action is proposed to be taken.

9.2. A copy of the order of suspension together with a copy of the charge-sheet shall be

sent within a week to the Registrar who may direct that the teacher shall not be placed under suspension.

9.3. The period of suspension shall not exceed three months within which the case must be decided.

9.4. During the period of suspension the suspended teacher shall be paid half the pay plus allowances as subsistence allowance.

9.5. If ultimately the teacher is removed from service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

10. If a Principal/Teacher including the one appointed temporarily or on probation is dismissed or removed from service, the college shall send an intimation to the University, giving reasons, etc., within two weeks.

11.1. A permanent teacher may, at any time, terminate his engagement by giving the Governing Body three months' notice in writing or three months' salary in lieu thereof.

11.2. During the period of probation and when a teacher is holding a temporary appointment, the notice period required on either side shall be one month.

11.3. The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the summer vacation salary, but the teacher shall be entitled to the summer vacation salary, as admissible under the rules, or salary in lieu of notice period, whichever is higher.

12.1. For the benefit of the employees every college shall establish a Provident Fund for which it shall follow the general pattern of the Provident Fund Rules as may be laid down by the Syndicate.

12.2. Every whole time employee of the college appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the college Provident Fund.

***12.3.** The rate of subscription of an employee shall be 10 per cent of his +salary. He may, however, be permitted to subscribe towards non-contributory Provident Fund, provided the total subscription towards Provident Fund, i.e. contributory (10 per cent) as well as non-contributory shall not exceed 60% of the monthly +salary of the subscriber.

The contribution of the college towards the Provident Fund of a teacher shall be 10 per cent of his +salary and this shall be contributed at the end of each month. The college shall pay interest and the amount of such interest shall be placed monthly to the credit of each depositor.

When the calculation involves paise amounting to less than 50 it shall be ignored and when it amounts to 50 paise or more, full rupee shall be deducted.

Provided that where a higher rate of Provident Fund contribution already prevails, it shall not be reduced without the consent of the University.

The monthly rate of +salary of a teacher during any college year shall be taken to be that at which he draws +salary for the month of the college year.

N.B. - The College year is from 1st April to 31st March.

13.1. (i) In addition to the benefits of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body, a gratuity of a sum equivalent to one fourth of his ****Pay** last drawn for each completed six monthly period of qualifying

* To take effect from the year 1984-85.

+ Salary (for CPF deductions) means 'Pay' plus all allowances, excluding house rent allowance.

** 'Pay' as defined by the Punjab Govt. from time to time.

service subject to 16 1/2 (sixteen and half) times the ** 'Pay' provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees.

In the event of death of a teacher while in service the gratuity shall be subject to a minimum of 12 times the **'Pay' of the teacher drawn at the time of his death provided that in no case shall it exceed the amount as fixed by Punjab Govt. from time to time for its employees.

(ii) A teacher shall have the option to be governed by the old provisions unless he opts to be governed by the new Regulations within one year from the date the amended regulations come into force.

13.2. A teacher who has put in not less than 20 years' qualifying service may, giving three months' notice in writing to the appropriate authority be permitted to retire from the service voluntarily. The appropriate authority may in special cases reduce or waive the period of notice.

13.3. A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

13.4. A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement, on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing provisions of Regulations. Such acceptance may generally be given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the teacher concerned for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the teacher concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Governing Body shall be obtained. Even where the notice of voluntary retirement given by a teacher requires acceptance by the appropriate authority, the teacher giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the Governing Body issues an order to the contrary before the expiry of the period of notice.

13.5. While granting gratuity to a teacher retiring voluntarily, weightage of up to five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of up to five years will, however, be subject to the condition that the total qualifying service after allowing the weightage should not in any event exceed 30 years of service.

Explanation: Qualifying service means continuous service rendered to the College by a teacher other than in a temporary or ad hoc capacity.

(ii) LEAVE RULES .

14. A leave account shall be maintained by the Head of the Institution.

15. A teacher shall be entitled to leave as per rules in the University Calendar, Volume III.

** 'Pay' as defined by the Punjab Govt. from time to time.

(iii) CONDUCT RULES

16.1. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.

16.2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.

17. No teacher shall, except with the previous permission of the Governing Body own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

18. No teacher shall in any manner criticise adversely in public the administrative actions of the Governing Body of his college.

19. No teacher shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information

20.1. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition.

Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer but he shall undertake or shall discontinue such work, if so directed by the Principal, and in the case of the Principal, if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/Deemed to be Universities/Institutes of National importance including Public Service Commissions and other statutory bodies when the total emoluments accruing from such work do not exceed Rs.10,000/- per annum, and for all examination work for which additional emoluments are expected, the previous permission of the Principal or the Governing Body as the case may be, shall be necessary.

20.2. No teacher shall appear in an examination without the prior permission of the Principal.

20.3. No teacher in an affiliated college shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work

21. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his college.

22. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

23. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions:

AFFILIATED COLLEGES

- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers 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 engage in any political activity.

(iv) GENERAL

24.1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

24.2. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from time to time, be directed by the Principal/ Governing Body of his college, subject to such conditions as may be laid down by the University.

24.3. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

24.4. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

24.5. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.

CHAPTER VIII (F)
AUTONOMOUS COLLEGES

1. The University may with prior concurrence of the U.G.C. confer autonomous status on an affiliated college as a whole or in the case of a Postgraduate college on one or more individual department for postgraduate course.

2. An affiliated college seeking the autonomous status shall have to conform to the Criteria and Guidelines formulated by the U.G.C. as also by the University from time to time.

3. An affiliated college seeking the autonomous status shall provide information on the following points :-

- (i) Date and period of continuous affiliation to the University; and of the establishment and recognition of the various Departments and Courses of and Research Projects by the University;
- (ii) Financial resources;
- (iii) The details of the academic and research staff with their qualifications, teaching and research attainments;
- (iv) (a) the details of the equipment for the various labs.
(b) the details of books (including reference books) and learned journals of national and international repute stocked in the library and subscribed to annually.
- (v) Provision for different games and sports with details of the playgrounds and other sports facilities;
- (vi) Composition of the Managing Committee or Governing Council of the college with names and other particulars of the members concerned;
- (vii) The mode of selection of teachers;
- (viii) Institutional management viz., whether it is motivated by and responsive to academic or non-academic considerations;
- (ix) Would the college be prepared to discontinue Pre-University classes on being given autonomous status?
- (x) The specific Departments for Postgraduate Studies for which autonomous status is sought, if it is not sought for the college as a whole.

4. When a college or its postgraduate department run by it is granted autonomous status, its management shall ensure that the service conditions of the college staff as provided in the Act/s and Rules and Regulations of the University are not adversely affected.

5. On receipt of an application, alongwith information prescribed, from an affiliated college for the grant of autonomous status, the University shall constitute an Expert Committee which would examine the proposal of the college to ensure that the college measures up to the Criteria and Guidelines formulated by the U.G.C. and by the University. The Expert Committee after visiting the college would submit its report to the University stating specifically whether or not the college adequately has the necessary infrastructure for the grant of autonomous status. Thereafter, the University may sponsor the proposal of the college to the U.G.C. for consideration.

6. The privilege of autonomy shall have to be continually earned and deserved.

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It shall initially be conferred for a period of five years, subject to the condition that the first review of working under the autonomous status shall be done by a Committee of the U.G.C. and the University after a period of three years and final review about a year before the expiry of a period of five years, and in the same order in the future.

7. The University shall have the right to revoke the autonomous status given to any college if it finds, after careful scrutiny, satisfactory evidence of deteriorating standards of instructions and examinations, or incapacity of the Managing Body, financial or otherwise, to provide the necessary resources.

8. An affiliated college granted the autonomous status shall continue to preserve its links with the University and this relationship shall be one of association and exchange. Such a college shall enjoy autonomy in framing its courses of study, devising its methods of examination and evaluation and in laying down the principles for admission of students within the general frame work provided by the University.

9. An affiliated college given the autonomous status would be entitled to constitute its own academic bodies like the Academic Council, Faculties, Boards of Studies in accordance with the Guidelines provided by the U.G.C. and the University. The college shall make provision for the association of the University representatives on these bodies. In particular, the College shall associate external experts with various Boards of Studies.

10. The students of an autonomous college on passing the examinations will be conferred the degree of the University with the name of the autonomous college printed on it.

CHAPTER IX
PUBLICATION BUREAU

1. There shall be a Panjab University Publication Bureau, the objects of which shall be to prepare and/or publish :

- (i) Translations of standard books of various subjects into Hindi or Punjabi (and any other language) as the Syndicate may decide;
- (ii) Text books in such languages and subjects the Syndicate may, from time to time, decide;
- (iii) Reference and General books, including thesis;
- (iv) Journals, Bulletins and Paper; and
- (v) Such other publications as may be decided by the Syndicate, from time to time.

2. The Bureau shall have a whole-time Secretary whose duties and functions shall be as laid down in the Rules.

3.1. All matters relating to the Bureau, other than administrative, will be considered by a Committee, which shall be called the Publication Bureau Committee. This Committee shall be appointed by the Syndicate every two years and shall hold office from the 1st of January.

3.2. The Committee shall consist of not less than 7 and not more than 11 members, including the Vice-Chancellor, who shall be its Chairman, and the Secretary of the Publication Bureau, who shall be its Member-Secretary. The other members shall be nominated by the Syndicate. Three members shall form the quorum. In the absence of the Vice-Chancellor, the Committee shall elect a Chairman from amongst the members present.

3.3. The Committee shall hold meetings as often as necessary but not less than two meetings during a Calendar year. A notice of at least seven days will be necessary to convene a meeting, but in an emergency the Vice-Chancellor may call a meeting even at a shorter notice.

3.4. The minutes of the meetings shall be recorded by the Secretary and confirmed by the Chairman. Copies will be supplied to the members as soon as possible.

4. The Bureau may arrange preparation, production, and sale of its publications in such a manner as may be decided by the Syndicate, on recommendation of the Publication Bureau Committee.

5.1. For printing and binding of University publications, the Syndicate shall approve, from time to time a schedule of rates, on the recommendation of the Publication Bureau Committee.

5.2. The Committee shall approve a panel of -

- (a) Printing Presses; and
- (b) Binding Houses;

and the Vice-Chancellor shall have the authority to allot printing and/or binding of University Publications to Presses/Binding Houses out of that Panel.

5.3. The Vice-Chancellor shall have the authority, in special circumstances, to have a book printed and/or bound by a Press/Binding House not included in the panel, and to determine the rates of printing and binding. Such cases shall be reported to the Syndicate.

CHAPTER-X

PANJAB UNIVERSITY EMPLOYEES (PENSION)* 1991
EFFECTIVE FROM 24.10.2005**

(i) Extent of Application and Definitions

****1.1.** These regulations which have been issued under Section 31(2)(e) of the Panjab University Act, 1947 (as amended from time to time), be called Panjab University Employees (Pension) Regulations, 1991.

1.2. The provisions of these Regulations shall apply to -

- ****(a) all employees who joined service under the University before 1.1.2004;
- (b) the employees who retired prior to the date of notification of these Regulations if they specifically elect to be governed by these Regulations by exercising an option as provided in Regulation 1.8 infra.

1.3. In the case of employees governed by these Regulations, the provisions relating to the Contributory Provident Fund and Gratuity, contained in the Regulations Chapter VI 'Conditions of Service of University Employees' Calendar Vol. I, 1994 and the rules framed thereunder shall not be applicable.

1.4. These Regulations shall apply to the employees as defined under Regulation 1.5(iii).

1.5. Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in these Regulations in the sense here explained :

- (i) "Average Emoluments" means the average calculated upon the last ten months of qualifying service.
- (ii) "Competent Authority" means the appointing authority or such authority to whom the special powers are delegated.
- (iii) "Employee" means any person appointed in the service of Panjab University but shall not include person employed on contract, part-time or daily wage basis or Work-charged or employed under the project/scheme financed by the University Grants Commission, or similar other bodies.
- (iv) "Emoluments" means the emoluments which an employee was receiving immediately before his retirement or date of his death, and shall include basic pay, special pay (including non-practicing allowance granted to medical officers), personal pay, dearness pay (as and when declared by the University) and such other items as may be declared as pay for the purpose of pension by the University.
- (v) "Qualifying Service" means the service that qualifies for pension under these Regulations. It shall be reckoned in terms of completed half year, provided that the fraction equal to three months and shall be treated as completed half year.
- (vi) "Registrar" means the Registrar of the Panjab University or any other person exercising the power of the Registrar for the time being.
- (vii) "Syndicate" means the Syndicate of the Panjab University.
- (viii) "University" means the Panjab University.

*Published in the Government of India Gazette dated October 2, 1993.

**Published in the Government of India Gazette dated February 23, 2006.

- (ix) "Vice-Chancellor" means the Vice-Chancellor of the Panjab University or any other person exercising the power of the Vice-Chancellor for the time being.

1.6. In the matter of application of these Regulations, regard may be given to the corresponding provisions of Pension Rules contained in the Punjab Civil Services Rules, Vol. II, as amended from time to time, insofar as, these can be adopted to the service in the University, but subject to such exceptions and modifications, as the University may, from time to time, determine through Regulations.

1.7. The Syndicate shall frame rules necessary for the proper application and implementation of the Provisions contained in the Regulations.

1.8.(a) The employees who joined the service of the University before the date of notification of these Regulations shall have the option -

- (i) to continue to be governed by the Contributory Provident Fund-cum-Gratuity Scheme contained in Chapter VI "Conditions of Service of University Employees" of the Panjab University Calendar, Vol. I, 1994.

OR

- (ii) to elect to be governed by the Pensionary Scheme contained in these Regulations.

- (b) ******(i) In the case of an employee who elects the alternative under sub-clause (a)(ii) above, the total contribution of the University to his C.P. Fund Account as on 24-10-2005 or the date of retirement whichever is earlier, alongwith interest thereon, shall be transferred from his C.P. Fund Account for being credited to the University Pension Fund (Corpus).

- ****(ii) The employee's share of C.P. Fund, as on 24-10-2005, alongwith interest thereon, shall be transferred to his General Provident Fund Account to which he shall subscribe compulsorily under the rules of that fund as prescribed by the University from time to time.

- (c) The option shall have to be exercised within such period as may be decided by the Syndicate and once exercised shall be final and irrevocable.
- (d) Those who fail to exercise the option within the period prescribed under Clause (c) above shall be deemed to have elected for continuing under the C.P. Fund and Gratuity schemes mentioned in sub-clause a (i) above.

- ****(e) The employees who retired prior to 24-10-2005 may, if they so desire, elect to be governed by these Pension Regulations, subject to the condition that they refund the University's C.P. Fund contribution, including interest thereon, as received by them from the University for being credited to the University Pension Fund (Corpus). The University would neither charge any interest on this amount of the University share of C.P. Fund received by the retiree for the period from the date of his retirement upto the date of his joining the Pension Scheme nor would pay any arrear of pension. The pension may be made available to the employees from the date they deposit their University share of C.P. Fund, including interest thereon.

1.9. An employee who is recruited at the age of thirty five years or more, may within a period of three months from the date of his appointment elect not to be governed by the Regulations of the Pensionary Scheme, where-upon he shall be eligible to be governed by

the Contributory Provident Fund and Gratuity Scheme contained in the Regulations "Conditions of Service of University Employees", Calendar Vol. I, 1994 and the rules framed thereunder.

(ii) General Provisions relating to grant of Pension

Classification of Pensions

2.1. Pensions are classified as under:

- 1. Compensation Pension :** It shall be granted to an employee who is discharged from service on account of the abolition of the post held by him, when it may not be possible to offer him another equivalent post.
- 2. Invalid Pension:** It shall be granted to an employee on his retirement when, by bodily or mental infirmity which, permanently incapacitates him for the service if certified by the Chief Medical Officer for the University.
- 3. Superannuation Pension :** It shall be granted to an employee who retires/retired on attaining the age of compulsory retirement.
- 4. Retiring Pension:** A retiring pension shall be granted to an employee-
 - (a) who retires/retired in advance of the age of compulsory retirement, in accordance with University rules; and
 - (b) who, on being declared surplus, opts for voluntary retirement in accordance with the provision of the University rules.
- 5. Compassionate Allowance :** An employee who is dismissed or removed from service shall forthwith forfeit his pension.

Provided the authority competent to dismiss or remove the employee may if the case is deserving of special consideration, sanction Compassionate Allowance, not exceeding two thirds of the pension which, would have been admissible to him, if he had retired on the basis of medical certificate.

General Conditions :

2.2. Good conduct is an implied condition for every grant of pension. The University reserves the right of withholding or withdrawing a pension, or, any part of it, if the pensioner is convicted of a serious crime, or, is guilty of grave misconduct, involving moral turpitude.

- 2.3.** (a) In a case where a pensioner is convicted of a serious crime, action shall be taken in the light of judgment of the court relating to such conviction.
- (b) In a case not covered by the provisions of clause (a) above, if the competent authority considers, that the pensioner is prima-facie guilty of grave misconduct, it shall before passing an order -
 - (i) serve upon the pensioner a notice specifying the action proposed to be taken against him and the grounds, on which it is proposed to be taken, and calling upon him to submit, within sixty days of the receipt of the notice, or, such further time, not exceeding fifteen days, as may be allowed by the competent authority, such representation as he may wish to make against the proposal; and
 - (ii) take into consideration the representation, if any, submitted by the pensioner under sub clause (i);

- (c) the decision of the University on any question of withholding or withdrawing the whole, or, any part of the pension under this Regulation shall be final and conclusive.

2.4. No recovery may be made from the pension of any employee (whether by reduction of pension or by deduction from pension), which has already been sanctioned, or, which is in the process of being sanctioned.

2.5. Provided that the University reserves the right of withholding, or, withdrawing a pension, or, part of it, whether permanently, or, for a specified period and the right of ordering the recovery from a pension of the whole, or, part of any pecuniary loss caused to the University, if in a departmental, or, judicial proceedings the pensioner is found guilty of grave misconduct, or, negligence during the period of his service including service rendered upon re-employment after retirement.

(iii) Service qualifying for Pension

3.1. Unless otherwise provided by special provision or contract, the service of an employee shall begin to qualify for pension when he takes charge of the post to which he is first appointed.

3.2. Except for compensation gratuity, service does not qualify till the employee has completed eighteen years of age.

3.3. Following are the general conditions which should be fulfilled before service qualifies for pension :-

- | | | |
|--------|---|--|
| First | : | The service must be under the University as defined hereinafter. |
| Second | : | The service must be paid by the University as defined hereinafter. |

3.4. The temporary employees shall be treated at par with permanent employees in respect of all retirement benefits viz : Retiring, Superannuation, Compensation and Invalid Pension, Service gratuity, Death gratuity and Retirement gratuity, provided that temporary service is followed without any interruption.

3.5. Service rendered by an employee as work-charged as also service paid from contingencies, qualifies for pension provided :

- (i) such service is followed by regular employment;
- (ii) such service is full-time job (and not part-time or portion of the day).

3.6. Following periods qualify for pension:

- (i) all duty whether interrupted or continuous;
- (ii) all periods of leave when leave salary is paid;
- (iii) joining time during which pay and allowances are paid;
- (iv) all periods of extraordinary leave which count for increment under the service rules;
- (v) extraordinary leave granted to accept a teaching/administrative post, or fellowship, or research-cum-teaching post, or an assignment of technical/administrative, or academic work;
- (vi) periods of training if so ordered by the competent authority;
- (vii) service during the period of probation if followed by confirmation on the same or another post;

- (viii) an employee who is dismissed, or removed from service, but reinstated on appeal or revision, is entitled to count his past service for pension, however, the period of break in service between the date of dismissal, or removal and the date of reinstatement, shall not count, unless regularised as duty, or leave by a specific order of the authority which passed the order of reinstatement;
- (ix) period of suspension, if the employee is fully exonerated of the charges; in other cases, where the employee is not fully exonerated and is reinstated for other reasons, the period of suspension will count only if so decided by the authority which ordered his reinstatement;
- (x) period spent on foreign service in, or outside India, if contributions towards pension are paid to the University by the foreign employer or the employee himself.

3.7. Following periods do not qualify for pension:

- (i) suspension adjudged as a specific penalty;
- (ii) casual or daily rate service;
- (iii) service preceding resignation except where such resignation is allowed to be withdrawn by the appointing authority, as provided in the relevant rules, or when such resignation has been submitted to take up with proper permission, another appointment under the University where service qualified for pension;
- (iv) joining time for which no pay and allowances are paid under the relevant rules;
- (v) service as an apprentice;
- (vi) period of overstayal of leave;
- (vii) period of foreign service outside India when no pension contributions are paid to the University.

3.8. Past qualifying service rendered by an employee is forfeited under the following circumstances :

- (i) resignation from service except as provided under Regulation 3.7. (iii);
- (ii) if an unauthorised leave of absence occurs in continuation of authorised leave of absence and if the post of the absentee has been substantively filled up, the past service of the absentee is forfeited;
- (iii) removal from service for misconduct, insolvency and inefficiency shall entail forfeiture of past service, provided that removal from service on account of failure to pass an examination shall not entail forfeiture;
- (iv) an interruption in the service of an employee caused by wilful absence from duty, or unauthorised absence without leave, shall entail forfeiture of the past service.
- (v) wilful abstinence from performing duties by an employee by resort to pendown strike shall be deemed to be wilful absence from duty and shall entail forfeiture of the past service.

3.9. An employee appointed to a service or post, shall be eligible to add to his service qualifying for superannuation pension (but not for any other pension), the actual period, not exceeding one fourth of the length of his service, or the actual period by which his age at the time of recruitment exceeded twenty five years, or a period of five years, whichever is less, if the service or post to which he is appointed is one –

- (a) for which post-graduate research or specialist qualification or experience in scientific, technological or professional field is essential, and
- (b) to which candidates of more than twenty five years of age are normally recruited.

Provided that this concession shall not be admissible to an employee unless this actual qualifying service at the time he quits University service is not less than ten years.

3.10. An employee who is blind, deaf, dumb, or, otherwise orthopaedically handicapped, or widow at the time of his /her entry into service shall be eligible to add to his/her service qualifying for superannuation pension, a period of 5 years.

3.11. An employee who becomes blind, deaf, dumb or otherwise orthopaedically handicapped, during the service, and is retired from service as a result thereof, shall also be eligible to add to his/her service qualifying for pension, a period of five years.

3.12. In the case of an employee retiring voluntarily, as per University Rules, after putting in, not less than 20 years' qualifying service, weightage of five years shall be given in his actual qualifying service, so that the total qualifying service so increased shall not in any case exceed thirty three years, or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever is less.

3.13. An employee who is declared invalid and retires on invalid Pension shall be granted weightage of five years in the qualifying service. If the qualifying service after the grant of weightage remains below ten years, it shall be raised to ten years for the grant of pension.

3.14. The service rendered by an employee under the Central Govt./Central Autonomous Body or State Govt./State Autonomous Body/recognised Universities/other recognised educational institutions including Institutions deemed to be Universities, shall, on his/her absorption in University service count for pension subject to the following conditions:

- (i) if he was borne on pensionable establishment, the service rendered by him shall be allowed to be counted towards pension under the University, irrespective of the fact whether he was temporary or permanent, in the previous organisation. The previous organisation shall discharge its pension liability by paying in lumpsum as one time payment the pro-rata pension/Service gratuity, Death gratuity and Retirement gratuity for the service up to the date of absorption in University service; pro-rata pension being determined with reference to the commutation table prescribed under Regulation 7.2.
- (ii) if he was enjoying C.P. Fund benefits under the previous organisation, he will have the option, either to receive C.P. Fund benefits which have accrued to him from the previous organisation and start service afresh under the University, or choose to count his previous service for pension under the University by foregoing employer's share of C.P. Fund with interest received from the previous organisation which shall stand transferred to the University.

(iv) Service Gratuity and Pension

4.1. The amount of pension that may be granted to an employee is determined by length of qualifying service, which shall be computed, in terms of completed half years. Fractions of a year equal to three months and above shall be treated as a complete half year and reckoned as qualifying for determining pension.

4.2. If the qualifying service rendered by an employee is less than ten years (20 half years), he shall be entitled to service gratuity, calculated at the rate of half month's emoluments for every completed six monthly period of service.

*4.3. In case an employee who has rendered ten years (twenty half years) or more of qualifying service, the pension payable shall be calculated as per the Pension rules of the Punjab Government as contained in the Punjab Civil Services Rules Volume II, as amended from time to time.

Death Gratuity and Retirement Gratuity

4.4. An employee who has completed five years of qualifying service shall be paid Retirement gratuity on his retirement at the rate of one fourth of emoluments for each completed six monthly period of qualifying service subject to a maximum of 16-1/2 times the emoluments in the case of Class A and Class B employees and 17-1/2 times the emoluments in the case of Class C employees, provided that, in no case, the amount shall exceed one lakh rupees.

4.5. If an employee dies while in service, Death gratuity at the following rate, shall be paid to the person/persons on whom the right to receive the same is conferred under Regulation 4.6.

Length of Qualifying Service	Rate of Gratuity
1. Less than one year	2 times the emoluments
2. One year or more, but less than five years	6 times the emoluments
3. Five years or more, but less than twenty years.	12 times the emoluments
4. Twenty years and above	Half of emoluments for each completed six monthly period of qualifying service, subject to a maximum of 33 times of emoluments, provided the amount of Death gratuity shall, in no case, exceed one lakh rupees.

4.6. An employee shall, at any time, after his confirmation make a nomination, conferring on one or more persons, the right to receive any gratuity that may be sanctioned under Regulation 4.5, and any gratuity, that having become admissible to him under Regulation 4.4, has not been paid to him before his death; provided that, if at the time of making a nomination, the employee has a family, the nomination shall not be in favour of a person other than a member of his family.

(v) Family Pension and Extraordinary Pension

Family Pension :

5.1. Family pension at the following rates shall be payable to the family of a deceased employee:-

A. During first seven years, or, till an employee would have attained the age of 67 years had he survived, whichever is less

Pay of the employee	Rates of family pension per month
(i) up to Rs. 1500	60% of pay subject to a minimum of Rs. 750
(ii) Rs.1501 to Rs.3000	40% of pay subject to a minimum of Rs. 900
(iii) Above Rs. 3000	30% of pay subject to a minimum of Rs. 1200 and maximum of Rs. 2500

Note: 1. The above rates will be applicable only if the employee had rendered not less than seven years continuous service before death, while in service.

2. In case, both husband and wife, are employees, their eligible children will be entitled to two family pensions - one in respect of each parent - in the event of death of both of them, subject to a maximum of Rs. 3000/- per month.

- B.** After the expiry of seven years, or the completion of 67 years of age, had the employees survived:

Pay of the employee	Rates of family pension per month
(i) Up to Rs. 1500/-	40% of pay subject to a minimum of Rs.375/-
(ii) Rs.1501 to Rs. 3000/-	30% of pay subject to a minimum of Rs. 600/-
(iii) Above Rs. 3000/-	20% of pay subject to a minimum of Rs. 900/- and maximum of Rs. 1500/-.

- Note: 1. In case, both husband and wife are employees, their eligible children will be entitled to two family pensions -one in respect of each parent - in the event of death of both of them, subject to a maximum of Rs. 2250/- p.m.
2. Family pension will be admissible in the case of death while in service, or after retirement. In the case of death, while in service, the employee should have completed a minimum period of one year of service without break. The condition of one year's service shall not be applicable in the case of an employee who has been medically examined and declared fit for entry into service.

5.2. In the event of death after retirement, family pension is admissible only if the retiree was in receipt of pension at the time of death.

Extraordinary Pension and Disability Awards

5.3. The benefits mentioned in Regulations 5.4 to 5.7 are applicable, when an employee dies or is disabled, and such death or disability is attributable to service or aggravated by service.

5.4. Family pension at the following rates, irrespective of the service rendered by the deceased, shall be admissible:

- (A) Where the deceased employee does not hold a pensionable post:

Pay	Rates of family pension per month
(i) Up to Rs. 1500/-	40% of pay subject to a minimum of Rs. 375/-
(ii) Rs.1501 to Rs.3000/-	30% of pay subject to a minimum of Rs. 600/-
(iii) Above Rs. 3000/-	20% of pay subject to a minimum of Rs. 900/- and maximum of Rs. 1500/-.

- (B) Where the deceased employee holds a pensionable post:

Pay	Rates of family pension per month
(i) Up to Rs. 1500/-	60% of pay subject to a minimum of Rs. 750/-
(ii) Rs.1501 to Rs.3000/-	40% of pay subject to a minimum of Rs. 900/-
(iii) Above Rs.3000/-	30% of pay subject to a minimum of Rs. 1200/- and maximum of Rs. 2500/-.

5.5. If the disability due to causes attributable to service is 60% and above, and employee is permanently incapacitated, he may be given the option to have his pension determined in the manner provided in either of the following two alternatives:

- (a) consolidated pension for the disability (including the element of invalid pension admissible under normal rules) at the rates mentioned in 5.4 (B) above.

OR

- (b) Invalid pension under normal rules and in addition one time compensation of Rs.20,000/- for the injury.

5.6. If the disability due to causes attributable to service is below 60% one time compensation shall be granted at the following rates, which shall be in addition to usual pensionary benefits admissible under the rules :-

- (a) where the disability is between 20% to 40% Rs. 5,000/-
 (b) where the disability is above 40% and below 60% Rs. 10,000/-

5.7. Rates of special family pension to the family of the employee who, while performing his duties, dies as a result of attack by, or during action against extremists, dacoits, smugglers and anti-social elements etc. shall be as under :-

- (i) from the day following the date of death to the notional date of superannuation. last pay drawn by the deceased employee at the time of his/her death.
 (ii) from beyond the notional date of superannuation. as at 5.4 (B) above.

5.8. Where a pensioner is killed by extremists or anti-social elements etc., as a result of retaliation for some action taken by him against such extremists or anti-social elements etc., in the performance of his duty, while in service, his family shall be granted special ex-gratia grant and special family pension at the same rates as are applicable to the employees-pay drawn by him at the time of retirement being reckoned for this purpose.

5.9. If a close relation of an employee or a pensioner is killed/disabled by extremists, or anti-social elements etc., as a retaliation for any action taken by the employee or pensioner in the performance of his duties while in service, the family of the deceased, and in case disability is 100%, if he is not a University employee, shall be granted family pension at the rate of Rs. 563/- p.m.

5.10. For the purpose of Regulations 5.3 to 5.9, the list of disabilities and the procedure for payment of pension/compensation shall be such as may be provided in the rules framed in this behalf with the approval of the Syndicate.

(vi) Other Benefits

Ex-gratia Grant:

6.1. If an employee who is in regular service, dies while in service, ex-gratia grant equivalent to twenty times the emoluments drawn by the deceased immediately before death, shall be paid to the family of the deceased employee. The amount of grant shall be subject to a minimum of rupees ten thousand and maximum of rupees thirty thousand. In the case of an employee who is killed in terrorist action, the amount of grant shall be equivalent to twenty four times the emoluments, subject to a minimum of one lakh rupees.

Travel Concession :

6.2. Pensioner shall be granted Travel Concession equal to one month's basic pension after completion of every block of two years, which shall be counted from the month of January following the date of retirement. Provided that in the case of those employees who retired between 1-1-1986 and the date of notification of these Regulations, the first block shall be reckoned from the month of January of the year in which the notification of these regulations is issued.

(vii) Commutation of Pension

7.1. An employee shall be entitled to commute for a lumpsum payment any portion, consisting of whole rupees, not exceeding one third of any pension, which has been, or may be granted to him under these Regulations.

Provided that an employee against whom judicial or departmental proceedings have been instituted by the University, or a pensioner against whom any such proceedings have been instituted, or, continued by the University, shall not be permitted to commute any part of his pension during the pendency of such proceedings.

7.2. The lumpsum payable on commutation shall be calculated in accordance with the table that may be prescribed as per Punjab Govt. rules from time to time.

- 7.3.(a)** An employee who applies for commutation of pension within one year of the date of retirement on Superannuation, Retiring or Compensation pension, is entitled to get his pension commuted without undergoing medical examination by making an application in the form prescribed for the purpose.
- (b) The commutation shall become absolute when the application is received by the Registrar.
- (c) An employee is not entitled to withdraw his application for commutation made under this Regulation.

Note : In the case of employees who retired prior to the date of notification of these Regulations, the period of one year shall be counted from the date of issue of notification.

- 7.4.(a)** The benefit of commutation of pension without medical examination under Regulation 7.3 shall not be admissible to an employee:
- (i) who retires on invalid pension, or
- (ii) applies for commutation of pension after one year of the date of his retirement, except, when the grant of pension is held up on account of any judicial or departmental proceedings instituted by the University, and in such cases, the period of one year shall be deemed to commence with effect from the date the proceedings are concluded without extinguishing the title to pension.
- (b) Procedure for commutation and medical examination will be such as may be prescribed by the Syndicate under Rules to be made in this behalf.
- 7.5.(a)** Notwithstanding anything contained in these Regulations, the commuted portion of Superannuation pension, which is commuted within one year of the date of retirement, shall be restored when the pensioner attains the age of 72 years.
- (b) In other cases, where the commutation is made after one year of retirement or when a pensioner retired on compensation, invalid or Retiring pension, the commuted portion of pension shall be restored after such period as may be prescribed by rules made in this behalf, keeping in view generally the principle that the commuted value alongwith interest, has been more or less fully repaid, to the University by way of drawal of reduced pension.

(viii) Re-employment of Pensioners

8.1. When a person who was formerly in the employment of any Government, or any autonomous body, obtains re-employment, whether temporarily or permanently, in the University, it shall be incumbent on him to declare to the appointing authority the amount of any bonus or pension granted to him in respect of the previous employment. The appointing authority shall

decide if any deduction is to be made from pension or pay as required by these Regulations.

8.2. A University employee who has retired on Compensation pension, or on invalid pension, but is sufficiently restored to health, if re-employed in qualifying service, may either retain his pension in which case, the former service will not count for pension, or refund it and count his former service.

8.3. A University employee who has retired on Compensation pension, if re-employed, may retain his pension in addition to his pay, provided that his pension shall remain wholly or partly in abeyance. If the sum of the pension and initial pay on re-employment exceeds his substantive pay immediately before retirement, that is, he can draw only such portion of pension as will make his initial pay plus pension equal to his substantive pay at the time of his retirement. Once the amount of pension has been fixed in conformity with this condition, he shall be entitled to receive the benefit of increment in his new scale, or promotion to another scale, or post without a further corresponding reduction in pension.

8.4. If the re-employment after receiving Compensation Pension, is in qualifying service, the employee may either retain his pension, in which case, his former service will not count for pension, or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.

8.5. The re-employment of employees who retired on invalid pension will also be governed by the Regulations 8.3. and 8.4.

8.6. An employee who has retired on Superannuation, or Retiring pension, can be re-employed only in a purely temporary capacity with the sanction of competent authority. In determining the pay of such re-employed pensioners, the following principles shall be observed:

- (i) the pay must not exceed the substantive pay drawn immediately before retirement, or the maximum of the scale, applicable to the post in which he is re-employed, whichever is less;
- (ii) when a person is re-employed after superannuation, his pay plus pension, including commuted portion, if any, shall not exceed the substantive pay drawn immediately before retirement, or the maximum of the post in which he is re-employed; whichever is less.

8.7. When an employee who having been discharged with a pension is subsequently re-employed, he may not count his new service for a separate pension. Pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service.

8.8. If an employee who has obtained Compensation or invalid pension is re-employed in pensionable service and retains the pension (Regulations 8.3. and 8.5.), the pension or gratuity admissible for his subsequent service is subject to the limitations that the gratuity or capital value of the pension shall not be greater than the difference between the value of the pension that would be admissible at the time of the final retirement, if the two periods of service were combined and the value of pension already granted for previous service.

(ix) Procedure for sanctioning and payment of Pension

9.1. Delay in payment of pension involves hardship to the pensioner. The Vice-Chancellor will frame a Time Table and prescribe the procedure for ensuring prompt sanctioning and timely payment of pension and other dues of the retirees. It should be ensured by all those concerned with sanctioning and payment of pension and other dues that payment is made on the date when it becomes due.

9.2. If payment of pension and/or Death-Gratuity/Retirement gratuity is delayed

beyond three months, from the date of its becoming due, interest at such rate as may be specified by the rules, to be made by the Syndicate, shall be paid for the period beyond three months after these benefits become due to the end of the month preceding the month in which payment is authorised to the pensioner concerned.

(x) Delegation of Powers

10.1. The following authorities shall exercise the power of competent authority under various regulations :-

S.No.Number of Regulation		Nature of Power	Authority to which power delegated	Extent of Power
1	2	3	4	5
1.	2.2	Power to withhold or withdraw a pension, or, any part of it, on account of grave mis-conduct of the pensioner.	Authority competent to make appointment to the post held by the pensioner at the time of retirement.	Full Power.
2.	3.6.(vi)	Power to count for pension any period spent on training	(i) Syndicate (ii) Vice-Chancellor (iii) Dean of University Instruction/Registrar (as the case may be)	For Class A For Class B For Class C
3.	Chapter 4	Power to sanction, service-Gratuity, Pension and Death-Gratuity/ Retirement Gratuity.		
4.	Chapter 5	Power to sanction Family Pension Extra-ordinary pension and Disability awards.	(i) Vice-Chancellor (ii) Dean of University Instruction/Registrar (as the case may be)	For Class A and B Employees For Class C Employees
5.	6.1	Power to sanction Ex-Gratia grant.		
6.	7.3. & 7.4	Power to sanction Commutation of Pension.		
7.	9.2	Power to allow payment of interest on delayed payment of pensionary benefits.	Vice-Chancellor	Full Powers : Responsibility for delay should be fixed all cases of delayed payments.

10.2. Authorities mentioned in Col. 4 above may re-delegate their power to authorities subordinate to the subject to such conditions that they may like to impose. The power so re-delegated cannot be delegated any further.

PANJAB UNIVERSITY, CHANDIGARH

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