

# **Regulation under Section 19(1) and 19(2) of the Punjabi University Act, 1961**

PUNJAB

India

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### **Rule**

### **REGULATION-UNDER-SECTION-19-1-AND-19-2-OF-THE-PUNJABI-UN of 1961**

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Regulation under Section 19(1) and 19(2) of the Punjabi University Act, 1961I. The Senate

#### **1.**

Meetings of the Senate shall be held as laid down in Section 11(8) and (9) of the Punjabi University Act. In addition the Senate shall meet in Convocation for the purpose of conferring degrees, diplomas, titles, licences and marks of honour on such date and at such time as may be fixed by the Chancellor or the Vice-Chancellor.

#### **2.**

The Chancellor or, in his absence, the Vice-Chancellor shall preside at any convocation of the University. At all other meetings of the Senate, the Vice-Chancellor shall preside when he may be present. In the absence of the Vice-Chancellor the Pro-Vice-Chancellor shall preside at the meeting. If there is no Pro-Vice-Chancellor or in the absence of Pro-Vice-Chancellor the members present shall elect a Chairman to preside at the meeting.

#### **3.**

(i)At a meeting of the Senate, 10 members shall form a quorum except when the Senate meets in convocation for which there shall be no quorum.(ii)If the fixed quorum is not present within half an hour after the time appointed for the meeting, the meeting shall not be held and the Registrar shall

make a record of that fact.(iii)Any member of the Senate may, in the course of a meeting, call the attention of the Chairman to the fixed quorum not being present, and in the absence of the quorum, the Chairman shall either dissolve or adjourn the meeting.(iv)Any meeting may be adjourned to a subsequent specified date to conclude an unfinished business.

#### **4.**

The Registrar shall, under the direction of the Vice-Chancellor, give not less than three weeks notice of the date of a meeting :Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.

#### **5.**

Any matter which has been decided by the Senate may, within a period of six months, be reconsidered by the Senate, if moved by the Vice-Chancellor under his own direction or on a requisition made by one-third of the members of the Senate or twenty five members whichever number is less, at a special meeting of the Senate convened for that purpose.

#### **6.**

Any fellow who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than two weeks before the date of the meeting. He may withdraw the resolution by giving a written notice, which should reach the Registrar not less than two days before the date of despatch of the agenda papers.The Registrar shall place the proposed resolution before the Vice-Chancellor, who shall direct him to include it in the agenda, provided it is in clear and unambiguous terms. When a resolution is not included in the agenda paper under orders of the Vice-Chancellor, the Registrar shall intimate the fact to the member stating the objection.At a special meeting, only the business for which the meeting is convened shall be transacted, provided that the Vice-Chancellor may place before the meeting any other business which he considers as of urgent character.

#### **7.**

Not less than seven days before the date of a 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 of business to be brought before the meeting :Provided that the Vice-Chancellor may bring before the meeting any business which is urgent with shorter notice or without placing the same on the agenda paper.

#### **8.**

At any meeting it shall be open to a member to move for a change in the order of business as stated on the agenda paper. If the motion is agreed to by the majority of the members present at the

meeting, the business shall be transacted in the changed order.

## 9.

The following categories of resolutions may be moved without previous notice: (1) Relating to urgent business brought forward by the Vice-Chancellor, but not included in the agenda. (2) For a change in the order of business as stated in the agenda paper. (3) Directing the Syndicate, or any other University body, to review or reconsider its recommendation or decision which may be under consideration at the meeting, and report to a subsequent meeting of the Senate. (4) For appointment of a committee to consider and report on any matter before the Senate at the time. (5) Remitting any matter before the Senate at the time of any University body for consideration and report. (6) Adjournment of the debate on any question to a subsequent meeting or adjournment of the meeting. (7) A motion that "the question be now put." (8) A motion of congratulations or condolence, or vote of thanks with permission of the Chairman. (9) Any other motion with the consent of the Chairman and permission of the majority of the members present at the meeting.

## 10.

(i) Proposals submitted by the Vice-Chancellor or 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. (ii) A resolution standing in the name of a member who is absent from the meeting may be moved by any other member. (iii) A motion must be seconded; otherwise it shall drop.

## 11.

(i) Every amendment to a resolution must be seconded; otherwise it shall drop. (ii) The order in which amendments to a resolution are to be moved shall be determined by the Chairman. (iii) An amendment to a resolution shall be (1) by leaving out certain words, or (2) by inserting or adding certain words, or (3) by leaving out certain words to insert or add other words. The amendment must be relevant to the resolution under consideration and must be so worded that, if carried, the question as amended would form an intelligible and consistent whole. The amendment must not be virtually an independent proposition. (iv) Not more than one amendment to the resolution shall be placed before the meeting at a time. (v) When there is amendment proposed, the amendment shall be put to the vote. If the amendment is negatived, any other amendment to the original motion may then be moved. If the amendment is carried, the motion as amended shall be stated from the Chair and voted upon. If the amendment is lost and no further amendment is proposed, the original motion shall be put to the vote.

## 12.

(i) No resolution/amendment shall be withdrawn without the consent of the meeting. Such consent may be presumed if the mover states his intention to withdraw and no dissent is forthwith expressed

by any member. When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been disposed of. The order in which amendments shall be brought forward for the debate shall be determined by the Chairman.(ii)In the event of no member wishing to speak on the motion or in respect of amendment, or after such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.(iii)The Chairman may rule a motion or an amendment out of order at any time before the question is put to the vote.(iv)The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting after the Chairman has called for a vote.(v)Members, when speaking, shall stand and shall address the Chair. No member shall, without the leave of the Chairman, speak more than once on any proposition.(vi)A ruling given by the Chairman shall be final.(vii)A motion for colsource may be moved at any time, but not so as to interrupt a speech. It shall be in the form that "the question be now put". If not seconded, it shall drop. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting, or an infringement of the right of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith and decided without amendments or debate. If the motion is carried, the Chairman shall call upon the mover for his reply and shall then put the question to the vote.(viii)The Chairman may, at his discretion, limit the duration of speeches on any subject at any stage.(ix)A member may call the Chairman's attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.(x)Any member may, with the permission of the Chairman rise even while another member is speaking, to explain any expression used or any fact stated by himself which may have been misunderstood by the speaker.(xi)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 after the mover has made his reply.(xii)The mover of an amendment has no right of reply.(xiii)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 sum up the debate if he so desires, provided this is done before the mover has exercised his right of reply.(xiv)The Chairman may temporarily vacate the Chair during the progress of a debate appointing the Pro-Vice-Chancellor to be the Chairman during his absence. In case there is no Pro-Vice-Chancellor or in the absence of the Pro-Vice-Chancellor the Chairman may appoint a member present to be the Chairman during his absence.

### 13.

(i)When the debate is concluded or if there be no debate, the Chairman shall put the question to the vote.(ii)All questions shall be decided by a majority of votes of the members present. The Chairman shall be entitled to vote on all questions and if the votes be equally divided, he shall have a second or casting vote.(iii)On a motion being put to the 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 directs.(iv)A proposal for conferment of an honorary degree shall be put to the vote without discussing, and the voting shall be by ballot :Provided that approval of (i) routine item(s), (ii) urgent matters of non-controversial nature, and (iii) item approved by the Syndicate

through circulation, could be sought through circulation.

#### **14.**

All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor/Chairman and shall be confirmed at the next meeting. The Registrar shall within one month after the meeting, send a copy of the proceeding to each member of the Senate.

#### **15.**

Any member of the Senate may write to the Registrar for the purpose of obtaining information on matters relating to the affairs of the and University and the Registrar shall supply the required information with expedition, provided that if the reply would, in the opinion of the Vice-Chancellor, entail labour and expense not commensurate with the object in view, it may be disallowed in which case the reasons for such disallowance shall be communicated forthwith to the Fellow concerned. II. The Syndicate

#### **1. Meeting of the Syndicate shall be convened as the Vice-Chancellor may direct :**

Provided that on a requisition signed by any five members of the Syndicate to convene a special meeting, the Vice-Chancellor shall convene a special meeting on a date to be fixed by him. Provided further that at such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

**2. The Registrar shall, ordinarily, at least two weeks before each meeting of the Syndicate, issue, to each member, a notice convening the meeting and a copy of the agenda shall be sent at least a week before the meeting. Provided that in the case of emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.**

**3. At a meeting of the Syndicate five members shall form a quorum.**

**4. The Vice-Chancellor shall be the Chairman of the Syndicate. In his absence the Vice-Chancellor shall preside over the meeting. If there is no Pro-Vice-Chancellor or in the absence of the Pro-Vice-Chancellor the Syndicate shall elect its own Chairman for the meeting from amongst the members present.**

- 5. The Chairman may temporarily vacate the Chair during the progress of a debate appointing the Pro Vice-Chancellor to be the Chairman during his absence. In case there is no Pro-Vice-Chancellor or in the absence of Pro-Vice-Chancellor the Chairman may appoint a member present to be the Chairman during his absence.**
- 6. The Registrar shall be ex officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.**
- 7. No resolution, proposal or other matter, foreign to, or wholly inconsistent with the matter appearing in the agenda shall be taken up for consideration by the Syndicate, except with the permission of the Chairman whose decision on the subject shall be final.**
- 8. Every motion shall be in the form of a resolution which must be seconded.**
- 9. Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than one week before the date of the meeting. He may withdraw the resolution by giving a written notice which should reach the Registrar not fewer than two days before the date of the despatch of agenda paper.**
- 10. A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairman.**
- 11. When a motion has been duly proposed and seconded, the Chairman shall read it out to the meeting. It shall then be open to discussion, and if there be no discussion, the motion shall at once be put to the vote.**
- 12. Any member present may propose an amendment to a motion. When two or more amendments are proposed, the Chairman shall put them to the vote in the inverse order, the last amendment being put to the vote first, and the first last.**
- 13. An amendment must be duly seconded.**

**14. The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to make a reply.**

**15. It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.**

**16. Every question shall be decided by a majority of the votes of the members present. It shall be in the option of the Chairman to decide whether voting shall be by ballot or by the show of hands.**

"Provided that approval of (i) routine item(s), (ii) urgent matter(s) of non-controversial nature, (iii) items approved by the Academic Council through circulation, could be sought through circulation."

**17. In the case of equality of votes, the Chairman shall have a second or casting vote.**

**18. No member shall have a right to speak more than once in the course of the discussion of a motion or of an amendment, except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.**

**19. The Chairman may, at his discretion, limit the duration of speeches on any subject at any stage.**

**20. It shall be in the power of the Chairman to regulate the order of the speeches.**

**21. No motion or amendment shall be withdrawn without the consent of the meeting. Such consent may be presumed if the mover states his intention to withdraw and no dissent is forthwith expressed by any member. Where an amendment has been proposed to a motion the original motion cannot be withdrawn until the amendment has been disposed of.**

**22. Any member may, with the permission of the Chairman, rise even while another member is speaking to explain any expression used or any fact stated by himself which may have been misunderstood by the speaker.**

**23. Any member may, at any time, in the course of a discussion rise and call the attention of the Chairman to a point or order.**

**24. If a point of order is raised by a member in the course of a speech by another member, the speaker shall forthwith resume his seat until the Chairman has given his decision on it.**

**25. If the Chairman be of opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction, or of interruption to the discussion, or to the business of the meeting, he shall so say and declare it a breach of order.**

**26. The Chairman shall be the sole judge of any point of order and may, at his own instance, or at the instance of any member, call to order any member who is speaking. If the member who is called to order, disregards such call, the Chairman may suspend him from membership for the rest of the meeting and in case of gross misbehaviour he may, with the consent of two-thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary.**

**27. A member suspended, shall withdraw from the meeting.**

**28. Proposal relating to formal votes of thanks, messages of congratulations or condolence, and other matters of like nature may be moved from the Chair without notice.**

**29. Proposals relating to conferment of honorary degrees shall be put to vote without discussion. The voting on such proposals shall be by ballot.**

**30. All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor/Chairman. The proceedings will be circulated to the members and confirmed at the following meeting. Any Fellow or Syndic of the University shall be entitled to inspect in the University office, during office hours the proceedings of any meeting of the Syndicate.**

### **III. The Academic Council**



**1. Meetings of the Academic Council shall be convened as the Vice-Chancellor may direct :**

Provided that on a requisition signed by 1/10 of total members of the Academic Council to convene a special meeting, the Vice-Chancellor shall convene a special meeting on a date to be fixed by him. Provided further that at such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

**2. The Registrar shall, ordinarily, at least seven days before each meeting of the Academic Council, issue to each member a notice convening the meeting and a copy of the agenda.**

Provided that in the case of emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.

**3. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the Pro-Vice-Chancellor shall preside over the meeting. If there is no Pro-Vice-Chancellor or in the absence of the Pro-Vice-Chancellor the Academic Council shall elect its own Chairman for the meeting from amongst the members present.**

**4. At a meeting of the Academic Council 1/3 of total members shall form a quorum.**

**5. Business not included in the agenda as sent to the members may only be taken up by permission of the Council given by a two-third majority vote; provided that (a) any recommendation to the Syndicate and (b) any business falling within the sphere of a Board of Studies which has not been considered by such Board, shall, if they were not included in the agenda, only be taken up by a unanimous vote of the Council.**

**6. The Registrar shall be ex officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.**

**7. All proposals brought forward for the consideration of the Academic Council, shall be decided by a majority of votes. The Chairman may, at his discretion decide that any matter may be so decided by a secret ballot or by show of hands:**

Provided that approval of (i) routine item(s) or of urgent matter(s) of non-controversial nature could be sought through circulation; (ii) the Vice-Chancellor could, if deemed necessary, seek confirmation of the recommendation(s) made by the Standing Committee of the Academic Council through circulation.

**8. All amendments to any proposal shall be put up before the proposal itself, the last amendment being put up first and, if carried other amendments inconsistent with it shall be treated as rejected. The proposal as amended shall then be stated from the Chair and voted upon.**

**9. The Chairman may give his own vote and, on equality of votes, he shall have a second or casting vote.**

**10. All the Regulations of the Syndicate, not inconsistent with these rules, shall mutatis mutandis apply to all meetings of the Academic Council.**

#### IV. Faculty

**1. Meeting of the Faculty shall be called by Deputy/Assistant Registrar (Meetings) in consultation with the Dean of the Faculty as and when considered necessary. Generally the annual meetings shall be held latest by 31st January.**

**2. Not less than ten days before the date of the meeting, the office shall issue to every member agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting.**

Provided that with the permission of the Dean, more items may be placed before the meeting through supplementary/table agenda.

**3. At a meeting of the Faculty one-third of the total number of members comprising the Faculty or eight whichever is less shall constitute the quorum. In the event of the fixed quorum not being present at any meeting of the Faculty, the Vice-Chancellor shall be competent to take final decision in consultation with the Dean in respect of matters on the agenda for that meeting of the Faculty.**

- 4. All proposals brought forward for the consideration of Faculty shall be decided by a majority of votes. The Chairperson may, at this discretion, decide that any matter may be so decided by a secret ballot or by show of hands. The Chairperson may give his own vote and on equality of votes, shall have a second or casting vote.**
- 5. The Faculty may transact its business in a meeting. However, in emergent cases, this could be done through circulation also.**
- 6. The Faculty, if so desired, may appoint sub-committee/s for any purpose concerning the functions of the Faculty. But the decisions/recommendations of the sub-committee/s shall be subject to confirmation by the Faculty at its next meeting.**
- 7. In the absence of the Dean, the members present in the meeting will choose its own Chairperson for the meeting from amongst the members present through consensus.**
- 8. The Faculty shall not have the power to amend any draft proposed by the Board of Studies but may return it to the Board of Studies for reconsideration, either in whole or in part, together with any amendments which the Faculty may suggest, or reject it, after it has been submitted form the second time.**
- 9. Discussion on the appointment of examiners shall be treated as confidential.**
- 10. Every amendment to a regulation must be duly seconded otherwise it shall drop.**

#### **V. Boards of Studies**

- 1. Meeting of the Boards of Studies shall be called by the Deputy/Assistant Registrar (Meetings) in consultation with the Chairperson of the Board as and when considered necessary. Generally the annual meetings shall be held latest by 30th November.**

**2. Not less than ten days before the date of the meeting, the office shall issue to every member agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting.**

Provided that with the permission of the Chairperson more items may be placed before the meeting through supplementary/table agenda.

**3. The quorum of the Board shall be one-third of the total members subject to a minimum of three members.**

**4. A Board of Studies may transact its business in a meeting. However, in emergent cases, this could be done through circulation also.**

**5. Discussion on the appointment of examiners shall be treated as confidential.**

**6. The Board, if so desired, may appoint sub-committee/s for any purposes concerning the functions of the Board.**

The decisions/recommendations of the sub-committee/s shall be placed before the Board for approval. Provided that in a case of emergency, these recommendations could be accepted by the Chairperson.

**7. In the absence of Chairperson, the members present in the meeting will choose its own Chairperson for the meeting from amongst the members present through consensus.**

**8. All proposals brought forward for the consideration of the Board of Studies, shall be decided by majority of votes.**

**9. The Chairperson may give his own vote and, on equality of votes, he shall have a second or casting vote.**

Notification Education Department Dated, Chandigarh, the 30th April, 1962 Notification No. 3457-EDI-62/11247. In exercise of the powers conferred by sub-section (3) of Section 3, of the Punjabi University Act, 1961, the Governor of Punjab is pleased to specify Patiala to be the place where the Punjabi University shall be located. Sd/- N.K. Mukarji, Education Commissioner and Secretary to Government, Punjab, Education Department. Notification Education Department Dated, Chandigarh, the 30th April, 1962 Notification No. 3456-EDI-62/11249. It exercise of the powers conferred by sub-section (2) of Section 1 of the Punjabi University Act, 1961, the Governor of Punjab is pleased to appoint April 30, 1962 as the date from which the aforesaid Act

shall come into force. Sd/- N.K. Mukarji, Education Commissioner and Secretary to Government, Punjab, Education Department. Notification Education Department Dated, the 30th April, 1962 Notification No. 5240-EDI-62/18611. It exercise of the powers conferred by sub-section (2) of Section 5 of the Punjabi University Act, 1961, the Governor of Punjab is pleased to specify a radius of ten miles from the office of the Punjabi University, Patiala as the area in which the said Punjabi University shall exercise its powers. Sd/- N.K. Mukarji, Education Commissioner and Secretary to Government, Punjab, Education Department. Notification Education Department

### **30th.**

, the 30th April, 1962 Notification No. 5240-EDI-62/18709. It exercise of the powers conferred by sub-section (3) of Section 5, of the Punjabi University Act, 1961, the Governor of Punjab is pleased to notify the 1st July, 1962, as the date with effect from which the following educational institutions situated in Patiala City be deemed to be associated with and admitted to the privileges of the Punjabi University and shall cease to be associated in any way with, or be admitted to the privileges of the Panjab University.

- 1. Mahendra College.**
- 2. Govt. College for Women.**
- 3. Govt. Bikram College of Commerce.**
- 4. Govt. Medical College.**
- 5. Dental College.**
- 6. Govt. College of Physical Education.**
- 7. State College of Education.**
- 8. Thapar Institute of Engineering and Technology.**
- 9. Khalsa College.**

Sd/- N.K. Mukarji, Education Commissioner and Secretary to Government, Punjab, Education Department. Punjab Government Gazette Extraordinary Published by Authority Chandigarh, Tuesday, May 13, 1969 Punjab Government (VYSK-23, 1891 Saka) Notification Education Department The 13th May, 1969 Notification No. 5592-EDI(2E)61/12447. In supersession of all previous notifications issued in his behalf and in exercise of the powers conferred by sub-section (1) of Section 5 of the Punjabi University Act, 1961 (Act No. 35 of 1961) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to specify the districts of Patiala, Sangrur,

Bhatinda and Ropar, as the area in which the Punjabi University shall exercise its powers. Further, in exercise of the powers conferred by sub-section (3) of Section 5 of the aforesaid Act, the Governor of Punjab is pleased to notify the 30th June, 1969, as the date for the purpose of the said sub-section. Sd/- Daljeet Singh, Secretary to Government, Punjab Education Department. Published in Punjab Government Gazette (Extraordinary) Punjab Government Education Department Notification Dated, the 18th September, 1972 Notification No. 8277-23(28)-EDI-ASO(II)/72. In supersession of all previous notifications issued in his behalf and in exercise of the powers conferred by sub-section (1) of Section 5 of the Punjabi University Act, 1961 (Act No. 35 of 1961) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to specify the districts of Patiala, Sangrur, Bhatinda, Ropar and Tehsil Faridkot of district Faridkot as the area in which the Punjabi University shall exercise its powers. Further, in exercise of the powers conferred by sub-section (3) of Section 5 of the aforesaid Act, the Governor of Punjab is pleased to notify the 7th August, 1972, as the date for the purpose of the said sub-section. Sd/- P.H. Vaishnav Secretary to Government, Punjab, Education Department