

# The Statutes of the Punjabi University

PUNJAB

India

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### Rule THE-STATUTES-OF-THE-PUNJABI-UNIVERSITY of 1993

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## Chapter I

### 1. Definition.

- "The Act" means the Punjabi University Act, 1961, as amended by the Punjabi University (Amendment) Act, 1962, Punjabi University (Amendment) Act, 1969, Punjabi University (Amendment) Act, 1975, Punjabi University (Amendment) Act, 1976 and Punjabi University (Amendment) Act, 1983.

### 2. The Chancellor.

- Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.

### 3. The Vice-Chancellor.

- Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.

### 4. [ The Registrar. [Also see Chapter II(B)(iv) relating to appointment and duties of the officers of the University - The Registrar and other Administrative Officers.]

- Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.]

## **5. Deans of the Faculties.**

(1)The Dean of the Faculty shall be appointed from amongst Professors in each Faculty by rotation according to seniority.Provided that if in any Faculty there is only one Professor, the Deanship shall rotate between the Professor and the seniormost Reader in the Faculty.Provided further that Professors/Readers from such departments as are engaged in imparting instructions and doing research work shall be eligible for appointment as Dean of the Faculty.Provided further that if a person is on leave for three months or more than three months he will not be considered for appointment as Dean. In such an eventuality the Dean shall be appointed out of the other Professor(s) or Reader(s) accordingly to seniority.Provided further that no person shall be the Dean of the Faculty for two consecutive terms.(2)If there is no University Professor or Reader in the Faculty, the Principal of the College, admitted to the privileges of the University, in the Faculty, shall be the Dean of the Faculty.Provided that, if there is more than one such College in the Faculty, the Principals of the Colleges who are member of Faculty shall hold the office of the Dean of the Faculty by rotation according to seniority.Provided further that, if there is no Principal of a College as member of the Faculty, the Faculty shall elect its own Dean.(3)The Dean of the Faculty once appointed under clause (1) or (2) above shall hold office for a period of two yeas, or till the dean is appointed under 5(1), whichever is earlier.Provided that in the case of absence of the Dean of a Faculty from the University for a period upto three months his casual vacancy shall be filled by appointing a temporary Dean from among the persons eligible for such appointment.In such a case, when the period of absence of the Dean exceeds three months, his remaining term as Dean shall be treated as expired and the next eligible person shall be appointed as Dean of that Faculty for a full term of two years.(4)The Dean of the Faculty shall preside at the meetings of the Faculty.

## **6. The Senate.**

- Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.

## **7. The Syndicate.**

- Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.

## **8. The Academic Council.**

(1)The Academic Council shall be the academic body of the University and shall consist of the following members, namely :-(i)The Vice-Chancellor as Chairman;(i-a) The Pro-Vice-Chancellor;(ii)Direct of Public Instruction, Punjab;(iii)Dean of Faculties, Dean of Academic Affairs, Dean of Students, Dean College Developments Council and Dean Research.(iv)Chairmen of all the Board of Studies, Heads of University teaching/research department (who are not Chairmen of Boards of Studies), Head Department of Correspondence Course/Guru Kashi Regional Centre Bathinda/Guru Kashi Institute of Advanced Studies, Damdama Sahib/Nawab Sher Mohd. Khan Institute of Advance Studies in Urdu, Persian and Arabic, Malerkotla and such other Institutes/Centres which have been accorded the status of the University

Teaching Departments.(v)One Professor from each of the University Teaching Departments, the Department of Correspondence Courses and Research Departments by rotation according to seniority;(vi)Principals of colleges having post graduate classes;(vii)Principals of colleges having Honours Courses in three or more subjects;(viii)Four Principals of colleges who are not Deans of the Faculties or Chairmen of Boards of Studies, by rotation according to age;(ix)Two Readers and two Lecturers from the University Teaching Departments by rotation according to seniority;(x)One Reader and one Lecturer by rotation according to seniority from each concerned subject of the Department of Correspondence Courses.(xi)One Reader and One Lecturer by rotation according to seniority from each subject/group of subjects in the Research Departments.(xii)One teacher from each college admitted to the privileges of the University having 60 or more teachers on its staff with at least 10 years' experience of teaching degree classes, by rotation according to age from amongst those whose names are borne on the register maintained by the Registrar for this purpose;(xiii)Eight representatives of the teachers of such colleges, admitted to the privileges of the University as have less than 60 teachers each on their staff. Such representatives to be not below the cadre of lecturers and to have at least 10 years' experience of teaching degree class, to be appointed by rotation according to age, from among those whose names are borne on the register maintained by the Registrar for this purpose;(xiv)One teacher, other than Chairmen of the Boards from each of the professional colleges admitted to the privileges of the University, by rotation according to age;Provided that such teacher shall not be below the cadre of a lecturer and shall have at least ten years' experience of teaching degree classes;(xv)Incharge, University Library;(xvi)Four persons being specialists in different branches of knowledge and not being employees of the University co-opted by the Academic Council.(2)All members of the Academic Council other than ex officio members shall hold office for a period of one year.(3)The Academic Council shall subject to the provisions of the Act, the Statutes and the Ordinances, have control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters.(4)Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely :(i)to report on any matter referred to it or delegated to it by the Senate or Syndicate;(ii)to make recommendations to the Syndicate with regard to :(a)the creation of teaching posts in the University and Colleges maintained by the University and the abolition thereof; and(b)the classification of the posts referred to in sub-item (a) and their emoluments and the duties attached thereto;(iii)to make recommendation to the Syndicate with regard to the formulation or modification or revision of schemes for the organization of Faculties and for the assignment to Faculties their respective subjects and also to report to the Syndicate as to the expediency of the abolition or sub- division of any Faculty or the combination of one Faculty with another;(iv)to make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study;(v)to make arrangements for the instruction and examination of persons not being members of the University as may be necessary;(vi)to promote research within the University, and to secure, from time to time reports on such research;(vii)to appoint Committees for admission of students to the University;(ix)[ to recognize diplomas and degrees of others Universities and Institutions and to determine their corresponding value in relation to the diplomas and degrees of the Punjabi University.] [The List of examination of other Universities and Boards, etc., recognised for purposes

of admission to a course of study in this University, is given in the Ordinances of the University.](x)to fix, subject to any conditions accepted by the Senate, the time, mode and conditions of competition for Fellowships, Scholarships, and other prizes and to award the same;(xi)to make recommendations to the Syndicate in regard to the fixation of fees, emoluments and travelling and other expenses, to the examiners appointed for various examinations.The Vice-Chancellor shall be empowered to appoint an examiner, and, if necessary, remove him.(xii)to make arrangements for the conduct of examinations and to fix dates for holding them;(xiii)to appoint, whenever necessary, Inspectors or Board(s) of Inspectors for inspecting colleges, applying for admission to the privileges of the University.(xiv)to declare the results of the various examinations or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, licences, titles and marks of honour;(xv)to award stipends, scholarships, medals and prizes and to make other awards in accordance with the Ordinances and such other conditions as may be attached to the awards;(xvi)to prepare such forms and registers as are, from time to time, prescribed by the Ordinances; and(xvii)to perform, in relation to academic matters all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and the Ordinances.

## 9. The Faculties.

(1)The University shall comprise the following Faculties, namely :-(i)Faculty of Arts and Social Sciences;(ii)Faculty of Physical Sciences;(iii)Faculty of Life Sciences;(iv)Faculty of Business Administration and Commerce;(v)Faculty of Languages;(vi)Faculty of Education;(vii)Faculty of Fine Arts and Architecture;(viii)Faculty of Medicine;(ix)Faculty of Ayurvedic and Unani System of Medicine;(x)Faculty of Dental Sciences;(xi)Faculty of Engineering and Technology;(xii)Faculty of Agriculture and Forestry;(xiii)Faculty of Law;(xiv)Faculty of Humanities and Religious Studies;(xv)Faculty of Vocational Courses, and(xvi)Such other Faculties as may be prescribed by the Statutes.(2)Each Faculty shall comprise such subjects and Departments of Studies as may be assigned to it by the ordinances;(3)(a)Each Faculty except the Faculty of Vocational Courses shall consist of the following members :(i)the Dean of the Faculty;(ii)all Heads of the University Teaching Departments and the Research Departments in the Faculty;(iii)all Heads of Post-graduate Departments in the Faculty from the colleges admitted to the privileges of the University;(iv)all Professors from the University Teaching Departments, Professors in the subjects concerned from the Department of Correspondence Courses and Research Departments;(v)all the Chairmen of the Boards of Studies, in the Faculty concerned;(vi)Two Readers and two Lecturers by rotation according to seniority from each University Teaching Departments in the Faculty;(vii)One Reader and One Lecturer by rotation according to seniority from each concerned subject to Department of Correspondence Courses;(viii)One Reader and one Lecturer by rotation according to seniority from each subject/group of subjects in the Research Departments.(ix)One teacher representing each College out of the teachers of the subject or subjects assigned to the Faculty, with not less than 5 years' teaching experience by rotation according to age;Provided that in the case of the Faculties of Medicine, Dental Sciences, Ayurvedic and Unani System of Medicine, Engineering and Technology, Business Administration and Commerce, Education, Humanities and Religious Studies, two teachers, with not less than 5 years' total teaching experience - one of them being the seniormost teacher representing each subject or where the subjects have been grouped together, representing

such group in the Faculty, from each College, admitted to the privileges of the University in the Faculty, by rotation according to seniority;(x)Deleted;(xi)four persons at least two of whom shall be from outside the University having expert knowledge of the subject or subjects concerned nominated by the Vice-Chancellor in consultation with the Dean of the Faculty concerned;(xii)two members co-opted by the Academic Council for their special knowledge of any subject assigned to the Faculty.(b)The Faculty of Vocational Courses shall consist of the following members:(i)The Dean of the Faculty of Vocational Courses;(ii)The Dean of the Faculty of Business Administration and Commerce;(iii)The Dean of the Faculty of Engineering and Technology;(iv)The Dean of the Faculty of Physical Sciences;(v)The Dean of the Faculty of Life Sciences;(vi)All Heads of Departments of Studies in the Faculty of Vocational Courses;(vii)All Heads of University Departments of Studies from other Faculties servicing Vocational Courses;(viii)All University Professors in the Faculty of Vocational Courses and from University Departments of Studies from the Faculties servicing Vocational Courses;(ix)Two Readers and Two Lecturers by rotation according to seniority from each University Department in the Faculty of Vocational Courses and from each University Departments of Studies from other Faculties servicing Vocational Courses.(x)Two representatives of Industry/Business located in the jurisdiction of the University nominated by the Vice-Chancellor;(xi)Director, Thapar Institute of Engineering and Technology, Patiala or his nominee;(xii)Two representatives of the Punjabi University.(xiii)Two experts from Industrial Training Institutes to be nominated by the Vice-Chancellor;(xiv)Director, Employment Services, Punjab, Chandigarh;(c)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."All proposals brought forward for the consideration of Faculties 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. The Chairman may give his own vote and on equality of votes, he shall have a second or casting vote."(4)All members of the Faculty other than ex officio members shall hold office for a term of two years.(5)The Faculties shall have powers to publish lists of prescribed or recommended text books and to publish syllabuses of the prescribed courses of study. The Faculties shall also have such powers and shall perform such duties as may be assigned to them by the Statutes and Ordinances. They shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council.

## 10. Boards of Studies.

(1)Subject to the provisions in paragraph (2) below every subject and when the subjects have been grouped together, every such group of subjects included in a Faculty shall have a Board of Studies, provided that in the case of such subjects which are taught in at least six colleges, there shall be separate Boards of Studies for post-graduate and under-graduate courses.The term of the Boards of Studies shall be two years and shall consist of the following :

## 10.

(1)(A)Applicable in the case of such subjects which are taught in less than six colleges. :(i)The Head of the University Teaching Departments - as Chairman (ex officio);(ii)Professors from the University Teaching Departments and Professors in the subject concerned from the Department of Correspondence Courses and Research Departments.(iii)Honorary Professor, if any, from the University Teaching Departments and Honorary Professors in the subject concerned from the Department of Correspondence Courses and Research Departments.(iv)Two from amongst the Readers from the University Teaching Departments and the Readers in the subject concerned from the Department of Correspondence Courses and Research Departments by rotation according to seniority.Provided that at least one Reader shall be from the University Teaching Department.Provided further that if the number of Readers in the Department of correspondence Courses and Research Departments is six or more, then the second Reader will be taken from them by rotation according to seniority. It is understood that if the number of Readers is less than six, the second Reader shall be taken from the joint seniority of the Readers in the subject from the University Teaching Departments, Department of Correspondence Courses and Research Department(s) by rotation according to seniority.(v)Two from amongst the Lecturers from the University Teaching Departments and the Lecturers in the subject concerned from the Department of Correspondence Courses and Research Departments by rotation according to seniority. Provided that at least one Lecturer shall be from the University Teaching Departments.Provided further that if the number of lecturers in the Department of Correspondence Courses and Research Departments is six or more, then the second Lecturer will be taken from them by rotation according to seniority. It is understood that if the number of Lecturers is less than six, the second lecturer shall be taken from the joint seniority of the Lecturers in the subject from the University Teaching Departments, Department of Correspondence Courses and Research Department(s) by rotation according to seniority.(vi)Four Members to be taken by rotation according to age from amongst teaches of the subject in colleges for a term of two years, provided that in the case of non-professional colleges, the Head of the Post-graduate Teaching Department or the Principal in case he is a teacher in that Department will be one of the four members;(vii)One expert from outside the University to be appointed by the Vice-Chancellor.

## 10.

(1)(B)Applicable in the case of such subjects which are taught in at least six colleges.:(a)Boards of Studies in Post-graduate Courses(i)The Head of the University Teaching Departments - as Chairman (ex-officio);(ii)Professors from the University Teaching Departments and Professors in the subject concerned from the Department of Correspondence Courses and Research Departments;(iii)Honorary Professor, if any, from the University Teaching Departments and Honorary Professors in the subject concerned from the Department of Correspondence Courses and Research Departments.(iv)Two from amongst the Readers from the University Teaching Departments and Readers in the subject concerned from the Department of Correspondence Courses (only those associated with Post-graduate teaching shall be eligible) and Research Departments by rotation according to seniority;Provided that at least one Reader shall be from the University Teaching Departments;(v)Two from amongst the Lecturers from the University Teaching

Department and Lecturers in the subject concerned from the Department of Correspondence Courses (only those associated with Post-graduate teaching shall be eligible) and Research Departments by rotation according to seniority; provided that at least one Lecturer shall be from the University Teaching Departments;(vi)Upto two representatives from Post graduate Departments of the Colleges admitted to the privileges of the University by rotation, according to age, with at least five years' experience of teaching Post-graduate classes;(vii)One nominee from amongst the members of the Board of Studies in Under-graduate courses in the subject concerned to be elected by the members of the Board;(viii)Two experts from outside the University to be appointed by the Vice-Chancellor;(b)Board of Studies in Under-graduate Courses(i)The Head of the University Teaching Departments - as Chairman (ex-officio);(ii)Out-going Head of the University Teaching Department;(iii)One representative of the Board of Post-graduate studies in the subject concerned to be elected by the Board;(iv)Subject Incharge from the Department of Correspondence Courses;(v)Five teachers from affiliated colleges engaged in the teaching of Under-graduate courses with at least five years' teaching experience in that subject by rotation according to age; provided that two teachers will be taken from Government Colleges and three from non-Government Colleges;(vi)Two experts from outside the University to be nominated by the Vice-Chancellor.(vii)Two experts to be nominated by the Vice-Chancellor from amongst the teachers of the University and its affiliated Colleges, one of whom may be from an allied subject.

## 10.

(2)(i)If there is no University Departments of Studies for a subject, a Committee of at least six persons appointed by the Vice-Chancellor on the advice of the Dean of the Faculty concerned shall be the Board of Studies for that subject or when the subjects have been grouped together for that group of subjects;Provided that the Committee so appointed shall include at least one member taken from outside the University for his expert knowledge of the subject.Provided further that a member of the Committee who is a teacher in a college admitted to the privileges of the University shall cease to be a member in the event of his transfer outside the jurisdiction of the University.(ii)The Chairman of the Committee appointed under clause 2(i) shall be nominated by the Vice-Chancellor from amongst its members;(iii)The term of the Committee appointed under clause 2(i) shall be of two years;Provided that if before the expiry of this term the University establishes its own department of study in the subject, the committee will cease to exist and a new Board of Studies for the subject shall be constituted under Article 10(1).

## 10.

(3)If the work regarding preparation of syllabi or conduct of examination is paralysed due to non-working of a Board of Studies properly, the Vice-Chancellor may dissolve such a Board and constitute a new ad hoc Board in lieu thereof or nominate member(s) on the already constituted Board to enable it to function properly."All proposals brought forward for the consideration of Board of Studies 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. The Chairman may give his own vote and on equality of votes, he shall have a second or casting vote."Statute applicable in the case of the various University BodiesFor the purpose of giving representation on the University

bodies to the teachers working in the Research Departments, the Research Departments shall be clubbed as under :-

Punjabi Bhasha Vikas Vibhag	The Teachers of different subjects working in the
1. (Department of Development of Punjabi Language);	Department of Development of Punjabi Language shall be associated with respective University Teaching Departments.
2. Punjabi Literary Studies;	With Punjabi Department.
3. Shabad Jor Kosh cell;	With Punjabi Department.
4. Shri Guru Grant Sahib Studies Department;	With Department of Religious Studies.
5. Encyclopaedia of Sikhism;	-do-
6. Punjab Historical Studies;	With History Department.
7. Oral History cell;	-do-
8. Research Centre in Economic Change;	With Economics Department.
9. Research Centre in Social Changes.	With Department of Sociology and Social Anthropology.

II. Teachers working in University Centres/Institutes established or to be established outside the University Campus shall be given representation on various University bodies in accordance with the above provision as soon as their status viz-a-viz Teaching Department is determined. If these Centres/Institutes are declared Multi-disciplined Department(s) then the representation to the teachers of these Centres/Institutes shall be given in accordance with the provision made for the Department of Correspondence Courses. In case these Centres/Institutes are equated with the Teaching Departments the representation to the teachers shall be given in accordance with the provision made for the University Teaching Departments.

## 11. The Finance Committee.

(1) The Financial Committee shall consist of the following persons, namely: (i) the Vice-Chancellor as Chairman; (i-a) the Pro-Vice-Chancellor; (ii) Finance Secretary of the State Government or his nominee not below the rank of Deputy Secretary; (iii) the Education Secretary to the State Government; (iv) the Dean, Academic Affairs; (v) two members to be elected by the Senate; (vi) two members to be elected by the Syndicate; (2) The members elected by the Senate shall hold office for two years and those elected by the Syndicate shall hold office for one year. (3) The Finance Committee shall advise the Syndicate on all financial matters.

## 12. The Selection Committee for Teaching and Research Posts.

- The staff for various teaching and research posts of the University Departments/Institutes/Centres shall be appointed on the recommendations of a Selection Committee constituted for the purpose as follows: (i) The Vice-Chancellor as Chairman; In case a relative of the Vice-Chancellor, is to appear



before the Selection Committee, the Pro-Vice-Chancellor will act as Chairman of the Committee. In case there is no Pro-Vice-Chancellor, the Dean, Academic Affairs, will be the Chairman of the Selection Committee. In such a situation the names of experts from the approved panel will also be indicated by the Pro-Vice-Chancellor/Dean, Academic Affairs, as the case may be. A relative means wife, husband, sons/daughters and their spouses, sisters, brothers, brothers-in-law, sisters-in-law, sons and daughters of brothers and sisters, first cousins, grandsons, grand-daughters. (ii) The Pro-Vice-Chancellor; (iii) The Dean of the Faculty concerned; (iv) One member appointed by the Syndicate from amongst its own members; (v) One or more external experts in the case of a Research Assistant or a Research Associate, two or more external experts in the case of a Reader or a Lecturer; three or more external experts in the case of a Professor to be appointed by the Syndicate. Provided that the proceedings of the Selection Committee shall be valid even if one outside expert attends the meeting in the case of a Research Assistant or a Research Associate or a Lecturer or a Reader and two outside experts in the case of a Professor. (vi) The outside expert shall normally be a Professor or a person holding an equivalent position. However, in the case of such subjects where Professors are not available or their number is very small Readers or persons holding an equivalent position could also be included in the panel of external experts for positions below the rank of Reader. (vii) (a) When a Professor is to be selected, the Head of the Department concerned if he is a Professor. When a Reader or a Lecturer is to be selected, the Head of the Department concerned if he is a Professor or a Reader. (b) In the case of appointment of a Professor/Reader/Lecturer/Research Associate/Research Assistant for the multi-Faculty Department/Institute/Centre, the Head of the Department/Institute/Centre. If the Head does not represent the concerned subject, the seniormost Professor of the concerned subject for the post of a Professor; and the seniormost Professor or Reader for the post of a Reader/Lecturer/Research Associate/Research Assistant. (viii) When a Reader or a Professor is to be selected, one Professor from the Faculty concerned to be nominated by the Vice-Chancellor. Provided that the Syndicate shall be competent to make appointments without appointing Selection Committee in the case of a ward of University employee who dies while in service. Provided that the minimum qualifications will not be relaxed in such cases.

### **13. The Selection Committee (ad hoc).**

(1) The Syndicate shall appoint ad hoc Selection Committee for the appointment of the Registrar, Administrative Officers of Class 'A' and for other non-teaching and non-research posts. (2) The Selection Committee for the recognition of teachers of Colleges shall consists of the following members : (a) for the purpose of recognizing a college teacher as a Professor. : (i) The Vice-Chancellor; (ii) the Dean of the Faculty; (iii) the Head of the Department concerned, if he is a Professor; (iv) three persons not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which the Professor will be concerned. (b) for the purpose of recognizing a college teacher as a Reader. (i) The Vice-Chancellor; (ii) the Dean of the Faculty; (iii) the Head of the Department concerned; (iv) two persons not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which the Reader will be concerned. (c) for the purpose of recognizing a college teacher as lecturer or otherwise as a teacher of the University : (i) The Vice-Chancellor; (ii) the Dean of the Faculty concerned; (iii) the Head of the Department. (3) The Vice-Chancellor shall convene the meeting of a Selection Committee and preside thereat. (4) The

Selection Committee shall consider and submit to the Syndicate recommendations as to the appointment referred to it. If the Syndicate is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

#### **14. Standing Committees, Boards etc.**

- All authorities of the University shall have power to appoint, from time to time, such and so many Standing Committees, or Sub-Committees or Boards, as they may deem fit and may in a special case, if they deem it necessary, appoint to them persons who are not members of such Authority. Provided that the Authority concerned shall not appoint persons who are not its members to such Committees or Boards except with the previous sanction of the Vice-Chancellor. Such Committees and Boards may deal with any subject delegated to them, subject to subsequent confirmation by the Authority appointing them.

#### **15. Seniority.**

(1) Whenever, in accordance with these Statutes, any person is to hold an office or be a member of any Authority of the University by rotation, according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade or post, as the case may be, and in accordance with such other principles as the Syndicate may, from time to time, prescribe. (2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons, to whom the provisions of this Statute apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause. (3) If two or more persons have equal length of continuous service in a particular grade or post, or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his motion, and shall, at the request of any such person, submit the matter to the Syndicate whose decision thereon shall be final.

#### **16. Person to hold office so long as they continue to be members of the Authority or Body concerned.**

- Notwithstanding anything contained in these Statutes, a person who holds any post in the University or is a member of any Authority or body of the University in the capacity as a member of a particular Authority or body or as the holder of a particular appointment shall hold office so long only as he continues to be a member of that particular Authority or body or the holder of that particular appointment as the case may.

#### **17. Resignations.**

- Any member, other than an ex officio member, of the Syndicate, the Academic Council or any other University Authority or Committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar. Provided that an Ordinary Fellow shall resign his office by letter addressed to the Chancellor and his resignation shall take effect as soon as such letter is received by the Chancellor. Any officer of the University (whether

salaried or otherwise), other than a Dean, may resign his office by letter addressed to the Registrar.

## **18. Removal of a member of the Senate, the Syndicate, the Academic Council or of an Officer.**

(1) Any member of the Senate, the Syndicate, the Academic Council may be removed by the Chancellor on the recommendation of the Senate, the Syndicate or the Academic Council, as the case may be, made by a majority of not less than three-fourth of its members on either of the following grounds, namely :-(a) the member has become incapable of performing his duties; and (b) the member has been convicted by a Court of Law of an offence which, in the opinion of the Senate, the Syndicate or the Academic Council, as the case may be, involves moral turpitude. (2) Notwithstanding anything contained in the terms of his appointment, any officer of the University, salaried or otherwise, may be removed from that office by the Authority which is competent to fill the vacancy on either of the following grounds namely :-(a) the officer has become incapable of performing his duties; and (b) the officer has been convicted by a court of Law of an offence which, in the opinion of the Senate, the Syndicate, or the Academic Council, as the case may be, involves moral turpitude. This clause shall also apply to an officer appointed on contract.

## **19. President or Chairman of a Meeting.**

- Where, by the Statutes or the Ordinances, no provision is made for a President or Chairman to preside over a meeting of any University Authority, Board or Committee or, when the President or Chairman so provided of is absent, the members present shall elect one of their members to preside at the meeting.

## **20. Filling of Casual Vacancies.**

- All casual vacancies among the members (other than ex officio members) of the Authority or other body of the University shall be filled, as soon as may be convenient, by the person or body who appointed, elected or co-opted the member whose place has become vacant, and the person appointed, elected or co-opted to a casual vacancy shall be a member of such Authority or body for the residue of the term for which the person whose place he fills would have been a member : Provided that if the vacancy be of a Fellow and occurs within six months preceding the date on which the term of office of the Fellow expires, the vacancy shall not be filled, if the Fellow be an elected Fellow.

## **21. Election Petition.**

- An election petition against any returned candidate may be presented to the Vice-Chancellor by any candidate within 15 days from the date of the declaration of the result. The petition shall lie to a Committee consisting of the Vice-Chancellor and two members of the Syndicate to be appointed annually.

## **22. Administrative Committees of the Departments.**

- Constitution and functions of the Administrative Committees of the Departments (ACDs)

### **1. Each Teaching and Research Department shall have an Administrative Committee of the Department.**

Explanation : For the purpose of Rule (1) Directorate of Correspondence Courses, Department of Punjab Historical Studies, Department of Forensic Science and Regional Centre, if any, shall be deemed to be independent Departments.

### **2. The Head of the Department will be the Ex officio member and Chairman of the Administrative Committee of the Department.**

### **3. Constitution of the Administrative Committees of the Departments.**

(a) Administrative Committee of every Department shall ordinarily consist of nine members in addition to the Head of the Department as under :

#### **1. Three Professors;**

#### **2. Three Readers; and**

#### **3. Three Lecturers.**

Provided that where the number of Professors, Readers and Lecturers does not exceed nine, all of them shall be members of the Administrative Committee of the Department; Provided further that if the number of Professors Readers or Lecturers is more than three in any category and the total number is more than nine, membership of the Administrative Committee of the Department from that category where the number of teachers exceeds three shall be by rotation according to seniority. Explanation : A person appointed after retirement from the University, or employed on contract or part-time basis will not be a member of the Administrative Committee. (b) The term of the Administrative Committee of the Department shall be one year, namely, 1st May to 30th April. (c) The Administrative Committee shall be constituted by the office of the Registrar and persons who have already served either on the Administrative or Technical Committee during the year 1982-83 and 1983-84 shall be placed at the bottom of the list for the year 1984-85. (d) A vacancy of less than 3 months duration shall not be filled but any person on leave and expected to join duty by 1st of August will be included in the Administrative Committee of the Department, if otherwise eligible.

**4. Procedure for the conduct of the meetings of Administrative Committees. -**  
**(a) Administrative Committee of the Department shall meet at least once in a month on the first Wednesday and in case Wednesday is a holiday, on the next working day. This schedule will not be followed during the vacancies.**

If the Chairman of the Committee is not available on the date fixed for the meeting of the Committee, he may, in consultation with the Secretary of the Committee, postpone the meeting to a date not later than ten days from the date of the scheduled meeting. However, if the Chairman does not attend two consecutive meetings, the matter shall be reported to the Vice-Chancellor for such necessary remedial action as he may deem fit. (b) In the absence of the Chairman, the meeting will be presided over by the senior-most person on the Committee. (c) Time for the meeting of the Committee will be decided by the Chairman and shall be notified along with agenda by the Secretary. (d) An emergent meeting of the Committee may with the permission of the Chairman be convened on 24 hours notice. (e) Agenda will be issued normally four days before the meeting by the elected Secretary. The agenda items shall be approved by the Chairman. In case of any dispute in regard to the agenda, the matter will be referred to the Administrative Committee of the Department whose decision shall be final. "All proposals brought forward for the consideration of Administrative Committee of the Departments (ACDs), 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. The Chairman may give his own vote and on equality of votes, he shall have a second or casting vote." (f) 50% of the total strength of the Committee shall be its quorum. (g) All decisions of the Committees shall be executed by the Chairman in letter and spirit, and he shall report the action taken by him in the next meeting of the Committee. (h) Proceedings of the meetings shall be recorded in a permanent register and confirmed by the Chairman. The record is to be made available to any member of the Committee who may like to see it. (i) Copies of proceedings of the meetings of the Committee will be forwarded to the Vice-Chancellor and Dean, Academic Affairs within a week of the date of the meeting of the Committee. (j) If any member of the Administrative Committee of the Department does not attend three consecutive meetings he shall be debarred from membership of the Committee for the remaining term.

**5. In case of the Department of Economics, the decision of the Advisory Committee shall prevail, should there be a conflict between the ACD and the Advisory Committee on any matter.**

**6. The Administrative Committee shall exercise the following powers and perform the following functions namely :**

(a) To decide all administrative and academic matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department. Explanation : All equipments costing above Rs. 5,000/- purchased from common grants shall be kept in a central departmental laboratory/common place and shall be freely accessible to all the members of teaching and research staff. (b) To decide about the filling of vacant

posts, creation of new posts and upgradation of existing posts. Explanation : The matter regarding specializations and qualifications of these posts shall be decided by the Committee in case of University/State Government posts and in case of UGC posts also if specialization has not been specified by the commission. (c) To decide all matters of allocation of common funds provided by the University, UGC or any other funding agency for various research development and extra-curricular activities of the Department. (d) To ensure freedom for each faculty member to pursue his/her research work independently or in collaboration. (e) To suggest outlines of tests, syllabi and courses of reading for consideration of the concerned Board of Studies in consultation with other staff members who are not members of the Committee. (f) To frame the time table and rationalise the distribution of teaching work amongst the teaches of the Department after consultation with them. (g) To lay down the procedure for the purchase of books, journals etc. for the Departmental Library and to look into all the matters pertaining thereto. (h) To consider cases of condonation of lectures of the students for admission to examinations according to University Rules/Regulations. (i) To suggest names for appointment as members of the Board of Editors for the journals of the Department, if any, for consideration of the Vice- Chancellor. (j) To organise conferences, seminars, symposia etc. in the Department. (k) To formulate general policy for providing equitable opportunity to members of the Department for deputation to conferences, seminars, symposia etc. both in India and abroad (except in case of personal invitation to a member), for consideration of the Vice-Chancellor. (l) To suggest guidelines for the consideration of the Vice- Chancellor/Syndicate or consultancy service provided by the Department, if any. (m) To prepare lists of equipment, chemicals, accessories, furniture, stationery etc. and to process the purchase of the common departmental articles consistent with the requirements and availability of funds. (n) To maintain up to date lists of firms for inviting quotations for purchase of various articles. (o) To arrange for proper checking of articles when received by the Department and for their proper storage. (p) To provide a periodic check on the maintenance of equipment and other items and to arrange for their repair or disposal, whenever needed.

## Chapter II

Creation of Teaching Departments and Appointment of Staff (A) Creation of Departments (1) The University shall establish such Departments as the Senate, on the recommendations of the Academic Council and the Syndicate, may decide from time to time. (2) Each Department shall consist of the following members, namely : (i) Teachers of the Department; (ii) Persons appointed to conduct research in the Department; (iii) The Dean of the Faculty concerned; (iv) Honorary Professors, if any, attached to the Department; and (v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances. (3) Each Department shall have a Head who may be a Professor or a Reader, and whose duties and functions and terms and conditions of appointment shall be prescribed by the Ordinances : Provided that only such Readers shall be eligible for appointment as Heads of the Departments as have a minimum of 8 years experience as Lecturer/Reader in a University, out of which three years experience should be as Reader at this University. Only those Readers shall be appointed as Head of the Department who are not due for retirement within one academic session from the date of appointment as Head of the Department. Provided further that if there is no Professor or Reader in the Department, the Dean of the Faculty concerned shall act as the Head of the Department. Provided further that where the Dean

of the Faculty is placed outside the Campus or there arises a situation in which a satisfactory arrangement cannot be made according to the provisions, the Syndicate, on the recommendations of the Vice-Chancellor, may make suitable arrangements.(4)No Faculty or Department shall be abolished except by the Statutes.(5)Every student of the University, not residing with his parents or guardian, shall reside in a University hostel or a College hostel or in a hostel or lodging approved by the University, as laid down in the Ordinances.(B)Appointment and Duties of Officers of the University(i)Appointment to the Teaching Posts

**1. University teachers shall be of three categories, i.e. Professors, Readers and Lecturers. They shall teach and engage in and guide research under the general direction of the Vice-Chancellor.**

**2. The Senate shall have power to determine, from time to time, after considering the recommendations of the Academic Council and the Syndicate, the Departments of study for which Professorships, Readerships and Lecturerships shall be instituted.**

**3. The salaries and grades of Professors, Readers, Lecturers and other persons holding teaching posts in the University and University Colleges shall be fixed by the Senate on the recommendations of the Academic Council and the Syndicate. The Syndicate, however, shall be competent (a) to grant in exceptional cases of approved service a personal allowance not exceeding rupees one hundred per mensem to a teacher who has attained the maximum of his grade and has put in thereafter a period of not less than seven years of service and (b) to allow, on the recommendation of the Vice-Chancellor accelerated promotion within the grade to any member of the University teaching staff for meritorious work.**

**4. Nothing in these Statutes shall prevent the Syndicate from making, in special cases, short term or temporary appointments of teachers with special arrangements as regards terms and conditions of service.**

**5. Other appointments to teaching posts, not specially provided for in these Statutes, shall be made by the Syndicate.**

**6. Whenever a post of a Principal, University Professor, or of a University Reader, or of a University Lecturer is to be filled up, it shall be advertised and applications invited :**

Provided that for the post of a Professor, the Vice-Chancellor shall have the power to place before the Selection Committee the name of a suitable person for the consideration along with the applications received in response to the advertisement but such persons shall be from amongst those in the service of the University or those who have retired from its services. Provided further that the name of an applicant from abroad may be considered by the Selection Committee for the post of Lecturer/Reader if complete bio-data of such a person is available before the Selection Committee.

**7. A member of the teaching staff holding permanent or temporary post of a Professor or a Reader or a Lecturer or an Instructor or a Research Assistant or any other teaching post in the University, shall not be allowed without permission of the Syndicate, to resign his post before the end of the academic year, i.e., March 15 and he shall give for this purpose not less than three months' notice, to the University, provided that the Syndicate may, in special cases, waive notice to such an extent as it may think fit.**

**8. The Syndicate may confer the title of "Professor Emeritus" on any distinguished teacher of the University at, 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 has extended over a period of not less than ten years. A Professor Emeritus shall for all purposes of courtesy and in 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.**

**9. In case of misconduct or incapacity of a Professor or Reader or Lecturer, the Syndicate shall have power to remove him from office on the recommendation of the Vice-Chancellor, provided that two thirds of the members of the Syndicate present at a duly convened meeting to the Syndicate vote for his removal.**

**10. [ The Conditions of service of Professors and Readers and Lecturers of the University shall, unless otherwise defined in the statutes, be the same as of other Officers of Class A.] [(i) No employee 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/communities of citizens of the Indian Union or disturb public peace.**



(ii) A teacher desiring to seek election to Parliament/State Legislature/Local Bodies, could do so only if the Syndicate permits him to do so.]]

## **11. It shall be the duty of a Professor or Reader or Lecturer :**

(a) to contribute as far as in him lies, to the advancement and diffusion of knowledge especially by prosecuting and promoting original research; (b) to give instruction in accordance with the curriculum prescribed by the University and in accordance with such time-table as may be approved by the Academic Council in the subject committed to his charge; (c) [ to examine candidates for admission to University classes and for Degree and honours in the subject committed to his charge when appointed by the Syndicate and to be responsible for such class examinations as may be prescribed by the Academic Council; and] [University Professors and Readers shall be paid for University examination work.] (d) to take part in the organization of the work of the University when assigned by any of the University bodies. (ii) University Teachers

## **1. Teachers of the University shall be of two classes, namely :**

(i) Appointed teachers of the University; and (ii) Recognized teachers of the University.

## **2. 'Appointed teachers of the University' shall be either -**

(a) employees of the University paid by the University and appointed by the Syndicate as Principals, Professors, Readers or Lecturers or otherwise as teachers of the University; Or (b) persons appointed by the Syndicate as Honorary Professors, Readers or Lecturers or otherwise as teachers of the University.

## **3. 'Recognized teachers of the University' shall be members of the staff of a College which has been admitted to the privileges of the University.**

Provided that no such member of the staff of a College shall be deemed to be a recognized teacher unless - (a) he is recognized by the Syndicate as a Professor, Reader or in any other capacity as a teacher of the University; and (b) his teaching in his own college relating to graduate and post-graduate courses is approved by the University. (iii) Recognition of Teachers

## **1. The qualifications of recognized teachers of the University shall be such as may be determined by the Ordinances.**

## **2. All applications for the recognition of teachers of the University shall be made in such manner as may be laid down by the Ordinances made by the Syndicate in that behalf.**

**3. The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a College, recognized as a teacher of the University otherwise than as a Professor or Reader, shall continue to be recognized so long as he is in the service of the College.**

**4. The Syndicate may, on a reference from the Vice-Chancellor, withdraw recognition from a teacher :**

Provided that the teacher of the College concerned may, within a period of thirty days from the date of the order of withdrawal, appeal against the order to the Chancellor whose decision shall be final. No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purposes. (iv) Appointment and Duties of Offices of the University - The Registrar and other Administrative Officers.

**1. The Syndicate may appoint a person to be the Registrar either substantively, or as a temporary arrangement. 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 Syndicate shall otherwise direct, and the Syndicate may at any time, on giving six months' notice in writing, terminate the appointment.**

**2. The Syndicate may reappoint the same person as the Registrar after the expiry of the original term of four years, and in every such case the person shall hold the appointment subject to the power of the Syndicate to terminate the engagement on giving six months' notice to him in writing. In the event of reappointment of the same person as the Registrar his service from the date of the first appointment shall be deemed continuous.**

**3. The salary of the Registrar shall be such as the Syndicate may, at the time of making the appointment, decide.**

**4. [ The Registrar shall exercise his powers and discharge his duties under the general control of the Syndicate.] [The Registrar shall defend cases instituted against the University and file suits in the court on behalf of the University except in regard to examination matters. The Controller of examination shall defend cases concerning examinations instituted against the University and file suits in the court on behalf of the University regarding examinations. Both these officers will have the power to sign and verify the**

**plaint, written statement, petitions, applications, replications and appeals etc., to swear and affirm affidavits and generally to make and complete all other documents concerned with legal proceedings on behalf of the University and do all acts necessary for the prosecution of the cases. (Syndicate para 72 dated 23.3.1992).]**

**5. The Syndicate may appoint Controller of Examinations, Finance Officer, Deputy Registrar, Assistant Registrars and other administrative officers and define their duties.**

**6. The Syndicate shall be competent to make appointment of offices on contract basis for specified periods.**

**7. (i) Notwithstanding anything contained in the Statutes and the Ordinances the Syndicate may by a specific resolution delegate any of its powers to the Vice-Chancellor.**

(ii)Notwithstanding anything contained in the Act and the Statutes, the Vice-Chancellor may at his discretion delegate any of his powers to the Registrar, for a specified period. However, in the case of matters of academic nature, the Vice-Chancellor at his discretion, may delegate any of his powers for a specified period to the Dean, Academic Affairs/any other whole-time officer of the University of the status of a University Professor.(iii)Notwithstanding anything contained in the Statutes and Ordinances, the Registrar may with the approval of the Vice-Chancellor delegate any of the powers vested in him to an officer in the University not below the rank of an Assistant Registrar, for a specified period.(v)Appointment, Conditions of Service, of Officers and Category C Employee of the UniversityPersons declared as Officers of the University.

**1. The categorization of the officers shall be governed by the Ordinances made from time to time.**

Power and Duties of Offices, Their Terms of Office, etc.The Syndicate may appoint Principals, Professors, Readers, Lecturers, Deputy Registrars, Assistant Registrars and such other officers as it may deem fit and their terms, conditions of service and duties shall be such as may be prescribed by the Ordinances.The Syndicate may, in the absence of the Registrar or other administrative officers, on leave or otherwise, assign, as a temporary arrangement, their duties to such officer or officers of the University as it may think proper.In the case of all officers, the Vice-Chancellor shall have power to fill vacancies for a period not exceeding one year.Mode of Appointment of OfficersThe appointment of all officers of Category 'A' shall rest with the Syndicate.The appointment of all officers of Category 'B' shall rest with the Vice Chancellor.The Heads of Teaching and Research Departments shall be empowered to make appointments of Category 'C' employees (excluding the posts involving promotion channels) in accordance with the selection criteria to be approved by the

Vice-Chancellor and appointments to category 'C' posts in Administrative Offices and in Non-teaching and Non-research Departments and those involving promotion channels shall be made by the Registrar.

## **2. In these Statutes :**

(a)"Service" means the whole period of continuous service including period spent on leave;(b)"Active service" means the time spent :(i)on duty;(ii)on subsidiary leave;(iii)on recognized vacation or privilege leave;Provided that the officer or category 'C' employee is not absent on furlough or extraordinary leave during the period of such vacation.(c)"Salary" means the amount of the monthly pay and allowances granted by the University to any officer or category 'C' employees;(d)"Average monthly salary" means the salary which any officer or category 'C' 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;(e)"Furlough" means leave earned by an officer in respect of periods spent on duty according to Statutes contained in this Chapter;(f)"Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts;(g)"Permanent officer" means a person confirmed in a permanent post to which there is no other claimant besides him;(h)"Duty" includes service as a probationer or apprentice provided that such service is followed by confirmation without a break;(i)"Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay if any but no other allowance;(j)"Special Pay" means an addition of the nature of pay to the emoluments of a post granted in consideration of special duties or of a specific addition to the work or responsibility; and(k)"Personal Pay" means additional pay granted to an employee (a) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure; or (b) in exceptional circumstances of other personal considerations.Any case not coming within the purview of the statutes contained in this chapter may be decided in accordance with the rules made by the Punjab Government for its officers or in such other manner as the Syndicate, in the case of Officers appointed by it and the Vice-Chancellor in the case of those appointed by him deem fit.

## **3. The provisions as contained in the Punjab Civil Services Rules, Vol. I Part I in regard to the fixation of pay of employees on their promotion from a post held by them in substantive/officiating/temporary capacity and on their direct appointment etc. as also with regard to the grant of increments, as amended from time to time, shall also apply in the case of University employees :**

Provided that the Syndicate or the Vice-Chancellor, as the case may be, shall have the power to sanction a higher start than the minimum of the grade, accelerated increments, allowances, etc. as it deems fit.

**4. Save as may be otherwise provided in the Statutes, suspension and removal from office or any other kind of punishment of offices and category 'C' employees of the University shall rest with the Syndicate in the case of officers appointed by it and the Vice-Chancellor in the case of those appointed by him :**

Provided that appeal against order of suspension, removal, or punishment passed by the Syndicate shall lie with the Senate and against such order passed by the Vice-Chancellor shall lie with the Syndicate. Provided further that in the case of category 'C' employees the appeal shall lie with the Vice-Chancellor.

**5. 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 in accordance with the regulations relating to civil servants of the Punjab Government.**

**6. An employee under suspension may be paid subsistence allowance at such rates as the suspending authority may direct, but not exceeding one half of the pay of the suspended person, plus all allowances at the discretion of the sanctioning authority.**

**7. A suspended person shall not be entitled to any leave for the period of suspension.**

[8. An increment shall ordinary be drawn as a matter of course, but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work has not remained satisfactory.] [The period spent on leave without pay by a permanent whole-time University employee shall be counted towards grant of Annual increment provided the maximum period of such leave taken by the employee at a time did not exceed two years. This decision is applicable to University teachers only. (Syn. 15, 24.6.1970) The increment shall be allowed from the 1st day of the month instead of from the actual date on which it accrues. (Syn. 5, 16.10.1975).]

**9. Where an efficiency bar has been prescribed in a time scale, the increment next above the bar shall not be given without the specific sanction of the authority empowered to withhold the increment.**

Provided that in normal cases where the authority competent to grant/withhold the increment is the Syndicate, the Vice-Chancellor shall have the power to allow crossing of efficiency bar.

**10. Subject to the Statutes contained in this Chapter, officers and category 'C' employees shall be under the control of the Head of the institution or the office to which they are attached and the Head of the institution or the office shall be under the control of the Syndicate.**

**11. The Syndicate may, from time to time, make ordinances relating to appointment of research scholars and research scholar-cum-demonstrators, the award of research-fellowships, the payment of travelling allowance, the writing off of losses, and the grant of permission to University employees for undertaking any work outside their normal duties.**

**12. (i) 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;**

(ii) Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave; (iii) Leave granted without pay shall not count towards gratuity; (iv) Leave allowance wherever payable shall be paid monthly in the first week of the succeeding months; (v) Casual leave cannot be combined with any other leave. It can be combined with holidays, provided the total period, including holidays, does not exceed ten days. Provided further that the Vice-Chancellor may, in special circumstances, allow casual leave to be combined with vocational recess/holidays beyond the limit of ten days.

**13. Leave in the case of officers of category 'A'. - The grant of all leave is subject to the condition that it can be granted without detriment to the business of the University.**

**14. Leave under the following statutes may be granted to Officers of category 'A' by the Syndicate except in the case of Medial leave and Privilege leave which will be granted with the sanction of the following officers :**

Vice-Chancellor, Heads of Departments/Professors, Dean of Students/Dean Colleges Development Council/Provost, Registrar/Controller of Examinations. Registrar (i) Teaching/Research staff up to the rank of Readers who are not Heads of Departments. (ii) Category 'A' Officers (Non-teaching). Registrar under intimation to the D.A.A. Director Youth Welfare; Chief Sports Organiser; Director, Planning and Development (Punjabi); Programme Co-ordinator, N.S.S.

**15. During the regular annual University vacation an officer may be absent provided that arrangements to the satisfaction of the Vice-Chancellor are made for carrying on the duties of his office during his absence.**

**16. If, owing to the requirements of the University, an officer is, in any year, prevented from enjoying the whole or any part of the annual vacation, he may, in lieu thereof, be granted by the Vice-Chancellor privilege leave on full average pay for such period not exceeding one month for a year, subject to a maximum of four months at a time, as the Vice-Chancellor may determine.**

**17. All non-vacation Officers shall be allowed privilege leave on full pay at the rate of 1/11th of service subject to a maximum of four months at a time as the sanctioning authority may direct.**

Provided that the Professor, Senior/Junior Research Fellows working in the Department of Comparative Religion be allowed autumn and winter recesses in addition to the privilege leave enjoyed by the Non-Teaching Departments.[17A. All research staff working on fixed emoluments in Teaching/Non-teaching and Research Departments shall be allowed leave for 30 days in a year in addition to general holidays (which do not include vacation like autumn/winter recesses and summer vacations) as are observed by the Teaching Departments.] [Also applicable to Project Assistant working in the St. Sankra Deva Chair (Syn. 7, 26.4.1980).] If the leave is not availed of, it will accumulate up to 30 days at the maximum in the succeeding years. All other members of the Research Staff working in teaching and other departments will be non-vacation staff and will be entitled to various kinds of leave as admissible to non-vacation staff under normal rules in addition to general holidays (which do not include vacations like autumn/winter recesses and summer vacations) as are observed by the Teaching Departments. Provided that in the case of Research Scholars/Research Scholar-cum- Demonstrators the U.G.C. leave rules for its Junior Research Fellow/Senior Research Fellow as amended from time to time be followed.[18. The furlough earned shall be one-ninth of an officer's active service, provided that : (a) furlough may not be granted until the officer applying for it has completed 4½ years' active service; (b) furlough may not be granted again until the expiry of three years from the date of such officer's last return from furlough; (c) not more than two years furlough may be granted at a time; (d) not more than six months' furlough may be granted to an officer after he has attained the age of retirement or has been prematurely or voluntarily retired in respect of his previous service. Provided further that the benefit of encashment of furlough at the time of retirement shall not be available to such employees as join University service after 26.2.1993. Furlough may be granted in combination with vacation or privilege leave. The monthly allowance to be granted to an employee while on furlough shall be equal to half his average monthly salary.] [Furlough admissible under the regulations, while in service, shall only be granted for sickness of the employee or of any of his dependents or for higher studies. (Syn. 66, 25.6.1983).]

**19. Half-pay leave may be granted to a category 'A' officer at the rate of 20 days for each completed year of service :**

Provided that commuted leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate from Govt. Medical Officer/Chief Medical Officer, Punjabi University, Patiala. The Registrar may, on the recommendations of the University Medical Officer,

grant to a University female employee Maternity Leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months on the certificate of the Medical Officer of the University or Chief Medical Officer or any district or Medical Superintendent of Mata Kaushalya Hospital/Rajindra Hospital, Patiala. Maternity leave should not be debited against the leave account. Provided that no leave under this rule shall be granted to a female employee who has three or more children. Provided further that maternity leave under this rule may also be granted in cases of miscarriage/abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the condition that the leave does not exceed six weeks and the application of leave is supported by a medical certificate of the Medical Officer of the University, or Chief Medical Officer of any district or Medical Superintendent of Mata Kaushalya Hospital/Rajindra Hospital, Patiala.

**20. Furlough and leave on medical certificate taken in India shall be reckoned from the date on which the officer relinquishes charge of his office to the date on which he resumes his office.**

Furlough and leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of disembarkation at the port of arrival on return to India, in case 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 with the previous sanction of competent authority. A person proceeding on study leave out of India shall be given seven days to make preparations for the outward journey and this period shall be considered as spent on duty.

**21. In the case of furlough or leave on medical certificate taken out of India, subsidiary leave not exceeding ten days on any one occasions of taking such subsidiary leave, may be granted to the officer for the interval between the date of his quitting his 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.**

**22. The monthly allowances to be granted to an officer while on subsidiary leave and furlough shall be equal to half his average monthly salary payable for the period spent out of India. In the case of an officer taking leave on [medical certificate, the rate of the monthly allowance to be granted to him shall be such as the Syndicate may, in each instance, determine.] [For grant of leave on medical grounds, Government rules for half-day leave on medical certificate will be applicable.]**



**23. If an officer overstays his leave or remains absent without leave he shall forfeit all his salary during the time of his remaining so absent; and if he over-stays his leave or remains absent without leave for more than one week, his office shall be liable to be declared vacant and he shall be liable to pay salary in lieu of notice period.**

**24. The Syndicate may, at its discretion, grant an officer for any special reasons, extraordinary leave of absence which shall be without pay and shall not ordinarily exceed six months. Under exceptional circumstances this leave may be extended and may also be granted even more than once in the whole course of the officer's service :**

Provided that the maximum total period for which such leave is granted should not exceed three years. Provided further that leave in such cases where an employee intend to serve elsewhere may be granted only if he/she has worked at this University for five years and the leave shall not ordinarily be granted for more than one year. This leave may be extended further upto three months keeping in view the circumstances of the case.[25.] [[In computing length of service, the time during which a person was on probation or engaged on a whole-time research job may be reckoned provided : (a) the person is a teacher on the date of the application. (b) there is no break in his service.]] (i) Study leave may be granted to a permanent whole-time teacher with not less than three 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 method of education. (ii) Study leave shall be granted on the recommendations of the committee appointed by the Syndicate, for Advance Studies and Research. The leave shall be for a period up to three years for a degree. For a post- doctoral research, it should be normally only for one year. Only in exceptional cases it may be extended by the Syndicate for another year if such extension is unavoidable on academic grounds and necessary in the interests of the University. (iii) Study leave shall not be granted to a teacher who is due to retire within five 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 not less than five years have elapsed after the teacher returned to duty on completion of earlier 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. (vi) [ Study leave may be granted on 'full pay', 'half pay' or 'without pay' on the following formula, if the teacher is getting any scholarship, fellowship or financial assistance for study/research :] [The term 'pay' refers to average pay.]

(a) upto 10,000 dollars per annum or equivalent

Study leave with full pay.

(b) above \$ 10,000 per annum but below \$ 15,000 or equivalent

Study leave on half pay.

(c) \$ 15,000 per annum and above

Without pay.

(vii) A teacher shall not ordinarily be entitled to house rent allowance/city compensatory allowance during the period of study leave. Provided that the Vice-Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowances in part or in full. (viii) It shall be

the duty of the teacher granted study leave to communicate immediately to the University 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 compensatory leave, half pay leave, extraordinary leave or vacation provided that the compensatory leave at the credit of the teacher, shall be availed of at the commencement of study leave. When study leave is taken in continuation of a vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.(x)A teacher granted study leave shall on his return and rejoining the service of the University be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.(xi)The period of study leave shall count as service for contributory provident fund provided the teacher joins the University on the expiry of his study leave.(xii)Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.(xiii)A teacher before availing of study leave shall give an undertaking that he shall serve the University for a continuous period equal to double the period of study leave with a minimum of one year and a maximum of five years, to be calculated from the date of his resuming duty after expiry of the study leave.(xiv)[A teacher : [[1. If a teacher asks for extension of study leave and is not granted the extension 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 the dues under this rule.

**2. Notwithstanding the above, the Syndicate may order that nothing in this Statute 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 this Statute.]]**

(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 University but leaves the service within three years of the date of rejoining the service, or(d)who, within the said period, is dismissed or removed from service by the Universityshall be liable to refund to the University the whole amount of leave salary and allowances and other expenses, spent on the teacher or paid to him, or on his behalf or in connection with the course of study, together with interest thereon at the rate of 6% per annum to be charged from the date of such payment. If, however, the teacher concerned rejoins the University in the case of (c), (d) above, he shall refund proportionate amount to be determined according to the period falling short of the total period for which the undertaking was given. In case, the teacher had been granted study leave without any 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, together with interest thereon at the rate of 6% per annum.](xv)After the leave has been sanctioned, the teacher shall before availing of the leave, execute a bond in favour of the

University binding himself for the due fulfilment of condition laid down in clauses (xiii) and (xiv) above and give security of immoveable property to the satisfaction of the Registrar, or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank or furnish surety of two permanent teachers for the amount which might become refundable to the University in accordance with clause (xiv) above.(xvi)The teacher shall submit to the Registrar six monthly reports of progress in his studies from his Supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If a report does not reach the Registrar within the time specified the payment of leave salary may be deferred till the receipt of such report.

**26. 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 teacher leaves service before or during the summer vacation of his own accord, he shall not be entitle to any salary for the period of summer vacation.**

**27. Leave in the case of officers of Category 'B'. - The grant of all leave is subject to the condition that it can be granted without detriment to the business of the University.**

**28. Leave in the case of Category 'B' employees working in the Non-Teaching Departments may be granted by the Deputy Registrar (Estt.) or if there is no Deputy Registrar (Estt.) by the Assistant Registrar (Estt.). In the case of non-teaching employees working in the Teaching/Research Departments, the leave may be granted by the respective Heads of the Departments subject to the verification of title by the Registrar office.**

[29. If any officer of Category 'B' is permitted by the Vice-Chancellor to be absent during the annual University vacation such officer may be allowed 10 days' privilege leave in a year subject to the condition that total privilege leave inclusive of that admissible to an employee for not having availed

of the annual University vacation did not exceed the maximum limit prescribed by the existing Statutes. Any such officer who is not permitted by the Vice-Chancellor to be absent during such vacation, may be granted privilege leave not exceeding one month after eleven months, two months after twenty two months and three months after thirty three months, continuous active service. Full pay may be granted to an officer while on privilege leave. Such leave may be combined with furlough or leave on medical certificate. If an employee gets less than a month of the annual vacation, he shall be entitled to leave for the period necessary to make up full month.] [The Vacation leave to officers of Category 'B' serving in 'vacation' departments and also to the servants in those departments would be for half of the annual summer vacation, if they are permitted to be away on leave during the annual summer vacation.]

**30. All non-vacation officers shall be allowed privilege leave on full pay at the rate of 1/12th of service, subject to a maximum of four months at a time. Such leave may be combined with furlough or leave on medical certificate.**

[31. The furlough earned shall be deemed to be one-twelfth of an officer's active service, provided that : (a) furlough may not be granted until the officer applying for it has completed six years active service. (b) furlough may not be granted again until the expiry of six years from the date of such officer's last return from furlough (c) not more than six months' furlough may be granted to an officer after he has attained the age of retirement or has been prematurely or voluntarily retired in respect of his previous service. Provided further that the benefit of encashment of furlough at the time of retirement shall not be available to such employees as join University service after 26.2.1993.] [Furlough admissible under the regulations, while in service, shall only be granted for sickness of the employee or of any of his dependents or for higher studies.]

**32. Half-pay leave may be granted to a category 'B' employee at the rate of 20 days for each completed year of service :**

Provided that commuted leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate from Govt. Medical Officer/Chief Medical Officer, Punjabi University, Patiala. The Registrar may, on the recommendations of the University Medical Officer, grant to a University female employee Maternity Leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months on the certificate of the Medical Officer of the University or Chief Medical Officer of any district or Medical Superintendent of Mata Kaushalya Hospital/Rajindra Hospital, Patiala. Maternity leave should not be debited against the leave account : Provided that no leave under this rule shall be granted to a female employee who has three or more children. Provided further that maternity leave under this rule may also be granted in cases of miscarriage/abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the condition that the leave does not exceed six weeks and the application of leave is supported by a medical certificate of the Medical Officer of the University, or Chief Medical Officer of any district or Medical Superintendent of Mata Kaushalya Hospital/Rajindra Hospital, Patiala.

**33. Furlough and leave on medical certificate shall be reckoned from the date on which the officer quits his office to the date on which he re-assumes office.**

**34. The monthly allowance to be granted to an officer while on furlough shall be a sum equal to half his average monthly salary. In the case of an officer taking leave on medical certificate, the rate of monthly allowance to be granted to him shall be such as may, in each instance, be determined.**

**35. If an officer overstays his leave or remains absent without leave he shall forfeit all his salary during the time of his remaining so absent; and if he overstays his leave or remains absent without leave for more than one week, his office shall be liable to be declared vacant and he shall be liable to pay salary in lieu of notice period.**

**36. The Vice-Chancellor may, at this discretion, grant an officer, for any special reasons, extraordinary leave of absence which shall be without pay and shall not ordinarily exceed six months. Under exceptional circumstances, this leave may be extended and may also be granted even more than once in the whole course of the officer's service :**

Provided that the maximum total period for which such leave is granted should not exceed three years. Provided further that leave in such cases where an employee intends to serve elsewhere may be granted only if he/she has worked at this University for five years and the leave shall not ordinarily be granted for more than one year. This leave may be extended further up to three months keeping in view the circumstances of the case.

**37. [ Leave in the case of Category 'C' employees.] [The work charged staff of the University, shall be allowed earned leave @ 1/24th of the period of duty. (Senate 10, 16.10.1975).] - (i) Leave in the case of Category 'C' employees may be granted by the Assistant Registrar (Estt.). In the case of Non-Teaching Employees working in the Teaching/Research Departments, the leave may be granted by the respective Heads of the Departments subject to verification of title by the Registrar office.**

(ii) The grant of leave is subject to the condition that it can be granted without detriment to the business of the University. (iii) If any category 'C' employee is permitted by the Vice-Chancellor to avail himself of the annual vacation, such employee may be allowed 10 days privilege leave in a year subject to the condition that total privilege leave inclusive of that admissible to an employee for not

having availed of the annual University vacation did not exceed the maximum limit prescribed by the existing Statutes. Any category 'C' employee in a vacation Department, who is not to avail himself of such vacation, may be granted privilege leave not exceeding one month after eleven months, two months after twenty two months and three months after thirty three months continuous active service. Full pay may be granted to Category 'C' employee while on privilege leave. Such leave may be combined with furlough or leave on medical grounds. In case any employee is allowed vacation for a period less than what he is entitled to as privilege leave he/she shall be given credit of privilege leave for the days necessary to make up the deficiency. All non-teaching category 'C' employees shall earn privilege leave on full pay at the rate of 1/12th of active service, subject to a maximum of four months at a time. Such leave may be combined with furlough or leave on medical grounds. (vi) Half-pay leave may be granted to a category 'C' employee at the rate of 20 days for each completed year of service : Provided that commuted leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate. (v) It a category 'C' employee overstays his leave or remains absent without leave, he shall forfeit all his salary during the time of his absence and if he overstays or remains absent without leave for more than one week his post shall be liable to be declared vacant and he shall be liable to pay salary in lieu of notice period. (vi) The Vice-Chancellor may at his discretion, grant a category 'C' employee, for any special reasons, extraordinary leave of absence which shall be without pay and shall not ordinarily exceed six months. Under exceptional circumstances, this leave may be extended and may also be granted even more than once in the whole course of the employee service : Provided that the maximum total period for which such leave is granted should not exceed three years. Provided further that leave in such cases where an employee intends to serve elsewhere may be granted only if he/she has worked at this University for five years and the leave shall not ordinarily be granted for more than one year. This leave may be extended further up to three months keeping in view the circumstances of the case. (vii) The Registrar may, on the recommendation of the University Medical Officer, grant to a University female employee Maternity Leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months on the certificate of the Medical Officer of the University or Chief Medical Officer of any district or Medical Superintendent of Mata Kaushalya Hospital/Rajindra Hospital, Patiala. Maternity leave should not be debited against the leave account : Provided that no leave under this rule shall be granted to a female employee who has three or more children. Provided further that maternity leave under this rule may also be granted in cases of miscarriage/abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the condition that the leave does not exceed six weeks and the application of leave is supported by a medical certificate of the Medical Officer of the University, or Chief Medical Officer of any district or Medical Superintendent of Mata Kaushalya Hospital/Rajindra Hospital, Patiala.

**38. [ Age of Retirement.] [University employees shall retire on the last day of the month instead of the actual date. (Senate XI, 16.10.1975).] (a) All whole-time paid members of the Administrative Staff except persons appointed on contract basis and the category 'C' employee shall retire on reaching the age of 60 years.**

(b)All whole-time category '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 a certificate of physical fitness from a Medical Officer of the rank of an Assistant Surgeon after every two years.(c)All whole-time members of the teaching staff shall retire on reaching the age of sixty years; provided that an extension for a period up to two years but not exceeding one year at a time, may be allowed in special cases on the recommendation of the Vice-Chancellor. Such extension however, shall not be beyond July 31 of the year in which the employee attains the age of 62 years :Provided further that the Senate may relax this provision in the case of a teacher holding a post for which qualified persons are not found even after inviting applications through advertisement. (Such relaxation should not exceed two years at a time).(d)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 case, on the recommendation of the Vice- Chancellor.

**39. Miscellaneous Provisions. - Except where otherwise expressly provided, nothing contained in the foregoing Statutes shall apply to :**

(a)Part-time employees of the University;(b)Persons holding temporary or contractual appointments;(c)Research Scholars.The appointment and conditions of service, in the case of such persons shall be determined by the Syndicate.

**40. The University employees retiring on superannuation on or after 30.9.1977 and those retiring prematurely or voluntarily or on invalidation on or after 25.8.1983, shall be entitled to the benefit of cash payment in lieu of unutilized earned leave and for this purpose the Government instructions issued from time to time shall be followed.**

Provided that in case a University employee dies while in service, the cash equivalent of the leave salary in respect of earned leave at his credit shall be paid to his family and for this purpose the Government instructions issued from time to time shall be followed :Provided that the benefit of University contribution towards Provident Fund shall not be permissible under this clause.

**41. Grievances Committees. - There shall be two separate Committees for the removal of grievances of Teaching and Non-Teaching employees.**

The Committee for removal of grievances of teachers shall consist of the following members :  
(i)Dean, Academic Affairs (Convenor);(ii)DPI (Colleges), Punjab;(iii)Dean, Faculty of Law;(iv)One member to be nominated by the Vice-Chancellor from out of the members of Senate/Syndicate;(v)President, PUTA.  
The Committee for the removal of grievances of non-teaching employees shall consist of the following members :  
(i)Registrar (Convenor);(ii)Director, Languages, Punjab;(iii)DPI (Colleges), Punjab;(iv)One member to be nominated by the Vice-Chancellor from out of the members of Senate/Syndicate;(v)President, 'A' Class Officers' Association;(vi)President,

Non-Teaching Employees' Association. Note :- From out of Nos. (v) and (vi) only the concerned President shall be called to attend the meeting. (i) The term of each of the Committees shall be two years beginning from first of April. (ii) The Vice-Chancellor shall determine the problems that may be considered by the above two Committees. (iii) If the complaint is against any of the members of the Committee, the member against whom the complaint is to be considered, shall not attend the meeting. If the complaint is against the Convenor, the concerned Convenor shall not attend the meeting. In such a case, the Convenor shall be nominated by the Vice-Chancellor. The recommendations of these Committees shall be put up before the Syndicate for final decision.

**Punjabi University, Patiala**

**Indemnity Bond** This Indemnity Bond is made this..... day of..... by Shri..... son of ..... resident of ....., hereinafter called the Principal Party which expression shall, unless repugnant to the context include his heirs, successors and representatives, of the first part and Shri..... son of ..... resident of ..... hereinafter called Surety No. 1 and Shri..... son of ..... resident of ..... hereinafter called Surety No. 2 which expression shall, unless repugnant to the context include their heirs, successors and representatives, in favour of Punjabi University, Patiala, hereinafter called the University, of the second part. Whereas the Principal Party's name has been recommended to enable him/her to join..... at the University of ..... for a period of ..... year/s from..... the Principal Party shall be paid leave salary (to be determined by the Syndicate). And whereas the Principal Party has further entered into the following agreement with the said University that : (i) He/she would devote his/her whole time to the study of ..... (ii) After completion of study of..... he/she would serve the Punjabi University at least for three years. Now this deed of Indemnity witnesses that in consideration of the aforesaid study of ..... at the University of ..... at his/her own request the Principal Party and Sureties No. 1 and 2, their heirs, successors, executors, and administrators jointly and severally undertake to always indemnify and keep harmless the University and refund immediately on demand by the University an amount equivalent to what he/she would draw as Study leave allowance in case he/she does not return to India, immediately after the expiry of the study leave or on his return from his/her studies abroad, he/she fails to serve the University at least for a period of three years or leaves the University service before completing three years service after the study leave or in the event of any breach of the terms and conditions of this bond. In witness whereof the Principal Party, Surety No. 1 and Surety No. 2 have signed and delivered this bond to the University in the presence of witnesses at Patiala on the day and the year first written above.

Signature of Principal Party \_\_\_\_\_ Signature of two Sureties : 1..... Signature of two Sureties : 2..... Signature of Witness No.: 1..... Signature of Witness No.: 2.....

Certified that the persons purporting to execute the bond have actually signed in my presence.

Head of the Department Merit Promotion of Lecturers/Readers

**1. Applicability. - These statutes shall apply to appointments by promotion of Lecturers as Readers and Readers as Professors and will come into force with effect from 1.1.1983.**



**2. Definition. - In these Statutes unless the context otherwise requires :**

(a)'Act' means the Punjabi University Act, 1961, as amended from time to time.(b)'Words' and 'Expressions' not defined in these statutes shall have the same meaning as assigned to them in the Act/Statutes.

**3. Conditions of Promotion. - The promotion of Lecturer/Reader to the next higher position will be governed by the following conditions :**

(i)No additional/extra staff shall be provided in the category of post from which a person has received merit promotion to the next higher post, consequent upon the implementation of this scheme. The work load shall, therefore, be adjusted suitably without seeking additional positions.Explanation - The implication of the above provision of the statute shall be that adjustment of work-load in a department shall be made in such a manner that the existing teaching capacity of the department shall not be curtailed after promotion of a teacher/teachers in that department.(ii)The inter-se seniority of incumbents eligible for assessment on a particular qualifying date of each year and promoted to the next position after such assessment, shall be determined according to their seniority on the post from which they are promoted.

**4. Eligibility for Promotion. - (1) The following categories of teachers will be eligible for promotion as Reader in the University :**

(i)Lecturers with a doctoral degree with either years' service.(ii)Lecturers without doctoral degree with twelve years' service.Provided that a lecturer in category (i) has rendered for years' service and a lecturer in category (ii) has rendered six years' service in Punjabi University.(2)The following shall be eligible for promotion as Professor in the University:Reader with at least 8 years' service as Reader or equivalent.Provided that they should have 4 years' continuous service as Reader in the Punjabi University at the time of promotion.Explanation :

**1. "Service" will mean service rendered as Reader/Lecturer or equivalent in the Punjabi University or any other University/College/Institute as explained in note given below :**

Note :- In case of University lecturers, who had worked in any college/Institute recognised by the University before joining the University, their teaching experience of post-graduate/under-graduate classes will also be counted to determine their eligibility for promotion as Reader.

**2. "Equivalent" will means academic faculty granted the same scale of pay.**

**3. Teaching experience includes all periods spent on leave except extraordinary leave for non-academic purposes.**

**5. Procedure for Assessment. - The teachers interested in such assessment and consideration for merit promotion shall :**

(a) Present their bio-data and work (to include research publications, books, reviews, curriculum development teaching aid, innovation in teaching methods, equipment developed etc.) on prescribed proforma at least one month prior to the date of his/her fulfilling the conditions of eligibility. (b) The work presented by the teachers shall be referred to two referees in the subject/discipline concerned. The referees would be selected by the Vice-Chancellor out of a panel of names set up according to the procedure prescribed by the University for the appointment of Selection Committees. (c) The reports of the referees shall be made available to the Selection Committee to be constituted in the same manner in accordance with the statutes relating to the appointment of Selection Committee for teaching/research posts. (d) The suitability of the candidate for higher post will be assessed by the Selection Committee on the basis of academic achievement, opinion of the referees and personal interview.

**6. Manner of Promotion. - Promotions under these statutes will be made by the competent authority in the following manner :**

(i) The promotion of Lecturers/Readers to the next higher position will be made on his own post without addition to the number of Faculty positions. (ii) An incumbent will be promoted to the next higher position only if he is found suitable by the Selection Committee. (iii) While making selection for such promotion the Selection Committee will not recommend any advance increment. Only marginal adjustments would be made in the new scale. (iv) An assessee who has not been found suitable for promotion after assessment shall be entitled to offer himself/herself for reassessment after a lapse of one year from the date of last assessment. (v) Not more than 1/3rd of the number of total permanent positions of Lecturers or Readers within a department may hold such merit promotions at next higher level at any given time. Persons holding such merit promotion shall not count for determining the total posts in the cadre of Readers for purposes of merit promotion to Professors : Provided that such Departments which are having a minimum of two regular/permanent teaching positions in a particular cadre would also be eligible for consideration. Provided further that in case of the Departments having only one teacher and where the teacher has done work that merits recognition and encouragement, there could be clubbing of such departments to create a promotion channel, provided the number of teachers promoted shall not exceed 1/3rd of the total number of permanent posts of Lecturers/Readers in these departments. Provided further that teachers who are found suitable for promotion under this Scheme but cannot get promotion due to the non-availability of quota in their respective departments may be promoted against the quota available in other departments; provided that the overall proportion for each cadre is not exceeded and provided further that promotion of teachers under the overall quota shall be made keeping in view their overall seniority in their respective cadre in the University. (vi) An assessee who has been found suitable for promotion after assessment shall

be entitled for promotion to the next higher post from the date he/she fulfils the condition of eligibility. Proforma for Self-Assessment Date : Section 1

**1. Name**

**2. Designation**

**3. Date of birth**

**4. Academic qualification**

**5. Date of joining the University.**

**6. Date of confirmation**

**7. Teaching experience (University level)**

Name of institution    Position held    from to    Total    period

\*Indicate also where temporary/ad hoc/permanent.

**8. Courses taught at various levels : (Name the courses, give details)**

(a) Under-graduate (b) Post-graduate

**9. Courses taught during the last three years : (give exact details)**

(a) Under-graduate (b) Post-graduate \*\*Please fill in all the columns. Write 'Not applicable' wherever necessary.

**10. Details of sources materials consulted by you for the courses taught : (books, journals, etc.)**

**11. Details of teaching methods employed by you : (lectures, tutorials, seminars, practicals, etc.)**

**12. Details of Tutorials during the last academic year :**

Under-graduate Courses    Post-graduate Courses

Number held    Assignments checked

**13. Were you able to meet the class allotted to you during the 1st academic year and with what level of regularity ?**

(Circle what is applicable)(a)90% to 100%(b)80% to 90%(c)70% to 80%(d)below 70%Section II

**1. Give details of the following degrees :**

University Year of the award Topic of Dissertation  
M.Litt.M.Phil.Ph.D.D.Litt.D.Sc.

**2. Details of thesis, if published. (A copy may be enclosed)**

**3. Details of published research papers, books, monographs, reviews, chapter in books, translations and creative writing etc., if any.**

**4. Participation in conferences, seminars, workshops. Give details of the papers presented and/or official positions held.**

**5. Summer Institutes, refresher or orientation course attended.**

**6. Details of Research guidance/professional consultancy, if any.**

**7. Membership or Fellowship of Professional/Academic Bodies, Societies etc. Give details.**

**8. Any other information regarding academic activities not covered under this section.**

Section IIIDetails of your contribution to the corporate life of your institution :

**1. (a) Curriculum development.**

(b)Cultural/extra-curricular activity.(c)Sports/Community and Extension services.(d)Administrative assignment.(e)Any other.

**2. Any other information not covered in the above questionnaire.**

I certify that the information given above is correct and factual to the best of my knowledge.Signature.....Department.....

## Chapter III

### University Provident Fund and Gratuity

#### **Part A – 1. Contributory Provident Fund.**

**1. A Provident Fund to be called the Punjabi University [Provident Fund] [Provisions of the Provident Fund Act applied to the Provident Fund established for the benefit to the employees of the Punjabi University vide Punjab Government Education Department Notification No. 10858-ED 1-62/31270, dated November, 15, 1962.] shall be established for the benefit of the officers of the University.**

**2. [ Every whole-time officer of the University shall, as a condition of his service, be required to become a depositor in the Punjabi University Provident Fund and he shall be entitled to the University contribution from the date of his appointment.] [The retired employee (University/Military/Government) re-employed by the University for a fixed period on contract basis shall be allowed to contribute to University Provident Fund. (Syndicate 52, 19.4.75).]**

The Syndicate in the case of officers appointed by it and the Vice-Chancellor in the case of those appointed by him may at the time of appointment or at a subsequent date allow at their discretion any part-time officer or an officer holding appointment for a fixed term to become deposit in the Fund. Such officers shall be entitled to University contribution from the date so determined by the Syndicate/Vice-Chancellor.

**3. The Vice-Chancellor may, in the case of whole-time officers of the University, permit the transfer to the Provident Fund of any money standing to his credit in any recognised Provident Fund to which he was a subscriber immediately before his appointment in the University and may, with his consent, make such arrangement with the authorities of that other Provident Fund for the purpose of such transfer, whether in the form of cash or of securities, or of both, as may be convenient.**

**4. The subscription to the Fund shall be ten per cent of the [salary] [The word 'salary' does not include the house rent allowance for purposes of deduction to be made towards the Provident Fund, but includes all other allowances.] of**

**the depositor (even when he is on leave with emolument), provided it is in whole rupees, i.e., when the calculation involves an amount less than fifty paise, the paise shall be ignored and when they amount to fifty paise or more, full rupee shall be deducted. Such subscription shall be deducted month by month from the salary of each depositor by the Registrar or other officer of the University whose duty is to pay such salary, and the amount deducted shall be paid into the University Fund to the credit of the depositor.**

No subscription shall be made to the Provident Fund by an employee who is on leave without pay.

**5. At the end of each month a sum equal to the amount subscribed to the fund during such month shall be contributed to the Fund by the University and subject to the conditions contained in the provision to this statute such portion of the amount so contributed as shall be equal to the amount deposited by each subscriber during the month for which such contribution was made shall be placed to the credit of the depositor.**

Provided that : (i) the benefit of University contribution to the Fund of an employee shall be as under : (a) nothing will be paid if the period of service put in by the 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 or termination of the period of service for which an employee was engaged irrespective of the period of service. (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 that the University shall be entitled to recover from the amount for the time being at the credit of any 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. The above 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. The University shall pay interest on all sums deposited in the Provident Fund at a rate to be determined by the Syndicate from time to time. Such interest shall be yearly placed to the credit of each depositor after making deduction on account of premium to be paid to the Life Insurance Corporation of India if he is covered under the 'Group Insurance Scheme'. For the purpose of calculation of monthly balance of each depositor on which interest for a month is to be added, deductions made from the salary of depositor on account of subscription for a month on any date of month, shall be treated to have been deposited on the first of the month in which deductions are made. In the case of subscriptions deposited in cash by depositor, it will be treated to have been deposited on the first of the month in which it is deposited before or on the 5th of the month and on

the first of the following month if it is deposited after the 5th of the month. Provided that in the case of a person leaving the University service and asking for the immediate refund to the seniority money standing to his credit/due to him, interest for the broken period shall be paid at a rate of one per cent lower than the rate at which the interest was added for the previous year, but if he opts to withdraw the amount in the following April, he shall be paid interest at the rate approved for the year. Provided further that in the case of a person who does not withdraw his Provident Fund money within one year of his leaving the University service, no interest shall be paid after the expiry of one year of his leaving the University service.

**7. The Registrar shall cause to be maintained 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. The accounts of the Fund shall be audited once a year and each depositor shall be supplied with a Pass Book which shall show the amounts for the time being at the credit of the deposit and which shall be in such form as the Syndicate may, from time to time, prescribe.**

**8. Subject to the provisions of Clause (5) of this Statute, the amount standing in the Fund at the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. But a subscriber may be allowed, in accordance with the ordinances framed by the Syndicate, an advance of a sum not exceeding the total amount subscribed by him at a rate of interest one per cent higher than the rate at which interest is credited to subscribers. Provided that an advance not exceeding the total amount subscribed by him and contributed by the University may be allowed for purchasing a house or lands for building a house and or construction of a house. Recoveries towards the amount advanced shall be in accordance with the ordinances framed by the Syndicate.**

Provided that an employee who, on reaching the age of superannuation, is granted extension in service shall be permitted to withdraw fifty per cent of the Provident Fund standing at his credit.

**9. 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 provisions in regard to subscriptions during such leave or the claim to gratuity or on the interest on**

**the balance.**

**10. A depositor may make a declaration in Form A signed by him and attested by two witnesses in his Provident Fund Pass 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. A register of such nominees shall be kept in the University office. If the employee has made such a declaration, 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. If, however, no such declaration has been made, the payment shall be made to the legal heir or heirs of the depositor.**

**11. The Syndicate may, from time to time, make Ordinances consistent with these Statutes and with the provisions of the Provident Fund Act, 1925, for :**

(a)the conduct of the business of the Fund;(b)any matter relating to the Fund, or its management, or the investment of sums at credit of the Fund, or the privileges of depositors not herein expressly provided for, and may add to, vary or cancel any Ordinances so made :[Provided that there shall be a Provident Fund Committee, consisting of the Vice-Chancellor, the Registrar and, in addition to any members appointed by the Syndicate, the President, Punjabi University Teachers Association and the President, Punjabi University Employees Association (Non- Teaching) for the purpose of advising the Syndicate in matters relating to the investment, payments and other matters in respect of the Provident Fund.] [A representative of Category 'A' (Non-Teaching) employees may be called to participate in the meeting of the Provident Fund Committee as a special invitee.]

**12. Every subscriber shall be bound by these Statutes and shall sign an agreement in Form B.**

**13. On a written application from a subscriber to the Provident Fund and with the approval of the Syndicate, the University may allow premium on the life insurance policy of the subscriber to be paid out of the subscriber's share in his Provident Fund. In all such cases the life insurance policy for which the premiums are so paid shall be assigned in favour of the University. On the retirement of the subscriber from the service of the University, the policy shall be reassigned to him by the University.**

In case of maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death



of the subscriber during service of the University, the full amount of the policy shall be paid to the nominee or legal heirs of the deceased entitled to the Provident Fund. Detailed Ordinances in regard to payment of premium out of Provident Fund shall be laid down by the Syndicate.

## **2. Gratuity (applicable to each employees, who are covered under CPF scheme).**

**14. [] [Any University employee shall be eligible for retirement after completion of 15 years' service or on attaining 45 years of age. His retirement after 15 years service or on attaining 45 years of age would take effect only with the concurrence of the Vice-Chancellor or the Syndicate, as the case may be, and he/she would be entitled to the benefit of gratuity.] As an addition to the benefits given under the statutes regarding the Provident Fund, the Vice-Chancellor may, grant at the time of retirement to an employee, or after his death, to the person whose name has been registered under clause (10) of his statute, for efficient and faithful service, a gratuity equal to 1/4th (one fourth) of his [pay] [There is a distinction between 'Salary' and 'Pay'. Pay means an employee's Substantive Officiating Pay, Personal Pay, Special Pay and A.D.A. sanctioned up to and including the instalment sanctioned by the Government w.e.f. 1.1.1978 and such other allowances as may be declared as Pay by Government/Syndicate for this purpose from time to time.] which the employee was drawing at the time of retirement or death, in case he dies before retirement for each completed six monthly period of service.**

A person who after having served in other Universities in the Punjab State, including Panjab University, Chandigarh or in any Government Deptt./College in Punjab (including areas in Punjab at the time he joined this University) has joined this University, shall also be allowed the benefit of previous service while calculating gratuity at this University at the time of retirement, superannuation or pre-mature retirement, as the case may be, provided that he had put in at least three years service in the parent department and opts to deposit in the Punjabi University fund the amount of gratuity, if any, received for previous service. However, whether the Vice-Chancellor is of the opinion that the gratuity should not be paid to an employee for certain reasons, the matter may be referred to the Syndicate with full facts for its consideration and decision. Provided further that no gratuity shall be given to an employee under 15 years' continuous service and that no gratuity shall accrue for any year over 30 years service : Provided further that the Vice-Chancellor may grant such gratuity as he deems fit under the circumstances to : (i) a person who dies before completing 15 years of service. Or (ii) a person who joins the University service at an age when he cannot complete full fifteen years' service up to the time of retirement. Gratuity (applicable to such employees, who are covered under the Pension Scheme)

**14A. [] [Any University employee shall be eligible for retirement after completion of 15 years' service or on attaining 45 years of age. His retirement after 15 years service or on attaining 45 years of age would take effect only with the concurrence of the Vice-Chancellor or the Syndicate, as the case may be, and he/she would be entitled to the benefit of gratuity.] As an addition to the benefits given under the statutes regarding the provident Fund, the Vice-Chancellor may grant at the time of retirement to an employee, or after his death, to the person whose name has been registered under clause (10) of this statute, for efficient and faithful qualifying service a gratuity not exceeding  $\frac{1}{4}$  (one fourth) of the ['emoluments'] [The term 'emoluments' shall include Basic pay as defined in Rule 2.44(a)(i) of Punjab Civil Services Rules, Volume I, Part I, Special Pay, including NPA (Non-Practising Allowance), Personal Pay and Dearness Pay (as and when Dearness Allowance is treated as Dearness Pay) which the employee was drawing at the time of his/her death or retirement. There shall be no Maximum limit of 'emoluments' for the purpose of calculating the retirement gratuity.] of the office for each completed six months period of qualifying service subject to a maximum of 15 times the 'emoluments'. In the case of those retiring on or after 16th November, 1993, the amount of gratuity will be  $\frac{1}{5}$  of the 'emoluments' of the officer for each completed six monthly period of qualifying service subject to  $16\frac{1}{2}$  (sixteen and a half) times the 'emoluments' in the case of officers of category 'A' and 'B' and  $17\frac{1}{2}$  (seventeen and a half) times the 'emoluments' in the case of category 'C' employees, provided that in no case gratuity shall exceed Rs. one lakh.**

The temporary employees shall be treated at par with permanent employees in respect of all retirement benefits viz..... Retiring, Superannuation and Death-cum-Retirement Gratuities. The entire service rendered by an employee as work-charged as also the service paid from contingencies shall be reckoned towards retirement benefits provided: (i) Such service is followed by regular employment (ii) there is no interruption in the two or more spells of service or the interruptions fall within condonable limits; and (iii) such service shall be a full time job (and not part-time, or portion of the day) Provided further that in the case of death in harness, the death gratuity shall be admissible at the following rates :

Length of Service	Rate of gratuity
(i) Less than one year	2 times of emoluments
(ii) One year or more but less than	6 times of emoluments

5 years

(iii) 5 years or

more but less than 12 times of emoluments

20 years

(iv) 20 years and  
above

Half of emoluments for every completed sixmonthly period of qualifying service subject to a maximum of 33times of emolument provided that the amount of Death Gratuityshall in no case exceed one lakh rupees.

Provided further that no gratuity shall be given to an employee who retires before completing 15 years continuous service. Provided further that the Vice-Chancellor may grant such gratuity as he deems fit to an employee, who joins the University service at an age when he cannot complete full fifteen years service up to the time of retirement. A person who after having served in other Universities in the Punjab State, including Panjab University, Chandigarh or in any Government Deptt./College in Punjab (including areas in Punjab at the time he joined this University) has joined this University, shall also be allowed the benefit of previous service while calculating gratuity at this University at the time of retirement, superannuation or pre-mature retirement, as the case may be, provided that he had put in at least three years service in the parent department and opts to deposit in the Punjabi University fund the amount of gratuity, if any, received for previous service. However, where the Vice-Chancellor is of the opinion that the gratuity should not be paid to an employee for certain reasons, the matter may be referred to the Syndicate with full facts for its consideration and decision.

**15. 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 case may be, to the children, widow and other dependents of the deceased for such period as it may consider necessary.**

## **Part B – General Provident Fund**

**1. Any whole-time officer of the University may, at his option, become a member of the General Provident Fund.**

**2. The subscription to the fund as well as to the Contributory Fund shall be limited to an amount not exceeding an officer's pay, provided it is in whole rupees. Such subscription shall be deducted month by month from the salary of each depositor by the Registrar or other officer whose duty is to pay such salary, and the amount deducted shall be paid into the General Provident Fund to the credit of the depositor.**

No subscription shall be made to the Provident Fund by an employee who is on leave without pay.

**3. An officer may become a member of the Fund at any time during the year but he shall not be allowed to reduce the amount of subscription during the course of the years except in the case of deduction from the salary for the month of March each year when the amount to be deducted shall be deducted as monthly deduction for the ensuing year. He shall, however, be authorised to increase the amount of subscription once during the course of the year subject to the maximum limit as prescribed in clause (2) of this statute.**

**4. At the end of each year the University shall pay interest on all sums deposited in the General Provident Fund at a rate to be determined by the Syndicate from time to time. Such interest shall be placed to the credit of each depositor.**

**5. Interest shall be credited with effect from the last day in each year in the following manner :**

(i) On the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year - interest for the twelve months; (ii) On sums withdrawn of the current year - interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal; (iii) On all sums credited to subscriber's account after the 1st day of the preceding year - interest from the first of the month in which the deduction is made up to the end of the current year.

**6. The Syndicate may make necessary Ordinances for the withdrawal of advances from the fund.**

**7. An employee shall be entitled to refund of the whole amount standing to his credit on retirement or on quitting the University service.**

**8. The Registrar shall cause to be maintained proper accounts relating to the Fund, showing the amount 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. The accounts of the Fund shall be audited once a year and each depositor shall be supplied with a Pass Book which shall show the amounts for the time being at the credit of the deposit and which shall be in such form as the Syndicate may, from time to time, prescribe.**

**9. A depositor may make a declaration in Form A signed by him and attested by two witnesses in his Provident Fund Pass Book stating the name or names of the persons to whom he desires that in the event of his death the whole or pay 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. A register of such nominees shall be kept in the University office. If the employee has made such a declaration, 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. If, however, no such declaration has been made, the payment shall be made to the legal heirs or heirs of the depositor.**

**10. The Syndicate may, from time to time, make Ordinances consistent with these Statutes and with the provisions of the Provident Fund Act, 1925 for :**

(a)the conduct of the business of the Fund;(b)any matter relating to the Fund or its management, or the investment of sums at credit of the Fund, or the privileges of deposits not herein expressly provided for, and may add to, vary or cancel any Ordinances so made;Provided that there shall be a Provident Fund Committee consisting of the Vice-Chancellor, the Registrar and, in addition to any members appointed by the Syndicate, two subscribers to the Provident Fund to be elected by the subscribers for the purposes of advising the Syndicate in matters relating to investment, payment and other matters in respect of the Provident Fund.

**11. Every subscriber shall be bound by these Statutes and shall sign an agreement in Form B.**

Form AForm of DeclarationI hereby declare that I wish, in the event of my death, the amount at any credit in the Punjabi University Contributory/General Provident Fund be distributed among the persons named below in the manner shown against their names :

Name and Address of the nominee or nominees	Relationship, if any with the subscriber	Whether major or minor, if minor state the age	Amount of share of deposit
1	2	3	4

Station.....Date .....Two witnesses to signature

**1.**

.....

## 2.

.....Signature of SubscriberForm BForm of AgreementI hereby declare that I have read the  
Punjabi University Contributory/General Provident Fund Statutes and I agree to be bound by  
them.Date.....Day of .....19.....at .....Name of Full  
.....Date of Birth  
.....Date of joint appointment  
.....Nature of appointment  
.....Salary per mensem  
.....Subscriber's signature  
.....(1)Signature of wintersName  
.....Address  
.....Occupation  
.....(2)Signature of witnessName  
.....Address  
.....Occupation  
.....

## Chapter IV

### Pension Scheme

**1. A Pension Fund to be called, the Punjabi University Pension Fund, shall be established for the benefit of the employees eligible under these statutes by creating a 'Corpus' from the University share of the CPF and the State Government will continue to provide to the University the CPF matching contribution in the shape of annual grant-in-aid which will be added to this Fund. This shall come in force on 1.4.1990. No additional grant shall come in force on 1.4.1990. No additional grant shall be provided by the Punjab Government.**

**2. All whole-time paid employees who were beneficiaries under the existing scheme of CPF (Contributory Provident Fund) except those appointed on contract basis, who on attaining the age of retirement indicated in Statute 38, retire on or after 1.4.1990, shall be entitled to the benefit of Pension Scheme including Premature Retirement Pension, Commuted Pension etc. and Family Pension to eligible persons in case of death of employee on or after 1.4.1990, unless they specifically opt out in writing to continue under the CPF Scheme.**

- 3. The employees of the categories mentioned at 2 above, who joined the University on or after date of issue of the Notification of the Statutes, will be governed by the Pension Scheme only.**
- 4. Employees of the category mentioned at 2 above who joined the University before the date of issue of notification will be given an option to be exercised and conveyed to the Registrar's Office within four months in the form (to be prescribed by the V.C.) if they wish to continue under the CPF scheme or opt to come over to Pension Scheme. If no option is exercised by them within the stipulated period, such employees will be deemed to have come over to the Pension Scheme. The existing Statutes/Ordinances relating to CPF will remain operative for employees who opt to continue to be governed by the CPF Scheme.**
- 5. The CPF beneficiaries, who were in service on 1.4.1990 but have since retired and in whose case retirement benefits have also been paid under the CPF Scheme and in case of such employees as are continuing in service and have obtained loan/advance out of University share of CPC, will also have the option to adopt Pension Scheme provided they refund to the University, the University's contribution (matching) to their Contributory Provident Fund along with interest thereof.**
- 6. In the case of CPF beneficiaries, who were in service on 1.4.1990 but have since retired and in whose case the CPF benefit has not been paid, (on the date of issue of orders) will be allowed the retirement benefits as if they were borne on pensionable establishment, unless they specifically opt out within four months to have their retirement benefits settled under the CPF Scheme.**
- 7. In the case of CPF beneficiaries, who were in service on 1.4.1990 but have since died, either before retirement or after retirement, the case will be settled in accordance with para 5 or 6 above as the case may be. Options in such cases will be exercised latest within four months by the widow/widower and in the absence of widow/widower by the eldest serving member of the family who would have otherwise been eligible to the Family Pension under the Family Pension Scheme, if such scheme were applicable (i.e. on the pattern available in the Punjab Government).**

**8. The option once exercised shall be final.**

**9. (i) In the type of cases covered by paras 5 and 7 involving refund of University Contribution to the Contributory Provident Fund together with interest the amount will have to be refunded to toto in such manner and within such period as may be prescribed by the Syndicate out of GPF, Pay and in case of persons retiring within 5 years, out of gratuity, leave encashment etc. In addition such persons will also pay interest which the amount in reference would have earned till the date of refund, if retained in the CPF Account. Entitlement to Pension Scheme will accrue only on refund of total amount alongwith interest within the specified period.**

(ii) A pensioner who after having served in any Punjab Government Department/Government College in Punjab has joined this University shall also be allowed the benefit of previous service while calculating qualifying service under the Pension Scheme at this University at the time of retirement, superannuation or premature retirement, as the case may be, provided he had put in at least three years service in his parent department and no CPF/pensionary benefits had been obtained for the service rendered in the parent department.

**10. Subject to the Statutes above the rules framed by the Punjab Government relating to Pension Scheme for their employees including Commuted Pension, Premature Retirement Pension, Family Pension etc., along with amendments made from time to time be adopted, in so far as the same are not inconsistent with the above statutes.**

**11. In the case of employees referred to above, who come over or are deemed to have come over to the Pension Scheme, the University contribution to the CPF together with the interest thereon credited to the CPF Account of the employees will be resumed by the University in Pension Fund. The employee's own subscription together with the interest thereon at his credit in the CPF Account will be transferred to the General Provident Fund on coming over to the Pension Scheme.**

**12. Action to discontinue subscription/contribution to CPF Account may be taken only after the last date specified to exercise the option and on refund of total University Share of CPF as mentioned above.**



**13. The Vice-Chancellor shall be the competent authority to sanction the pension under the scheme.**

**14. The Syndicate might make Ordinances, as might be necessary for implementation of the scheme.**

## **Chapter V**

### **Finance**

**1. In these Statutes the Registrar shall mean the Finance Officer/Deputy Registrar/Assistant Registrar to whom the duty to maintain accounts of the University is entrusted by the Syndicate.**

**2. The account of the University shall conform to the financial year which shall be from 1st April to 31st March of the following year.**

**3. The accounts of the University shall be kept by the Registrar.**

**4. All funds and moneys belonging to the University shall be kept in the name of the Punjabi University in the State Bank of Patiala, provided that investment in a current account or a fixed deposit may be made in a Scheduled Bank, other than the State Bank of Patiala, and in any scheme of Unit Trust of India, with the approval of the Syndicate.**

The accounts in the State Bank of Patiala will be kept under the following distinct heads : (a) Current Account; (b) Provident Fund; (c) Gratuity Fund; (d) Special Endowed Trusts; (e) General Endowment Fund; and such other heads as may be determined by the Syndicate from time to time.

**5. No transfer shall be made from accounts (b), (c), (d) or (e) to any other account except with previous sanction of the Syndicate.**

**6. 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 be authorized to take necessary action, but for transferring any part of such Government Stock or Government Promissory Notes, the Vice-Chancellor and the Registrar shall be jointly authorized to do all such acts as may be necessary.**

**7. The Vice-Chancellor, subject to the control of the Syndicate, may order that any uninvested balance at credit of any particular trust or trusts, or of any other University Account shall be invested in Government securities or in fixed deposits for the benefits of the Account concerned.**

**7.**

-A. The Vice-Chancellor, shall be authorised to sanction allocation/reallocation and reappropriation under various heads/sub-heads during the course of the year according to priorities to be fixed by him within the resources available with the University, subject to the following conditions : (i) No re-appropriation should be made which involves undertaking a recurring liability, i.e., a liability which extends beyond the financial year in question; (ii) No reappropriation be made out of committed expenditure, i.e., Salary, D.A., Provident Fund, House Rent, etc.; (iii) No reappropriation be made out of non-recurring amount to an unapproved project.

**8. 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 Readership, a Professorship or a Scholarship or for the grant of prize, a medal, or other special reward, shall be invested wherever practicable, in Government securities or fixed deposit and brought to credit under the proper head of Account.**

(A) Receipts

**9. All sums received on account of the University shall be received by the Registrar or, in the case of the Colleges maintained by the University, by the Principal of the College concerned and shall be forthwith sent by him to the State Bank of Patiala for credit to the account concerned, and shall not be used by him to meet current expenditure, provided that the Syndicate may nominate the [University cashier] [Fees from the students of the University Teaching Departments shall be received by the University cashier.] or such other officer as it deems fit for signing the receipts for money received on behalf of the Registrar and provided further that the Principal of a college is empowered to [delegate] [The Principal concerned shall intimate to the Registrar the name of the clerk to whom the authority is delegated in this matter.] his authority to one of the clerks of the college to receive dues from the students and issue receipts for the same under his signature on the condition that responsibility will be of the Principal.**

**10. No sale of any security held in the name of the University shall be made without sanction of the Syndicate.**

**11. All subscriptions and donations shall be reported to the Syndicate who shall decide how the sums as received are to be credited and applied.**

(B)Expenditure

**12. All bills shall be checked by the officer to whom this duty is assigned and certified as correct and signed by the Registrar or any other officer or officers nominated for the purpose. No payment shall be made except as provided in statute 14 below. When the sanction of the Vice-Chancellor is required to 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 order in question.**

**13. Payments shall be made be cheques signed by the Registrar irrespective of the amount involved. However, the Finance Officer is authorised to sign cheques not exceeding Rs. 2,50,000/-, Deputy Registrar is authorised to sign cheques not exceeding Rs. 1,50,000/- and the Assistant Registrar (Accounts) is authorised to sign cheques not exceeding Rs. 25,000/-. All expenditure shall be incurred subject to the budgeted allotment for the year.**

**14. The Registrar is empowered (a) to pass bills and make payment relating to [fixed charges] ['Fixed charges' mean pay of staff and all kinds of allowances at the rates fixed by competent authority as also other expenditure such as remuneration of examiners, Paper-setters, Superintendents, Scrutineers and other persons employed for University Examinations and other work on authorized rates.] for which provision is made in the budget, printers bills, ordinary contingencies and furniture and (b) to make payments of bills which are duly passed and forwarded by the Principals of the University Colleges and Heads of the University Teaching Departments. He shall obtain sanction of the Vice-Chancellor for payment of any other charges.**

[The Syndicate may assign to one or more officers the power of the Registrar to pass or pay bills, where the amount of the bill does not exceed Rs. 1,000/-] [If the officer concerned reduces a bill, the clamant can make an appeal to the Registrar.]

**15. To meet [petty expenditure] [Petty expenditure covers all legitimate expenditure not exceeding Rs. 25 at a time incurred without waiting to receive payment from the Registrar after submission of the bill.] of urgent nature, the Registrar may sanction such advances to the expending authority as he may consider necessary against budget provision in respect of all Departments/Offices up to Rs. 10,000/- and Vice-Chancellor for the amounts above Rs. 10,000/-. Head of the Teaching Department shall be competent to draw advance up to Rs. 5,000/- in each case out of budget provision sanctioned for the Department :**

Provided that in the absence of the Registrar/Vice-Chancellor the Finance Officer shall be authorised to sanction such advances, upto Rs. 10,000/- subject to confirmation of the advance from the Registrar on his return. The Registrar/Head of the Department shall be competent to sanction and pass bills on the adjustment of advances so made/drawn by him. The person holding the advance shall be responsible for its judicious spending. However, besides the person holding the advance, office Superintendent, Senior Assistant and the clerk concerned shall also be jointly responsible for rendering the account of the advance and its adjustment.

**16. The Vice-Chancellor shall be competent to sanction the creation of temporary posts for a period not exceeding six months of clerks and servants out of the budget head Temporary Establishment.**

(C) Budget

**17. The Budget estimates recommended by the Finance Committee, for which provision is made in the Statutes, shall, after consideration by the Syndicate, be submitted for approval of the Senate not later than 31st March of each year. It shall show the estimated receipts and expenditure of the current account of the ensuing year and the investments and special endowments which have been accepted by the University in such form and in accordance with such directions as are given by the Syndicate.**

**18. In the Budget Estimates credit shall be taken for the amount of interest and profits of the General Endowment Fund, the amount of the Government grant, for subscription and donations estimated with reference to the average receipts from this source during the previous three years, excluding from this average any subscriptions given for investments of exceptionally large amount and for income from fees calculated on the bills of the actual income of the two previous years, revised figures for the current year and the**

**expected estimates for the budget year in the same way.**

(D)Audit

**19. Unless the Government undertakes the responsibility for complete audit of the University accounts in addition to the official Auditor appointed by Government for the purpose of auditing the annual accounts, an Auditor for the purpose of internal audit shall be appointed by the Syndicate in accordance with the rules framed by it. The auditor shall hold office for the auditing of four accounts, i.e. two audits in a year and may be re-appointed. He shall be paid such remuneration as may, from time, be sanctioned by the Syndicate.**

**20. It shall also be duty of the Auditor to prepare and submit through the Finance Committee and the Syndicate an annual audit report on the accounts of the University to the Senate, certified by him to be correct. He shall see :**

(a)that the accounts of the University are properly kept;(b)that the state of balance shown therein agrees with the Bank's accounts;(c)that all payments are supported by proper vouchers and that they are under proper sanction; and(d)that all receipts and payments are properly classified(E)Accounts

**21. The Registrar shall keep an account of (1) all Special Endowed Trusts; (2) General Endowment Fund; (3) the Current Deposits; (4) Provident Fund; and (5) Gratuity Fund, and such other heads as may be determined by the Syndicate from time to time.**

**22. The Registrar shall prepare an Annual General Statement showing in detail the state of each of these accounts which shall be checked and counter-signed by the Auditor. This General Statement shall then be submitted to Senate through the Finance Committee and the Syndicate. The Registrar shall also cause the Statement to be published for general information in the Punjab Government Gazette.**

(F)Books

**23. The Registrar shall maintain the following books of accounts and forms :**

I. For Special Endowed Trusts -(a)A Cash Book(b)A Ledger exhibiting a separate personal account for each trust(c)A Bank Pass BookII. For General Endowment Fund -(a)A Cash Book(b)A Ledger

exhibiting a separate personal account for each fund(c)A Bank Pass BookIII. For Current Account - (a)A Cash Book(b)A Classified Register of Receipts(c)A Classified Register of Expenditure(d)A Bank Pass BookIV. For Provident Fund Account - (a)(a)A Cash Book(b)A Ledger exhibiting a separate personal Account(c)A Bank Pass Book(d)A Liability RegisterV. For Gratuity Fund Account - (a)A Cash Book(c)A Bank Pass Book

**24. All vouchers in support of 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 trust, donations, and subscriptions shall be preserved.**

(G)(i) Powers to write off losses

**25. [ The authorities of the University shall be competent to write off losses detailed below :**

- |  |   |
|--|---|
| 1. Head of the Department                        | Single item up to Rs. 250/- but the total loss not exceeding Rs. 1,000/- in a financial year.   |
| 2. Registrar                                     | Single item up to Rs. 1,000/- but the total loss not exceeding Rs. 5,000/- in a financial year. |
| 3. Vice-Chancellor                               | Upto Rs. 10,000/- in a financial year.  |
| 4. Standing Committee appointed by the Syndicate | Above Rs. 10,000/-.]  |

[Note : All cases of writing off of losses above Rs. 5,000/- would be reported to the Syndicate under 'Statement Item.'](ii) Financial Powers of the Heads of the University Departments

**1. Head of the Department means (i) a Principal of a University College, (ii) a Professor, a Reader or a Lecturer or any other person designated by the Syndicate as Head of a University Department.**

**2. The Head of the Department shall not incur expenditure not provided in the budget estimates or if provided in excess thereof without previous sanction of the Syndicate/Senate or in urgent cases, of the Vice-Chancellor.**

**3. [ The following authorities shall be competent to sanction expenditure :**

- |     |  |   |
|-----|--|---|
| (i) | Head of respective Departments,<br>Director Evening Institute of Post-graduate Studies, Chief Librarian and Director (CC), as the case may be. | Sanction of expenditure within the budget provision made in various Heads for specific purpose relating to respective Departments |
|-----|--|---|

- (ii) Deleted
- (iii) Registrar in the case of other Departments

- (iv) Controller of Examinations

Sanction of expenditure on hiring of taxies for delivering Answers Books/Question papers to examination centres on approved University rates.]

[Dean, Student Welfare declared as head of the Department under this statute. (Syndicate 24, 16.1.1982).]

**4. All sums of less than one hundred rupees payable from the University funds shall ordinarily be paid from the permanent advance of the Head of the Department. A sum of one hundred rupees and over shall ordinarily be paid by cheque(s) by the Registrar :**

Provided that in the case of a department which has been allowed permanent advance of Rs. 1,000/- or more, the payment in cash can be made up to Rs. 1,000/-.

**5. Quotations/tenders shall be invited for all purchases exceeding Rs. 1,000/-. The Head of the Department shall prepare a comparative statement of the rates obtained, and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order, giving the reasons for accepting the higher quotation/tender :**

Provided that it shall not be necessary to invite quotations/tenders in the following cases : (i) Purchases made on the spot selection by Committee of Senior Officer/Heads of the Departments appointed by the Vice-Chancellor; (ii) Purchases made from authorised dealers of specific brands at the rates fixed by their principals; (iii) Purchases made from Government departments or institutions patronized by Government e.g. the Central Jail, the Government Emporium, the Work Centres, Co-operatives Stores etc.

**6. The Head of the Department shall keep a regular record, of purchases made and shall watch the flow of expenditure in a register maintained for the purpose to avoid excess expenditure over the budget provision.**

**7. The Head of the Department shall be competent to write off losses of stock up to Rs. 50/- in the case of individual item.**

## **Chapter VI**

### **Admission of Colleges**

#### **1. Admission of Colleges to the Privileges of the University**

**1. The University shall establish and maintain such Colleges, institutions and halls as may be decided upon by the Syndicate, from time to time, after considering the recommendations of the Academic Council.**

The organization, conditions of maintenance and management of such Colleges, institutions and halls shall be prescribed by the Ordinances. Colleges shall be of two types, namely, University Colleges and Affiliated Colleges. [The following educational institutions, situated in Patiala city, are deemed to be associated with and admitted to the privileges of the University with effect from July 1, 1962:

**1. Mahendra College**

**2. Government College for Women**

**3. Government Bikram College of Commerce**

**4. Government Medical College**

**5. Dental College**

**6. Government College of Physical Education**

**7. State College of Education**

**8. Thapar Institute of Engineering and Technology**

**9. Khalsa College.**

These institutions shall observe the conditions for admission to the privileges of the University, failing which the rights conferred may be withdrawn.] [(i) Punjab Government Notification No. 5240-EDI-62-18709, dated June 30, 1962. (ii) The Punjab Government vide Notification No. 8277-2(28)-EDI-ASO(II)72 dated 18.9.1972, has extended the jurisdiction of the University to the districts of Patiala, Sangrur, Bhatinda, Ropar and Tehsil Faridkot of District Faridkot.]]



**2. A College applying for admission to the privileges of the University shall send a letter of application to the Dean, College Development Council and shall satisfy the Syndicate :**

(a)that the College shall have a regularly constituted Government Body consisting of not more than twenty persons, including, among others, two representatives of the University and the Principal of the college ex-officio. The term of University representatives will be three years; Provided that the said condition shall not apply in the case of colleges maintained by Government which shall, however, have an Advisory Committee, which shall consist of, among others, the Principal of the college ex officio and two representatives of the University; Provided further that the Governing Body of the Non-Government Engineering College(s) shall include only one representative of the University; (b)that the qualifications of the teaching staff, their grades of pay and the conditions governing their tenure of office are such as to ensure efficient conduct of the course 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 Ordinances, for the residence in the College or in lodgings approved by the Colleges 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)that where admission to the privileges of the University is sought in any branch of experimental science, arrangements have been or will be made in conformity with the Ordinances 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 students; (g)that the financial resources of the College are such as to make due provision for its continued maintenance; (h)that the admission of the College to the privileges of the University, having regard to the educational facilities provided by other colleges in the same neighbourhood, will not be injurious to the interests of education; and (i)that the tuition fee and other charges would be charged from the students of non-government colleges at the rate approved by the Academic Council for 12 months in an academic year. The application shall further contain an assurance that, after the college has been admitted to the privileges of the University, any transference of management and all changes in the teaching staff shall be forthwith reported to the Academic Council and that the institution shall faithfully observe the provisions of the Statutes, Ordinances and Regulations of the University as made from time to time.

**3. On receipt of a letter of application under sub-clause (2), the Academic Council shall :**

(a)direct a local inquiry to be made by two or more competent persons authorized by the Academic Council in this behalf; (b)make such further inquiry as may appear to them to be necessary; and (c)report to Syndicate on the question whether the application should be granted or refused, either in the whole or in part, embodying in such report the results of any inquiry under clauses (a) and (b). The Syndicate shall, after such further inquiry (if any) as may appear to them to be necessary, record their opinion on the matter.

**4. The Dean, College Development Council, shall submit the application and all the proceedings of the Academic Council relating thereto to the Syndicate who, after such further inquiry as may appear to them to be necessary, shall grant or refuse the application or part thereof.**

**5. Where the application or any part thereof is granted, the order of the Syndicate shall specify the courses of instruction in respect of which the College is admitted to the privileges of the University, and where the application or any part thereof is refused, the grounds of such refusal shall be stated.**

Ordinarily, Colleges shall not be admitted to the privileges of the University with retrospective effect in respect of any courses of instruction.

**6. An application under clause (2) may be withdrawn at any time before an order is made under clause (4).**

**7. (a) A college admitted to the privileges of the University shall pay an affiliation fee of Rs. 500/- and a continuation fee of Rs. 500/- annually thereafter.**

(b) A college seeking affiliation for new subject/course shall pay the following fee :

- |                               |             |
|-------------------------------|-------------|
| 1. Application fee            | Rs. 1,000/- |
| 2. For one subject/course     | Rs. 500/-   |
| 3. For two subjects/courses   | Rs. 750/-   |
| 4. For three subjects/courses | Rs. 1,000/- |

**8. A college may not, without the previous permission of the Academic Council, suspend instruction in any subject or course of study which it is authorized to teach and teaches.**

**9. Where a College desires to add to the courses of instruction in respect of which it is admitted to the privileges of the University, the procedure prescribed by clauses (2), (3) and (4) shall, so far as may be, followed :**

Provided that in such cases as the Academic Council deems fit the local inquiry required under clause (3) may be dispensed with.

**10. Every College admitted to the privileges of the University shall furnish such reports, returns, and other information as the Academic Council may require to enable it to judge the efficiency of the College.**

**11. (a) A member of the Academic Council who intends to move that the rights conferred on any College 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.**

(b) Before taking the said motion into consideration, the Academic Council shall send a copy of the notice and of the statement mentioned in sub-clause (a) to the Head of the College concerned, together with an intimation that any representation in writing submitted within a period specified in such intimation on behalf of the College, will be considered by the Academic Council. Provided that the period so specified may, if necessary, be extended by the Academic Council. (c) On receipt of the representation or on expiration of the period referred to in sub-clause (b), the Academic Council, after considering the notice of motion, statement and representation, and after such inspection by any competent person or persons authorized by the Academic Council in this behalf and such further inquiry as may appear to them to be necessary, shall make a report to the Syndicate. (d) On receipt of the report under sub-clause (c), the Syndicate shall, after such further inquiry (if any) as may appear to them to be necessary, record their opinion on the matter. (e) The Dean, College Development Council shall submit the proposal and all proceedings of the Academic Council relating thereto to the Syndicate, 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. (f) Where, by an order made under sub-clause (e), the rights conferred on a College are withdrawn, in whole or in part, the grounds for such withdrawal shall be stated in the order.

**12. If a college does not satisfy the conditions imposed by the University regarding affiliation or extension of affiliation even after a reasonable time has been allowed to the College or makes violation of the conditions of affiliation imposed from time to time, the matter shall be reported to the Academic Council/Syndicate (as the case may), by the Dean, College Development Council for such action against the college as the Academic Council/Syndicate may deem fit.**

**13. Subject to the conditions set forth above, the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission of colleges to the privileges of the University and for the withdrawal of those privileges.**

II. Admission of Colleges to the Privileges of the University for the B.A./B.Sc./B.Com. and B.Ed. Examinations.

**1. No application for admission to the privileges of the University from a new college shall be entertained unless full facts regarding the endowment fund or the guaranteed income are available. A Committee of Enquiry shall be appointed only after the Academic Council is satisfied that the institution applying for admission to the privileges of the University possesses the required funds, etc. [The last date for receipt of applications for admission of Colleges to the privileges of the University is October 1 of the year preceding the one in which it is proposed to start the classes.] [In the case of colleges, already admitted to the privileges of the University for a course/part of an integrated course, intending to start new subjects in that courses/next part of the integrated course, the last date for receipt of such applications shall be December 31st of the preceding year in which it is proposed to start new subjects/next part of that integrated course.]**

**2. (a) There shall be a separate endowment fund, that cannot be alienated so long as the college continues to exist. The amount of [Endowment Fund] [[Amount of Endowment Fund in the case of Physical Education colleges seeking affiliation with the University for imparting instruction in the Certificate Course in Physical Education shall be as under :**

- 1. For one unit of 50 students Rs. 60,000/-**
- 2. For two units of 50 students each Rs. 80,000/-**
- 3. For three units of 50 students each Rs. 1,00,000/-**
- 4. For four units of 50 students each Rs. 1,10,000/-**

Rs. 20,000/- shall also be required as Endowment fund in respect of Non- Government Physical Education colleges already affiliated to the University and seeking extension of affiliation for the Diploma in Physical Education Course.]] required by the college seeking affiliation with the Punjabi University shall be as follows:-

- |    |                       |            |
|----|-----------------------|------------|
| 1. | Arts College for Boys | Rs 2 Lacs  |
| 2. | Science College       | Rs. 2 Lacs |
| 3. | Women College         | Rs. 1 Lac  |

(Teaching Arts/Arts and Science Subjects)

Provided that an additional Endowment fund of Rs. 50,000/- shall be required for the introduction of Home Science as a subject up to degree level at affiliated colleges. An additional amount of Rs.

40,000/- each in the case of B.Com./Post-graduate classes in Arts and Social Sciences subjects shall also be required. The amount of guaranteed annual income shall be as under :

- |  |              |
|--|--------------|
| 1. Arts College for Boys                             | Rs. 10,000/- |
| 2. Science College                                   | Rs. 15,000/- |
| 3. Women College (Teaching Arts subjects only)       | Rs. 5,000/-  |
| 4. Women College (Teaching Arts and Science subject) | Rs. 10,000/- |

The guaranteed income is to be in addition to annual income derived from fees. The college should deposit annually the guaranteed income from the landed or other property with the University which may be reimbursed to the college, if required either for building up the reserve fund or for meeting the deficit of the college. (b) The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Government securities or may be invested in such other debentures as may be approved annually by the Academic Council. (i) The debentures and fixed deposit receipt shall be deposited with the University. The fixed deposit receipts shall be in the name of the Dean, College Development Council. (ii) The debentures will not be sold without the permission of the University. (iii) A Governing Body which is managing a number of Colleges shall not be required to keep the Endowment Fund for each college separately. It may be kept by the parent body in consolidated form. Endowment fund shall not be utilized as security for obtaining a loan by the Governing Body of the College. The Inspection Committees appointed from time to time shall see that the amounts of the endowment fund are intact.

**3. The institution should either possess adequate buildings, equipment and furniture or adequate funds in addition to clause (2) above, for the construction of necessary buildings and for the purchase of necessary equipment and furniture.**

**4. An initial expenditure of Rs. 5,000/- in the first year and of Rs. 2,000/- in each subsequent year shall be incurred on purchase of books for the college library. In the case of training institutions an amount of Rs. 10,000/- shall be initially spent on the purchase of books, apparatus and equipment.**

**5. The staff initially appointed shall be approved by the Vice-Chancellor. All subsequent changes shall be reported to the University for Vice-Chancellor's approval. In the case of training institution, the teacher-pupil ratio shall not be less than 1:12.**

**6. Non-Government colleges shall comply with the requirement laid down in the Ordinances governing Service and Conduct of teachers in Non-government colleges, as may be framed by the University.**

**7. All teachers whether in a Government or Non-Govt. college shall be given the grades as approved by the University.**

**8. Only independent training institutions shall be considered for admission to the privileges of the University and no Arts or Science College shall be permitted to add the B.Ed. classes.**

**9. Deleted.**

**10. A training institution shall have a separate building of its own and shall also have a separate hostel and play grounds.**

**11. A unit for a training class shall be of not more than 50 students.**

**12. Deleted.**

**13. Each training institution must have a good practising school attached to it. The school should have adequate equipments and experienced staff. The minimum number of pupils on roll in the practising school shall be three times the number of students under training in B.Ed. (Basic) class.**

**14. The training institution should make suitable arrangement both with regard to staff and equipment for the teaching of crafts.**

**15. In the case of an institution founded by an individual donor, the following conditions for a trust deed shall be observed :**

(i) That the founder of the trust is the sole absolute owner of the property endowed. (ii) That the trust is created by a regularly registered deed to be approved by the Academic Council. (iii) That the founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed. (iv) That the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of the Trust. (v) That the Board of Trustees consists of at least seven members of whom at least five are independent persons who are not in any way related to or dependent upon the founder of the Trust. (vi) That in case of vacancies in the Board nominations are made by the Board and not by the founder and that such nominations are forthwith reported to the Academic Council. (vii) That all buildings included in the Trust are sufficiently insured against fire. (viii) That copies of the proceedings of the Board and a statement of the annual income and expenditure of the Trust is supplied to the Academic Council. Note :- The provisions regarding Trustees shall not be applicable to a College whose management is vested in a society registered under a Government Act.

## **16. Colleges having co-education shall also fulfil the following conditions :**

(i) In every no-educational institution, there shall be at least one duly qualified lady teacher for every 50 women students. (ii) There shall be a Physical Instructress in every co-educational institution where the number of women students is 50 or more. (iii) An institution affiliated in the subject of music shall have a woman music teacher. (iv) There shall be a separate lounge-room for women students and a toilet room with proper sanitary fittings. (v) There shall be at least one lady member on the Governing Body of the College. III. Evening Shifts in Colleges Admitted to the Privileges of the University.

**1. A college admitted to the privileges of the University intending to add evening classes shall apply, in case of a Government College, through the State Education Department and, in the case of a Non-Government Institution, through the Chairman of the Governing Body of the college.**

**2. The application should reach the Dean, College Development Council by October 1 of the year preceding the one in which it is proposed to start the evening shift.**

**3. On receipt of the application, the Academic Council shall appoint an Inspection Committee to satisfy itself if the College is in position to fulfil all the conditions laid down for starting the evening classes. The report of the Inspection Committee shall be laid before the Academic Council. The Academic Council may grant or refuse permission.**

**4. If the College fails to start evening classes during the academic year for which permission has been granted, the permission for such classes shall stand cancelled.**

### **Conditions**

#### **1. An Evening College shall admit :**

(i) Women students; (ii) such candidates as (a) are employed in Government service or in any other service or are engaged in any trade/business/profession. OR (b) cannot be accommodated in the day shift in any of the Colleges admitted to the privileges of the University for want of accommodation.

**2. The students taking instruction in such Colleges shall be required to fulfil all the conditions in regard to attendance, instruction, conduct, character and progress as is required from the students in the affiliated day Colleges. They**

**shall be allowed to take the University examinations under the same conditions and shall become eligible for the same certificate or degree.**

**3. At least half of the teaching staff in an Evening College shall be separate from the teachers working in the affiliated college during the day.**

**4. Teachers who are recruited from the affiliated day college and are asked to work in the evening shift shall not be assigned more than 30 periods per week at the maximum in the morning and evening shifts both combined :**

Provided that for the extra work done in the evening, such teachers shall be paid additional 25% of the salary which they draw for their work in the day shift.

**5. The Library of the affiliated day college shall remain open in the evening for the entire working period for the benefit of the students studying in such colleges. In case a separate Assistant Librarian is not appointed for the evening college, the Librarian of the affiliated day college shall work in the evening and he shall be paid at least 25% extra of his salary in the day college.**

**6. An evening college shall be permitted to charge fees up to 50% higher than the fees charged in the affiliated day college.**

**7. An evening college shall charge Rs. 2/- p.m. amalgamated fund fee from its students and it shall provide facilities for various indoor games, such as Badminton, Table Tennis, Reading Room, Common Room, etc., under proper lighting conditions.**

**8. A person of the status of the Vice-Principal will be appointed to take charge of the evening shift.**

## **Chapter VII**

### **Statutes Relating to Private Candidates**

**1. The following categories of candidates may be permitted to appear in the examinations of the University without having pursued the prescribed course of study in the University or in one of the Colleges admitted to the privileges of the University or in the Department of Correspondence Courses; provided**



**they are otherwise eligible to appear in the examination under Ordinances for the examination concerned.**

Provided further that no candidate shall be permitted to offer for the examination a subject/examination which involves practical assessment unless he produces a certificate from the Principal of a College admitted to the privileges of the University that such a candidate has completed the practicals in the college as a casual student. I. Faculties of Arts and Social Science, Languages, Humanities and Religious Studies (a) Any candidate for : (i) M.A. (Punjabi) Examination. (ii) M.A. examination in such other subjects as are not serviced by the Department of Correspondence Courses of this University. (iii) Classical, Oriental or Modern Indian Languages Examinations. Provided that such a candidate has been a bona fide resident [within the territorial jurisdiction of the University for at least 12 months preceding the date of application :] [Bona fide residents will also include persons who belong to a place within the territorial jurisdiction of the Punjabi University, but who may be posted outside its limits.] Provided further that jurisdiction condition will not be applicable in the case of (i) and (iii) above. (b) A person who passed M.A. examination from this University in second/third division and wishes to re-appear in the same subject for improving his division/score of marks subject to the conditions laid down in the Ordinances for M.A. examination. (c) A person who has passed B.A. examination from this University in second/third division and wishes to re-appear in the same examination(s) for improving his division/score of marks subject to the conditions laid down in the Ordinances for B.A. examinations. (d) A candidate who has completed the prescribed number of lectures in a University Teaching Department or in the Department of Correspondence Courses of this University or in a college admitted to the privileges of this University and has failed or failed to appear in the examination, provided that this concession shall be allowed within a period of three years after the completion of the lectures. (e) A person given permission to appear as Private candidate in any capacity who has failed or failed to appear in the examination, provided he appears in the examination within a period of three years after such failure. (f) Permanently physically handicapped persons for B.A. and M.A. examinations on production of certificate from the Chief Medical Officer of the District concerned. (g) Candidates for B.A. examinations after having passed the Honours examinations in the Classical, Oriental or Modern Indian Languages. (h) Candidates who have passed the M.A./M.Sc. examinations of this University or from another Statutory University for the purpose of appearing in M.A. examination in any subject other than the one already passed. (i) Candidates for examination in Additional subject(s) after passing B.A. and M.A. examinations from this University. (j) Women candidate who has been [bona fide] [Bona fide residents will also include persons who belong to a place within the territorial jurisdiction of the Punjabi University, but who may be posted outside its limits.] resident within the territorial jurisdiction of the University for at least 12 months preceding the date of application.

**2. (a) Provided in the case of a subject prescribed for the B.A. examination no arrangement for instruction exists either in any other College or in the University, the Vice-Chancellor may permit a candidate to appear in that subject as private candidate in the examination :**

Provided that students enrolled through Correspondence Courses offering such additional subject for which no arrangement for instruction exists in Department of Correspondence Courses, may, with the permission of the Vice-Chancellor, be allowed to appear in that subject as a private candidate.

II. Faculties of Science, Business Administration and Commerce

(a) Any candidate who, having completed the prescribed course of instruction for an examination, does not appear in the examination for sufficient reasons or having appeared in the examination, has failed and is recommended by the Principal of his college for admission to such examination within the period allowed by the Ordinance for the examination concerned.

(b) Persons who has passed the M.A./M.Sc. (Mathematics) from this University in third division and wish to re-appear in the same subject for improving their division within the period allowed by the Ordinances relating to Master of Arts examination.

III. Faculty of Education

(i) Any candidate who, having completed the prescribed course, does not appear in the examination for sufficient reasons, or, having appeared in the examination, has failed and is recommended by the Principal of his College, provided he appears in the examination concerned, within the period specified below from the date of completion of the course.

(a) B.Ed.M.Ed. (Physical Education) and D.P.E. within 3 years

(b) B.P.E. within 2 years.

(ii) A candidate, who has passed the M.Ed. or M.Ed. (Physical Education) examination, may appear in one of more additional papers in which he has not already passed.

IV. Faculty of Engineering and Technology

(a) A student of a College who, having attended the prescribed number of lectures and practical, does not appear in Part II of the Final examination in Engineering for sufficient reasons, or, having appeared in the examination has failed and is recommended by the Principal of his college, may be allowed to appear as a late College student at any subsequent examination within a period of three years after completing such a course without attending fresh course of lectures or practicals.

(b) A candidate, who, having completed the prescribed course of instruction for the Master of Science degree in Engineering in a college admitted to the privileges of the University, does not appear in the examination for sufficient reasons, or having appeared has failed in the examination and is recommended by the Principal of his College, shall be eligible to appear in the next two examinations without attending a fresh course of lectures.

**3. The Head of Institution concerned shall notify to the Registrar the name of any student who is expelled or rusticated for serious breach of discipline or moral turpitude giving the exact reasons for the action taken to enable the University to ensure that the student concerned does not appear in the examination, as a private candidate, during the period of rustication or expulsion.**

**4. Notwithstanding anything contained in the statutes relating to private candidates, the Syndicate may in exceptional cases allow a person to appear in any of the University examinations in any faculty as a private candidate.**

## Chapter VIII

MiscellaneousI. Honorary DegreesWhere the Vice-Chancellor and not less than two-third 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 reasons of eminent position and attainments, a fit and proper person to receive such a degree and, where the recommendation is supported by not less than two-third 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 :Provided that, in case of urgency, the Chancellor may act on the recommendation of the Syndicate only.II. Withdrawal of Degrees, Diplomas, etc.The Senate may, on the recommendation of the Syndicate, by a special resolution passed with the concurrence of not less than two-third of members voting, withdraw a Diploma or Degree or Certificate or other academic distinction conferred by the University, on conviction of the person concerned by a Court of Law of an offence which, in the opinion of the Syndicate, involves moral delinquency, or if the person concerned has been guilty of scandalous conduct.Before taking action as contemplated in this Statute, it shall be incumbent upon the Syndicate to notify the person concerned of the action contemplated, and to give him an opportunity to tender, either in person or by a written statement, within 21 clear days from the date of issue of such notice, such defence as he may wish to put up. If the Syndicate, after taking into consideration the defence so put up, decide to recommend to the Senate action be taken against him, a copy of the such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Senate at which his case will come up for consideration, and he shall be informed that if he has any further statement in writing to make, he should submit the same to the Syndicate two weeks before the date of the Senate meeting. The statement so received shall be submitted to the Senate with the recommendation of the Syndicate and the relevant details of the case.III. Institution of Research Fellowships, Scholarships, Studentship etc.The Syndicate may establish research fellowship, post-graduate scholarships, exhibitions, medals and prize of such value and tenable for such period as it may, from time to time, determine for the encouragement of research or original work in such subjects and under such conditions as the Academic Council may prescribe by Ordinances.