

CHAPTER VI(A)
**CONDITIONS OF SERVICE OF
UNIVERSITY EMPLOYEES**

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

1. The University Employees shall be classified into the following categories:
 - I. A Class.
 - (i) All University teachers i.e. Professors, Readers, Lecturers and such other persons as may be designated as teachers by the Senate including Research Assistants, Teaching Assistants, Instructors and Pandits;
 - (ii) All Administration Officers of and above the rank of Office Superintendents/ P.A.'s and other non-teaching staff having equivalent/ corresponding pay-scales.
 - II. B Class:

Assistants/Stenographers/Steno-typist/Clerks and other non-teaching staff having equivalent/corresponding pay-scales.
 - III. C Class:

Employees not covered under I and II above.

Note:- University employees who have not opted for the revised pay-scales on the Punjab Government pattern, or technical/laboratory staff whose pay-scales have not been revised will continue to be classified in the categories in which they had continued to be classified, so far.

2. Definitions and interpretations:
 - (i) "Active service" means the time spent —
 - (a) On duty;
 - (b) On subsidiary leave;
 - (c) On recognised vacation or privilege leave or medical leave.
 - (ii) (a) Appointment: Appointment means and includes appointment by direct recruitment or by promotion or by any other method approved by the Senate.
(b) "Appointing Authority" means the authority empowered to make appointment to a post which an employee for the time being holds.
 - (iii) (a) Cadre: Cadre means the strength of a service or part of it, as determined by the Senate from time to time, and includes the office(s) held for the time being either temporarily or permanently, by person(s) appointed by any method of appointment, that is, by direct recruitment or by promotion or by any other method approved by the Senate.
(b) "Average monthly salary" means the salary which an employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
 - (iv) "Competent Authority" shall be the appointing authority or such authority to whom the special powers are delegated.
 - (v) "Duty" includes:

Service as a probationer or apprentice, provided that service as a

probationer is followed by confirmation without a break; provided further that in the case of an apprentice, on confirmation either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship cannot be counted for purposes of leave.

- (vi) "Employees" means —
 - (a) Any person in the service of the University and includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority; and
 - (b) also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
- (vii) "Furlough" means leave earned by an employee of Class A or B in respect of period spent on duty according to furlough regulations contained in this Chapter.
- (viii) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.
- (ix) "Pay" means the amount drawn monthly by an employee and it includes special pay or personal pay, if any, but no other allowances.
- (x) (a) "Permanent employee" means a person confirmed.
 (b) "Post" means and includes the office held for the time being either temporarily or permanently, by a person appointed by any method of appointment, that is, direct recruitment, by promotion or by any other method approved by the Senate.
- (xi) "Probation" means and includes promotion by way of merit promotion, Personal promotion or any other method or scheme of promotion approved by the Senate from time to time.
- (xii) "Salary" means the amount of the monthly pay and allowances granted by the University to an employee.
- (xiii) "Service" means the whole period of continuous service including periods spent on leave.
- (xiv) "University" means the Panjab University.

3.1. Save as otherwise provided in the Regulations, the Appointing Authority for the various categories of the University employees shall be —.

- (a) Senate -for employees of Class A;
- (b) (i) Syndicate -for employees of Class B in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
 (ii) Vice-Chancellor -for the employees of class B in the category of Clerks including those in the equivalent/corresponding pay-scales of Clerks.
- (c) (i) Registrar -for class C employees of the administrative offices and Chowkidars for all Departments including Teaching Departments.
 (ii) Dean of University Instruction, in consultation with the Chairman of the concerned departments, for Class 'C' employees of Teaching Deptts. except Chowkidars.

3.2. The authority competent to suspend, charge-sheet and order an enquiry against a University employee shall be -

- (i) Vice-Chancellor -in the case of employees of class A.
- (ii) Vice-Chancellor -in the case of employees of class B in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
- (iii) (a) Registrar -in the case of employees of class B in the category of Clerks including those in the ministerial cadre in the equivalent/ corresponding pay-scales of Clerks.
- (b) D.U.I. - in the case of employees of class B in the Teaching Departments, in the categories other than in (iii) (a).
- (iv) (a) Registrar -in the case of class C employees of the administrative offices, and
- (b) Heads of Departments -in the case of class C employees of the teaching and non-teaching departments.

3.3. The appointing authority shall be the punishing authority unless otherwise provided for in these Regulations.

3.4. Subject to the Regulations contained in this chapter, employees shall be under the administrative control of the Head of the institution or the office to which they are attached, and the Head of the institution or office shall be under the administrative control of the Vice-Chancellor.

3.5. The Senate or the Syndicate, as the case may be, shall have the power to terminate the appointment of a person holding an administrative or ministerial post on the ground of inefficiency, dishonesty, or serious misconduct.

4.1. Save as otherwise provided in the Regulations, the fixation of salary, accelerated increments, grant of allowance, etc., shall, in the case of employees holding permanent posts rest with-

- (a) Senate -in the case of employees of class A;
- (b) Syndicate -in the case of employees of class B;
- (c) Vice-Chancellor -in the case of employees of class C.

4.2. The Syndicate shall be competent to grant a "Personal pay" equivalent to the increment last drawn by an employee who is held up at the maximum of his pay-scale, after every three years from the date of reaching the maximum of his pay-scale.

5. Every appointment whether by direct recruitment or by promotion or by any other method approved by the Senate, shall be made on probation for a period of one year, which may be extended by the appointing authority for a period not exceeding one year. The appointing authority may, however, grant exemption in exceptional cases.

6. A permanent employee, recruited on or after January 1,1968, shall give, at least three months' notice before resigning his post, failing which he shall forfeit salary for the same period.

Provided that Syndicate may waive this requirement in part or whole for valid reasons.

Provided further that in case of an employee who is on long leave and resigns his post or his post is declared vacant under Regulation 11.9, the stipulation of three months notice shall not be required.

Explanation: Long leave would mean leave for one year or more.

7. An increment in time scale of pay shall ordinarily be drawn as a matter of course but the competent authority may withhold increment if the conduct of the employee has not been good or his work has not been satisfactory.

8. Where an efficiency bar has been prescribed in a time scale of pay, the increment next above the bar shall not be given without the specific sanction of the competent authority.

9. A University teacher whose services are terminated before the summer vacation shall be entitled to summer vacation salary as under :-

- (i) those who complete nine months' service -Full salary.
- (ii) those who complete service for three months or more, but less than nine months -Proportionate salary on the basis of full salary for nine months' service.

Provided that -

- (1) no one who has served for less than three months will be entitled to any salary for the summer vacation.
- (2) no one shall draw salary for the period of summer vacation from two sources.
- (3) if a teacher leaves service before or during the summer vacation of his own accord, he shall not be entitled to any salary for the period of summer vacation.

10.1. The procedure for suspension of an employee and other matters connected therewith shall be the same as laid down in the rules approved by the Syndicate for non-teaching employees.

10.2. An employee who is placed under suspension may be paid such subsistence allowance as the suspending authority may determine, but it shall not exceed one-half of the pay plus allowances of the employee who has been suspended.

10.3. An employee who has been suspended shall not be entitled to any kind of leave during suspension.

10.4. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as punishment.

GRANT OF LEAVE

GENERAL

11.1. Unless otherwise laid down in these Regulations, the authorities competent to grant leave (other than casual) shall be-

- (i) Syndicate -for employees of Class A for leave of more than six months.
- (ii) Vice-Chancellor -for employees of Class A for leave up to six months.
- (iii) Registrar -for employees of Class B of the Administrative Office.
- (iv) (a) (i) Registrar -for employees of Class B in the non-teaching Departments for leave of more than four months.
- (ii) Heads of the Department(s) concerned for employees of Class B in the non-teaching departments for leave up to four months.

- (b) Dean of University Instruction -for employees of Class B in teaching departments for leave of more than four months.
- (c) Head of the Department concerned for employees of Class B in the Teaching departments for leave up to four months.
- (v) (a) Registrar -for employees of Class C of the Administrative Office.
- (b) Head of Department concerned -for employees of Class C of the teaching and non-teaching departments.

11.2. When leave is to be granted by Syndicate/Senate, it will be on the recommendations of the Vice-Chancellor.

11.3. A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.

11.4. Leave cannot be claimed as of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

11.5. Leave allowance wherever payable shall be paid monthly in the first week of the succeeding month.

11.6. Earned leave may be combined with furlough or leave on medical grounds.

11.7. Casual leave cannot be combined with any other leave. It can be combined with holidays provided the total period including holidays, does not exceed sixteen days.

11.8. Leave granted without pay shall not count towards gratuity except where such leave is counted towards increment under the University rules.

11.9. If any employee overstays his leave or is otherwise absent from duty for more than a week, his post shall be liable to be declared vacant and he shall forfeit his salary during the time he so remained absent.

12.1. TEACHERS OF THE UNIVERSITY, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY (CLASS "A").

shall be entitled to-

- | | | | | |
|-----|-------|--------------------------|-------|------|
| (A) | (a) | (for teaching members) | | |
| | | Vacation & Recess | | |
| | (i) | Summer Vacation | | Full |
| | (ii) | September/October recess | | -do- |
| | (iii) | Winter recess | | -do- |

If, owing to the requirements of the University, an employee is, in any year prevented, with the prior sanction of the Vice-Chancellor, from enjoying the whole or any part of the summer vacation, he may in lieu thereof be given credit of leave on full average pay for such period not exceeding one month per year as may be determined by the competent authority;

- (b) (for Non-teaching Members)

For every 11 months' service an employee may be given credit of one month's earned leave on full pay, which shall be allowed to be accumulated in accordance with the rules approved by the Syndicate from time to time, for non-teaching employees. No one shall be granted leave for more than 120 days at a time. The competent

authority may allow this leave to be availed of, subject to a maximum of 120 days on attaining the age of retirement, if it was applied for in good time and was refused in the interest of the University.

- (c) Teaching members who are declared as non-vacation officers by the competent authority shall be governed by the provision in (b).
- (d) Non-teaching members shall be entitled to -

(1)	(i)	Summer vacation	Half
	(ii)	September/October recess	Half
	(iii)	Winter recess	Half

The date shall be fixed by the Head of the concerned Department.

If an employee is not permitted under orders of the Vice-Chancellor to be absent during the above period of summer vacation, he may, in lieu therefore, be given credit of earned leave on full average pay for such period, not exceeding one month per year as may be determined by the competent authority.

- (2) In addition to (1) earned leave on full pay equivalent to 10 days in a year. Such leave is permitted to be accumulated to the extent to which it is permitted in the case of employees working in the non-vacation departments, but shall not exceed 120 days at a time.

(B) FURLOUGH

- (i) A teacher who is entitled to Sabbatical leave may be granted furlough equivalent to 15 days for each year of active service but it shall not exceed six months and shall be granted only at the time of retirement.
- (ii) A teacher who has completed 4 1/2 years active service and is not entitled to Sabbatical leave may be granted furlough equivalent to one-ninth of his active service, subject to a maximum of two years at a time, on the condition that he returns to the University service on the expiry of furlough or has attained the age of retirement.
- (iii) Furlough shall not be granted until the expiry of three years from his last return from such leave.
- (iv) No one may be granted more than six months furlough after he has attained the age of retirement.
- (v) Furlough may be combined with summer vacation or earned leave.
- (vi) The monthly allowance to be granted for the period of furlough and subsidiary leave shall be a sum equivalent to half the monthly salary.
- (vii) Furlough and other leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation at the port of arrival in India, in case the journey is performed by sea, and from the date of departure from an Indian airport to the date of arrival on return to an airport in India, in case the journey is performed by air.
- (viii) In the case of furlough taken out of India subsidiary leave not exceeding ten days may be granted for the interval between the date of his quitting the office and the date on which he embarks at the port of departure from India and the interval between his landing in India and rejoining his appointment.

(C) SABBATICAL LEAVE

- (a) Grant of Sabbatical leave under this Regulation shall apply to those appointed on or after 1-4-1963. The teachers who joined University service before 1.4.1963, shall have the option to be governed either by the furlough regulations in force before 1-4-1963, or by these regulations.
- (b) A University Professor, Reader or Lecturer desiring to undertake research or advanced work in his own field who has served the University for not less than six years may be granted Sabbatical leave for six months on full pay and for another six months on half pay, if-
 - (i) the programme to be followed during the leave is submitted alongwith the application for grant of leave and is approved by the Vice-Chancellor;
 - (ii) he is in a position to serve the University for at least three years after return from leave and executes a bond that after the expiry of such leave he shall so serve, failing which he shall refund to the University the leave salary received by him and the interest thereon at bank rate;
 - (iii) the leave is to be utilised for advanced work in his own field, research or in pursuit of knowledge, solely with the object of increasing the teacher's professional efficiency and usefulness to the University.

He shall, on return from leave, report to the University, the nature of advanced work in his own field, research or other work undertaken during the leave.

- (c) (i) Sabbatical leave shall not be granted to a teacher until the expiry of six years from the date of his last return from sabbatical leave, study leave or any other kind of training programme;
- (ii) Only one teacher from a Department with a total strength up to seven shall be granted Sabbatical leave at a time, and the normal budget provision of that Department shall not be exceeded on account of grant of the leave.
- (d) A teacher on Sabbatical leave may be allowed to accept a Fellowship or a Research Scholarship or any other remunerative appointment in an institution of advanced studies and the amount so received will not affect the amount of leave salary drawn by him from the University.

(D) STUDY LEAVE

- (a) (1) A member of the staff who has completed three years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a scholarship or financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.
- (2) A member of the staff who has completed five years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a Scholarship or financial aid, for higher studies. If the same is granted, he may be allowed leave on full salary up to one year and on half salary for the second year.

The leave may be extended for the third year without pay. This leave cannot be combined with any other leave. The leave salary together with the scholarship/financial aid shall not exceed one and a half times the employee's salary but if the scholarship/financial aid exceeds that amount, no leave salary shall be paid.

- (3) The employee granted leave under (1) or (2) shall execute a bond to serve the University for at least five years on his return.
- (b) (1) A member of the teaching staff below the rank of a Reader who has completed at least five years' service in the University may be granted study leave, for research work leading to a doctorate degree. The condition of five years' service may be waived by Senate in special cases.
 - (2) Applications for grant of leave must be made through the Head of the Department so as to reach the University not later than March 31.
 - (3) Not more than two University teachers shall be selected every year for grant of study leave -one for Science and one for Arts or Languages (alternately).
 - (4) An employee granted leave under this Regulation shall execute a bond to serve the University for five years on return from study leave.
 - (5) Study leave shall be granted for a period not exceeding two years. If through no fault of the teacher, the course of study is not completed within two years, the period of this leave may be extended by another year on the recommendation of the Professor with whom he is working.
 - (6) Study leave may be combined with vacation or furlough, or both, but shall not count, as service, for purposes of leave including furlough.
 - (7) The amount of Study leave allowance to be paid to a University teacher proceeding to a foreign country shall be such as may be determined by the Syndicate after making a reference to the Ministry of Education, Government of India, from time to time.
- (c) (1) Payment of leave salary shall be made only if the Supervisor or the teacher under whom he is working as also the Head of the Department gives satisfactory report every six months, failing which leave for the rest of the period shall be liable to be cancelled.
 - (2) If a teacher leaves the University service within three years of his return from leave, he shall forfeit to the University the study leave allowance drawn by him. The amount shall be realised from the teacher after necessary deductions from his Provident Fund.

The study leave may be converted into furlough to the extent of the period for which furlough is due to him and the difference of amount between the study leave allowance and furlough allowance shall be payable to the employee.

- (3) An employee who is granted study leave out of India may be allowed seven days to make preparations for the outward journey and the period so spent shall be considered as duty.

(E) EXTRAORDINARY LEAVE

- (i) A member of the staff who has completed at least five years' service in this

University may be granted extraordinary leave without pay up to six months. He may be granted such leave up to 26 months with permission to take up employment elsewhere. For higher studies this leave may be extended upto two years and upto three years in exceptional cases.

The condition of five years' service may be waived by Senate under special circumstances.

- (ii) In the case of a distinguished teacher who, in recognition of his teaching and research, is invited by a foreign University as a Visiting Teacher or on a research assignment, the Senate may grant extraordinary leave without pay, not exceeding a total period of five years, during his entire service
- (iii) For participation in an exchange programme between this University and another leading University a teacher may be granted extraordinary leave by the Senate if-
 - (a) the University Grants Commission or the Government of India or this University has approved the exchange programme; and
 - (b) the exchange programme for which leave has been applied is considered by the Syndicate as being in the best interest of the students or Research activities of the University.
- (iv) The Syndicate shall decide if a person granted this leave has to be paid any subsidy or leave allowance.

(F) SPECIAL LEAVE

A member of the Faculty/Administrative staff and whole-time research staff maintained by the University may ordinarily be allowed to attend Seminars/Conferences in India or in foreign countries, provided that -

- (i) the total absence does not exceed 3 months during the period of three years;
- (ii) he can be spared without detriment to the work of the University.

For the period of such absence he shall be treated as on duty.

Provided further that -

- (a) this period of absence will not include summer vacation or winter/autumn recesses;
- (b) there shall be no restriction for a member of the Faculty/Administrative staff and whole-time research staff maintained by the University who is nominated or deputed by the University to attend any of the Seminars or Conferences in the country or abroad.

(G) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate, for non-teaching employees.

12.2. "CLASS A" NON-TEACHING EMPLOYEES OF THE UNIVERSITY, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY, shall be entitled to -

(A) EARNED LEAVE

For every 11 months' service an employee may be given credit of one month's earned leave on full pay, which shall be allowed to be accumulated in accordance with the rules approved by the Syndicate from time to time, for non-teaching employees. No one

shall be granted leave for more than 120 days at a time.

The competent authority may allow this leave to be availed of, subject to a maximum of 120 days, on attaining the age of retirement if it was applied for in good time and was refused in the interest of the University.

(B) FURLOUGH

- (i) Furlough equivalent to 1/9th of an employee's active service may be granted, subject to a maximum of two years at a time, on the condition that he has completed 4½ years' active service and returns to University service on the expiry of furlough or he has attained the age of retirement.
- (ii) Furlough shall not be granted until the expiry of three years from his last return from such leave.
- (iii) No one may be granted more than six months furlough after he has attained the age of retirement.
- (iv) Furlough may be combined with summer vacation or earned leave.
- (v) The monthly allowance to be granted for the period of furlough and subsidiary leave shall be a sum equivalent to half the monthly salary.
- (vi) Furlough and other leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation at the port of arrival in India, in case the journey is performed by sea, and from the date of departure from an Indian Airport to the date of arrival on return to an airport in India, in case the journey is performed by air.
- (vii) In the case of furlough taken out of India subsidiary leave not exceeding ten days on any occasion of taking such subsidiary leave, may be granted for the interval between the date of his quitting the office and the date on which he embarks at the port of departure from India and the interval between his landing in India and rejoining his appointment.

Provided that furlough shall not be admissible to the employees who joined the service on or after 26-9-1981.

(C) EXTRAORDINARY LEAVE

The competent authority, may in its discretion for any special reason, grant an employee extraordinary leave of absence but such leave -

- (a) shall be without pay;
- (b) shall not ordinarily exceed 3 years at a time; and
- (c) shall be without pay and shall not count for increment except in the following cases:-
 - (i) Leave taken on medical certificate;
 - (ii) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (iii) Leave taken for prosecuting higher studies; and
 - (iv) Leave granted to accept a post outside the University.

Provided that the maximum period for which such leave may be availed of shall not exceed 5 years during entire service.

(D) STUDY LEAVE

- (1) A member of the staff who has completed three years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a scholarship or a financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.
- (2) A member of the staff who has completed five years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a Scholarship or a financial aid, for higher studies. If the same is granted, he may be allowed leave on full salary up to one year and on half salary for the second year. It may be extended for the third year without pay. This leave cannot be combined with any other leave. This leave salary together with the scholarship/financial aid shall not exceed one and a half times the employee's salary but if the scholarship/financial aid exceeds that amount, no leave salary shall be paid.
- (3) Class "A" (Non-teaching) employee shall be entitled to grant of study leave even if they are not awarded scholarship or financial aid from any quarter as per provision of Regulation (1) and (2) above.

(E) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate, for non-teaching employees.

12.3. CLASS "B" EMPLOYEES WORKING IN THE TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY

shall be entitled to -

- (A) (i) Summer Vacation..... half of the entire period of summer vacation: dates to be fixed by the Head of the Department.

If an employee is not permitted under orders of the Vice-Chancellor to avail of the above period of summer vacation, he may, in lieu thereof, be given credit of earned leave on full average pay for such period not exceeding one month per year as may be determined by the competent authority.

- (ii) In addition to (i) earned leave on full pay equivalent to 10 days in a year. Such leave is allowed to be accumulated up to the extent to which it is allowed in the case of the employees working in the non-vacation departments, but shall be granted only subject to a maximum of 120 days at a time.

(B) Furlough as laid down in Regulation 12.4.

(C) Extraordinary leave, as laid down in Regulation 12.4.

(D) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE

As in Regulation 12.4 for Class B employees.

12.4. CLASS "B" EMPLOYEES WORKING IN THE ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS.

shall be entitled to -

(A) Earned leave as laid down in Regulation 12.2 for Class A Officers.

(B) FURLOUGH

- (i) furlough equivalent to 1/12th of an employee's active service may be granted, subject to the condition that he has completed six years' active service and returns to University service on the expiry of furlough unless he had attained the age of retirement;
- (ii) furlough shall not be granted until the expiry of six years from his last return from such leave;
- (iii) no one shall be granted more than six months' furlough after he has attained the age of retirement;
- (iv) the monthly allowance to be granted for the period of furlough shall be a sum equivalent of half the monthly salary;
- (v) not more than two years' furlough shall be granted at a time during an employee's service in the University.

Provided that furlough shall not be admissible to the employees who joined the service on or after 26-9-1981.

(C) EXTRAORDINARY LEAVE

The competent authority may in its discretion for any special reason, grant an employee extraordinary leave of absence but such leave -

- (a) shall be without pay;
- (b) shall not exceed 3 years at a time;
- (c) shall be without pay and shall not count for increment except in the following cases:
 - (a) Leave taken on medical certificate;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for prosecuting higher studies; and
 - (d) Leave granted to accept an invitation to a post outside the University.

Provided that the maximum period for which such leave may be availed of shall not exceed 5 years during the entire service.

(D) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate for non-teaching employees.

12.5. CLASS "C" EMPLOYEES WORKING IN TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY.

shall be entitled to -

(A) (i) Summer Vacationhalf of the entire period of summer vacation: dates

to be fixed by the Head of the Department.

If an employee is not permitted under orders of the Vice-Chancellor to avail of the above period of summer vacation, he may in lieu thereof, be given credit of earned leave on full average pay for such period, not exceeding one month per year, as may be determined by the competent authority.

- (ii) In addition to (i) earned leave on full pay equivalent to 10 days in a year. Such leave is allowed to be accumulated up to the extent to which it is allowed in the case of employees working in the non-vacation departments, but shall be granted only subject to a maximum of 120 days at a time.

(B) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate for the members of the non-teaching staff.

12.6. CLASS "C" EMPLOYEES WORKING IN THE ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS

shall be entitled to -

(A) EARNED LEAVE

For every 11 months' active service an employee may be given credit of one month earned leave on full pay, which shall be allowed to be accumulated in accordance with the rules approved by the Syndicate from time to time, for non-teaching employees. No one shall be granted leave for more than 120 days at a time.

(B) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate for the members of the non-teaching staff.

13. Any case not coming within the purview of the Regulations and/or Rules approved by the Syndicate, for non-teaching employees, may be decided in such manner as the Senate in the case of employees of Class A and the Syndicate in the case of employees of Class B and C may deem fit.

PROVIDENT FUND

14.1. A Provident Fund called the *Panjab University Provident Fund shall be established for the benefit of the employees of the University.

14.2. Every whole-time employee of the University appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the Panjab University Provident Fund.

14.3. Any whole time employee temporarily appointed may contribute towards the Provident Fund from the date of his appointment but the University contribution shall be credited to his account from the date of his appointment only after confirmation, provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment.

* Provisions of the Provident Fund Act apply to the Provident Fund established for the benefit of the Employees of the Panjab University (vide Government of India's Notifications No. F.29-I.R-II/34 and No. F.29-1-(a)-R-II/34, dated 3rd May, 1934, and vide Punjab Government Education Department, Notification No. 482.C-24/253-9925, dated, Simla, the 19th March, 1953 and vide Punjab Government Finance Department Notification No. 5523 (4) FRI-66-15201, dated 18-8-1966).

14.4. The Syndicate shall also have power to permit any whole-time employee of the following categories to become a depositor in the Provident Fund:

- (i) appointed against temporary *post not likely to be made permanent.
- (ii) holding appointment for a fixed term.

14.5. The Syndicate may, at their discretion, allow a permanent employee to continue to be a depositor in the Fund even during the period of his absence on leave without pay, or any other programme approved by the Vice-Chancellor for this purpose, but he shall not be entitled to University contribution during this period.

14.6. The rate of subscription of an employee to the fund shall be ten per cent of the +salary of the depositor.

The subscription of the University to the fund shall also be 10% of the +salary of the depositor.

Provided that -

- (i) when the calculation involves paise amounting to less than 50 it shall be ignored and when it amounts to 50 paise or more, full rupee shall be deducted. Such subscriptions shall be deducted month by month from the +salary of each depositor by the Registrar or other Officers of the University whose duty is to pay it and the amount deducted shall be paid into the University funds to the credit of the depositor.
- ** (ii) an employee may be permitted to subscribe towards non-contributory Provident Fund, provided the total subscription towards Provident Fund i.e. contributory (10 per cent as well as non-contributory shall not exceed 60% of the monthly salary of the subscriber).
- (iii) a University employee shall not be entitled to University contribution towards his Provident Fund during the period of leave/furlough after retirement;
- (iv) Provident Fund-contribution shall be made on +salary and not on leave allowances for the period that the depositor is on leave or furlough while in service.

14.7. A sum equal to the amount subscribed by the employees on the basis of 10% of their ++salary during the month shall be contributed at the end of each month to the Provident Fund by the University and such portion of the amount so contributed shall be credited to the account of the depositor.

Provided that in the case of a person appointed on probation, the University contribution shall be credited to his Account, on confirmation, from the date of his appointment.

Provided further that -

- (i) the benefit of University contribution to the fund of an employee shall be as under:
 - (a) Nil, if the period of service put in by an employee is one year or less;
 - (b) Half the amount of the University contribution will be paid if the period of service put in is more than one year but less than five years; and
 - (c) Full amount of the University contribution will be paid if the period of service put in is more than five years or at the time of superannuation irrespective of the period of service.

* To apply to those who were appointed in 1955 or thereafter.
 + Salary (for CPF deductions) means 'Pay' plus all allowances, excluding house rent allowance.
 ** To take effect from 1.4.1983.
 ++ Salary (for CPF deductions) means 'Pay' plus all allowances, excluding house rent allowance.

Provisions of clause (i) shall not apply to persons who joined the University service before 17-3-1962.

- (ii) No employee of the University, who has, in the opinion of the Syndicate, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from his employment, shall be entitled to the benefit of, or to receive any part or share in, any sums at any time contributed by the University to the fund on his account or the accumulated interest or profits thereof and the University shall be entitled to recover, as the first charge, from the amount for the time being at the credit of an employee a sum equivalent to the amount of any loss or damage at any time sustained by the University by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the University and of any interests or increment which has accrued on such contributions. This shall also apply to a member of the University teaching staff who fails to comply with the requirements of the Bond which he may have executed for grant of leave, etc.

14.8. The following members of the University Press staff shall be entitled to subscribe to the Provident Fund in accordance with the provisions of the Provident Fund Act of 1952:

- (i) those working on daily wages;
- (ii) those who are still temporary; and
- (iii) those recruited on or after 15-11-1961.

14.9. The University shall pay interest on all sums deposited in the Provident Fund and the amount of interest shall be credited to the account of each depositor at a rate and in the manner to be decided by the Syndicate from time to time.

14.10. For purposes of calculation of half-yearly interest payable to the depositor, amount less than 50 paise will be ignored. If the amount comes to more than 50 paise, it shall be rounded off to a full rupee.

14.11. The Registrar shall cause to maintain proper accounts relating to the Fund, showing the account for the time being at the credit of each depositor, and the general state of the Fund, in such form as the Syndicate may, from time to time, prescribe. Each depositor shall be supplied with 'Statement' which shall show the amounts for the time being at the credit of the depositor and which shall be in such form as the Syndicate may, from time to time, prescribe.

14.12. Subject to the provisions of Regulation 14.6, the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. Provided that an employee who, on reaching the age of retirement, is granted extension in service, may be permitted to withdraw fifty per cent of the Provident Fund standing at his credit.

14.13. In case of leave granted preparatory to retirement a subscriber may, at the discretion of the Vice-Chancellor, be permitted to withdraw up to ninety per cent of his assets in the Provident Fund. If, under any exceptional circumstances, the subscriber does not retire at the end of the leave, the full amount withdrawn shall be refunded as a condition of continued employment. This payment shall not affect the rules in regard to subscriptions during such leave or the claim to bonus or on the interest on the balance.

14.14. A depositor may make a declaration signed by him and attested by two

witnesses, in his Provident Fund Service Book stating the name or names of the persons to whom he desires that in the event of his death the whole or any part of the amount of his deposit shall be paid. Such nomination may at any time, be revoked by the subscriber or replaced by a fresh nomination. If the employee has made such a declaration then the payment shall be made in accordance therewith and no succession certificate shall be required. On such payment being made, the University shall be absolved of all liability in connection therewith.

14.15. Every employee, on leaving University service. or on retirement, shall claim payment of Provident Fund standing at his credit within one year of its becoming due. Interest on the Provident Fund shall not be paid to any employee from the date of expiry of one year of his leaving University service or his retirement.

14.16. The Syndicate may, from time to time, make rules consistent with these regulations and with the provisions of the Provident Funds Act, 1925, for-

- (a) the conduct of the business of the Fund;
- (b) payment of interest on the Provident Fund maintenance or proper accounts of this fund declaration to be signed by the employee for payment of his Provident Fund to his nominee in the event of his death, and other procedural matters;
- (c) any matter relating to the Fund, or its management, or the investment of sums at credit of the Fund, or the privilege of the depositor not herein expressly provided for, and may add to, vary or cancel any rule so made.

15.1. A University employee at the time of his retirement shall be granted by the Senate in the case of a Class A employee and the Syndicate in the case of a Class B or C employee, a gratuity of a sum equivalent to one fourth of his *'Pay' for each completed six monthly period of qualifying service subject to 16½ (sixteen and a half) in the case of Class A & B employees and 17½ (seventeen and a half) times the *'Pay' in the case of a Class C employee provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its own employees.

** In calculating the qualifying service, a fraction of a year equal to three months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of gratuity.

In the event of death of any- employee while in service the gratuity from 1.1.1986 shall be admissible at the rate as prescribed by the Punjab Govt. from time to time for its own employees who pass away while in service.

15.2. The service rendered by an employee under the Central Govt./Central Autonomous Body or State Govt./State Autonomous Body, recognised Universities/other recognised educational institutions including institutions deemed to be Universities, shall, in his/her absorption in University service count for gratuity, subject to the following conditions:-

- (i) If he was born, on pensionable establishment, the service rendered by him shall be allowed to be counted towards gratuity under the University irrespective of the fact whether he was temporary or permanent in the previous organisation. The previous organisation shall discharge its gratuity liability by paying in lumpsum as one time payment the pro-rata gratuity/service gratuity, death gratuity and retirement gratuity for the service upto the date of absorption in University service, pro-rata gratuity being determined with

* 'Pay' as defined by the Punjab Government from time to time.

** To take effect from 17-8-1983.

reference to the commutation table prescribed under Regulation 7.2 The lumpsum payable on commutation shall be calculated in accordance with the table that may be prescribed as per Punjab Govt. rules, from time to time.

- (ii) If he was enjoying C.P. Fund benefits under the previous organization, he will have the option either to receive C.P. Fund benefits which have accrued to him from the previous organisation and start service afresh under the University or choose to count his previous service for gratuity under the University by foregoing employer's share of C.P. Fund with interest received from the previous organization which shall stand transferred to the University.

15.3. In the case of an employee who dies while in service, the gratuity may be granted after his death to the person whose name has been Registered under Regulation 14.14.

15.4. An employee shall be governed by the new Regulations unless he opts to be governed by old Regulations within one year from the date the new Regulations come into force.

16. If an employee of the University who has served efficiently and faithfully dies before the age of retirement, the Syndicate may, in cases of real hardship grant stipends or annuities, or both, as the circumstances may require, to the children, widow and other dependents of the deceased for such period as it may consider necessary.

DEPOSIT-LINKED INSURANCE SCHEME

16.A.1. On the death of a depositor while in service, the person(s) nominated by him, under Regulation 14.14 shall also be entitled to receive an additional amount equal to the average amount standing in the credit of the deceased depositors in his Provident Fund, during a period of three years immediately preceding the date of his death, subject to a maximum of ten thousand rupees.

16.A.2. Only the subscription of the depositor with interest thereon will be taken as the amount standing in the credit of the depositor in the Provident Fund for this purpose.

16.A.3. The additional amount referred to in Regulation 16.A.1 shall be sanctioned subject to the fulfilment of the following conditions :-

- (i) The amount standing in the credit of the depositor in the fund should not have fallen below the following limits at any time during the period of three years immediately preceding the date of death of the depositor:-

Class-A	..	Rs.	3,000
Class-B	..	Rs.	1,500
Class-C	..	Rs.	1,000

- (ii) The depositor should have put in at least five years' regular University service at the time of his death.

16.A.4. The Registrar shall authorise the payment of additional amount referred to in this regulation without any further sanction.

AGE OF RETIREMENT

17.1. All whole-time members of the non-teaching staff, except Class C employees, shall retire on attaining the age of 60 years.

17.2. All whole-time Class C employees shall retire on reaching the age of 60 years; provided that extension may be allowed up to the age of 65 years on the recommendation of the officer concerned and on production of certificate of physical fitness from the University Chief Medical Officer, every two years.

17.3. All whole-time members of the teaching staff, as defined in Regulation 1.1 of Chapter V(A), shall retire on attaining the age of 60 years and no extension in service shall be granted.

17.4. A whole-time Medical Officer of the University shall retire on reaching the age of sixty years; provided that extension may be granted for a period up to two years in special cases, on the recommendation of the Vice-Chancellor.

17.5. A University employee who has put in not less than 20 years' qualifying service may, by giving notice of three months in writing to the appropriate authority, retire from the service voluntarily. A notice of less than three months may be accepted by the appropriate authority in deserving cases.

17.6. A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

17.7. A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement, on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing provisions of regulations. Such acceptance may generally be given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the employee concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the employee concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Syndicate in case of employees up to class B and of Senate in all other cases, shall be obtained. Even where the notice of voluntary retirement given by an employee requires acceptance by the appropriate authority, the employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the Vice-Chancellor issues an order to the contrary before the expiry of the period of notice.

***17.8.** While granting gratuity to an employee retiring voluntarily weightage of up to five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of up to five years will, however, be subject to the condition that the total qualifying service after allowing the weightage should not in any event exceed 33 years of service in the case of Class A and B employees and 35 years in the case of Class C employees.

**** 17.9.** An employee who retires voluntarily, shall be entitled to gratuity, furlough and benefit of encashment of earned leave, as in the case of employees who retire on superannuation, as may be admissible under the rules and regulations.

Explanation : Qualifying service means continuous service rendered to the University by an employee other than in a temporary or ad hoc capacity.

17.10. A University employee is eligible to seek premature retirement even before completing 20 years' qualifying service on medical grounds if the incumbent is certified to be suffering from some incurable disease or permanent disability which renders him unfit to continue in service.

In case any inquiry involving charges of corruption or disciplinary proceedings of serious nature is pending against him, the request for premature retirement on medical

*To make effect from 26.8.1983.

**To make effect from 30.9.1977.

grounds may be considered only if he is cleared of the charges.

Permission to retire prematurely on medical grounds shall be that of the Syndicate in case of employees up to Class B and of Senate in all other cases.

Explanation: The certificate, referred to above, shall be of the Chief Medical Officer of the University but the Vice-Chancellor, Senate or Syndicate, wherever they consider it necessary, may ask for the second opinion from any other medical authority.

18. Except where otherwise expressly provided, nothing contained in the foregoing Regulations shall apply to -

- (a) part-time employees of the University including part-time teachers in the Law College;
- (b) persons re-employed after superannuation or those holding temporary or contract appointments;
- (c) research scholars.

The appointment and conditions of service including leave rules in the case of such persons shall be determined by the Syndicate.

**REVISED REGULATIONS GOVERNING LEAVE TO
TEACHERS OF THE UNIVERSITY**

Note. - Teachers who were in the University Service before the enforcement of these Regulations, shall have option to be governed by the old Regulations contained in this Chapter, i.e. Chapter VI, Regulation 12.1 appearing at pages 143-149 of Calendar, Volume 1,1984.

1. Definition:

In these Regulations -

- (i) Leave includes “Earned Leave”, “Half Pay Leave”, “Commutated Leave”, “Extraordinary Leave” and “Maternity Leave.”
- (ii) “Earned Leave” means leave earned on the basis of actual service rendered including the vacations.
- (iii) “Half Pay Leave” means leave earned in respect of completed years of service calculated according to the regulations hereinafter contained.
- (iv) “Commutated Leave” means leave as provided hereinafter.
- (v) “Completed years of Service” means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Govt. and leave, including extra-ordinary leave, unless otherwise provided.

2. Right of Leave:

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

3. Commencement and Termination of Leave:

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding that on which duty is resumed.
- (ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note.- Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

4. Return to duty on expiry of leave:

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

5. Combination of Leave:

Except as otherwise provided any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

6. Conversion of one kind of leave into another kind:

- (i) At the request of a teacher the University may convert any kind of leave, including extra-ordinary leave retrospectively into leave of a different kind

which may be admissible as on the date on which the conversion is sought; but a teacher cannot claim such conversion as a matter of right.

- (ii) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and arrears of leave salary paid or amounts overdrawn recovered, as the case may be.

7. Rejoining of duty on return from leave on Medical grounds :

A teacher who has been granted leave on Medical certificate will be required to produce a medical certificate of fitness before resuming duty in such manner and from such persons as may be prescribed.

- 8.** Leave should always be applied for and got sanctioned before it is availed except in cases of emergency and for adequate reasons.

- 9.** A leave account shall be maintained for each teacher in the Department concerned.

- 10.** Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purposes of computation of leave.

11. Kinds of Leave Admissible:

The following kinds of leave would be admissible to teachers:

PART I

Permanent Teachers

- (i) Leave treated as duty -
Casual Leave, Special Casual Leave, Special Academic Leave and Duty Leave.
- (ii) Leave earned by duty -
Earned Leave, Half Pay Leave and Commuted Leave.
- (iii) Leave not earned by duty -
Extra-ordinary Leave and Leave not due.
- (iv) Leave not debited to Leave Account -
- (a) Leave on grounds of Health, Maternity Leave and Quarantine Leave.
- (b) Leave for academic pursuits; Study Leave and Sabbatical Leave (prescribed separately).

The Syndicate may in exceptional cases and reasons to be recorded, grant any other kind of leave subject to such terms and conditions as it may deem fit to impose.

(A) CASUAL LEAVE

- (i) A whole-time teacher of the University shall be eligible for Casual Leave for domestic and private affairs as under:
- | | | |
|--|-----|--------------------|
| (a) With service up to 10 years | ... | 10 days in a year. |
| (b) With service between 10 and 20 years | ... | 15 days in a year. |
| (c) Exceeding 20 years | ... | 20 days in a year. |

Provided that in the case of women teachers, they shall be eligible for 20 days Casual Leave every year, irrespective of the number of years of service rendered in the University.

Provided further that -

- (1) Casual Leave shall not be granted for more than 16 days at a time.
- (2) A teacher shall be eligible for casual leave according to the higher slab in the year in which he completes his 10th or 20th year of service.

- (3) Leave for antirabic treatment may be granted up to 16 days to proceed to a centre or institute for treatment. If in a special case for such treatment leave for more than 16 days is necessary, special casual leave may be granted up to one month on the production of the certificate from the centre or institute.
- (ii) Casual leave for any year cannot be carried over to the next year.
- (iii) Casual leave shall not be combined with any kind of leave.
- (iv) Public holidays falling within the period of casual leave shall not be counted as part of casual leave.
- (v) A teacher shall not leave his headquarters during casual leave without permission-
- (a) except in case of emergency a teacher shall obtain the orders of sanctioning authority before availing of casual leave.
- (b) All applications for leave for period in excess of two days on 'medical grounds' submitted from home should be supported by a medical certificate.
- (vi) The casual leave account will be maintained annually from 1st July to June 30 of the succeeding year. All casual leave accounts will be closed on June 30 and new accounts opened on 1st July irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of June and the first few days of July. Thus, if a teacher takes leave from the 26th June to 5th July, the period 26th June to 30th June will be debited to his leave account for that year and the period from 1st July to 5th July will be debited to his leave account of the next year.

(B) SPECIAL CASUAL LEAVE AND SPECIAL ACADEMIC LEAVE

- (i) Special casual leave not exceeding ten days in an academic year may be granted to a teacher -
- (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar-bodies/Institutions;
- (b) to inspect academic institutions attached to a Statutory Board etc;
- (c) to participate in a literary scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by Bodies recognised by the University;
- or
- (d) to do such other work as may be approved by the Vice-Chancellor as academic work.

Note.- In computing the ten days leave admissible, the days of actual journey, if any, to and fro the places where such conference/activity takes place will be excluded.

- (ii) In addition special casual leave to the extent mentioned below may also be granted -
- (a) to undergo sterilization operation (vasectomy or saplingectomy). Leave in this case will be restricted to six working days;
- (b) to a female teacher who undergoes non-perurperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) In addition to special casual leave, special academic leave up to 30 days in an academic year may be granted with the permission of the Vice-Chancellor for

such work as may be approved by the Vice-Chancellor as academic work provided it does not interfere with the academic work of the teacher.

- (iv) Special casual leave and special academic leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

(C) DUTY LEAVE

- (i) Duty leave may be granted for -
 - (a) attending conferences congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - (b) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University, and accepted by the Vice-Chancellor;
 - (c) working in another Indian or Foreign University, any other agency, institution or organisation when so deputed by the University;
 - (d) working on a delegation of committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body; and
 - (e) for performing any other duty for the University.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty leave under sub-clauses (a) to (d) of clause (i) cannot be availed of in anticipation of its sanction except with the prior written permission of the Vice-Chancellor.

(D) EARNED LEAVE

- (i) Earned leave admissible to a teacher shall be -
 - (a) 1/30th of actual service including vacation plus
 - (b) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

Note.-For purpose of computation of period of actual service, all periods of leave except casual, special casual, special academic and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India. The competent authority may allow this leave to be availed of, subject to a maximum of 120 days on attaining the age

of retirement, if it was applied for in good time and was refused in the interest of the University.

- Note 1.-* When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- 2.- In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(E) HALF PAY LEAVE

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate for private affairs or for academic purposes.

(F) COMMUTED LEAVE

Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a permanent teacher subject to the following conditions-

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under the regulations unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(G) EXTRAORDINARY LEAVE

- (i) A permanent teacher may be granted extraordinary leave-
 - (a) When other leave is admissible, or
 - (b) When other leave is admissible, the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases -
 - (a) Leave taken on medical certificates;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for prosecuting higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such

vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all.

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

(H) LEAVE NOT DUE

- (i) Leave not due may, at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Syndicate.

Provided further the Syndicate may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(I) STUDY LEAVE

- (i) Study leave may be granted to a permanent whole-time teacher (other than a Professor of the University) with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University Organisation and methods of education giving full plan of work.
- (ii) Study Leave shall be granted on the recommendation of the Advisory Committee for a period not exceeding two years, save in very exceptional cases, in which the Syndicate is satisfied that extension in Study Leave is unavoidable on academic grounds and necessary in the interest of the University. In such cases, the extension in Study Leave shall not exceed one year.
- (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of Study Leave.
- (iv) Study Leave may be granted more than once provided that not less than seven years have elapsed after the teacher returned to duty on completion of the earlier spell of Study Leave. Subsequent spells of Study Leave shall in no case exceed one year in case the teacher has already availed of the Study Leave for three years and shall not exceed two years in

the case of teachers who have availed of only two years' Study Leave in the first instance provided that Study Leave shall not be granted to a teacher who has less than three years of service in the University before the age of superannuation.

Provided further that total period of Study Leave shall, in no case, exceed 5 years during the entire service of a teacher.

The teacher shall indicate the work to be done during each spell of Study Leave.

- (v) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of Study or the programme of research without the permission of the Syndicate. When the course of Study falls short of Study Leave sanctioned, the teacher shall resume duty on the conclusion of the course of Study unless the previous approval of the Syndicate to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- (vi) The teachers granted Study Leave would be entitled to continue to draw their total emoluments for the duration of the Study Leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowance of Rs. 250 p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers on Study Leave shall be reduced subject to the provisions of Sub-Clause (vii) and (viii) below.
- (vii) The amount of scholarship/fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted.

The following guidelines may apply while determining and admissibility of pay and allowance where financial assistance is received by a teacher is :

- (a) \$ 10,000 or above per annum — leave shall be granted without pay;
 - (b) \$ 5,000 and above but less than \$ 10,000 per annum — leave on half pay;
and
 - (c) Below \$ 5,000 per annum — leave with full pay.
- (viii) If a teacher, who is granted Study Leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he shall ordinarily not be granted any Study Leave salary but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Syndicate may determine the Study Leave salary payable in each case.

Note.-It shall be the duty of the teacher granted Study Leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (x) The period of study leave shall count as service for purposes of retirement benefits, provided that the teacher rejoins the University on the expiry of his study leave, and serves for the period for which the bond has been executed.
- (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.
- (xiii) A teacher -
 - (a) who is unable to complete his studies within the period of study leave granted to him, or
 - (b) who fails to rejoin the service of the University on the expiry of his study leave, or
 - (c) who rejoins the service of the University but leaves the services without completing the prescribed period of service after rejoining the service, or
 - (d) who within the said period is dismissed or removed from the service by the University,

shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

EXPLANATION

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these regulations.

- (e) Notwithstanding the above, the Syndicate may order that nothing in these regulations shall apply to a teacher who within three years of return to duty

from study leave is permitted to retire from service on medical grounds. Provided further that the Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these regulations.

- (xiv) (a) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and given security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the institution to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to fulfil the obligations of the Bond.
- (xv) A teacher who has been granted study leave for pursuing studies towards his doctorate shall submit to the Registrar six monthly reports of progress in his studies through his supervisor or the Head of the Institution. In case of others, the teacher concerned may send the report of the work done by him directly to the Registrar. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.

(J) SABBATICAL LEAVE

1. Professors in the University not being eligible for study leave shall be eligible for grant of Sabbatical Leave for a period of one year at the end of every six years of continuous service in the Professor's grade in the University for undertaking study research and writing purposes within the country or abroad.

OR

- (i) Professors of the University who have completed three years of service may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a Professor who has less than three years of service in the University before the age of superannuation.
- (ii) The duration of Sabbatical Leave shall not exceed one or two semesters according as the Professor has actually worked in the University for not less than six or twelve semesters respectively since his return from the earlier spell of Sabbatical Leave. Provided

further that Sabbatical Leave shall not be granted until after the expiry of six semesters from the date of the Professor's return from previous Sabbatical Leave or any other kind of training programme.

2. In reckoning the service in the Professor's grade for this purpose, six years' service rendered without any break will be taken into account i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years' service, for the purpose of sabbatical leave.
3. Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with Sabbatical Leave.
4. Sabbatical leave may be availed of, only twice, of one year each only during the entire period of service of a Professor in the University. Provided, he has rendered approved service of not less than six years before each spell of Sabbatical leave.
5. During the period of Sabbatical Leave the Professor shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of retirement benefits provided that the Professor rejoins the University on the expiry of his leave.

Note.-(i) The programme to be followed during Sabbatical leave shall be submitted for approval (by the Vice-Chancellor) along with the application for grant of leave.

(ii) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.

6. A Professor shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave. The University shall not, however, fill up his post.
7. A Professor on Sabbatical Leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad.

(K) MATERNITY LEAVE

- (i) Maternity leave on full pay may be granted to a woman teacher for a period which may extend up to the end of six months from the date of commencement of leave or to end of six weeks from the date of confinement whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion, accidental or voluntary, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(L) QUARANTINE LEAVE

- (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.
- (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extraordinary leave.
- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

(M) VACATION

- (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave and special academic leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leaves so as to result in a continuous period of absence from duty during the entire period such vacation shall be treated as part of the leave.
- (iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from last day thereof.

PART II

Teachers Appointed on probation

A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him on the assumption that he holds his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Syndicate. On the other hand, a teacher appointed 'On probation' to a post, not substantively vacant to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to a higher post he shall not, during probation be deprived of the benefit of leave Rules applicable to his permanent post.

PART III

Temporary Teachers

Temporary teacher shall be governed by the provision of (Part I) of these Rules subject to the following conditions and exceptions :

(1) Earned Leave

- (a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:

- (b) (i) 1/60th of the period of actual service plus
- (ii) 1/3rd of the period, if any during which he is required to perform duty during vacation.
- (c) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employ diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this regulation.

(2) *Half Pay Leave*

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

(3) *Commutated Leave*

Temporary teacher shall not be entitled to commute any portion of the half pay leave.

(4) *Extraordinary Leave*

In the case of temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits :-

- (a) Three months at a time;
- (b) Six months in cases where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
- (c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;
- (d) (i) 24 months in cases where the leave is required for prosecuting the studies certified to be in the University interest provided that the teacher has completed three years continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for [including three months extraordinary leave under (a) above] if the teacher completes three years continuous service on the date of expiry of such leave.
- (ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave under (i) above he shall unless the Syndicate, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be the University employee.

(5) *Leave not due, Study Leave & Sabbatical leave*

Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

(6) *Vacation*

A University teacher appointed on ad hoc/temporary basis shall be entitled to

summer vacation salary as under :-

- | | | |
|---|---|--|
| (i) those who complete nine months' service | } | full salary |
| (ii) those who complete service or three months or more but less than nine months | } | Proportionate salary on the basis of full salary for nine months' service. |

Provided that -

- (1) no one who has served for less than three months will be entitled to any salary for the summer vacation.
- (2) no one shall draw salary for the period of summer vacation from two sources,
- (3) if a teacher leaves service before or during the summer vacation of his own accord, he shall not be entitled to any salary for the period of summer vacation.

PART IV

Teachers appointed on contract

The teachers appointed on contract will be granted leave in accordance with the terms of the contract.

PART V

Honorary and Part-time teachers

Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time teachers of the University.

CHAPTER VII (A)
REGISTER OF STUDENTS

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

1.1. The Registrar shall maintain in such form as the Syndicate may from time to time, prescribe a register of all under-graduates and graduates studying for University examinations in the University Teaching Departments including Regional Centres and the affiliated institutions or carrying on research work in the University.

1.2. The register shall contain, in respect of each student, the name in full, the name of father, institution entered, year of admission, year of passing the Matriculation/ Higher Secondary examination, every pass or failure in a University examination with roll number, and any University scholarship, medal or prize won.

1.3. Any student who is not registered with this University, shall pay to the University, at the time of admission, and registration fee of Rs. 5 or as decided by the Syndicate from time to time through the Department/College which he joins.

No further fee for registration shall be charged except in a case of re-admission of a student whose name is struck off the rolls of the Department/College and in that case he shall pay Rs. 1 or as decided by the Syndicate from time to time for making necessary entries in the University Register.

2. The Head of the University Teaching Department and the Principal of every affiliated college shall forward to the Registrar within one month of the date of admission the names of the students in the prescribed form together with their registration, sports and continuation fees as required by the regulations. In case a Department/College fails to do so, the matter shall be reported to the Syndicate forthwith. In the case of a student who is already registered with the University, the Registered Number will be indicated and in his case the registration fee shall not be payable.

3. If a student's name is struck off the rolls of the institution, or he migrates to another institution or is rusticated or expelled, such fact shall, immediately, be reported to the Registrar for record in the Register of students and such other instructions as may be necessary.

4. Students registered under the preceding Regulation shall be called "Students of the University".

5. On registration, the student shall be informed through his Head of the Department/ Principal of the number under which his name has been entered in the register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination.

6. Applications for admission to University examinations shall be scrutinised with reference to the University Register. The Registrar may refuse to accept the application of a candidate about whom complete particulars have not been reported, and require him to forward through the Head of the Department/Principal a complete statement of the particulars together with an additional fee of rupees two or as decided by the Syndicate from time to time.

7. A person who applies for permission to appear in an examination as a private candidate shall quote his registered number and if he is not already registered with the University, he shall get his name registered before he is allowed to appear in the examination.

8. A registered student is entitled to get a certified copy of all the entries under his name on payment of rupees five or as decided by the Syndicate from time to time.

9. Every student on the rolls of a University Teaching Department/Affiliated College shall pay the following fees to the University :

- (a) Re. 1 or as decided by the Syndicate from time to time per annum towards Holiday Homes;
- (b) *50 Paise or as decided by the Syndicate from time to time per month for N.C.C. Training from such candidates as have enrolled themselves for this Training.
- (c) Rs. 2 or as decided by the Syndicate from time to time per annum as continuation fee.

10. A person applying for change of his name in the Register shall submit his application -

- (a) in the case of a regular student, through the Head of the Department/ Principal of the college last attended by him;
- (b) in the case of a private candidate, through a Gazetted Officer or the Principal of an affiliated college, or an Officer of the University not below the rank of an Assistant Registrar, or (in the case of a Government employee) through the Head of the Department in which he is employed.

The application shall be accompanied by -

- (i) a fee of Rs. 11 (including Re. 1 for notification in the Government Gazette);

or

a fee of Rs. 6 in the case of a woman who changes her name after marriage;

- (ii) an affidavit relating to his present and proposed names duly sworn in the presence of a Magistrate or an Oath Commissioner by his parent or guardian in case he is minor or by himself, in case he is major; and
- (iii) a cutting from a newspaper in which the proposed change of name has been advertised.

The change in name, when allowed, shall be notified in the Government Gazette.

* The additional fees shall be deposited in the account of amalgamated fund, but shall be earmarked for meeting the expenditure on N.C.C./N.C.C.R. only.

CHAPTER VII (B)
STUDENTS OF THE UNIVERSITY
TEACHING DEPARTMENTS

[Regulations under Sections 5 and 31 (2) (1) of the Panjab University Act, 1947]

1. Students of the University Teaching Departments shall pay the prescribed fees and other charges to the University.

2.1. Students shall be under the control and discipline of the Head of the department concerned.

2.2. The Dean of University Instruction shall have the power to expel a student from the University on the charges of misconduct or any other serious offence according to the manner and procedure laid down in the Rules.

3. The Syndicate shall, from time to time, appoint Boards of Control for the various teaching departments of the University. Such Boards shall be appointed in January every year and shall consist of —,

- (1) Head of the University Department in the subject concerned as ex-officio Chairman; and
- (2) Not less than four, but not more than six teachers appointed by the Syndicate.

4. The Board of Control shall be the authority to admit students to the teaching department concerned. It shall also draw up the programme of teaching work for approval of the Dean of University Instruction.

5. The Head of the Department shall certify candidates for various examinations and submit their names to the Registrar in the prescribed forms, in accordance with the decision of the Board of Control.

CHAPTER VII (C)

ACADEMIC SESSION AND DATES OF ITS TERMS

1.1. The University academic year shall start on July 10 and shall end on April 30 every year. It shall have the following terms which shall be observed by all the University Teaching Departments and the Affiliated Colleges:

- (i) Summer Term:
July 10 to October 1 (10 days' break from October 2 to October 11).
- (ii) Autumn Term:
October 12 to December 24 (Winter break for, 11 days from December 25 to January 4).
- (iii) Winter Term:
January 5 to April 30.

Adjustments whenever and wherever considered necessary may, however, be allowed by the Vice-Chancellor.

1.2. The Vice-Chancellor may, before the beginning of the academic sessions, fix the holidays for the University Teaching Departments and the Affiliated Colleges.

1.3. In addition to the holidays referred to in 1.2, an affiliated college may observe local holidays, if any.

1.4. An Affiliated College may close, in an emergent situation, during a term, under intimation to the Registrar.

2. During a term, a teacher in a University Department or in an Affiliated College, shall be on duty, unless he has obtained leave of absence, from the competent authority.

3. Every student shall attend his classes on all working days unless he is granted leave of absence by the Head of the Department/College. If a student remains absent from his classes for a continuous period of seven days without leave, his name shall be struck off the rolls. Provided that he may be allowed re-admission in accordance with the Rules.

CHAPTER VII (D)
**RESIDENCE, HEALTH, WELFARE, CONDUCT AND
DISCIPLINE OF STUDENTS**

{Regulations under Section 31 (2) (m) of the Panjab University Act, 1947}

(i) COMMITTEE FOR RESIDENCE, HEALTH, PHYSICAL
WELFARE AND DISCIPLINE

1.1. The Syndicate shall appoint a Committee for residence, health, physical welfare, conduct and discipline of students. This Committee shall consist of-

- (a) The Vice-Chancellor;
- (b) Three Principals of Arts and Science Colleges;
- (c) One Principal of a Professional College;
- (d) One Principal of a University College or Professor of a University Teaching Department;
- (e) The Chairman of the University Sports Committee; and
- (f) University Medical Officer.

The Registrar shall act as the Secretary of the Committee.

1.2. Members of the Committee shall hold office for three years and may be re-appointed.

2. The functions of the Committee shall be-

- (a) to consider reports received from the colleges under these regulations and to advise them on matters arising out of such reports.
- (b) to submit to the Syndicate an annual general report as regards residence, health, physical welfare, etc. of students of the University.
- (c) to discharge such other duties as are prescribed by the regulation or which may be assigned to it by the Syndicate or by the Vice-Chancellor.
- (d) to frame rules for recognition of hostels and withdrawal of recognition.

(ii) RESIDENCE OF STUDENTS

3.1. Every under-graduate student of a college or a University Teaching Department not residing with his parents or guardians shall reside during the teaching sessions -

- (a) in a hostel of his college in the case of a college student; or
- (b) in a University hostel in the case of a University student; or
- (c) in a hostel of any other college; or
- (d) in a private hostel, or in a lodge/residence approved by the University or by the Principal of the college, as the case may be.

3.2. For the purpose of residence the term "guardian" shall mean the legal guardian, or a near relative of responsible age and position, or a person declared in writing by the parent to be the student's guardian, or, in the absence of any of these, a person approved as guardian, by the Principal.

3.3. In a special case, Head of the Department/Principal of the college may exempt a student from the operation of this regulation.

3.4. A student of a post-graduate course may be permitted by the Principal to select his own place of residence subject to such rules and conditions as may be prescribed by the Head of the department/Principal of the college in this behalf.

3.5. Every college shall provide residential accommodation for such percentage of its students as the Syndicate may, from time to time, determine.

4. Every college shall take suitable arrangements for the supervision of its students not staying with their parents or guardians or in the College hostel.

5. Every college shall maintain an up-to-date register of the residences of its students.

6. Within one month of the last date of admissions every college shall send to the Registrar, for information of the Committee, a general statement of the residence of its students under different heads.

(iii) HEALTH OF STUDENTS

7.1. Before the affiliation is granted, the college authorities shall forward to the University a certificate from the Chief Medical Officer of the District that sanitary conditions in the college are satisfactory. Such a certificate shall be obtained annually and sent to the University by the first of October.

7.2. Each college shall appoint a qualified Medical Officer, either whole-time or part-time, who has practised medicine for a period of not less than five years to look after the health of its students.

7.3. It shall be the duty of the Medical Officer to visit the college for advice and medical assistance at least twice a week and on such other occasions as may be necessary.

7.4. At least once in each academic year, the Medical Officer shall conduct medical examination of all students of the college. The medical Officer shall -

- (a) record the result of the examination of each student;
- (b) give to the students necessary advice and medical assistance; and
- (c) invite the attention of the Head of the Department/Principal of the college to all cases of serious nature. Medical examination of women students shall be conducted by lady doctors only.

8. Every student on the rolls of a college shall pay an annual medical fee of such amount as may, from time to time, be fixed by the Committee. This fee shall be utilised only for the purpose of medical examination and medical assistance to students. The Principal may exempt a student from payment of such fee.

(iv) PHYSICAL WELFARE OF STUDENTS

9.1. The University shall appoint a whole-time Officer-in-charge of Physical Welfare of men and women students, separately.

9.2. The duties of the Officer-in-charge of physical welfare shall be as follows:

- (a) to conduct the University tournaments;
- (b) to act as the Secretary to the University Sports Committee;
- (c) to assist the colleges in working out the schemes of physical training;
- (d) to organise the University Athletics Association and the University games, clubs and to exercise administrative control over them;

- (e) to advise students regarding their physical development;
- (f) to deliver lectures at the educational centres, according to the programme approved by the committee, on physical education;
- (g) to be in charge of gymnasium, playgrounds and physical education equipment of the University; and
- (h) such other duties as may be prescribed by the committee or the Sports Committee,

10. Every student on the rolls of an affiliated College, University Teaching Department/ Institution/School shall pay a sum of Rs. 15/- per annum as University Sports Fee or the Sports Fee prescribed by the Syndicate from time to time, to be remitted to the Panjab University Sports Committee.

(v) CONDUCT AND DISCIPLINE OF STUDENTS

11. The committee may prescribe rules for proctorial supervision which shall be enforced by all colleges.

12. A student reported by -

- (1) The Principal of his college; or
- (2) The Head of the University Teaching Department; or
- (3) The Dean of Student Welfare; or
- (4) A Proctor appointed by the University, to be guilty of serious indiscipline or serious violation of any of the proctorial rules may be debarred by the Vice-Chancellor from appearing in the next University examination.

13. Except in the case of students of a post-graduate course, the Principal of each college or the Head of the University Teaching Department shall send reports twice a year to the parents or guardians of the students regarding the following matter :-

- (a) Results of the house examinations;
- (b) Percentage of attendance at lectures and other classes for which attendance is compulsory;
- (c) Health and results of medical inspection;
- (d) Any disciplinary fines and punishments imposed; and
- (e) General conduct.

14. All colleges shall promote a spirit of social service on the part of their students, and submit annually a report on the subject for information of the committee.

15.1. The Principal of a college may rusticate or expel a student for gross misconduct or indiscipline subject to the rules laid down by the Syndicate.

15.2. If the Vice-Chancellor feels that the order of a Principal rustivating or expelling a student requires revision in the light of the facts which come to his knowledge, the Vice-Chancellor may bring the matter to the Syndicate whose decision shall be final.

CHAPTER VII (E)

DEPARTMENT OF YOUTH WELFARE ACTIVITIES

1. There shall be a Department of Youth Welfare Activities.
2. All students on the rolls of the colleges affiliated to the University and of University Teaching Departments shall pay by the end of October every year to the University an annual subscription as Youth Welfare Fee and Student Holiday Home Fee prescribed by the University from time to time and shall thereby be eligible to participate in the activities of the Department.
3. The Department shall aim at :
 - (i) Spotting and developing the creative talent of the students by involving them in various activities;
 - (ii) Harnessing youthful vigour and energy of the students for creative and purposeful activities;
 - (iii) Inculcating in them a spirit of adventure and positive thinking and respect for higher values, human goodness and noble behaviour; and
 - (iv) Creating in them a sense of belonging and commitment to the country and providing them with a meaningful direction for the realisation of national goals.
4. Youth Welfare Committee :

There shall be a Youth Welfare Committee consisting of the following members:

 - (i) Vice-Chancellor .. (Chairman)
 - (ii) Dean of University Instruction .. Ex-officio
 - (iii) Dean of Student Welfare .. Ex-officio
 - (iv) Registrar .. Ex-officio
 - (v) Dean, College Development Council .. Ex-officio
 - (vi) Finance & Development Officer .. Ex-officio
 - (vii) Two members of the Senate, one of whom shall be a member of the Syndicate.
 - (viii) Four Principals of affiliated colleges, one of whom shall be the Principal of Women's College
 - (ix) Two Lecturers - one from affiliated college and one from the Panjab University Teaching Departments.
 - (x) President, Panjab University Student Council .. Ex-officio
 - (xi) Two students from affiliated colleges.
 - (xii) Director, Youth Welfare .. Member-Secretary

The Committee shall be constituted for a period of two years by the Syndicate on the recommendations of the Vice-Chancellor.

5. Functions of the Committee :

- (i) The Committee shall consider all matters, other than administrative relating to the programmes of the Department.
- (ii) The Committee shall meet at least twice a year. One of these meetings shall be to prepare the annual budget besides considering other matters.
- (iii) The Committee may constitute Sub Committees as and when deemed necessary for the realisation of above aims.

6. There shall be a whole-time Director Youth Welfare who will carry out the duties as assigned to him by the Vice-Chancellor from time to time.

CHAPTER VIII (A)
AFFILIATED COLLEGES

CONDITIONS OF AFFILIATION

*[Regulations under Sections 27(1) and 31 (2) (i) and (k) of
the Panjab University Act, 1947]*

1.1. Applications for grant of affiliation shall be made by -

- (a) Director of Public Instruction or Head of the Education Department of the State concerned -in the case of a Government College;
- (b) the Chairman or any other authority appointed for the purpose by the Governing Body of the College-in the case of a non-government college.

1.2. (a) The Governing Body of a non-Government college shall include on its management, in addition to the Principal who shall be ex-officio member, two representatives of teachers in case of Governing Bodies consisting of 15 members and three representatives of teachers in case of Governing Bodies consisting of more than 15 members, elected by all confirmed teachers provided that

- (1) two/three teachers so elected shall be of not less than five years' standing;
- (2) if two/three teachers of five years' standing are not available on the staff of the colleges, two/three teachers who happen to be the senior most on the staff shall be invited by the Governing Body to serve on it; and
- (3) the term of office of such representatives shall be the same as for the remaining members of the Governing Body provided that in no case it shall exceed three years.

Provided further that a casual vacancy shall be filled by the election within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member.

- (b) The election of teacher's representative(s) shall be by simple majority vote. The date and time of election shall be fixed by the principal and the voting shall be by secret ballot.

1.3. The last date by which the applications should reach the Registrar of the University shall be October I of the year preceding the one in which it is proposed to start the College.

2. The application shall be accompanied by -

- (a) a statement containing full information regarding Constitution of the Governing Body and the names of its members;
- (b) a statement showing the names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;

- (c) a complete plan (to scale) of the building and grounds;
- (d) Statements indicating -
 - (1) number of students proposed to be admitted;
 - (2) number of students not residing with their parents or guardians;
 - (3) arrangements made or proposed to be made for the residence, in the college or lodgings approved by the college, of students not residing with their parents or guardians;
 - (4) arrangements made or proposed to be made for (a) the supervision of students and (b) physical welfare of students including arrangements for games, physical training, playgrounds, and medical assistance;
 - (5) arrangements made or proposed to be made for the benefit of girl students if the college provides co-education.
- (e) number and character of the books comprising the library, and the expenditure annually provided or proposed to be provided for the improvement of the library;
- (f) appliances (including laboratory equipment and apparatus and Chemicals etc.) provided or proposed to be provided for teaching the subjects in which affiliation is sought and amount to be annually expended on such appliances;
- (g) accommodation provided for the residence of the Principal of the college and for members of the teaching staff in or near the college or the students' hostel;
- (h) financial resources of the college, including a statement of the annual income and expenditure;
- (i) a statement showing the rates of fees proposed to be levied and the number of students exempted wholly or in part from such fees.

3. In addition to the requirements under Regulation 2, the authorities applying for grant of affiliation to a new college shall, along with the application, produce evidence:-

- (i) that they possess adequate buildings, equipment, furniture and Library Books and adequate funds as determined by the Syndicate for the purpose;
- (ii) that they have deposited Endowment Fund as prescribed by the Syndicate in favour of the Registrar, Panjab University to ensure the continued maintenance of the College;
- (iii) that they have deposited security as prescribed by the Syndicate with the University favour of the Registrar, to be utilised to disburse all dues of the staff in case the College ceases the function or it is disaffiliated.

4.1. On receipt of an application for grant of affiliation to a new college the Registrar shall, after all the papers in regard to the requirements of Regulations 2 and 3 are complete, place the matter before the Syndicate, which shall appoint an Inspection Committee.

4.2. The Inspection Committee shall visit the college in accordance with such

instructions as may be given by the Syndicate and submit their report to the Registrar within ten days of the Inspection. The report of the Inspection Committees shall be placed before the Syndicate.

4.3. The application for grant of affiliation and the recommendations of the Syndicate thereon shall be placed before the Senate by the 31st of March in accordance with Section 27 of the Panjab University Act.

Provided that the Syndicate may, for special reasons, condone the delay in submission of such an application.

4.4. The application for grant of affiliation and the recommendations of the Syndicate and the Senate on the same shall be submitted to Government for orders.

4.5. An application for grant of affiliation may be withdrawn at any time before an order is made by the Government.

5.1. The affiliated college may apply for grant of extension of affiliation if it has already complied with all the conditions imposed for its affiliation.

5.2. The application for grant of extension of affiliation shall be made by the authorities specified in Regulation 1.1.

5.3. The last date by which the applications should reach the Registrar of the University shall be as under :-

- | | | |
|-----|---|---|
| (a) | Extension of affiliation
for a Science subject - | November I of the year preceding the one
in which it is proposed to start the classes. |
| (b) | Extension of affiliation
for a subject other
than Science subject - | November I of the year preceding the one
in which it is proposed to start the classes
in the subject. |

Provided that the Syndicate may, for special reasons, entertain such application after the last date, if it is late not more than 15 days.

6.1. The application for grant of extension of affiliation shall be accompanied by-

- (a) a statement showing names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;
- (b) a complete plan (to scale) of the additional accommodation for the class rooms and laboratories, if any;
- (c) a statement of the number of students proposed to be admitted;
- (d) a statement of the number and character of library books and the annual expenditure provided or proposed to be provided for the Library in the subject(s) concerned;
- (e) a statement of the appliances (including Lab. equipment, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subject(s) for which the extension of affiliation is sought and the amount to be annually expended on such appliances.

6.2. In addition to the requirements given in Regulation 6.1, the authorities applying for extension of affiliation shall produce, alongwith the application, evidence that they possess the additional Endowment Fund, if any, as prescribed by the Syndicate, for grant of extension of affiliation.

7. The procedure for consideration of the application for grant of extension of affiliation shall be the same as laid down in Regulation 4 for grant of affiliation.

8. Every non-government affiliated college shall be governed by the regulations concerning the service and conduct of teachers as laid down by the University from time to time.

9. Every affiliated college shall comply with the requirements of Section 27 of the Panjab University Act and those of the various regulations contained in this Chapter. It shall also satisfy the University —

- (a) in regard to compliance of conditions imposed for grant of affiliation and other instructions considered necessary by the Syndicate;
- (b) that the Rules laid down for the following are being observed -
 - (i) conditions of Service and Conduct of Teachers in affiliated colleges (non-government) as contained in Part E of this chapter;
 - (ii) academic qualifications and teaching experience for teaching staff and the Principal as laid down from time to time; and
 - (iii) adequate equipment for library and laboratories.
- (c) in regard to financial resources;
- (d) conditions for grant of affiliation laid down by the University; and
- (e) instructions considered necessary by the Syndicate in the light of an inspection report.

10. If a college fails to start classes during the academic year for which permission has been given, the affiliation or extension of affiliation in the subject or subjects concerned shall stand cancelled.

11.1. If, at any time, Vice-Chancellor finds that a college appoints a Principal or a teacher whose qualifications do not conform to those laid down by the University or is not complying with the requirements of Section 27 of the Panjab University Act, various regulations and rules of the University, or any instructions issued by the Syndicate, the Syndicate will have the authority to impose one or more of the following penalties —

- (1) students of the college concerned shall not be accepted for the University examination;
- (2) the college staff shall be debarred from University work, such as appointment as examiners, superintendents of examination centres, etc.
- (3) the Principal or the teacher concerned shall be debarred from seeking election to a University body or his name shall be removed from the list of members of University body;
- (4) the papers for grants to the colleges shall not be forwarded to the State Government/University Grants Commission;
- (5) the University may withdraw affiliation granted to the college, in part or in whole.

11.2. If after enquiry it is found that an affiliated college under private management is not being properly administered the Syndicate may authorise the Vice-Chancellor to appoint a representative or representatives of the University on the Managing body of the College for such period as may be prescribed by the Syndicate.

If a representative/s of the University appointed on the Managing Committee of an affiliated college is/are not invited to the meeting/s of the Managing Committee, the proceedings of the meeting/s shall be regarded as invalid. T.A. and D.A. of the University representative/s will be paid by the college concerned.

11.3. In the event of disaffiliation of a college, the Syndicate shall have power to decide regarding the disposal of the "Amalgamated Fund".

12. Every college must comply with all the conditions, imposed for grant of affiliation, within the stipulated period, failing which affiliation may be withdrawn.

13.1. If any college does not provide instruction, for three years continuously, in a subject or subjects in which affiliation had been granted, the affiliation in such subject or subjects shall stand cancelled.

13.2. If the Governing Body of a College proposes to discontinue the college, it shall seek the prior permission of the University.

13.3. No College affiliated to the University shall discontinue instructions in any Faculty/ Course/Subject without the prior permission of the University.

- 13.4.** (a) in either of the case falling under Regulation 13.2 or 13.3, an application for the required permission shall be made at least one academic year in advance with detailed reasons in support of the proposal, to the Registrar;
- (b) in the case of discontinuation of the College, it shall be incumbent upon the Governing Body of the Institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the conditions, if any, imposed by it.

13.5. The discontinuation in respect of each integrated Course of study/subject for which it is affiliated shall be in stages as under:

- (i) in the first year, admissions to Part I classes will be discontinued and admissions to Part II/III will continue;
- (ii) in the 2nd year, admissions to Part II classes will discontinue and class for Part III, if any, will continue;
- (iii) In the 3rd year, there may be no admission.

Explanation: The students concerned who have already taken up the course/subject shall be allowed to complete the course/subject concerned. This will not, however, cover the failures in a class.

14.1. Every affiliated college shall be inspected atleast once in four years by an Inspection Committee to be appointed by the Syndicate on the recommendations of the Vice-Chancellor.

Provided that if at any time, the Syndicate is of the opinion, that a special inspection of an affiliated college is necessary, the Syndicate may cause such an inspection to be made by a Committee appointed by it on the recommendations of the Vice-Chancellor.

14.2. The Inspection will be directed primarily to the purpose of ascertaining-

- (a) if the conditions of affiliation prescribed by and under these regulations are being complied with;
- (b) that adequate measures are taken to ensure efficiency as regards -
 - (i) qualifications of and duties performed by members of the staff;
 - (ii) instruction, residence and supervision of students;
 - (iii) accommodation for classes and administrative offices;
 - (iv) furniture, apparatus and sanitary arrangements;
 - (v) Library;
 - (vi) registers for various purposes; and
 - (vii) other similar matters.
- (c) if regulations concerning the science practicals are being complied with and the laboratories are properly fitted with requisite apparatus, gas and water-supply.

14.3. The report of inspection shall be submitted in the printed form, within 10 days to the Registrar for consideration of the Syndicate.

14.4. If the report calls for any action by the Syndicate, the Syndicate shall specify the points in which it considers the college deficient and fix a time, which may be extended for sufficient reasons, within which the college shall take action necessary to comply with the directions of the Syndicate.

15. In the month of July or August or in such other month as the Syndicate may, from time to time determine, the Principal of every affiliated college shall submit annually a report to the Syndicate indicating -

- (a) the changes in the management
- (b) the staff
- (c) changes in the teaching staff and qualifications of new members
- (d) number and distribution of students
- (e) income and expenditure of the previous financial year
- (f) results of examinations
- (g) scholarships
- (h) condition of library, and
- (i) number of students in the college hostel.

16.1. A college affiliated in a particular subject for the Master of Arts examination may, subject to the approval of the programme of teaching by the Academic Council,

either (i) provide all the necessary instruction in the subject for its own students,

or

(ii) take part in an inter-collegiate programme of instruction with, or without the assistance of University teachers.

Unless exempted by the Academic Council, with the consent of the Principals of other colleges concerned, no college shall be entitled to present candidates for the examination unless it provides, or is prepared, if so required, to provide an approved teacher for a course of lectures (of at least two periods a week) and further provides for

its own students tutorial supervision and instruction.

16.2. Where two or more colleges, with or without the assistance of University teachers, agree to share the teaching work in a particular subject for the Master of Arts examination, and their programme has been approved by the Academic Council, there shall be constituted a Committee of Control for each group providing combined teaching. The Committee shall consist of the Heads of the Departments of the particular subject in each participating college and any University Professor or Reader taking part in such programme of instruction.

16.3. The Committee of Control shall be the authority empowered to admit students to the class, to draw up the programme of teaching work for approval by the Academic Council, and to certify the candidates for the examination.

The Committee shall report to the Dean of University Instruction in January of each year whether the students of each class are, in the opinion of the committee, suitable candidates for the examination.

When a college provides the whole teaching staff itself, the functions of the Committee of Control shall be exercised by the Head of the Department of the subject in that college.

17. Every College Principal shall associate with him a Standing Advisory Council consisting of not less than 6 and not more than 10 Professors/Associate Professors or Readers as the case may be by rotation according to seniority for a term of three years, for the smooth functioning of the College Administration.

Provided that if the requisite number of Professors/Associate Professors or Readers as the case may be, is not on staff of the college, the Principal shall associate other teachers according to seniority, to the extent necessary.

18. An affiliated college having on its rolls, 1,000 or more students may appoint an officer to be called "Registrar" for dealing with routine clerical work to enable the Principal to devote enough time to academic and administrative matters.

19. Every affiliated college shall observe the regulations laid down for admission, migration and inter-collegiate matters given in Part D of this Chapter. If a college fails to do so, the Syndicate may take such action as it may deem necessary under Regulation 11.1 of this Chapter.

CHAPTER VIII (B)
**PUBLICATION OF BOOKS BY TEACHERS OF
AFFILIATED COLLEGES**

20.1. A teacher in an affiliated college who intends to publish a book for use in a class of affiliated college pertaining to a syllabus prescribed by the University shall submit to the Dean of University Instruction the manuscript of the book along with a fee of Rs. 100 for permission to publish such book. The Dean of University Instruction shall obtain opinion of experts in the subject and decide if the book is suitable for the students and worthy of publication. The Dean of University Instruction shall have final authority to grant or refuse permission.

20.2. If a teacher fails to comply with the requirement in 20.1, the approval of his appointment to teach in an affiliated college shall be withdrawn by the University and it shall be obligatory on the part of his employers to terminate his services forthwith.

CHAPTER VIII (C)

**AFFILIATED COLLEGES WITH EVENING CLASSES, INCLUDING
CONDITIONS FOR SUCH PERMISSION**

21.1. Application for permission for evening classes shall be made by -

- (a) Director of Public Instruction or the Head of the Education Department of the State concerned in the case of a government college;
- (b) the Chairman or any other authority appointed for the purpose by the governing body of the college in the case of a non-government college.

21.2. Evening classes shall be allowed only for Pre-University (Arts and Science), B.A., B.Sc., B.Com., M.A. and Degree and Diploma courses in Vocational subjects and only the following categories of persons will be eligible to join.

- (i) those employed in government service;
- (ii) those employed in any service or in private business;
- (iii) those working on agricultural farms; and
- (iv) women.

22.1. An affiliated college intending to add evening classes shall make an application to the University which shall be accompanied by-

- (a) (i) in the case of a non-government college, an evidence to prove that the college possesses an additional endowment fund of the value of 25% of the amount of its original endowment fund;
 - (ii) a statement showing the names of the teachers employed along with the qualifications and the number of teachers to be employed, subject(s) proposed to be taught by each of them, their salaries and grades of pay;
 - (iii) a declaration that the teaching staff of the evening classes shall be separate from the Lecturers working in the day classes. However, to overcome an exigency, a teacher may be drawn from the day classes to work for the evening classes, but in no case he shall be assigned more than 30 periods per week in the morning and evening classes and he shall be paid an allowance for the additional work according to the rates as may be determined by the Syndicate from time to time.
- (b) In the case of non-government college, an undertaking that the management shall abide by the regulations laid down by the University to govern conditions of service and conduct of teachers;
 - (c) Statement showing-
 - (i) the number of students proposed to be admitted in the evening classes;
 - (ii) the arrangements made or proposed to be made for (a) supervision of students and (b) physical welfare of students including arrangements for games, physical training, play grounds and medical assistance; that the college dispensary shall be kept open for two hours in the evening and qualified medical advice and medicines shall be made available to the students;

- (iii) the arrangements proposed to be made for co-curricular activities, viz., games, debates, declarations and dramatics;
- (iv) the arrangements made or proposed to be made for benefit of women students;
- (v) that the library of the college shall be available to students of the evening classes and that a separate Assistant librarian of the Day College with suitable supporting staff under the control of the regular librarian shall be appointed exclusively for the evening classes;
- (vi) that in the case of B.Sc. classes, a declaration that the college laboratories shall be made available for the evening students in accordance with the directions of the University;
- (vii) that for B.Sc. classes, summer vacation as well as other holidays, shall be utilised for conducting practicals; and that there will be only two weeks' summer vacation for B.Sc. students of the evening classes;
- (viii) the financial resources of the college including a statement of the annual income and expenditure and assets and liabilities;
- (ix) the rates of fees proposed to be charged and the number of students to be exempted from such fees in whole or in part.

22.2. The authorities of the college shall also forward a declaration along with the application for permission to the effect that the Principal of the college (day classes) shall be paid Rs. 250, per month as allowance for administrative work of the evening classes.

23.1. Application for grant of permission for the evening classes shall reach the Registrar of the University by October 1 of the year preceding the one in which it is proposed to start the evening classes. Provided that the Syndicate may, for special reasons, entertain an application after the prescribed date.

23.2. The last date by which the applications would reach the Registrar of the University shall be as under:

- (a) Extension of affiliation for a Science subject : November 1 of the year preceding the one in which it is proposed to start the classes.
- (b) Extension of affiliation for a subject other than Science subject : November 1 of the year preceding the one in which it is proposed to start the classes in the subject.

Provided that the Syndicate may, for special reasons, entertain such applications after the last date, if it is late not more than 15 days.

24.1. On receipt of an application for permission for evening classes, the Registrar shall, after all the papers in regard to the requirements of Regulation 22.1 and 22.2 are complete, place the matter before the Syndicate.

24.2. The Syndicate shall appoint an Inspection Committee to satisfy itself if the college is in a position to fulfil all the conditions laid down or starting the evening classes.

25.1. The Inspection Committee shall visit the college in accordance with such instructions as may be given by the Syndicate and submit their report to the Registrar within ten days of the inspection. The report shall be placed before the Syndicate.

25.2. If permission for evening classes is recommended by the Syndicate, the matter shall be placed before the Senate. The Senate may grant or refuse permission.

26. Except as provided in the foregoing regulations, the evening classes shall be governed by the regulations laid down for day classes in respect of matters not otherwise provided for, viz., dates of admission, migration, tuition fees, attendance requirements, conditions laid down for admission to the University examinations. Rate of fees for evening classes may, however, be higher up to 100% of the rates prescribed by the University for day classes.

27. If a college fails to start evening classes in the academic year in which permission has been granted, the permission for such classes shall stand cancelled and a fresh application shall have to be made in a subsequent year for a new proposal.

28.1. An inspection of a college for the evening classes shall be conducted once every three years and for B.Sc. classes, once every two years, and at any other time, when an inspection is considered necessary by the Syndicate. An inspection committee shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor. The inspection shall be directed primarily to the purpose of ascertaining –

- (a) if the conditions of permission have been complied with;
- (b) if the college is following all the University regulations and rules, and directions given by the Syndicate in regard to teaching staff, the library, instruction and supervision of students, physical welfare of students, including arrangements for games, physical training, play grounds and medical assistance, registers for various purposes and other similar matters.

28.2. The report of inspection shall be submitted to the Registrar in the prescribed form within a week of the inspection.

28.3. If the report calls for any action by the Syndicate, the Syndicate shall specify the points for action, and fix a time limit which may be extended for special reasons, by which the college shall comply with the directions of the Syndicate failing which the permission to continue evening classes may be withdrawn.

CHAPTER VIII (D)

ADMISSION AND MIGRATION OF STUDENTS AND TUITION FEES

29.1. In making admissions all University Teaching Departments and the Affiliated Colleges will reserve seats in each class as under:

- (A) Affiliated Colleges of Punjab State shall follow reservation policy of the Punjab Government.
- (B) Affiliated Colleges of Chandigarh (U.T.) shall follow the reservation policy of Union Territory Administration.
- (C) All University Teaching Departments shall follow the reservation policy of the Central Government i.e.
 - (a) 15% for members of Scheduled Castes;
 - (b) 7.5% for members of Scheduled Tribes;
 - (c) 5% for members of Backward Classes as defined by the Government from time to time.

Provided that the reservation in (a) and (b) can be inter-changeable, i.e. if a sufficient number of applicants is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes, and vice-versa.

The above reservation shall be subject to the following conditions -

- (i) the number of students admitted on merit shall not be included in the number of seats reserved.
- (ii) members of Scheduled Castes/Tribes and Backward Classes shall be allowed a concession of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by regulations;
- (iii) in case the seats earmarked for Scheduled Castes/Scheduled Tribes remain unfilled, a further relaxation in marks may be given, in order of merit inter-se amongst the candidates themselves, so that all the reserved seats are filled by candidates belonging to these categories. This, however, will not apply for M.B.B.S. admission; and
- (iv) A Scheduled Caste/Scheduled Tribe person on migration from the State of his origin will not lose his status as Scheduled Caste/Scheduled Tribe but he will be entitled to the concessions/benefits admissible to the Scheduled Castes/Scheduled Tribes from the State of his origin and not from the State where he has migrated.

29.2. Sons/daughters/spouses of military/para-military personnel (Border Security Force, Central Reserve Police, Assam Rifles and Indo-Tibetan Border Police), killed or incapacitated in action, shall be given a weightage of 5% marks for seeking admission to the Engineering/Technological Institutions affiliated to this University where no seats have been reserved for them, subject to the condition that they have obtained the minimum qualifying marks (if any) prescribed by regulations.

29.3. The Principal of every affiliated college shall report to the Registrar, within

a month, the admission, withdrawal and transfer of students.

30. Every affiliated college shall keep the following record and submit the same, when required, to the Registrar or any other officer authorised by him:

- (1) A register of admissions and withdrawals. The register will give in the case of every student, the date of admission, date of birth, name of birth-place, percentage, attendance at college examinations and results of such examinations, a record of University career, and date of withdrawal.
- (2) Registers of daily attendance of students at lectures.
- (3) A register of fees.
- (4) A time-table.

31.1. Admission to the various courses shall be made by the affiliated colleges according to the dates fixed by the Syndicate every year.

Every student shall present himself in person at the time of admission.

31.2. No student who has joined one college shall be admitted to another college during the same academic session unless -

- (i) the principals of the colleges concerned agree and an application on the prescribed form for permission to migrate accompanied by the prescribed fee, is submitted to the Registrar;
- (ii) the migration is allowed by the University; and
- (iii) the Principal of the college from which he intends to migrate has given the leaving certificate.

31.3. In case of migration of students who are provisionally admitted/promoted, the Principal shall state all the relevant facts on the application.

31.4. A student may seek admission to more than one college, but if after joining one of them, he wishes to shift to some other college even during the admission dates, prescribed by the University, he shall seek migration from the college which he joined in the first instance, and shall, for this purpose, apply in accordance with the above procedure.

31.5. A student whose name is struck off the rolls of his college may be re-admitted by that college at any time during the same academic year to the same class. If he wishes to join another college, he shall apply in time for next academic year, and not in the same academic year.

31.6. A student who has passed B.A./B.Sc. Ist year./2nd year or M.A. Part I may join any college for the next class, but he shall produce a leaving certificate from the college through which he appeared in the B.A./B.Sc. Ist year./2nd year or M.A. Part I examination as the case may be.

31.7. The Principal of a college is authorised to admit a late college student, as a casual student, in one or more subjects, in the Faculties of Arts, Science and Languages, excluding the Post-Graduate courses.

32.1. Tuition fees at the approved rates shall be charged for 12 months in respect of each academic year of the course.

32.2. In the case of an M.A. student in a subject in which there is inter-collegiate teaching and the University also participates, a fee of Rs. 4 per mensem shall also be

charged by the college on behalf of the University, and forwarded to the Registrar every month. This fee shall also be charged for 12 months each academic year.

32.3. A second tuition fee for the same month shall not be charged from a student migrating from one affiliated college to another. A college is entitled to the tuition fee for the month in which the migration is sanctioned by the University and the college to which he migrates is not entitled to charge fee for a part of that month.

33. Notwithstanding anything contained in Regulation 31.1 and 31.2 the Vice-Chancellor shall have power to authorise migration of a student from one college to another, or to allow admission of a student.

CHAPATER VIII (E)

CONDITIONS OF SERVICE AND CONDUCT OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES

1. In these regulations -

- (i) 'college' means a college under private management affiliated to this University.
- (ii) 'teacher' shall include, Principal, Director of Physical Education, Tutor, Demonstrator, Instructor and Librarian in the service of a non-Government college affiliated to this University.

(i) SERVICE RULES

2.1. The appointment of every teacher, in a non-Government college affiliated to the Panjab University shall be on a written contract as per form prescribed by the University from time to time (prescribed form given in Vol. III of the Calendar).

Vacancies against permanent posts shall ordinarily be filled substantively within three months.

After an institution has been in existence for three years, not more than one-fifth of the number of teaching staff shall be on temporary basis.

2.2. Every teacher in an Arts and/or Science college shall be paid at least the minimum pay- scale as laid down by the University.

2.3. A teacher will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work and conduct are found satisfactory. It would be obligatory on the part of a Governing Body to notify to the teacher in writing before the expiry of one year's probationary period, whether he had been confirmed or his period of probation had been extended and in absence of such a notice the teacher would be deemed to have been confirmed.

The probationary period shall in no case be extended beyond two years from the date of appointment.

3.1. No teacher shall be required to teach for more periods than the number laid down by the University; in addition, he shall undertake such co-curricular activities as may be assigned to him by the Principal.

3.2. If a teacher is given some extra teaching work temporarily, he shall be paid an allowance for the additional work according to the rates as may be determined by the Syndicate from time to time.

4.1. Every teacher shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due.

4.2. Annual increments shall be granted by the Governing Body to each teacher on the recommendation of the Principal and to the Principal on the recommendation of the Chairman of the Governing Body. Annual increment shall not be withheld without assigning any specific reason in writing and in case the Governing Body does not revise the order within 15 days of the teacher/Principal's representation, he shall have the right of appeal to the Vic-Chancellor.

Annual increment shall be given to every teacher on the 1st day of the month in which it falls.

4.3. A teacher appointed temporarily or on probation shall be entitled to summer

vacation salary as under:

- | | | | |
|------|--|-----|---|
| (i) | Those who complete nine month's service, | ... | Full Salary |
| (ii) | Those who complete service for three months or more but less than nine months. | ... | Proportionate salary on the basis of full salary for nine months. |

Provided that -

1. a teacher who has served for less than three months will not be entitled to any salary for the period of summer vacation.
2. an appointment (temporary or on probation) of a teacher made against a substantive post, shall be on whole-time basis and if the same teacher is appointed in the following year also, he shall be entitled to full salary for the summer vacation irrespective of the period of service up to the date of commencement of the summer vacation, and the period of temporary service shall count towards his confirmation.
3. a permanent teacher in continuous service shall be entitled to full vacation salary.
4. no one shall draw salary for the period of summer vacation from two sources.
5. if a teacher leaves service of his own accord, he shall not be entitled to summer vacation salary or any portion thereof.

5. The Service record of a Principal/Teacher and the Annual Confidential Report on his work and conduct shall be maintained regularly. The person concerned shall be informed in writing in case there is an adverse report.

Every employee shall have the right to inspect his Service Book during the first quarter of the financial year and his signatures will be obtained in confirmation of his having inspected the Service Book.

A certified copy of the Service Book shall be supplied to the employee, if asked for by him on payment of a copying fee, as may be prescribed.

6. Every affiliated non-Government college shall prepare in accordance with Rules laid down by the Syndicate a seniority list of its teachers on the basis of persons in position as on 1-11-66 and supply the same to the University. Such lists shall be brought up-to-date every year as on November 1.

7. All whole-time teachers in Non-Govt. Colleges affiliated to the University, shall retire on attaining the age of 60 years and thereafter no extension in service shall be granted.

Every teacher shall retire from the service on the afternoon of the last day of the month in which his retirement falls.

8. The election of teachers' representative(s) shall be by simple majority vote. The date and time of election shall be fixed by the Principal and the voting shall be by secret ballot.

9.1. Subject to what is contained in Regulation Nos. 10, 11 and 12 the Governing Body of a non-Govt. College shall be entitled to determine the engagement of a permanent employee, for a sufficient cause, after giving him three months' notice in writing or on payment of three months' salary in lieu thereof.

Provided that the Governing Body has the right to suspend an employee with immediate effect in case of gross misconduct or moral turpitude. In doing so he shall be served with a charge-sheet and informed in writing of the ground on which action is proposed to be taken.

9.2. A copy of the order of suspension together with a copy of the charge-sheet shall be sent

within a week to the Registrar who may direct that the teacher shall not be placed under suspension.

9.3. The period of suspension shall not exceed three months within which the case must be decided.

9.4. During the period of suspension the suspended teacher shall be paid half the pay plus allowances as subsistence allowance.

9.5. If ultimately the teacher is removed from service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

10. If a Principal/Teacher including the one appointed temporarily or on probation is dismissed or removed from service, the college shall send an intimation to the University, giving reasons, etc., within two weeks.

11.1. A permanent teacher may, at any time, terminate his engagement by giving the Governing Body three months' notice in writing or three months' salary in lieu thereof.

11.2. During the period of probation and when a teacher is holding a temporary appointment, the notice period required on either side shall be one month.

11.3. The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the summer vacation salary, but the teacher shall be entitled to the summer vacation salary, as admissible under the rules, or salary in lieu of notice period, whichever is higher.

12.1. For the benefit of the employees every college shall establish a Provident Fund for which it shall follow the general pattern of the Provident Fund Rules as may be laid down by the Syndicate.

12.2. Every whole time employee of the college appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the college Provident Fund.

***12.3.** The rate of subscription of an employee shall be 10 per cent of his +salary. He may, however, be permitted to subscribe towards non-contributory Provident Fund, provided the total subscription towards Provident Fund, i.e. contributory (10 per cent) as well as non-contributory shall not exceed 60% of the monthly +salary of the subscriber.

The contribution of the college towards the Provident Fund of a teacher shall be 10 per cent of his +salary and this shall be contributed at the end of each month. The college shall pay interest and the amount of such interest shall be placed monthly to the credit of each depositor.

When the calculation involves paise amounting to less than 50 it shall be ignored and when it amounts to 50 paise or more, full rupee shall be deducted.

Provided that where a higher rate of Provident Fund contribution already prevails, it shall not be reduced without the consent of the University.

The monthly rate of +salary of a teacher during any college year shall be taken to be that at which he draws +salary for the month of the college year.

N.B. - The College year is from 1st April to 31st March.

13.1. (i) In addition to the benefits of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body, a gratuity of a sum equivalent to one fourth of his **'Pay' last drawn for each completed six monthly period of qualifying

* To take effect from the year 1984-85.

+ Salary (for CPF deductions) means 'Pay' plus all allowances, excluding house rent allowance.

** 'Pay' as defined by the Punjab Govt. from time to time.

service subject to 16 1/2 (sixteen and half) times the ** 'Pay' provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees.

In the event of death of a teacher while in service the gratuity shall be subject to a minimum of 12 times the **'Pay' of the teacher drawn at the time of his death provided that in no case shall it exceed the amount as fixed by Punjab Govt. from time to time for its employees.

(ii) A teacher shall have the option to be governed by the old provisions unless he opts to be governed by the new Regulations within one year from the date the amended regulations come into force.

13.2. A teacher who has put in not less than 20 years' qualifying service may, giving three months' notice in writing to the appropriate authority be permitted to retire from the service voluntarily. The appropriate authority may in special cases reduce or waive the period of notice.

13.3. A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

13.4. A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement, on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing provisions of Regulations. Such acceptance may generally be given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the teacher concerned for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the teacher concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Governing Body shall be obtained. Even where the notice of voluntary retirement given by a teacher requires acceptance by the appropriate authority, the teacher giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the Governing Body issues an order to the contrary before the expiry of the period of notice.

13.5. While granting gratuity to a teacher retiring voluntarily, weightage of up to five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of up to five years will, however, be subject to the condition that the total qualifying service after allowing the weightage should not in any event exceed 30 years of service.

Explanation: Qualifying service means continuous service rendered to the College by a teacher other than in a temporary or ad hoc capacity.

(ii) LEAVE RULES .

14. A leave account shall be maintained by the Head of the Institution.

15. A teacher shall be entitled to leave as per rules in the University Calendar, Volume III.

** 'Pay' as defined by the Punjab Govt. from time to time.

(iii) CONDUCT RULES

16.1. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.

16.2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.

17. No teacher shall, except with the previous permission of the Governing Body own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

18. No teacher shall in any manner criticise adversely in public the administrative actions of the Governing Body of his college.

19. No teacher shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information

20.1. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition.

Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer but he shall undertake or shall discontinue such work, if so directed by the Principal, and in the case of the Principal, if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/Deemed to be Universities/Institutes of National importance including Public Service Commissions and other statutory bodies when the total emoluments accruing from such work do not exceed Rs.10,000/- per annum, and for all examination work for which additional emoluments are expected, the previous permission of the Principal or the Governing Body as the case may be, shall be necessary.

20.2. No teacher shall appear in an examination without the prior permission of the Principal.

20.3. No teacher in an affiliated college shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work

21. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his college.

22. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

23. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions:

- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.
- (b) It is not in any way connected with any political party or organisation or does not engage in any political activity.

(iv) GENERAL

24.1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

24.2. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his college, subject to such conditions as may be laid down by the University.

24.3. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

24.4. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

24.5. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.

CHAPTER VIII (F)
AUTONOMOUS COLLEGES

1. The University may with prior concurrence of the U.G.C. confer autonomous status on an affiliated college as a whole or in the case of a Postgraduate college on one or more individual department for postgraduate course.

2. An affiliated college seeking the autonomous status shall have to conform to the Criteria and Guidelines formulated by the U.G.C. as also by the University from time to time.

3. An affiliated college seeking the autonomous status shall provide information on the following points :-

- (i) Date and period of continuous affiliation to the University; and of the establishment and recognition of the various Departments and Courses of and Research Projects by the University;
- (ii) Financial resources;
- (iii) The details of the academic and research staff with their qualifications, teaching and research attainments;
- (iv) (a) the details of the equipment for the various labs.
(b) the details of books (including reference books) and learned journals of national and international repute stocked in the library and subscribed to annually.
- (v) Provision for different games and sports with details of the play-grounds and other sports facilities;
- (vi) Composition of the Managing Committee or Governing Council of the college with names and other particulars of the members concerned;
- (vii) The mode of selection of teachers;
- (viii) Institutional management viz., whether it is motivated by and responsive to academic or non-academic considerations;
- (ix) Would the college be prepared to discontinue Pre-University classes on being given autonomous status?
- (x) The specific Departments for Postgraduate Studies for which autonomous status is sought, if it is not sought for the college as a whole.

4. When a college or its postgraduate department run by it is granted autonomous status, its management shall ensure that the service conditions of the college staff as provided in the Act/s and Rules and Regulations of the University are not adversely affected.

5. On receipt of an application, alongwith information prescribed, from an affiliated college for the grant of autonomous status, the University shall constitute an Expert Committee which would examine the proposal of the college to ensure that the college measures up to the Criteria and Guidelines formulated by the U.G.C. and by the University. The Expert Committee after visiting the college would submit its report to the University stating specifically whether or not the college adequately has the necessary infrastructure for the grant of autonomous status. Thereafter, the University may sponsor the proposal of the college to the U.G.C. for consideration.

6. The privilege of autonomy shall have to be continually earned and deserved.

It shall initially be conferred for a period of five years, subject to the condition that the first review of working under the autonomous status shall be done by a Committee of the U.G.C. and the University after a period of three years and final review about a year before the expiry of a period of five years, and in the same order in the future.

7. The University shall have the right to revoke the autonomous status given to any college if it finds, after careful scrutiny, satisfactory evidence of deteriorating standards of instructions and examinations, or incapacity of the Managing Body, financial or otherwise, to provide the necessary resources.

8. An affiliated college granted the autonomous status shall continue to preserve its links with the University and this relationship shall be one of association and exchange. Such a college shall enjoy autonomy in framing its courses of study, devising its methods of examination and evaluation and in laying down the principles for admission of students within the general frame work provided by the University.

9. An affiliated college given the autonomous status would be entitled to constitute its own academic bodies like the Academic Council, Faculties, Boards of Studies in accordance with the Guidelines provided by the U.G.C. and the University. The college shall make provision for the association of the University representatives on these bodies. In particular, the College shall associate external experts with various Boards of Studies.

10. The students of an autonomous college on passing the examinations will be conferred the degree of the University with the name of the autonomous college printed on it.

CHAPTER IX
PUBLICATION BUREAU

1. There shall be a Panjab University Publication Bureau, the objects of which shall be to prepare and/or publish :

- (i) Translations of standard books of various subjects into Hindi or Punjabi (and any other language) as the Syndicate may decide;
- (ii) Text books in such languages and subjects the Syndicate may, from time to time, decide;
- (iii) Reference and General books, including thesis;
- (iv) Journals, Bulletins and Paper; and
- (v) Such other publications as may be decided by the Syndicate, from time to time.

2. The Bureau shall have a whole-time Secretary whose duties and functions shall be as laid down in the Rules.

3.1. All matters relating to the Bureau, other than administrative, will be considered by a Committee, which shall be called the Publication Bureau Committee. This Committee shall be appointed by the Syndicate every two years and shall hold office from the 1st of January.

3.2. The Committee shall consist of not less than 7 and not more than 11 members, including the Vice-Chancellor, who shall be its Chairman, and the Secretary of the Publication Bureau, who shall be its Member-Secretary. The other members shall be nominated by the Syndicate. Three members shall form the quorum. In the absence of the Vice-Chancellor, the Committee shall elect a Chairman from amongst the members present.

3.3. The Committee shall hold meetings as often as necessary but not less than two meetings during a Calendar year. A notice of at least seven days will be necessary to convene a meeting, but in an emergency the Vice-Chancellor may call a meeting even at a shorter notice.

3.4. The minutes of the meetings shall be recorded by the Secretary and confirmed by the Chairman. Copies will be supplied to the members as soon as possible.

4. The Bureau may arrange preparation, production, and sale of its publications in such a manner as may be decided by the Syndicate, on recommendation of the Publication Bureau Committee.

5.1. For printing and binding of University publications, the Syndicate shall approve, from time to time a schedule of rates, on the recommendation of the Publication Bureau Committee.

5.2. The Committee shall approve a panel of -

- (a) Printing Presses; and
- (b) Binding Houses;

and the Vice-Chancellor shall have the authority to allot printing and/or binding of University Publications to Presses/Binding Houses out of that Panel.

5.3. The Vice-Chancellor shall have the authority, in special circumstances, to have a book printed and/or bound by a Press/Binding House not included in the panel, and to determine the rates of printing and binding. Such cases shall be reported to the Syndicate.

CHAPTER-X
PANJAB UNIVERSITY EMPLOYEES (PENSION)* 1991
EFFECTIVE FROM 24.10.2005**

(i) Extent of Application and Definitions

****1.1.**These regulations which have been issued under Section 31(2)(e) of the Panjab University Act, 1947 (as amended from time to time), be called Panjab University Employees (Pension) Regulations, 1991.

1.2. The provisions of these Regulations shall apply to -

- ****(a) all employees who joined service under the University before 1.1.2004;
- (b) the employees who retired prior to the date of notification of these Regulations if they specifically elect to be governed by these Regulations by exercising an option as provided in Regulation 1.8 infra.

1.3. In the case of employees governed by these Regulations, the provisions relating to the Contributory Provident Fund and Gratuity, contained in the Regulations Chapter VI 'Conditions of Service of University Employees' Calendar Vol. I, 1994 and the rules framed thereunder shall not be applicable.

1.4. These Regulations shall apply to the employees as defined under Regulation 1.5(iii).

1.5. Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in these Regulations in the sense here explained :

- (i) "Average Emoluments" means the average calculated upon the last ten months of qualifying service.
- (ii) "Competent Authority" means the appointing authority or such authority to whom the special powers are delegated.
- (iii) "Employee" means any person appointed in the service of Panjab University but shall not include person employed on contract, part-time or daily wage basis or Work-charged or employed under the project/scheme financed by the University Grants Commission, or similar other bodies.
- (iv) "Emoluments" means the emoluments which an employee was receiving immediately before his retirement or date of his death, and shall include basic pay, special pay (including non-practicing allowance granted to medical officers), personal pay, dearness pay (as and when declared by the University) and such other items as may be declared as pay for the purpose of pension by the University.
- (v) "Qualifying Service" means the service that qualifies for pension under these Regulations. It shall be reckoned in terms of completed half year, provided that the fraction equal to three months and shall be treated as completed half year.
- (vi) "Registrar" means the Registrar of the Panjab University or any other person exercising the power of the Registrar for the time being.
- (vii) "Syndicate" means the Syndicate of the Panjab University.
- (viii) "University" means the Panjab University.

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**Published in the Government of India Gazette dated February 23, 2006.

- (ix) "Vice-Chancellor" means the Vice-Chancellor of the Panjab University or any other person exercising the power of the Vice-Chancellor for the time being.

1.6. In the matter of application of these Regulations, regard may be given to the corresponding provisions of Pension Rules contained in the Punjab Civil Services Rules, Vol. II, as amended from time to time, insofar as, these can be adopted to the service in the University, but subject to such exceptions and modifications, as the University may, from time to time, determine through Regulations.

1.7. The Syndicate shall frame rules necessary for the proper application and implementation of the Provisions contained in the Regulations.

1.8. (a) The employees who joined the service of the University before the date of notification of these Regulations shall have the option -

- (i) to continue to be governed by the Contributory Provident Fund-cum-Gratuity Scheme contained in Chapter VI "Conditions of Service of University Employees" of the Panjab University Calendar, Vol. I, 1994.

OR

- (ii) to elect to be governed by the Pensionary Scheme contained in these Regulations.

(b) **** (i)** In the case of an employee who elects the alternative under sub-clause (a)(ii) above, the total contribution of the University to his C.P. Fund Account as on 24-10-2005 or the date of retirement whichever is earlier, alongwith interest thereon, shall be transferred from his C.P. Fund Account for being credited to the University Pension Fund (Corpus).

**** (ii)** The employee's share of C.P. Fund, as on 24-10-2005, alongwith interest thereon, shall be transferred to his General Provident Fund Account to which he shall subscribe compulsorily under the rules of that fund as prescribed by the University from time to time.

(c) The option shall have to be exercised within such period as may be decided by the Syndicate and once exercised shall be final and irrevocable.

(d) Those who fail to exercise the option within the period prescribed under Clause (c) above shall be deemed to have elected for continuing under the C.P. Fund and Gratuity schemes mentioned in sub-clause a (i) above.

**** (e)** The employees who retired prior to 24-10-2005 may, if they so desire, elect to be governed by these Pension Regulations, subject to the condition that they refund the University's C.P. Fund contribution, including interest thereon, as received by them from the University for being credited to the University Pension Fund (Corpus). The University would neither charge any interest on this amount of the University share of C.P. Fund received by the retiree for the period from the date of his retirement upto the date of his joining the Pension Scheme nor would pay any arrear of pension. The pension may be made available to the employees from the date they deposit their University share of C.P. Fund, including interest thereon.

1.9. An employee who is recruited at the age of thirty five years or more, may within a period of three months from the date of his appointment elect not to be governed by the

Regulations of the Pensionary Scheme, where-upon he shall be eligible to be governed by the Contributory Provident Fund and Gratuity Scheme contained in the Regulations "Conditions of Service of University Employees", Calendar Vol. I, 1994 and the rules framed thereunder.

(ii) General Provisions relating to grant of Pension

Classification of Pensions

2.1. Pensions are classified as under:

- 1. Compensation Pension :** It shall be granted to an employee who is discharged from service on account of the abolition of the post held by him, when it may not be possible to offer him another equivalent post.
- 2. Invalid Pension:** It shall be granted to an employee on his retirement when, by bodily or mental infirmity which, permanently incapacitates him for the service if certified by the Chief Medical Officer for the University.
- 3. Superannuation Pension :** It shall be granted to an employee who retires/retired on attaining the age of compulsory retirement.
- 4. Retiring Pension:** A retiring pension shall be granted to an employee-
 - (a) who retires/retired in advance of the age of compulsory retirement, in accordance with University rules; and
 - (b) who, on being declared surplus, opts for voluntary retirement in accordance with the provision of the University rules.
- 5. Compassionate Allowance :** An employee who is dismissed or removed from service shall forthwith forfeit his pension.

Provided the authority competent to dismiss or remove the employee may if the case is deserving of special consideration, sanction Compassionate Allowance, not exceeding two thirds of the pension which, would have been admissible to him, if he had retired on the basis of medical certificate.

General Conditions :

2.2. Good conduct is an implied condition for every grant of pension. The University reserves the right of withholding or withdrawing a pension, or, any part of it, if the pensioner is convicted of a serious crime, or, is guilty of grave misconduct, involving moral turpitude.

- 2.3.**
- (a) In a case where a pensioner is convicted of a serious crime, action shall be taken in the light of judgment of the court relating to such conviction.
 - (b) In a case not covered by the provisions of clause (a) above, if the competent authority considers, that the pensioner is prima-facie guilty of grave misconduct, it shall before passing an order -
 - (i) serve upon the pensioner a notice specifying the action proposed to be taken against him and the grounds, on which it is proposed to be taken, and calling upon him to submit, within sixty days of the receipt of the notice, or, such further time, not exceeding fifteen days, as may be allowed by the competent authority, such representation as he may wish to make against the proposal; and
 - (ii) take into consideration the representation, if any, submitted by the pensioner under sub clause (i);

- (c) the decision of the University on any question of withholding or withdrawing the whole, or, any part of the pension under this Regulation shall be final and conclusive.

2.4. No recovery may be made from the pension of any employee (whether by reduction of pension or by deduction from pension), which has already been sanctioned, or, which is in the process of being sanctioned.

2.5. Provided that the University reserves the right of withholding, or, withdrawing a pension, or, part of it, whether permanently, or, for a specified period and the right of ordering the recovery from a pension of the whole, or, part of any pecuniary loss caused to the University, if in a departmental, or, judicial proceedings the pensioner is found guilty of grave misconduct, or, negligence during the period of his service including service rendered upon re-employment after retirement.

(iii) Service qualifying for Pension

3.1. Unless otherwise provided by special provision or contract, the service of an employee shall begin to qualify for pension when he takes charge of the post to which he is first appointed.

3.2. Except for compensation gratuity, service does not qualify till the employee has completed eighteen years of age.

3.3. Following are the general conditions which should be fulfilled before service qualifies for pension :-

- | | | |
|--------|---|--|
| First | : | The service must be under the University as defined hereinafter. |
| Second | : | The service must be paid by the University as defined hereinafter. |

3.4. The temporary employees shall be treated at par with permanent employees in respect of all retirement benefits viz : Retiring, Superannuation, Compensation and Invalid Pension, Service gratuity, Death gratuity and Retirement gratuity, provided that temporary service is followed without any interruption.

3.5. Service rendered by an employee as work-charged as also service paid from contingencies, qualifies for pension provided :

- (i) such service is followed by regular employment;
- (ii) such service is full-time job (and not part-time or portion of the day).

3.6. Following periods qualify for pension:

- (i) all duty whether interrupted or continuous;
- (ii) all periods of leave when leave salary is paid;
- (iii) joining time during which pay and allowances are paid;
- (iv) all periods of extraordinary leave which count for increment under the service rules;
- (v) extraordinary leave granted to accept a teaching/administrative post, or fellowship, or research-cum-teaching post, or an assignment of technical/administrative, or academic work;
- (vi) periods of training if so ordered by the competent authority;
- (vii) service during the period of probation if followed by confirmation on the same or another post;

- (viii) an employee who is dismissed, or removed from service, but reinstated on appeal or revision, is entitled to count his past service for pension, however, the period of break in service between the date of dismissal, or removal and the date of reinstatement, shall not count, unless regularised as duty, or leave by a specific order of the authority which passed the order of reinstatement;
- (ix) period of suspension, if the employee is fully exonerated of the charges; in other cases, where the employee is not fully exonerated and is reinstated for other reasons, the period of suspension will count only if so decided by the authority which ordered his reinstatement;
- (x) period spent on foreign service in, or outside India, if contributions towards pension are paid to the University by the foreign employer or the employee himself.

3.7. Following periods do not qualify for pension:

- (i) suspension adjudged as a specific penalty;
- (ii) casual or daily rate service;
- (iii) service preceding resignation except where such resignation is allowed to be withdrawn by the appointing authority, as provided in the relevant rules, or when such resignation has been submitted to take up with proper permission, another appointment under the University where service qualified for pension;
- (iv) joining time for which no pay and allowances are paid under the relevant rules;
- (v) service as an apprentice;
- (vi) period of overstay of leave;
- (vii) period of foreign service outside India when no pension contributions are paid to the University.

3.8. Past qualifying service rendered by an employee is forfeited under the following circumstances :

- (i) resignation from service except as provided under Regulation 3.7. (iii);
- (ii) if an unauthorised leave of absence occurs in continuation of authorised leave of absence and if the post of the absentee has been substantively filled up, the past service of the absentee is forfeited;
- (iii) removal from service for misconduct, insolvency and inefficiency shall entail forfeiture of past service, provided that removal from service on account of failure to pass an examination shall not entail forfeiture;
- (iv) an interruption in the service of an employee caused by wilful absence from duty, or unauthorised absence without leave, shall entail forfeiture of the past service.
- (v) wilful abstinence from performing duties by an employee by resort to pendown strike shall be deemed to be wilful absence from duty and shall entail forfeiture of the past service.

3.9. An employee appointed to a service or post, shall be eligible to add to his service qualifying for superannuation pension (but not for any other pension), the actual period, not exceeding one fourth of the length of his service, or the actual period by which his age at the time of recruitment exceeded twenty five years, or a period of five years, whichever is less, if the service or post to which he is appointed is one –

- (a) for which post-graduate research or specialist qualification or experience in scientific, technological or professional field is essential, and
- (b) to which candidates of more than twenty five years of age are normally recruited.

Provided that this concession shall not be admissible to an employee unless this actual qualifying service at the time he quits University service is not less than ten years.

3.10. An employee who is blind, deaf, dumb, or, otherwise orthopaedically handicapped, or widow at the time of his /her entry into service shall be eligible to add to his/her service qualifying for superannuation pension, a period of 5 years.

3.11. An employee who becomes blind, deaf, dumb or otherwise orthopaedically handicapped, during the service, and is retired from service as a result thereof, shall also be eligible to add to his/her service qualifying for pension, a period of five years.

3.12. In the case of an employee retiring voluntarily, as per University Rules, after putting in, not less than 20 years' qualifying service, weightage of five years shall be given in his actual qualifying service, so that the total qualifying service so increased shall not in any case exceed thirty three years, or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever is less.

3.13. An employee who is declared invalid and retires on invalid Pension shall be granted weightage of five years in the qualifying service. If the qualifying service after the grant of weightage remains below ten years, it shall be raised to ten years for the grant of pension.

3.14. The service rendered by an employee under the Central Govt./Central Autonomous Body or State Govt./State Autonomous Body/recognised Universities/other recognised educational institutions including Institutions deemed to be Universities, shall, on his/her absorption in University service count for pension subject to the following conditions:

- (i) if he was borne on pensionable establishment, the service rendered by him shall be allowed to be counted towards pension under the University, irrespective of the fact whether he was temporary or permanent, in the previous organisation. The previous organisation shall discharge its pension liability by paying in lumpsum as one time payment the pro-rata pension/Service gratuity, Death gratuity and Retirement gratuity for the service up to the date of absorption in University service; pro-rata pension being determined with reference to the commutation table prescribed under Regulation 7.2.
- (ii) if he was enjoying C.P. Fund benefits under the previous organisation, he will have the option, either to receive C.P. Fund benefits which have accrued to him from the previous organisation and start service afresh under the University, or choose to count his previous service for pension under the University by foregoing employer's share of C.P. Fund with interest received from the previous organisation which shall stand transferred to the University.

(iv) Service Gratuity and Pension

4.1. The amount of pension that may be granted to an employee is determined by length of qualifying service, which shall be computed, in terms of completed half years. Fractions of a year equal to three months and above shall be treated as a complete half year and reckoned as qualifying for determining pension.

4.2. If the qualifying service rendered by an employee is less than ten years (20 half years), he shall be entitled to service gratuity, calculated at the rate of half month's emoluments for every completed six monthly period of service.

4.3. In the case of an employee who has rendered 10 years (20 half years), or more of qualifying service, the pension payable shall be calculated at the rate of 50% of average emoluments, if the qualifying service rendered is not less than 33 years (sixty six half years). In cases where the qualifying service is less than sixty six half years, the pension admissible shall first be calculated at 50% of average emoluments and then reduced proportionately, to completed half years service actually rendered, provided that pension shall, in no case, be less than Rs.375 per month.

Death Gratuity and Retirement Gratuity

4.4. An employee who has completed five years of qualifying service shall be paid Retirement gratuity on his retirement at the rate of one fourth of emoluments for each completed six monthly period of qualifying service subject to a maximum of 16-1/2 times the emoluments in the case of Class A and Class B employees and 17-1/2 times the emoluments in the case of Class C employees, provided that, in no case, the amount shall exceed one lakh rupees.

4.5. If an employee dies while in service, Death gratuity at the following rate, shall be paid to the person/persons on whom the right to receive the same is conferred under Regulation 4.6.

Length of Qualifying Service	Rate of Gratuity
1. Less than one year	2 times the emoluments
2. One year or more, but less than five years	6 times the emoluments
3. Five years or more, but less than twenty years.	12 times the emoluments
4. Twenty years and above	Half of emoluments for each completed six monthly period of qualifying service, subject to a maximum of 33 times of emoluments, provided the amount of Death gratuity shall, in no case, exceed one lakh rupees.

4.6. An employee shall, at any time, after his confirmation make a nomination, conferring on one or more persons, the right to receive any gratuity that may be sanctioned under Regulation 4.5, and any gratuity, that having become admissible to him under Regulation 4.4, has not been paid to him before his death; provided that, if at the time of making a nomination, the employee has a family, the nomination shall not be in favour of a person other than a member of his family.

(v) Family Pension and Extraordinary Pension

Family Pension :

5.1. Family pension at the following rates shall be payable to the family of a deceased employee:-

A. During first seven years, or, till an employee would have attained the age of 67 years had he survived, whichever is less

Pay of the employee	Rates of family pension per month
(i) up to Rs. 1500	60% of pay subject to a minimum of Rs. 750
(ii) Rs.1501 to Rs.3000	40% of pay subject to a minimum of Rs. 900
(iii) Above Rs. 3000	30% of pay subject to a minimum of Rs. 1200 and maximum of Rs. 2500

Note: 1. The above rates will be applicable only if the employee had rendered not less than seven years continuous service before death, while in service.

2. In case, both husband and wife, are employees, their eligible children will be entitled to two family pensions - one in respect of each parent - in the event of death of both of them, subject to a maximum of Rs. 3000/- per month.

B. After the expiry of seven years, or the completion of 67 years of age, had the employees survived:

Pay of the employee	Rates of family pension per month
(i) Up to Rs. 1500/-	40% of pay subject to a minimum of Rs.375/-
(ii) Rs.1501 to Rs. 3000/-	30% of pay subject to a minimum of Rs. 600/-
(iii) Above Rs. 3000/-	20% of pay subject to a minimum of Rs. 900/- and maximum of Rs. 1500/-.

- Note: 1. In case, both husband and wife are employees, their eligible children will be entitled to two family pensions -one in respect of each parent - in the event of death of both of them, subject to a maximum of Rs. 2250/- p.m.
2. Family pension will be admissible in the case of death while in service, or after retirement. In the case of death, while in service, the employee should have completed a minimum period of one year of service without break. The condition of one year's service shall not be applicable in the case of an employee who has been medically examined and declared fit for entry into service.

5.2. In the event of death after retirement, family pension is admissible only if the retiree was in receipt of pension at the time of death.

Extraordinary Pension and Disability Awards

5.3. The benefits mentioned in Regulations 5.4 to 5.7 are applicable, when an employee dies or is disabled, and such death or disability is attributable to service or aggravated by service.

5.4. Family pension at the following rates, irrespective of the service rendered by the deceased, shall be admissible:

(A) Where the deceased employee does not hold a pensionable post:

Pay	Rates of family pension per month
(i) Up to Rs. 1500/-	40% of pay subject to a minimum of Rs. 375/-
(ii) Rs. 1501 to Rs. 3000/-	30% of pay subject to a minimum of Rs. 600/-
(iii) Above Rs. 3000/-	20% of pay subject to a minimum of Rs. 900/- and maximum of Rs. 1500/-.

(B) Where the deceased employee holds a pensionable post:

Pay	Rates of family pension per month
(i) Up to Rs. 1500/-	60% of pay subject to a minimum of Rs. 750/-
(ii) Rs. 1501 to Rs. 3000/-	40% of pay subject to a minimum of Rs. 900/-
(iii) Above Rs. 3000/-	30% of pay subject to a minimum of Rs. 1200/- and maximum of Rs. 2500/-.

5.5. If the disability due to causes attributable to service is 60% and above, and employee is permanently incapacitated, he may be given the option to have his pension determined in the manner provided in either of the following two alternatives:

- (a) consolidated pension for the disability (including the element of invalid pension admissible under normal rules) at the rates mentioned in 5.4 (B) above.

OR

- (b) Invalid pension under normal rules and in addition one time compensation of Rs.20,000/- for the injury.

5.6. If the disability due to causes attributable to service is below 60% one time compensation shall be granted at the following rates, which shall be in addition to usual pensionary benefits admissible under the rules :-

- (a) where the disability is between 20% to 40% Rs. 5,000/-
 (b) where the disability is above 40% and below 60% Rs. 10,000/-

5.7. Rates of special family pension to the family of the employee who, while performing his duties, dies as a result of attack by, or during action against extremists, dacoits, smugglers and anti-social elements etc. shall be as under :-

- (i) from the day following the date of death to the notional date of superannuation. last pay drawn by the deceased employee at the time of his/her death.
 (ii) from beyond the notional date of superannuation. as at 5.4 (B) above.

5.8. Where a pensioner is killed by extremists or anti-social elements etc., as a result of retaliation for some action taken by him against such extremists or anti-social elements etc., in the performance of his duty, while in service, his family shall be granted special ex-gratia grant and special family pension at the same rates as are applicable to the employees-pay drawn by him at the time of retirement being reckoned for this purpose.

5.9. If a close relation of an employee or a pensioner is killed/disabled by extremists, or anti-social elements etc., as a retaliation for any action taken by the employee or pensioner in the performance of his duties while in service, the family of the deceased, and in case disability is 100%, if he is not a University employee, shall be granted family pension at the rate of Rs. 563/- p.m.

5.10. For the purpose of Regulations 5.3 to 5.9, the list of disabilities and the procedure for payment of pension/compensation shall be such as may be provided in the rules framed in this behalf with the approval of the Syndicate.

(vi) Other Benefits

Ex-gratia Grant:

6.1. If an employee who is in regular service, dies while in service, ex-gratia grant equivalent to twenty times the emoluments drawn by the deceased immediately before death, shall be paid to the family of the deceased employee. The amount of grant shall be subject to a minimum of rupees ten thousand and maximum of rupees thirty thousand. In the case of an employee who is killed in terrorist action, the amount of grant shall be equivalent to twenty four times the emoluments, subject to a minimum of one lakh rupees.

Travel Concession :

6.2. Pensioner shall be granted Travel Concession equal to one month's basic pension after completion of every block of two years, which shall be counted from the month of January following the date of retirement. Provided that in the case of those employees who retired between 1-1-1986 and the date of notification of these Regulations, the first block shall be reckoned from the month of January of the year in which the notification of these regulations is issued.

(vii) Commutation of Pension

7.1. An employee shall be entitled to commute for a lumpsum payment any portion, consisting of whole rupees, not exceeding one third of any pension, which has been, or may be granted to him under these Regulations.

Provided that an employee against whom judicial or departmental proceedings have been instituted by the University, or a pensioner against whom any such proceedings have been instituted, or, continued by the University, shall not be permitted to commute any part of his pension during the pendency of such proceedings.

7.2. The lumpsum payable on commutation shall be calculated in accordance with the table that may be prescribed as per Punjab Govt. rules from time to time.

- 7.3.** (a) An employee who applies for commutation of pension within one year of the date of retirement on Superannuation, Retiring or Compensation pension, is entitled to get his pension commuted without undergoing medical examination by making an application in the form prescribed for the purpose.
- (b) The commutation shall become absolute when the application is received by the Registrar.
- (c) An employee is not entitled to withdraw his application for commutation made under this Regulation.

Note : In the case of employees who retired prior to the date of notification of these Regulations, the period of one year shall be counted from the date of issue of notification.

- 7.4.** (a) The benefit of commutation of pension without medical examination under Regulation 7.3 shall not be admissible to an employee:
- (i) who retires on invalid pension, or
- (ii) applies for commutation of pension after one year of the date of his retirement, except, when the grant of pension is held up on account of any judicial or departmental proceedings instituted by the University, and in such cases, the period of one year shall be deemed to commence with effect from the date the proceedings are concluded without extinguishing the title to pension.
- (b) Procedure for commutation and medical examination will be such as may be prescribed by the Syndicate under Rules to be made in this behalf.
- 7.5.** (a) Notwithstanding anything contained in these Regulations, the commuted portion of Superannuation pension, which is commuted within one year of the date of retirement, shall be restored when the pensioner attains the age of 72 years.
- (b) In other cases, where the commutation is made after one year of retirement or when a pensioner retired on compensation, invalid or Retiring pension, the commuted portion of pension shall be restored after such period as may be prescribed by rules made in this behalf, keeping in view generally the principle that the commuted value alongwith interest, has been more or less fully repaid, to the University by way of drawal of reduced pension.

(viii) Re-employment of Pensioners

8.1. When a person who was formerly in the employment of any Government, or any autonomous body, obtains re-employment, whether temporarily or permanently, in the University, it shall be incumbent on him to declare to the appointing authority the amount of any bonus or pension granted to him in respect of the previous employment. The appointing authority shall decide if any

deduction is to be made from pension or pay as required by these Regulations.

8.2. A University employee who has retired on Compensation pension, or on invalid pension, but is sufficiently restored to health, if re-employed in qualifying service, may either retain his pension in which case, the former service will not count for pension, or refund it and count his former service.

8.3. A University employee who has retired on Compensation pension, if re-employed, may retain his pension in addition to his pay, provided that his pension shall remain wholly or partly in abeyance. If the sum of the pension and initial pay on re-employment exceeds his substantive pay immediately before retirement, that is, he can draw only such portion of pension as will make his initial pay plus pension equal to his substantive pay at the time of his retirement. Once the amount of pension has been fixed in conformity with this condition, he shall be entitled to receive the benefit of increment in his new scale, or, promotion to another scale, or post without a further corresponding reduction in pension.

8.4. If the re-employment after receiving Compensation Pension, is in qualifying service, the employee may either retain his pension, in which case, his former service will not count for pension, or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.

8.5. The re-employment of employees who retired on invalid pension will also be governed by the Regulations 8.3. and 8.4.

8.6. An employee who has retired on Superannuation, or Retiring pension, can be re-employed only in a purely temporary capacity with the sanction of competent authority. In determining the pay of such re-employed pensioners, the following principles shall be observed:

- (i) the pay must not exceed the substantive pay drawn immediately before retirement, or the maximum of the scale, applicable to the post in which he is re-employed, whichever is less;
- (ii) when a person is re-employed after superannuation, his pay plus pension, including commuted portion, if any, shall not exceed the substantive pay drawn immediately before retirement, or the maximum of the post in which he is re-employed; whichever is less.

8.7. When an employee who having been discharged with a pension is subsequently re-employed, he may not count his new service for a separate pension. Pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service.

8.8. If an employee who has obtained Compensation or invalid pension is re-employed in pensionable service and retains the pension (Regulations 8.3. and 8.5.), the pension or gratuity admissible for his subsequent service is subject to the limitations that the gratuity or capital value of the pension shall not be greater than the difference between the value of the pension that would be admissible at the time of the final retirement, if the two periods of service were combined and the value of pension already granted for previous service.

(ix) Procedure for sanctioning and payment of Pension

9.1. Delay in payment of pension involves hardship to the pensioner. The Vice-Chancellor will frame a Time Table and prescribe the procedure for ensuring prompt sanctioning and timely payment of pension and other dues of the retirees. It should be ensured by all those concerned with sanctioning and payment of pension and other dues that payment is made on the date when it becomes due.

9.2. If payment of pension and/or Death-Gratuity/Retirement gratuity is delayed

beyond three months, from the date of its becoming due, interest at such rate as may be specified by the rules, to be made by the Syndicate, shall be paid for the period beyond three months after these benefits become due to the end of the month preceding the month in which payment is authorised to the pensioner concerned.

(x) Delegation of Powers

10.1. The following authorities shall exercise the power of competent authority under various regulations :-

S.No.	Number of Regulation	Nature of Power	Authority to which power delegated	Extent of Power
1	2	3	4	5
1.	2.2	Power to withhold or withdraw a pension, or, any part of it, on account of grave mis-conduct of the pensioner.	Authority competent to make appointment to the post held by the pensioner at the time of retirement.	Full Power.
2.	3.6.(vi)	Power to count for pension any period spent on training	(i) Syndicate (ii) Vice-Chancellor (iii) Dean of University Instruction/Registrar (as the case may be)	For Class A For Class B For Class C
3.	Chapter 4	Power to sanction, service-Gratuity, Pension and Death-Gratuity/ Retirement Gratuity.		
4.	Chapter 5	Power to sanction Family Pension Extra-ordinary pension and Disability awards.	(i) Vice-Chancellor (ii) Dean of University Instruction/Registrar (as the case may be)	For Class A and B Employees For Class C Employees
5.	6.1	Power to sanction Ex-Gratia grant.		
6.	7.3. & 7.4	Power to sanction Commutation of Pension.		
7.	9.2	Power to allow payment of interest on delayed payment of pensionary benefits.	Vice-Chancellor	Full Powers : Responsibility for delay should be fixed all cases of delayed payments.

10.2. Authorities mentioned in Col. 4 above may re-delegate their power to authorities subordinate to the subject to such conditions that they may like to impose. The power so re-delegated cannot be delegated any further.

PANJAB UNIVERSITY, CHANDIGARH

List of Members of the Senate for the term Commencing November 1, 2004

EX-OFFICIO

1. Shri Parkash Singh Badal
Chief Minister
Punjab
Chandigarh
(# 45, Sector 2, Chandigarh)
2. Shri Vijender Kumar Jain
Chief Justice
Punjab & Haryana High Court
Chandigarh-160002
(H.No. 35, Sector 4, Chandigarh)
 1. Arts
 2. Law
3. Dr. Upinderjit Kaur
Education Minister for Higher Education
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(House No. 46, Sector 2, Chandigarh)
(Tel. Nos. Off. 0172-2741818)
 1. Arts
 2. Languages
 3. Education
4. Shri Lalit Sharma
(Chief Commissioner/
Adviser to the Administrator
Union Territory of Chandigarh
U.T. Secretariat, Sector 9
Chandigarh-160017)
H.No. 67, Sector 7, Chandigarh
5. Shri Kanwarjit Singh
Director of Public Instruction (Colleges)
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6. Mrs. Raji P. Shrivastava, IAS
Director of Public Instruction (Colleges)
Chandigarh Administration
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 3. Business Management &
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 4. Dairying, Animal Husbandry &
Agriculture

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(Tel. Nos. Off. 0172-2747585 Ext. 6564
Res. 0172-2712043
Mobile 98159-85777
Fax 0172-2744401)
1. Medical Sciences
 2. Science
 3. Business Management &
Commerce
 4. Education
30. Dr. S.K. Singh
M.B.B.S., M.S., M.Ch.
(Professor of Urology
Advance Urology Centre
Post Graduate Institute of Medical
Education & Research, Chandigarh)
H.No. 202/A, Sector 24,
Chandigarh-160023
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Res. 0172-2706286
Fax 0172-2744401
M-9815877319)
1. Medical Sciences
 2. Arts
 3. Design & Fine Arts
 4. Pharmaceutical Sciences
31. Dr. Surinder Singh Sangha
M.Sc. (Botany), Ph.D. (Education)
Principal
Dasmesh Girls College of Education
Badal, Teh. Malout, Distt. Muktsar-152113
Second Address
Dr. Surinder Singh Sangha
V & P.O. Jandu Sangha, Distt. Jalandhar
(Tel. Nos. Off. 01637-244719
Fax: 01637-244728
Mobile 9876000999)
1. Languages
 2. Medical Sciences
 3. Education
 4. Design & Fine Arts

HEADS OF AFFILIATED ARTS COLLEGES

- | | | | |
|------------|---|----------------------|---|
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M.A. (Eco.), M.Phil., Ph.D.
(Principal
Goswami Ganesh Dutta Sanatan Dharam College
Sector 32, Chandigarh)
H.No. 3490, Sector 46-C, Chandigarh
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Res. 0172-2603325, 2611640
Mobile 94170-33656
Fax 0172-2613656) | 1.
2.
3.
4. | Science
Law
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Commerce
Engineering & Technology |
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Fax 01634-228842) | 1.
2.
3.
4. | Arts
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Business Management &
Commerce
Education |
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Fax 01886-250041) | 1.
2.
3.
4. | Languages
Arts
Education
Design & Fine Arts |
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Millerganj, Ludhiana
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Res. 0161-2410646
Mobile 98156-10646
Fax 0161-2538228) | 1.
2.
3.
4. | Arts
Medical Sciences
Design & Fine Arts
Business Management &
Commerce |
| 36. | Dr. Madanjit Kaur Sahota
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Women, Ludhiana
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Mobile 98155-55799
Fax : 0161-2744948) | 1.
2.
3.
4. | Science
Law
Engineering & Technology
Business Management &
Commerce |

- 37.** Shri Subash Marriya
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Mobile 98140-36072
Fax : 0172-2741708)
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2. Science
3. Business Management & Commerce
4. Education
- 38.** Dr. Suresh Tandon
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354/1, New Tagore Nagar
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- 39.** Dr. Tejinder Kaur
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Guru Nanak College for Girls, Muktsar
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Mobile 98148-98964
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Fax : Office : 01633-260229)
1. Languages
2. Arts
3. Business Management & Commerce
4. Education

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Mobile 98153-70000)
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2. Arts
3. Business Management & Commerce
4. Education

- 41.** Shri Harpreet Singh Dua
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Mobile 98150-00203)
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2. Arts
3. Business Management & Commerce
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Shri Jagpal Singh
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3. Education
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D.C. Road, Hoshiarpur)
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3. Education
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College, Sector 32, Chandigarh)
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Mobile 98720-11892
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3. Education
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Guru Nanak College, Moga
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3. Business Management &
Commerce
4. Education
- Second Address**
Shri S.S. Hundal
2, New Dashmesh Nagar
Amritsar Road, Moga-142001
(Tel. Nos. Off. 01636-224231
Mobile 98150-50121)

FACULTIES

48. Dr. Satish Kumar Sharma
M.A., M.Phil., Ph.D.
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109, New Lajpat Nagar, Ludhiana
1. Arts
2. Science
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Commerce
4. Education
- Second Address**
Dr. Satish Kumar Sharma
M.A., M.Phil., Ph.D.
Principal House,
D.A.V. College, Jalandhar
Mobile 9815700109
49. Professor Naval Kishore
(Department of Geology
Panjab University, Chandigarh)
House No. 1229, Sector 34-B,
Chandigarh
1. Science
2. Languages
3. Business Management &
Commerce
4. Design & Fine Arts

- 50.** Dr. Keshav Malhotra
Ph.D.
(Reader, Department of Evening Studies
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H.No. E1/16, Sector 14, P.U.,
Chandigarh
Mobile : 98148-24100
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2. Medical Sciences
3. Business Management &
Commerce
4. Dairying, Animal Husbandry &
Agriculture
- 51.** Shri Gopal Krishan Chatrath
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3. Business Management &
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4. Education
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199, Sector 16, Chandigarh
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Mobile 9417004482
E-mail : agpl.@glide.net.in
Fax : No. 0172-2702553)
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2. Law
3. Engineering & Technology
4. Business Management &
Commerce
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Panchkula
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2. Medical Sciences
3. Business Management &
Commerce
4. Education
- Second Address**
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Rana Sangha House
Kaheru Road, Dhuri
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Mobile 98158-13769)

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House No. 371, Giani Zail Singh Nagar
Ropar
1. Languages
2. Medical Sciences
3. Business Management &
Commerce
4. Education

- | | | | |
|------------|--|----------------------|---|
| 55. | Sardar Manpreet Singh Badal
House No. 30, Sector 3,
Chandigarh | 1.
2.
3.
4. | Law
Languages
Education
Design & Fine Arts |
|------------|--|----------------------|---|

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- | | | | |
|------------|---|----------------------|---|
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M.P. (Lok Sabha- Chandigarh)
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2.
3.
4. | Languages
Medical Sciences
Business Management &
Commerce
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| 57. | Shri Satya Pal Jain
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Chandigarh)
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2.
3.
4. | Arts
Law
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Pharmaceutical Sciences |
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(PUTA), Chandigarh]
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Mobile 9815984489) | 1.
2.
3.
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Business Management &
Commerce |
| 59. | Dr. (Ms.) Cecilia Antony
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2.
3.
4. | Languages
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Business Management &
Commerce
Design & Fine Arts |
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Mobile 94174-55011) | 1.
2.
3.
4. | Science
Law
Pharmaceutical Sciences
Engineering & Technology |

- 61.** Professor Akhtar Mahmood
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 2. Law
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 4. Pharmaceutical Sciences
- 62.** Justice S.K. Jain (Retd.)
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Chandigarh
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 3. Business Management & Commerce
 4. Pharmaceutical Sciences
- 63.** Shri Sukhbir Singh Badal, M.P.
V. & P.O. Badal
Teh. Malout, Distt. Muktsar
Punjab
1. Languages
 2. Medical Sciences
 3. Education
 4. Design & Fine Arts
- 64.** Dr. (Smt.) Aruna Goel
(Professor of Sanskrit
Department of Correspondence Studies &
Honorary Director, Centre for Women
Studies & Development
Panjab University, Chandigarh)
H.No. 185, Sector 16 A, Chandigarh
(Tel. Nos. Off. 2534313, 2534762, 2544080
Res. 2541456,
M-9872216185)
1. Languages
 2. Arts
 3. Education
 4. Design & Fine Arts
- 65.** Shri Lajpat Rai
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B. XIX, 534/11
Atam Marg, Civil Lines
Ludhiana, Punjab
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 2. Medical Sciences
 3. Business Management & Commerce
 4. Design & Fine Arts
- 66.** Professor Ganesh Dutt Bhardwaj
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Mobile 94173-08242)
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 3. Business Management & Commerce
 4. Design & Fine Arts
- 67.** Shri Radhey Shyam Sharma
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 3. Business Management & Commerce
 4. Design & Fine Arts

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Mobile 09811358182
Telegraphic Address DAV MAN COM
Fax No. 011-227450279)
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 2. Science
 3. Business Management & Commerce
 4. Education
- 69.** Professor J.K. Chauhan
H.No. 1150, Sector 37-B
Chandigarh
(Tel. Nos. Off. 95161-2443830
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Mobile 9417431368
Fax No. 95161-2449558)
1. Law
 2. Arts
 3. Business Management & Commerce
 4. Education
- 70.** Professor A.K. Saihpal
(Department of Correspondence Studies
Panjab University, Chandigarh)
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(Tel. Nos. Off. 0172-2543433
Res. 0172-2542178
Mobile 98155-66664)
1. Arts
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 3. Business Management & Commerce
 4. Pharmaceutical Sciences
- 71.** Shri P.C. Dogra
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H.No. 1193, Sector 18-C,
Chandigarh-160018
(Tel. No. Off. 0172-2726947
Res. 0172-2728947
Mobile 9814087812
Fax Nos. 0172- 2726947, 2728947)
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 3. Business Management & Commerce
 4. Education
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(Retd.)
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(Tel. No. Off. 0172-2622056
Mobile 9317526102)
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 2. Law
 3. Dairying, Animal Husbandry & Agriculture
 4. Education

- 73.** Dr. K.K. Talwar
(Director
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Education & Research, Sector 12,
Chandigarh)
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(Tel. Nos. Off. 0172-2745062
Res. 0172-2746688
Fax No. 0172-2744401)
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 2. Medical Sciences
 3. Education
 4. Pharmaceutical Sciences
- 74.** Professor J.C. Bansal
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Department of Chemical Engineering &
Technology, Panjab University, Chandigarh)
H.No. 3370, Sector 15-D, Chandigarh
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 2. Law
 3. Engineering & Technology
 4. Business Management &
Commerce
- 75.** Shri G.C. Garg
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Res. 0172-2546173
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 3. Engineering & Technology
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 3. Business Management &
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 4. Engineering & Technology
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 2. Law
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 4. Business Management &
Commerce

- 79.** Professor Deepak Manmohan Singh
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H.No. 2229, Sector 38-C, Chandigarh
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 2. Science
 3. Education
 4. Design & Fine Arts
- 80.** Shri Rajinder Bhandari
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Post Graduate Department of Commerce
Arya College, Ludhiana, Punjab
- Second Address**
- Shri Rajinder Bhandari
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 3. Business Management &
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- 81.** Dr. Amarjit Singh Dua
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Commerce
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- 82.** Shri Tarsem Bahia
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Mobile 98143-21392)
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 3. Education
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- 83.** Shri Avinash Rai Khanna
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Res. 01882-247544
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56, South Avenue, New Delhi
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1. Law
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Commerce
 4. Education

- 84.** Shri S.P. Oswal
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- 86.** Shri Vishnu Bhagwan, IAS (Retd.)
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Mobile 94160-44422
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Mobile 9818226677
Telegraphic Address MANDEVIN
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D.M. College, Moga, Punjab
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Ms. Kuldip Kaur Pannu
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Mobile 9814175284)
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3. Business Management & Commerce
4. Education

- 89.** Dr. Pawan Kapur
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Fax No. 0172-2651291)
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PANJAB UNIVERSITY

CALENDAR VOLUME I

2007

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