

# **The Hand Book of Code of Conduct**



**Lyallpur Khalsa College, Jalandhar**

*This handbook of Code of Conduct has been prepared by the IQAC in following the directions of the Governing Council and in accordance with the Guru Nanak Dev University, Amritsar which is the affiliating university of the college. The purpose of its contents is to make the subjects mentioned in the handbook aware of their responsibilities and of the conduct expected from them. The rights for making amendments in this handbook lie with the IQAC of the institution.*

### **1.1 Code of Conduct for Students**

The aim of this Code of Conduct is to inculcate a sense of discipline, conscientiousness and co-existence in students and to create a system which will ensure student growth through individual and collective responsibility. All the students of the institution are requested to be aware of this Code of Conduct and are expected to abide by it.

A student:

1. Shall enter the college premises only with a valid College Identity Card.
2. Shall abstain from using mobile phone for photography in the class / campus without the permission of competent authority.
3. Shall observe regularity and punctuality in his/ her attendance and studies and shall uphold academic integrity.
4. Shall apply for leave in case he/she is unable attend the classes.
5. Shall strictly follow lab instructions while working in labs.
6. Shall follow hostel instructions in case he/she is a resident of the college hostels.
7. Shall clear all dues before leaving the institution, after or before the completion of his/her course.
8. Shall not perform or participate in any kind of ragging activities directly or indirectly.
9. Shall not indulge in any form of misconduct, including participating in any activity in or off -campus which can affect the interests and reputation of the institution, nor shall get involved in any disruptive activity in the class room or in an event organized by the institution
10. Shall not engage in disputes and disorderly, lewd, or indecent conduct such as creating noise; quarrelling and bullying.
11. Shall not intentionally damage or destroy the institutional property or property of other students
12. Shall not carry -unauthorized - any weapons and harmful chemicals in the college campus.
13. Shall not participate in active politics.
14. Shall not park vehicle in a place other than area earmarked for students.
15. Shall not organize students' meetings without seeking permission from the Principal.

16. Shall not use unfair means in House or University exams.
17. Shall not record audio and video clippings of any activity on the campus, or provide such clippings to media without prior permission.
18. Shall not post anything on social media that goes against the interests and reputation of the institution.

In case of any breach of the code of conduct, a suitable disciplinary action ranging from monetary penalty to temporary suspension or expulsion will be taken against the said student.

## **2.1 Code of Conduct for the Head of the Department**

The Head of the Department:

1. Shall distribute the work load of all the staff (teaching and departmental) of the department and shall ensure that the work load of the teacher is not less than 42 hours a week.
2. Shall ensure that the departmental time table is strictly followed.
3. Shall plan, devise and implement the academic and co- curricular activities calendar of the department with approval from the Principal.
4. Shall assign duties to the faculty members of the department to facilitate smooth working of the departmental
5. Shall organize regular meetings of the department in which academic, co- curricular and other issues of the department will be discussed and the faculty members will be informed of different administrative developments and decisions.
6. Shall stay in touch with the faculty members to ascertain the progress of the academic processes.
7. Shall take feedback from the students on curriculum, teaching process etc. formally or informally and will try to solve their problems.
8. Shall be the supervisor of the mentor system for the department and shall guide and instruct the teacher mentors in this regard.
9. Shall ensure discipline among the students of the department.
10. Shall be the librarian of the departmental library.

### **3.1 Code of Conduct for the Principal**

The Principal:

1. Shall provide leadership and direction to the institution in its functioning and shall ensure co-ordination in the same.
2. Shall issue and pass information and keep a diligent vigil on the implementation to get the desired results.
3. Shall discuss, motivate, implement and access the intuitional functioning at various levels.
4. Shall constitute various committees for academics, sports, cultural activities, tours and travels, NCC, NSS and community linkages etc. to achieve the main objectives of the institution and see that the institutional working is as per the policies, rules and directions of the government, affiliating university and the governing body.
5. Shall give directives and check the working of both teaching and non-teaching staff.
6. Shall take measures for the growth of the institution and the maintenance of the infrastructure.
7. Shall prepare the projects to get maximum grants from UGC/HRD/DST etc.
8. Shall act as a co-coordinator between the institution and the Govt., UGC, University, Governing Council and other institutions.
9. Shall raise sufficient funds for the growth of the institution, plan the budgetary provisions and ensure financial audit of the institution.
10. Shall be responsible for the quality concerns of the institution as the head of the Internal Quality Assurance Cell and shall devise an action plan for the academic session in consultation with the members of the cell.
11. Shall take all the necessary actions as and when required to maintain discipline and order in the Institution.
12. Shall promote academic growth of the faculty members.
- 13.

14. Shall write confidential report of all staff members of the institution and submit them to the Governing Council.
15. Shall submit an annual report to the Governing Council on the activities and achievements of various departments and bodies.

# CALENDAR

VOLUME I

2017

*(Act & Statutes)*



**GURU NANAK DEV UNIVERSITY**  
**AMRITSAR (India)**



**Price : Rs. 700/-**

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The text of the Calendar incorporates amendments made upto 31-01-2017

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**THE GURU NANAK DEV UNIVERSITY,  
AMRITSAR**

**Act, 1969\* (as amended upto 19th April, 2004)**

**(Punjab Act No. 21 of 1969)**

[Received the assent of the Governor of Punjab on the 25th November, 1969 and first published in the *Punjab Government Gazette (Extraordinary)* Legislative Supplement, Part I, of the 28th November, 1969].

**AN ACT**

*to establish and incorporate a University at Amritsar to mark the five hundredth birth anniversary of Shri Guru Nanak Dev Ji.*

Be it enacted by the Legislature of the State of Punjab in the Twentieth Year of Republic of India as follows:-

- |  |                    |
|--|--------------------|
| 1. This act may be called the** [Guru Nanak Dev] University Amritsar Act, 1969.  | <b>Short Title</b> |
| 2. In this Act and in all Statutes, Ordinances and Regulations made hereunder unless the context otherwise requires:   | <b>Definitions</b> |
| (a) "College" means an institution maintained by or admitted to the privileges of the University under this act.   |                    |
| (b) "Principal" means the head of a college and includes, when there is no Principal, the person for the time being duly appointed to act as Principal and in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such. |                    |

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\* For Statement of Objects and Reasons, see Punjab Government Gazette (Extraordinary), 1969, page 1114.

\*\* Subs. by the Guru Nanak University Amritsar (Amendment) Act, 1975, S.2 for "Guru Nanak".

(ii)

ACT

- (c) "Statutes", "Ordinances" and "Regulations" mean respectively the Statutes, Ordinances and Regulations of the University made by or under this Act.
- (d) "Teachers" include Professors, Readers, Lecturers and other persons imparting instruction in the University or in any College.
- (e) "University" means the\* [Guru Nanak Dev] University Amritsar, as incorporated under this Act.

**Incorporation of the University**

- 3. (1) The first Chancellor and the first Vice-Chancellor of the University and the first members of the Senate, the Syndicate and Academic Council and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership are hereby constituted a body corporate by the name of "The\*\* [Guru Nanak Dev] University Amritsar".
- (2) The University shall have perpetual succession and common seal with power to acquire, hold and dispose of property, and to contract and may by the said name sue and be sued.
- (3) The University shall be located at Amritsar.

**Powers and duties of the University**

- 4. The University shall exercise the following powers and perform the following duties, namely:
  - (1) To make provision for imparting education and for promoting research in the humanities, learned professions, sciences, especially of applied nature, technology and such other branches of learning and courses of study as it may think fit.

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\* Subs. by the Guru Nanak University Amritsar (Amendment) Act, 1975, S. 2 for "Guru Nanak".

\*\* Ibid.

- (2) To make provision for study and research on the life and teachings of\*\*\* [Guru Nanak Dev] and their cultural and religious impact in the context of Indian and world civilisations.
- (3) To promote Punjabi studies, to provide for research in Punjabi language and literature and to undertake measures for the development of Punjabi Language, literature and culture.
- (4) To institute and confer degrees, diplomas and other academic distinctions.
- (5) To hold examinations and to grant and confer degrees, diplomas and other distinctions to and on persons who:
  - (a) shall have pursued a course of study in the University or in one of its institutions unless exempted therefrom in the manner prescribed by the Statutes, Ordinances and Regulations and shall have passed the examination prescribed by the University; or
  - (b) shall have carried on research under conditions prescribed by the Ordinances and Regulations.
- (6) To confer honorary degrees in the manner laid down by the Statutes.
- (7) To institute Professorships, Readerships, Lecturerships and any other teaching posts required by the University and to appoint persons to such Professorships, Readerships, Lecturerships and other posts.
- (8) To institute and award fellowships, scholarships, studentships, exhibition and prizes in accordance with Statutes and Ordinances.

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\*\*\* Ibid.

- (9) To institute and maintain Halls and Hostels.
- (10) To supervise and control the residence and discipline of the students of the University and to make arrangements for promoting their health and general welfare.
- (11) To organise University laboratories, libraries, museums and to provide such other equipment for teaching and research as required.
- (12) To demand and receive such fees and other charges as may be prescribed by the Ordinances.
- (13) To hold and manage trusts and endowments which may be created in favour of the University.
- (14) To institute and manage:
  - (a) Printing and Publication Departments.
  - (b) University Extension Boards.
  - (c) Information Bureaux. And
  - (d) Employment Bureaux.
- (15) To make special provision for the spread of University Education among classes and communities which are educationally backward.
- (16) To make provision for:
  - (a) The maintenance of National Cadet Corps or other similar organisations.
  - (b) Physical and military training.
  - (c) Students' Associations. And
  - (d) Sports and Athletic clubs.
- (17) To create administrative, ministerial and other necessary posts and to make appointments thereto.



- (18) To receive gifts, donations or benefaction from Government and to receive bequests, donations and transfers of movable or immovable property from testators, donors or transferors as the case may be.
- (19) To frame Statutes, Ordinances or Regulations for all or any of the aforesaid purpose; and to alter, modify or rescind the same. And
- (20) To do all such other acts whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University.
- 5.(1) The State Government may, by notification, specify the limits of the area in which the University shall exercise its power and perform its duties.
- (2) Notwithstanding anything contained in any other law for the time being in force, no educational institution beyond the limits of the area specified under sub-section (1) shall be associated with or admitted to any privileges of the University.
- (3) Notwithstanding anything contained in any other law for the time being in force, any educational institution situated within the limits of the area specified under sub-section (1) shall, with effect from such date as may be notified in this behalf by the State Government, be deemed to be associated with and admitted to the privileges of the University and shall cease to be associated in any way with, or be admitted to any privileges of the Panjab University; and different dates may be appointed for different institutions.

**Territorial  
exercise of  
powers**

Provided that:

- (a) any student of any such institution affiliated to the Panjab University before the said date, who was studying for any degree and diploma examination of the said University

shall be permitted to complete his course in preparation therefore and the University shall hold for such students examinations in accordance with the curricula of study in force in Panjab University for such period as may be prescribed by the Statutes or Ordinances or Regulations, and

- (b) any such student may, until any such examination is held by the University, be admitted to the examination of the Panjab University and be conferred the degree, diploma or any other privileges of that University for which he qualifies on the result of such examination.

**University open to all irrespective of religion, race, caste, sex or place of birth**

- 6.(1) No person shall be excluded from any office of the University or from membership of any of its authorities or from admission to any degree, diploma, or other academic distinction or course of study on grounds only of religion, race, caste, sex, place of birth or any of them.

Provided that the University may maintain any college or institution exclusively for women either for education, instruction or residence or reserve for women or members of classes and communities which are educationally backward, places for purposes of admission as students in any college or institution maintained or controlled by the University.

- (2) It shall not be lawful for the University to impose on any person any test whatsoever relating to religion, race, caste, sex or place of birth in order to entitle him to be admitted as a teacher or to hold any office in the University or to qualify for any degree, diploma or other academic distinction or to enjoy or exercise any privileges of the University or benefaction thereof.

7. The following shall be the officers of the University, namely :
- Officers of the University**
- (i) The Chancellor.
  - (ii) The Vice-Chancellor.
  - (iii) The Registrar.
  - (iv) The Deans of the Faculties. And
  - (v) Such other persons in the service of the University as may be declared by the Statutes to be officers of the University.
8. Subject to the provisions of this Act, the mode of appointment of the officers of the University, their powers and duties, the terms and conditions of their service and the filling of casual vacancies in such offices shall be provided for by the Statutes or Ordinances.
- Appointment, duties and powers and conditions of service of officers of the University**
9. The Governor of Punjab shall be the Chancellor of the University.
- Chancellor**
10. (1) The Vice-Chancellor shall be appointed by the Chancellor on the advice of the State Government.
- Appointment, powers, duties and conditions of service of Vice-Chancellor**
- (2) The Vice-Chancellor shall hold office for a term of three years which may be extended by the Chancellor on similar advice, for such further periods not exceeding three years at a time as he may deem fit.
- (3) The Chancellor shall determine the amount of remuneration and other conditions of service of the Vice-Chancellor:
- Provided that such terms and conditions shall not be altered to the disadvantage of the Vice-Chancellor during his term of office.
- \* (4) In the event of the occurrence of any vacancy in the office of the Vice-Chancellor

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\* Ins. by the Guru Nanak Dev University, Amritsar (Amendment) Act, 1985.

by reason of his death, resignation, expiration of his term or otherwise, the Chancellor may appoint any person to act as the Vice-Chancellor for a period of not exceeding one year or until a new Vice-Chancellor appointed under sub-section (1) enters upon his office, whichever is earlier.

- (4-A) The Chancellor shall determine the amount of remuneration or allowances and other conditions of service of the person appointed under sub-section (4).
- (5) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general control over its affairs in accordance with the Statutes, Ordinances and Regulations and give effect to the decisions of the authorities of the University. He shall be *ex-officio* Chairman of the Senate, the Syndicate, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at any convocation of the University. He shall be entitled to be present at and address any meeting of any authority or other body of the University.
- (6) The Vice-Chancellor shall have the power of convening meetings of the Senate, the Syndicate and Academic Council. He may delegate this power to any other officer of the University.
- (7) It shall be the duty of the Vice-Chancellor to ensure that the Act, Statutes, Ordinances and Regulations are faithfully observed and he shall have all powers necessary for this purpose.
- (8) If, in the opinion of the Vice-Chancellor an emergency has arisen which requires immediate action to be taken, the

Vice-Chancellor shall take such action as he deems necessary and shall report the same for confirmation at the next meeting to the authority which, in the ordinary course, would have dealt with the matter.

Provided that if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer within thirty days from the date on which he receives notice of such action, an appeal to the Chancellor.

- (9) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes and Ordinances.

\*(10-A) \*\*                      \*\*                      \*\*

11. (1) The Registrar shall be appointed by the Syndicate and shall be a whole-time administrative officer of the University. The terms and conditions of service of the Registrar shall be such as may be prescribed by the Syndicate.

**Appointment  
powers, duties  
and conditions  
of service of  
Registrar**

Provided that the term of office of the Registrar shall be four years or upto the age of sixty years which ever expires earlier.

Provided further that the appointment of the first Registrar shall be made by the State Government.

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\* Ins. by the Guru Nanak University, Amritsar (Amendment) Act, 1975 S. 5 and Omitted by Guru Nanak Dev University, Amritsar (Amendment) Act, 2004, S. 3.

- (2) The Registrar shall be *ex-officio Secretary* of the Senate, the Syndicate, the Academic Council and the Finance Committee.
- (3) It shall be the duty of the Registrar:
  - (a) to be custodian of the records, common seal and such other property of the University as the Syndicate shall commit to his charge.
  - (b) to keep the minutes of all meetings of the Senate, the Syndicate, the Academic Council and the Finance Committee;
  - (c) to conduct the official correspondence of the Senate, the Syndicate and the Academic Council;
  - (d) to arrange for and superintend the examinations of the University;
  - (e) to supply to the Chancellor copies of the agenda of the meetings of authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
  - (f) to perform such other duties as may from time to time be assigned to him by the Syndicate.

**Authorities of  
the University**

12. The following shall be authorities of the University, namely:
  - (i) The Senate.
  - (ii) The Syndicate.
  - (iii) The Academic Council.
  - (iv) The Faculties.
  - (v) The Boards of Studies. And

- (vi) Such other authorities as may be declared by the Statutes to be the authorities of the University.

13. (1) The Senate shall consist of the Chancellor, the Vice-Chancellor and the following other persons, namely:

Senate

**Ex-officio Fellows**

- (i) The Chief Justice of the High Court having jurisdiction in the State of Punjab.
- (ii) The Chief Minister, Punjab.
- (iii) The Education Minister, Punjab.
- (iv) The Secretary, Education Department, Punjab.
- (v) The Advocate-General, Punjab, or the Legal Remembrancer Punjab, as may be nominated by the State Government.
- (vi) The Director, Public Instruction, Punjab.
- (vii) The Dean, Academic Affairs and Students' Welfare.

**Ordinary Fellows**

- (i) Six Deans of Faculties, of whom three shall be Professors, by rotation, according to age.
- (ii) Four Heads of University Departments of studies who are not Deans, of whom two shall be professors, by rotation, according to age.
- (iii) Six Principals of Colleges admitted to the privileges of the University of whom three shall be Principals of Government Colleges, by rotation, according to age.

Provided that no Principal who has attained the age of sixty years shall be eligible to be or continue as a Fellow.

- (iv) One Reader and One Lecturer with atleast five years postgraduate teaching experience, by rotation, according to age.

- (v) One nominee of each Trust Institution or Corporation donating to the University not less than one lac rupees, or transferring property of like value, provided that such Trust, Institution or Corporation donating more than one lac rupees or transferring property of like value shall be entitled to nominate one additional Fellow for each additional five lac rupees or property of the like value; provided further that the number of Fellows so nominated by such Trust, Institution or Corporation shall not exceed five.
- (vi) Every person donating one lac rupees or more or transferring property of like value to the University, for life time.
- (vii) Twenty-three persons to be nominated by the Chancellor on the advice of the State Government for their distinguished work in education or in any other sphere of literary or Public activity.
- (viii) Three persons to be co-opted by the Senate.
- (ix) Three persons nominated to the Syndicate by the Chancellor on the advice of the State Government, for the period they remain members of the Syndicate.
- (x) Three persons nominated by the State Government from amongst the members of the Punjab Legislative Assembly.
- (xi) One teacher having a minimum experience of seven years in teaching from each College having sixty or more teachers on its staff and admitted to the privileges of the University, by rotation, according to age, beginning with the youngest.



- (xii) Six persons having a minimum experience of seven years in teaching from amongst teachers of Colleges having less than sixty teachers each on their staff and admitted to the privileges of the University, of whom three shall be teachers of Government Colleges, by rotation, according to age, beginning with the youngest.
- (xiii) Two persons to be nominated by the State Government from amongst ex-soldiers not below the rank of a commissioned officer.
- \*(xiv) Six students nominated by the State Government out of whom one shall be from amongst women, one from amongst members of Scheduled Castes, one from amongst such Backward Classes as have been or are notified by the State Government and two on the basis of academic record.

Provided that no student shall be nominated or shall continue as Fellow, if:

- (a) he is not on the rolls of the University or of any College admitted to the privileges of the University;
- (b) he had passed the High School Examination more than six years or Higher Secondary Examination more than five years prior to the date of nomination;
- (c) he has not been on the rolls of the University or of any College admitted to the privileges of the University continuously for a period of not less than one year preceding the date of nomination;
- (d) he has failed in any annual

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\* Ins. by the Guru Nanak University Amritsar (Amendment) Act, 1976, S. 2.

examination held by the University or College;

- (e) he has been punished by any authority of the University or College for misconduct; or
  - (f) he has been convicted by a Court for an offence involving moral turpitude.
- (2) Save as otherwise provided in this section an Ordinary Fellow shall hold office for a period of two years.
  - (3) An Ordinary Fellow may, by letter addressed to the Chancellor, resign his office.
  - (4) Where an Ordinary Fellow fails to attend any meeting of the Senate during a continuous period of one year, the Chancellor may declare that the office of such Fellow has fallen vacant.
  - (5) The Chancellor may, on the recommendation of the Vice-Chancellor, cancel the fellowship of any person who ceases to hold office by virtue of which he became such a Fellow.
  - (6) When a vacancy occurs in the Senate by resignation or death of a Fellow or otherwise, the vacancy shall be filled in the manner provided in sub-section (1).

Provided that the person who fills such vacancy shall hold office for the unexpired portion of the term for which the person in whose place he becomes a Fellow would have otherwise continued in Office.

- \*(7) Subject to the provisions of this Act, the Senate shall have the following powers and functions, namely:

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\* Subs. by the Guru Nanak University Amritsar (Amendment) Act, 1975, S. 6(ii).

- (a) To review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University.
  - (b) To consider and pass resolutions on the annual report and the annual accounts of the University and the audit report thereon;
  - (c) To advise the Chancellor in respect of any matter which may be referred to it for advice. And
  - (d) To perform such other duties and exercise such other functions as may be assigned to it by this Act or the Statutes or by the Chancellor.
- (8) An annual meeting of the Senate shall be held on a date to be fixed by the Vice-Chancellor. At such annual meeting, a report of the working of the University during the previous year together with a statement of the receipts and the expenditure, the balance-sheet and the financial estimates shall be presented.
- (9) Special meetings of the Senate may be convened by the Vice-Chancellor as and when necessary.

Provided that a special meeting of the Senate shall be called if one-third of the members of the Senate or twenty-five members whichever number is less, make a requisition in writing in this behalf.

14.(1)The Syndicate shall consist of the following members, namely:

- (i) The Vice-Chancellor *ex-officio*.
- (ii) The Secretary, Education Department, Punjab *ex-officio*.
- (iii) The Director, Public Instruction, Punjab *ex-officio*.

**Syndicate**

- (iv) The Dean, Academic Affairs and Students' Welfare *ex-officio*.
  - (v) Three persons from amongst Deans of faculties who are members of the Senate, by rotation, according to age.
  - (vi) Two persons from amongst Heads of Departments, other than Deans who are members of the Senate, by rotation, according to age.
  - (vii) Three persons from amongst principals of colleges other than Deans of Faculties who are members of the Senate, by rotation, according to age, of whom atleast one shall be principal of a Government College.
  - (viii) Three persons elected by the Senate from amongst its members.
  - (ix) Three persons to be nominated by the Chancellor on the advice of the State Government.
- (2) The members of the Syndicate other than *ex-officio* members, shall hold office for a period of one year.
- (3) A member of the Syndicate, may, by letter addressed to the Chancellor, resign his office.
- (4) When a vacancy occurs in the office of member of the Syndicate by resignation or death of a member or otherwise, the vacancy shall be filled in the manner provided in sub-section (1).

Provided that the person who fills such vacancy shall hold office for the unexpired portion of the term for which the person in whose place he becomes a member would have otherwise continued in office.

- \* (5) The Syndicate shall be the principal executive body of the University and shall have the management and administration of revenue and property of the University and be responsible for

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\* Subs. by the Guru Nanak University Amritsar (Amendment) Act, 1975, S. 7(ii).

the conduct of all administrative affairs of the University not otherwise provided for.

15. The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the ordinances, have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters.
- Academic Council**
- 16.(1) There shall be a Finance Committee of the University consisting of the following persons, namely :
- Finance Committee**
- (i) The Vice-Chancellor as Chairman.
  - (ii) The Finance Secretary to the State Government, or his nominee not below the rank of Deputy Secretary.
  - (iii) The Education Secretary to the State Government.
  - (iv) Two members to be elected by the Senate.
  - (v) Two members to be elected by the Syndicate.
- (2) The members elected by the Senate and the Syndicate shall hold office for two years.
- (3) The Finance Committee shall advise the Syndicate on all financial matters.
17. Subject to the provisions of this Act., The Constitution, powers and duties of the authorities of the University shall be provided for by the Statutes.
- Powers and Duties of the authorities of the Universtiy**
18. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely :-
- Statutes**

- (a) The constitution, powers and duties of the Academic Council and such other bodies as may be deemed necessary to constitute from time to time.
- (b) The appointment, powers and duties of the officers of the University;
- (c) The constitution of a pension or provident fund and the establishment of an insurance scheme for the benefit of the officers, teachers and other employees of the University.
- (d) The conferment of Honorary degrees.
- (e) The withdrawal of degrees, diplomas, certificates and other academic distinctions.
- (f) The establishment and abolition of faculties, departments, halls, hostels, colleges and institutions.
- (g) The conditions under which college and other institutions may be admitted to the privileges of the University and the withdrawal of such privileges.
- (h) The institution of fellowships, scholarships, studentships, exhibitions, medals and prizes. And
- (i) All other matters which by this Act are or may be provided for by the Statutes.

**The making, amendment, repeal, and operation of Statutes**

19.(1) The first Statute of the University shall be made by the State Government and notified in the official Gazette.

\*[(2) The Syndicate may, from time to time, make new or additional Statutes or may amend or repeal the Statutes.]

\*\* (3)

\*\* (4)

\*\* (5)

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\* Subs. by the Guru Nanak University Amritsar (Amendment) Act, 1975, S. 8(i) for "The Senate.....in this section provided."

\*\* Sub-sections (3), (4) and (5) omitted by the Guru Nanak University Amritsar (Amendment), Act, 1975, S. 8 (ii)

- (6) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the approval of the Chancellor who may sanction, disallow or remit it for further consideration.

20. Subject to the provision of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:

**Ordinances**

- (a) The admission of students to the University and their enrolment as such.
- (b) The courses of study to be laid down for all degrees, diplomas and certificates of the University.
- (c) The degrees, diplomas, certificates and other academic distinctions to be awarded by the University, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same.
- (d) The fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University.
- (e) The conditions for the award of fellowships, scholarships, studentships, exhibitions, medals and prizes.
- (f) The conduct of examinations including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators.
- (g) The maintenance of discipline among the students of the University.
- (h) The conditions of residence of students at the University.
- (i) The emoluments and terms and conditions of service of teachers of the University.
- (j) The management of colleges and other institutions founded or maintained by the University.

- (k) The supervision and inspection of Colleges and other institutions admitted to the privileges of the University. And
- (l) All other matters which by this Act or the Statutes are to be or may be provided for by the Ordinances.
- Making of Ordinances etc.** 21. (1) Ordinances shall be made, amended, repealed or added to by the Syndicate.  
 Provided that no Ordinance shall be made:
- (a) affecting the admission or enrolment of students or prescribing examinations to be recognised as equivalent to the University examinations; or
- (b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study.  
 unless a draft of such Ordinance has been proposed by the Academic Council.
- \* (2) The Syndicate shall not have the power to amend any draft Ordinance proposed by the Academic Council but may return it to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the Syndicate may suggest, or reject it after it has been submitted for the second time.
- \*\* (3)
- Regulations** 22. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances:
- (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum; and
- (b) providing for all matters which by this Act,
- 
- \* Amended by the Guru Nanak University Amritsar (Amendment) Act, 1975, S. 9(i)
- \*\* Sub-section (3) omitted by the Guru Nanak University Amritsar (Amendment) Act, 1975, S. 9(ii)



the Statutes or the Ordinances are to be prescribed by Regulations.

- (2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings, and of the business to be considered at meetings, and for the keeping of a record of the proceedings of the meetings.

23.(1) The State Government may, from time to time, provide such amounts by way of grants for meeting the capital, recurring or other expenditure of the University as it may deem fit.

**Grants by  
the State  
Government**

- (2) Without prejudice to the generality of the foregoing provision, the State Government shall provide a minimum annual grant of fifty lac rupees to the University for meeting its recurring expenditure:

Provided that if during any financial year the entire amount of the aforesaid grant is not utilised for meeting the recurring expenditure, the unutilised balance may, with the previous consent of the State Government, be utilised for meeting capital expenditure of the University.

24. The annual report of the University shall be prepared under the direction of the Syndicate, and shall be submitted to the Senate on or before such date as may be prescribed by the Statutes, and shall be considered by the Senate at its annual meeting. The Senate may pass resolutions thereon and communicate the same to the Syndicate.

**Annual  
Report**

25. The accounts of the incomes and expenditure of the University shall be submitted once in every year to the Government for such examination and audit as the Government may direct. The accounts, when audited, shall be published in the Official Gazette.

**Annual  
Accounts**

- |   |  |
|---|--|
| <b>Act or proceedings of University authorities and bodies not invalidated by vacancies</b> | <p>26. No act done, or proceeding taken, under this Act by any authority or other body of the University shall be invalid merely on the ground:</p> <p>(a) of any vacancy or defect in the constitution of the authority or body, or</p> <p>(b) of any defect or irregularity in election, nomination or appointment of a person acting as a member thereof, or</p> <p>(c) of any defect or irregularity in such act or proceeding not affecting the merits of the case.</p>   |
| <b>Disputes as to Constitution of University authorities and bodies</b>                     | <p>27. If any question arises whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.</p>  |
| <b>Special temporary power(s) of Government</b>   | <p>28. If any difficulty arises with respect to the establishment of the University or in connection with the first meeting of any authority of the University or otherwise in first giving effect to the provisions of this Act, the Government may at any time before any authority of the University has been constituted by order make any appointment or do anything, consistent so far as may be with the provisions of this Act, which appears to it necessary or expedient for the purposes of removing the difficulty, and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this act.</p> |
| <b>Repeal and Saving</b>  | <p>29. (1) The Guru Nanak University Amritsar Ordinance, 1969 (Punjab Ordinance No. 12 of 1969) is hereby repealed.</p> <p>2. Notwithstanding such repeal anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under this Act, as if this Act has commenced on the sixth day of October, 1969.</p>  |

**PUNJAB GOVERNMENT  
EDUCATION DEPARTMENT**

**Notification**

**The 16th March, 1970, Chandigarh.**

No. 2201-4 EDI-70/7147. In exercise of the powers conferred by sub-section (1) of section 5 of the \*Guru Nanak University Act, 1969, (Punjab Act No. 21 of 1969), the Governor of Punjab is pleased to specify the Districts of Amritsar, Gurdaspur, Jullundur and Kapurthala, in the State of Punjab, as the area in which the \*\*Guru Nanak University, Amritsar, shall exercise its power and perform its duties.

Further, in exercise of the powers conferred by sub-section (3) of section 5 of the aforesaid Act, The Governor of Punjab is pleased to notify the 30th day of 1970, June, as the date for the purposes of the said sub-section in respect of the Educational Institutions situated within the limits of the aforesaid area.

**Sd/- S.S. Bedi,**  
Secretary to Government, Punjab  
Education Department

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\* Name of the "Guru Nanak University" has been changed to the "Guru Nanak Dev University" vide Guru Nanak University, Amritsar (Amendment) Act 1975, S.2.

\*\* Ibid.

**THE GURU NANAK UNIVERSITY,  
AMRITSAR**

**(AMENDMENT) ACT, 1975**

**(Punjab Act No. 26 of 1975)**

[Received the assent of the Governor of Punjab on the 9th August, 1975 and published in the Punjab Government Gazette (Extraordinary), Legislative Department, Part 1 of the 21st August, 1975].

**AN ACT**

*to amend the Guru Nanak University Amritsar Act, 1969.*

Be it enacted by the Legislature of the State of Punjab in the Twentysixth year of the Republic of India, as follows :

- |   |   |
|---|---|
| <b>Short title</b>  | 1. This Act may be called the Guru Nanak University Amritsar (Amendment) Act, 1975.   |
| <b>Amendment of sections 1, 2 and 4 of Punjab Act 21 of 1969.</b> | 2. In the Guru Nanak University, Amritsar Act, 1969 (hereinafter referred to as the principal Act), in section 1, clause(e) of section 2 and clause (2) of section 4, for the words 'Guru Nanak' wherever occurring, the words 'Guru Nanak Dev' shall be substituted. |
| <b>Amendment of section 7 of Punjab Act 21 of 1969.</b>           | 3. In the principal Act, in section 7, after serial number (ii), the following shall be inserted, namely:<br>"(ii-a) the ProVice-Chancellor"  |
| <b>Amendment of section 10 of Punjab Act 21 of 1969.</b>          | 4. In section 10 of the principal Act, Sub-section (4) shall be omitted.  |
| <b>Insertion of new section 10-A in Punjab Act 21 of 1969.</b>    | 5. After section 10 of the principal Act, the following section shall be inserted, namely :   |

- "10-A.(1) The Pro-Vice-Chancellor shall be appointed by the Chancellor on the advice of the State Government.
- (2) The Pro-Vice-Chancellor shall hold office for a term of three years which may be extended by the Chancellor, on similar advice, for such further periods not exceeding three years at a time, as he may deem fit.
  - (3) The Chancellor shall determine the amount of remuneration and other conditions of service of the Pro-Vice-Chancellor.
  - (4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
  - (5) In the case of illness or absence on leave of the Vice-Chancellor or in any other contingency, the Pro-Vice-Chancellor shall preside over the meetings of the University and shall exercise such other powers and perform such duties as may be assigned to him by the Vice-Chancellor.
  - (6) In the case of illness or absence on leave of the Pro-Vice-Chancellor or in any other contingency, the Chancellor may appoint a person from amongst the Fellows of the University to act as the Pro-Vice-Chancellor, or make such other arrangements as he may think fit for the disposal of business during the absence of the Pro-Vice-Chancellor. The Chancellor shall determine the emoluments or allowances payable to the person temporarily appointed to discharge the functions of the Pro-Vice-Chancellor"

**Appointment,  
powers, duties  
and conditions  
of service of  
Pro-Vice-  
Chancellor.**

**Amendment of  
section 13 of  
Punjab Act 21  
of 1969.**

6. In section 13 of the principal Act.
- (i) in sub-section (1) between the words "the Vice-Chancellor" and "and the following" the sign and words, "Pro-Vice-Chancellor" shall be inserted; and
  - (ii) for sub-section (7), the following sub-section shall be substituted, namely :ó
- "(7) Subject to the provisions of this Act, the Senate shall have the following powers and functions, namely :ó
- (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
  - (b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report thereon;
  - (c) to advise the Chancellor in respect of any matter which may be referred to it for advice; and
  - (d) to perform such other duties and exercise such other functions as may be assigned to it by this Act or the Statutes or by the Chancellor."

**Amendment of  
section 14 of  
Punjab Act 21  
of 1969.**

7. In section 14 of the principal Act :ó
- (i) in sub-section (I), after serial number (i), the following shall be inserted, namely :ó
- "(i-a) the Pro-Vice-Chancellor-ex-officio" and
- (ii) for sub-section (5), the following sub-section shall be substituted, namely :ó
- "(5) The Syndicate shall be the principal executive body of the University and shall have the management and administration of revenue and property of the University and be responsible for the conduct of all administrative affairs of the University not otherwise provided for".

8. In section 19 of the principal Act :
- (i) for sub-section (2) the following sub-section shall be substituted, namely :  
"(2) The Syndicate may, from time to time, make new or additional Statutes or may amend or repeal the Statutes", and
- (ii) sub-sections (3), (4) and (5) shall be omitted.
9. In section 21 of the principal Act :
- (i) In sub-section (2), the words "where the Syndicate has rejected an Ordinance proposed by the Academic Council, it may appeal to the Senate which, after obtaining the views of the Syndicate, may, if it approves of the Ordinance, make the Ordinance and submit it to the Chancellor for approval" shall be omitted; and
- (ii) sub-section (3) shall be omitted.
- Amendment of section 19 of Punjab Act 21 of 1969.**
- Amendment of section 21 of Punjab Act 21 of 1969.**

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\* Entries relating to Pro-Vice Chancellor Omitted vide Guru Nanak Dev University, Amritsar (Amendment) Act 2004

**THE GURU NANAK DEV UNIVERSITY  
AMRITSAR**

**(AMENDMENT) ACT, 1976**

**(Punjab Act No. 17 of 1976)**

[Received the assent of the Governor of Punjab on the 15th April, 1976 and published in the Punjab Government Gazette (Extraordinary) Legislative Department, Part 1 of the 22nd April, 1976].

**AN ACT**

*to amend the Guru Nanak Dev University Amritsar Act, 1969*

Be it enacted by the Legislature of the State of Punjab in the twentyseventh Year of the Republic of India, as follows :

- |  |   |
|--|---|
| <b>Short title</b>                                       | 1. This Act may be called the Guru Nanak Dev University Amritsar (Amendment) Act, 1976.   |
| <b>Amendment of section 13 of Punjab Act 21 of 1969.</b> | 2. In section 13 of the Guru Nanak Dev University Amritsar Act, 1969, in Sub-section (1), after Clause (xiii), the following clause shall be inserted, namely:-<br>"(xiv) six students nominated by the State Government out of whom one shall be from amongst women, one from amongst members of Scheduled Castes, one from amongst such Backward Classes as have been or are notified by the State Government and two on the basis of academic record : |

Provided that no student shall be nominated or shall continue as Fellow, ifó

- (a) he is not on the rolls of the University or of any College admitted to the privileges of the University;
- (b) he had passed the High School Examination more than six years or Higher Secondary Examination more than five years prior to the date of nomination;



- (c) he has not been on the rolls of the University or of any College admitted to the privileges of the University continuously for a period of not less than one year preceding the date of nomination;
- (d) he has failed in any annual examination held by the University or College;
- (e) he has been punished by any authority of the University or College for misconduct; or
- (f) he has been convicted by a Court for an offence involving moral turpitude."

## THE GURU NANAK DEV UNIVERSITY AMRITSAR

### (AMENDMENT) ACT, 1985

(President's Act No. 4 of 1985 published in the Punjab Government Gazette (Extraordinary), Legal and Legislative Department, Part 1 of the 12th July, 1985).

#### AN ACT

*to amend the Guru Nanak Dev University, Amritsar Act, 1969.*

In exercise of the powers conferred by section 3 of the Punjab State Legislature (Delegation of Powers) Act, 1984, the President is pleased to enact as follows:ó

- |  |   |
|--|---|
| <b>Short title</b>   | 1. This Act may be called the Guru Nanak Dev University, Amritsar (Amendment) Act, 1985.  |
| <b>Amendment of Punjab Act 21 of 1969.</b>                     | 2. In the Guru Nanak Dev University Amritsar Act, 1969 (hereinafter referred to as the Principal Act), in section 10, after sub-section (3), the following sub-sections shall be inserted and shall be deemed to have been inserted with effect from the 21st day of November, 1984, namely:ó   |
| <b>Insertion of new sub-sections 4 &amp; 4-A in Section 10</b> | "(4) In the event of the occurrence of any vacancy in the office of the Vice-Chancellor by reason of his death, resignation, expiration of his term or otherwise, the Chancellor may appoint any person to act as the Vice-Chancellor for a period of not exceeding one year or until a new Vice-Chancellor appointed under sub-section (1) enters upon his office, whichever is earlier. |
|  | (4-A) The Chancellor shall determine the amount of remuneration or allowances and other conditions of service of the person appointed under sub-section (4)."   |

3. Anything done or any action taken (including the appointment of any person and anything done or action taken by such person) or purported to have been done or taken under or for the purposes of the principal Act on or after the 21st day of November, 1984 and before the commencement of this Act shall be deemed to have been validly done or taken in accordance with law as if the provisions of the principal Act as amended by section 2 had been in force at all material times.

#### **REASONS FOR THE ENACTMENT**

Guru Nanak Dev University, Amritsar, was established under The Guru Nanak Dev University Amritsar Act, 1969, which is a Punjab State Act. The Act provides for the appointment of the Vice-Chancellor of the University by the Chancellor on the advice of the State Government. On the expiry of the term of office of the then Vice-Chancellor on the 20th November, 1984, it was not possible to appoint a new Vice-Chancellor in accordance with the provisions of sub-section (i) of section 10 of the Act. An officer of the State Government was, therefore, asked to act as the Vice-Chancellor of the University until a Vice-Chancellor appointed in accordance with the provision of the aforesaid sub-section takes charge of the office of the Vice-Chancellor. As the said Act has no provision for making such appointments in the event of the occurrence of any vacancy in the office of the Vice-Chancellor by reason of the expiration of his term of office, death, resignation or otherwise, the Bill seeks to amend the Act to make such provision and to validate the appointment so made and the actions taken by him.

2. In view of the urgency of the matter, it is not practicable to consult the Consultative Committee of the Parliament on Punjab Legislation. This measure is accordingly being enacted without reference to the Consultative Committee.

**THE GURU NANAK DEV UNIVERSITY  
AMRITSAR**

**(AMENDMENT) ACT, 2004**

**(Punjab Act No. 11 of 2004)**

**AN ACT**

*further to amend the Guru Nanak Dev University, Amritsar Act, 1969*

Be it enacted by the Legislature of the State of Punjab in the Fifty-fifth Year of the Republic of India as follows :

- |   |  |
|---|--|
| <b>Short title and commencement.</b>                      | 1. (1) This Act may be called the Guru Nanak Dev University, Amritsar (Amendment) Act, 2004.<br><br>(2) It shall come into force at once.  |
| <b>Amendment of section 7 of Punjab Act 21 of 1969.</b>   | 2. In the Guru Nanak Dev University, Amritsar Act, 1969 (hereinafter referred to as the Principal Act), in section 7, serial number (ii-a) and the entries relating thereto, shall be omitted.   |
| <b>Omission of section 10-A of Punjab Act 21 of 1969.</b> | 3. In the Principal Act, section 10-A shall be omitted.  |
| <b>Amendment of section 13 of Punjab Act 21 of 1969.</b>  | 4. In the Principal Act, in section 13, in sub-section (1), the sign and words "Pro-Vice-Chancellor" shall be omitted.   |
| <b>Amendment of section 14 of Punjab Act 21 of 1969.</b>  | 5. In the principal Act, in section 14, in sub-section(I), serial number (i-a) and the entries relating thereto, shall be omitted.   |
| <b>Repeal and saving.</b>                                 | 6. (1) The Guru Nanak Dev University, Amritsar (Amendment) Ordinance, 2004 (Punjab Ordinance No. 9 of 2004), is hereby repealed.<br><br>(2) Notwithstanding such repeal, anything done or any action taken under the principal Act, as amended by the Ordinance referred to in sub-section(1), shall be deemed to have been done or taken under the principal Act, as amended by this Act. |

**CHAPTER I**  
**THE SCHEDULE**  
**THE STATUTES**  
**OF**  
**THE GURU NANAK DEV UNIVERSITY**

**Definition**

1. In these statutes, "Act" means the Guru Nanak Dev University, Amritsar, Act, 1969.

**Deans of the Faculties**

- 2.1 Every Professor of a University Department of Studies in the Faculty shall, by rotation according to seniority, act as the Dean of the Faculty for a period of *two years* commencing from July 1 of the relevant year.

Provided that, if in any Faculty there is no University Professor, the senior most University Associate Professor shall act as the Dean.

- 2.2 If there is no University Professor or Associate Professor in the Faculty, the Principal of the College, admitted to the privileges of the University, in the Faculty, shall be the Dean of the Faculty.

Provided that, if there is more than one such College in the Faculty, the Principals of the Colleges who are members of the Faculty shall hold the office of the Dean of the Faculty by rotation according to seniority.

Provided further that, if there is no Principal of a College as member of the Faculty, the Faculty shall elect its own Dean.

- 2.3 The Dean of the Faculty once appointed under clause 2.1 or 2.2 shall hold office for a period of two years;

Provided that :

- (i) the Dean of the Faculty appointed under clause 2.2 shall cease to hold office earlier on the appointment of Dean under clause 2.1; and
- (ii) the Dean of the Faculty appointed under the proviso to clause 2.1 shall cease to hold office earlier on the appointment of a Professor as Dean under that clause.

**Academic Council**

3.1 The Academic Council shall be the Academic Body of the University and shall consist of the following members, namely :

- (i) The Vice-Chancellor, as Chairman.
- (ii) Director of Public Instruction, Punjab.
- (iii) Dean of Academic Affairs.
- (iv) Dean Studentsí Welfare.
- (v) Dean College Development Council.
- (vi) Deans of Faculties.
- (vii) Heads of University Departments of Studies.
- (viii) Controller of Examinations.
- (ix) Two University Professors who are not Heads of Departments.
- (x) Principals of Colleges having Postgraduate classes.
- (xi) Principals of Colleges having Honours Courses in three or more subjects.
- (xii) Four Principals of Colleges who are not Deans of the Faculties, by rotation according to age.
- (xiii) Two Associate Professors and two Assistant Professors from the University Teaching Departments by rotation according to seniority.
- (xiv) One teacher from amongst those whose names are borne on the register maintained by the Registrar for this purpose having a minimum experience of ten years in teaching degree classes from each college admitted to the privileges of the University having sixty or more teachers on its staff, by rotation, according to age.
- (xv) Eight persons having a minimum experience of ten years in teaching degree classes from amongst teachers whose names are borne on the register maintained by the Registrar for the purpose of the Colleges having less than sixty teachers on their staff and admitted to the privileges of the University, by rotation according to age.
- (xvi) Incharge University Library, and
- (xvii) Four persons being specialists in different branches of knowledge not being employees of the University, co-opted by the Academic Council.

- 3.2 All members of the Academic Council, other than *ex-officio* members shall hold office for a period of two years, commencing from July 1.
- 3.3 The Academic Council shall, subject to the provisions of the Act, the Statutes and the Ordinances, have control and general regulation and be responsible for the maintenance of standards of instruction, education and examinations within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the statutes. It shall have right to advise the Syndicate on all academic matters.
- 3.4 Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the power :
- (i) To report on any matter referred to it or delegated to it by the Senate or the Syndicate.
  - (ii) To make recommendations to the Syndicate with regard to :
    - (a) The creation of teaching posts in the University and Colleges maintained by the University and the abolition thereof; and
    - (b) The classification of the posts referred to in sub-item (a) and their emoluments and the duties attached thereto.
  - (iii) To make recommendations to the Syndicate with regard to the formulation or modification or revision of schemes for the organisation of Faculties, and for the assignment to such Faculties, their respective subjects and also to report to the Syndicate as to the expediency of the abolition or sub-division of any Faculty or the combination of one Faculty with another.
  - (iv) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
  - (v) To make arrangements for the instruction and examination of persons not being members of the University as may be necessary.
  - (vi) To frame syllabi, courses of studies for various examinations of the University on the recommendations of Boards of Studies and Faculties.

- (vii) To promote research within the University and to secure, from time to time, reports, on such research.
- (viii) To consider proposals submitted by the Faculties.
- (ix) To appoint committees for admission of students to the University.
- (x) To recognize diplomas and degrees of other Universities and institutions and to determine their corresponding value in relation to the diplomas and degrees of the Guru Nanak Dev University, Amritsar.
- (xi) To fix, subject to any conditions accepted by the Syndicate, the time, mode and conditions of competitions of Fellowships, Scholarships and other prizes, and to award the same.
- (xii) To make recommendations to the Syndicate in regard to the appointments of Examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses.
- (xiii) To make arrangements for the conduct of examinations, the dates, time and places for which shall be fixed by the Vice-Chancellor.
- (xiv) To appoint, whenever necessary, Inspectors or Boards of Inspectors for inspecting Colleges, applying for admission to the privileges of the University.
- (xv) To declare the results of the various University examinations or to appoint committees of officers to do so, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, licenses, titles and marks of honours.
- (xvi) To award stipends, scholarships, medals and prizes and to make other awards in accordance with the Ordinances and such other conditions as may be attached to the awards.
- (xvii) To publish lists of prescribed or recommended text books, and to publish syllabi of the prescribed courses of study.
- (xviii) To prepare such forms and registers as are, from time to time, prescribed by the Ordinances, and
- (xix) To perform, in relation to Academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and the Ordinances.



**Faculties**

- 4.1 The University shall comprise the following Faculties, namely:
- (i) Faculty of Agriculture and Forestry.
  - (ii) Faculty of Applied Sciences.
  - (iii) Faculty of Arts and Social Sciences.
  - (iv) Faculty of Ayurvedic System of Medicine.
  - (v) Faculty of Dental Sciences.
  - (vi) Faculty of Economics and Business.
  - (vii) Faculty of Education.
  - (viii) Faculty of Engineering and Technology.
  - (ix) Faculty of Humanities and Religious Studies.
  - (x) Faculty of Languages.
  - (xi) Faculty of Laws.
  - (xii) Faculty of Life Sciences.
  - (xiii) Faculty of Medical Sciences.
  - (xiv) Faculty of Visual Arts and Performing Arts.
  - (xv) Faculty of Physical Education.
  - (xvi) Faculty of Physical Planning and Architecture.
  - (xvii) Faculty of Sciences.
  - (xviii) Faculty of Sports Medicine and Physiotherapy
  - (xix) Such other Faculties as may be prescribed by the Statutes.
- 4.2 Each Faculty shall comprise such subjects and Departments of Studies, as may be assigned to it by the Ordinances.
- 4.3 (a) Every Faculty other than the Faculty of Medical Sciences, Faculty of Agriculture and Forestry and the single department Faculties shall consist of the following members:
- (i) Dean of the Faculty.
  - (ii) All Heads of the University Departments of Studies in the Faculty.
  - (iii) All Heads of the post-graduate Departments in the Faculty from the Colleges admitted to the privileges of the University.
  - (iv) All University Professors and University Associate Professors in the Faculty.

- (v) All the Chairmen/Chairpersons of the Boards of Studies in the Faculty concerned.
- (vi) One Assistant Professor, by rotation according to seniority, from each University Teaching Department in the Faculty.
- (vii) One teacher having a minimum experience of 5 years of teaching from each College out of the teachers of the subject or subjects assigned to the Faculty, by rotation according to age.

Provided that in the case of Faculties of Dental Sciences, Education and Ayurvedic System of Medicine, two teachers having a minimum experience of 5 years of teaching representing each subject or where the subjects have been grouped together representing each such group in the Faculty from each College, admitted to the privileges of the University in the Faculty by rotation according to seniority.

Provided further that in the case of Faculty of Economics and Business upto 15 teachers teaching Economics will be taken by rotation according to seniority by experience and upto 10 teachers teaching commerce will be taken by rotation according to seniority by experience from the Colleges admitted to the privileges of this University. The condition of five years teaching experience may be relaxed in the case of commerce teachers.

- (viii) Four persons, atleast *two* of whom shall be from outside the University having expert knowledge of the subject or subjects concerned nominated by the Vice-Chancellor in consultation with the Dean of the Faculty concerned.
  - (ix) Two members co-opted by the Academic Council for their special knowledge of any subject assigned to the Faculty, and
  - (x) Vice-Chancellor...*ex-officio*.
- (b) The Faculty of single Department including faculty of Law shall consist of the following :
- (i) Head of the department.

Provided that in the case of Faculty of Law both the Heads of Department at Amritsar and Regional Campus Jalandhar shall be the members.

- (ii) All University Professors in the Faculty.
- (iii) Two Associate Professors, by rotation, according to seniority.

- (iv) Three Assistant Professors by rotation according to seniority.
- (v) Upto eight members with relevant expertise or experience to be nominated by the Vice-Chancellor in consultation with the Dean of the Faculty.
- (vi) Vice-Chancellor...*ex-officio*.

The Deans of all such Faculties shall be nominated by the Vice-Chancellor.

- (c) The Faculty of Medical Sciences shall consist of the following:
  - (i) The Vice-Chancellor...*ex-officio*.
  - (ii) Dean of the Faculty of Medical Sciences.
  - (iii) All Heads of the Post-graduate Departments and Professors from the College/s admitted to the privileges of the University in the Faculty.
  - (iv) Two Associate Professors having a minimum experience of five years of teaching representing each subject or where the subjects have been grouped together representing each group of the Faculty, by rotation according to seniority.
  - (v) Five persons having expert knowledge of the subject or subjects concerned nominated by the Vice-Chancellor.
- (d) The Faculty of Agriculture and Forestry shall consist of the following :
  - (i) Vice-Chancellor...*ex-officio*.
  - (ii) Dean of the Faculty of Agriculture and Forestry
  - (iii) All Heads of the Departments from the College/s admitted to the privileges of the University in the Faculty.
  - (iv) Five persons having expert knowledge of subjects concerned nominated by the Vice-Chancellor.

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

- 4.5 The Vice-Chancellor, and in his absence the Dean, shall be Chairman at all meetings of the Faculty. In the absence of the Vice-Chancellor, and the Dean, the members present at each meeting shall elect a Chairman. At a joint meeting of two or more Faculties, the Vice-Chancellor, if present, shall preside. In the absence of the Vice-Chancellor the members present at such meeting shall elect a Chairman.
- 4.6 All members of the Faculty other than *ex-officio* members shall hold office for a term of 2 years commencing from July 1.
- 4.7 Meetings of the Faculties shall be convened by the Secretary of the Faculty concerned as the Dean of the Faculty or in his absence, as the Vice-Chancellor may direct.
- 4.8 The Faculties shall have such powers and shall perform such duties as may be assigned to them by the Statutes and Ordinances. They shall also consider and make such recommendations to the Academic Council or any question pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council.
- 4.9 Every Faculty shall :
- (i) Consider recommendations of the Board of Studies with regard to the following matters and forward the same to the Academic Council and/or the Syndicate, as the case may be, with modifications, if any, made by the Faculty;
    - (a) syllabi and courses of reading to be completed by candidates for the examinations of the University;
    - (b) minimum qualifications required for the admission to various courses of study;
    - (c) other conditions to be complied with by candidates for admission to degrees, diplomas, licences and marks of honours.
  - (ii) Consider any other matter that may be referred by the Academic Council and/or the Syndicate.
- 4.10 The recommendations of the various Faculties regarding outlines of tests, syllabi and courses of reading in each paper for the examination in various Faculties shall be referred to the Academic Council, but the Academic Council shall not alter them without referring them back to the Faculty for reconsideration.
- 4.11 In the absence of recommendations by the Faculties, the Academic Council may prescribe in the month of December of

every year the same outlines of tests, syllabi and courses of reading for the admission of next year or take such action as it may deem fit.

### **Board of Studies**

5.1 There shall be two Boards of Studies in each subject, one for the undergraduate studies for all the examinations upto first degree level and the second for postgraduate studies for all the examinations of Postgraduate level including Post-graduate diploma courses of one year duration, but excluding M.Phil. and Honours School Courses.

- A. Each Board of Undergraduate Studies shall consist of :
- (i) The Head of the University department teaching the subjectóChairman, *ex-officio*.
  - (ii) One Professor of the University Department teaching the subject, by rotation, according to seniority.
  - (iii) One Associate Professor of the University Department teaching the subject, by rotation, according to seniority.
  - (iv) Six teachers from affiliated colleges with teaching experience of 10 years, and in the case of Ph.D. degree holders of 5 years engaged in teaching the under-graduate subject.
  - (v) One to two experts to be appointed by the Vice-Chancellor for a period of two years.
- B. Each Board of Post-graduate Studies shall consist of :
- (i) Head of the University Teaching DepartmentóChairman, *Ex-officio*.
  - (ii) Two Professors of the University Teaching Department, by rotation.
  - (iii) Two Associate Professors and two Assistant Professors from the University Teaching Department with teaching experience of 10 years and in case of Ph.D. Degree holders of 5 years, by rotation according to seniority.
  - (iv) Head of the Department and one teacher, by rotation from the affiliated colleges running the Post-graduate class, with teaching experience of 10 years and in case of Ph.D. degree holder of 5 years. If the number of affiliated colleges is two, there shall be the Head of the Department and one teacher, by

rotation, from each college. If the number of affiliated colleges is three or more, five teachers with requisite qualifications to be nominated by the Vice-Chancellor.

- (v) One to two experts to be appointed by the Vice-Chancellor for a period of two years.

5.1.1 The Board of Control may make recommendations to the Syndicate in all matters concerning all the courses being taught at the University Campus including syllabi and the appointment of examiners. However, one subject expert from outside the University may be included in the meeting of the Board of Control in which the syllabi are to be considered. The recommendations concerning syllabi shall be routed through the faculty and the Academic Council.

- 5.2 (i) If there is no University Department of Studies for a subject, a Committee of at least six persons appointed by the Vice-Chancellor on the advice of the Dean of the Faculty concerned, shall be the Board of Studies for that subject, or when the subjects have been grouped together, for that group of subjects.

Provided that the Committee so appointed shall include atleast one member taken from outside the University for his expert knowledge of the subject.

Provided further that a member of the Committee who is a teacher in a College admitted to the privileges of the University shall cease to be a member in case of his transfer outside the jurisdiction of the University.

- (ii) The Chairman of the Committee appointed under clause 5.2(i) shall be nominated by the Vice-Chancellor from amongst its members.
- (iii) The term of the Committee appointed under clause 5.2 (i) shall be of two years.

Provided that if before the expiry of this term the University establishes its own Department of Studies in the subject, the Committee will cease to exist and a new Board of Studies for the subject shall be constituted under paragraph 5.1 for the remaining period.

5.3 Board of Studies in Law shall consist of :

- (i) Dean of the Faculty...*ex-officio*.
- (ii) (a) Head, Department of Laws, University Campus, Amritsar.

- (b) Head, Department of Laws, and Head, School of Legal Studies, Regional Campus, Jalandhar.
  - (c) Head, Department of Laws, Regional Campus, Gurdaspur.
- (iii) All the Professors of Law at Amritsar, Jalandhar and Gurdaspur.
- (iv) Two Associate Professors and two Assistant Professors with atleast five years University teaching experience in Law by rotation according to seniority for a period of two years, from the :
- (a) Department of Laws, University Campus, Amritsar.
  - (b) Department of Laws; and School of Legal Studies, Regional Campus, Jalandhar.
  - (c) Department of Laws, Regional Campus, Gurdaspur.
- (v) Two outside experts/teachers of law.
- 5.4 The term of Board/Committee constituted under 5.1 or 5.2 and 5.3 shall be two years commencing from July 1.

Provided that members other than those appointed/nominated as experts from outside the jurisdiction of the University who fail to attend two consecutive meetings of Board of Studies without prior information to the Chairman/Registrar, shall have their membership discontinued for the remaining period.

Provided further that a member of the Board/Committee who is debarred from any remunerative work of the University by the Syndicate for whatsoever reason, shall cease to be a member of the Board/Committee as the case may be.

A teacher debarred from remunerative work of University shall not be eligible to be appointed a member of any University Board/Committee, body during the period of disqualification.

Provided further that the term of a member of the Board/Committee appointed against a casual vacancy shall, subject to the provision contained in Statute 15, be for the remaining period of the term.

- 5.5 Meetings of the Boards of Studies shall be called by the Registrar in consultation with the Conveners, as and when considered necessary.
- 5.6 Three members shall form the quorum for a meeting of a Board of Studies.

5.7 The functions of a Board of Studies shall be:

- (i) To recommend to the Faculty concerned outlines of tests, syllabi, courses of study and reading. For this purpose the Board of Studies may constitute two syllabus sub-committees: (1) for under graduate courses and (2) for post-graduate courses; and to draw up rules for their functioning, with the approval of the Vice-Chancellor.
- (ii) And to submit a panel of not less than three text books other than anthologies to the Vice-Chancellor, in the subject of Hindi, Punjabi and English (for the B.A. Parts I, II, and III, Prabhakar and Gyani) and Sanskrit (only optional papers of Prabhakar and Gyani) examinations, out of which the Vice-Chancellor, in consultation with the Dean, Faculty of Languages and the Chairman of the Boards of Studies in the subject concerned shall select one book on behalf of the Board of Studies.

Provided that:

1. Where the number of candidates for any examination is expected to be less than five hundred, there will be no need of the panel of three books and the Board of studies in the concerned subject may recommend the necessary books.
  2. It shall not be necessary for the Board to recommend a panel of three text books as in (ii) above, in the case of classics.
  3. No book shall be recommended by the Board of studies unless atleast one member of the Board has read it and has given a certificate to that effect.
- (iii) To frame, where necessary, Model Papers for the guidance of examiners.
  - (iv) To suggest to the Revising Committee the names of paper setters and examiners in its subject/subjects.
  - (v) To consider and determine in consultation with the examiners, objections raised to questions set at any examination held by the university.

Provided that if the Board of Studies and the examiners are not able to agree upon the course to be adopted, the decision of the Board of Studies shall be subject to confirmation of the Vice-Chancellor and if the Vice-Chancellor does not confirm the decision of the Board,



matter shall be referred to the Syndicate whose decision shall be final.

- (vi) To act as a consultative body with regard to all questions referred to it, and to bring to the notice of the Faculty or Faculties concerned any matter connected with the examination in the subject of the Board.

Provided that the syllabi and courses of reading for M.Phil. Examination will be drawn up by the M.Phil. Committee in the subject concerned and put up to the Faculty after approval by the Research Degree Committee in the concerned subject. The M.Phil. Committee may also appoint paper-setters and examiners.

- 5.8 Discussion on the merits of text-books shall be treated as confidential .
- 5.9 Discussion on merits of examiners shall be treated as confidential.
- 5.10.1 The following shall be the procedure for preparation of anthologies:

The relevant Board of Studies shall be asked to send panel of three names, not from amongst its members, for preparing each anthology. No name shall appear in more than one panel. The Syndicate may request one person from each panel to prepare the anthology.

No member of the Board of Studies concerned shall be appointed for editing, re-editing, or review of a text book prescribed by this University.

Provided that the Syndicate may grant exemption to a member of the Board of Studies concerned for editing/re-editing or review of the text books/anthology, in very exceptional cases for reasons to be recorded.

- 5.10.2 Person to whom this work is assigned should send three copies in typed script to the Chairman of the Board of Studies concerned, within the time prescribed. The editor shall also submit a certificate alongwith the manuscript that the contents of the anthology prepared by him do not contain any prejudicial material.
- 5.10.3 The Vice-Chancellor may nominate three experts (including the Chairman) to scrutinise every anthology. Any changes suggested by them shall be incorporated in the anthology. And, in case an expert is appointed from outside the Board of Studies, he may

be paid an honorarium of Rs. 100 for scrutinizing the anthology.

5.10.4 The anthology approved by the experts appointed to scrutinize, shall be placed before the Academic Council for approval and after such approval is accorded, the same shall be forwarded to the Syndicate for sanctioning its publication by the University.

5.10.5 Anthologies approved by the Academic Council/Syndicate shall be published by the University.

5.10.6 The editor of an Anthology shall be paid an honorarium @ Rs. 35 per thousand words, subject to the minimum of Rs. 500 and the maximum of Rs. 1000.

### **Revising Committee**

6.1 The recommendations of the Board of Studies may be considered by the Revising Committee consisting of the following:

- (i) Vice-Chancellor.
- (ii) Dean, Academic Affairs and Students' Welfare.
- (iii) Four members of the Academic Council nominated by the Academic Council, two of whom shall be from Arts side and two from Science side.
- (iv) Registrar (*Secretary*).

6.2 The tenure of the Revising Committee shall be two years commencing from July 1.

6.3 The Revising Committee shall examine the recommendations of the Board of Studies concerned for appointment of Paper Setters and examiners and forward the same to the Syndicate with such modifications/alterations as it may deem fit.

6.4 The recommendations of the Revising Committee may then be sent to the Syndicate for approval.

*Note :* The recommendations regarding Paper-Setters and examiners at present rests with the Academic Council under statutes 3.4 (xii) Chapter 1. Part A *Supra*, but in order to avoid delay and in the interest of smooth and efficient working, the power to recommend paper-setters and examiners is being delegated by the Academic Council to the Boards/Revising Committee.

### **Selection Committees for teaching and research posts.**

7. The staff for various teaching and research posts at the University

shall be appointed on the recommendation of Selection Committees constituted for the purpose as follows:

**For the Post of Assistant Professor**

1. The Vice-Chancellor as Chairperson
2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Syndicate.
3. Dean of the Concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Chancellor.

The quorum shall be four out of which at least two outside subject experts must be present.

**For the Post of Associate Professor**

The selection to the post of Associate Professor shall be made by inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition;

1. Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Chancellor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Syndicate.
4. Dean of the Faculty
5. Head/Chairperson of the University.

Atleast four members, including two outside experts, shall constitute the quorum.

**For the Post of Professor**

The selection to the post of professor shall be made by inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection

Committee for the post of a Professor will be the same as proposed for the post of a Associate Professor.

**Explanation**

- (i) When a Professor is to be selected, the Head of the Department concerned if he is a Professor, when a Associate Professor or Assistant Professor is to be selected the Head of the Department concerned if he is a Professor or Associate Professor.
- (ii) In case of the appointment of Professor or Associate Professor or Assistant Professor for Regional Campus Jalandhar, the Director or if he does not represent the concerned subject the senior most Professor in the concerned subject in Regional Campus Jalandhar.

Provided that if there is no Professor in the concerned subject at Regional Campus Jalandhar then the senior most Professor or Associate Professor in the concerned subject at the University Teaching Department Amritsar.

**Selection Committees (ad hoc)**

- 8.1 The Syndicate shall appoint *ad hoc* Selection Committees for the appointment of the Registrar, Librarian, and other administrative officers of Class 'A'.
- 8.2 The Selection Committee for the recognition of teachers of Colleges shall consist of the following members:
  - (a) For the purpose of recognising a College teacher as a Professor:
    - (i) Vice-Chancellor.
    - (ii) Dean of the faculty.
    - (iii) Head of the Department concerned if he is a Professor; and
    - (iv) Three persons, not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which that Professor will be concerned.
  - (b) For the purpose of recognising a college teacher as a Associate Professor:
    - (i) Vice-Chancellor
    - (ii) Dean of the Faculty.

- (iii) Head of the Department concerned; and
  - (iv) Two persons, not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which that Associate Professor will be concerned.
- (c) For the purpose of recognising a college teacher as Assistant Professor.
- (i) Vice-Chancellor.
  - (ii) Dean of the Faculty concerned, and
  - (iii) Head of the Department concerned.
- 8.3 The Vice-Chancellor shall convene the meeting of a Selection Committee and preside there at.
- 8.4 (i) The Selection committee shall consider and submit to the Syndicate recommendations as to the appointment referred to it.
- (ii) If the Syndicate accepts the recommendations it shall make appointment in accordance with order of merit determined by the Selection Committee in the recommendations.
- (iii) If the Syndicate is unable to accept the recommendations made by the Committee, it shall record its reasons therefore and submit the case to the Chancellor for final orders.

#### **Standing Committees or Boards etc.**

9. All the authorities of the University shall have power to appoint, from time to time, such and so many Standing Committees, Sub-committees or Boards, as they may deem fit, and may in a special case, if they deem it necessary, appoint on them persons who are not members of such Authorities.

Provided that the Authority concerned shall not appoint persons who are not its members to such Committees or Boards except with the previous sanction of the Vice-Chancellor.

Such Committees and Boards may deal with any subject delegated to them subject to subsequent confirmation by the authority appointing them.

#### **Seniority**

- 10.1 Whenever, in accordance with these Statutes, any person is to hold an office or be a member of any authority of the University by rotation according to seniority, such seniority shall be

determined according to the length of continuous service of such person in his grade or post, as the case may be, and in accordance with such other principles as the Syndicate may, from time to time, prescribe.

All Professors/Associate Professors, whether appointed by direct recruitment or by : promotion shall be treated at par for determining seniority.

- 10.2 It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- 10.3 If two or more persons have equal length of continuous service in a particular grade or post, or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his own motion, and shall at the request of any such persons, submit the matter to the Syndicate whose decision thereon shall be final.

**Persons to hold office so long as they continue to be members of the Authority or Body concerned**

11. Whenever, in accordance with these Statutes any person is to hold any office or be a member of any authority of the University by rotation according to seniority, such seniority as between two persons holding permanent posts of similar rank or grade shall be determined in accordance with the length of continuous permanent service in such rank or grade and in the cases of two persons in temporary service in similar rank or grade, seniority shall be determined in accordance with the length of continuous temporary service in such rank or grade. Between a permanent employee and temporary employee in the same rank or grade the permanent employee shall be senior irrespective of the length of their service.

But if an employee takes up service in another University or organisation, even if he retains his lien on the post in this University, he should be deemed to have vacated all the positions on different bodies to which he might have been appointed in this University.

**Resignation**

12. Any member, other than *ex-officio* members of the Syndicate, the Academic Council or any other University Authority or Committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

Provided that an ordinary Fellow shall resign his office by a letter addressed to the Chancellor and his resignation shall take effect as soon as such a letter is received by the Chancellor.

Any officer of the University (whether salaried or otherwise), other than a Dean, may resign his office by a letter addressed to the Registrar.

**Removal of a member of the Senate, the Syndicate or the Academic Council or of an officer**

13.1 Any member of the Senate, the Syndicate or the Academic Council may be removed by the Chancellor on the recommendation of the Senate, the Syndicate or the Academic Council, as the case may be, made by a majority of not less than three-fourth of its members on either of the following grounds, namely:

- (a) the member has become incapable of performing his duties, and
- (b) the member has been convicted by a Court of Law of an offence which in the opinion of the Senate, the Syndicate or the Academic Council, as the case may be, involves moral turpitude.

13.2 The teacher who had been disqualified/debarred from undertaking any University work because of his acts of commission/omission shall not be appointed as a Fellow of the University.

13.3 Notwithstanding anything contained in the terms of his appointment, any officer of the University, salaried or otherwise, may be removed from that office by the Authority which is competent to fill the vacancy on either of the following grounds, namely:

- (a) the officer has become incapable of performing his duties, and
- (b) the officer has been convicted by a Court of Law of an offence which in the opinion of the appointing authority may involve moral turpitude.

This clause shall also apply to an officer appointed on contract.

**President or Chairman of a meeting**

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

**Filling of casual vacancies**

15. All casual vacancies among the members (others than *ex-officio* members) of the Authority or other body of the University shall be filled as soon as conveniently may be, by the person or body, who appointed, elected or co-opted the member whose place has become vacant, and the person appointed, elected or co-opted to a casual vacancy shall be a member of such Authority or body for the residue of the term for which the person whose place he fills could have been a member.

Provided that if the vacancy be of an elected Fellow and occurs within six months preceding the date on which the terms of office of the Fellow expires, the vacancy shall not be filled.

Provided further that whenever an appointment to an Authority or a Body of the University is made by rotation from amongst different categories of persons, a person who has served on that Authority, or Body against a casual vacancy for half of the prescribed term or more shall be deemed to have availed of his full term and the one who serves for less than half the prescribed term shall be given the next succeeding term also, if eligible.

**Election Petition**

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



**CHAPTER II**  
**CREATION OF DEPARTMENTS AND APPOINTMENTS OF**  
**STAFF ETC.**

**I. Teaching Departments**

**II. Non-Teaching Departments**

**(A) CREATION OF DEPARTMENTS**

1. The University shall establish such Departments as the Senate, on the recommendations of the Academic Council and the Syndicate, may decide from time to time.
2. Each Department shall consist of the following members, namely:
  - (i) Teachers of the Department.
  - (ii) Persons appointed to conduct research in the Department.
  - (iii) Dean of the Faculty concerned.
  - (iv) Honorary Professors, if any, attached to the Departments.And
  - (v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
3. Each Department shall have a Head who may be a Professor or a Associate Professor in the Department and is designated as such by the Syndicate.
  - \* The term of a Head of Teaching Department shall be three years to be made effective from Ist of July or Ist of January as the case may be. The period of Headship if any because of change in between two dates will be in addition to the normal term of three years. The University Regional Campus, Jalandhar shall be treated as University Teaching Deptt. and the nomenclature of its Head shall be Director.

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\* The amendment for making the term of the Head of the deptt. effective from Ist of July/January would take effect from the date of its approval from the Chancellor i.e. 27/7/2000.

\*\* Provided that the Department of Laws and Department of Journalism and Mass Communication at Jalandhar Campus will have a independent Status and each Department shall have a Head.

Provided further that where there is/are Professor(s) and Associate Professor(s) in a Department, the rotation of Headship shall be among the Professors and the Associate Professors of the Department irrespective of the number of Professors in the Department.

Provided further that if there is no Professor or Associate Professor in a Department, or if the Syndicate, after an enquiry comes to the conclusion that a change of the existing Head is necessary any other Professor/Associate Professor in the Faculty may be designated as Head of the Department by the Syndicate.

**Note :** For a project financed by the U.G.C. and/or other similar agencies, the Director/Principal Investigator/Co-ordinator of the project shall exercise all the powers of the Head of the Department for all matters relating to project only.

4. No. Faculty or Department shall be abolished except by Statutes.
5. Every student of the University, not residing with his parents or guardian shall reside in a University hostel or a College hostel or in a hostel lodging approved by the University as laid down in the Ordinances.

## **(B) APPOINTMENT AND DUTIES OF OFFICERS OF THE UNIVERSITY**

### **(i) Appointment to Teaching Posts**

6. University teachers shall be of three categories i.e. Professors, Associate Professors and Assistant Professors. They shall teach and engage in and guide research under the general direction of the Vice-Chancellor.
7. The Senate shall have power to determine, from time to time, after considering the recommendations of the Academic Council and the Syndicate, the Departments of study for which Professorships, Associate Professorships and Assistant Professorships shall be instituted.

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\*\* The amendment regarding independent Status of Head of Department of Laws/ Journalism & Mass Communication at Jalandhar Campus (approved by the Syndicate on 15-12-98) would, however, take effect from 25-5-98.

- 8.1 The salaries and grades of Professors, Associate Professors, Assistant Professors and other persons holding teaching posts in the University and University Colleges shall be fixed by the Syndicate.
- 8.2 The Syndicate shall be competent to :
- (a) Grant in exceptional cases of approved service, personal allowance not exceeding rupees one hundred per mensem to a teacher who has attained the maximum of his grade and has put in thereafter a period of not less than seven years of service. And
  - (b) Allow, on the recommendations of the Vice-Chancellor, Accelerated promotion within the grade to any member of the University teaching staff for meritorious work.
- 9.1 Notwithstanding anything contained in these Statutes, the Vice-Chancellor shall have authority to :
- (i) Make an emergent temporary appointment for a period not exceeding one year. And
  - (ii) Allow higher starting salary within the grade of the post. An appointment made under this Statute shall be reported to the Syndicate.
- 9.2 Syndicate shall have the authority to make emergent temporary appointments :
- (i) For a period exceeding one year. Or
  - (ii) On contract basis for limited period.
10. Other appointments to teaching posts, not specifically provided for in these Statutes, shall be made by the Syndicate.
- 11.1 Whenever the post of a Principal, University Professor or of a University Associate Professor, or of a University Assistant Professor is to be filled up, it shall be advertised and applications invited. Provided that the Vice-Chancellor shall have power to place before the selection Committee the name of a suitable person for their consideration alongwith the applications received in response to the advertisement but such person shall not be from amongst those in service of the University or those who have retired from its service.
- 11.2 The applications received shall be considered by the Selection Committee and appointment of the teachers shall be made by the Syndicate/Chancellor as provided in Statute 8.4.

11.3 Recruitment to the posts of Associate Professors and Professors may also be made by promotion from amongst Assistant Professors and Associate Professors respectively under merit Promotion Scheme of the University Grants Commission or any other such scheme approved by the Syndicate from time to time.

(A) Recruitment to the Posts of Assistant Professors in the University shall be made out of the candidates who have qualified the National level/State level Test conducted by the UGC/State Govt. or such tests which are accredited for determining the eligibility of candidates for recruitment of Assistant Professors.

Provided that the exemption given for a specific period by UGC/State Govt. to M.Phil/Ph.D. passed candidates from appearing in the eligibility test for the recruitment as Assistant Professors shall be applicable in this respect.

Further provided that in the subjects/faculties for which UGC/State govt. is not holding any eligibility test for recruitment of Assistant Professors, the condition of passing such test shall not apply.

Note : In case UGC/State Level test qualified candidate is not available in a subject, the Syndicate may approve the appointment of a teacher for a temporary period not exceeding nine months.

12. A member of the teaching staff holding permanent post of a Professor or a Associate Professor or a Assistant Professor of the University shall not be allowed, without permission of the Syndicate, to resign his post before the end of the academic year, i.e. April 30, and he shall give for this purpose not less than three months' notice to the University. Provided that the Syndicate may, in special cases, waive notice to such extent as it may think fit.
13. The Syndicate may confer the title of 'Professor Emeritus' on any distinguished teacher of the University at or after his retirement in recognition of his scholarship and conspicuous service to the University, provided that no such title shall be conferred unless the connection of the teacher with the University has extended over a period of not less than ten years. A Professor Emeritus shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a Fellow of the University, but he shall not as such be entitled to membership of any university body or authority.

**13.1 Guidelines for the appointment of Professor Emeritus.****Eligibility :**

The Vice-Chancellor shall have regard to following consideration in examining the attainments of the Professor:

1. The candidate should have been actively engaged in his field of research especially during the last five years before the date of superannuation, which should be reflected in his publications.
2. He should have published papers in Journals of national/international repute and he should have to his credit books reviewed favourably in Journals of national/international repute.
3. He should have been invited to attend and to deliver lectures at national/international Symposia/Conferences/Seminars and other meetings of nationally/internationally recognized academic organizations.
4. He should have been awarded major Research Projects by national/international Agencies during the tenure of his service in the University.
5. He should have been a recipient of national/international awards or research fellowships from reputed national/international organizations.
6. He may be or may have been a fellow of national/international academic bodies of repute.
7. He should have edited academic Journals of national/international repute.
8. He should have made an outstanding contribution to the building up of his department.
9. He should have 15 years of service as a teacher in the University of which 7 years should be as Professor.
10. For Professors or subjects having regional bearings (such as Languages), consideration should be made accordingly.

**Terms and Conditions :**

1. The title of 'Professor Emeritus' shall be for life.
2. The Professor Emeritus will be entitled to a rent free house and office accommodation for a period of five years from the date of his appointment during which period he will also be allowed:
  - (a) Facilities admissible to a University Teacher other than retirement benefits. And

- (b) Such honorarium as may be decided by the Vice-Chancellor in each case.
- 3. He will be a member of the Academic Council, Faculty and Board of Studies concerned, but will not have the right to vote or seek election.

**Procedure :**

1. The Vice-Chancellor shall seek the opinion of three outside experts of national/international status to determine whether the candidate has to his credit the attainments listed above.
2. If the opinion of the experts is unanimous, the Vice-Chancellor may make the appointment and report it to the Syndicate.
3. The Vice-Chancellor may take into account opinion of majority of experts in case there is difference of opinion amongst the experts and recommend the matter to the Syndicate for consideration.

**Note :** These guidelines would be applicable mutatis mutandis in the case of persons of eminence retiring from other fields as well. (This will have retrospective effect).

**\*13.2 Guidelines for the appointment of Fellows**

- (1) The Syndicate may from time to time appoint Fellows for Life or for a fixed period on honorarium to be determined by the Syndicate in each case.
- (2) The candidate should be a Professor/Retired Professor of eminence and should have been actively engaged in his field of research, especially during the last 2 or 3 years.
- (3) He should have published papers in Journals of national/international repute and he should have to his credit, books reviewed favourably in journals of national/international repute.
- (4) He should have been invited to attend and to deliver lectures at national/international Symposia/Conferences/Seminars and other meetings of nationally/internationally recognised academic organisations.

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\* Note: These Statutes will have retrospective effect from 1st September, 1996.

- (5) He should have made an outstanding contribution to the field of research in his own department.
- (6) He will admit a Project Report to the Vice-Chancellor before undertaking the research and complete the work within the shortest possible time.

### 13.3 Guidelines for the appointment of Honorary Professors

#### **Objective :**

Augmentation of academic proficiency and expertise in university through continued and personal interaction of its faculty and students with senior academic luminaries of national and international repute.

#### **Eligibility :**

A scholar who has made extraordinary academic contribution in his/her field of specialization and whose interaction with the host University department would benefit its academic programmes and would professionally inspire its students and faculty.

#### **Procedure of Appointment :**

The Syndicate of the University may appoint an Honorary Professor on recommendation of the Vice-Chancellor made after consultation with the host department.

#### **Terms and Conditions :**

Honorary Professors from :

##### **A. Abroad**

The Head of the host department may invite the Honorary Professor from abroad at a mutually convenient time. In such case, the Honorary Professor will arrange for his/her international travel expenses from his/her own sources. However, TA/DA for the travel from the port of arrival in India to Amritsar and back will be paid by the University. He/She will be treated as University guest during his/her stay at the University.

##### **B. Within India :**

The Head of the host department will invite the Honorary Professor, once in a year, on a mutually agreeable time conducive for interaction with students and faculty. The visit shall not normally exceed two weeks. He/She will be paid TA/DA and will be treated as University guest during his/her stay at the University.

For an Honorary Professor residing at Amritsar, the University will provide local conveyance.

- 13.4 The appointment of Visiting Professors may be made as per UGC rules.

14. In case of misconduct or incapacity of a Professor, Associate Professor or Assistant Professor, the Syndicate shall have power to remove him from office on the recommendation of the Vice-Chancellor, provided that two-third of the members of the Syndicate present at a duly convened meeting of the Syndicate vote for his removal.
15. The conditions of the service of Professors, Associate Professors and Assistant Professors of the University shall, unless otherwise defined in the Statutes, be the same as of other officers of class A.
16. It shall be the duty of a Professor or Associate Professor or Assistant Professor:
  - (a) To contribute, as far as in him lies, to the advancement and diffusion of knowledge, especially by prosecuting and promoting original research.
  - (b) To give instruction in accordance with the curriculum prescribed by the University and in accordance with such time table as may be approved by the Academic Council in the subject committed to his charge.
  - (c) To examine candidates for admission to University classes, and for Degree and Honours in the subject committed to his charge when appointed by the Syndicate, and to be responsible for such class examinations as may be prescribed by the Academic Council. And
  - (d) To take part in the organisation of the work of the University when assigned to any of the University bodies.

**(ii) University Teachers**

17. Teachers of the University shall be of two classes, namely:
  - (i) Appointed teachers of the University, And
  - (ii) Recognised teachers of the University.
18. Appointed teachers of the University shall be either.
  - (i) Employees of the University paid by the University and appointed by the Syndicate as Principals, Professors, Associate Professors or Assistant Professors, or otherwise as teachers of the University. Or
  - (ii) Persons appointed by the Syndicate as Honorary Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University.



19. Recognised teachers of the university shall be members of the staff of a college which has been admitted to the privileges of the University.

Provided that no such member of the staff of a college shall be deemed to be a recognised teacher unless :

- (i) He is recognised by the Syndicate as a Professor, Associate Professor or in any other capacity as a teacher of University. And
- (ii) His teaching in his own College relating to Graduate and post-graduate courses is approved by the University.

**(iii) Recognition of Teachers**

20. The qualifications of recognised teachers of the University shall be such as may be determined by Ordinances.
21. All applications for the recognition of teachers of the University shall be made in such manners as may be laid down by the Ordinances made by the Syndicate in that behalf.
22. The period of recognition of a teacher of the University as Professor or Associate Professor shall be determined by Ordinances made in that behalf. A person in the service of a college, recognised as a teacher of the University otherwise than as a Professor or Associate Professor, shall continue to be recognised so long as he is in the service of the college.
23. The Syndicate may, on a reference from the Vice-Chancellor, withdraw recognition from a teacher.

Provided that the teacher or the college concerned may, within a period of thirty days from the date of the order of withdrawal, appeal against the order to the Chancellor, whose decision shall be final.

No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

**(iv) Appointment and Duties of Officers of the Universityó  
The Registrar and other Administrative Officers**

24. The Syndicate may appoint a person to be the Registrar, either substantively or as a temporary arrangement. In the case of a substantive appointment, the term of office shall, in the first instance, be for a period of four years, unless the Syndicate shall otherwise direct and the Syndicate may at any time, on giving six months notice in writing, determine the appointment.

25. The Syndicate may re-appoint the same person as the Registrar after the expiry of the original term of four years, and in every such case the person shall hold appointment subject to the power of the Syndicate to terminate the engagement on giving six months' notice to him in writing. In the event of re-appointment of the same person as the Registrar, his service from the date of the first appointment shall be deemed continuous.
26. The salary of the Registrar shall be such as the Syndicate may at the time of making the appointment decide in this behalf.
- 27.1 The Registrar shall be in charge of the administration of the University acting under the immediate direction and control of the Vice-Chancellor and shall represent the University in all legal proceedings except where the Syndicate resolves otherwise. In all matters he shall exercise his powers and discharge his duties under the general control of the Syndicate.
- 27.2 On behalf of the Syndicate the Vice-Chancellor shall be competent to pass final orders on the question whether a suit or appeal or a revision petition is to be filed by the Registrar for and on behalf of the University.

#### **Other Administrative Officers**

- 28.1 The Syndicate may appoint Controller of Examinations and Finance & Development Officer in the First instance for a period of three years and Vice-Chancellor may define their duties.

The Syndicate may re-appoint the same person as the Controller of Examinations and Finance & Development Officer, as the case may be, after the expiry of the original term of 3 years for another term of three years or for a specified period.
- 28.2 The Syndicate may appoint Deputy Registrars, Officers on Special Duty, Assistant Registrars and any other officer and Vice-Chancellor may define their duties.
- 28.3 No person who is put in charge of any non-teaching department or is designated Head of such Department shall exercise any of the financial and other powers which are vested in a Head of a teaching Department, but exercise only such power or authority as is vested in him by the Vice-Chancellor under Statute 28.1 & 28.2 above.

29. The Syndicate shall be competent to make appointments of officers on contract basis for specified periods.

#### **Delegation of Powers**

- 30.1 Subject to the provisions contained in Statutes 27.1 and 27.2, the Registrar may, with the approval of the Vice-Chancellor delegate any of the powers vested in him to an officer in the University not below the rank of an Assistant Registrar.
- 30.2 Notwithstanding anything contained in the Statutes and the Ordinances, the Vice-Chancellor may, at his discretion, delegate any of his powers to the Registrar for a specified period.
- 30.3 Notwithstanding anything contained in the Statutes and the Ordinances, the Syndicate may by a specific resolution delegate any of its powers to the Vice-Chancellor.

#### **(v) Conditions of Service of the University Employees including members of teaching staff and preparation and maintenance of record of their service.**

#### **Probation**

- 31.1 Except, when otherwise provided in the Act or Statutes or in the special terms of appointment on fixed tenure or contract or deputation which will be governed by the terms of that contract or deputation, all employees of the University shall on appointment to any service of the University remain on probation for a period of one year which period may be extended or reduced by the competent authority. Provided that this provision shall not apply to such employees as are on foreign service with the University.
- The period of temporary appointment of a person who is subsequently appointed in a substantive capacity shall be counted towards his probationary period.
- 31.2 The Head of the Department or the controlling officer of an employee who is serving on probation shall send to the appointing authority, before the date of the expiry of his probationary period, a report about his work and conduct with a definite recommendation for his confirmation in the service or otherwise.
- 31.3 If during his period of probation, the work or conduct of an employee is, in the opinion of the appointing authority not satisfactory, it may dispense with his services or revert him to his former post, if any, or extend his period of probation and thereafter pass such orders as would have been passed by it on the expiry of the first period of probation.

Provided that the total period of probation, including extension, if any, shall not exceed three years if there is a permanent vacancy against which the employee can be confirmed. If it is decided to dispense with the services of an employee, it shall suffice to inform him that his services are no longer required, and such an employee shall in no case be entitled to any other or prior notice.

- 31.4 On satisfactory completion of the period of probation of an employee, the appointing authority shall confirm such employee in the appointment.

Provided that an employee, appointed to a temporary post or in a leave vacancy in respect of a permanent post, shall not be considered for confirmation in the service unless the post or the leave vacancy to or on which he has been appointed subsequently becomes a permanent post or a permanent vacancy as the case may be.

### **Seniority**

- 32.1 The Seniority inter-se of members of any service in the University shall be determined by the length of service on the post in that service, irrespective of the fact whether the individual was appointed by direct recruitment or by promotion under Merit Promotion Scheme or any other scheme approved by Syndicate from time to time. Provided that when two or more persons have the equal length of service, the person, senior in age shall be considered to be senior.

Provided that the seniority of persons recruited from other Universities/Government departments or Local bodies during the period from 1st November, 1969 to 30th October, 1970, shall be determined on the basis of length of their service in that cadre in their parent department, if there is no break in service between their relinquishing the charge in the parent department and joining the service of the Guru Nanak Dev University, Amritsar. This shall be operative for one year with effect from 1st November, 1969.

Provided further that in the case of members recruited by direct appointment, the order of merit determined by the Selection Committee shall not be disturbed in fixing the seniority.

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:

- (a) An employee recruited by direct appointment shall be senior to a member recruited otherwise.
  - (b) An employee recruited by promotion shall be senior to a person recruited by transfer.
  - (c) In the case of employees recruited by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred. And
  - (d) In the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same thereby, their length of service in those appointments and if the length of such service is the same, an older member shall be senior to a younger member.
- 32.2 The first proviso to clause 32.1 shall not be applicable to members of the teaching staff.
- 32.3 In the case of employees whose period of probation is extended under the provisions of the Statutes, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

**Penalties**

- 33 (i) The following penalties may for good and sufficient reason be imposed upon any employee of the university:
- (a) Censure.
  - (b) Withholding of increment or promotion.
  - (c) Reduction to a lower post or to a lower stage in the same post.
  - (d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
  - (e) Removal from the service of the university which does not disqualify from future employment.
  - (f) Dismissal from the service of the university which ordinarily disqualifies from future employment.
  - (g) Compulsory retirement.

Provided that where it is proposed to take action as mentioned under Clause (c), (e), (f) or (g) above, in the case of an employee on foreign service, a recommendation to that effect shall be made to his parent department and the parent department may take such action as it considers necessary on such recommendations.

- (ii) Except where otherwise laid down in the Statutes, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency etc. In the event of any such orders of punishment by the competent authority, not being the orders of the Syndicate, the employee concerned shall have the right of appeal to the next higher authority whose decision shall be final.
- (iii) No penalty of dismissal, removal or reduction shall be imposed unless the employee has been given a reasonable opportunity of showing causes against the action proposed to be taken in regard to him.
- (iv) The grounds on which it is proposed to take action under clause (c), (e), (f) or (g) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the employee concerned and he shall be required within a reasonable time to state in writing whether he admits the truth of all or any of the charges, what explanation or defence if any, he has to offer and whether he desires to be heard in person. If he so desires or if the appointing authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such witness called as he may wish provided that the officer conducting the enquiry may for reasons to be recorded in writing refuse to call any witness. The proceeding shall contain sufficient record of the evidence and the statement of the findings and the grounds thereof.

When it is proposed to take action under clause (a), (b) or (d), no order shall be passed imposing a penalty on an employee unless he has been given an adequate opportunity of making any representation that he may desire to make and such representation has been taken into consideration.

Provided that this condition shall not apply in a case where an order based on facts has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the ground of his unfitness for that post on account of the existence of unsatisfactory record.

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.

- (v) An employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the punishing authority is a legal practitioner, or the punishing authority having regard to the circumstances of the case so permits.
- (vi) After the enquiry against an employee has been completed and after the punishing authority has arrived at a provisional conclusion in regard to penalty to be imposed, the delinquent employee shall, if the penalty proposed is dismissal, removal or reduction in rank be supplied with a copy of the report of the enquiry authority and be called upon to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him. Any representation, submitted by the delinquent employee in this behalf, shall be taken into consideration before final orders are passed.

### 33-A **Suspension**

- (1) The Vice-Chancellor may place an employee of the University under suspension :
  - (a) Where a disciplinary proceeding against him is contemplated or is pending. Or
  - (b) Where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

Provided that where the order of suspension is made against an employee of A Class, the matter shall be reported to the Syndicate by the Vice-Chancellor stating the circumstances in which the order was made.

- (2) An employee of the University shall be deemed to have been placed under suspension by an order of the Vice-Chancellor;
- (a) With effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
  - (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

*Explanation :* The period of fortyeight hours referred to in clause (b) of this sub-statute shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment if any, shall be taken into account.

Provided that an order passed by the Vice-Chancellor in respect with an employee of A Class, shall be notified to the Syndicate in its next meeting.

- (3) An order of suspension made or deemed to have been under this Statute shall continue to remain in force until it is modified or revoked by the Vice-Chancellor or the Syndicate in the case of an employee of A Class.
- (4) Where an employee of the University is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, any other disciplinary proceeding is commenced against him during the continuance of his suspension, the Vice-Chancellor or the Syndicate in the case of an A class employee may direct that employee shall continue to be under suspension until the termination of all or any of such proceedings.

### **33-B Effect and Saving**

The amendments made by way of deletions and additions as above, shall be deemed to have come into force with retrospective effect from the date of adoption of the Statute by the University, and all orders issued so far shall be construed to have been issued under the aforesaid amended statute notwithstanding the language of those orders which shall be treated as validated in view of the above amended Statutes.

### **Resignation or Termination of Services**

34. (i) The service of an employee shall be liable to termination on any of the following grounds :



- (a) Gross negligence in the discharge of duty.
  - (b) Misconduct.
  - (c) Insubordination or any breach of discipline.
  - (d) Physical or mental unfitness for the discharge of duty.
  - (e) Any act prejudicial to the University or its property.  
And
  - (f) Conviction in a Court of Law for offence involving moral turpitude.
- (ii) If a temporary employee wishes to resign the service after the expiry of period of agreement or bond, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice.
- (iii) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (iv) A permanent employee shall be required to give three months' notice in case he desires to be relieved, or he shall pay to the University three months' salary, in lieu of such notice, unless otherwise directed by the appointing authority.

Provided that three months' notice shall not be required in case of an employee who proceeded on extraordinary leave without pay with permission to take up employment elsewhere, and does not rejoin on the expiry of the leave.

Provided further that such a person must inform the University atleast three months prior to the expiry of extraordinary leave without pay that he would not be rejoining the University, and in case he fails to give this information, he shall be liable to pay the University three months' salary.

Provided further if an employee of this University leaves service for joining another post in this University, the condition of notice period required for relinquishing his job would not be required.

- (34).(A) (i) Every B and C class employee shall furnish security equivalent to his one month's starting salary. [Salary defined in statute 40 (d)].

- (ii) The security equivalent to one month's salary of every B and C class employee shall be deducted from his first four months' salary in four monthly instalments from the date of his appointment.
- (iii) The security equivalent to his one month's salary deducted in the manner prescribed in (ii) above shall be refunded to the employee concerned after one year from the date of his confirmation in the service of the University.
- (iv) In the case of an unconfirmed hand leaving service of the University without giving due notice or absenting himself from duty without leave, when his office is declared vacant, the security amount shall be adjusted against the salary recoverable from him for the notice period.

#### **Record of Service**

- 35. (i) There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the University. The file shall contain in particular, a service book giving a history of his service from the date of his appointment including increments, promotion, reward, punishment and all other special events of his service career. The service book shall also contain a leave account form for the employee showing a complete record of all leave (except casual leave), earned as well as unearned, taken by him.
- (ii) Confidential files shall also be maintained for each employee including the members of the teaching staff.

#### **General**

- 36. (i) An employee of the University may be called upon to perform any extra work that may be assigned to him in the interest of the University.
- (ii) Official information obtained in course of employment must not be communicated by any employee to any outsider or to the press without the permission of the competent authority.
- (iii) Any matter regarding conditions of service not covered by the provisions of these Statutes may be decided in accordance with the rules laid down by the Punjab

Government for its own employees or in such other manner as the Vice-Chancellor may deem fit subject to the control of the Syndicate.

- (iv) The character and antecedents of the employees of the University shall be got verified by the Head of office under whom he is posted on his first appointment.
- (v) Reservation policy regarding promotion of various categories of employees shall be as prescribed by the Punjab Government from time to time.

**(vi) Classification of Employees**

37. The employees at the University shall be classified as follows:

**Class A :**

- (i) 1. Principals, Professors, Associate Professors, Assistant Professors, Curators, Micro-Analyst.
- 2. Any other member of the teaching staff recognised by the Syndicate as such.
- (ii) 1. Registrar, Controller of Examinations, Finance and Development. officer, Secretary to Vice-Chancellor, Deputy Registrars, Assistant Registrars, P.A. to Vice-Chancellor, Office Superintendents Grade I and persons working in the University whose pay scales are the same as that of the Office Superintendent Grade I.
- 2. Director of Physical Education, Assistant Director of Physical Education (Men), Assistant Director of Physical Education (Women).
- 3. Librarian, Deputy Librarian and Assistant Librarian.
- 4. Executive Engineer, Assistant Engineer.
- 5. Any other member of the administrative staff recognised by the Syndicate as such.

**Class B :**

- (i) Ministerial and other staff in pay scale with a minimum of not less than 3120 rupees. (Punjab Government grades w.e.f. 1.1.1996) or whatever fixation of its conversion is determined by the Punjab Government on revision of pay-scales from time to time; and not included in class-A above.
- (ii) Any other member of the University staff recognised by the Syndicate as such.

**Class C :**

All other employees not included in Class 'A' or 'B' above.

*Note* : The posts carrying personal grades besides the normal grades shall belong to the same category to which the posts in the normal grades belong.

**(vii) Powers and Duties of Officers  
their terms of office etc.**

- 38.1 The Syndicate may appoint Principals, Professors, Associate Professors, Assistant Professors, Deputy Registrars, Assistant Registrars and such other officers as it may deem fit and their terms, conditions of service and duties shall be such as may be prescribed by the Ordinances.
- 38.2 The Syndicate may, in the absence of the Registrar or other administrative officers, on leave or otherwise, assign, as a temporary arrangement, their duties to such officer or officers of the University as it may think proper.
- 38.3 The Syndicate shall be competent to make appointments of officers on contract basis for specified periods.
- 38.4 In the case of all officers, the Vice-Chancellor shall have the power to fill vacancies for a period not exceeding one year.

**(viii) Mode of Appointment of Employees**

39. The power of appointment of Officers of Class 'A' shall rest with the Syndicate, Class 'B' with the Vice-Chancellor and Class 'C' with the Registrar/Head of the Department concerned subject to the control of the Syndicate and in such Pay Scales as may be approved by it from time to time.
40. In these Statutes:
- (a) "University" means Guru Nanak Dev University, Amritsar.
  - (b) "Service" means the whole period of continuous service including period spent on leave.
  - (c) "Active Service" means the time spent.
    - (i) on duty.
    - (ii) on subsidiary leave.
    - (iii) on recognised vacation or privilege leave or medical leave.
- Provided that the officer or Class "C" employee is not absent, on furlough or extraordinary leave during the period of such vacation.
- (d) "Salary" means the amount of the monthly pay and allowances granted by the University to any officer or Class "C" employee;

- (e) "Average monthly salary" means the salary which any officer or class "C" employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
  - (f) "Furlough" means leave earned by an officer in respect of periods spent on duty according to Statutes contained in this Chapter.
  - (g) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
  - (h) "Permanent Officer" means a person confirmed in a permanent post to which there is no other claimant besides him.
  - (i) "Duty" includes service as a probationer or apprentice, provided that such service is followed by confirmation without a break.
  - (j) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay if any but no other allowances.
  - (k) "Special Pay" means an addition of the nature of pay to the emoluments of a post granted in consideration of special duties or of a specific addition to the work or responsibility.  
And
  - (l) "Personal Pay" means additional pay granted to an employee: (a) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure; or (b) in exceptional circumstances on other consideration.
41. The Syndicate or the Vice-Chancellor or the Registrar, as the case may be, shall have the power to sanction a higher start than the minimum of the grade, accelerated increments, allowances, etc. as it or he may deem fit.
42. Save as may be otherwise provided in the Statutes, power of suspension and removal from office or any other kind of punishment

of officers of Class 'A' 'B' and 'C' employees shall vest in the syndicate, Vice-Chancellor and the Registrar/Head of the Department to which they are attached, subject to the control of the Syndicate, respectively. An appeal against an order of suspension, removal or any other punishment passed by the Vice-Chancellor shall lie with the Syndicate and against such orders passed by the Registrar/Head of the Department shall lie with the Vice-Chancellor.

43. 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 a punishment. In the case of his dismissal, payment of his allowance shall be made in accordance with the Regulations relating to civil servants of the Punjab Government.
44. An employee under suspension may be paid subsistence allowance at such rates as the suspending authority may direct, but not exceeding one half of the pay of the suspended person, plus allowances at the discretion of the sanctioning authority.
45. A suspended person shall not be entitled to any leave for the period of suspension.
- 46.1. An increment shall ordinarily be drawn as a matter of course, but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work has not remained satisfactory.
- 46.2. The annual increment shall be allowed with effect from the first day of the month in which it falls due instead of the actual date.
47. Where an efficiency bar has been prescribed in a time scale, the increment next above the bar shall not be given without the specific sanction of the authority empowered to withhold the increment.
48. Subject to the statutes contained in this Chapter, officers and class 'C' employees shall be under the control of the Head of the Institution or the office to which they are attached and the Head of the Institution or office shall be under the control of the Syndicate.
49. The Syndicate may, from time to time, make ordinances relating to the appointment of Research Scholars and Research Scholars-cum-Demonstrators, the award of Research Fellowships, the payment of travelling allowances, the writing off of losses, and the grant of permission to University employees for undertaking any work outside their normal duties.

50. (i) A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.
- (ii) Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave;
- (iii) Leave granted without pay shall not count towards gratuity;
- (iv) Leave allowance wherever payable shall be paid monthly in the first week of the succeeding month;
- (v) (a) Casual leave cannot be combined with any other kind of leave, except when leave is granted on account of illness supported by Medical Certificate.
- (b) Casual leave can be combined with holidays, provided the total period, including holidays does not exceed sixteen days.

Provided further that the Vice-Chancellor may in special circumstances allow casual leave to be combined with vocational recess/holidays beyond the limit of sixteen days.

- (vi) Sundays and other holidays shall be prefixed or suffixed as the case may be, to furlough leave or leave on medical certificate.
- (vii) The representative of the Guru Nanak Dev University Non-teaching Employees' Association may be allowed 10 days casual leave to enable them to attend formal meetings of other recognised Associations.

Provided that half of the leave enjoyed in this manner will be debited to the ordinary casual leave account of the official concerned and the remaining half to his special casual leave account for the aforesaid purpose. The maximum number of special casual leave allowed in this manner is to be five days in a year.

- (viii) Compensatory leave is admissible to the employees whose services are requisitioned on holiday(s) or before/after working hours with the approval of the Registrar/Vice-Chancellor. Such leave may be availed of by an employee during the same calendar year. However, the unavailed compensatory leave shall be credited to the privilege leave account of the employee at the end of each calendar year and shall be treated as privilege leave for all purposes.

**(ix) Leave in the case of officers of Class A  
(Administrative officers)**

- 51 The grant of all leave is subject to the condition that it can be granted without detriment to the business of the University.
- 52 Leave under the following Statutes may be granted to officers of class 'A' by the Vice-Chancellor.
53. If owing to the requirements of the University, a member of the teaching staff in any year, prevented from enjoying the whole or any part of the annual vacation, he may in lieu thereof be granted, by the Vice-Chancellor privilege leave on full average pay for such period not exceeding one month for a year.
- If a member of teaching staff of the University is prevented by the Vice-Chancellor by an order in writing for purposes of imparting instruction to the students of M.Phil summer course or for any other specific purpose, from enjoying summer vacation or a part thereof, privilege leave equivalent to the actual number of days for which he is detained, shall be placed at his credit, but it shall in no case exceed one month, even if the member of the teaching staff has to work for more than one month during the summer vacation.
54. Non-teaching officers working in the teaching departments will be considered as non-vacation officers. All non-vacation officers shall be allowed privilege leave on full pay at the rate of one-eleventh of service.
- Note:* The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of privilege leave.
55. An officer may be granted leave limited to maximum number of days as decided by the Punjab Government from time to time for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.
56. (i) The furlough earned shall be one-ninth of an officer's active service. Provided that:
- (a) furlough may not be granted until the officer applying for it has completed four and a half years of active service;
  - (b) furlough may not be granted again until the expiry of three years from the date of such officer's last return from furlough;
  - (c) not more than two years' furlough may be granted at a time;



- (d) not more than six months' furlough may be granted to an officer after he has attained the age of retirement in respect of his previous service.

Provided further that for employees who have joined the University service on or after 7-2-92, the benefit of encashment of unutilised furlough leave will not be admissible at the time of retirement.

- (ii) Furlough may be granted in combination with vacation or privilege leave.
- (iii) The monthly allowance to be granted to an employee while on furlough shall be equal to half his average monthly salary.

57.1 Leave on medical certificate may be granted to an officer at any time, subject to such limitations and conditions as the Syndicate may, in each particular case in which such leave is applied for, impose.

57.2 In the contingency where on account of illness no leave due is permissible, leave not due shall be granted to the concerned permanent employee of this university, in accordance with The Punjab Civil Services Rules.

57.3 (a) The competent authority may grant to a female employee, maternity leave on full pay for the period of 180 days without the necessity of production of Medical Certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account.

Provided that no leave under this statute shall be granted to a female employee who has three or more children.

*Note* : 1. The term 'pay' in this Statute includes officiating pay; provided the authority sanctioning the leave certifies that the employee would have continued to officiate, had she not proceeded on leave.

2. Maternity leave under this Statute may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases, requiring longer duration of rest, leave of the kind due and admissible can be availed

of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required, can be sanctioned leave of the kind due, on the production of medical certificate.

3. In the case of a person to whom the provision of Employees' State Insurance Act, 1948 apply, leave salary payable under this Statutes shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.
- (b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

- Note:*
1. This Statute does not preclude the grant of maternity leave in continuation of leave of any kind.
  2. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female employee producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

57.4 Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The rules framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.

58.1 Quarantine leave is leave of absence from duty, necessitated in consequence of the presence of an infectious disease in the family or household of an employee.

58.2 Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases, this limit may be

raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.

- 58.3 An employee on quarantine leave is not treated as absent from duty and his pay is not affected.
- 58.4 Quarantine leave is also admissible to employees who contact infectious disease.
- 59.1 Furlough and leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India, to the date of debarkation at the port of arrival on return to India, in case journey is performed by sea; and from the date of departure from an Indian airport to the date of arrival on return to an airport in India, in case the journey is performed by air with the previous sanction of competent authority.
- 59.2 A person proceeding on study leave out of India shall be given seven days to make preparations for the outward journey and this period shall be considered as spent on duty.
60. In the case of furlough or leave on medical certificate taken out of India, subsidiary leave not exceeding ten days on any one occasion of taking such subsidiary leave may be granted to the officer for the interval between the date of his quitting his office and the date on which he embarks at the port of departure from India and the interval between his landing in India and re-joining his appointment.
61. The monthly allowance to be granted to an officer while on subsidiary leave and furlough shall be equal to half his average monthly salary, payable for the period spent out of India. In the case of an officer taking leave on medical certificate, the rate of the monthly allowance to be granted to him shall be such as the Syndicate may, in each instance, determine.
62. If the officer remains absent without leave or over-stays his leave, he shall forfeit all his salary for the time of his absence; and if he remains absent without leave or over-stays his leave for more than one week, his office shall be declared vacant and he shall be liable to pay an amount equivalent to his salary, in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.

- 63.1 If no casual leave or privilege leave is due to the officer concerned, the Vice-Chancellor may, at his discretion, grant in special circumstances, leave on half pay for a period not exceeding ten days in a year.
- 63.2 The Syndicate may, at its discretion, grant an officer for any special reason, extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or except under exceptional circumstances be granted more than once in the whole course of the officer's service. The maximum total period for which such leave may be granted, shall not ordinarily exceed two years. In special cases, such leave may be allowed up to three years.
- 64.1 A University employee desirous of prosecuting higher study abroad/ within India and holding permanently and not for a fixed period a post in the University may, if he has served in that capacity for not less than five years, be granted leave on full three-quarters of his pay (as may be decided by the Syndicate on the merits of each case) for a period or periods ordinarily not exceeding two years but in special cases up to three years in all.

Provided he spends that period in study or research at a University or other Institution or in any other approved manner out of India/within India.

Provided further that he shall execute an agreement to the effect that on his return from leave, he shall serve the University in the post held by him before proceeding on study leave or in a higher post for which he was considered fit for double the period of leave sanctioned to him. The minimum period of bond will be of two years and the maximum of five years, failing which he shall return the amount paid to him during the study leave.

Provided further that:

- (i) (a) When three-fourth of pay is less than £400 per annum, while studying at Universities in the United Kingdom other than London, Cambridge and Oxford, he shall be paid an extra allowance so as to make up £400 per annum. And
- (b) When three-fourth of pay is less than £425 per annum while studying at London Universities, he shall be paid an extra allowance so as to make up £425 per annum.

- (c) When three-fourth of pay is less than £450 per annum while studying at Cambridge or Oxford University, he shall be paid an extra allowance so as to make up £450 per annum.
- (ii) When an employee gets a scholarship or monetary help from some other sources, the University shall pay three-fourth of his pay, while on study leave.

Where, however, three-fourth of study allowance plus subsidy falls short of the amount of £400 or £425 or £450 per annum referred to in (i) (a), (b) and (c) above, respectively, the difference shall be paid by the University as an allowance. Where three-fourth of study allowance plus subsidy exceeds the amounts of £400 or £425 or £450 per annum referred to in (i), (a) (b) and (c) above respectively, the University shall pay three-fourth of his pay.

- (iii) The amount to be paid to University employees proceeding on study leave to Continental and American University shall be such as may be determined after making a reference to the Ministry of Education, Government of India.
- (iv) If through no fault of the scholar, his course of study is not completed within two years, his period of study leave may, on the recommendations of the Professor under whom he is working be extended by another year and not more.

64.2 The Syndicate may, at its discretion, under exceptional circumstances, waive the condition of five years' service for grant of study leave.

64.3 In the case of an officer leaving the service within three years of the expiry of the leave, an amount equivalent to what that officer has drawn as study leave allowance shall be forfeited and the study leave shall be converted into furlough to the

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- (a) Two University teachers may be selected every year for grant of study leave: one for Science and one for Arts and languages (alternatively).
  - (b) Applications for grant of study leave shall be invited in the beginning of April and selection made in time to enable them to leave in the month of August.
  - (c) The needs of each Department shall be kept in mind before deciding the subject in which the teachers are granted study leave and the Vice-Chancellor shall make recommendation to the Syndicate in this behalf.
  - (d) University teachers granted study leave may also avail themselves of facilities for higher studies abroad or in India if these are available in the subjects of their choice.

extent of the furlough standing to his credit on the date of leaving the service and difference between the payment made as allowances for study leave and that due to him on furlough will be deducted from his Provident Fund or realised otherwise. This leave may be combined with vacation or furlough, or both, but shall not count as service for furlough or any other leave.

65. A member of the staff when nominated or deputed by the University to attend:
- (i) a conference,
  - (ii) a meeting of a Body/Committee constituted by a state or central Government or the University Grants Commission or the Guru Nanak Dev University.
  - (iii) for conducting the Guru Nanak Dev University examination, shall be treated on duty and for this purpose his absence from the headquarters shall not count towards leave.

Provided that:

- (i) The total absence on this account shall not exceed 15 days during the year. And
- (ii) The leave shall not be availed of without prior permission of the Vice-Chancellor or other competent authority.

**(x) Leave in the case of employees of Class 'B'**

66. The grant of all leave is subject to the condition that it can be granted without detriment to the business of the University.
67. Leave in the case of employees of class 'B' working in the teaching Departments may be granted by the Vice-Chancellor and in the case of those working in the non-teaching Departments by the Registrar.
68. All non-teaching employees working in the teaching departments will be considered as non-vacation staff. All non-vacation staff shall be allowed privilege leave on full pay at the rate of one twelfth of their service. Such leave may be combined with furlough or leave on medical certificate.

*Note:* The period spent on duty shall include all kind of leave except extra-ordinary leave for the purpose of calculation of privilege leave.

69. An employee may be granted leave limited to maximum numbers of days as decided by the Punjab Government from time to time

for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.

70. The furlough earned shall be deemed to be one-twelfth of an employee's active service. Provided that:
- (a) furlough may not be granted until the employee applying for it has completed six years' active service;
  - (b) furlough may not be granted again until the expiry of six years from the date of such employee's last return from furlough;
  - (c) not more than six months' furlough may be granted to an employee after he has attained the age of retirement in respect of his previous service.

Provided further that for employees who have joined the University service on or after 7-2-92 the benefit of encashment of unutilised furlough leave will not be admissible at the time of retirement.

- 71.1 Leave on medical certificate may be granted to an employee at any time, subject to such limitations and conditions as the Syndicate may, in each particular case, in which such leave is applied for, impose.
- 71.2 In the contingency where on account of illness no leave due is permissible, leave not due shall be granted to the concerned permanent employee of this University in accordance with the Punjab Civil Services Rules.
- 71.3 (a) The competent authority may grant to a female employee, maternity leave on full pay for the period of 180 days without the necessity of production of Medical certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account.

Provided that no leave under this statute shall be granted to a female employee who has three or more children.

- Note* : 1. The term "pay" in this Statute includes officiating pay provided the authority sanctioning the leave certifies that the employee would have continued to officiate had she not proceeded on leave.
2. Maternity leave under this Statute may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971

subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases, requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/ Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession, but if required, can be sanctioned leave of the kind due, on the production of medical certificate.

3. In the case of a person to whom the provisions of Employees' State Insurance Act, 1948 apply leave salary payable under this Statute shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.
  - (b) Any other kind of leave may be permitted to be prefixed in maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

- Note* : (1) This Statute does not preclude the grant of maternity leave in continuation of leave of any kind.
- (2) Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female employee producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.



- (3) Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The rules framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.
- 72.1 Quarantine leave is leave of absence from duty, necessitated in consequence of the presence of an infectious disease in the family or household of an employee.
- 72.2 Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.
- 72.3 An employee on quarantine leave is not treated as absent from duty and his pay is not affected.
- 72.4 Quarantine leave is also admissible to employees who contact infectious disease.
73. The monthly allowance to be granted to an employee while on furlough shall be a sum equal to half his average monthly salary. In the case of an employee taking leave on medical certificate, the rate of monthly allowance to be granted to him shall be such as may, in each instance, be determined.
74. If the employee remains absent without leave or overstays his leave, he shall forfeit all his salary for the time of his absence; and if he remains absent without leave or overstays his leave for more than one week, his office shall be declared vacant and he shall be liable to pay an amount equivalent to his salary, in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.
- 75.1 If no casual leave or privilege leave is due to the employee concerned, the Vice-Chancellor may, at his discretion, grant in special circumstances, leave on half pay for a period not exceeding ten days in a year.
- 75.2 The Vice-Chancellor may, at his discretion, for any special reason, except for higher studies grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or, except under exceptional

circumstances, be granted more than once in the whole course of the employee's service.

Provided that the maximum total period for which such leave may be granted, shall not exceed three years.

- 75.3 'B' Class employee of the University desirous of prosecuting higher studies may be permitted Study Leave upto a maximum of two years on half pay. However, such an employee shall be required to have put in a minimum of five years service as confirmed employee against a permanent post. Such a leave may be permissible only in case the concerned employee is duly admitted/registered for study or research at a University or an Institution of higher learning.

Provided that before proceeding on study leave, he shall execute an agreement to the effect that on his return from leave, he shall serve the University in the post held by him or in a higher post for which he was considered fit for double the period of term sanctioned to him. The minimum period of bond shall be two years and the maximum of four years and in case of his failure to fulfill this condition, he shall return the amount of salary paid to him during study leave.

**(xi) Leave in case of Class 'C' Employees**

76. (i) Leave to class 'C' employees may be granted by the Registrar.
- (ii) The grant of leave is subject to the condition that it can be granted without detriment to the business of the University.
- (iii) (a) All non-teaching employees working in the teaching departments will be considered as non-vacation staff. All non-vacation staff shall be allowed privilege leave on full pay at the rate of one twelfth of their service. Such leave may be combined with furlough or leave on medical certificate.

*Note :* The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of privilege leave.

- (b) An employee may be as granted leave limited to maximum numbers of days as decided by the Punjab Government from time to time for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.

- (iv) Half pay leave may be granted to a class 'C' employee @ 20 days for each completed year of service provided that commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate.
- (v) In the contingency where on account of illness no leave due is permissible, leave not due shall be granted to the concerned permanent employee of this University in accordance with the Punjab Civil Services Rules.
- (vi) Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The rules framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.
- (vii) If a class 'C' employee remains absent without leave or over-stays his leave, he shall forfeit all his salary for the time of this absence; and if he remains absent without leave or overstays his leave for more than one week, his office shall be declared vacant and he shall be liable to pay an amount equivalent to this salary in lieu notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.
- (viii) If no casual leave or privilege leave is due to the employee concerned, the Vice-Chancellor may, at his discretion, grant, in special circumstances, leave on half pay for a period not exceeding ten days in a year.
- (ix) The Vice-Chancellor may, at his discretion, grant, for any special reasons, a class 'C' employee extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or except under exceptional circumstances, be granted more than once in the whole course of the employee's service.

Provided that the maximum total period for which such leave may be granted shall not exceed two years.

- (x) (a) The competent authority may grant to a female employee, maternity leave on full pay for a period of

180 days without the necessity of production of medical certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account.

Provided that no leave under this statute shall be granted to a female employee who has three or more children.

- Note* : 1. The term "pay" in this Statute includes officiating pay, provided the authority sanctioning the leave certifies that the employee would have continued to officiate, had she not proceeded on leave.
2. Maternity leave under this Statute may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/ Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required, can be sanctioned leave of the kind due, on the production of medical certificate.

3. In the case of a person to whom the provisions of Employees' State Insurance Act, 1948 apply, leave salary payable under this Statutes shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

- (b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

*Note* : 1. This Statute does not preclude the grant of maternity leave in continuation of leave of any kind.

2. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female employee producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

- (xi) (1) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of an employee.
- (2) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.
- (3) An employee on quarantine leave is not treated as absent from the duty and his pay is not affected.
- (4) Quarantine leave is also admissible to employees who contact infectious disease.

**(xii) Leave in the Case of University Teachers\***

**Part A**

77.1 In these Statutes :

- (i) Leave includes "Earned Leave", "Half Pay Leave", "Commuted Leave", "Extra-Ordinary Leave" and "Maternity Leave".
- (ii) "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.

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\* W.e.f.23-11-1990

- (iii) "Half Pay Leave" means earned in respect of completed years of service calculated accordingly to the rules 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 Government and leave including Extra-Ordinary Leave, unless otherwise provided.

*Note* : Notwithstanding anything contained in these rules, medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised rules come into force, will be accounted for separately and granted according to the rules which were immediately previously in force.

#### **77.2 Right of Leave**

Leave cannot be claimed as 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.

In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

#### **77.3 Earning of Leave**

Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

#### **77.4 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 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.

**77.5 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.

**77.6 Combination of leave**

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

**77.7 Grant of leave beyond the date of retirement and on resignation**

No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuation subject to the following conditions:-

- (i) The payment of cash equivalent of leave salary for earned leave shall be limited to maximum number of days as decided by the Punjab Government from time to time for its employees.
- (ii) In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall su-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of the teacher on the date of his retirement subject to maximum number of days as decided by the Punjab Govt. from time to time for its employees.  

The cash payment for unutilized earned leave, shall include pay and such allowance as decided by the Punjab Govt. from time to time, for its employees.
- (iii) A teacher who is re-employed after retirement may, on termination of his re-employment, be granted su-moto by the authority competent to grant leave; cash equivalent in respect of earned leave at his credit on the date of termination of re-employment, subject to a maximum number of days as decided by the Punjab Govt. from time to time for its employees including the period for which encashment was allowed at the time of retirement.
- (iv) A teacher can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be

allowed benefits of this rule for the earned leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated on this rule.

- (v) The benefit of this rule shall also be admissible to the teachers who attain the age of retirement on or after 30.9.77 and are granted extension of service after that date. In such cases, the benefit shall be granted on the date of final retirement on expiry of extension to the extent of earned leave at credit on the date of superannuation plus the earned leave earned during the period of extension reduced by earned leave availed of during such period, subject to a maximum of 240 days.
- (vi) A teacher already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to benefit under this rule on the date of retirement.
- (vii) Those employees who attained the age of retirement on superannuation before 30.9.1977 and were on extension of service on or beyond that date will also be entitled to the benefit of cash payment on the date of final retirement on expiry of extension to the extent of earned leave that had been refused to them at the time of retirement and was allowed to be carried forward into period of extension plus leave earned during the period of extension reduced by earned leave availed of during such period subject to a maximum number of days as decided by Punjab Govt. from time to time for its employees. The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a teacher who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University's dues, if any.

A teacher who retires from service by giving notice or he is retired by the University by giving notice, pay and allowances in lieu of such notice, in accordance with the terms and conditions of service may be granted su-moto by the authority competent to grant leave, cash equivalent of



the leave salary in respect of earned leave at his credit subject to maximum number of days as decided by Punjab Govt. from time to time for its employees and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the maximum number of days as decided by Punjab Govt. from time to time for its employees at the rates in force on the date the University teacher so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No HRA or CCA shall be payable. Provided that if leave salary for the half pay leave component falls short of per pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

Provided further that a teacher who is retired by the University by giving him pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which any allowances in lieu of notice have been allowed.

- (a) (i) Where the services of a teacher are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted suo-moto by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum number of days as decided by Punjab govt. from time to time for its employees.
- (ii) If a teacher resigns or quits service, he may be granted suo-moto, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 90 days.

- (iii) If the teacher remains absent without leave or overstays his/her leave, he/she shall forfeit his/her entire salary for the period of absence; and if he/she remains absent without leave or overstays his/her leave for more than one week in India or for four weeks abroad, his/her office shall be liable to be declared vacant after following due procedure and giving adequate opportunity to him/her to explain his/her position and he/she shall be liable to pay an amount equivalent to his/her salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merit of the case.

**77.8 Conversion of one kind of leave into another kind.**

- (i) At the request of teacher the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right.
- (ii) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Statute 84 (Leave not due).

**77.9 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 duties in such manner and from such persons as may be prescribed.

The authority competent to grant leave may in its discretion forego with the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical grounds. Such leave shall not, however be treated as a leave on medical certificate and shall be debited against leave other than leave on medical grounds.

77.10 Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

77.11 The leave account should be maintained for each teacher in the Department/Faculty concerned.

The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

77.12 The leave year means a calendar year.

77.13 Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

77.14 The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty:  
Casual Leave, Special Casual 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 on ground of Health:  
Maternity Leave and Quarantine Leave, Sabbatical Leave (prescribed separately).

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

#### 78. **Casual Leave**

- (i) A whole time male teacher of the University shall be eligible for casual leave each year as mentioned below:
  - (a) Less than 10 years service. -10 days
  - (b) More than 10 but less than 20 years service. -15 days
  - (c) More than 20 years service. -20 days

Casual leave not exceeding five days may be availed of by a teacher for academic work as hereinafter defined.

However, a lady teacher shall be entitled to 20 days casual leave in a calendar year.

- (ii) Casual Leave cannot be carried over to the next leave year.
- (iii) Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- (iv) A teacher on casual leave cannot be treated as absent from duty and his pay shall not be intermitted.
- (v) Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.

#### 78.1 **Special Casual 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 institution attached to Statutory Boards etc.
  - (c) To participate in literary, scientific or educational conferences, symposium, or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities. 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 from the place 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 Selpingectomy) under Family Planning Programme, Leave in this case will be restricted to six working days.
  - (b) To a female teacher who undergoes non-peruperal sterilization, leave in this case will be restricted to fourteen days.
  - (c) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave. It may be granted in combination with holidays or the vacation.

**79. Duty Leave**

- (i) Duty leave may be granted for:
  - (a) Attending conferences, congress, symposia and seminars on behalf 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 or for performing any other duty for the University.
  - (d) Working on a delegation or Committee appointed by the Government of India, the University Grants Commission, a sister University or any other Academic Body.
  - (e) Visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme, Indo-US Fellowship, Indo-US Exchange of Scientists Programmes sponsored by the University Grants Commission.
- (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 received 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 extra-ordinary leave.

**80. 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.

However, it would be mandatory for the Heads of Teaching Deptts. to be present for full time in the Deptts. during vacation. Each Head of the Teaching Deptt. would be credited one month's earned leave per year inclusive of earned leave already admissible.

This will also be applicable to Dean, Academic Affairs, Dean, Students' Welfare, Warden, Boys Hostel as well as the teaching staff working in the non-vacation, teaching and research departments.

*Note* : (i) For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned Leave at the credit of a teacher shall be accumulated as decided by the University from time to time. The maximum earned leave that may be sanctioned at a time shall not exceed the limit as decided by the University from time to time. The earned leave exceeding 120 days may however be sanctioned in the case of higher study or training or leave on medical certificate when the entire leave or portion thereof is spent outside India.

Provided earned leave taken as leave preparatory to retirement can be availed upto maximum number of days as decided by the University from time to time. However, no permission for private employment except with Public Sector Undertaking of Government of India/Punjab shall be granted.

(iii) Prefixing and suffixing holidays to leave other than leave on medical certificate:

It shall be allowed automatically except in case where for administrative reason, permission for suffixing/ prefixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which teacher is certified medically fit for rejoining duty happens to be a holidays, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave.

*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 case where only a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.

**81. 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.

*Note:* A completed year of service means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

**82. Commuted leave**

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

- (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (b) No commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.
- (c) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health, incapacitating the teacher for further service or in the event of his death.

*Note :* Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

**83. Extra-Ordinary Leave**

- (i) A Permanent teacher may be granted extra-ordinary leave:
  - (a) When no other leave is admissible, or
  - (b) When other leave is admissible the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary-Leave 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 teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that 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 teacher post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- (iii) Extra-ordinary 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 period 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 during the entire period of service.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

**84. 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 service so long as the debit balance 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 illness incapacitating that 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 that the Syndicate may, in any other exceptional cases waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

**85. Maternity Leave**

- (i) Maternity leave may be granted to a woman teacher on full pay for a period of 180 days.

Provided that no leave under this statute shall be granted to a woman teacher who has two or more living children.

- (ii) Maternity leave under this statute may also be granted in cases of miscarriages, abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However in cases requiring longer duration of rest, leave of kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.
- (iii) Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- (iv) Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

**86. 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 purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extra-ordinary leave.
- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

**87. Leave Salary**

- (1) Except as provided in sub-rules (5), a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (2) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).
- (3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).
- (4) A teacher on extra-ordinary leave is not entitled to any leave salary.
- (5)
  - (a) A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be, shall be entitled , during such leave, to leave salary as admissible under the rules in lumpsum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent to other retirement benefits.
  - (b) Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension.
  - (c) If during such employment he is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

**87.1 Advance of Leave Salary**

- (a) The advance in lieu of leave salary admissible to a teacher proceeding on leave of not less than thirty days shall include allowances as well subject to deduction on account of income tax, provided fund, house rent, recovery of advance etc.
- (b) In case a teacher who dies in harness, the cash equivalent of the leave salary that the deceased employee would have got; had he gone on earned leave but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum number of days as decided by the University from time to time shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.
- (c) Half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority.

**PART B****88. Teacher 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 if he held 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-C****89. Temporary Teachers**

Temporary teachers shall be governed by the provisions of Part

(A) of these rules subject to following conditions and exceptions:

**(1) Earned Leave**

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

- (i) 1/60th of the period of actual service plus
- (ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

(b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employ, diminished by any earned leave, already taken leave is not interruption of duty for the purpose of this rule.

**(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) Commuted Leave**

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

**(4) Extra-Ordinary Leave**

In the case of a temporary teacher the duration of extra-ordinary 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 medical certificate.
- (c) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy.

- (d) (i) 24 months in cases where the leave is required for prosecuting studies certified to be in the University interest provided that the teacher has completed three years' continuous service on the date of commencement of extra-ordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three month's extra-ordinary 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 extra-ordinary 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 limit upto 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 in the University employment.

**(5) Leave not due, study leave and Sabbatical leave**

Temporary teacher shall not be entitled for the grant of leave not due, study leave or sabbatical leave.

**PART-D**

**90. Teachers appointed on contract**

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

**PART-E**

**90 (a) Honorary and Part-time teachers**

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

**91. Study Leave**

- (i) Study leave may be granted to permanent whole time teachers (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 special study of the various aspects of University Organisations and methods of education giving full plan of work.

Provided that the Syndicate may, in special circumstances of a case waive the condition of two years service being continuous.

**Explanation :** In computing the length of service, the duration of which a person was on probation or engaged as Research Assistant may be included provided that :

- (a) the person is a teacher on the date of the application and
  - (b) there is no break in service.
- (ii) Study Leave shall be granted on the recommendation of the advisory committee, but leave shall not be granted for more than two years, save in very exceptional cases in which the Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University. The period of Study Leave shall, in no case, exceed three years.
  - (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 five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed 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 Extra-Ordinary leave has been obtained.

- (vi) The teacher 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 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 emolument payable to the teachers on Study Leave shall be reduced subject to the provisions of Sub-clauses (vii) and (viii) below.
- (vii) (A) The amount or Scholarships/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 be followed for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship/fellowship or any other kind of financial assistance.

<b>Sr.</b>	<b>Value of Scholarship/ No. Fellowship/Financial Assistance per Annum</b>	<b>Nature of Study Leave to be granted</b>
1.	\$ 20,000 or above	without pay
2.	\$ 10,000 and above but less than \$ 20,000	with half pay
3.	Less than \$ 10,000	with full pay

(These guidelines would come into force w.e.f. 6.6.1991)

- (a) In the above case, the teacher may be paid the normal house rent allowance, he was in receipt of before accepting the fellowship, if he continues to incur the expenditure. If a teacher is in occupation of a house leased by the University, he can, if he so chooses, retain the accommodation during the period of fellowship subject to the usual recovery towards house rent.
- (b) The payment of house rent allowance and city compensatory allowance will be made on production of the requisite certificates.

(B) The following terms and conditions may be followed in relation to Study leave for Teachers for undertaking research in an institution in India other than Govt./Semi Govt. Institutions i.e. UGC, DBT, CSIR etc.

<b>Sr. No.</b> <b>Value of Scholarship, Fellowship or any other kind of financial assistance excluding House Rent and conveyance allowance</b>	<b>Nature of Study Leave</b>
1. Upto 30% of the pay of the teacher concerned.	with full Pay and allowances.
2. More than 30% of the pay of the teacher concerned	Deduction from pay of the amount of Fellowship/Scholarship/ Financial Assistance exceeding 30% of the 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, extra-ordinary 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 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 fails to rejoin the service of the University on the expiry of his Study Leave, or
- (b) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- (c) 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 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 :*

- (a) 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 rules.
- (b) Notwithstanding the above, the Syndicate may order that nothing in these rules 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 rules.

- (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 granted to him on full pay and one surety when Study Leave is granted to him on half pay and give security of immovable 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 fulfill 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 reports 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 reports do not reach the Registrar within the time specified, the

payment of salary may be deferred till the receipt of such reports.

**92. Guidelines for Grant of Sabbatical Leave**

A professor in the University shall be eligible for grant of a Sabbatical Leave for a period of one year at the end of every six years of service as a Professor in the University, or for a period of six months at the end of every three years of service as a Professor in the University for purpose of study, research and writing within the country or abroad.

- Note* :
1. For any absence for period exceeding three months (excluding vacations), service for an additional period of equal duration will have to be rendered for the completion of the qualifying service of six years or three years, as the case may be.
  2. Sabbatical Leave may not be granted to a Professor if the period between his return from the proposed leave and his attaining the age of superannuation, is less than double the period of Sabbatical Leave asked for by him.
  3. A Professor may avail of Sabbatical Leave of one year's duration twice or of six month's duration four times during the entire period of his service as a Professor in the University, provided that he has rendered approved service of not less than six years or three years, as the case may be, before each spell of Sabbatical Leave.
  4. 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.
  5. During the period of Sabbatical leave, the Professor shall be allowed to draw normal increments on due dates and the period of leave shall also count as regular service for the purpose of pension/retirement benefits provided that the Professor rejoins the University on the expiry of his leave.
  6. A Professor on Sabbatical Leave shall not take up during the period of that leave any regular appointment in another organization in India or abroad. He may, however, be allowed to accept a Fellowship or a research scholarship,

or an ad hoc teaching or research assignment with honorarium, or any other form of assistance other than regular employment, provided that in such cases, the Syndicate may, if it so desires, sanction Sabbatical Leave on reduced pay and allowance.

- Note* :(1) A Professor who is on Sabbatical Leave could not take classes. However, if the Professor on Sabbatical Leave so desired he could guide research students and carry on research work himself during the period of Sabbatical Leave.
- (2) A Professor who is on Sabbatical leave should not attend the staff meeting, as well as other meetings of the Departmental Committees including the Departmental Selection Committees etc.

The benefits of past service, that is prior to the date on which present rules (Delhi University Pattern) come into force will be credited to the leave account of present incumbents.

- a) leave already sanctioned/earned,
  - b) earned leave including compensatory leave,
  - c) furlough leave (to be utilized as provided in earlier rules),
  - d) study leave, if entitled as per earlier rules.
1. The word 'Guru Nanak Dev University' be substituted wherever the word "Delhi University" occurs;
  2. The word 'Syndicate' be substituted for the word 'Executive Council'.
  3. The name of the Advance Study and Research Committee be changed to 'Advisory Committee for Advanced Study & Research". The tenure of the committee shall be for one year commencing from 1st July.
  4. The years for casual/special casual/duty leave will be from 1st January to 31st December of the year (i.e. a calendar year). Present incumbents include a teacher who had not retired and was still in regular service as on 1.1.86.

**(xiii) Cash payment in lieu of unutilised privilege leave**

- 93.1 All the University employees, who retire on superannuation on or after 30th September, 1977 shall be paid cash equivalent of

leave salary for earned leave to a maximum number of days as decided by the Punjab Govt. from time to time, for its employees.

The cash payment for unutilised earned leave shall include pay and such allowances as decided by the Punjab Govt. from time to time for its employees.

Provided that an employee who avails of full leave preparatory to retirement and get cash payment in lieu of unutilised leave on the date of retirement subject to maximum number of days as decided by the Punjab Govt. from time to time for its employees.

93.2 This concession shall be subject to the following conditions:

- (a) Accumulation of privilege leave shall be restricted to 450 days in case of such existing employees who opt to get encashment of unutilised privilege leave upto 300 days. But this restriction shall not be applicable if they opt to be governed under the existing unamended Statutes providing encashment of privilege leave upto 180 days. However, the number of days in all these cases shall be as decided by the Punjab Government from time to time.
- (b) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in lumpsum.
- (c) Cash payment under this Statute shall be equal to leave salary as admissible for earned leave and dearness allowances on the leave salary at the rates in force on the date of retirement. No city compensatory allowance as admissible or house rent allowance shall be payable.
- (d) The authority competent to grant leave shall also be competent to grant cash equivalent of earned leave at credit on the date of retirement.

93.3 An employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.

93.4 If any employee resigns, he shall not be granted either prior or subsequent to his resignation any leave due to his credit provided that the University may, in any case, grant terminal leave to an employee prior to his resignation which may extend beyond the date on which the resignation becomes effective, if in the opinion of the University, the circumstances justify such grant of leave.

93.5 If any employee dies while in service the cash equivalent of the leave salary (including the appropriate amount of dearness allowance) that the deceased employee would have got, had he gone on earned leave that would have been due and admissible to him but for his death, on the date immediately following the date of death and in any case not exceeding leave salary for 240 days shall be paid to his family subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity, if any.

Provided that in the case of an employee governed by statute relating to Contributory Provident Fund no deduction on account of University Contribution to Contributory Provident Fund shall be made out of the cash equivalent of leave salary payable to the family of the deceased employee.

**(xiv) Age of Retirement**

94. (i) All whole-time paid members of the administrative staff except persons appointed on contract basis and class 'C' employees shall retire on reaching the age of sixty years.
- (ii) all whole-time class 'C' employees shall retire on reaching the age of sixty years.

Provided that extension be allowed up to the age sixty-five years on the recommendation of the Officer concerned and on production of a certificate of physical fitness from a Medical Officer of the rank of an Assistant Surgeon after every two years.

- (iii) all whole-time members of the teaching staff shall retire on reaching the age of 60. Provided that :
- (a) If the date of superannuation in the particular Calendar year falls on or before 30th June, a teacher shall retire on 30th June of the year, and if it falls after 30th June, he shall retire on 31st December of the year.
- (b) In exceptional cases :
- (1) If the services of a teacher are required after the age of superannuation, in the interest of the University, he may be re-appointed by the Syndicate on contract for a period not exceeding two years in the first instance on the recommendation of the Vice-Chancellor. During the contract period, notwithstanding any other Statute or Ordinance, the teacher shall not be

entrusted with any administrative responsibility, such as Head of the Department, Dean of Faculty etc. and will be ineligible for office filled by rotation. He shall devote himself entirely to academic work.

- (2) In very exceptional cases the re-appointment on contract basis may be extended further for a period not exceeding two years but it shall not go beyond the age of 65 years in any case. Such an extension of the contract period shall be allowed only after getting an assessment report of the teacher's work during the last three years from three subject experts to be nominated by the Syndicate on a reference by the Vice-Chancellor.
- (3) The terms and conditions of a teacher reappointed after superannuation shall be determined by the Syndicate.
- (4) Such re-appointments shall be made against supernumerary posts to be created by the Syndicate against a lumpsum provision which will be provided in the Budget Estimates.

- Note* :
1. Recommendation for re-appointment shall be initiated by the Vice-Chancellor. He may, however, obtain the recommendation of the Dean, Academic Affairs & Students' Welfare, if considered necessary.
  2. No application shall be made or entertained for reappointment.
  3. The salary of the teacher re-appointed shall be determined on the basis of emoluments last drawn by him on superannuation but it shall be in the form of a consolidated or a fixed salary.
  4. The re-appointed teacher will continue to occupy the category of house that had been allotted to him before retirement for the period he is re-employed.
- (iv) 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 upto two years, in special cases, on the recommendation of the Vice-Chancellor.
  - (v) The date of retirement of an employee shall be the afternoon of the last day of the month in which the actual date of his retirement falls.

**(xv) Miscellaneous Provisions**

95. Except where otherwise expressly provided, nothing contained in the foregoing Statutes shall apply to:
- (i) Part-time employees of the University.
  - (ii) Persons holding temporary or contractual appointments.
  - (iii) Research scholars.

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

96. Any case not coming within the purview of the Statutes contained in this Chapter may be decided in accordance with the rules made by the Punjab Government for its Officers or in such other manner as the Syndicate in the case of Officers appointed by it and the Vice- Chancellor in the case of those appointed by him, deem fit.



## **CHAPTER III**

### **UNIVERSITY PROVIDENT FUND**

1. A Provident Fund to be called the "Guru Nanak Dev University, Amritsar Provident Fund" shall be established for the benefit of the officers and employees of the University.
2. Every whole time employee of the University appointed against a substantive post, as a condition of his service, be required to become a depositor in the Guru Nanak Dev University, Amritsar Provident Fund.
3. (a) Any whole-time employee temporarily appointed in the first instance and subsequently confirmed in the same appointment, may be admitted to the benefits of the University Provident Fund from the date of his temporary appointment with the approval of the Vice-Chancellor, provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment.  
(b) 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.  
(c) The Syndicate, in the case of officers appointed by it, and the Vice-Chancellor in the case of those appointed by him may, at the time of appointment or at a subsequent date, allow in their discretion any part-time employee or an employee holding appointment for a fixed term or an employee appointed against temporary post not likely to be made permanent on completion of one year's satisfactory service to become a depositor in the Fund.

Provided that such persons shall be entitled to contribute to the Provident Fund from the date of appointment and after one year the University shall add

from retrospective date its share provided that work and conduct of such persons is considered satisfactory by the appointing authority.

- (d) The employees are also entitled to become depositors to the General Provident Fund Scheme as provided for in the Statutes regarding the General Provident Fund.
4. The Syndicate may, in the case of a person appointed to a substantive post, permit the transfer of the Provident Fund or any money standing to his credit in any recognised Provident Fund to which he was subscriber immediately before his appointment in the University; and may, with his consent, make such arrangement with the authorities of that other Provident Fund for the purpose of such transfer, whether in the form of cash or of securities, or of both, as may be convenient.

Provided that the persons who join this University after having served in the Punjab University, Chandigarh, Punjab Agricultural University, Ludhiana and Punjabi University, Patiala shall be allowed to get the amount of Provident Fund and Gratuity standing to their credit in the concerned University transferred to this University with retrospective effect.

5. The subscription to the fund shall be ten per cent of the salary of the depositor.

Provided that :

- (i) When the calculations involve paise amounting to less than fifty paise, the paise shall be ignored and when those amount to fifty 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 the salary, and the amount deducted shall be paid into the University funds to the credit of the depositor.
- (ii) A University employee shall not be entitled to University contribution towards his provident fund during the period of leave or furlough after retirement.

Provident Fund Contribution shall be made on the salary drawn during all kinds of leave except extra-ordinary leave without pay and suspension period not treated as duty.

*Explanation:-* That word 'salary' does not include the house rent allowance for purpose of deduction to be made towards the Provident Fund, but includes Special Pay, Personal Pay

and other allowances that is Dearness Allowance, Additional Relief and any other allowance supplementary to Dearness Allowance.

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

Provided that:

- (i) The benefit of University contribution to the Fund of an employee shall be as under:
  - (a) Nothing will be paid if the period of service put in by the employee is one year or less from the commencement of the contribution to the Provident Fund;
  - (b) half the amount of the University contribution will be paid if the period of such 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 by an employee is not less than five years. Full amount of University contribution shall also be payable in the event of the death of an employee or on superannuation or completion of the period of service for which an employee was engaged, regardless of the length of service.
- (ii) No employee of the University who has, in the opinion of the Syndicate, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from its employment, shall be entitled to the benefit of, or to receive any part or share in any sums at any time contributed by the University to the Fund, on his account or the accumulated interest or profits thereof and that the University shall be entitled to recover from the amount for the time being at the credit of any employee a sum equivalent to the amount of any loss or damage at any time sustained by the University by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the University and of any interest or increment which has been accrued on such contributions.

- 6.2 The foregoing provisions of this chapter 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.
7. The University shall pay interest on all sums deposited in the Provident Fund at a rate to be determined by the Syndicate from time to time. Such interest shall be yearly placed to the credit of each depositor. For the purpose of calculation of monthly balances of each depositor on which interest for a month is to be added, deductions made from the salary of a depositor on account of subscription for a month on any date of a month shall be treated to have been deposited on the first of the month in which deductions are made. In the case of subscriptions deposited in cash by a depositor, it will be treated to have been deposited on the first of the month in which it is deposited, provided it is deposited on or before the fifth of the month, and on the first of the following month if it is deposited after the fifth of the month.

Provided that in the case of a person leaving the University service and asking for the immediate refund of the Provident Fund money standing to his credit/due to him, interest for broken period shall be paid at a rate one percent lower than the rate at which the interest was added for the previous year, but if he opts to withdraw the amount in the following April, he shall be paid interest at the rate approved for that year.

Provided further that in the case of a person who does not withdraw his Provident Fund money within one year of his leaving the University service, no interest shall be paid after the expiry of one year of his leaving the University.

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

9. Subject to the provisions of clause 5.1 of this Chapter the amount standing in the Fund at the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. But a subscriber may be allowed, in accordance with the Regulations framed by the Syndicate, and advance of a sum not exceeding the total amount subscribed by him at a rate of interest one percent higher than the rate at which interest is credited to subscribers. Recoveries towards the amount advanced shall be in accordance with the Regulations framed by the Syndicate.

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

10. In case of leave granted preparatory to retirement a subscriber may, at the discretion of Vice-Chancellor, be permitted to withdraw upto ninety percent 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 the continued employment. This payment shall not affect the provisions in regard to subscriptions during such leave or the claim to bonus or on the interest on the balance.
11. A depositor may make a declaration in Form 'A'/A-I' signed by him and attested by two witnesses in his Provident Fund Pass-Book stating the name or names of the persons to whom he desires that in the event of his death the whole or any part of the amount of his deposit shall be paid. Such nomination, may at any time, be revoked by the subscriber, or replaced by a fresh nomination. A register of such nominees shall be kept in the University Office. If the employee has made such a declaration the payment shall be made in accordance therewith and no succession certificate shall be required. On such payment being made, the University shall be absolved of all liabilities in connection therewith. If however, no such declaration has been made, the payment shall be made to the legal heirs of the depositor.

Provided that, if at the time of making the nomination the subscriber has a family, nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the fund shall, if the amount to his credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this Statute until he makes nomination in accordance with this statute.

*Explanation :* The term 'Family' shall mean the wife or wives/husband and children of a subscriber and the widows and children of a deceased son of the subscriber. If a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which he belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family, unless the subscriber subsequently sends an intimation in writing to the Registrar that she shall be so regarded. If a woman subscriber, by intimation in writing to the Registrar, expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family unless the subscriber subsequently cancels formally in writing her intimation excluding him.

- Note:*
- 1 Children means legitimate children.
  2. An adopted child shall be considered to be a child when the Registrar is satisfied that under the law, custom or personal law, as the case may be, for the time being in force and applicable to the subscriber, adoption is legally recognized as conferring the status of natural child.
  3. When a person has given his child in adoption to another person and if under the law, custom or personal law, as the case may be, for the time being in force and applicable to the adopter, adoption is legally recognized as conferring the status of a natural child, such a child should be considered as excluded from the family of the natural father.
12. The Syndicate may, from time to time, make Regulations consistent with these Statutes and with the provisions of the Provident Fund Act. 1925, for:
- (a) the conduct of the business of the Fund;
  - (b) any matter relating to the Fund, or its management or the investment of sums at credit of the funds or the privileges of depositors not herein expressly provided for and may add to, vary or cancel, any Regulations so made.

Provided that there shall be Provident Fund Committee, consisting of the Vice-Chancellor, the Registrar and, in addition to one member appointed by the Syndicate, Presidents of Guru Nanak Dev University Teachers' Association and Guru Nanak Dev University Non-Teaching employees' Association, for the purpose of advising the Syndicate in matters relating to investments, payments and other matters in respect of the Provident Fund.

13. Every subscriber shall be bound by these Statutes and shall sign and agreement in Form B-2.
- 14.1 On a written application from subscriber to the Provident Fund and with the approval of the Syndicate, the University may allow premia on the life Insurance Policy of the subscriber to be paid out of the subscriber's shares in his Provident Fund. In all such cases the life Insurance Policy of which the premia are so paid shall be assigned in favour of the University. On the retirement of the subscriber from the service of the University, the policy shall be re-assigned to him by the University.
- 14.2 In case of maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber during the service of the University, the full amount of the Policy shall be paid to the nominee or legal heir of the deceased entitled to the Provident Fund, in case there is no nominee. Detailed Regulations in regard to payment of premia out of Provident Fund shall be laid down by the Syndicate.
15. \*As an addition to the benefits given under the Statutes regarding Provident Fund, the Syndicate may grant at the time of retirement/ Pre-mature retirement after completing 15 years service or attaining the age of 45 years whichever is earlier to an employee or after his death, to the person whose name has been registered under Statute 11 of this Chapter, for efficient and faithful service, a gratuity equal to a half month's *emoluments* (The term Emoluments for purpose of calculating various retirement and death benefits shall include basic Pay as defined in rule 2.44(a) (i) of Punjab Civil Services Rules Volume 1, Part I, Special Pay, including NPA

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\* Any university employee shall be eligible for retirement after completion of 15 years of service or after having attained the age of 45 years. His retirement after 15 years of service or an attaining 45 years of age would take effect only with the concurrence of the Vice-Chancellor or the Syndicate, as the case may be and he/she would be entitled to the benefit of gratuity.

(Non-Practising Allowance), Personal Pay and Dearness Pay (as and when Dearness Allowance is treated as Dearness Pay) which the employee was drawing at the time of his/her retirement or death in case he/she dies before retirement for each completed year of service subject to a maximum of Rs. 1.00 lakh.

Provided that no gratuity shall accrue for any year over 33 years of service.

Provided further that the Syndicate may, grant gratuity to :

- (i) A person who dies before completing fifteen years of service at the following rates :

<b>Length of Service</b>	<b>Rate of Gratuity</b>
(a) Less than one year	2 time of emoluments
(b) One year or more but less than 5 years	6 times of emoluments
(c) 5 years or more but less than 20 years	12 times of emoluments
(d) 20 years and above	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments provided that the amount of Death Gratuity shall in no case exceed one lakh rupees.

- (ii) A person appointed on contract provided that the span of appointment in his case is not less than two years.
- (iii) A person who, after having served in other Universities/affiliated colleges in the Punjab State including Punjab University Chandigarh joined this University shall be allowed the benefit of previous service while calculating gratuity at this University at the time of retirement, superannuation or pre-mature retirement, as the case may be.

The rate of gratuity as may be modified by the State Government from time to time would be applicable to the University employees from the same date and on the same terms and conditions.

- (iv) In cases, where a person does not become entitled for payment of gratuity for the incompleting year of service, no condonation of period shall be allowed but instead 6 months service shall be considered as a unit, to entitle an employee to get atleast half year gratuity.



**Conditions:**

- (a) That the new amendments would be applicable to such employees, who are covered under the Pension Scheme.
- (b) That the Punjab Government instructions and rules regarding the gratuity would be adopted in toto. And
- (c) That these rules will take effect prospectively and the University will apprise the Govt. about it.

*Explanation :* An employee who would have proceeded on any kind of leave due to him before the date of his retirement shall be paid gratuity on the basis of the emoluments that he had been drawing before proceeding on leave.

*Note:* This amendment would be applicable to such employees, who are covered under the pension scheme only.

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

**FORM 'A'**

**FORM OF DECLARATION**

I hereby declare that I wish in the event of my death, the amount at my credit in the Guru Nanak Dev University, Amritsar Provident Fund, be distributed among the persons mentioned below in the manner shown against their names:

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

Station\_\_\_\_\_

Date\_\_\_\_\_

Two witnesses to signature.

Signature of Subscriber

1. \_\_\_\_\_

2. \_\_\_\_\_

**FORM 'B'**  
**FORM OF AGREEMENT**

I hereby declare that I have read the Guru Nanak Dev University, Amritsar Provident Fund Statutes and that I agree to be bound by them.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ at \_\_\_\_\_

Name in full \_\_\_\_\_

Date of birth \_\_\_\_\_

Date of joining appointment \_\_\_\_\_

Nature of appointment \_\_\_\_\_

Salary per mensem \_\_\_\_\_

Subscriber's signature \_\_\_\_\_

(i) Signature of witness

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

(ii) Signature of witness

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

**FORM 'A-I'**  
**FORM OF DECLARATION**

(When the subscriber has no family, and wishes to nominate one person/more than one persons).

I, having no family as defined in Clause 11 of P.F. Statutes, hereby nominate the person/persons mentioned below to receive the amount that may stand to my credit in the Contributory/General Provident Fund in the event of my death, before that amount has become payable or having become payable, has not been paid :

Name and address of 'the nominee/nominees	Relationship with subscriber	Age	Amount of share to be paid	Contingencies on the happening of which the nomination shall become invalid	Name, Address and relationship of the person or person, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column
_____1_____	_____2_____	_____3_____	_____4_____	_____5_____	_____6_____

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_

at \_\_\_\_\_

\_\_\_\_\_  
Signature of Subscriber

Two witnesses to signature

1. \_\_\_\_\_

2. \_\_\_\_\_

*Note* : When a subscriber who has no family makes a nomination, he shall specify in the columns that the nomination shall become invalid in the event of his subsequently acquiring a family.

### GENERAL PROVIDENT FUND

1. These Statutes, called 'The Guru Nanak Dev University General Provident Fund Statutes,' shall come into force immediately.
2. (i) 'Emoluments' mean, pay, dearness pay or other allowances except house rent allowance and conveyance allowance.  
(ii) The term 'family' shall mean the wife or wives/husband and children of a subscriber, and the widows and children of a deceased son of the subscriber. If a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which he belongs to be entitled to maintenance; she shall henceforth be deemed to be no longer a member of the subscriber's family, in matter to which these Statutes relate unless the subscriber subsequently sends an intimation in writing to the Registrar that she shall continue to be so regarded. If a woman subscriber, by intimation in writing to the Registrar, expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family, unless the subscriber subsequently cancels formally in writing her intimation excluding him.
3. (i) The fund shall be maintained at Amritsar.  
(ii) All sums paid into the Fund under these Statutes shall be credited in the books of the University to an account named 'The General Provident Fund'. Sums, of which payment has not been taken within six months after they become payable under these Statutes, shall be transferred to 'Deposits' at the end of the year and treated under the ordinary rules relating to deposits.
- 4.1 A subscriber shall, at the time of joining the Fund, send to the Registrar a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid :

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident fund to which he was subscribing before joining the Fund, shall, if the amount to his credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this Statute until he makes nomination in accordance with this Statute.

*Note* : 1. An application for admission to the Fund should not be forwarded to the Registrar, until it is accompanied by nomination forms completed by the subscriber.

2. A declaration made by a Mohammadan subscriber in favour of his adopted child should not be accepted, as adoption is not recognised in Mohammadan Law.

4.2 If a subscriber nominates more than one person under clause 4.1, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

4.3 Every nomination shall be in such one of the forms P.F.II-A, I-B, or I-C as, is appropriate in the circumstances.

4.4 A subscriber may, at any time, cancel a nomination by sending a notice in writing to the Registrar :

Provided that the subscriber shall, alongwith such notice, send a fresh nomination made in accordance with the provisions of clauses 4.1 to 4.3.

*Note:* The proviso to this clause is directory and not mandatory. The additional provision that a fresh nomination should be sent alongwith a notice does not affect the validity or otherwise of the notice. The proviso thus, does not constitute a condition for the validity of the notice. Once a notice is given complying with the above requirements, it operates as a valid and effective notice.

Provided it is given in clear and unambiguous terms. In view of this, it shall not be in order to make the payment of the deposits in the General Provident Fund on the basis of the nomination, which is expressly cancelled by the subscriber by a notice given in clear and unambiguous terms but which is not replaced by another valid nomination. After receiving such a notice of cancellation of a nomination, the nomination should be cancelled forthwith and returned to the subscriber. If the

subscriber fails to furnish alongwith notice of cancellation or separately in due course a fresh nomination which is in accordance with the Statutes and the Provident Fund becomes payable as a result of the death of the subscriber, the payment should be made in accordance with the Statutes of the Fund as if no valid nomination subsists.

4.5 A subscriber may provide in a nomination :

- (a) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination.

Provided that such other person or persons shall, if the subscriber has other members in his family, be such other member or members.

- (b) that the nomination shall become invalid in the event of happening of a contingency specified therein.

Provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if at the time of making the nomination, the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternative nominee under clause(a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

4.6 Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule 4.5 or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of the Registrar a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of Statute.

4.7 Every nomination made by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar.

5. An account shall be prepared in the name of each subscriber and shall show the amount of his subscription with interest there on calculated as prescribed in sub-clause 9.2.

- 6.1 A subscriber shall subscribe monthly to the Fund except during the period when he is under suspension.

Provided that a subscriber may at his option, elect not to subscribe during period of leave, other than leave on average pay or earned leave of less than one month or 30 days duration as the case may be; but this option shall not be exercised during vacation when the leave is combined with vacation.

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum, or installments any sum not exceeding the maximum amount of arrear subscriptions payable for the period.

- 6.2 The subscriber shall intimate his election not to subscribe during leave in the following manner.

- (a) If he is an officer who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave.
- (b) If he is not an officer who draws his own pay bills, by written communication to the Head of his office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute in election to subscriber.

The option of a subscriber intimated under this sub-Statute shall be final.

- 6.3 A subscriber, who has under Statute 13 withdrawn the amount standing to his credit in the Fund, shall not subscribe to the Fund after such withdrawal unless he returns to duty.

- 6.4 All regular and temporary employees in continuous service for more than one year may alone be admitted to the Fund. The re-employed persons can also continue to subscribe to G.P.F. under their old G.P.F. number.

- 7.1 The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions :

- (a) It shall be expressed in whole rupees;
- (b) It may be any sum so expressed, not less than 8% of his pay (including dearness pay) and not more than his total pay.

- 7.2 For the purposes of clause 7.1 the emoluments of a subscriber shall be.

- (a) In the case of a subscriber who was in University service on the 31st March of the preceding year, emoluments to which he was entitled on that date.

Provided as follows :

- (i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.
  - (ii) If the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India.
  - (iii) If the subscriber joined the Fund for the first time, his emoluments shall be the emoluments to which he was entitled on the date he joins the fund.
- (b) In the case of subscriber who was not in University service on the 31st March of the preceding year, the emoluments to which he was entitled on the date he joins the Fund.

7.3 The subscriber shall intimate the fixation of the amounts of his monthly subscription in each year in the following manner :

- (a) If he was on duty on the 31st March of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month.
- (b) If he was on leave on the 31st March of the preceding year and elected not to subscribe during such leave or was under suspension on that date by the deduction which he makes in this behalf from his first pay bill after his return to duty.
- (c) If he has entered University service for the first time during the year, or joins the Fund for the first time by the deduction which he makes in this behalf, from his pay bill for the month during which he joins the Fund.
- (d) If he was on leave on the 31st March of the preceding year, and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his pay bill for that month.



- (e) If he was on foreign service on 31st March of the preceding year, by the amount credited by him into the University Fund account of subscription for the month of April in the current year.

7.4 The amount of subscription so fixed shall remain unchanged throughout the year.

Provided that the amount of subscription may be enhanced once at any time during the course of year.

Provided further that if a subscriber is on duty for a part of a month and on leave for the remainder of that month and if he has elected not to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

- (i) The amount of subscription originally fixed by a subscriber is not to be varied during the course of the year on account of any increase or decrease in his rate of pay which may ultimately be found to be due in respect of the 31st March preceding.
- (ii) If a subscriber dies during the course of a month, proportionate subscription should be recovered for that month from his emoluments, i.e., for the number of days during which he was alive in the month.

*Note* : (a) The subscription of piece workers in University Presses are not subject to the minimum limit of five per cent of pay. In their case the maximum limit of 15.5/8 per cent shall be calculated on the highest earnings drawn for any day falling within the period 15th of February to 14th March of the financial year preceding. If, however, a piece worker has been absent during the whole of that period the limit of 15.5/8 per cent shall be calculated on the highest earnings drawn for any day of the first subsequent press month (15th of one month to the 14th of the next month) in which he is employed. The earnings taken for calculating the maximum limit of subscription shall also be taken for the purpose of calculating the limit of three months' pay ordinarily imposed on temporary advances under Statute 10.1.

- (b) The subscriptions of section writers, typists and other piece rate workers who are members of fixed establishment shall be calculated on their earnings for March of the preceding financial year. These earnings will also be taken as the monthly pay for the purposes of watching the limit of three months' pay ordinarily imposed on temporary advances under Statute 10.1.
- 8.1 When emoluments are drawn from the University Fund, recovery of subscriptions on account of these emoluments and of the principle and interest of advances shall be made from the emoluments themselves.
- 8.2 When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Registrar.
- 8.3 If a University employee fails to subscribe with effect from the date on which he is required to join the Fund the total amount due, to the Fund on account of arrears of subscription shall, with interest thereon at the rate provided in Statute 9 forthwith be paid by the subscriber to the Fund, or in default, be ordered by the Registrar to be recovered by deduction from the emoluments of the subscriber by installments or otherwise as may be directed by the authority competent to grant an advance under Statute 10.1.
- 9.1 Subject to the provisions of clause 9.5 below, University shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the competent authority.
- Provided that, if the rate of interest determined for a year is less than four per cent, all existing subscribers to the Fund in the year preceding that for which the rate has for the first time been fixed at less than four per cent, shall be allowed interest at four per cent.
- 9.2 Interest shall be credited with effect from the last day in each year in the following manner :
- (i) On the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year interest for twelve months.
  - (ii) On sums withdrawn during the current year interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal.

(iii) On all sums credited to subscriber's account after the last day of the preceding year interest from the date of deposit up to the end of the current year.

(iv) The total amount of interest shall be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee).

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall, thereupon, be credited under this clause in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be up to the date on which the amount standing at the credit of the subscriber became payable.

9.3 In this Statute the date of deposit shall, in the case of recovery from emoluments be deemed to be the first day of the month in which it is recovered; and in the case of an amount forwarded by the subscriber shall be deemed to be the first day of the month of receipt, if it is received by the Registrar before the tenth day of that month, but if it is received on or after the tenth day of that month, the first day of the next succeeding month.

9.4 In addition to any amount to be paid under Statutes 12, 13, or 14, interest thereon up to the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid.

Provided that where the Registrar has intimated to that person (or his agent) a date on which he is prepared to make payment in cash, or has posted a cheque in payment to that person, interest shall be payable only upto the end of the month preceding the date so intimated or the date of posting the cheque, as the case may be.

9.5 Interest shall not be credited to the account of a Mohammadan subscriber if he informs the University that he does not wish to receive it; but if he subsequently asks for interest it shall be credited with effect from the first day of the year in which he asks for it.

9.6 The interest on amounts which under Statute 8.3, 11.5, 12 and 13 are replaced at the credit of the subscriber in the Fund shall be calculated at such rates as may be successively prescribed under Statute 9.1 and so far as may be in the manner described in this Statute.

- Note* : 1. When a subscriber is dismissed from the service of University but has appealed against his removal, the balance at his credit shall not be paid over to him until final orders confirming the decision are passed on his appeal. Interest shall, however, be paid on the balance up to the end of the month preceding that in which such orders are passed.
2. No interest shall be allowed on the amount recovered on account of the subscriptions of the Fund in excess of the actual amount due.

When the excess payment of subscription is adjusted by short payments in subsequent months, interest should be allowed for the later months on the full amount due, the balance having been already received in the former months.

- 10.1 A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the competent authority subject to the following conditions:
- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise.
- (i) To pay expenses in connection with the prolonged illness of the applicant or any person actually dependent on him;
- (ii) To pay for the overseas passage only for reasons of health or education of the applicant or any person actually dependent on him. Advances from Provident Fund may also be granted to a subscriber, subject to the usual conditions to meet the cost of education of himself or of any person actually dependent on him in the following types of cases.
- (1) For education outside India, whether for an academic, technical, professional or vocational course.
- (2) For medical engineering and other technical or specialised courses in India beyond the High School stage, provided that the course of study is not less than three years.
- (iii) To pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the

applicant has to incur in connection with marriage, funerals, or other ceremonies of persons actually dependent on him. Provided that the condition of actual dependence shall not apply in the case of son or daughter of the subscriber.

*Note* : Advances under sub-clause (iii) are also permissible for meeting expenditure in connection with marriage and other ceremonies of the subscriber himself/herself.

- (iv) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to have been done by him in the discharge of his official duty, the advance in this case being available in addition to any advance admissible for the same purpose from any other University source.

Provided that the advance under this sub-clause shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against University in respect of any condition of service or penalty imposed on him.

- (v) To meet the cost of his defence where the subscriber is prosecuted by University in any court of law or where the subscriber engages a legal practitioner to defend himself in an inquiry in respect of any alleged official misconduct on his part.

*Note*: In cases falling under items (i) above, advances may be granted by the sanctioning authority to pay debts incurred, provided an application is made within a reasonable time after the event to which it relates. What is a reasonable time will be determined on the merits of each case. Advance to pay debts incurred in cases falling under items (ii) and (iii) require the sanction of the Registrar

- (b) The sanctioning authority shall record in writing its reasons for granting the advance :

Provided that if the reason is of a confidential nature it may be communicated to the Finance and Development Officer personally and/or confidentially:

- (c) An Advance shall not except for special reasons to be recorded in writing by the sanctioning authority i.e. Registrar:

- (i) exceed six month's pay or half the amount at the credit of the subscriber in the Fund, whichever is less, or
- (ii) Unless the amount already advanced does not exceed 2/3rd of the amount admissible under sub-clause (c)(i) be granted until atleast twelve months after the final repayment of all previous advances.

*Note* : For the purpose of this sub-statute, 'pay' does not include 'dearness pay.'

- (d) Notwithstanding anything contained in clause (c) the advance to be sanctioned for the purposes of sub-clause (iv) or sub clause (v) of clause (a) shall not exceed three months pay and shall in no case exceed half the amount at the credit of the subscriber in the funds.

10.2 In fixing the amount of an advance, the instructions given in Annexure A and B to these Statutes should be carefully observed by the authorities competent to sanction the advances.

*Note* : 1 In sancationting advances the instructions given in Annexure A and B to this Chapter should be carefully observed by the authority competent to sanction the advances.

*Note* : 2 The authority competent to sanction advances under these Statutes will be the Registrar.

11.1 An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct but such number shall not be less than twelve unless the subscriber so elects and more than thirty-six. In special cases where the amount of advance exceeds three months pay of the subscriber under Statute 10.1 (c), the sanctioning authority may fix such number of instalments to be more than thirty-six but in no case more than forty-eight. A subscriber may at his option, repay more than one instalment in a month. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

11.2 Recovery shall be made in the manner prescribed in Statute 8 for the realisation of subscriptions and shall commence with the issue of pay for the month following one in which the advance was drawn. Recovery shall not be made, except with the

subscriber's consent, while he is on leave or in receipt of subsistence grant and may be postponed on the subscriber's written request by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

*Note* : 1. The expression "advance" of pay includes any ordinary advance of pay granted under the relevant Statutes, but does not include advances for the building or repair of a house, for the purchase of a conveyance or for the payment of passages overseas which are of a different nature.

*Note* : 2. Vacation combined with leave shall be treated as leave for the purpose of repayment of an advance.

11.3 If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

11.4 If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole of the balance of the amount withdrawn, shall forthwith be repaid by the subscriber to the Fund or in default be ordered by Registrar to be recovered by deduction from the emoluments of the subscriber in monthly instalments not exceeding twelve.

Provided that Mohammadan subscribers whose deposits in the Fund carry no interest, shall not be required to pay into the Fund any additional instalments on account of interest on advances granted to them from the Fund.

11.5 Recoveries made under this Statute shall be credited, as they are made, to the subscriber's account in the Fund.

12. When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him.

Provided that a subscriber, who has been dismissed from the service and is, subsequently, reinstated in the service, shall if required, to do so by University, repay any amount paid to him from the Fund in pursuance of this Statute, with interest thereon at the rate provided in Statute 9 in the manner provided in the proviso to Statute 13.

The amount so repaid shall be credited to his account in the Fund.

*Note* : A subscriber re-employed in University service after retirement is considered to have quitted service from the date of retirement even though his re-employment may have been in continuation of his active service without break. He cannot, therefore, get interest on his accumulation in his Fund beyond six months from the date retirement.

*Explanation I*: A subscriber, who is granted/refused leave shall be deemed to have quitted the service from the date of compulsory retirement or on the expiry of an extension of service.

*Explanation II*: A subscriber, other than one who is appointed on contract or one who has retired from service and is subsequently re-employed with or without a break in service, shall not be deemed to quit the service when he is transferred without any break in service, to a new post under any other University or in another Department of the University (in which he is governed by another set of provident Fund Rules) and without retaining any connection with his former post. In such a case, his subscription together with interest thereon shall be transferred :

- (a) to his account in the other Fund in accordance with the rules of the Fund, if the new post is in another Department of University, or
- (b) to a new account under the University concerned if the new post is under any other University and that University consents, by general or special order, to such transfer of subscriptions and interest.

Transfers should be held to include cases of resignations from service in order to take up appointment in another Department of the University, without any break and with proper permission of the University. In cases where there has been a nominal break, it should strictly be limited to the joining time allowed on transfer to a different station. The same shall hold good in cases of retrenchment followed by immediate employment whether under the same or different departments.



*Note* : 1 In cases where the corporate bodies do not have any Provident Fund Scheme or whose Provident Fund rules do not provide for the acceptance of balances from other Provident Funds, the amount in question should be finally paid to the subscriber concerned at the time of his permanent transfer to such a body.

*Note* : 2. In case where the Provident Fund money is accepted by the corporate body subject to fulfillment of certain conditions, viz., that the University employee should complete the probationary period with them, or that he should be confirmed in a post under them, the Provident Fund money of the persons concerned may be retained with University till such time as it is transferred to the body concerned. In such cases, the Provident Fund Accounts of the individual concerned would cease to be alive on the date of permanent transfer of the person concerned to such a body. In other words, no withdrawals from the Provident Fund will be permitted for any purpose including payment of premium towards life Insurance Policies. Fresh subscription to the Fund, except recoveries in respect of outstanding advances shall not be accepted. The Provident Fund money held by Government would continue to earn interest at the normal rate till the date of transfer of the amount to the corporate body.

*Note* : 3 The Registrar will be the competent authority to sanction final withdrawal.

*Note* : 4 Any employee can avail one non-refundable and two refundable advances in a financial year.

13. When a subscriber :

- (a) has proceeded on leave preparatory to retirement or, if he is employed in a vacation Department, on leave preparatory to retirement combined with vacation ; or
- (b) while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service; the amount standing to his credit in the Fund; shall, upon application made by him in that behalf to the Registrar, become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, if required to do so by University, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this Statute with interest thereon at the rates provided in Statute 9, in cash or securities, or partly in cash and partly in securities, by installments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the authority competent to grant an advance under Statute 10.1.

*Note:* When vacation precedes the leave preparatory to retirement, the amount standing at the credit of a subscriber shall, upon application made to the Registrar, become payable at any time between the commencement of such vacation and the date of actual retirement.

- 13.A. (1) In the case of a subscriber to this Fund, the construction or the purchase of a house and purchase of a site or reconstruction for making additions or alteration to a house already owned or acquired by a subscriber be regarded as one of the contingencies on the happening of which deposits in the Fund shall, at his option, become payable, upto a maximum of 75 per cent of the balance at his credit on the date on which such withdrawal is applied for, subject to such restrictions as University may prescribe. If the amount of final withdrawal is more than what shall be actually expended for the purpose, the surplus shall be refunded for being credited to the subscriber's account.
- (2) Upon application made to the Registrar in that behalf by a subscriber, a sum not exceeding 75 per cent of the amount standing to his credit shall become payable to him, provided that any amount that may be outstanding against him in respect of an advance already granted to him for this purpose shall, be added to the amount standing to his credit on the date of such application for purposes of computing 75 per cent of the balance payable to him and the outstanding amount shall be adjusted against the amount actually payable.
- 13.B. If a retired University employee, who before his retirement was a subscriber to a Provident Fund governing his conditions of service, is re-employed by the University (whether immediately after his retirement or some time afterwards, but before having drawn the balance outstanding in his old Provident Fund Account) and is permitted to join the General Provident Fund Account,

his subscription towards a General Provident Fund will continue against his old General Provident Fund Account number and the University shall pay to the credit of the account of the subscriber interest at such rate as may be determined for each year according to be method of calculation prescribed from time to-time by the competent authority. Such interest shall be allowed upto the end of the month preceding the date intimated by the FDO as being the date on which he is prepared to make payment in cash or upto the end of the sixth month after the month in which such an amount become payable, whichever period be less.

13.C. A subscriber who has been permitted to withdraw money from the Fund under Statute 13-A (I) shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in lumpsum together with interest thereon at the rate determined under Statute 9 by the subscriber to the Fund, and in default of such payment, it shall be order by the sanctioning authority to be a lumpsum or in such number of monthly installments, as may be determined by the sanctioning authority.

13D. (1) A non-refundable advance may be granted to a subscriber at any time after completion of 10 years of service (including broken period if any) from the amount standing to his credit in the fund at the discretion of the competent authority i.e. Registrar for one or more of the following purposes, namely:

- (i) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan, expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of that date, or reconstructing or making addition or alteration to a house already owned or acquired by a subscriber.
- (ii) Purchasing a house-site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of that date.

- (iii) For constructing a house on a site-purchased utilising the sum withdrawn under sub-clause (ii) above.
- (2) A competent authority may grant a second non-refundable advance out of the Fund Account for the construction of a second house also to an employee who has already built a house at Amritsar.

Provided that a subscriber who has availed himself of an advance under the scheme of the Ministry of housing for the grant of advances for house-building purposes or has been allowed any assistance in this regard from any other government source, shall be eligible for the grant of a final withdrawal under the provisions of this Statute when the amount of that loan and its source would have been declared by him before this advance is sanctioned by the competent authority except for the purpose of repayment of any loan taken under the aforesaid scheme.

- (3) Any sum withdrawn by the subscriber shall not exceed one-half of his credit balance in his fund Account or six months' pay whichever is less at the time he actually applies for the grant of such advance. The sanctioning authority may however, recommend the withdrawal of an amount in excess of this limit up to 3rd/4th of the balance at the credit in the Fund to the Vice-Chancellor for his consideration.
- (4) The actual withdrawal from the Fund shall be made only on receipt of an authorisation from the accounts Branch concerned who will arrange this as soon as the formal sanction of the sanctioning authority has been issued.
- (5) A subscriber who has been permitted to withdraw money from the Fund under this Statute shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith be repaid in one lump-sum together with interest thereon at the rate determined under University Statute by the subscriber to the Fund, and in default of such payment it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump-sum or in such number of monthly installments, as may be determined by Registrar.

- (6) The provisions of this Statute will not be applicable for construction/building of a house.
13. E. (1) A non-refundable advance may be granted to a subscriber at any time after completion of 20 years service (including broken period, if any) or within ten years before the date of retirement on superannuation which ever is earlier from the amount standing to his credit in the fund at the discretion of the Registrar to meet the cost of Education of himself or children actually dependent on him in the following types of cases.
- (i) For education outside India beyond the High School stage whether for an academic, technical, professional or vocational course, And
  - (ii) For medical, engineering and other technical or specialised courses in India beyond the High School stage, provided that the course of study is not less than three year's duration.
- (2) Any sum withdrawn by the subscriber shall not exceed one-half of his credit balance in his fund account or 6 months pay whichever is less at the time he actually applied for the grant of such advance. The sanctioning authority may, however, recommend the withdrawal an amount in excess of this limit upto third/fourth of the balance at the credit in the fund to the Vice-Chancellor for his consideration.
- (3) The withdrawal will be permissible once in a financial year and the withdrawal were not ordinarily be allowed before the expiry of 6 months from the withdrawal of previous advance.

Provided that the subscriber concerned satisfies the sanctioning authority within a period of six months from the date of drawing the money that it has been utilised for the purpose for which it was intended; otherwise the whole amount of withdrawal together with interest thereon will be liable to recovery in one lumpsum.

Provided further that in cases where a portion of the money withdrawn is not likely to be spent within six months of the date of withdrawal and the officer contemplates making a further withdrawal during the following half year, he may, by notifying in writing to the sanctioning authority before the expiry of the said period of six months, adjust

the excess amount in the proposed withdrawal, provided that such excess amount is not more than ten per cent of the amount utilised and action to withdraw the further amount is taken within one month of the expiry of the six months' period. If no further withdrawal is contemplated, the excess amount with the interest thereon should be deposited forthwith in the Provident Fund.

- (4) After the withdrawal has been made by the subscriber concerned, the sanctioning authorities will satisfy themselves within six months of withdrawal that the condition mentioned above are fulfilled.
- (5) While sanctioning non-refundable advances by the competent authority, the temporary advances outstanding against the subscriber, if any, will not be taken into account.

*Note:* The courses detailed below should be treated as technical in nature provided that the course of study is of not less than three years duration and is beyond High School stage in India or outside India :

- (a) Diploma courses in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-Communication/Radio Engineering, Metallurgy, Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology, etc. conducted by recognised technical Institutions.
- (b) Degree courses in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-Electrical Communication Engineering, and Electronics Mining Engineering, Metallurgy, Aeronautical Engineering, Chemical Engineering, Chemical Technology, Textile Technology, Leather Technology, Pharmacy, Ceramics, etc., conducted by Universities and recognised technical Institutions.
- (c) Post-Graduate courses in the various fields of Engineering and Technology conducted by the Universities and recognised Institutions.
- (d) Degree and Diploma courses in Architecture, Town planning and allied fields conducted by recognised institutions.
- (e) Diploma and Certificate courses in Commerce conducted by recognised Institutions.

- (f) Diploma courses in Management conducted by recognised Institutions.
- (g) Degree courses in Agriculture, Veterinary Science and allied subjects conducted by recognised Universities and Institutions.
- (h) Courses conducted by Junior Technical Schools.
- (i) Courses conducted by Industrial Training Institutes under the Ministry of Labour and Employment (D.G.E. & T.).
- (j) Degree and Diploma courses in Art/Applied Art and allied subjects conducted by recognised Institutions.
- (k) Draftsmanship courses by recognised Institutions.
- (l) Medical courses.
- (m) All M.Sc. Hons. School courses of Guru Nanak Dev University.
- (n) B.Sc. (Home Science) Course of three years duration.

13 F. A non-refundable advance may be granted to a subscriber any time, after the completion of ten years service (including broken periods, if any) or within ten years before the date of retirement on superannuation whichever is earlier, from the amount standing to his credit in the Fund, at the discretion of the Registrar to meet the expenses in connection with each marriage of the subscriber's daughters and if the subscriber has no daughter, for any female relation dependent on him, on the following conditions:

- (1) The amount of withdrawal in respect of each marriage will normally be limited to one-half of his credit balance in the fund account or six months pay whichever is less at the time he actually applies for grant of such advance. The sanctioning authority may, however, recommend the withdrawal of an amount in excess of this limit upto 3rd/4th of the balance at the credit in the fund of the Vice-Chancellor for his consideration.

*Note* : If two or more marriages are to be celebrated simultaneously, the amount admissible in respect of each marriage will be determined as if the advances are sanctioned separately one after the other.

- (2) In respect of the same marriage, a subscriber may either withdraw the money in terms of this Statute or draw an advance under the ordinary rules.
- (3) A subscriber who draws a refundable advance under the ordinary rules, may convert at his discretion by written request addressed to the Registrar, the balance outstanding

against him into a final withdrawal on his satisfying the conditions laid down in this Statute.

- (4) The withdrawal may be allowed to the subscriber not earlier than three months preceding the month in which the marriage actually takes place.
- (5) The subscriber shall furnish a certificate to the sanctioning authority within a period of one month from the date of marriage, or if he is on leave, within one month on return from leave, that the money withdrawn has actually been utilised for a purpose for which it was intended. If the subscriber fails to furnish the requisite certificate or if the amount withdrawn is utilised for a purpose other than that for which sanction was accorded, the entire amount together with interest thereon at the rate provided in Statute 9 from the month of withdrawal, shall be re-deposited into the Fund in a lump-sum.
- (6) Any amount actually withdrawn from the fund, which is found in excess of that actually utilised by the subscriber for the purpose, shall be redeposited forthwith into the Fund, together with interest due thereon at the rate provided in Statute 9 from the month of such withdrawal.
- (7) In sanctioning non-refundable advances under these Statutes, the temporary advances outstanding against the subscriber, if any, will not be taken into account.

13.G. A non-refundable advance may be granted to a subscriber any time after the completion of ten years service (including broken periods, if any) or within ten years from before the date of his retirement on superannuation whichever is earlier from the amount standing to his credit in the Fund at the discretion of the Registrar to meet the expenses in connection with each marriage of the subscriber's sons, on the following conditions :

- (1) The amount of withdrawal in respect of each marriage will normally be limited to one-half of his credit balance in the fund account or six months pay whichever is less at the time he actually applies for grant of such advance. The sanctioning authority may, however, recommend the withdrawal of an amount in excess of this limit upto 3rd/4th of the balance at the credit in the fund to the Vice-Chancellor for his consideration.



- (2) the other conditions will be the same as those laid down in Statute 13. F.

13 H. A non-refundable advance, may be granted to a subscriber any time, after the completion of 15 years of service or who have less than 8 years to attain the age of superannuation from the General Provident Fund for purchasing the Vehicle in the following manner or for repaying a University loan already taken by him for the purpose subject to the following conditions :

- (i) 75% of the actual cost of New Car  
or  
Rs. 2.50 lac whichever is less.
- (ii) 75% of the depreciated cost of the old Car  
or  
Rs. 2.50 lac whichever is less.
- (iii) The actual cost of Scooter/  
Motor cycle or Rs. 30,000/-  
whichever is less.
- (iv) The actual cost of Moped or  
Rs. 15,000/- whichever is less.
- (v) The actual cost of cycle or  
Rs. 2,000/- whichever is less.

*Note :* The procedural details will be as in the case of other withdrawals.

14. On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made.

- (i) when the subscriber leaves a family :
  - (a) If a nomination made by the subscriber in accordance with the provisions of Statute 4 or the corresponding Statute heretofore in force, in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

- (b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which this nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

Provided that no share shall be payable to :

- (1) Sons who have attained legal majority.
- (2) Sons of deceased son, who have attained legal majority.
- (3) Married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clause(1), (2) and (3) :

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

- (ii) When the subscriber leaves no family : If a nomination made by him in accordance with the provisions of Statute 4 or of the corresponding rule heretofore in force, in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominees in the proportion specified in the nomination.

- Note* : 1. A posthumous child of the deceased or the posthumous child of a son of the deceased who, had he been alive would have been entitled to a share of the sum at the subscriber's credit shall be treated as a member of the family provided the existence (en ventre da sa mere) of the posthumous child is brought to the notice of the disbursing officer.
- Note* : 2. When a person named in a form of nomination under Statute 4 dies before the subscriber, the nomination shall in the absence of a direction to the contrary in the form of

nomination, become null and void in respect of that person only and his or her share shall be distributed in the manner prescribed in sub clause(b) of clause(i) above.

15. When the amount standing to the credit of a subscriber in the Fund becomes payable. It shall be the duty of the Accounts Branch to make payment.
16. All sums paid into the fund under these Statutes shall be credited in the accounts of University to an account named "The General Provident Fund" Sums of which payment has not been taken within six months after they became payable under these Statutes, shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.
17. When paying a subscription, either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund which shall be communicated to him by the Accounts Branch. Any change in the number shall similarly be communicated to the subscriber by the Accounts Branch.
- 18.1 As soon as possible after the close of each year, the Accounts Branch shall send to each subscriber a statement of his Account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Accounts Branch shall attach to the statement of account an enquiry whether the subscriber:
  - (a) Desires to make any alteration in any nomination made under Statute 4 of under the corresponding rule heretofore in force.
  - (b) Has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to Statue 4.1.
- 18.2 Subscribers should satisfy themselves as to the correctness of the annual statements and errors should be brought to the notice of the Registrar within three months from the date of receipt of the statements.
- 18.3 The accounts Branch shall, if required by a subscriber, once but not more than once, in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

18.4 Advances for purposes other than those not covered in these Statutes may be sanctioned by the Vice-Chancellor in very special cases.

*Note:* Annexures A and D to Chapter XIII of the Punjab Civil Services Rules Volume II, may be treated as annexures A and D of these Statutes.

19. The rules regarding withdrawal of refundable and non-refundable advances as amended from time to time by the Punjab Government will automatically become applicable in this University.

*Note:1* These amendments will come into force w.e.f. the date of decision of Syndicate. i.e. 7-12-2002. However, the Statutes relating to these amendments will be amended in due course.

*Note:2* These amendments have been proposed on the basis of Punjab Government Civil Service Rules (CSR).

*Note:3* Any future amendment made by the Punjab Government in the Punjab Civil Services Rules may also be made applicable from time to time.

#### **PENSION STATUTES**

1. A Pension Fund to be called "The Guru Nanak Dev University Pension Fund", shall be established for the benefit of the Employees eligible under these Statutes by creating a "Corpus" from the University share of the C.P.F. and the State Government will continue to provide to the University the C.P.F. matching contribution in the shape of annual grant-in-aid which will be added to this Fund. This shall come in force on 1.4.1990. No additional grant shall be provided by the Punjab Govt.
2. All whole time paid employees who were beneficiaries under the existing scheme of C.P.F. (Contributory Provident Fund) except those appointed on contract basis, who on attaining the age of retirement indicated in relevant Statutes on or after 1.4.1990 shall be entitled to the benefit of Pension Scheme including pre-mature retirement pension, commuted pension etc. and Family pension to eligible persons in case of death of employee on or after 1.4.1990 if they opt for pension.
3. The employees of the categories mentioned at 2 above who joined the University on or after the date of issue of the

notification of the Statutes, will be Governed by the Pension Scheme only.

- \* Provided that those employees whose date of superannuation/retirement is within ten years from their date of joining Guru Nanak Dev University will be eligible to the benefit of Contributory Provident Fund in this University.
4. Employees of the category mentioned at 2 above who joined the University before the date of issue of notification will be given an opportunity to exercise option and convey to the Registrar's office if they wish to continue under the C.P.F. Scheme or to come over to Pension Scheme, within stipulated period in the prescribed proforma. If no option is exercised by them within the stipulated period, such employees will be deemed to have opted for C.P.F. Scheme. The existing Statutes relating to C.P.F. will remain operative for employees who opt to continue to be governed by the C.P.F. Scheme.
  5. The C.P.F. beneficiaries who were in service on 1.4.1990 but have since retired and in whose case retirement benefits have also been paid under the C.P.F. Scheme and in case of such employees as are continuing in service and have obtained loan/advance out of University share of C.P.F. will also have the option to Pension Scheme, provided they refund to the University, the University's contribution (matching) to their Contributory Provident Fund alongwith interest thereon 10 per cent per annum to date.
  6. Employees in service on 1.4.1990 who have since retired prior to the date of notification and have not drawn C.P.F. benefit will be allowed the retirement benefits of Pension Scheme, if they opt for the same within stipulated period.
  7. In the case of C.P.F. beneficiaries who were in service on 1.4.1990 but have since died, either before retirement or after retirement the case will be settled in accordance with para 5 to 6 above as the case may be, option in such cases will be exercised by the widow/widower and in the absence of widow/widower by the eldest surviving member of the family who would have otherwise been eligible to the family pension under

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\* Note : This amendment would be deemed to have come into force w.e.f. 1-3-94.

the Family Pension Schemes, if such schemes were applicable (i.e. on the pattern available in the Punjab Govt.)

8. The option once exercised shall be final.
9. In the type of cases covered by paras 5 & 7 involving refund of University Contribution to the Contributory Provident Fund together with interest @ 10 per cent per annum to date, the amount will have to be refunded in toto in such manner and within such period as may be prescribed by the Syndicate out of G.P.F. pay and in case of persons retiring within 5 years out of Gratuity, leave encashment etc. In addition, such persons will also pay interest which the amount under reference would have earned till the date of refund, if retained in the C.P.F. Account. Entitlement to Pension Scheme will accrue only on refund of total amount alongwith interest within the specified period.
10. Subject to the Statutes above, the rules framed by the Punjab Government relating to Pension scheme for their employees including Commuted Pension, Pre-mature retirement pension, family pension etc. alongwith amendments made from time to time be adopted, in so far as the same are not inconsistent with the above Statutes.
- 11(a) Previous service of an employee who has joined this University after rendering service in the Central Govt./Punjab Govt./Universities/Semi. Govt. Bodies established by Centre/State Govt./Affiliated Colleges (covered under deficit scheme) will be counted towards pension in this University subject to the following conditions :
  - (i) As far as Universities in the State including Punjab University and offices of the Punjab Government./*Centre Government* are concerned, the employees, who have rendered pensionable service in the Previous University/ Government department, shall have to deposit the Pension Fund (including gratuity) received from previous employer or the amount of Pension Fund (including gratuity) worked out on the basis of service rendered is made good by the employee concerned himself on joining the post or on adoption of the Pension scheme.
  - (ii) In case of employees coming from Universities outside Punjab who have adopted pension scheme will bring their

pension fund (including gratuity) and shall have to deposit the same with the University immediately on joining the post or on adoption the pension scheme.

- (iii) The employees governed by the C.P.F. rules shall be allowed to count previous service for pension provided the difference between the pension Fund (including gratuity) worked out on the basis of service rendered and the amount of C.P.F. received by him is made good by the employee concerned himself.
- (b) (i) The intervening period between leaving the service from the previous department and joining Guru Nanak Dev University does not exceed seven days. However, Extra-ordinary Leave without pay taken from this University or from any other institution shall be excluded while determining the service for pension purpose and shall not be treated as break in service, if an employee deposits the pensionary benefits alongwith interest with the University, the said period of Extra-ordinary Leave shall be counted for pensionary benefits.
- (ii) A documentary proof showing monthly share added by previous employer in the C.P.F. alongwith interest would be required. Interest will be charged @ 10 per cent per annum from the date of withdrawal of amount from the previous organisation to the date of repayment in the University Pension Fund.
- (iii) Those employees who were on pensionable establishment will have to deposit the prorata pension including gratuity of that service alongwith interest @ 10 percent per annum from the date of withdrawal the amount from that department to the date of refund of amount or the amount of Pension including gratuity of that service alongwith interest @ 10 percent per annum is made good by the employee concerned himself in this University.

(These Statutes 11 (a) & (b) will be applicable to the University employees retiring from Guru Nanak Dev University on or after 1.4.90).

- \* (c) (1) A University employee appointed to a service or post after the twenty-sixth day of October, 1960 shall be eligible to add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period

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\* Note: This would be applicable from the date of Implementation of Pension scheme)

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 the University employee is appointed is one :

- (a) for which Post-Graduate/Research Degree or specialist qualification or experience in scientific technological or professional fields 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 a University employee unless his actual qualifying service at the time he quits University service is not less than ten years.

Provided further that this concession shall be admissible only if the recruitment rules in respect of the said service or post contain a specific provision that the service or post is one which carries the benefit of this rule.

- (2) A University 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 to forego his right to pension whereupon he shall be eligible to subscribe to a Contributory Provident Fund.
  - (3) The option referred to in sub-rule(2) once exercised shall be final.
  - (4) A University employee, who is blind, deaf, dumb or otherwise orthopaedically handicapped or widow at the time of his entry into University service, shall be eligible to add his service qualifying for superannuation pension a period of five years.
  - (5) A University 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 service qualifying for superannuation pension, a period of five years.
12. In the case of employees referred to above, who come over or are deemed to have come over to the pension Scheme, the University Contribution to the C.P.F. together with the interest thereon credited to the C.P.F. Account of the employees will be resumed by the University in Pension Fund. The employee's



own subscription together with the interest thereon at his credit in the C.P.F. Account will be transferred to the General Provident Fund on coming over to the Pension Scheme.

13. Action to discontinue subscription/contribution to C.P.F. Account may be taken only after the last date specified to exercise the option and on refund of total University share of C.P.F. as mentioned above.
14. The Vice-Chancellor shall be the competent authority to sanction pension under the scheme.
15. The Syndicate might make regulations as would be necessary for implementation of the scheme.

**CONTRIBUTION PENSION SCHEME STATUTES**

1. A Pension Fund to be called "The Guru Nanak Dev University Contribution Pension Scheme" shall be established for the benefit of the employees eligible under these Statutes by creating a corpus from the contribution made by the employees of the University. The State Govt. will continue to provide to the University the CPF matching contribution in the shape of annual grant in aid which will be added to this fund.
2. The new Pension Scheme will work on defined contribution basis and will have two Tiers - Tier I and Tier II. The contribution of Tier I shall be mandatory for all University regular employees joining the University service on or after 1.1.2004, whereas Tier-II will be optional at the discretion of University employees.
3. In Tier-I, all the regular employees of the University will have to make a contribution of 10% of the basic pay + D.A., which will be deducted from their salary bill every month. The University will make an equal matching contribution.
4. Tier-I contribution and the investment returns will be kept in a non withdrawable Pension Tier-I Account. Tier-II will be kept in a separate account that will be withdrawable at the option of the University employee. The University will not make any contribution to Tier-II Account.
5. The existing provisions of Defined Pensionary Benefits, Pension and GPF would not be available to the employees joining University service on or after 1.1.2004.
6. Tier-II Scheme shall be made operative as per the guidelines issued by the Punjab Govt. from time to time.
7. A regular University employee can exit at or after the age of 60 years from Tier-I of the Scheme. At exit, it would be mandatory for him to invest 40% of pension wealth to purchase an annuity from an IRDA regulated Life Insurance company, which will provide for pension for the life time of the employee and his dependent parents/spouse. In the case of a regular University employee who leaves the Scheme before attaining the age of 60 years, the mandatory annuitization would be 80% of the pension wealth.
8. Recoveries towards Tier-I contributions will start from the salary of the month following the month in which the University regular employee has joined service. No recovery will be effected for the month of joining.

9. No deduction will be made towards GPF contribution from the regular University employees joining the service on or after 1.1.2004, as the GPF scheme is not applicable to them.
10. On becoming a member of new Contribution Pension Scheme the University will allot a Permanent Pension Account Number (PPAN) which will indicate the calendar year of joining the University service. The Permanent Pension Account Number will be allotted to individual University employee from '00001' running from January to December of a calendar year.
11. An Index Register will be maintained for the purpose of allotment of Permanent Pension Account Number to the new entrants to the University service as per the format provided in the regulations.
12. While preparing the salary bill for the employees covered under this Scheme, separate bills for drawl of matching contribution to be paid by the University and creditable to Pension Account shall be prepared.
13. The employee's contribution under Tier-I and Tier-II and University's contribution may be posted in different columns of the individual ledger account as may be provided in the regulations.
14. These accounts shall not be mixed with GPF accounts and these records/ledger accounts shall be independent of GPF accounts maintained in the case of pre 1.1.2004 entrants to the University service.
15. Interest payable on Tier-I and Tier-II balances shall be as approved by the Syndicate from time to time.
16. The Syndicate of the University shall constitute an Advisory Contribution Pension Scheme Committee, which shall be empowered for making investments, payments and for other matters relating to Contribution Pension Scheme, as may be provided in the Regulations.
17. At the end of each Financial Year, the University will prepare Annual Account Statement for each employee showing the opening balance, details of monthly deductions and University's matching contributions, interest earned, if any, and the closing balance and the same shall be supplied to individual employees under this Scheme.
18. The amendments made by the Punjab Government shall ipso facto be applicable to this Contribution Pension Scheme.
19. The New Contribution Pension Scheme shall come into force from 1.1.2004.

## CHAPTER IV

### FINANCE

1. In these Statutes the 'Registrar' shall mean the Officer to whom the duty to maintain the accounts of the University is entrusted by the Syndicate.
2. The accounts of the University shall conform to the financial year which shall be from 1st April to 31st March of the following year.
3. The accounts of the University shall be kept by the Registrar.
4. All funds and moneys belonging to the University shall be kept in the name of Guru Nanak Dev University, Amritsar, in the State Bank of India, provided that investment in current account or a fixed deposit may be made in a Scheduled Bank other than the State Bank of India with the approval of the Syndicate.

The accounts in the State Bank of India, Amritsar, will be kept under the following distinct heads :

- (a) Current Account.
- (b) Provident Fund.
- (c) Gratuity Fund.
- (d) Special Endowment Trust Fund.
- (e) General Endowment Fund.

And such other heads as may be determined by the Syndicate from time to time.

5. No transfer shall be made from accounts (b), (c), (d) or (e) to any other account except with previous sanction of the Syndicate.
6. All property belonging to the University shall be held in the name of the University. For the purpose of drawing interest upon such Government stock or Government Promissory Notes as are held in the name of the University, the Registrar shall be authorised to take necessary action but for transferring any part

of such Government stock or Government Promissory Notes, the Vice-Chancellor and the Registrar shall be jointly authorised to do all such acts as may be necessary.

7. The Vice-Chancellor may sanction re-appropriation upto 50 percent of the amount provided in one or more sub-heads to the other sub-heads out of the provision made for a particular Department/Head subject to the following conditions :
  - (i) No appropriation shall be made which involves undertaking of a recurring liability, that is, a liability which extends beyond the financial year in question.
  - (ii) No re-appropriation shall be made out of committed expenditure, that is Salary, D.A., Provident Fund, House Rent etc.
  - (iii) No re-appropriation be made out of non-recurring amount to an unapproved project.
  - (iv) No re-appropriation be made from one Department to another or from one major head to another major head.
8. The Vice-Chancellor, subject to the control of the Syndicate, may order that any uninvested balance at credit of any particular trust or trusts or of any other University Account shall be invested in Government securities or in fixed deposit for the benefits of the account concerned.

#### **(A) RECEIPTS**

9. It shall be the duty of the Registrar to see that all sums granted to, and accepted by the University for specific objects, such as, the establishment of a Professorship, a Associate Professorship or a Scholarship, or for the grant of a prize, a medal, or other special reward, shall be invested wherever practicable, in Government securities or fixed deposit and brought to credit under the proper head of account.
10. All sums received on account of the University shall be received by the Registrar, or, in the case of the College maintained by the University by the Principal of the College concerned and shall be forthwith sent by him to the State Bank of India, for credit to the account concerned, and shall not be used by him to meet current expenditure. Provided that the Syndicate may

nominate the University Cashier<sup>1</sup> or such other Officer as it deems fit for signing the receipts for money received on behalf of the Registrar and provided further that the Principal of the College is empowered<sup>2</sup> to delegate his authority to one of the clerks of the college to receive dues from the students and issue receipts of the same under his signatures on the condition that responsibility will be of the Principal.

11. No sale of any security held in the name of the University shall be made without sanction of the Syndicate.
12. All subscriptions and donations shall be reported to the Syndicate who shall decide how the sums so received are to be credited and applied.

**(B) EXPENDITURE**

13. All bills shall be checked by the officer to whom this duty is assigned and certified as correct and signed by the Registrar or any other officer or officers nominated for the purpose. No payment shall be made except as provided in Statute below. When the sanction of the Vice-Chancellor is required to the payment of any bill, the Registrar shall obtain such sanction before payment is made and shall endorse on the bill a reference to the order in question.
14. Payments shall be made by cheques signed by the Registrar. The Syndicate may, however, authorise any other officer or officers to sign cheques, when the amount does not exceed Rs. 10,000/- excepting the cheques pertaining to the Construction Department in which case the maximum limit shall be Rs. 1,000/-. All expenditure shall be incurred subject to the budget allotment for the year.

Provided that all payments to the firms, suppliers, contractors, examiners etc., shall be made by crossed cheques. Relaxation may, however, be made in the case where the advance receipt duly stamped is sent or cheques are received after giving proper receipt on the spot.

15. The Registrar is empowered : (a) to pass bills and make payment

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1. Fees from the students of any University Teaching Department shall be received by the University.
2. The Principal concerned shall intimate to the Registrar the name of the clerk to whom the authority is delegated in this matter.

relating to fixed<sup>1</sup> charges for which provision is made in the budget, printer's bills, ordinary contingencies and furniture, and (b) to make payment of bills which are duly passed and forwarded by the Principals of the University Colleges and Heads of University Teaching Departments. He shall obtain sanction of the Vice-Chancellor for payment of any other charges.

The Syndicate may assign to one or more officers the powers of the Registrar to pass or pay bills where the amount of bill does not exceed Rs. 5000/-.

16. To meet expenditure of urgent nature, the advance to the expending authority may be sanctioned as under :

1. For release of documents from the Bank, Customs, Post Office etc.

F.D.O. : Upto Rs. 5000.00

Registrar : Full Powers

2. For examination work : Registrar : Full powers.
3. For all other advances : Vice-Chancellor.

The adjustment of advances so made shall be approved by the Assistant Registrar (Accounts) upto Rs. 2000/-, by the Finance & Development Officer upto Rs. 10,000/- and above Rs. 10,000/- by the Registrar.

17. The Vice-Chancellor shall be competent to sanction the creation of temporary posts of clerks and class 'C' employees for a period not exceeding six months out of the budget head "Temporary Establishment".

### (C) BUDGET

18. The Budget estimates recommended by the 'Finance Committee', for which provision is made in the Ordinances, shall after consideration by the Syndicate be submitted for approval of the Senate not later than 31st March of each year. It shall show the estimated receipts and expenditure of the current accounts of the ensuing year and the investments and special endowment which have been accepted by the University in such form and

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1. Fixed charges means pay of staff and all kinds of allowances at the rates fixed by competent authority as also other expenditure such as remuneration of Examiners, Paper setters, Superintendents, Scrutineers and other persons employed for University Examinations, and other work on authorized rates.

in accordance with such directions as are given by the Syndicate.

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

**(D) AUDIT**

20. Unless the Government undertakes the day-to-day audit of the University accounts, the Syndicate shall appoint an Auditor for the purpose of internal audit for two years (two audits in a year) in accordance with the Regulations framed by it. The Auditor so appointed will be eligible for re-appointment for a period not exceeding two years at a time. The remuneration of such Auditor shall be fixed by the Syndicate.
21. It shall also be the duty of the Auditor to prepare and submit through the Finance Committee and the Syndicate an annual audit report on the accounts of the University to the Senate, certified by him to be correct. He shall see that :
  - (a) The accounts of the University are properly kept.
  - (b) The state of balance shown therein agree with the Banks' account.
  - (c) All payments are supported by proper vouchers and that they are under proper sanction. And
  - (d) All receipts and payments are properly classified.

**(E) ACCOUNTS**

22. The Registrar shall keep an account of : (1) all Special Endowment Trusts; (2) General Endowment Fund; (3) The Current Deposits; (4) Provident Fund; and (5) Gratuity Fund; and such other heads as may be determined by the Syndicate from time to time.
23. The Registrar shall prepare an Annual General Statement showing in detail the state of each of these accounts which shall be checked and countersigned by the Auditor. This General Statement



shall then be submitted to the Senate through the Finance Committee and the Syndicate. The Registrar shall also cause the Statement to be published for general information in the Punjab Government Gazette.

**(F) BOOKS**

24. The Registrar shall maintain the following books of accounts and forms:
- (I) For Special Endowment Trust Fund :
    - (a) A Cash Book.
    - (b) A Ledger exhibiting a separate personal account of each Fund.
    - (c) A Bank Pass Book.
  - (II) For General Endowment Fund :
    - (a) A Cash Book.
    - (b) A Ledger exhibiting a separate account for each Fund.
    - (c) A Bank Pass Book.
  - (III) For Current Account :
    - (a) A Cash Book.
    - (b) A Classified Register of Receipts.
    - (c) A Classified Register of Expenditure.
    - (d) A Bank Pass Book.
  - (IV) For Provident Fund Account :
    - (a) A Cash Book.
    - (b) A Ledger Exhibiting a separate personal account.
    - (c) A Bank Pass Book.
    - (d) A Liability Register.
  - (V) For Gratuity Fund Account :
    - (a) A Cash Book.
    - (b) A Bank Pass Book.
25. All vouchers in support of items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, with the sanction of the Vice-Chancellor, be destroyed provided that all accounts or documents relating to trusts, donations and subscription shall be preserved.

**(G) WRITING OFF LOSSES**

26. (a) The following authorities have been empowered to write off losses upto the limits noted against each.

- (1) Principal of University Colleges/Heads of University Teaching Department : Rs. 500/-
- (2) Registrar : Upto Rs. 1000/- per item in the case of University office and examination centres.
- (3) Dean of Academic Affairs : Upto Rs. 1000/- per item.
- (4) Vice-Chancellor : Upto Rs. 2000/- per item.
- (5) Syndicate : Full powers

(b) The following shall be the procedure for writing off losses of unserviceable/broken articles and disposal thereof :

Sr. No.	Name of authority	To declare surplus to requirement	To declare Unserviceable	To dispose of by public auction or by inviting sealed tenders (as the case may be) after obtaining approval of the competent authority to declare surplus/un-serviceable.
1.	Principals of University College/Heads of University Teaching Department	Rs. 50.00 per item	Rs. 50.00 per item	Rs. 1,000.00
2.	Registrar	Rs. 100.00 per item	Rs. 100.00 per item in case of University Office and Examination centres	Rs. 2,000.00
3.	Dean of Academic Affairs & Students' Welfare	Rs. 100.00 per item	Rs. 100.00 per item	Rs. 2,000.00
4.	Vice-Chancellor	Rs. 500.00 per item	Rs. 500 per item	Rs. 50,000.00
5.	Syndicate	Full powers	Full powers	Full powers

*Note* : 1. In all cases of disposal by public auction or sale by inviting sealed tenders by the Principals of University Colleges/

Heads of Departments, a representative of the Registrar will be associated at the time of auction or opening tenders. The articles will be sold to the highest bidder or the highest tenderer as the case may be.

2. The cases should not be split up to avoid sanction of the higher authority.
3. In the case of articles lost, damaged or stolen, the value of such articles for the purpose of 'writing off' loss/recovery from the defaulter, as the case may be, shall be fixed by a committee consisting of :
  - (a) Head of the Department concerned.
  - (b) Deputy Registrar (Accounts).
  - (c) Assistant Registrar (General).

The value so determined shall be subject to the approval of the Vice-Chancellor.

4. For determining the appropriate value of the articles, the committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a malafide intention and responsibility is fixed, the committee, while assessing the price of the article, shall also take into account the market price of the article.
  - (c) The following shall be the procedure for writing off losses of books of the University Library, Study Centre and Departmental Libraries.
    1. At the time of annual stocktaking, a loss upto 3 books/journals per 1000 may be written off by the Vice-Chancellor on the recommendation of the Committee comprising the following :
      - i) Dean of Academic Affairs & Students Welfare (Chairman).
      - ii) Deans of the Faculties of Sciences, Arts and Social Sciences and Languages.
      - iii) Librarian, Guru Nanak Dev University.

2. The proposal of writing off the books/journals will be made by the following :
  - i) University Library : By The Librarian.
  - ii) Departmental Libraries : By the Head of the Department through the Librarian.
  - iii) Study Centres : By the Incharge Study Centre through the Librarian, University Library.
3. Writing off reference/rare books is not covered by clause 1. Each such case will be considered on merits by the Committee mentioned in (1) above. After making due enquiry, the Committee will recommend suitable action to the Vice-Chancellor.
4. The above Statutes shall apply to the University Library, Study Centres and Departmental Libraries.

**(H) FINANCIAL POWERS OF PRINCIPALS OF UNIVERSITY COLLEGES AND HEADS OF UNIVERSITY DEPARTMENTS**

- 27.1 A Head of Department means :
- (i) A Principal of a University College.
  - (ii) A Professor or a Associate Professor or any other person designated by the Syndicate as Head of a University Department.
  - (iii) Director, University Education in respect of all Departments of Regional Centre.
- 27.2 The Head of the Department shall not incur expenditure not provided in the budget estimates or, if provided, in excess thereof without previous sanction of the Syndicate/Senate.
- 27.3 Heads of the Department shall be competent to incur expenditure against.
- (i) non-recurring provision made in the budget for a clearly defined object, provided the amount does not exceed Rs. 25,000. Where the amount exceeds Rs. 25,000, previous sanction of the Vice-Chancellor shall be obtained.
  - (ii) recurring provision in respect of the following for the amounts noted against each :

<i>Head of expenditure</i>	<i>Any individual bill upto Rs.</i>
(a) Binding	1500
(b) Chemical and/or Apparatus	10,000
(c) Furniture	3000
(d) Hot and cold weather charges	1500
(e) Postage	2000
(f) Repairs to University movable property	1500
(g) *Stationery	3000
(h) Printing	2000
(i) Contingencies for items not specified any individual item upto	2000
(j) Electricity Charges, Municipal Taxes (Octroi, terminal or other rates/taxes levied by the Statutes or local rule or order)	Amount of bill received.
(k) Medical Assistance	óAs admissible under the rules
(l) Refund of securities	óAs admissible under the rules.
27.4 All sums of less than rupees one thousand payable from the University funds shall ordinarily be paid from the permanent advance of the Department. A sum of rupees one thousand and above shall, ordinarily, be paid by the Registrar.	
In case of Science Department all sums of upto rupees one thousand payable from the University funds shall ordinarily be paid from the permanent advance of the Department.	
27.5 Quotations/tenders shall be invited for all purchases exceeding Rs. 2000/-. The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender.	

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\* Stationery shall be supplied by the University office for which the Head of the Department shall send an indent to the Registrar. The supply will be made according to the requirements of the Department subject to the availability of the Budget provision.

Provided that it shall not be necessary to invite quotations/ tenders in the following cases :

- (i) Purchases made on the spot selection by a committee of senior officers/Heads of the Department appointed by the Vice-Chancellor for specified purchases, where the aggregate value of such purchases does not exceed Rs. 50,000/-.

This limit would, however, not apply to the purchases of building material for the construction department.

Provided further that before making such purchases, the committee shall obtain a certificate from the Vice-Chancellor that purchase on the spot selection is necessary and is in the interest of the University.

- (ii) Purchases made from authorised dealers of specific brands e.g., D.C.M., Remington Typewriter, Godrej Khira, Philips Electric Goods, Bata, Usha, Gestetner, etc., at the rates fixed by their principals for the whole of the country/ region.
- (iii) Purchases made from Government Departments or Institutions, e.g., Jails, Government Work Centres, Government Emporiums (only those articles which are manufactured by them or their subsidiaries) and Co-operative Super Bazar/ Stores, etc.

Provision of this clause shall also be applicable in respect of the purchases made by the Registrar's office.

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

27.7 The Head of the Department shall be competent to write off losses of stock as given below :

Science Deptts.                      Rs. 500/- each item.

Other Deptts.                         Rs. 100/- each item.

27.8 The Heads of the Departments may be allowed to Rs. 5000/- for Science Departments and Rs. 2000/- to Arts Departments as imprest.

**(I) BORROWING FUNDS****FOR STAFF HOUSING/OWNERSHIP HOUSING**

1. The University may borrow funds from the State Government, Central Government, Banks and any other financial institution for the purpose of staff housing scheme or ownership housing scheme at such rates, terms and conditions as may be mutually settled and finally approved by the Syndicate.
2. The University may stand guarantee against its short term/long term deposits with the banks and may also arrange bank guarantee against the fixed deposits, liquid assets etc. to fulfill the requirements.

The above Statutes have been approved strictly in accordance with the following conditions as mentioned in Memo No. 8/35/90-4Ed-I/6580 dated 15.11.90 of the Education Department, Punjab:

- (i) The State Government will not own any liability of the loans so obtained by the University from the financial institution at any stage.
- (ii) The State Government will not stand surety to the repayment of loans to the financial institutions. And
- (iii) Rate of interests on loans to the employees will be charged as per rates being charged by the State Government on loans to the State Government employees.

## CHAPTER V

### (I) ADMISSION OF COLLEGES

- 1.1 The University shall establish and maintain such Colleges, Institutions and Halls as may be decided upon by the Syndicate, from time to time, after considering the recommendations of the Academic Council. The organisations, conditions of maintenance and management of such Colleges, Institutions and Halls shall be prescribed by the Ordinances.
- 1.2 Colleges shall be of two types, namely, University Colleges and Affiliated Colleges.
- 1.3 The educational Institutions and Colleges situated in the Districts of Amritsar, Jalandhar, Gurdaspur and Kapurthala, are deemed to be associated with and admitted to the privileges of the University with effect from the 30th day of June, 1970. These Institutions shall observe the conditions for admission to the privileges of the University, failing which the rights conferred may be withdrawn.
- 2.1 A college applying for admission to the privileges of the University shall send a letter of application alongwith a certified copy of Memorandum of Association and Rules and Regulations pertaining to the constitution of the Managing Committee of the college to the Registrar and shall satisfy the Syndicate:
  - (a) That the qualifications of the teaching staff, their grades of pay and conditions governing their tenure of office are such as to ensure efficient conduct of the course of instruction to be undertaken by the College.
  - (b) That the buildings in which the College is to be located are suitable and that provision will be made, in conformity with the Ordinances, for the residence, in the Colleges, or in lodgings approved by the College, of students, not residing with their parents or guardians, and for the supervision and physical welfare of students.
  - (c) That due provision has been or will be made for a library.
  - (d) That where admission to the privileges of the University is sought in any branch of experimental science, arrangements



have been or will be made in conformity with the Ordinances for imparting instructions in that branch of science in a properly equipped laboratory or museum.

- (e) That due provision will, so far as circumstances may permit, be made for the residence of the Head of the College and some members of the teaching staff in or near the College or the place provided for the residence of students.
- (f) That the financial resources of the College are such as to make due provision for its continued maintenance.
- (g) That the admission of the College to the privileges of the University, having regard to the educational facilities provided by the other Colleges in the same neighbourhood, will not be injurious to the interest of education.
- (h) That the College rules fixing the fee (if any) to be paid by the students have not been so framed as to involve such competition with any existing College in the same neighbourhood as would be injurious to the interest of education.
- (i) That the college shall not demand donation/capitation fee from the student at the time of admission or during the course of studies. Any violation of it shall make such a college/educational institution liable for punishment of disaffiliation.

However, a college may accept genuine voluntary donation from persons other than students and their parents/guardians which is absolutely independent of any return from the college in the shape of any favour in admission etc., to any person.

- 2.2 The application shall further contain an assurance that, after the College has been admitted to the privileges of the University, any transference of Management and all changes in the teaching staff shall be forthwith reported to the Syndicate in the case of the former, and Academic Council in the case of the latter, and the Institution shall faithfully observe the provisions of the Statutes, Ordinances and Regulations of the University as made from time to time.
- 3. On receipt of a letter of application under Statute (2), the Academic Council shall:

- (a) Direct a local enquiry to be made by two or more competent persons authorised by the Academic Council in this behalf.
- (b) Make such further enquiry as may appear to them to be necessary. And
- (c) Report to the Syndicate on the question whether the application should be granted or refused either in whole or in part embodying in such report the results of any enquiry under clauses (a) and (b).

The Syndicate shall, after such further enquiry (if any) as may appear to them to be necessary, record their opinion in the matter.

4. The Registrar shall submit the application of the College and all proceedings of the Academic Council and the Syndicate relating thereto to the Senate, who, after such further enquiry as may appear to them to be necessary, shall grant or refuse the application or part thereof.
5. Where the application or any part thereof is granted, the order of the Senate shall specify the course of instruction in respect of which the College is admitted to the privileges of the University; and where the application or any part thereof is refused, the grounds of such refusal shall be stated. Ordinarily, Colleges shall be admitted to the privileges of the University with retrospective effect in respect of any course of instruction.
6. An application under Statute 2, may be withdrawn at any time before an order is made under Statute 4.
7. A college so admitted to the privileges of the University shall pay permanent/provisional affiliation fee and annual continuation fee as decided by the University from time to time.

Provided that no affiliation fee shall be charged from a Govt. College for starting a new subject/course.

Provided further that aided/unaided colleges (excluding govt. colleges) admitted to the privileges of the University shall pay application processing fee for additional unit/units in any course/class at the same rate as is realized for new course/class. No affiliation fee shall be charged from aided/unaided Colleges for additional unit/units in any course/class.

- 8.1 A College may, not without the previous permission of the Academic Council and the Syndicate, suspend or discontinue instruction in any subject or course of study which it is authorised to teach and teaches.

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

9.1 Where a College desires to add to the course of instruction in respect of which it is admitted to the privileges of the University, the procedure prescribed by the Statutes 2,3 and 4 of this chapter shall so far as may be followed.

Provided that in such cases as the Academic council deems fit the local enquiry required under Statute 3 may be dispensed with.

9.2 The application for starting a new subject/s or class/es or course/s must be sent to the University by January 31 of the year in which the college proposes to start the subject/s or class/es or course/s. A list of such courses be forwarded to D.P.I. (colleges) for information. He will send list of the subject experts out of which the University shall appoint one expert on the inspection team for inspection of the college concerned. There shall be only one inspection of the college for this purpose and the recommendation of such inspection team shall be considered by the Syndicate.

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

(b) The Academic Council shall cause every such College to be inspected from time to time by one or more competent persons authorised by the Academic Council in this behalf. Provided that each College shall be inspected at least once in every three years.

(c) The Academic Council shall consider the inspection report and forward the same to the Syndicate with such recommendations as it may deem fit to make. The Syndicate after considering the report and the recommendations, if any, of Academic Council, shall forward a copy of the report to the Governing Body of the College or Institution with such remarks as it may deem fit, for suitable action within a specified period.

11. (a) A member of the Academic Council who intends to move that the rights conferred on any College be withdrawn, in whole or in part, shall give notice of his motion, and shall state in writing the ground on which the motion is made.

- (b) Before taking the said motion into consideration, the Academic Council shall send a copy of the notice and of the statement mentioned in sub-clause (a) above, to the Head of the College concerned together with an intimation that any representation, in writing submitted within a period specified in such intimation, on behalf of the College, will be considered by the Academic Council.

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

- (c) On receipt of the representation or on expiration of period referred to in sub-clause (b) the Academic Council after considering the notice of motion, statement and representation, and after such inspection by any competent person or persons authorised by the Academic Council in this behalf, and such further enquiry as may appear to them to be necessary shall make a report to the Syndicate.
  - (d) On receipt of the report, under sub-clause (c), the Syndicate shall, after such further enquiry, if any, as may appear to them to be necessary, make such orders as the circumstances may, in their opinion, require.
  - (e) Where by an order made under sub-clause (d) the rights conferred on a College are withdrawn in whole or in part, the grounds for such withdrawal shall be stated in the order.
12. Subject to the conditions set forth above, the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission of Colleges to the privileges of the University and for the withdrawal of those privileges.
- (a) The assets acquired wholly or substantially out of the U.G.C. Grant shall not be disposed of, encumbered or utilised without the prior sanction of the University Grants Commission for purposes other than those for which the grant was given. If at any time, the grantee/Institution or College ceases to function, or is disaffiliated by the University, such assets shall revert to the University Grants Commission.

**(II) ADMISSION OF COLLEGES TO THE PRIVILEGES OF  
THE UNIVERSITY, B.A./B.SC., (THREE-YEAR COURSE)**

**B.COM., B.ED. AND M.A. COURSES**

13. No. application for admission to the privileges of the University from a new College shall be entertained unless full facts regarding the Endowment Fund or the guaranteed income are available. A Committee of enquiry shall be appointed only after the Academic Council is satisfied that the Institution applying for admission to the privileges of the University possesses the required funds etc. The last date for receipt of applications for admission of Colleges to the privileges of the University is December 31 of the year preceding the one in which it is proposed to start the classes.

Note : This Amendment will be applicable to the applications submitted for starting New College from the session 2010-2011.

14. (a) There shall either be a separate Endowment Fund of Rs. 2,50,000/- in the case of a college teaching science subjects and of Rs. 2,00,000/- each in the case of a college having only Arts subjects and Rs. 1,50,000/- in the case of Women colleges that cannot be alienated so long as the college continues to exist.
- (b) For college of Education, the rate of Endowment Fund shall be as under:-
- |                       | Rs. .    |
|-----------------------|----------|
| (i) For one units     | 80,000   |
| (ii) For two units    | 1,20,000 |
| (iii) For three units | 1,50,000 |
| (iv) For four Units   | 2,10,000 |
- (c)(i) For Endowment Fund for affiliation for each M.A. subject shall be Rs. 50,000/- The college participating in M.A. teaching on inter-collegiate basis shall be required to contribute towards this Endowment Fund proportionately.
- (ii) Each College applying for affiliation for teaching of a subject in M.A. will have a minimum of 4 teachers recognised by the University as postgraduate teachers with M.Phil or equivalent degree or research work of whom at least two will have Ph.D. degree or equivalent research work.

- (iii) A College seeking affiliation for starting post-graduate classes in science subjects will have at least six teachers with post-M.Sc. qualification such as M.Phil. or equivalent degree or research work, of whom at least three will have a Ph.D. Degree or equivalent research work.
- (iv) In case of colleges already having permanent affiliation in a post-graduate course/courses whenever a future vacancy occurs in the college, it will be filled up with a person holding Ph.D. degree.
- (v) A post-graduate teacher will not teach more than two papers in two years in order to enable him to specialise and carry out advanced studies/research.
- (vi) A separate post-graduate block will be provided by the college including a separate departmental library. The departmental library will have enough of recommended books and at least three standard journals published during the last 10 years.
- (vii) For books and journals, the college will provide Rs. 15,000/- as non-recurring and Rs. 5,000/- per annum as recurring. A college already having permanent/provisional affiliation will also provide Rs. 5,000/- per annum for books and journals.
- (viii) Each post-graduate department in a college will have atleast one viable research programme undertaken by the staff members. The college will provide a fixed amount every year not less than Rs. 5,000/- for development of research activities in the post-graduate department. This will also apply to colleges already having permanent/provisional affiliation.
- (ix) In the case of college granted temporary/provisional affiliation for a post-graduate class/classes, permanent affiliation will be granted only if conditions contained in clauses (i) to (viii) are satisfied.
- (x) The minimum number of Assistant Professors in Physical Education shall be as under:
  - a. For colleges having strength upto  
1000 students ...One
  - b. For colleges having strength between  
1000 to 2000 Students ....Two
  - c. For colleges having strength between 2000  
to 3000 Students ...Three

- d. For colleges having strength between 3000 to 4000 Students and so on. ...Four
- (d) For affiliation in an additional Faculty of Business Administration and Commerce, an additional Endowment Fund of Rs. 70,000/-shall be required.

The college shall undertake to spend at least Rs. Ten thousand on Library books for affiliation in an additional faculty of Business Administration and Commerce.

There shall also be a guaranteed annual income of Rs. 20,000 in the case of Science subjects and Rs. 10,000 in the case of Arts or Training classes from immovable properties assigned or dedicated to the College. The guaranteed income is to be in addition to annual income derived from fees. The College should deposit annually the guaranteed income from the landed or other property with University which will be reimbursed to the College, if required either for building up the reserve fund or for meeting the deficit of the College.

- (e) The amount of Endowment Fund shall be kept as fixed deposit in a Scheduled Bank or in Government Securities or may be invested in such other Debentures as may be approved annually by the Syndicate:
- (i) The Debentures and Fixed Deposit Receipts shall be deposited with the University. The Fixed Deposit Receipts shall be in the joint name of the Registrar, Guru Nanak Dev University, Amritsar and the President/Secretary of the Governing Body of the College concerned but pledged in the name of the Registrar, Guru Nanak Dev University, Amritsar and an endorsement to that effect got made by the depositor on the Receipts from the banks. Without such an endorsement, the Receipts shall not be accepted by the University.
  - (ii) The Debentures will not be sold without the permission of the University.
  - (iii) A Governing Body which is managing a number of Colleges shall not be required to keep the Endowment Fund for each College separately. It may be kept by the parent body in consolidated form. Endowment Fund shall not be utilised as security for obtaining a

loan by the Governing body of the College. The Inspection Committee appointed from time to time shall see that the amounts of the Endowment Fund are intact.

15. The Institution should either possess adequate buildings, equipment and furniture or adequate funds in addition to funds specified in clause 14 above, for the construction of necessary buildings and for the purchase of necessary equipment and furniture.
- 16.1 An initial expenditure of Rs. 5,000 in the first year and of Rs. 2,000 in each subsequent year shall be incurred on purchase of books for the College Library. In the case of Training Institutions, amount of Rs.10,000 shall be initially spent on the purchase of books, apparatus and equipment.
- 16.2 (a) The staffing pattern in the Libraries of the affiliated colleges shall be as under:
- I. For affiliated colleges with students strength upto 500, the following norms with regard to the strength of Library staff of various categories be followed:

Sr. No.	Designation	No. of Posts	Minimum Qualifications	Grade
1.	Librarian	1.	As prescribed by the UGC/ Pb.Govt. from time to time	
2.	Restorer	1	-do-	
3.	Peon/Library Attendent	1	-do-	
II For affiliated colleges with students strength between 500 to 1000, the following additional staff be provided:				
1.	Librarian	1	As prescribed by the UGC/ Govt.from time to time.	
2.	Restorer	1	-do-	
3.	Peon/Library Attendent	1	-do-	



III For every increase of 750 or part thereof in students enrolment, the following additional staff be provided:

1. Asstt.Librarian	1	As prescribed by the UGC/ Pb.Govt. from time to time
2. Restorer	1	-do-
3. Peon/Library Attendant	1	-do-

IV For colleges having Evening Classes/Shifts the following staff should, in addition to the Library Staff, be provided for every unit of 500 students or part thereof :

1. Asstt. Librarian	1	As prescribed by the UGC/Pb. Govt from time to time.
2. Restorer	1	-do-
3. Peon/Library Attendant	1	-do-

V. The minimum qualifications/Grades of the Librarians working in colleges having Post-Graduate classes shall be the same as prescribed by the UGC/Pb. Govt. from time to time.

VI. The minimum qualifications/Grades of the Librarians working in the colleges where the total student strength exceeded 2,000, including the evening classes/shifts shall be the same as prescribed by the UGC/Pb. Govt. from time to time.

VII. Working Hours :

The Library in an affiliated College must remain open on all working days, throughout the working hours of the college, it would, however, be desirable if the Library could remain open longer on working days and for some hours on holidays by staggering the duties of the library staff. The working hours for the library staff, however, should not exceed 39 hours per week.

VIII. Open Access :

It is highly desirable to have the Open Access System in the college Libraries.

(b) In case of colleges, where there are teaching programme for post-graduate classes, the following additional staff shall be provided to look after the library work properly :

	<i>Assistant Librarian</i>	<i>Restorer</i>	<i>Attendant</i>
Arts Faculty	1	1	1
Science Faculty	1	1	1
Agriculture Faculty	1	1	1

- (c) The Librarians working in various colleges admitted to the privileges of this University shall be given half of the annual summer vacation. They shall also be allowed 10 days privilege leave on full pay in a year.
17. Non-Government Colleges shall comply with the requirements laid down in the Ordinances governing service and the conduct of teachers/non-teaching staff in Non-Government Colleges as may be framed by the University.
  18. No whole time teacher whether in Govt. or in non-Govt. College (except demonstrators) should draw less than the minimum pay scale fixed by the University Grants Commission.
  19. Only independent Colleges of Education shall be considered for admission to the privileges of the University and no Arts or Science College shall be permitted to add the B.Ed. classes.
  20. A Training Institution shall have separate building of its own and shall also have a separate hostel and playgrounds.
  21. A unit for a training class shall be of not more than 50 students.
  22. Every college of Education must have a separate Principal who should possess a second class M.A. with a second class Master's degree in Education and 10 years experience of teaching out of which atleast 5 years should be in a training institution.
  23. Every College of Education must have a good practising school attached to it. The school should have adequate equipment and experienced staff. The minimum number of pupils on roll in the practising school shall not be less than three times the number of students under training in B.Ed. class.
  24. The Training Institution should make suitable arrangement both with regard to staff and equipment for teaching crafts.
  25. In the case of an Institution founded by an individual donor, the following conditions for a Trust deed shall be observed :
    - (i) That the founder of the Trust is the sole absolute owner of the property endowed.
    - (ii) That the Trust is created by a regularly registered deed to be approved by the Syndicate.
    - (iii) That the founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed.

- (iv) That the endowed property is made to vest permanently and absolutely in Trustees collectively for the purpose of the Trust.
- (v) That the Board of Trustees consist of atleast seven members of whom atleast five are independent persons who are not in any way related to a dependent upon the founder of the Trust.
- (vi) That in case of vacancies in the Board, nominations are made by the Board and not by the founder and that such nominations are forthwith reported to the Syndicate.
- (vii) That all buildings included in the Trust are sufficiently insured against fire.
- (viii) That copies of proceedings of the Board and a statement of the annual income and expenditure of the Trust is supplied to the Syndicate.

*Note:* The provisions regarding Trustees shall not be applicable to a College whose management is vested in a society registered under a State or Central Act.

26. Colleges having co-education shall also fulfill the following additional conditions :
- (i) In every co-educational institution, there shall be atleast one duly qualified lady teacher for every 50 women students.
  - (ii) There shall be a Physical Instructress in every educational institution, where the number of women students is 50 or more.
  - (iii) An Institution affiliated in the subject of Music shall have a woman music teacher.
  - (iv) There shall be a separate lounge-room for women students and toilet room with proper sanitary fittings.

### **(III) EVENING SHIFTS IN COLLEGES ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY**

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

28. The application should reach the Registrar by December 31 of the year preceding the one in which it is proposed to start the evening shift.
29. On receipt of the application, the Vice-Chancellor shall appoint an Inspection Committee to satisfy itself if the College is in a position to fulfill all the conditions laid down for starting the evening classes. The report of the Inspection Committee shall be laid before the Academic Council and Syndicate. The Syndicate may grant or refuse permission.
30. If the College fails to start evening classes during the academic year for which permission has been granted, the permission for such classes shall stand cancelled.

#### **CONDITIONS**

31. An Evening College shall admit :
  - (i) Women students.
  - (ii) Such Candidates as
    - (a) are employed in Government service or in any other service or are engaged in any trade/business/profession;
    - (b) cannot be accommodated in the day shift in any of the Colleges admitted to the privileges of the University for want of accommodation.

Such a College shall provide instruction only in Humanities and Social Sciences in B.A. examinations and for the B.Com. Course. The students taking instruction in such College be required to fulfill all the conditions in regard to attendance, instructions, conduct, character and progress as is required from the students in the affiliated day colleges. They shall be allowed to take the University Examination under the same conditions and shall become eligible for the same certificate or degree.
32. At least half of the teaching staff in an Evening College shall be separate from the teachers working in the affiliated College during the day.

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

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

34. The library of the affiliated day College shall remain open in the evening for the entire working period for the benefit of the students studying in such Colleges. In case a separate Assistant Librarian is not appointed for the Evening College the Librarian of the affiliated day College shall work in the evening and shall be paid at least 25 percent extra of his salary in the Day College.
35. An Evening College shall be permitted to charge fees upto 50 per cent higher than the fees charged in the affiliated Day College.
36. An Evening College shall charges Rs. 2 per mensem as Amalgamated Fund Fee from its students, and it shall provide facilities for various in-door games, such as Badminton, Table Tennis, Reading Room, Common Room, etc. under proper lighting conditions.
37. Where a college is running morning and evening shifts, the Principal of the morning college shall also be the Principal of the evening shift so as to ensure unity of administrative control and Coordination and shall be paid an honorarium decided by the University from time to time for his evening assignment.

## CHAPTER VI

### STATUTES RELATING TO PRIVATE CANDIDATES

1. No one who has been on the rolls of a College or a University Teaching Department, otherwise than as a casual student\* at any time during the academic year preceding a University examination, shall appear at that examination as a private candidate unless the Principal of the College or the Head of the University Teaching Department in which he was a student certifies that the candidate concerned could not continue his studies on account of illness or some other unavoidable cause.

Provided that a bonafide candidate who had completed the prescribed course of instruction in an affiliated college/University Teaching Department for an examination but did not appear in it or having appeared had failed may be allowed to sit in the examination on the recommendation of the Principal of the College/Head of the University Teaching Deptt. concerned as a late college student without attending a fresh course of instruction within the period as allowed under the relevant Ordinances for the examination concerned.

Provided further that candidates may be permitted to appear in any examination upto M.A. under the Faculties of Arts and Social Sciences and Languages without having pursued the prescribed courses of study in a University Teaching Department or in a College admitted to the privileges of this University, if they are otherwise eligible to appear in that examination under the relevant Ordinances, provided they are either bonafide residents or have been residing continuously for the last 12 months upto the date of submission of application for admission in the jurisdiction of this University.

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\* A casual student is one whose name is not on the rolls of a College as a regular student, but who, with the consent of the Principal, attends lectures in one subject or practicals in Science subjects. A casual student does not lose his right to appear as a private candidate if he is otherwise eligible to do so.

Provided that the Police employees who are residing or employed outside the territorial jurisdiction of this University shall be allowed to take M.A. (Police Administration) examination as a private candidate.

No candidate who is serving in any Government Department, Local Body, Statutory Body, University, or College affiliated to a University will, however, be allowed to appear as a private candidate, unless he submits, alongwith his application, for admission, a 'No Objection Certificate' from his employer.

2. Subject to the provisions contained in Statutes 1,3 and 4 of this Chapter, the following categories of candidate may be permitted to appear in the examination of the University specified below, without having pursued the prescribed course of study in the University or in one of the Colleges admitted to privileges of the University provided they are otherwise eligible to appear in the examination under Ordinances for the examination.

(a) **Faculties of Humanities and Religious Studies :**

Candidates for Diploma in Sri Guru Granth Studies Examination.

(b) **Faculties of Economics and Business :**

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

(c) **Faculty of Sciences**

Candidates for M.Sc. Mathematics examination.

(d) **Faculty of Education**

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

- i) B.Ed., M.Ed.  
M.Ed. (Physical Education) .... Within 3 years
  - ii) D.P.E. ... Within 2 years
- (e) Assistant Lexicographers, Translators, Research Assistants and District Language Officers of the Punjab Language Department and employed within the territorial jurisdiction of the University, who have been in such service for a period of twelve months continuously on the date of application and continue to be so till the commencement of the examination.
- (f) A candidate who has passed the M.Ed. or M.Ed. (Physical Education) Examination may appear in one or more additional papers in which he has not already passed.
- (g) **Faculty of Engineering and Technology**  
A student of a College who, having attended the prescribed number of lectures and practicals does not appear in Part-II or final examination in Engineering for sufficient reasons, or, having appeared at the examination has failed and is recommended by the Principal of his College, may be allowed to appear as a late college student at any subsequent examination within a period of three years after completing such a course without attending a fresh course of lectures or practicals.
- (h) A candidate who, having completed the prescribed course of instruction for the Master of Science Degree in Engineering in a College admitted to the privileges of the University, does not appear in the examination for sufficient reasons or having appeared has failed in the examination and is recommended by the Principal of the College, shall be eligible to appear in the next two examinations without attending fresh course of lectures.
- (i) **Faculty of Visual Arts and Performing Arts.**
- (j) **Faculty of Laws**  
Teachers of Law Department of any University in Diploma in Labour Laws and Labour Administration and Diploma in Taxation Laws.



2-A. Persons interested in seeking admission to an examination as private candidates shall be required to enrol themselves as private candidates and for that purpose they shall be required to submit an application in the prescribed form by the specified date accompanied by such certificates as may be required under the ordinances. They shall be required to pay enrolment fee, registration fee, examination fee, and such other fees as may be prescribed by the University from time to time.

*Note:* Persons, who have been placed under compartment in the qualifying examination will also be required to get themselves enrolled by the specified date and shall have to fulfil such conditions as may be prescribed from time to time.

#### **SPECIAL PROVISIONS**

3. Where in the case of a subject prescribed for B.A. examination, no arrangement for instruction exists either in any college or in the University, the Academic Council may permit a candidate to appear in that subject as a private candidate in the examination.
4. The Head of the Institution concerned shall notify to the Registrar, the name of any student who is expelled or rusticated for serious breach of discipline or moral turpitude giving the exact reasons for the action taken to enable the University to ensure that the student concerned does not appear in the examination as a private candidate, during the period of rustication or expulsion.

## **CHAPTER VII**

### **MISCELLANEOUS**

#### **Honorary Degrees**

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

Provided that in cases of urgency the Chancellor may act on the recommendation of the Syndicate only.

#### **Withdrawal of Degrees, Diplomas etc.**

- 2.1 The Senate may on the recommendation of the Syndicate by a special resolution passed with the concurrence of not less than two-thirds of the members voting, withdraw a Diploma or Degree or Certificate or other academic distinction conferred by the University, on conviction of the person concerned by a court of law of an offence which in the opinion of the Syndicate, involves a moral delinquency, or if the person concerned has been guilty of scandalous conduct.
- 2.2 Before taking action as contemplated in clause 2.1 above, it shall be incumbent upon the Syndicate to notify the person concerned of the action contemplated, and to give him an opportunity to tender, either in person or by a written statement, within 21 clear days from the date of issue of such notice, such defence as he may wish to put up. If the Syndicate after taking into consideration the defence so put up, decide to recommend to the Senate that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of

the date of the meeting of the Senate at which his case will come up for consideration, and he shall be informed that, if he has any further statement in writing to make, he should submit the same to the Syndicate two weeks before the date of Senate meeting. The statement so received shall be submitted to the Senate with the recommendation of the Syndicate and the relevant details of the case.

**Institution of Research Fellowships, Scholarships,  
Studentships, etc.**

3. The Syndicate may establish Research Fellowships, Post-graduate Scholarships, Studentships, Exhibitions, Medals and Prizes of such-value and tenable for such period as it may, from time to time determine for the encouragement of research or original work in such subjects and under such conditions as the Academic Council may prescribe.

**Subsidies for University Teachers Attending International  
Conferences**

- 4.1 Subsidy may be granted by the Syndicate on the recommendation of the Vice-Chancellor to the following categories of the University employees for attending International Conferences which enjoy proper international status.
  - (a) A person who is invited to present original research paper/papers.
  - (b) A person who is nominated or elected as President or Chairman of a conference/meeting/section.
- 4.2 Application for such subsidy should be made to the Vice-Chancellor well in advance and should be invariably accompanied by the original letter of invitation from the organisers of the conference. If the applicant is to read a paper, a brief synopsis, of that paper should also be submitted alongwith the application.
- 4.3 The amount of subsidy may be paid to meet the actual expenses (fare both ways), full registration fee for the International Conference abroad and daily allowance may also be paid as decided by the Syndicate.
- 4.4 A person who has once availed of the subsidy from the University/UGC for attending International Conference abroad may not be paid the subsidy again until the expiry of three years.

- 4.5 Persons attending such Conferences will be considered on 'duty'. The period of such duty shall be determined by the competent authority.
- 4.6 A person who is allowed by University to attend a Conference in a foreign country and who remains on earned leave or any other kind of leave, upto three months for any educational/research purposes, be allowed payment of return travelling allowance, provided he/she submits a report of his/her educational/research activities during the period of overstay in the foreign country and the report is accepted by the Vice-Chancellor.

**Civil Jurisdiction in case of legal disputes**

5. In all the cases, disputes will be subject to Amritsar Civil Jurisdiction and/or Punjab and Haryana High Court at Chandigarh.