

(xv) SPECIAL INCREMENT TO TEACHING & NON-TEACHING EMPLOYEES FOR PROMOTING THE SMALL FAMILY NORMS

The following concessions shall be granted to the University Employees who adopt the terminal method of family planning after two or three surviving children :--

- (a) A special increment in the form of personal pay not be absorbed in future increases in pay either in the same post or on promotion to higher posts. The rate of personal pay will be equal to the amount of the next increment due at the time of grant of concession and will remain fixed during the entire service. In the case of persons drawing pay at the maximum, the rate of personal pay will be equal to the amount of the increment last drawn.
- (b) In view the recommendations of the Fourth Punjab Pay Commission, it has been decided that the incentive for promoting small family norms, will be in the form of 'Family Planning Allowance' instead of Personal Pay. Consequently, no house rent allowance/Rural Area Allowance or any other allowance will be admissible on the incentive.  
  
These orders will take effect from 1.09.1997, but no recoveries for the period 1.09.1997 to 31.08.1999, of any amounts received by an employee on account of House Rent Allowance/Rural Area Allowance on the amount of such allowance shall be made.
- (c) Charging of rate of interest half percent less on house building advance than the normal rate of interest.

Provided that the above concessions shall be subject to fulfilment of the following conditions :--

- (i) The concerned employee must be within the reproductive age group. In the case of male employee this would mean that he should not be over 50 years and his wife should be between 20-45 years of age. In the case of female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have one or two living children.
- (iii) The sterilisation operation should be conducted in and the sterilisation certificate issued by the Govt. Hospitals and the other Hospitals approved by the Govt. of Punjab.
- (iv) The sterilisation operation can be undergone either by the University employee or his/her spouse provided the conditions at Sr.No.(i) to (iii) above are fulfilled.
- (v) The concessions will be admissible only to those University employees who undergo the sterilisation on or after 7.1.1984.
- (vi) The incentive for adopting small family norms will be allowed only in the cases of Class III and IV employees.

(xvi) GUIDELINES FOR PROCESSING OF SERIOUS CHARGES OF  
ALLEGATIONS AGAINST THE UNIVERSITY,  
ITS OFFICERS AND OTHERS

The following guidelines will be followed in the processing of serious allegations against the University or individual Officer/officials/teachers/students of the University pertaining to irregularities concerning finances, admissions, examinations, appointments, plagiarism or any other allegation which amounts to moral turpitude.

1. That the allegations must be made in the form of a complaint in writing.
2. Any anonymous complaint which does not contain the signatures, full name and address of the complainant, shall not be entertained and shall be summarily filed.
3. Any complaint duly signed with name and complete address of the complainant shall be referred to the Standing Committee for scrutiny. Such Standing Committee shall be established and shall consist of a Chairman and two members to be nominated by the Vice-Chancellor.

4. The Standing Committee may make such verifications as it finds necessary in the facts and the circumstances of the case and may take the following steps :

- (i) The Committee shall call the complainant to its presence and record his statement to the effect whether or not the complainant owns his signatures on the complaint.
- (ii) The Committee, may, if it considers necessary in the context of the nature of allegations made in the complaint that it should be supported by an affidavit, ask the complainant to file an affidavit in the format given below :

I \_\_\_\_\_ S/o. \_\_\_\_\_ R/o. \_\_\_\_\_  
do hereby solemnly affirm and State as under :

(All the allegations of substance made in the complaint shall be embodied in the affidavit).

(Signature)

I \_\_\_\_\_, Deponent, above named, do hereby  
solemnly affirm and declare that Paras Nos. \_\_\_\_\_ are  
true to my knowledge and Paras Nos. \_\_\_\_\_ are based on  
the information received by me which I believe to be correct.

(Signature)  
Deponent

5. After the requisite compliance by the complainant, necessary verification and scrutiny of the complaint, the Committee may further examine the complainant to ascertain whether the allegations made in the complaint have substance and are of serious nature requiring initiation of disciplinary proceedings or any other appropriate action. It shall record its observations and submit its report to the Vice-Chancellor for appropriate action.

6. Notwithstanding anything contained herein, the Vice-Chancellor may, in his discretion on receipt of information from any source, what so ever or suo moto, make a reference of any matter to the Committee for verification and report in the manner mentioned in (5) above.

(xvii) PENSIONARY BENEFIT IN RESPECT OF  
MISSING UNIVERSITY EMPLOYEES

**1.** The employees who are missing suddenly and there is no information about their whereabouts, their legal heirs are given pension and other retirement benefits after seven years. This period of seven years is based on Article 108 of Indian Evidence Act. This period is very long and the family members have to face too many difficulties.

**2.** Guidelines for pensionary benefits in respect of missing University employees.

- (1) If any Univ. employee is missing then the nominee's, nominated by the employee should be given pay, leave encashment and amount of G.P. Fund, etc.
- (2) After one year in accordance with the conditions laid in next para, other family pensionary benefits like Gratuity/Family Pension can be given.

Above mentioned pensionary benefits can be approved in view of the below mentioned conditions :--

- (a) FIR in respect of the related employee should have been registered to the relevant area by the family members. This report should have been received from the police that inspite of various attempts police could not get any clue about the missing employee.
- (b) Indemnity Bond should be taken from the dependants/nominees of the employee that if the missing employee is traced under any circumstances, he demands his pending pay and all payments in respect of pensionary benefits will be got adjusted.

**3.** The Heads of all Departments/Officers have to administer that all dues/ recoveries have been assessed.

**4.** Family member of the affected employee can submit this request on the prescribed proforma to the Head of the Department for the approval of the family pension/ gratuity. Department will have to pay interest after three months from the date of submission of application with the office on the rates applicable from time to time. Disciplinary action will be initiated against the delinquent official who had lead to delay the gratuity payments.

Note :-- There is no pensionary scheme for University employees at present.

## CHAPTER V

### TRAVELLING ALLOWANCE RULES

Following revised T.A./D.A. Rules as notified by the Punjab Government vide Notification No.5/1/98-2FPIV/356 dated 8.5.98 shall be applicable w.e.f. 1.6.98 (vide Circular No.12981-13280/A dated 9.10.98) on the basis of Basic Pay/declared income in various pay ranges in the revised pay scales.

- (i) Grade Pay Range
- |     |   |
|-----|---|
| I   | Rs.15000 and above                          |
| II  | Rs.10000 and above but less than Rs.15,000. |
| III | Rs. 6000 and above but less than Rs.10,000. |
| IV  | Rs. 5000 and above but less than Rs. 6,000. |
| V   | Rs. 4000 and above but less than Rs. 5,000. |
| VI  | Below Rs. 4000.                             |
- (ii) The revised classification of cities in or outside the state, for the purpose of grant of T.A./D.A. to employees, shall be as under :-
- |     |  |     |
|-----|--|-----|
| (a) | Cities with population of 50 lakhs and above   | A-1 |
| (b) | Cities with population of 20 lakhs and above but less than 50 lakhs.   | A   |
| (c) | Cities with population of 10 lakhs and above but less than 20 lakhs.   | B-1 |
| (d) | Cities with population of 05 lakhs and above but less than 10 lakhs.   | B-2 |
| (e) | Daily allowance to the Panjab University employees while visiting Shimla on official tours will be given prescribed rates of daily allowance for B-1 city. |     |
- (iii) Daily Allowance :-  
The revised rates of daily allowance shall be as under :-

Grade	A-1 Class cities Hotel/Non-Hotel Rates	A Class cities Hotel/Non-Hotel Rates	B-1 Class cities Hotel/Non-Hotel Rates	B-2 Class cities and other places. Hotel/Non- Hotel Rates
I	Rs. 400 Rs. 200	Rs. 320 Rs. 160	Rs. 240 Rs. 120	Rs. 160 Rs. 80
II	Rs. 350 Rs. 150	Rs. 280 Rs. 120	Rs. 210 Rs. 90	Rs. 140 Rs. 60
III	Rs. 225 Rs. 125	Rs. 180 Rs. 100	Rs. 135 Rs. 75	Rs. 90 Rs. 50
IV&V	Rs. 190 Rs. 100	Rs. 150 Rs. 80	Rs. 115 Rs. 60	Rs. 75 Rs. 40
VI	Rs. 150 Rs. 75	Rs. 120 Rs. 60	Rs. 90 Rs. 45	Rs. 60 Rs. 30

- (iv) No Daily Allowance shall be permissible within a radius of 8 Kms. from the place of duty. Road mileage at the fixed rates will however, be paid for this journey except to employees in receipt of Local Travelling-cum-Misc. Allowance and Conveyance Allowance.
- (v) Journey beyond 8 kms. and within 25 kms. of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the norms rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.
- (vi) A fully Daily Allowance shall be admissible for journey beyond 25 kms, from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.
- (vii) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.
- (viii) The entitlement to Travel by Rail shall be as under :-

Grade	Travel Entitlement
I	1st Class A.C./Shatabadi Executive Class
II	A.C. Chair Car/A.C. two tier sleeper/1st Class.
III & IV	1st Class/A.C. Chair Car/A.C. three tier.
V & VI	Second Class Sleeper.

- (ix) In case the journey is to a place connected by Rail, the employees shall have the option to travel by any mode of road transport i.e. whether by Air Conditioned Bus, Deluxe Bus or Ordinary Bus, subject to the payment of actual charges or maximum railway fare, whichever is less. In the case of stations not directly connected by Rail, entitlement of road travel shall be as under :-

Grade	Entitlement
I & II	A.C. Bus
III	Deluxe Bus/Express Bus.
IV, V & VI	Ordinary Bus.

Note.-The cost of reservation and sleeper charges shall be reimbursed. No deduction would be made as heretofore from the Officers entitled to Air conditioned accommodation.

- (A) No incidental charges/Daily allowance shall be admissible in the case of an employee returning to the Headquarters within 8 hours and full daily allowance shall be admissible in the case of return after 8 hours subject to the condition that the travelling is beyond 25 kms. from the Headquarters.

Note.-Persons assigned duties in connection with the University examinations and spot-evaluation/re-evaluations of answer-books, at stations other than the place of their residence, be allowed, keeping in view the nature of their duties, full daily allowance (D.A.) at the normal rate, irrespective of the distance covered by them in the performance of their duties, provided they certify that they stayed at the place(s) of such duties and did not return to their place of residence on the days for which D.A. was claimed.

This decision, will not be applicable in the following cases :-

- (i) the payment of fixed local conveyance allowance at the rate of Rs. 10 per day for places like Panchkula, Mohali, Manimajra etc.
- (ii) the journeys performed from the places of residence falling within 10 kms. of the place of duty may also not be covered for the purpose of payment of the full daily allowance. The fixed local conveyance allowance at the rate of Rs. 10 per day may, however, be paid in all these cases.

(x) The revised rates of Road Mileage per Km. shall as under :-

Grade	Own Motor Car	Own Motor Cycle	Ordinary Cycle	Other Means of Conveyance	
				Taxi Rs. P.	Other means Rs. P.
I	3.00	1.20	0.50	3.50	3.00
II	3.00	1.20	0.50	3.50	3.00
III	3.00	1.20	0.50	3.50	3.00
IV	-	1.20	0.50	-	1.50
V	-	1.20	0.50	-	1.50
II	-	-	0.50	-	1.50

(xi) The maximum revised rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under :-

Grade	Accommodation			
I	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 5 star.			
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 star.			
	The Grade-I employees are entitled to claim luxury taxi charges/ wireless connect charges if included in the room rent.			
	A-1 Class cities	A-Class cities	B-1 Class cities	B-2 Class cities other places
III	Any Hotel room upto Rs. 200/- per day.	Any Hotel room upto Rs. 160/- per day.	Any Hotel room upto Rs. 120/- per day.	Any Hotel room upto Rs. 80/- per day.
IV & V	Any Hotel room upto Rs. 150/- per day.	Any Hotel room upto Rs. 120/- per day.	Any Hotel room upto Rs. 90/- per day.	Any Hotel room upto Rs. 60/- per day.
VI	Any Hotel room upto Rs. 100/- per day.	Any Hotel room upto Rs. 80/- per day.	Any Hotel room upto Rs. 60/- per day.	Any Hotel room upto Rs. 40/- per day.

Note.-In case of sitting M.L.A.'s/M.P.'s D.A. rates shall be paid as per their entitlement in the respective Governments.

**12.** (a) For stay on duty outside Punjab and Chandigarh, where the officers have to stay in Hotels and Tourist Bungalows run on commercial lines, they shall be reimbursed actual hotel accommodation charges upto the prescribed limits, on production of receipt. In addition to this, full daily allowance shall also be admissible as per above rule 2(d).

(b) When an employee who, while on tour, is allowed free board and lodging may draw only one fourth of the daily allowance admissible to him at the station concerned. If only board or lodging is allowed free to such an employee he may draw daily allowance at one-half of the admissible rate.

**13.** A person travelling by rail will be entitled to travel by the class to which he is entitled under rule (1) above and shall be paid actual fare of the class by which he travels not exceeding the fare of the class to which he is entitled.

**14.** Rates of mileage allowance in hill tracts special or ordinary shall be increased by 33½ % except when a person on University business takes a single seat in a motor car, bus, in which case the increase shall be 50%.

**15.** The rates relating to T.A. and matters not provided in T.A. rules shall be determined by the Vice-Chancellor.

**16.** (a) The Vice-Chancellor shall be entitled to :--

The same class of accommodation as an officer of grade I or air-conditioned accommodation.

(b) Delhi : Actual expenses for the stay at the India International Centre (or to any other suitable place, in case accommodation is not available at the said Centre). while on official visits instead of the daily allowance.

(c) When travelling in his own motor-car mileage allowance of Rs.3 per K.M. plus 33/3% per cent for hill tract.

(d) The Vice-Chancellor may travel by road or rail or a portion of the journey by road and a portion by rail according to his discretion and convenience and charge T.A. accordingly. If he travels by road between stations connected by rail in a public carrier he shall be entitled to the actual fare paid.

(e) If journey is performed by road i.e. (by Staff car) and having stayed at India International Centre, New Delhi, he shall be paid ½ D.A. for the outward and ½ D.A. for the inward journey at the ordinary rate in addition to the actual payment to the I.I.C. or a Hotel, etc.

**17.** Fellows of the University and life members (in the service of affiliated colleges) who do not fall in Grade I by virtue of their pay shall be considered as Officers drawing pay in the University Professor's grade and entitled to a Daily Allowance of Rs. 80/- per day, while attending the University meetings at Chandigarh/Punjab and at other places, they will be paid as admissible to Professors.

**18.** Persons appointed for inspection duties i.e. inspection of colleges and examination centres shall be entitled to road mileage for the local journeys performed for inspection only. Inspection fee shall be payable @ Rs.100/- Rs. 60/- per college/ examination centre respectively, subject to a maximum of two centres a day.



**19.** Conveyance charges for the local journeys will be allowed as under :--

- (a) University employees for official work at Delhi, Bombay, Calcutta, Madras, Bangalore and Hyderabad will be paid actual expenses as certified by the employee concerned.
- (b) For reimbursement of charges for local conveyance at stations other than those mentioned in (a) above to the University employees (Teaching/Non-Teaching) the following rates are applicable :
  - (i) Taxi hire charges as for per km. i.e. same rates road mileage for journeys by Car/Taxi;
  - (ii) Hire charges for auto-scooter/cycle rickshaw or any other passenger transport :
    - (a) For Chandigarh .. Rs. 25/- (for one side)
    - (b) For Mohali, Panchkula & .. Rs. 30/- (for one side)  
Manimajra

Note.--The reimbursement for local conveyance charges as per (b)(i) and (ii) above, a certificate from the claimant shall suffice. The Controlling Officer will sanction the claim for reimbursement of the charges for local conveyance.

**20.** Conveyance allowance at a flat rate of Rs. 50 per day will be paid to members residing in Chandigarh or outstation, to attend the University meetings at Chandigarh. Provided that :—

- (i) those who come from outstation and stay at the University Guest/ Faculty House or on University Campus and attend the meetings on two or three consecutive days, only one conveyance allowance i.e. Rs.50/- shall be paid.
- (ii) those residing in Sector 14 and 25 shall not be entitled to any conveyance allowance.
- (iii) The rates of local conveyance (to and fro) for the Fellows and Non-P.U. employees attending Committee meetings, Syndicate and Senate meetings as under :
  - (a) Panchkula Rs. 150/- per day
  - (b) Mohali Rs. 150/- per day
  - (c) Chandigarh (U.T.) Rs. 100/- per day

Note.-- Persons in the category mentioned at (iii) only, where they have to attend meetings in the forenoon and afternoon, on the same day, will also be sanctioned a subsidy towards sumptuary expenses @ Rs. 20 per day.

**21.** A member of the Selection Committee or an examiner who comes to conduct the viva voce shall be paid local conveyance at the stations of departure and arrival as well as intervening stations, as claimed on the basis of certificate on the face of the T.A. Bill, with the sanction of the Vice-Chancellor/Controller of Examinations as the case may be. In the absence of either of them, the Registrar will sanction the claims.



- 22.** (a) (i) Honorarium for Class A posts of Rs. 500 and Rs. 200 for Class B & C posts per day for the days of the meeting may be paid to the expert members of the Selection Committee from outside the jurisdiction of the University in addition to Daily Allowance respectively. The University Fellows Teachers and other officers who serve on the Selection Committees, shall not be paid honorarium as above.
- (ii) That the Chancellor's Nominee on all the Selection Committees for the posts of Lecturer, Reader and Professor be paid Rs.500/- per sitting subject to a maximum Rs.1000/- per day.
- (iii) An honorarium of Rs.300/- per day for the days of the meeting for attending University meetings(s) be given to the members of the Committee(s) who were not employees of Panjab University or any its affiliated Colleges besides TA/DA University Fellows, member of Managing Committees of its Colleges, teachers and other Officers of Panjab University or its affiliated Colleges who serve on the Committees shall not be paid the above mentioned honorarium.
- (b) The candidates belonging to Scheduled Castes/Scheduled Tribes and other Backward Classes called for interview/test for appointment to classes A, B and C (including technical/Clerical/Steno-typists) advertised posts may be reimbursed second class railway fare or bus-fare chargeable by the shortest route from Railway Station/Bus Stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of interview and back to the same station.
- (c) Inservice University Teacher, when called for interview at outstations under an approved Merit Promotion Scheme or in fulfilment of the prescribed requirement of systematic appraisal/assessment, may be given reimbursement of the travelling expenses i.e. passenger fare by Road, limited to De-luxe Bus fare, local conveyance charges limited to hiring of 3-wheeler Scooter/Auto rickshaw, both at Chandigarh as also at outstation, and Daily Allowance at the normal rates, as admissible under T.A. rules, but excluding the facility for reimbursement at hotel charges.
- However, the persons called for interview for a University post from outside the State and beyond a distance of 250 miles (i.e. 400 km.) shall be paid second class return fare (Syndicate Para 98, dated 6.7.1958).

**23.** The Chief Justice, Punjab & Haryana High Court (as an ex-officio Fellow), shall be entitled to receive for the journeys performed by him in connection with the affairs of the University, travelling allowance at the same rates and in accordance with the same rules as he is entitled to receive for the journeys performed by him in his official capacity as Chief Justice.

- 24.** (a) Examiners belonging to states other than Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh, shall be entitled to draw T.A. at the rates as prescribed by the Panjab University or at the rates admissible to them in their own University or State, whichever is more favourable to them.
- (b) T.A. of a person who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him as the case may be.
- (c) Military or N.C.C. Officers, while performing journeys on University business shall be paid T.A. at Army rates applicable to their rank. The N.C.C. Officers shall certify that the journey was performed in uniforms.
- 25.** Persons invited to deliver extension lectures shall be paid normal T.A. including D.A. according to University rates.
- 26.** (a) A person travelling by road between station connected by rail shall be entitled to the actual fare paid for the road transport, viz. car, bus, etc. provided the claim for the actual fare for the hire of conveyance does not exceed the railway fare to which he is entitled.
- (b) If due to some emergent work under orders of the Vice-Chancellor, a person is required to undertake journey which costs him more than the railway fare of the class to which he is entitled for the mileage allowance admissible to him by road, he shall be paid the actual cost of the journey.
- 27.** A person may be permitted to travel in full car between stations connected by rail or to perform journey by a longer route, by the Controller of Examinations in respect of the work connected with conduct of examinations and by the Vice-Chancellor for other University work.
- 28.** A delegate to an Educational Conference will be paid normal T.A. by rail/road and D.A. for the days of the journey and the Conference, according to University rules and his certificate of having attended the Conference shall be sufficient for the purpose of payment.
- 29.** The Examiners, Superintendents, and other members of Supervisory Staff who are entitled to II class railway fare while travelling on University duty, may perform the journey by passenger, express or mail train according to their convenience.
- 30.** Examiners in Science Practical will be paid daily allowance only for one day previous to examination for preparation work, and also for holiday's intervening the day of preparation and the day of the examination.
- 31.** No person whose ordinary place of residence is the same as place of University business or duty shall be entitled to T.A. or D.A. if he comes from an outstation to attend University business or to place of duty at that place.
- 32.** No person residing within the territorial jurisdiction of the University shall be entitled to charge T.A. from a place farther than the one in which he ordinarily resides.
- Exception—**If the Vice-Chancellor feels that the purposes of journey by a Fellow from a place other than the ordinary place of his residence is in the

interest of University and the Fellow responds to the special request of the Vice-Chancellor, he may be sanctioned journey by the Vice-Chancellor and payment of the T.A. as a special case.

**33.** If a Fellow resides or is on duty outside the territorial jurisdiction of the University, he shall be entitled to T.A. only from and to the point at which he enters and leaves the territorial jurisdiction of the Panjab University. For purposes of this rule, Delhi shall be treated as a part of the territorial jurisdiction of the Panjab University.

Provided that if the presence of a member of the University is considered necessary, the Vice-Chancellor may send him a special request and sanction T.A. and D.A. from and to the place from which the person actually travelled.

**34.** Bills not presented within one year from the date of journey shall lapse and shall not be entertained unless the period of one year is extended by the Vice-Chancellor for good cause shown.

**35.** A Fellow or a member of a University Body who has to attend meetings on two or more consecutive days may return to his headquarters after completion of University business each day if the distance involved in the return journey does not exceed 80 K.M. Provided that the Vice-Chancellor may in exceptional cases, permit a member to return to his headquarters on the same day even though the distance exceeds 80 K.M., if he is satisfied that the second journey is unavoidable.

**36.** Notwithstanding anything contained in these rules, the Vice-Chancellor may, in exceptional circumstances, for reasons to be recorded, sanction special rates, i.e. in excess of the schedule.

**37.** The Registrar/Controller of Examinations is authorised to sanction the berth cancellation charges.

#### Journey by Car/Taxi/Air

**38.** (i) (a) that the facility of use of private car/taxi/Air may be admissible to the members of the Syndicate/Senate/Deans/University Professors/Registrar and others enjoying equivalent pay-scales when required to attend the meetings of the University or in connection with the University work. Due to economy measure the approval of the Registrar in respect of journey by car/taxi/Air is required, other than the members of the Syndicate/Senate invited for the University work as per rule.

In the case of work relating to conduct of examinations, Controller of Examinations be competent to accord such an approval for journey by car and taxi only as per rule.

As far as possible, members who start from a common point may travel together.

- (b) Only eligible persons be allowed to travel by own car/taxi.
- (ii) that ordinarily the use of friend's/relative's Car may not be allowed in order to avoid the likely misuse of the facility. Provided that if a person travels by a private car which is owned by a member of the family, which term for purposes of this rule would mean and include, father, mother, wife, son/daughter and son-in-law/daughter-in-law he may be permitted to do so on his furnishing a certificate to that

effect, giving the number of the vehicle and the name of the owner together with his relationship with the claimant. Prior permission of the competent authority will be necessary before undertaking the journey.

- (iii) that in case of an emergency or if it is expedient in the interest of the University work, a person may be permitted to travel in full car between stations connected by rail or to perform journeys by a longer route by the Registrar or Controller of Examinations, as the case may be, in respect of work connected with the conduct of examinations and the Registrar for other University work as per rule.
- (iv) That if more than one person travels by the same car which is owned by any one of them i.e. for attending University meetings only, the owner of the car will be entitled to road mileage (+D.A.) while others will get only daily allowance, according to rules.
- (v) The rates of Road mileage journey by own Car/Taxi in connection with University work @ Rs. 7/- per Km.
- (vi) The members of the College faculty including the Principals when appointed to work on a Committee other than statutory Committees including Selection Committees constituted by the University be paid TA/DA from College Development Council Fund.
- (vii) The Principals of the University affiliated Colleges may be allowed to travel by their own car to attend the University meetings.

**39.** The staff of the Vice-Chancellor and the Registrar when travelling in their cars or in University transport be permitted only Daily Allowance permissible under the rule.

**40.** Notwithstanding anything, contained in these Rules a person (residing at a place other than Chandigarh) who is invited to attend meeting of a University body or of a Selection Committee and an examiner who conducts viva voce may be paid T.A./D.A. in cash/cheque according to the rates admissible before the performance of return journey, on his giving a certificate that the return journey will be performed in the manner as claimed in the T.A. bill.

**41.** The criteria of entitlement to travel by air is as under :--

- |   |  |
|---|--|
| (i) Pay excluding Rs. 500   | At discretion on the condition   |
| (ii) Pay excluding Rs. 3000 but not Rs. 5000. The existing provisions which permit travel by air with the permission of Administrative Department in deserving cases, not falling under the general rule will continue. | that the distance is more than 500 kms. and young cannot be performed overnight by Rail. |

**42.** (A) Controlling Officers, the T.A. purposes are as under :-

- (i) (a) Registrar for his own T.A. bills and those of Officers and staff in the University Administrative Office as also T.A. Bills of the Manager (Press).

- (b) (1) Controller of Examinations—for the T.A. claims (including his own) as also the local conveyance charges in respect of staff under him, in relation to the Conduct of Examinations, and
  - (2) T.A. claims/local conveyance charges for the examiners and supervisory staff appointed in the conduct of Examinations.
- (c) The F.D.O. has been empowered to sanction and pass for payment, the TA/DA/HTC/LTC bills of the staff working in the branches under him and his own as also those related to his branches.
- (ii) D.U.I. for his own T.A. bills and those of the T.A. bills of Chairmen/ Heads of the University Teaching Deptts., Chairman Deptt. of V.V.B.I.S. & I.S., Hoshiarpur, Librarian, Director Academic Staff College, Principal Investigator, Incharge of Schemes, Chairman, Deptt. of Evening Studies.
- (iii) (a) Chairman/Head of the Deptt. for the T.A. bills of the teachers/ staff working in the department and other visitors, Research Fellows.
  - (b) T.A./D.A. in the scheme will be paid as per University Rules unless provided/approved otherwise in the scheme by the sponsors. For payment of charges for local conveyance approval of the Investigator Incharge of the scheme as also Head of the Deptt. concerned will be necessary unless the scheme provides for such payments.
- (iv) (a) Vice-Chancellor for his own T.A. bills as also T.A. bills of all the Deans other than the D.U.I. and the Heads of the University Non-Teaching Departments.
  - (b) The Secretary to Vice-Chancellor for T.A. bills of the staff working in the Vice-Chancellor's office.
- (B) The Controlling Officer before signing or countersigning a T.A. bill shall—
  - (a) scrutinise the necessity, frequency and duration of journey, and halts for which travelling allowance is claimed and to disallow the whole or any journey or any halt, if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
  - (b) satisfy himself that mileage allowance for journey by railway or steamer, excluding additional fare or fares allowed for incidental expenses has been claimed at the rate applicable to the class of accommodation actually used, that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible and that where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects etc., were transported, was reasonable and to disallow any claim which, in his opinion does not fulfil that condition.

- (c) exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz., that the allowance is not to be source of profit, especially in the case of journeys by road performed by motor car;
- (d) satisfy himself that the University employee actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

**43.** The rate of Daily Allowance for J & K State (including Jammu & Srinagar cities to the University employees shall be at par with Delhi, Shimla, Bombay, Madras and Calcutta). The rate of D.A. for the remote areas in India shall be admissible at the rates fixed by the respective (Local Govts. of the areas from time to time).

Remote Localities of Himachal Pradesh.

- (1) Lahoul & Spiti districts.
- (2) Kinnaur districts.
- (3) Bharmour & Pangi sub divisions of Chamba District.
- (4) Paragana of Pandrahbis, Outer Seraj and Malana Panchayat area of Kulu district.
- (5) Chhuhar Valley of Jogindernagar Teh. of Mandi district.
- (6) Mangal Panchayat area of Solan district.
- (7) Dodrakwar area of Rohru Tehsil, Pargana of Chaebia, Naubis Barabis, Pandrabis and Artharabis Sarahan and Gram Panchayat of Munish, Kerkalu and Kashapat of Rampur Tehsil.
- (8) Chhota and Bara Bhargal area of Palampur sub division of Kangra.

Other remote localities as specified by the respective State Governments.

**44.** The point in any station at which a journey is held to commence or end is the Chief Public Office or such other point as may be fixed by the Vice-Chancellor for this purpose.

**45.** If on any one day two separate journeys are performed, one ending at end the other commencing from headquarters, one full daily allowance will be admissible in respect of each separate journey.

**46.** Except in the case of work connected with the University examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless the same is sanctioned in each case on the ground that the prolonged halts are necessary in the interest of University work, by the following :

- (i) D.U.I. .. for the teachers and staff working in the teaching/  
non-teaching departments;
- (ii) Registrar .. for the officers and staff in the Administrative office;  
and
- (iii) Head of the Deptt. .. for Research Fellows.



The members of the staff participating in the Personal Contact Programmes of the Department of Correspondence Studies at the outstations will be entitled to daily allowance for the duration of the Personal Contact Programme, as may be approved by the Syndicate from time to time.

**47.** The rate of daily allowance of a person who spends part of a day in one locality and part of it in a place for which different rate of daily allowance prevails should be determined according to the place where he spends the night succeeding such day.

**48.** A University employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which neither University nor State is a party, shall not be entitled to any payment other than that admissible by the Rules of Court.

**49.** A University employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which State is party, he shall be entitled to usual T.A. from the University and whatever he gets from the court, he shall credit the same to the University.

**50.** A University employee accompanying the students on educational excursions will be entitled to usual T.A.

**51.** The class to which a retired person belongs on his re-employment shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay.

**52.** A person travelling on University business should always purchase a return ticket, where available, after making enquiries from the Railway Booking Office.

**53.** A student of a University Teaching Department undertaking journey on educational trip shall be paid daily allowance at Rs. 3 per day.

**54.** A student participating in extra curricular activities, debates or other authorised tournaments, etc. shall be paid daily allowance of Rs. 12 per day.

**55.** The employees travelling by staff car/other University vehicle shall be paid full Daily Allowance in case absence from Headquarters exceeds 6 hours and if it is followed by night halt outside the Headquarters the Daily Allowance shall be admissible at the rates admissible at a place of night-halt.

**56.** Daily allowance shall be paid for full day for halt as well as for the days of departure and arrival.

#### JOURNEY ON TRANSFER

For Journeys by rail/road

- (i) He may draw railway/bus fare for himself as well as for each member of the family according to age group of the class of accommodation plus D.A. for each member of the family to which his grade entitles him.
- (ii) The employees shall be entitled to transport charges for the carriage of their personal effects on transfer, according to the following norms :-

Grade I & II	Two trucks
Grade III	One truck
Grade IV, V & VI	One mini truck



- (a) The rates shall be fixed for carriage of personal effect by road only. The State Transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them atleast annually. If necessary he may fix separate rates for journey covering smaller distances.
- (b) If an employee transports his personal effects by rail, the existing rules and instructions shall apply.
- (c) The State Government employees shall also be allowed a composite Transfer Grant equal to one month's basic pay in case of their transfer involving a change of station located at a distance of more than 25 Kms. and in case of transfer to stations which are at a distance of less than 25 Kms. the composite Transfer Grant will be restricted to 1/3 of the basic pay, provided a change of residence is actually involved. This grant would be in addition to the transportation charges and no packing charge transfer incidentals for the Government servant and the members of his family as well as the road mileage for journeys between the residence and the Railway Station/Bus Stand/Airport at the old and new stations, shall no longer be admissible as these will instead be subsumed in the composite transfer Grant.
- (d) Time limit for the presentation of travelling Allowance bill for shifting of personal effects on retirement is enhanced from six months to two years.

The packing charges shall be Rs. 10 per quintal. For the carriage of personal effects by road, the employee shall be reimbursed the actual transport charges by road or admissible charges by rail plus an amount not more than the 25 per cent thereof, whichever is less. In addition, one fare of the class entitled shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.

- Note.--(i) If a University employee carries his personal effects by road between stations connected by railway he may draw actual expenses up to a limit of the amount which would have been admissible had he taken the same quantity by goods train, provided that in cases where the actual expenses claimed exceed this limit, the Vice-Chancellor may allow such claims for valid reasons subject to the limit of amount which would have been admissible if the maximum number of quintals had been transported by goods train.
- (ii) If a University employee carries his personal effects by passenger train instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of quintals by goods train.
  - (iii) Subject to the prescribed maximum number of quintals University employee may draw the actual cost of transporting personal effects to his new station from a place in University jurisdiction other than his old station (e.g. from a place where they are purchased enroute, or

have been left on the occasion of a previous transfer) or from his old station to a place in University jurisdiction other than his new station, provided that the total amount drawn including the cost of transporting these personal effects shall not exceed that admissible had the maximum number of quintals been transported by goods train from the old to the new station direct.

Note.--A member of a University servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him.

- (i) A University employee claiming the cost of transporting personal effects, must support his claim by a certificate that the actual expenses incurred were not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, and road.
- (ii) Every claim for the actual post of transporting personal effects made in a travelling allowance bill on transfer should be supported by receipt and vouchers, wherever possible in respect of the expenditure incurred.
- (iii) Journey for the family of an employee on death.

Rule 2.79 of Punjab C.S.R. Vol. III (1976) provides in such a case for concessions for the transport at Government expense of the family and "personal effects" from his Headquarters to his normal place of residence (i.e., permanent residence/address as stated in the Service Book) provided the journey is completed within six months after the death of the employee.

- (iv) Journey on retirement

Section XV (Chapter 2) of the C.S.R. Vol. III, provides for Punjab Government employees being given (on retirement) T.A. on the scale/conditions as set out in Rule 2.80 thereof to enable him to proceed to the place where he intends to reside permanently after retirement.

#### LEAVE TRAVEL CONCESSION

##### **A. Visiting Home Town**

The University employee/family members are entitled to visit Home Town once in a Block of Two Calendar Years commencing from 1971.

##### **B. \*Visiting any Place in India**

- (i) The facility to avail Leave Travel Concession for visiting any place in India to the University employees himself and/or by the members of his family has been extended once in a block of four calendar years commencing from 1986-89 (extended to 1990) for the first block year.

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\* B.O.F. Minutes dt. 3.9.88; Item 13 and Pb. Govt. Notification No. 6-10-1988-66E 3299, dt. 9-3-89 (Booklet printed separately).

- (ii) It can be carried forward to the year of the subsequent block of four years with the permission of the Head of the Department.
- (iii) The employees will be eligible for LTC as per details given below :

Pay-scale of the employee whose minimum basic pay is as follows	Authorised
Rs.18,400 and above	According to their option, Economical Air (Y) Class by the National Carrier or A.C. 1st Class by rail (travel by private Air Lines will not be allowed)
Rs.12,000 and above but less than Rs. 18,400	Class-I A.C., by rail
Rs. 6400 and above but less than Rs.12,000	A.C. II Tire sleeper
Rs. 3050 and above but less than Rs. 6400	Class I A.C. III Tire
Less than Rs. 3050	Sleeper Class

- (i) The maximum limit for travel by the University employees is AC 2-tier sleeper class.
- (ii) In case of Air travel, the expenditure on LTC/HTC is to be reimbursed upto AC 2-tier sleeper Class only provided journey has been performed with Indian Air Lines only.

Note.--Journey by Air or Air Conditioned first class railway or by a Private Car, chartered buses and buses of Tourism Corporations.

### **Journey by Sea**

In regard to places in territory of India connected by Shipping services, the entitlement of an employee to travel by ship shall be regulated as in the case of journey by ship undertaken on transfer.

### **ADVANCE FOR L.T.C. (visiting any place in India/Home Town)**

- (i) 90% advance can be paid for purchase of tickets. He/she should however, produce railway tickets/cash receipts within ten days of the drawal of the advance, to the competent authority to show that the amount of advance has actually been utilised for the purpose.
- (ii) The University employees who are otherwise entitled to travel by air and propose to travel/have travelled only by Indian Airlines-Apex Air Fare, 4 weeks advance, be paid 90% advance of Apex Fare for availing L.T.C./H.T.C.

Where a University employee who is granted advance to enable him and/or members of his family to avail the L.T.C. should refund it, in full, immediately if the outward journey is not commenced within thirty days of the drawal of advance.

**Definitions**

**PAY :** For the purpose of entitlement as indicated above shall be at the Basic Pay as defined in fundamental Rule (21)(a)(i).

**FAMILY :** Definition for the purpose of LTC will be the same as has been accepted for the purpose of Travelling Allowance for journeys on transfer which reads as under :-

The term 'Family' for LTC purposes means wife or husband, as the case may be, of the government employee, residing with him/her and two living children or two step children residing with him/her and are fully dependent on him/her and who does not have his/her personal income as Rs.1500/- p.m. from all sources. In addition to the above, the 'Family' also includes mother, father, step-mother, unmarried sisters, brothers and married daughters who are divorced, separated or living separately from their husbands and are wholly dependent on the government employee. If the widowed sisters residing with him are wholly dependent on him (provided their father is either not alive or he himself is dependent on the government employee), are also included in the 'Family'.

Note 1. --As stated above, the condition of two living children will not apply to the present children and the child born within a year and the children born after one child of the government employee.

Note 2. --For purposes of these rules the 'Definition of Family' includes only one wife.

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**PANJAB UNIVERSITY, CHANDIGARH**  
**TRAVELLING ALLOWANCE BILL**

Name (in block letters)..... Purpose of Journey.....  
 Designation.....  
 Basic Pay/Declared Income for Non Employees Date of Meeting/Inspection/Exam. etc., (if any).....  
 For T.A. Purposes..... Bill Register Page..... Voucher No.....

Departure			Arrival			Mode of Journey	Distance For Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

1. Mode of journey  
 NOTE :--(Deluxe/AC Bus/Ist Class Rail/Air Tickets attached)  
 (a) By Rail : Class..... Ticket No.....  
 (b) By Bus : (Ord./Deluxe/A.C.).....  
 (c) Own Car No./Staff Car No./Taxi No.....  
 (d) By Air : Ticket No.....

2. Journey/Halting days.....@.....  
 .....@.....  
 3. Local Conveyance, if any  
 (Details on Separate Sheet) .....  
 Total

Declaration : Certified that --  
 (i) Particulars provided herewith are correct & that I have not claimed T.A./D.A. etc. for this Journey from any other public source.  
 (ii) I was not provided free lodging and/or Boarding at the cost of Govt./University or any autonomous body.  
 (iii) Certificate for Payment at the Spot

Certified that I shall perform the return journey from.....to.....by the same mode as claimed in the T.A. bill.

Signature\*.....  
 Address.....

Countersigned

Received Payment

Controlling Officer

Affix Re 1/-  
 Revenue Stamp  
 if amount exceeds  
 Rs. 5000/-

Signature\*.....  
 (\*Please sign at both the places)

**For use in Accounts Branch**

Head of Account.....  
 Pay Rs. (in figures).....(in words).....

Clerk Asstt. Supdt.

**For Audit use**

**Seen :** (i) Sanction (ii) Bill/Grant Register  
 (iii) Attendance

**PAY ORDER**

AUDIT DEPARTMENT  
*Preaudited & Passed for Rs.....*  
*Rupees.....*  
 Auditor Resident Audit Officer  
 Panjab University

Cheque No.....  
 Date.....

A.R.A./F.D.O.

**Please see rules overleaf**

## T.A./D.A. RULES

Following revised T.A./D.A. Rules as notified by the Punjab Government vide Notification No. 5/1/98-2FPIV/356 dated 8.5.98 shall be applicable w.e.f. 1.6.98 (vide Circular No.12981-13980/A dated 9.10.98) on the basis of Basic Pay/declared income in various pay ranges in the revised pay scales :—

(i)	Grade	Pay Range			(v)	Journey beyond 8 kms. and within 25 kms. of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the norms rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.
	I	Rs.15000 and above				
	II	Rs.10000 and above but less than Rs.15,000.				
	III	Rs. 6000 and above but less than Rs.10,000.				
	IV	Rs.5000 and above but less than Rs. 6,000.				
	V	Rs.4000 and above but less than Rs. 5,000.			(vi)	A full Daily Allowance shall be admissible for journey beyond 25 kms, from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.
	VI	Below Rs. 4000.				
(ii)	The revised classification of cities in or outside the state, for the purpose of grant of T.A./D.A. to employees, shall be as under :--				(vii)	No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.
	(a)	Cities with population of 50 lakhs and above.		A-1	(viii)	The entitlement of Travel by Rail shall be as under :-
	(b)	Cities with population of 20 lakhs and above but less than 50 lakhs.		A		
	(c)	Cities with population of 10 lakhs and above but less than 20 lakhs.		B-1		
	(d)	Cities with population of 05 lakhs and above but less than 10 lakhs.		B-2		
(iii)	Daily Allowance :--					
	The revised rates of daily allowance shall be as under :-					
Grade	A-1 Class cities Hotel/Non-Hotel Rates	A-Class Hotel/Non-Hotel Rates	B-1 Class Hotel/Non-Hotel Rates	B-2 Class cities and other places Hotel/Non-Hotel Rates.		
I	Rs. 400 Rs. 200	Rs. 320 Rs. 160	Rs. 240 Rs. 120	Rs. 160 Rs. 80		
II	Rs. 350 Rs. 150	Rs. 280 Rs. 120	Rs. 210 Rs. 90	Rs. 140 Rs. 60		
III	Rs. 225 Rs. 125	Rs. 180 Rs. 100	Rs. 135 Rs. 75	Rs. 90 Rs. 50		
IV&V	Rs. 190 Rs. 100	Rs. 150 Rs. 80	Rs. 115 Rs. 60	Rs. 75 Rs. 40		
VI	Rs. 150 Rs. 75	Rs. 120 Rs. 60	Rs. 90 Rs. 45	Rs. 60 Rs. 30		
(iv)	No Daily Allowance shall be permissible within a radius of 8 Kms. from the place of duty. Road mileage at the fixed rates will however, be paid for this journey except to employees in receipt of Local Travelling-cum-Misc. Allowance and Conveyance Allowance.					

- (xi) The revised rates of Road Mileage per Km. shall as under :-

Grade	Own Motor Car	Own Motor Cycle	Ordinary Cycle	Other Means of Conveyance	
				Taxi Rs. P.	Other means Rs. P.
I	3.00	1.20	0.50	3.50	3.00
II	3.00	1.20	0.50	3.50	3.00
III	3.00	1.20	0.50	3.50	3.00
IV	-	1.20	0.50	-	1.50
V	-	1.20	0.50	-	1.50
VI	-	-	0.50	-	1.50

- (xii) The maximum revised rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under :-

Grade Accommodation					
I	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 5 star.				
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 star.				
		A-1 Class cities	A-Class cities	B-1 Class cities	B-2 Class cities other places
III	Any Hotel room upto Rs. 200/- per day.	Any Hotel room upto Rs. 160/- per day.	Any Hotel room upto Rs. 120/- per day.	Any Hotel room upto Rs. 80/- per day.	
IV & V	Any Hotel room upto Rs. 150/- per day.	Any Hotel room upto Rs. 120/- per day.	Any Hotel room upto Rs. 90/- per day.	Any Hotel room upto Rs. 60/- per day.	
VI	Any Hotel room upto Rs. 100/- per day.	Any Hotel room upto Rs. 80/- per day.	Any Hotel room upto Rs. 60/- per day.	Any Hotel room upto Rs. 40/- per day.	

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/ Circuit Houses/Rest Houses/Rest Houses at these places.

NOTE :

1. Fellows of the University and life members (in service of Affiliated Colleges) who do not fall in Grade I by virtue of their pay shall be consider as Officers drawing maximum pay of a University Professor. (Syndicate meeting dated 25.6.1988 Item No.8).
2. No Daily Allowance shall be admissible in the case of an employee returning to the headquarter within 6 hours and FULL Daily Allowance shall be admissible in the case of return after 6 hours subject to the condition that the travelling is beyond 25 K.Ms. from the headquarter.
3. Bills not presented within one year from the date of journey shall lapse and shall not be entertained unless the period of one year is extended by the competent authority for good cause shown.



## **CHAPTER VI**

### **USE OF UNIVERSITY STAFF CARS**

#### **Controlling Officer**

**1.** The University owned staff Cars will be under the administrative control of the Deputy Registrar (Accounts).

**2.** The Controlling Officer will be responsible for the proper use, care and maintenance of Staff Car/s and for strict enforcement of these rules.

**3.** The Controlling Officer will maintain :

- (a) Particulars of the Staff Car/s;
- (b) A log-book in the form prescribed by the Government, showing;
  - (i) Particulars of journeys performed by the Staff Car/s both on duty and otherwise (non-duty);
  - (ii) Petrol and Mobil-oil consumed.
- (c) A register showing the cost of repair etc;
- (d) A register of receipts and expenditure;
- (e) The spare parts and other equipment on Staff Car/s will be checked by the Controlling Officer every month and any loss arising out of negligence or faults shall be liable to be recovered from the persons concerned.

Entry for the petrol/diesel purchased will always be made in the log-book and the same will be ticked by the Audit while passing the bill/s.

**4.** The Controlling Officer will submit a half-yearly report to the Registrar/Vice-Chancellor with the expenditure incurred on the maintenance of the Staff Cars for information and necessary action. In this half-yearly report, average distance covered per litre of Petrol/Diesel/Mobil-oil shall also be given.

#### **Use of Staff Cars for Official Work :**

**5.** The University Staff Car/s is/are meant only for official use subject to its/their availability and permission by the Deputy Registrar (Accounts)/Registrar/Vice-Chancellor as the case may be.

Note.-Journeys performed in Staff Cars on the following occasions shall be treated as official :—

- (i) Journeys performed by non-officials, who have to attend an official meeting in the interest of the University, and who, after the meeting is over have to be taken to their respective places of local residence.
- (ii) Journeys performed when officers have to be picked up from their residences or taken back in cases when they are required to attend official meetings (a) during the normal working hours if the meetings have been convened at places outside their normal places of work or (b) outside the normal working hours.

- (iii) Journeys performed by Vice-Chancellors/other senior faculty members belonging to the sister Universities, Government officers/visitors/guests approved by the Vice-Chancellor.
- (iv) Journeys performed with the approval of the DRA/Registrar/Vice-Chancellor in cases of emergency, such as deaths, serious illness, accidents or similar other cases, when the person is removed from his office either to a hospital or to his residence.

#### **Use of Staff Car/s for Non-Duty Purposes**

6. University Staff Car may be permitted to be used for non duty journeys on the condition that its use for such purposes shall not interfere with the official requirements in any way. The charges for the use of Staff Car for non-duty journey will be at the rate approved by the Syndicate from time to time for purposes of T.A. by Car.

7. The use of the University Staff Car to places of public amusement such as cinemas, races, clubs etc., will not be permitted.

8. The charges prescribed will be recovered from Officers through bills in prescribed form presented to them by the Controlling Officer who will acknowledge the amount against receipt. The Controlling Officer will be responsible for the proper recovery of charges and credit to the University account. He will bring to the notice of the Registrar/Vice-Chancellor the cases of inordinate delay in payment of bills on the part of officers.

#### **Log Book**

9. Log Books shall be maintained in the prescribed form standardised under 'S' (S-263) and may be had from the Government of India Forms Stores direct.

10. Entries in log books shall be made in ink or ball-point pen.

11. Officers using the Staff Cars should note in the log book in their own handwriting the mileage at the start and at the completion of their trips after verifying the milemeter and give specific destinations to indicate that the journeys were on official business. The drivers shall also affix their signatures against each entry.

12. The Controlling Officer shall be responsible for scrutinizing the log book once a month so as to ensure that there is no mis-use and that all officers who used the Staff Cars have made the necessary entries. A certificate to this effect should be recorded in the log book by the Controlling Officer.

13. The log book in respect of each Staff Car should be closed at the end of the month and a summary prepared in the log book showing details of duty and non-duty journeys performed during the month.

14. The log books may be preserved for a period of five years reckoned from the date of last entry in them or one year after their examination in local audit, whichever is earlier, provided, however, that no log book becoming due for destruction after the stipulated period, should be destroyed until the settlement of all audit objections relating to any entry therein.

#### **Pay and Allowances of the Drivers :**

15. The driver of the Staff Car will be an employee of the University and will be treated as a member of the regular establishment.

**16.** The normal working hours of the drivers will be in accordance with the office timings as fixed/changed from time to time.

**17.** Over-time allowance to the driver/s (other than those who are in receipt of special pay) is admissible on the rates as may be applicable for payment of over-time allowance to other staff on a certificate from the Controlling Officer that the over-time has been earned.

**18.** Such drivers as are getting the Special Pay will not be entitled to the payment of Over-time Allowance.

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## CHAPTER VII

### CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

In addition to those laid down in the Panjab University Act, Section 27(1) and 31[2(i)] and the Regulations contained in Chapter VIII(A) Affiliated Colleges of the Calendar, Vol. I.

#### (i) B.A./B.Sc. AND B.COM COURSES

**1.** (a) (i) Application for grant of affiliation from the Chairman or any other authority appointed for the purpose by the Governing Body of a proposed Non-Govt. College shall be accompanied by a draft drawn in favour of the Registrar, Panjab University, Chandigarh, as under :

Category	Application Processing Fee	Affiliation Fee for opening of new College	Fee for grant of temporary/ extension of affiliation for subject/ course/ Diploma Course	Fee for grant of permanent affiliation for new College	Annual continuation fee for running the courses (for new & old college/s)
	Rs.	Rs.	Rs.	Rs.	Rs.
1. Single faculty College Arts/Science/ Commerce etc.	2,500	25,000	2,000	25,000	2,000
2. Multy faculty College Arts/Science/ Commerce etc. (Any College which has two or more faculties)	5,000	50,000	2,000	50,000	2,500
3. Professional Colleges					
(i) Medical Professional College	10,000	2,00,000 (For M.B.B.S. Rs. 5,00,000)	25,000	2,00,000 (For M.B.B.S. Rs. 5,00,000)	15,000
(ii) Engineering College	10,000	2,00,000	25,000	2,00,000	15,000
(iii) Law College	-do-	2,00,000	2,000	2,00,000	-do-
(iv) Management College	-do-	2,00,000	2,000	2,00,000	-do-
(v) Education/ Physical Education Professional College	-do-	2,00,000	2,000	2,00,000	-do-
4. Self-financing Diploma Course			5,000		

## Honours Courses at Undergraduate level :-

- (a) Affiliation fee for each subject/class
- (b) Continuation fee for each subject/class } as prescribed at page 167
- (ii) Every application for grant of extension of affiliation for introduction of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed at Page 167.**
- (iii) 1. Fee for applications to be received up to the last date i.e. :
  - (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee) and
  - (b) 1st November of the preceding year for grant of extension of affiliation. } normal fee as prescribed at page 167
- 2. For those received after the last date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).
- (b) Every College must possess an Endowment Fund in cash as follows :-
  - (i) Affiliation in Arts subjects .. (Boys) Rs.10 lakhs  
or Arts and Science subjects (Girls) Rs.6 lakhs
  - (ii) Affiliation for B.Com. Course .. Rs. 5 lakhs
- (c) 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 debenture as may be approved by the Syndicate from time to time.

The Receipt shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
  - (ii) The debentures shall not be sold without the prior permission of the University.
  - (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.
- 2.** (a) On receipt of an application for grant of affiliation with the requisite fee as mentioned in rule 1(a), the University shall depute an Officer to conduct a survey with a view to assessing the need as also examining the minimum requirements as per University rules/regulations for opening a new college. After this survey has been conducted and the need for opening the new college has been established, the application will be placed before the Syndicate for appointment of an Inspection Committee. The Inspection Committee, appointed by the Syndicate, if satisfied, shall certify that there is a genuine need for the opening of a new institution and that it can be run on sound lines.
- (b) The officer deputed to conduct the survey will, besides other things, see that the following conditions are satisfied before a new college is allowed to be opened :
- (i) (a) There shall be 1,000 students in a college before another college in its neighbourhood is permitted to be opened.
  - (b) In case there is no separate college for girls in that area, the condition at (i) (a) may not apply and the opening of girls' college may be permitted.

- (ii) (a) In case of rural areas no new college shall be permitted to be opened within a radius of 15 k.m. from a college in existence in that area.
- (b) In the case of an urban area condition at (ii) (a) shall not apply. However, it shall be kept in view that no new college starts functioning very close to the existing one.

**3.** (a) Every proposed college shall have acquired a piece of land measuring a minimum of 7 acres for the construction of its buildings or shall have assets sufficient to purchase this much land.

(b) Every proposed college shall have at least Rs. 2 lakhs for the construction of its building or shall have a suitable building of its own.

(c) The buildings of the college shall be adequate to accommodate students for the first two years. It shall also have adequate accommodation for the offices, the Library, Staff room, etc.

(d) The proposed college shall have provision of Rs. 50,000 for the purchase of books, equipment, etc. or shall have books/equipment worth that much amount.

Out of this amount the college shall incur an initial expenditure on the purchase of books/publications for the college library :

(a)	Arts and Science subjects	..	Rs. 15,000
(b)	Arts subjects only	..	Rs. 10,000
(c)	B.Com.	..	Rs. 15,000

The college shall also incur expenditure of Rs. 2,000 in each subsequent year for purchase of library books/publications.

**4.** (a) The teaching staff appointed initially shall be got approved by the University.

(b) All subsequent changes in the teaching staff shall be reported to the Registrar within two weeks for approval.

**5.** In a Science subject a college shall provide at least one teacher for every 20 (or a fraction of 20) students doing laboratory work at the same time, except that in the case of Physics Practical of the B.A./B.Sc. classes, the number of students working under the supervision of one Demonstrator or Lecturer shall not exceed 16.

**6.** No affiliation shall be granted with retrospective effect.

**7.** The colleges having co-education shall be required to fulfil additional conditions as under :

- (i) A Boys' college admitting 5 or more women students shall appoint a lady on the staff or in tutorial charge of the girls. There shall be at least one duly qualified lady teacher for every 50 women students.
- (ii) There shall be a lady lecturer in Physical Education if the number of women students on the rolls is 100 or more.
- (iii) For the subject of Music, the college shall appoint a lady as the Music Teacher, in case there is even one woman student.
- (iv) There shall be a separate lounge-room for women students with a toilet room (with proper sanitary fittings).
- (v) There shall be at least one lady member on the Governing Body of the college.
- (vi) If a women's hostel is provided, it shall be in a separate independent building with a lady superintendent incharge of it.

**8.** Every college shall send Rs. 2,000/- per annum as the continuation fee alongwith the students returns.

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(ii) B.A./B.Sc. (FOR WOMEN)

1. (a) (i) Application for grant of affiliation from the Chairman or any other authority appointed for the purpose by the Governing Body of a proposed Non-Govt. College shall be accompanied by a draft/cheque as prescribed at page 167, drawn in favour of the Registrar, Panjab University, Chandigarh.

(ii) Every application from Govt. and Non-Govt. College for grant of extension of affiliation in the subjects/courses shall be accompanied by a fee as prescribed at Page 167.

(iii) 1. Fee for applications to be received up to the last date i.e. :

- |   |  |
|---|--|
| (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee) and | } normal fee as prescribed at page 167 |
| (b) 1st November of the preceding year for grant of extension of affiliation.                                       |  |

2. For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

(b) Every college must possess an Endowment Fund in cash—

Affiliation in Arts or Arts and Science subjects .....Rs. 1 lakh

(c) The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Government securities or may be invested in such other debentures as may be approved by the Syndicate from time to time. The Receipts shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
- (ii) The debentures shall not be sold without the prior permission of the University.
- (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.

2. (a) On receipt of an application for grant of affiliation with the requisite fee as mentioned in rule 1(a), the University shall depute an Officer to conduct a survey with a view to assessing the need as also examining the minimum requirements as per University rules/regulations for opening a new college. After this survey has been conducted and the need for opening the new college has been established, the application will be placed before the Syndicate for appointment of an Inspection Committee. The Inspection Committee, appointed by the Syndicate, if satisfied, shall certify that there is a genuine need for the opening of a new Institution and that it can be run on sound lines.

(b) The officer deputed to conduct the survey will, besides other things, see that the following conditions are satisfied before a new college is allowed to be opened :-

- (i) (a) There shall be 1000 students in a college before another college in its neighbourhood is permitted to be opened.



- (b) In case there is no separate college for girls in that area, the condition at (i) (a) may not apply and the opening of a girls' college may be permitted.
- (ii) (a) In case of rural areas no new college shall be permitted to be opened within a radius of 15 k.m. from a college in existence in that area.
- (b) In the case of an urban area condition at (ii) (a) shall not apply. However, it shall be kept in view that no new college starts functioning very close to the existing one.

**3.** (a) Every proposed college shall have acquired a piece of land measuring a minimum of 7 acres for the construction of its buildings or shall have assets sufficient to purchase this much land.

(b) Every proposed college shall have at least Rs. 2 lakhs for the construction of its building or shall have a suitable building of its own.

(c) The buildings of the college shall be adequate to accommodate students for the first two years. It shall also have adequate accommodation for the offices, the Library, Staff room, etc.

(d) The proposed college shall have provision of Rs. 2,00,000 for the purchase of books, equipment etc. or shall have books/equipment worth that much amount.

Out of this amount the college shall incur an initial expenditure on the purchase of books/publications for the college library :

(a)	Science subjects only	..	Rs. 50,000
(b)	Arts subjects only	..	Rs. 40,000
(c)	Commerce subject only	..	Rs. 40,000

The college shall also incur expenditure of Rs. 15,000 in each subsequent year for purchase of Library books/publications.

**4.** (a) The teaching staff appointed initially shall be got approved by the University.

(b) All subsequent changes in the teaching staff shall be reported to the Registrar within two weeks for approval.

**5.** The Principal of a Women's college shall be a Lady who shall possess at least Master's degree in 1st or 2nd class or an equivalent degree with experience of teaching in a college. This rule shall not apply to women's colleges whose men or women Principals have already been approved. Provided that on their retirement, a qualified lady Principal shall be appointed. In case a lady Principal is not available after repeated advertisement, a male Principal may be constituted for appointment for a limited period, i.e. for one academic session only.

**6.** In a Science subject, a college shall provide at least one teacher for every 20 (or a fraction of 20) students doing laboratory work at the same time, except that in the case of Physics practical for B.Sc. Part II and Part III, the number of students working under the supervision of one Demonstrator or Lecturer shall not exceed 16.

**7.** No affiliation shall be granted with retrospective effect.

**8.** As far as possible, ladies shall be appointed as teachers. In case a qualified lady teacher in a particular subject is not available, the college authorities may appoint a man teacher with the prior approval of the Vice-Chancellor. A man teacher so appointed

shall not be confirmed by the management in his post and he shall be replaced as soon as a suitable qualified lady teacher is available.

**9.** A women's/co-educational college shall have women members on its Governing Body to the extent of one-third of its total strength.

**10.** The college shall have a hostel in or near the premises of the college. It shall be under the charge of a whole-time woman Superintendent. There shall be a part-time or whole-time woman Medical Officer.

**11.** There shall be a lady lecturer in Physical Education in a college with 500 or less students, and, if the number of students is more, then for every additional 500 students, there shall be another lecturer in Physical Education.

**12.** There shall be a lounge which shall have a toilet room, etc. with proper sanitary conditions.

**13.** Every college shall send Rs. 2000/- per annum as the continuation fee alongwith the students returns.

(iii) HONOURS COURSES AT UNDERGRADUATE LEVEL

**1.** Application for permission to start Honours classes at under graduates level classes shall be made, on the prescribed form, available from the office of the Registrar, by January 31 preceding the academic session in which the classes are intended to be started in any subject.

The permission to start Honours Classes at undergraduate level classes may be allowed by the D.U.I.

**2.** The Principal of an affiliated college permitted to have Honours Classes shall send by August 31 every year a certificate to the effect that the Honours classes permitted were being continued and that the prescribed conditions were being observed.

**3.** If it is intended to discontinue the Honours classes in a subject/subjects, the Principal will report by July 31 of the year preceding the one in which it is proposed to discontinue.

**4.** The instruction in Honours papers in a subject shall be given from 16 August of the second year class and shall continue up to the end of the academic session of the third year class.

**5.** The minimum time which must be spent for instruction in Honours Papers in a subject shall be 8 periods a week, in both the papers at least two of which shall be devoted to tutorials and remaining to lectures.

**6.** Under no circumstances a student shall be permitted to offer Honours subject after 31 August.

**7.** There shall be two teachers in a subject in which Honours teaching is undertaken and both of them shall participate in Honours teaching.

**8.** Honours teaching shall not be entrusted to a third division M.A. unless he has more than 10 years' teaching experience in an affiliated college.

**9.** In the case of Honours class in a classical language the teachers shall possess a fair knowledge of English.

**10.** The total number of periods of teaching work including both tutorials and lectures to be put in a week by a teacher participating in Honours teaching shall be at the discretion of the Principal of the college concerned, but it shall not exceed 22 periods.

**11.** In the case of colleges where Honours teaching in a particular subject is intended to be on a co-operative basis, the consent of all the colleges concerned shall be made available to the University.

Proforma for making an application for start of Honours classes

I. Subject.

II. No. of teachers in the subject (copies of their appointment letters).

III. Time table of the teachers in the subject signed by the teachers concerned and countersigned by the Principal.

IV. List of Books & Journals.

**12.** (i) Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by a fee of Rs. 1000/- per subject/class.

(ii) Continuation fee for each Honours subject Class Rs. 500/-

**13.** Every college shall send Rs. 500/- for each subject/class per annum as the continuation fee alongwith the students returns.

(Senate Para 40, 41, 42, dated 18.12.2005)

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(iv) M.A. AND M.Sc. CLASSES

**1.** (a) There shall be an Endowment Fund of Rs.2 lacs for M.A. classes & 3 lacs for M.Sc. each subject for which affiliation is sought. The colleges participating in M.A./M.Sc. teaching on inter-collegiate basis shall be required to contribute proportionally towards the required Endowment Fund.

(b) The amount of Endowment Fund shall be kept as a fixed deposit in scheduled bank or in Government securities or may be invested in such other debentures as may be approved by the Syndicate from time to time. The receipts shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
- (ii) The debentures shall not be sold without the prior permission of the University.
- (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.

**2.** A college seeking affiliation in a subject for M.A./M.Sc. teaching should have a good standing.

**3.** Extension of affiliation in a specific subject in M.A./M.Sc. may be granted to more than one college, depending upon the population and number of colleges functioning at the city/place.

**4.** The Senior most teacher in each subject in the affiliated colleges participating in M.A./M.Sc. teaching shall be a person having the qualifications and grade laid down by the University Grants Commission for the position of a Reader. The minimum number of teachers in each subject shall be three when there is teaching in Part I only and four when instruction is imparted in Part I and II both. The Staff appointed for Post-Graduate teaching shall possess qualifications as laid down by the University, and given the scales as approved by the University/University Grants Commission for Post-Graduate teachers.

**5.** Each college participating in M.A. teaching whether individually or on inter-collegiate basis shall spend Rs.15,000 in the initial year of affiliation on Library books and journals of post-graduate level in each subject and subsequently Rs. 5,000 per subject per year. List of books and journals to be subscribed in each subject of Post-Graduate teaching shall be prepared and supplied by the Head of the University Teaching Department in that subject.

Each college undertaking M.Sc. teaching shall spend Rs. 50,000 for purchase of apparatus for each subject.

**6.** The following shall be minimum qualifications for lecturers for teaching postgraduate classes :

- (i) A Doctorate degree; or
- (ii) M.Phil. degree or two years' research experience as evidenced by the Research Paper published in the Journals of repute with the qualifications as prescribed by the U.G.C. for the post of lecturers; or
- (iii) First class M.A./M.Sc. with Honours in B.A./B.Sc.; or First class in B.A./B.Sc. or
- (iv) First class M.A./M.Sc. with two years' teaching experience to the undergraduate classes in the affiliated Arts/Science colleges; or
- (v) Second class M.A./M.Sc. with Honours in B.A./B.Sc. or First class in B.A./B.Sc. with three years' teaching experience to the undergraduate classes in the affiliated Arts/Science colleges; or
- (vi) Second class M.A./M.Sc. with five years' teaching experience to the undergraduate classes in the affiliated Arts/Science colleges; or
- (vii) Foreign qualified persons if approved by the Vice-Chancellor.

**7.** While selecting teachers for M.A. Classes, the colleges shall see that they possess aptitude for research and scholarship.

**8.** Every appointment of the teaching staff shall require the approval of the Vice-Chancellor.

**9.** Colleges affiliated for M.A./M.Sc. classes shall be inspected periodically by experts in each subject to be appointed by the Vice-Chancellor (half yearly by annually) to see that proper academic standards are maintained and conditions laid down by the University are fulfilled.

**10.** Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed at page 167.**

- (i) Fee for applications to be received up to the last date i.e. :
 

<ul style="list-style-type: none"> <li>(a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U.Calendar (normal fee); and</li> <li>(b) 1st November of the preceding year for grant of extension of affiliation.</li> </ul>	}	normal fee as prescribed at page 167
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- (ii) For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

**11.** Every college shall send a fee of Rs. 2000/- per annum as the continuation fee alongwith students return.

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(v) B.Ed.

**1.** Only independent training institution shall be considered for grant of affiliation and no Arts or Science college shall be permitted to add B.Ed. class.

**2.** A College of Education shall have a separate building of its own and shall also have a separate hostel and playground.

**3.1.** Each College of Education shall possess endowment fund as under :

- (a) For one unit .. Rs. 10 lacs upto two units
- (b) For two units
- (c) For three units .. Rs. 2 lacs for each additional unit
- (d) For four units

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

**4.** The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Government securities or may be invested in such other debentures as may be approved by the Syndicate from time to time. The Receipts shall be kept as under :

- (i) The fixed deposit receipts, government securities and debentures shall be deposited with University. The fixed deposit receipts and government securities shall be in the name of the Registrar, Panjab University, Chandigarh.
- (ii) The debentures shall not be sold without the prior permission of the University.
- (iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund of each college separately; it may be kept by the parent body in a consolidated form.

**5.** The institution shall spend during the first year Rs. 10,000 on the purchase of books, apparatus and equipment, etc.

The college shall also incur expenditure of Rs. 2,000 in each subsequent year for purchase of library books/publications.

**6.** The institution shall appoint adequate staff in accordance with the qualifications laid down by the Syndicate. The teacher-pupil ratio shall not be less than 1 : 16.

**7.** (a) The teaching staff appointed initially shall be got approved by the University.

(b) All subsequent changes in the teaching staff shall be reported to the Registrar within two weeks for approval.

**8. Principal/Head**

- (i) (a) Good academic record with 55% marks in M.Ed./M.A. Education with B.Ed.

- (b) Good academic record with Master's degree with 50% marks in relevant school subject/foundation course.
- (c) A relaxation of 5% may be provided from 55% to 50% marks in M.Ed. only for SC/ST Category.
- (ii) Ten year's experience of which at least five years should be in a secondary teacher education instituted.

Provided that the teaching experience may be relaxed to 5 years in case of a person possessing Ph.D. degree in Education and to 8 years in case of a person possessing in M.Phil., degree in Education.

**9.** Each College of Education must have attached to it a first rate practising school. The school must have adequate equipment and experienced staff. The minimum number of pupils on roll in the practising school shall be 3 times the number of students under training in B.Ed. class.

**10.** The institution shall make suitable arrangements both with regard to staff and equipment for the teaching of crafts.

**11.** Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed at page 167.**

- (i) Fee for applications to be received up to the last date i.e.
    - (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee); and
    - (b) 1st November of the preceding year for grant of extension of affiliation.
- } normal fee as prescribed at page 167
- (ii) For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

**12.** Every college shall send a fee of Rs. 2000/- per annum as the continuation fee alongwith students returns.



CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(vi) AFFILIATED COLLEGES WITH EVENING CLASSES FOR  
B.A./B.Sc. COURSES

1. The Principal of the morning college shall also be the Principal of the Evening shift, in order to provide unity of administrative control, and co-ordination, and he shall be given an honorarium of \*Rs. 250 per month for this work.

2. Whole-time person satisfying the requirements laid down for appointment of a Principal shall be appointed to be incharge of the Evening shift. He shall be placed at least in the senior-most grade, next to the Principal, prevalent in the college. He shall be designated as Head of the Evening shift. The Head of the Evening shift shall be appointed on seniority-cum-merit basis, if a suitable person is available from amongst the teachers working in the Day College, otherwise the appointment shall be made through selection after advertisement. He may either be provided a relief of 6 periods a week or a monthly allowance of Rs. \*250 for co-ordinating the work of the evening staff & attending to other administrative duties assigned to him.

3. Every application for grant of extension of affiliation for introduction of new subject/course shall be accompanied by **a fee as prescribed at Page 167.**

- (i) Fee for applications to be received up to the last date i.e. :
- |  |  |
|--|--|
| (a) 1st October of the preceding year for grant of affiliation, as prescribed in the P.U. Calendar (normal fee); and | } normal fee as prescribed at page 167 |
| (b) 1st November of the preceding year for grant of extension of affiliation.  |  |
- (ii) For those received after this date but before 10th January of the following year, a penalty of Rs. 1 Lac (one Lac) be imposed upon the college(s).

4. Every college shall send a fee of Rs. 2000/- per annum as the continuation fee alongwith students returns.

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\* w.e.f. 1.4.1990.

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(vii) LANGUAGES FACULTY (O.T./M.I.L. EXAMINATIONS)

**1.** (a) Every college shall possess an endowment Fund in cash of Rs. 50,000/-. In the case of an Arts/Science College which applies for addition to classes for O.T./M.I.L. examinations, the amount of additional Endowment Fund required shall be Rs. 10,000 instead of Rs. 50,000/-.

(b) The amount of Endowment Fund shall be deposited in the same manner as laid down for Arts/Science Colleges.

**2.** Every institution shall either possess a suitable building for holding the various classes and furniture or adequate funds to be determined in each case by the Syndicate, for the construction of necessary buildings and for the purchase of furniture.

**3.** The authorities of the college shall undertake to incur an initial expenditure of Rs. 2,000 in the first year and Rs. 500 in each subsequent year on purchase of text and general books according to the approved list. In addition, the institute shall subscribe to standard journals and periodicals.

**4.** The institution shall appoint adequate and qualified staff. Their appointments shall be subject to the approval of the Vice-Chancellor. The minimum qualifications for the teaching staff shall be as under :

- |     |                         |  |
|-----|-------------------------|--|
| (a) | Sanskrit examinations : |  |
|     | (i) Prajna              | } B.A. plus Shastri<br>or<br>Shastri plus Prabhakar or Acharya<br>M.A. Sanskrit plus Shastri or Acharya  |
|     | (ii) Vishard            |  |
|     | (iii) Shastri           |  |
| (b) | Hindi examinations :    |  |
|     | (i) Rattan              | } B.A. plus Prabhakar or Shastri plus<br>Prabhakar<br>M.A. Hindi or M.A. Sanskrit plus<br>Prabhakar or B.A. plus Prabhakar or<br>Shastri plus Prabhakar. |
|     | (ii) Prabhakar          |  |
| (c) | Panjabi examinations :  |  |
|     | (i) Budhiman            | .. B.A. plus Gyani or M.A. Panjabi   |
|     | (ii) Gyani              | .. M.A. Panjabi  |

**5.** The institution shall observe a regular time-table and no teacher shall be allotted more than 24 periods per week; each period shall be of 45 minutes duration.

**6.** No affiliation is to be granted with retrospective effect(s).

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(viii) OTHER COURSES

For the courses not included in these Rules, the Endowment Fund, other requirements and minimum qualifications for teachers, shall be determined by the Syndicate in accordance with Sections 27(1) and 31(2)(i) of the Panjab University Act and the Regulations contained in Chapter VIII(A) -- Affiliated Colleges— of the Calendar, Volume I.

CONDITIONS FOR GRANT OF AFFILIATION TO COLLEGES

(ix) GENERAL RULES

1. (a) In the case of institutions founded by individual donors, the following basic conditions for a trust-deed shall be observed :

- (i) the Founder must be the sole and absolute owner of the property endowed,
- (ii) the Trust is created by a regularly registered deed in the form approved by the Syndicate,
- (iii) the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed,
- (iv) the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purposes of the Trust,
- (v) the Board of Trustees consists of not less than seven persons who are not in any way related to or dependent upon the Founder of the Trust,
- (vi) vacancies occurring among Trustees are filled up by the remaining Trustees and not by the Founder and such nominations are forthwith reported to the Syndicate,
- (vii) all buildings vested in the Trust are adequately insured against fire,
- (viii) copies of the minutes of the meetings of the Trust and the statement of the annual income and expenditure of the Trust shall be supplied to the Syndicate, by June 30 every year.

(b) In case of other non-government institutions founded or managed by a Society or body registered under the Societies Registration Act of 1887 or created under any other law, the following basic conditions shall be satisfied :

- (i) that the aims and objects of the Society or such Body are not unlawful or against the interests of the public or the University;
- (ii) that the Society is not formed for the benefit of any individual or members of his family;
- (iii) that the primary object of the Society is to promote the interests of education and public welfare;
- (iv) that the funds and property of the Society shall vest in the Society and not in any individual, his relation or family and are appropriated for the purpose for which the institution is founded;
- (v) that in case the Society ceases to function or the institution which is affiliated to the University is dis-affiliated, the funds and the property pertaining to the institution shall be utilised in the discharge of liabilities of the management concerning that institution including payment of arrears of salary of the employees of the institution which shall be the first charge thereon;

- (vi) that whenever there is any amendment in the Constitution of the Society, the same shall be reported forthwith to the University and it shall be open to the University to review the question of affiliation of the institution in the light of the amendments so made; and
- (vii) that copies of the minutes of the meetings of the Society or the Managing Body of the institution so far as they relate to the institution in question, shall be promptly supplied to the University and a statement of annual income and expenditure be furnished by June 30, every year.

**Note.**--This Rule shall not be applicable to Colleges whose management is vested in societies registered under a Government Act.

**2.** A college may function in more than one building provided the administrative and academic control is centralised, buildings are within a reasonable and convenient distance from each other and the previous approval of the Syndicate for functioning in such buildings has been obtained.

**3.** Every affiliated college shall furnish to the University every year a statement of the accounts of the amalgamated fund not later than June 30.

**4.** Every affiliated college shall preserve attendance registers of the various classes for a period of at least three years after the declaration of the University results of the class concerned.

**5.1.** "Every college shall appoint a college teacher as a Bursar, with the approval of the Vice-Chancellor if the number of students on its rolls is not less than 300 and the annual budget of the college is below Rs. one crore. The Bursar recommended for approval should have adequate knowledge of accounting. The amount of allowance to be paid to the Bursar shall not be less than -

- (i) Rs. 250/- p.m. where the enrolment of the college is upto 1000;
- (ii) Rs. 400/- p.m. where the enrolment of the college is more than 1000.

Provided that if the budget of the college exceeds Rs. 1 crore, the college shall utilise the services of some C.A./F.A. or Company Secretary/ICWA in place of Bursar. Such person may be engaged on whole time or part-time basis/or introduce pre-audit with the approval of the Vice-Chancellor."

**5.2.** Every College with Evening classes shall appoint a separate Bursar for the Evening Classes, with the approval of the Vice-Chancellor, if the number of students on its roll is not less than 300. The amount of allowance to be paid to the Bursar shall not be less than—

- (i) Rs. 150 p.m. if the number of students is 1000 or less; and
- (ii) Rs. 200 p.m. if the number of students is more than 1000.

**6.** The appointment of existing eligible part-time teachers working in the Govt. aided Colleges affiliated to Panjab University, against the part-time posts sanctioned/determined by the Government. This approval will be personal to the incumbents in position in order to facilitate the College to charge their salary out of the grant of the government. In case of any vacancy arising due to any reason or the positions of part-time teachers remaining unfilled, colleges shall have to engage guest faculty on payment of Rs. 250/- per lecture subject to a maximum of Rs. 5000/- per month.

**7.** A Principal of an affiliated college (Arts/Science/Commerce) shall teach 4 to 8 periods per week, depending on the size of the College. There shall be no bar, however, on the Principal's teaching a larger number of periods.

However, if the number of students on rolls of a college exceeds 2,500, the Principal of such a college shall teach at least two periods a week.

**8.** Every affiliated college shall observe the following guide-lines in case they have to retrench the services of any of its teachers :

- (i) No retrenchment of a teacher in a subject shall be made unless the number of admissions for the subject taught by him falls below 10.
- (ii) If retrenchment of a teacher becomes necessary because of fall in the number of students, as in (i) above, the junior most teacher in the subject concerned shall be the first to be retrenched.

**9.** The optimum limit for a Section of Class shall be 80 students.

**10.** Whenever a College seeks affiliation in the subject of Health and Physical Education the Inspection Committee will ensure that the following conditions are fulfilled :

- (i) that the College have teachers/Lecturer in Physical Education who possess the norms laid down by the U.G.C. for appointment as such;
- (ii) there are sufficient number of students to form at least two teams of a particular game;
- (iii) the college possesses adequate facilities for game(s) to be taken up by the students;
- (iv) a provision of adequate amount (recurring and non-recurring has been made by the College in the budget each year for the purpose) and the Inspection Committee may recommend necessary equipment and library books to be purchased by the College for the said course.

**11.** The designation of Tabla Instructor, Tabla Player, Tabla Teacher and Tabla Master in affiliated colleges, shall be Lecture Assistant (Tabla).

The following shall be the minimum qualification for appointment of Lecture Assistant (Tabla) subject to the recognition of these examinations or any other examination as equivalent to the corresponding examinations of this University by the Syndicate :

- (a) Sangit Prabhakar in Tabla, or
- (b) Sangit Rattan in Tabla, or
- (c) Sangit Visharad in Tabla, or
- (d) B.A. with Music (Tabla) of this University.

The above qualifications may be relaxed in the case of a candidate having outstanding reputation as a Traditional or Professional artist with acknowledged ability to provide accompaniment to vocal and instrumental music of concert level.

**12.** (i) The proposal of an erring college for grant of affiliation in an additional subject/course be not considered.

(ii) Two University nominees and one Govt. representative be added to the Managing Committee of the erring College.

## CHAPTER VIII

### INSPECTION OF COLLEGES

*In addition to the provisions of Regulations contained in Chapter VIII  
(A)—Affiliated Colleges of the Calendar, Volume I.*

**1.1.** An Inspection Committee shall ordinarily consist of two members and no person ordinarily shall be given more than two inspections. One of the members of the Inspection Committee in the case of a Science college will ordinarily be a Science man and in the case of Training/Professional colleges, shall belong to the particular profession in which the college is affiliated.

**1.2.** There shall be greater association of Fellows (who are not Syndics) on the Inspection Committees. Preference shall be given to Principals/Teachers who are Fellows of the University.

**1.3.** A Convener of the Inspection Committee shall be appointed by the Syndicate and he will be responsible for arranging the inspection.

**2.** The procedure for consideration of a Periodical Inspection Report shall be as follows :

- (i) it shall be examined by the office of the Registrar in the first instance and the points requiring specific/follow-up action shall be brought out of them for consideration of Syndicate;
- (ii) in the case of a college when no action is required, the position shall be submitted for information of Syndicate in a tabulated form and;
- (iii) the Syndicate shall take necessary action under Regulation 14.4 of Chapter VIII-A Calendar, Volume I.

**3.** No Committee ordinarily shall inspect more than one college a day.

**4.** A member of an Inspection Committee shall be paid travelling and halting allowance of the class to which he is entitled according to normal rules, and, in addition, an inspection fee of Rs. 50 per college.

**5.** As far as possible, colleges in one town shall be inspected by the same Inspection Committee.

#### FORM FOR PERIODICAL INSPECTION REPORT OF AFFILIATED COLLEGES

- 1.** Name of the College
  - (i) Place
  - (ii) Nearest Railway Station
  - (iii) Telephone No., if any
  - (iv) Telephonic Address, if any
  - (v) Telegraphic address
- 2.**

(a) Name of the Inspectors	1.
Visiting	2.
(b) Date of Inspection	



**3. Affiliation**

- (a) Course/courses and subject/subjects for which the college is affiliated and is applying for affiliation.
- (b) Is the application for permanent or provisional affiliation?
- (c) Conditions laid down for affiliation/extension of affiliation, which have not been fulfilled.
- (d) Did the college discontinue any course/subject after the grant of affiliation/extension of affiliation?

**4. Management**

- (i) (a) Is the Governing Body of the college constituted in accordance with Regulation 8.1 of Chapter VIII (E), Calendar, Volume I, which reads :  
 “The Governing Body of a non-Government college shall include on its management, in addition to the Principal who shall be an ex-officio member, two representatives of teachers in case of Governing Bodies consisting of 15 members and three representatives of teachers in case of Governing Bodies consisting of more than 15 members, elected by all confirmed teachers, provided that—
  - (1) two/three teachers so elected shall be of not less than five years’ standing;
  - (2) if two/three teachers of five years’ standing are not available on the staff of the college, two/three teachers who happen to be senior most on the staff shall be invited by the Governing Body to serve on it; and
  - (3) the term of office of such representatives shall be the same, as for the remaining members of the Governing Body provided that in no case it shall exceed three years.
 Provided further that a casual vacancy shall be filled by the selection within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member”.
- (b) Is the Governing Body of the College registered under the Societies Act ?
- (ii) Is any office bearer or Manager paid any honorarium etc.? If so, his name, functions, qualifications and the honorarium paid may be indicated.
- (iii) A list of the members of the Governing Body along with the residential address of the office-bearers of the Governing Body.
- (iv) If managed by a Trust, a copy of the Trust Deed may be attached (if not already submitted).
- (v) Is the Principal an ex-officio member of the Governing Body?
- (vi) Who are the other members of the staff on the Governing Body?
- (vii) When were they elected and when does their term expire?

**5. Finances****I. Endowment Fund, Grants, etc.**

- (i) has the college deposited the required amount of Income as given in Appendix I ?
- (ii) Amount invested in Debentures or in National Saving Certificates or in Fixed Deposit in Banks, etc. (Their number etc. and the name of the company/Banks be given on a proforma as in Appendix II).
- (iii) Is the Endowment Fund in the joint name of the Registrar, Panjab University, and the President/Secretary of the Managing Committee ?
- (iv) What is the yearly income of the college from :
  - (a) Land
  - (b) Properties other than Land
  - (c) Other sources.
- (v) Whether, the annual income derived from the immovable property or other sources is credited to the college accounts ?
- (vi) Total Grant received from :
  - (a) the Govt.
  - (b) U.G.C.
- (vii) Deficit, if any, after the grant. How is the Governing Body meeting this deficit ?

**N.B.**—Inspectors are requested to verify all these things personally.

**II. Amalgamated Fund**

- (a) Total Number of Students on rolls.
- (b) Annual income from the Amalgamated Fund.
- (c) Is the Amalgamated Fund kept separately from the college (Governing Body) Fund ?
- (d) Is it being utilised for the benefit of the students by the Principal?
- (e) Is there any Committee to advise the Principal for utilisation of the Amalgamated Fund ?
- (f) Does this Committee include any student representatives ?
- (g) Total expenditure incurred on the following items out of the Amalgamated Fund during the current year and the last year:
  - (i) Library
  - (ii) Sports
  - (iii) Dramas/Debates
  - (iv) Entertainment
  - (v) Any other item not provided above.
- (h) Are there any savings from the Amalgamated Fund ?
  - (i) If so, what is the amount ?

- (j) Are the savings kept in a bank account ? If so, the name and the number of bank account and the latest balance may be indicated.
- (k) If there are additional accounts, their number/name of the Bank and balances may be indicated.
- (l) The amount, taken by the Governing Body as a loan from the Amalgamated Fund.
- (m) The date on which the loan was paid back.

Date :

Amount :

## **II. Building Fund**

- (a) Annual income from the Building Fund.
- (b) Is the Building Fund kept separately from the College (Management) Fund ?
- (c) Is it being utilised properly as per rules, laid down for the purpose ?

## **III. Annual Income and Expenditure**

1. What is the Annual income from :
  - (a) Fees (Tuition Fee, Admission Fees). A statement of Income from tuition fee of the last month be attached.
  - (b) Fines
  - (c) Grant-in-Aid, if any.
  - (d) Other sources such as donations, income from property etc.
2. What is the annual expenditure on
  - (a) Salaries  
(A statement of salary paid to the staff during last month be attached).
  - (b) Capital Expenditure (Non-recurring)
  - (c) Miscellaneous.
3. Are the accounts audited by a Chartered Accountant ? If so, the name of the Auditor ?

## **IV. Remarks of the Committee**

Are the finances of the college sound ? Copies of the budget of the current year and of the last year be appended duly signed by the Principal of the College and countersigned by the Secretary/ President of the College Management.

## **6. Buildings**

- (i) Is the college building suitable and adequate for the number of students enrolled ?
  - (a) Total number of class rooms with dimensions
  - (b) Number of Laboratories—with dimensions
  - (c) Number of Lecture theatres—with dimensions

- (d) Dimensions of the Library-cum-Reading room
- (e) Dimensions of
  - (i) The Principal's room.
  - (ii) College office.
- (ii) Are the rooms commodious and well-ventilated ? (Plan of the College building alongwith the size of different rooms, size of hall, library, laboratories be attached).
- (iii) Does the College possess a hall ?
- (iv) Does the Principal reside on the college premises or nearby? (Plan of the building of the Principal's house be attached)
- (v) Are the sanitary conditions satisfactory ?
  - (a) Number of Lavatories.
  - (b) Fitted with flush facilities or not.
  - (c) A certificate from the Principal of the College with regard to the maintenance of satisfactory sanitary conditions in the college be attached.
- (vi) Has the college removed all the defects pointed out by the authorities of the Public Health Department ?
- (vii) If a co-educational institution, is there a separate retiring room for ladies and satisfactory arrangement for toilet facilities ?
- (viii) Number of girl students.
- (ix) Name and qualifications of lady supervisor/professor. (It is obligatory for the college to have a lady supervisor if the number of girl students is five or more).

**7. Enrolment of the college**

- (i) Total Enrolment of the college, class-wise.
- (ii) Strength of a section. A statement of sectional strength of each subject be appended.
- (iii) Is there any over crowding ?
- (iv) Where do the teachers reside near the college premises or in the town.

N.B.—A copy of the prospectus may be attached with the report.

**8. Equipment**

- (i) Does the college possess adequate and suitable furniture ?
- (ii) Are the college laboratories in Science subjects properly equipped and fitted with gas and water supply ? Deficiency, if any, may be stated.
  - (a) Has the college a gas plant ? If so, does it meet the requirements of practicals in science subjects ?
  - (b) Is there ample provision for water supply ?

- (c) Does the college possess its own distilling plants for B.Sc. classes ?
- (iii) Is the college implementing the regulations concerning the Science practicals ?
- (iv) State of yearly expenditure for the last three years on equipment and articles for various science subjects be attached.

**9. Staff**

**A. Teaching Staff :**

- (i) Has the Standing Advisory Council consisting of five (or more) Senior Professors, as required by Regulation 19 been appointed to ensure smooth and efficient college administration ?
- (ii) Does the college possess adequate staff consistent with its enrolment ? If it is a co-educational institution, is there one lady teacher for every 50 women students ?
- (iii) (a) Total number of Lecturers.  
(b) Are the members of the Teaching Staff being paid their salaries according to the revised U.G.C. grades ?
- (iv) Number of students on the rolls. (Class-wise).
- (v) Teacher-pupil ratio, if below the standard 1 : 16 in case of Training Colleges and 1 : 20 in case of other colleges. What steps does the college propose to take to appoint more teachers?
- (vi) Is the staff stable and permanent ? Attach a list of changes in the staff made during the last three years ? (List of members of the present staff with their qualifications, division to be indicated in each examination, grade and salaries may be attached). It should be subjectwise.
- (vii) Are the members of the staff assigned teaching periods per week, as per University rules ? (Appendix III).
- (viii) Is any member of the staff overworked ?  
(A statement showing the number of periods per week assigned to each lecturer may be attached).
- (ix) At what rate is the Dearness allowance being paid to staff ?
- (x) Names of Lecturers, who do not reside at the college station?

**B. Non-teaching Staff :**

- (i) Is the non-teaching staff adequate according to the Volume of work and the total number of students in terms of norms laid down by the University under Chapter IX of the Panjab University Cal. Vol. III ?
- (ii) Are the service and conduct rules for non-teaching staff of non-Govt. colleges enforced properly ?

**10. Service and Conduct Rules for teachers**

- (i) Are the service and conduct rules for teachers of non-Govt. colleges enforced, properly ?
- (ii) Have the teachers filled in the agreement forms as prescribed by the University ?

- (iii) How many lecturers were confirmed after one year's probation period ?
- (iv) In how many cases was the probation period extended ?
- (v) In how many cases, the services were terminated.
- (vi) How many teachers left of their own accord ?

N.B.—The information should be year-wise for the last five years from item No. (iii) to (iv).

A separate sheet may be used for this purpose.

- (vii) The number of lecturers whose termination of services had been challenged by the concerned teachers ?
- (viii) Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations ? What is the rate of Provident Fund subscription ?
- (ix) Does the college have Provident Fund scheme for the entire staff ?
- (x) Is the Provident Fund Account separate for each employee ?
- (xi) Whether annual increments are being given to the members of the staff who are eligible for the same ?

#### 11. Results and Distinctions

- (1) A statement of results of the college during the last three years for all examinations be attached. If results are not satisfactory, what are the reasons and what steps has the Principal taken or proposes to take to improve these ?
- (2) No. of scholarships won by the college in different examinations during the last three years.
- (3) Distinctions in sports during the last 3 years;
- (4) Distinctions in other cocurricular activities of the college during the last three years.

#### 12. Play Grounds

- (i) Does the college possess sufficient and suitable playgrounds for the students ?
- (ii) Does the college have on its staff a qualified Lecturer in Physical Education ?

(The college is required to have a lady Lecturer in Physical Education in case the number of woman students on the rolls of the college is 100 or above).

- (iii) The grade of the Lecturer in Physical Education/D.P.E.
- (iv) Is there any provisions for extra-moral and social activities, Physical exercises, athletics etc.
- (v) Is there any provision in the Institution for—
  - (a) Hobbies
  - (b) Education tours ?

13. A Statement of expenditure for the last three years on—
  - (i) Sports goods, and
  - (ii) Other items concerning sports.
14. Medical Facilities for the Students
  - (i) Is the Medical Examination of the students done every year.
  - (ii) What is the balance in the Medical Fund of the College ?
  - (iii) Does the college have a whole time or part-time Medical Officer and Dispenser ?
  - (iv) Does the college have a dispensary for effecting running repairs ?
  - (v) What are the hours during which the dispensary is kept open ?
  - (vi) What is the monthly average of students using the dispensary ?
15. Other Amenities
  - (i) Does the college have a Canteen or a Cafeteria ?
  - (ii) Does the Canteen have a lounge or a separate room for serving refreshments ?
  - (iii) What is the seating capacity of this lounge/room ?
  - (iv) Is it properly furnished ?
  - (v) Are the eatables kept covered in glass cases ?
  - (vi) Is there any separate refreshment room for girl students ?
  - (vii) Does the college have a Cycle-shed ?
  - (viii) Is it covered ?
  - (ix) How many cycles can be kept in the cycle shed ?
  - (x) Is it adequate for the college ?
16. Hostel
  - (i) Does the college have a hostel for resident students ? If so, is it suitable and adequate for the students ?
  - (ii) Is there a common-room in the hostel and is it provided with in-door games and good journals and newspapers ?
  - (iii) Does it have a radio receiver ?
  - (iv) Is the hostel under the supervision of a Warden ?
  - (v) Are the sanitary conditions of the hostel satisfactory ?
  - (vi) What are the hostel fees and what are the average monthly mess charges ?
  - (vii) Is there a Separate dining room properly furnished ?
  - (viii) If hostel accommodation is not sufficient what other arrangements have been made by the institution ? Are these arrangements satisfactory ?
17. Library
  - (i) Does the college have on its staff a qualified Librarian ?
  - (ii) His qualifications and grade ?



- (iii) The strength of the auxiliary Library staff, such as Asstt. Librarians, Clerks/Clerk-cum-Typist, Restorers, Peons.
- (iv) Do you think the Library is well equipped for the needs of the students? What is the number of Volumes in the Library ? Information regarding the total Number of books subject-wise may please be attached. Numer of Volumes added during the current and the last two years be given in a statement. Amount spent on library books during the last three years be indicated year-wise.
- (v) Is there a Reading room, equipped with newspapers and periodicals ? Total yearly expenditure on (a) Periodicals, (b) Newspapers.
- (vi) What amount is being spent annually on—
  - (1) Ordinary Text-books.
  - (2) General books.
  - (3) Reference books.
- (vii) Total expenditure incurred on the college magazine. How many issues of the magazine are published in a year ? What is the total income from the Magazine Fund and the total expenditure incurred on the publication of the magazine ? Information may be given for the last three years.

**18.** Has the college received any grant from the University Grants Commission? If so, are the accounts maintained separately and satisfactorily ?

Copies of the reports of the Chartered Accountant about the utilization of this grant may also be attached with the Inspection Report.

**19.** Audio Visual Aids :

Does the college have Audio Visual appliances ?

- (a) 16 M.M. Projector.
- (b) Epidiascope.
- (c) Tape-recorder.
- (d) Radio-set.
- (e) Camera.
- (f) Television Set.

How many times during the last three years have these appliances been used ? (Information is to be item-wise).

**20.** Are any enquiries relating to this college pending. Details may be given.

**21.** Observations and recommendations of the Committee, and conditions, if any, to be imposed on the college.

- 1.
- 2.
- 3.
- 4.
- 5.

**22.** General observations :

Signature of the members of the Inspection Committee.

- 1.
- 2.

Dated.....

## APPENDIX I

(1) Schedule of Endowment Fund for Men Colleges :

	Rs.
(i) O.T. & M.I.L. Colleges ..	25,000.00
(ii) Affiliation in Arts subject or Arts & Science subject ..	2,00,000.00
(iii) Affiliation for B.Com. Course ..	2,00,000.00
for one Unit ..	40,000.00
(iv) B.Ed. Colleges for two Units ..	60,000.00
for three Units ..	75,000.00

(2) Schedule & Endowment Fund for Women Colleges :

(i) Degree Arts Colleges or ..	1,00,000.00
Arts & Science Colleges ..	1,00,000.00
for one Unit ..	40,000.00
(ii) B.Ed. Colleges for two Units ..	60,000.00
for three Units ..	75,000.00

(3) Endowment Fund for M.A. for each subject .. 40,000.00

}

## APPENDIX II

- (a) There shall be an Endowment Fund in cash (as per the schedule in Appendix I) so long as the college continues to exist.
- (b) The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Govt. 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 name of the Registrar, Panjab 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.

### Statement of Endowment Fund

S.No.	No. of Receipts or cash certificates/ debentures	Amount	Date of renewal	Persons in whose name the investment is made	Bank/ Company
	(i)				
	(ii)				
	(iii)				
	(iv)				
	(v)				
	Total				

### APPENDIX III

Maximum number of periods to be given to the lecturers in affiliated colleges :

Class or Classes		No. of Maximum periods of teacher
1.	B.Sc. Pass Theory only	20
2.	B.Sc. Pass Practical only	27
3.	B.Sc. Pass Practical and Theory	24
4.	B.Sc. Pass Theory	22
5.	B.Sc. Pass Theory and Practical	24
6.	B.A. (Pass)	24
7.	B.Sc. Honours Theory only	16
8.	B.Sc. Honours Practical only	20
9.	B.Sc. Honours Theory and Practical	18
10.	B.Sc. Pass and Honours	18
11.	B.Sc. Pass and Honours Practical only	22
12.	B.Sc. Pass and Honours Theory and Practical	20
13.	B.A. (Pass)	24
14.	B.A. Honours	22
15.	M.A.	20
16.	B.Ed.	24
17.	B.Com.	24

This includes all types of work, tutorials, etc.

## APPENDIX IV

### List of Norms for B.A./B.Sc. Course

Norms laid down by the Syndicate in regard to space for students, laboratories, library and expenditure to be incurred on the library books, etc., for the B.A./B.Sc. course in the affiliated colleges.

- |     |                          |                            |
|-----|--------------------------|----------------------------|
| I.  | Class Room Accommodation | .. 10 sq. ft. per student. |
| II. | Laboratory Accommodation |                            |
|     | (i) Chemistry Laboratory | .. 40 sq. ft. per student. |
|     | (ii) Physics Laboratory  | .. —do—                    |
|     | (iii) Botany Laboratory  | .. —do—                    |
|     | (iv) Zoology Laboratory  | .. —do—                    |

The above space is to be exclusive of essential subsidiary rooms as noted below :

Physics	..	A Dark Room and a Workshop.
Chemistry	..	A Balance Room and a Preparation Room.
Botany	..	A Preparation Room.
Zoology	..	A Preparation Room.

- |      |         |                               |   |
|------|---------|-------------------------------|---|
| III. | Library | Arts & Science subjects       | Rs. 15,000 for library books in the first year and Rs. 2,000 in each subsequent year.   |
|      |         | Only Arts subjects            | Rs. 10,000 for library books in the first year and Rs. 2,000 in each subsequent year.   |
|      |         | Books and Periodicals, etc.   | Re. 1 p.m. to be spent per student.   |
|      |         | For furniture and subordinate | Re. 0.50 p.m. to be spent per student.  |
|      |         | Library staff                 |   |
|      |         | Library space                 | The minimum requirement will be—<br>One Reading room 50' X 30', properly equipped.<br>One Periodical room 30' X 20'.<br>One Study room for staff, 15' X 20' properly furnished. |

### FORM OF NEW COLLEGE INSPECTION REPORT

1. Name of the proposed college.
2. Date of Inspection.
3.
  - (i) Faculties for which affiliation is sought.
  - (ii) Classes for which affiliation is sought.
  - (iii) Subjects in which affiliation is sought.
  - (iv) Session/year from which affiliation is sought for.
4. Management :
  - (i)
    - (a) Is the Governing Body of the college constituted in accordance with Regulation 8.1. of Chapter VIII(E), Calendar, Vol. I, which reads :

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

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

Provided further that a casual vacancy shall be filled by the election within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member.
    - (b) Is the Governing Body of the College registered under the Societies Act ?
  - (ii) Attach (a) list of the Managing Body, (b) a copy of the Constitution, (c) a copy of the Registration Deed.
  - (iii) Is the Principal an ex-officio member of the Managing Committee ?
5. Tenure of Services and Grades :
  - (i) (A) Are there any service rules ? (A copy be attached). (B) Are there any rules for security of tenure of service, provision against arbitrary dismissal and other safeguard for the protection of the staff against the persecution or high handedness of the Managing Committee ?

- (ii) Are the service rules reasonable ?
- (iii) What are the proposed scales of pay and grades ? Do you consider the same as adequate ?
- (iv) Is any Dearness Allowance Paid ? What is the scale ?
- (v) Is there any Provident Fund Scheme ? What is the rate ?
- (vi) Is Provident Fund registered ?

**6. Finances :**

- (i) Does the college possess the required amount of Endowment Fund? Please quote the No. and amount of the Fixed Deposit receipts and the name of the Bank.
- (ii) Is the receipt in the joint name of the Registrar and the President/ Secretary of the College?
- (iii) What are the sources of income of the college?
  - (a) Income from investments and property.
  - (b) Income from fixed donations.
  - (c) Expected annual income from fees. How has it been worked out ?
  - (d) Any other source.
- (iv) Annual total expenditure of the college?
- (v) Do the income and expenditure balance ? If not, how do they propose to balance it?

**7. Building (A plan duly certified by a qualified Engineer be attached) :**

- (i) Does the management possess college buildings of their own?
- (ii) Is the building suitable?
- (iii) Are the buildings acquired on a long lease? If yes, a copy of the lease be attached ?
- (iv) Are the lecture-rooms commodious and well-ventilated? Are sanitary conditions satisfactory ?
- (v) Is there a hall or big room for holding meetings of the whole college?
- (vi) What is the maximum number of classes being held at the same time ? What is the maximum strength of a section ?
- (vii) Are the surroundings satisfactory ?
- (viii) Are the buildings fitted with electric light ?
- (ix) Is the Principal provided with residential quarters near the college ?

**8. Hostel :**

- (i) What provision has been made for the residence of students ?
- (ii) What is the maximum number of boarders who can be lodged in the hostel ?
- (iii) What is the number of day Scholars ?
- (iv) Is there a properly fitted common-room with indoor games and with journals and periodicals subscribed ?
- (v) What is the arrangement for Medical aid ?
- (vi) Are sanitary conditions satisfactory ?
- (vii) Qualifications of the Superintendent or the Warden. Does he reside near the hostel ?



- 9. Playgrounds :**
- (i) For what games has the college made provision ?
  - (ii) Does it possess playgrounds for the purpose ?
  - (iii) Are the playgrounds near the college and the hostel ?
  - (iv) Name and qualifications of the D.P.E.
  - (v) What is the arrangement for the physico-medical examination of the students ?
  - (vi) Have they put up a gymnasium and made provision for athletics ?
- 10. Library :**
- (i) What amount do they propose to invest for the purchase of library books including books of reference ?
  - (ii) What journals and Newspapers do they propose to subscribe ?
  - (iii) Name and qualifications of the Librarian ?
  - (iv) How many students can study in the reading room ? Is it properly furnished ?
- 11. Furniture & Equipment :**
- (i) What amount do they propose to spend upon the furniture of the college in the first year ?
  - (ii) Is there a properly equipped staff room ?
- 12. Laboratories :**
- (i) What accommodation is there in the laboratories for each Science subject applied for ?
  - (ii) Are Laboratories properly equipped ?
  - (iii) What money has been provided for apparatus for the different Science subjects ?
  - (iv) Have any orders been placed ?
- 13. Staff :**
- (i) Please attach (a) list of the staff if appointed, and (b) a list of the staff they propose to appoint.
  - (ii) Is the staff qualified and adequate ?
- 14. Tuition Fees :**
- (i) What is the scale of tuition fees fixed by the college ?
  - (ii) What is the amount of games and Union Fund fees fixed by the College ?
- 15. Does the Committee recommend affiliation ? If so, what is the maximum number of students for which affiliation be granted ?**
- 16. Summary of recommendations.**

Signature of the members of  
the committee.

Date.....

(i)  
(ii)

FORM FOR INSPECTION REPORT OF THE COLLEGE FOR EXTENSION OF  
AFFILIATION IN SCIENCE SUBJECTS

1. Name of the College :
2. Date of Inspection :
3. Names of the Inspectors visiting the College :
  - 1.
  - 2.
  - 3.
  - 4.
4. Endowment Fund.
  - (i) Does the college possess the required amount of Endowment Fund ? (The college is required to raise Rs. 1,00,000 for extension of affiliation in Science subjects for Three-Year B.Sc. Course).
  - (ii) Is the Endowment Fund in the joint name of the Registrar, Panjab University and the President/Secretary of the Managing Committee ?
5. Management.
 

Is the college management registered ? Latest copy of its constitution be collected and enclosed.
6. Courses for which College is already affiliated. Arts/Science.
7.
  - (i) Science Subjects/Courses for which extension of affiliation is sought.
  - (ii) Session/year from which affiliation is sought for.
8. Enrolment of the college in Science subjects.
 

	<i>Present</i>	<i>Proposed</i>
Three-Year B.Sc. Course	<ol style="list-style-type: none"> <li>(a) Physics</li> <li>(b) Chemistry</li> <li>(c) Botany</li> <li>(d) Zoology</li> <li>(e) Geology</li> </ol>	
9. Laboratories :
  - (i) Are the college laboratories in Science subjects properly equipped ?
  - (ii) Are the lecture theatres commodious and well-ventilated ?  
Are sanitary conditions satisfactory ?
  - (iii) Has the college a gas plant? If so, does it meet the requirements of practicals in Science subjects ?

- (iv) Is there ample provision for water-supply ?
- (v) Does the college possess its own distilling plants for B.Sc. classes ?
- (vi) Are the buildings fitted with electric light ?
- (vii) Does the college possess adequate and suitable furniture ?
- (viii) Dimensions of the present laboratories and additional laboratories required according to the norms laid down by the Syndicate (Appendix I).
  - (a) Physics
    - (i) Junior Laboratory
    - (ii) Senior Laboratory
    - (iii) Workshop
    - (iv) Dark Room
    - (v) Store Room
  - (b) Chemistry
    - (i) Junior Laboratory
    - (ii) Senior Laboratory
    - (iii) Balance Room
    - (iv) Preparation Room
    - (v) Store Room
  - (c) Botany
    - (i) Junior Laboratory
    - (ii) Senior Laboratory
    - (iii) Museum
    - (iv) Preparation Room
    - (v) Store Room
    - (vi) Botanical Gardens
  - (d) Zoology
    - (i) Junior Laboratory
    - (ii) Senior Laboratory
    - (iii) Museum
    - (iv) Preparation Room
    - (v) Store Room
  - (e) Geology
    - (i) Junior Laboratory
    - (ii) Senior Laboratory
    - (iii) Museum
    - (iv) Preparation Room
    - (v) Store Room

(Plans of the building of laboratories and Lecture Theatres be collected and enclosed).

## 10. Equipment :

- |       |   |           |     |
|-------|---|-----------|-----|
| (i)   | Has the college purchased apparatus and chemicals, etc. in the Science subjects according to the lists approved by the University ? |           |     |
| (ii)  | How much money has been spent on the purchase of apparatus for the different Science subjects during last 3 years ?                 | Physics   | Rs. |
|       |   | Chemistry | Rs. |
|       |   | Botany    | Rs. |
|       |   | Zoology   | Rs. |
|       |   | Geology   | Rs. |
| (iii) | How much additional amount of money is the college required to spend on the purchase of different Science subjects ?                | Physics   | Rs. |
|       |   | Chemistry | Rs. |
|       |   | Botany    | Rs. |
|       |   | Zoology   | Rs. |
|       |   | Geology   | Rs. |

## 11. Library :

- |       |  |           |     |
|-------|--|-----------|-----|
| (i)   | Has the college purchased Library books in Science subjects according to the standard lists ?                                    |           |     |
| (ii)  | Number of books at present in the Library of the College.  | Physics   | Rs. |
|       |  | Chemistry | Rs. |
|       |  | Botany    | Rs. |
|       |  | Zoology   | Rs. |
|       |  | Geology   | Rs. |
| (iii) | How much amount has been spent on the purchase of Science Books ?  | Physics   | Rs. |
|       |  | Chemistry | Rs. |
|       |  | Botany    | Rs. |
|       |  | Zoology   | Rs. |
|       |  | Geology   | Rs. |
| (iv)  | How much additional amount of money is the college required to spend on the purchase of more Library books in Science subjects ? | Physics   | Rs. |
|       |  | Chemistry | Rs. |
|       |  | Botany    | Rs. |
|       |  | Zoology   | Rs. |
|       |  | Geology   | Rs. |

## 12. Staff

- (i) Is any member of the staff not getting the pay/grade laid down for the college ?

- (ii) Does the college possess adequate staff consistent with its enrolment and teaching load ?
- (iii) Teaching load in various Science subjects.

Physics	Chemistry	Botany	Zoology	Geology
<b>Theo. Pract.</b>	<b>Theo. Pract.</b>	<b>Theo. Pract.</b>	<b>Theo. Pract.</b>	<b>Theo. Pract.</b>

Three-Year B.Sc. Course

- (i) Part I.  
(ii) Part II.  
(iii) Part III.

Total :

- (iv) Staff required in various Science subjects as per University Rules (Appendix-II).

<b>Present</b>	<b>Add. Req. during this year</b>	<b>Add. Req. next year</b>
----------------	---------------------------------------	--------------------------------

**Teachers**

Physics  
Chemistry  
Botany  
Zoology  
Geology

**Demonstrators :**

Physics  
Chemistry  
Botany  
Zoology  
Geology

**Lab. Assistants**

Physics  
Chemistry  
Botany  
Zoology  
Geology

**Lab. Bearers**

Physics  
Chemistry  
Botany  
Zoology  
Geology

13. Does the committee recommend extension of affiliation in the various Science subjects for the Three-Year B.Sc. Course ? If so, what is the maximum number of students for which affiliation be granted ?
14. Summary of recommendations.

Signature of the members  
of the Committee

Date.....

(i)  
(ii)

(iii)  
(iv)

## CHAPTER IX

### SERVICE AND CONDUCT RULES FOR NON-TEACHING STAFF OF NON-GOVT. AFFILIATED COLLEGES

**1.** Non-Teaching staff in Non-Government affiliated Colleges shall be divided under the following categories :

- (i) Ministerial Staff.
- (ii) Laboratory Technician and Library Staff.\*
- (iii) Peons, Daftries, Chowkidars, Attendants, etc.

**2.** The minimum educational qualifications for appointment to the various categories of Non-Teaching Staff shall be as under :

- |        |                                 |   |
|--------|---------------------------------|---|
| (i)    | Clerk/Typist/Steno-typist.      | Matriculation Certificate.  |
| (ii)   | Head Clerk/Accountant.          | B.A./B.Com. degree with at least 2 year's experience of office work OR under-graduate with 10 years' experience of office work. |
| (iii)  | Office Supdt./Accounts Officer. | M.A. or equivalent degree OR 5 years' experience as Head Clerk OR Accountant.   |
| (iv)   | (a) Librarian.*                 | Qualification as laid down by the University Grants Commission from time to time.   |
|        | (b) Assistant Librarians.       | Bachelor's degree with Cert. Lib.Sc.  |
| (v)    | Restorer.                       | Matric.   |
| (vi)   | Library Attendant.              | Matric.   |
| (vii)  | Lecture Assistant.              | Matric with Science Subjects; OR Laboratory Assistant with 5 years' experience.   |
| (viii) | Store-Keeper.                   | Matric.   |
| (ix)   | Mistry/Electrician.             | —   |
| (x)    | Dispenser.                      | Qualified dispenser OR Middle pass with experience of 3 years OR more in the line.  |
| (xi)   | Laboratory Assistant.           | Preferably Matric.  |
| (xii)  | Laboratory Bearer.              | —   |

*\*Note.*-In terms of the University regulations governing service and conduct of teachers in Non-Govt. Affiliated Colleges, the Librarian is included in term 'Teacher' for that purpose and nothing contained in these rules relating to service and conduct matters shall apply to the Librarians.



**3.** Every member of the non-teaching staff unless he is appointed in a temporary capacity, shall be on probation for a period of one year. This period may be extended by not more than one year for reasons to be placed on record. On the expiry of the period of probation and on the recommendations of the Principal a member of the non-teaching staff will be confirmed if he is found to be efficient and his work and conduct satisfactory.

**4.** (a) The appointment and punishment of the Ministerial staff, Assistant Librarian, Lecture Assistant, Store-Keeper, Electrician/Mistry and Dispenser shall rest with the Governing Body of the College. A temporary appointment of staff in these categories for a period upto three months may be made by the Principal against a sanctioned post.

(b) The appointment and punishment of all other categories of non-teaching staff not covered in 4(a) above, shall rest with the Principal of the college.

**5.** The following penalties may, for a good and sufficient reason be imposed upon an employee :

A. Minor Penalties :

- (i) Censure.
- (ii) Withholding of increments or Promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

B. Major Penalties :

- (iv) Reduction to a lower post or time scale or to a lower stage in the time scale.
- (v) Removal from service of the college which does not disqualify from future appointment.
- (vi) Dismissal from service of the college.

**6.** The Principal may suspend any non-teaching employee in case of serious misconduct.

The suspended employee shall be served with a charge-sheet and informed in writing of the grounds on which action is proposed to be taken against him.

During the period of suspension, the suspended employee shall be paid half-pay plus allowances, as subsistence allowance.

If ultimately the non-teaching staff member is removed from service on account of serious misconduct or moral turpitude notice for removal shall not be required nor will any salary be paid in lieu thereof.

**Serious Misconduct :**

Serious misconduct for this purpose shall include :

- (a) Participation in strike, abetting, instigating or acting in furtherance of the same.
- (b) Disobedience of any order, non-compliance of rule, or habitual neglect of work.
- (c) Theft, Fraud or dishonesty in connection with college property.

- (d) Wilful damage to the college property.
- (e) Wilful absence from duty without proper permission.
- (f) Wilful absence from duty after the expiry of leave.
- (g) Refusal to accept charge-sheet, order or other communication.
- (h) Conviction on a criminal charge.
- (i) Misbehaviour, use of abusive language or insolence, and
- (j) An Act involving 'Moral Turpitude' :

"The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals."

**7.** (a) The appointing authority shall not determine the engagement of a member of the Non-Teaching Staff (permanent or temporary) whether summarily or otherwise. Without informing him in writing of the grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to a final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.

(b) For termination of engagement in the case of a confirmed employee, at least, three months' notice shall be necessary on either side and in the case of an employee who is on probation or is temporary, this period shall be one month.

(c) The period of filing an appeal shall be 30 days from the date the order of punishment is served on the employee. The appeal shall lie to the authority next higher to the appointing authority but in the case of an employee where the Governing Body is the Appointing Authority, the appeal against any of the Major Penalties shall be made to an appeal committee which shall be constituted as under :

- (i) Nominee of the aggrieved non-teaching staff member.
- (ii) Nominee of the Principal or the Principal himself.
- (iii) A Nominee of the College Governing Body.

The nominee for this purpose shall be from within the college itself and not from outside. The appeal committee shall make its recommendation to the Governing Body and if the same are not accepted the non-teaching staff member shall have the right to appeal the Registrar, being the sole Arbitrator under the Indian Arbitration Act of 1940 whose decision shall be final and binding on both the parties.

**8.** Every Arts/Science College will have the following minimum Ministerial, Technical and supporting staff :

*For Students Enrolment*

	upto 300	from 301 to 800	from 801 to 1500	from 1501 to 2000	More than 2000
<i>Ministerial Staff</i>					
Accts./Fee Clerk	1	(Office-in-Charge)			
Misc. Clerk	1	1	1	1	1
Typist/Steno-typist	1	1	1	1	1
Head Clerk/Accountant	..	1	1	1	1
Accounts Clerk	..	1	1	1	1
Fee/Fund Clerk/s	..	1	3	3	3
Office Supdt.	..	..	..	1	1
Accounts Officer	..	..	..	1	1
Stenographer	..	..	..	1	1
P.A. to Principal	..	..	..	..	1

*(and the other required staff)*

(i) That on every increase of 500 in the students population beyond 2000 there should be an increase of 2 persons in the category of clerk/typist and it shall be left to the discretion of the Principal to utilise their services as Account/Misc./Fund/Fee Clerk/ or typist as per requirement of the college office.

(ii) that beyond students population of 2500 there should be 2 posts, one of Head Clerk and the other of Accountant instead of the existing one of the Head Clerk/ Accountant.

*Other Supporting Staff*

Principal's Orderly	1	1	1	(In addition to the staff in Column III additional staff shall be provided proportionately)
Peon/s	1	2	3	
Night Chowkidar	1	1	1	
Day-Chowkidar-cum-Cleaner	1	1	1	
Safai Karmchari	1	1	2	
Mali	1	1	2	

*Laboratory Staff for each Science Department*

- |      |                       |  |   |
|------|-----------------------|--|---|
| (i)  | With one Laboratory   | Laboratory Assistant   | 1 |
|      |                       | Laboratory Bearer  | 1 |
| (ii) | With two Laboratories | Lecture Assistant  | 1 |
|      |                       | Laboratory Assistant   | 1 |
|      |                       | Laboratory Bearers   | 2 |
|      |                       | Storekeeper (for Chemistry<br>or Physics)                                    | 1 |
|      |                       | Mistry   | 1 |
|      |                       | (Mali/Animal Collector (for<br>Botany/Zoology Laboratories<br>respectively). | 1 |
- (iii) If the number of laboratories in the Department is more than two, the additional staff shall be provided proportionately.

*Library Staff*

The strength of the Library Staff shall be determined according to the norms prescribed by the Syndicate of the University from time to time.

- Note.-(i) Where there is Evening shift and the non-teaching staff of the day college is willing for being drafted to work for the evening shift, they shall be entitled to additional 50 per cent of the salary which they draw for their work in the day college.
- (ii) For duty on Sundays/holidays, it shall be permissible to grant compensatory leave to the employees.
- (iii) No employees will accept any private work. If, however, any such work is undertaken for another employee in the College, it shall be with the express permission in writing of the Principal and on proper payment.

**9.** The working hours of the Ministerial staff shall be 7 (seven) hours with half-an-hour's interval for lunch.

**10.** (a) The Ministerial and other non-teaching staff will be entitled to leave as under but no one shall claim it as a matter of right :

- |              |       |  |                    |
|--------------|-------|--|--------------------|
| Casual Leave | (i)   | With service up to 10 years  | 10 days in a year. |
|              | (ii)  | With Service between 10 to 20 years.   | 15 days in a year. |
|              | (iii) | Exceeding 20 years.  | 20 days in a year. |
|              | (iv)  | Special casual leave to 3 months in a year may be granted to an employee of affiliated colleges and official who was an outstanding sportsman/woman for participating in national/international sports events. |                    |

Privilege Leave	One month for every completed 11 (eleven) months of service. No one shall be granted more than four months leave at a time.
Half pay Leave	20 days half pay leave on medical certificate in respect of each completed year to service.
Commutated Leave	Commutated Leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate only subject to the following conditions :
(i)	Commutated leave during the entire service shall be limited to a maximum of 240 days;
(ii)	When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
(iii)	The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

Note.—1. The half-pay leave earned by a non-government college employee in respect of a 'completed year of service' can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.

(b) They shall be allowed holidays as notified by the Principal but they shall not be entitled to Summer Vacation, Autumn and Winter Recess.

(c) Women employees shall be entitled to Maternity leave according to the rules laid down for women teachers by the respective State Governments.

**11.** The minimum pay-scale for the different categories of staff shall be as under and the Dearness Allowance shall be at State Government Rates :

Sr. No.	Designation of Posts	Pre-Revised Scales	New Designation	Revised Scale w.e.f. 1.4.1984
		Rs.		
1.	Accounts Officer	400-800	Supdt. Grade-II	Rs. 800—25-850-30-1000/40-1200/50-1400
2.	(Head Clerk/ Supdt.) (Accountants Accounts-cum-Head Clerk)	300-600 225-500 160-400	Supdt. Grade-IV	Rs. 620-20—700/25-850/30-1000/40-1200
3.	Lecture Assistant	110-225	Senior Lecture Assistant	Rs. 510-15-600/20-700/25-800
4.	Laboratory Asstt.	100-160	Junior Lecture Asstt.	Rs. 450-15-525/15-600/20-700
5.	Laboratory Bearer/ Attendant	(a) 100-160 (b) 70-95	(a) Laboratory Attendant (with Matric) (b) Laboratory/ Library Res-torer	Rs. 400-10-450/15-525/15-600 Rs. 325-5-350/10-400/10-450-15-495/15-600
6.	Library Asstt., Library Clerk, Asst. Librarian (who do not possess the Diploma in Library Science, Certificate in Library Science or any other prescribed qualifications). Hence no grade was prescribed.		Qualification is Matriculation. This grade will be given to those having these qualifications and duties as on Government side.	
7.	Library Asstt./ Library Clerk, Asst. Librarian,			

Sr. No.	Designation of Posts	Pre-Revised Scales	New Designation	Revised Scale w.e.f. 1.4.1984
	who are not covered under the U.G.C. revision of pay-scales, schemes.			
	(a) B.A./B.Sc. with Diploma in Library Science	250-450	Assistant Librarian	Rs. 570-15-600-20-700/25-850/30-1000-40-1080
	(b) Certificate Course in Library Science	150-300	Assistant Librarian	Rs. 450-15-525/15-600/20-700-25-800
	(c) The Lab. attendants of Non-Govt. affiliated Colleges, who possess minimum qualification of Matriculation, be given the same grade of Rs. 400-600, as given to their counterparts in Government Colleges.			
8.	Electrician, Mistry, Gasman, Mechanic	110-250	Gasman, Gasman-cum-Mechanic	Rs. 325-5-350/10-400/10-450-15-495
9.	Instructor (Type Writing & Short Hand & Art & Craft)	(a) 250-500	(a) Instructor	Rs. 620-20-700/25-850/30-1000/40-1200
		(b) 250-400 160-400 125-300	(b) -do-	Rs. 620-20-700/25-850/30-1000/40-1200
10.	Table Player/ Tabla Instructor	(a) 160-400 Grade I 510-940	Tabla Instructor	Rs. 510-15-600/20-700/25-850-30-940
		(b) 125-300 Grade II or below 450-800		Rs. 450-15-525/15-600/20-700-25-800
11.	P.A./Senior Scale Stenographer	225-500 or any higher Steno grade Rs. 570-1080	Sr. Scale Steno	Rs. 600-20-700/25-850/30-1000-40-1120

Sr. No.	Designation of Posts	Pre-Revised Scales	New Designation	Revised Scale w.e.f. 1.4.1984
12.	Clerks	110-250	Sr. Scale Clerk	Rs. 510-15-600/20-700/25-800 (a) Total number of posts 410. (b) 50% of posts after taking each college as individual unit 187. (c) Approximate number of Clerks who have 10 years of service 65.
13.	Head Mali/Head Chowkidar	70-95	Head Mali/Head Chowkidar	Rs. 300-5-325/5-350/10-430+Rs. 20. as SP.
14.	The 20 percent staff of Class IV employees, working in Non-Government Colleges be given the selection grade, as is being given to their counter-parts in Government Colleges as well as in some of the Universities.			
15.	The benefit of summer vacation, autumn recess and winter-break, as available to the Laboratory staff of Govt. Colleges be also made available top the Laboratory staff of Non-Government affiliated Colleges of the University and that the relavant rule/regulation be amended accordingly.			
	<i>Note.</i> —(i) If the existing pay-scales were better for the present incumbents they would be allowed to continue to draw pay in the existing pay-scales.			
	(ii) <i>Accelerated increment(s)</i> The Governing Body shall grant accelerated increment(s) to non-teaching employees on a time-scale of pay as under :			
	<i>Ministerial Staff up to &amp; including the Head Clerk/Accountant</i>			
	(a) for passing B.A. (Full), M.A., LL.B. Examination(s) one increment for each of these examinations up to a maximum of three increments, even if an employee passes more than three Examinations.			
	(b) Employees drawing pay in the pay-scale the minimum of which is below Rs. 400 for passing Matriculation or Certificate in Library Science (one year course) Honours in O.T., M.I.L. Examinations, two increments.			

**12.** The salaries will be paid by the college regularly every month and in no case later than 10th of the month following the one for which salary is due.



**13.** Annual increments in the pay-scale will be given with effect from the first day of the month in which it becomes due unless as result of disciplinary action, it has been held up by the competent authority for specific reasons to be recorded after obtaining the explanation of the employee concerned.

**14.** Every whole time non-teaching employee on attaining the age of 60 years shall retire from service with effect from the afternoon of the last day of the month in which the date of retirement falls.

**15.** Every member of the non-teaching staff shall be entitled to benefits of Provident Fund and Gratuity on the same basis as admissible to the teaching staff in the college.

**16.** (a) Every college shall maintain service book of every non-teaching employee in proper form similar to the one used by the University for its employees. (Form given as Appendix I).

(b) Annual Confidential Reports on the work and conduct of every non-teaching employee shall be maintained properly. (Form given as Appendix II).

**17.** In case an employee of Non-Govt. affiliated college dies while in service the cash equivalent of the leave salary (carrying 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 180 days, shall be paid to his family, subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity.

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**APPENDIX I**

Ref. : Rule 16(a)

FIRST PAGE OF THE SERVICE BOOK

- 
1. Name
  2. Qualifications
  3. Nationality
  4. Residence
  5. Father's name and residence Verified
  6. Date of birth by Christian era Principal
  7. Matric/Hr. Sec. Roll No. Year.....College
  8. Exact height by measurement .....
  9. Personal mark of identification
  10. Left hand thumb and finger impressions  

Little Finger

Ring Finger

Middle Finger

Forefinger

Thumb
  11. Signature of non-Teaching Employee
  12. Signature of the Principal or other Attesting Officer

Note.—The entries in this page should be renewed or reattested at least every five years and the signature in lines 11 and 12 should be dated.

Finger prints need not be taken afresh every five years under this rule.

1	Name of Post	
2	Whether Substantive or officiating and whether permanent or temporary	
3	Substantive appointment	
4	Pay in Substantive post	
5	Additional pay for officiating	
6	Other emoluments falling under the term 'Pay'	
7	Date of appointment	
8	Signature of Non-Teaching employee	
9	Signature of the Principal or other attesting officer in attestation of columns 1 to 8	
10	Date of termination of appointment	
11	Reason of termination (such as promotion, transfer, dismissal etc.)	
12	Signature of the Principal or other attesting officer	
13	Nature	Leave taken
	Duration	
14	Signature of the Principal or other attesting officer	
15	Reference to any recorded punishment of censure or reward of praise of the Non-teaching employee	

INSIDE PAGE OF THE SERVICE BOOK

## **APPENDIX II**

Ref. : Rule 16(b)

**Confidential Report on the Work and Conduct of Non-Teaching Employees  
(Restorer, Library Attendant, Laboratory Assistant, Laboratory Bearer,  
Daftri, Animal Collector, Mali, Safai Karamchari, Chowkidar  
and Orderly to Principal)**

FOR THE YEAR .....

1. Name
2. Post held
3. Date of Birth
4. Scale of pay
5. Educational Qualifications
6. Branch to which/Officer to whom attached
7. Can he read and write Panjabi/Hindi/English
8. Observations :
  - (i) Intelligence
  - (ii) Amenability to discipline
  - (iii) Honesty and Integrity
  - (iv) Punctuality
  - (v) Devotion to duty
9. Is he fit for promotion to the higher grade ?
10. Are you prepared to retain him ?
11. Any other remarks

Signature of Reporting Officer

Form for the Confidential Report of the Work of the Member of Non-teaching Staff or categories of staff other than those in the scale of Rs. 70-95; Rs. 75-104; Rs. 80-150 and 90-140.

Period covered by the report

Report on the work of

(a) Name.....

(b) Designation.....

Aspect	Reported by
Industry & conscientiousness	
Capacity & Intelligence (covers also the capacity to prepare drafts and notes)	
Handwriting and neatness	
Acquaintance with rules and orders with special reference to accounts	
Quickness in the despatch of business	
Manners & Powers of working with others (cover also amenability to discipline)	
Punctuality and Regularity	
Reputation for honesty	
Defects, if any	
Fitness for promotion (in this column, it should be stated whether the official has been able satisfactorily to discharge his duties)	
Special aptitude	

GRADING : (WHETHER OUTSTANDING; Very Good; Good; Average and Below Average).

Signature of Reporting Officer

Signature of Reviewing  
Officer

## CHAPTER X

### LEAVE RULES FOR TEACHERS WORKING IN NON-GOVT. COLLEGES AFFILIATED TO PANJAB UNIVERSITY

#### General

1. Leave can not be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
2. The nature of leave due and applied for by a teacher cannot be altered at the option of the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied under this rule it is not open to him to alter the nature of such leave.
3. No teacher may leave his headquarters during Sundays or holidays and or any kind of leave without the written permission of the Principal of the college.
4. Sundays and other holidays may be prefixed or suffixed or both to leave subject to any limit of absence on leave prescribed under each kind of leave.
5. The Principal shall have the authority to change the date of commencement of leave granted to a college teacher on his own or on request from him/her.
6. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave but not with casual leave.
7. The authority which grants leave to a college teacher can convert it retrospectively into leave of different kind which may be admissible as on the date on which the conversion is sought but the concerned college teacher cannot claim it as a matter of right.

*Note:*—Leave rules given in the Punjab C.S.R. Volume-I (Part-I) will be final in case some clarification is required.

#### 8A. *Casual leave in a year*

- (i) 10 days to those teachers whose length of service is not more than 10 years. (Applicable to other than women employees).
- (ii) 15 days to those teachers whose length of service is more than 10 years and less than 20 years.
- (iii) 20 days to those teachers whose length of service is more than 20 years.
- (iv) The women employees may be granted 20 days casual leave every year irrespective of the number of the years of service in the college.
- (v) In the case of ad hoc teachers, one day's casual leave for each month's service after completing ad hoc service of one month i.e. one day's casual leave for service more than one month but less than two months, two days' casual leave for service of more than 2 months but less than three months, so on.
- (vi) For antirabic treatment the provisions of Note (2) to Rule I in Appendix 17, Punjab C.S.R. Volume I, (Part-II) shall apply.

**B. Calculation of Casual Leave**

From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be entitled to casual leave in that year according to the next higher scale. Thus, if an employee completes 10 years service on the 30th April, 1986 he will be entitled to 15 days casual leave for the entire year 1986.

**C. Accounting of Casual Leave**

The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave account will be closed on the 31st December and new accounts opened on the 1st of January following irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of December, and the few days of January. Thus if a teacher takes leave from the 26th December, 1985 to 5th January, 1986 the period 26th December to 31st December will be debited to his leave account for the year 1985 and the period 1st January to the 5th January, 1986 will be debited to his leave account for the year 1986.

**D. Length of Casual Leave and Combination of Leave**

In taking casual leave within the limits admissible above a teacher may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of casual leave can be taken in dribblets.

**E. Duty leave for attending -**

- (i) Meeting of the University organised by the University,
- (ii) Educational seminars organised by the University,
- (iii) Educational Seminars organised by the University Grants Commission; the State Government and the Government of India.
- (iv) Educational Seminars organized by any other University in India.
- (v) University Festivals of the Panjab University at the Regional level in the capacity of Principal of a participating college or escort of the participants; and
- (vi) For delivering extension lectures organised by the University/ Convocation Address at an affiliated College.

**9. Earned Leave**

Provisions of the Punjab C.S.R. Volume I (Part I) for earned leave to vacation departments shall apply and be referred to wherever necessary.

**10. Half Pay Leave**

1. 20 days leave for one completed year of service.
2. The half pay leave due to a teacher may be granted on medical ground or private affairs. Half pay leave can also be commuted on medical grounds only subject to the conditions that :—
  - (i) Commuted leave during the entire service shall be limited to maximum of 240 days;

- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- (iii) The total duration of earned leave, and commuted leave taken in conjunction shall not exceed 240 days; and
- (iv) Half pay leave up to 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 certified to be in the institutional interest by the leave sanctioning authority.

Provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the college teachers will return to duty on its expiry.

**11. *Leave not due***

Leave not due may be granted to a teacher (both permanent and temporary) except leave preparatory to Retirement for a period not exceeding 360 days during the entire service of the employee concerned out of which not more than 90 days at a time and 180 days in all can be on the basis of other than medical certificate. In other words 'Leave not due' can be granted to an employee up to 180 days or more on medical ground but up to 180 days only on other grounds. Leave not due is debited against the half pay leave which the teacher may earn subsequently.

Leave not due should not be granted unless the competent authority is satisfied that there are reasonable prospects of the teacher concerned for returning to duty on the expiry of the leave.

**12. *Extraordinary Leave***

Extraordinary leave can be granted to a teacher in special circumstances only viz.

- (a) When no other leave is admissible; or
- (b) When other leave is admissible, or, but teacher concerned applies in writing for the grant of extraordinary leave :  
Extraordinary leave shall always be without pay and allowances. But the period of extraordinary leave for prosecuting higher studies, be counted towards the grant of annual increment/s.
- (c) The authority empowered to grant leave may commute retrospectively -
  - 1. Period of absence of without leave into extraordinary leave;
  - 2. Extraordinary leave be converted into leave of a different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

**13. *Special Disability Leave***

Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

**14. *Quarantine Leave/Hospital Leave***

Quarantine leave is a leave of absence from duty necessitating in consequence of the presence of infectious disease in the family or household of a teacher. This leave shall be granted in case a person has applied for grant of quarantine leave.



Provisions in the Punjab C.S.R. Volume I (Part I) shall also be applicable wherever necessary.

#### **15. Study Leave**

Normally the study leave is granted to undergo a study of scientific, technical or similar problems or to undergo special course of instructions. Such leave can be granted on terms prescribed by the general or special order by the competent authority. Such leave is not debited against the leave account. This leave is granted subject to :-

- (i) exigencies of the service to undergo a course in or out of India;
- (ii) the subject of study having a direct and close connection with the sphere of duty of the teacher concerned or the course may be of a definite advantage to the institutions from point of view or institutional interest. The study/tour should be approved by the authority competent to sanction the leave. A full report on the work done during the study leave is to be submitted. The certificate of the examinations passed with necessary details are also to be submitted to the authorities granting the leave. It can also be granted for Course/Study which can widen the mind of the teacher concerned to improve his ability as a teacher etc. etc.

Provided that the study leave shall be subject to the following conditions :-

- (i) It is certified that the study is of definite advantage and in institutional interest; and that adequate facilities do not exist in India (In the case of study leave for outside India);
- (ii) Minimum of 5 years service is completed;
- (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.

#### *Duration of Study Leave*

Study leave shall ordinarily be for twelve months unless there are exceptional reasons and 24 months in all during the entire service. The combination of study leave with other kind of leave is admissible but the total absence should not be more than 28 months (including the vacation period). Study leave allowance if granted will be for not more than 24 months for the period of the definite course of study and that of examination at the end of this study.

#### **16. Maternity Leave**

The competent authority under Rule 8.23 may grant to a female Government employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a Medical Certificate and the grant of such leave shall be so regulated that the date of confinement falls within the period of this leave.

Provided that no leave under this sub-rule shall be granted to a female Government employee who has three or more living Children.

*Note.*-(1) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding of leave. The term 'Pay' in this rule includes officiating pay:

Provided the authority sanctioning the leave certifies that the college female teacher would have continued to officiate had she not proceeded on leave.

*Note.*-(2) (a) Maternity leave under this rule 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 leave does not exceed six weeks and the application for leave is supported by a certificate from a registered Medical Practitioner. The certificate of a Principal Medical Officer or Assistant to Civil Surgeon or Medical Officer may, however, be called for in the case of doubt.

Provided that such a leave shall be admissible only in those cases where a woman employee has less than two living children. Other women employees 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.

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

*Note.*-(1) This rule does not preclude the grant of maternity leave in continuation of leave of any kind.

*Note.*-(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 college teacher 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.

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## **CHAPTER XI**

### **PREPARATION OF SENIORITY LISTS OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES (AS REQUIRED BY REGULATION 6 OF CHAPTER VIII (E), CALENDAR, VOLUME I**

**1.** A person in a senior scale of pay shall always be senior to the persons in the lower scale.

Under the scheme of revision of pay-scales w.e.f. 1.1.1986, the relaxation in service of 8/16 years for placement in Senior/Selection Scale by one year/three years in respect of those possessing M.Phil./Ph.D. research degrees as the case may be (it being only an incentive for the higher qualifications) will not affect the inter-se-seniority of Lecturers.

**2.** The seniority of a person in a grade will be determined as under :

- (i) (a) length of service in the scale from date of joining subject to confirmation from that date;
- (b) if the probationary period is extended and a person is not confirmed from the date of appointment, seniority will be determined with effect from the date of confirmation.
- (c) if the date of joining is the same, a person given the higher start will be considered as senior.
- (ii) If the starting salary is also the same, the older person shall be senior.
- (iii) in case of appointments made by direct recruitment, a person placed at No. 1 in order of merit shall be senior to a person placed at No. 2 and so on.

**3.** Subject to Rule No. 4, a Governing Body having more than one college shall have one consolidated list of seniority.

**4.** For the purpose of determination of seniority, a college having Arts, Science and Commerce Faculties, shall be treated as one Unit, and a college having a Professional Faculty shall be considered as a separate Unit.

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## CHAPTER XII

### (i) PROVIDENT FUND RULES FOR COLLEGE TEACHERS

#### 1. In the following rules--

- (i) "Depositor" means a teacher on whose behalf a deposit is made under these rules.
- (ii) "Interest" means the interest which is paid on a deposit at a Government Savings Bank or Co-operative Bank approved by the Registrar of Co-operative Societies under the rules in force for such institutions or on government securities.
- (iii) "Family" means —
  - (a) in the case of a male subscriber, the wife or wives and children of the subscriber and the widow or widows and children of a deceased son of the subscriber;
  - (b) in the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

2. These rules shall apply to all teachers holding non-pensionable posts in non-government affiliated colleges.

3. The control of the fund shall vest in the Registrar, Panjab University. The Registrar may, however, delegate his power under this rule to such officers as he may appoint in this behalf.

Every subscriber must on joining the fund sign a certificate in token of acceptance of the rules in form "C" appended to these rules.

4. The Governing Body shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his pay under the preceding rule. Such contribution shall be credited to the fund, month by month, in favour of such teacher together with the amount deducted from his/her pay. The contribution will be charged in the college accounts to the sub-head "Provident Fund."

5. (i) The sum credited to the depositors monthly under Rules 4 and 5 in the Provident Fund Ledger maintained by the College Governing Body, shall be paid duly into the Post Office Savings\* Bank or into a Co-operative Bank approved by the Registrar of Co-operative Societies or into a class A Scheduled Bank. Such payment should, whenever possible, be made into the bank between the 1st and 4th of each month, in order that interest may accrue. The bank account for each individual contributor shall be kept separately in the name of the President/Secretary of the college on behalf of the contributor and separate pass-book should be issued in each case.
- (ii) Monies cannot be withdrawn from such bank except as provided in Rules 8, 10 and 16.

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\*This includes Postal Certificates and National Savings Certificates (Para 99, Syndicate Proceedings, dated 7.11.1960).

- (iii) Accounts of investments made under this rule must be maintained in form 'D' annexed hereto.

*Note.*—Notwithstanding Rule 5 (ii) above, deposit upto maximum of 100 per cent may be invested in Government securities or in Fixed Deposit Receipts drawn on an 'A' class Scheduled Bank for a Co-operative Bank approved by the Registrar of Co-operative Societies.

**6.** Every depositor shall be required to nominate in Form E appended the person or persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that where such depositor has wife or children, such wife or children shall be nominated as beneficiaries in preference to any other person or persons.

The Governing Body will not be bound by or recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations of a depositor who dies before retirement.

**7.** The deposits and contributions, with full interest thereon, at the credit of any teacher, or such part of them as he may be entitled to, may, with the sanction of the Registrar or such officer appointed by him in this behalf be withdrawn by the Committee from the Post Office Savings Bank or approved Co-operative Bank or Government Securities in the following cases :

- (i) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or, if no nominated beneficiary survives him, to his legal heir or heirs.
- (ii) On his retirement, or physical unfitness for further service, when the amount shall be paid to the depositor himself. (A teacher granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leave).
- (iii) On his resignation when (subject to the provisions of Rule 10) he shall receive -
  - (a) after less than three years' service his own deposits together with 5 per cent of the balance in the fund standing to the credit of his account;

*Note.*-1. The term "service" or "completed service" occurring in this rule means the length of such service from the date of joining the Provident Fund.

2. This balance will consist of the Committee's contribution (which includes any grants from Government for this purpose), together with interest on such contribution.

3. "His own deposit" means the money deposited by the teacher and the full interest earned on it.

- (b) after three years' completed service his own deposits together with 30 per cent of the balance as above;

- (c) after four years' completed service his own deposits together with 40 per cent of the balance as above;
- (d) after five years' completed service his own deposits together with 50 per cent of the balance as above; and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent or the full balance in the fund to the credit of his account.
- (iv) If a teacher's services are dispensed with through no fault of his own, e.g., owing to reduction of establishment he shall be paid the full balance of his credit without any reduction.
- (v) To make temporary advances as provided in Rule 16.

**8.** In case a teacher is transferred to another college, which has a Provident Fund, the balance at the credit of his Provident Fund Account, notwithstanding anything contained in Rule 7 above, may be allowed to be transferred to the Institution, he joins if he so desires.

**9.** While determining the quantum of the management's contribution payable to a teacher whose Provident Fund money has been previously transferred from another college, his total service in various affiliated colleges with effect from the date of his joining the Provident Fund will be taken into account.

**10.** If a teacher is dismissed or leaves a college in contravention of a written agreement, the Governing Body may with the consent of the Registrar or such officer appointed by him in this behalf pay to him only his own deposits together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or part of any further sum to which he would ordinarily be entitled under Rule 8. The depositor's own deposits cannot be forfeited.

**11.** A separate account with the bank concerned shall be opened in the name of the Governing Body for depositing any sum of money withheld from a teacher under the preceding rules. The account shall be called the "Teachers' Provident Fund Account". Money at the credit of his account may, with the approval of the Registrar or such officer appointed by him in this behalf, be utilised for compassionate allowances and gratuities to destitute employees of the college and their widows and dependents.

**12.** A separate account, in Form A appended, shall be kept and written up in the office of the College Governing Body for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

**13.** Amounts credited or debited to the Provident Fund shall, on the same day, be posted into the Provident Fund Ledger, in form B appended, in full detail. The figures for column 8 of the Ledger must be calculated yearly up to 31st March and the net balance of each amount entered in columns 5 and 9; but the figures in these columns should be compared once a year with the Savings Bank Pass-Book. Great care should, therefore, be taken to make the monthly calculation according to the rules in force in the Post Office or in the Co-operative Bank approved by the Registrar of Co-operative Societies or in the Class A Scheduled Bank as the case may be. The Provident Fund Ledger should have separate pages for each month's transactions.

**14.** No voluntary deposits from teachers will be credited to the Provident Fund.

**15.** Teachers are not entitled to subscribe to the Provident Fund while absent or leave without pay.

**16.1.** When the pecuniary circumstances of a depositor are such that drawing of an advance from the Provident Fund is necessary, the Governing Body/Principal may, if satisfied, sanction the advance for any one of the following approved purposes :

<i>Purposes (approved for which advances from CPF are admissible)</i>	<i>Limit in terms of monthly Salary/ amount upto which admissible</i>	<i>No. of monthly instalments in which recoverable</i>
(a) (i) Purchase of house, or	(a) (i) to (iii) 24 months' salary	(a) (i) to (iii) 96 monthly instalments
(ii) Construction of house, or		
(iii) Land for a house		
(b) (i) Depositor's own/ son's marriage	(b) (i) 10 months' salary	(b) (i) 40 monthly instalments
(ii) Depositor's daughter or dependent sister's marriage	(ii) 18 month's salary	(ii) 72 monthly instalments
(iii) Depositor's daughter, or dependent sister or depositor's own betrothal (in case of woman depositor)	(iii) 3 months' salary	(iii) 12 monthly instalments.
(c) (i) Purchase of a Motor Car	(c) (i) 12 months' salary or the cost of vehicle whichever is less	(c) (i) 48 monthly instalments.
(ii) Purchase of a Motor Cycle or a Scooter	(ii) 6 months' salary or the cost of vehicle whichever is less	(ii) 24 monthly instalments.

<i>Purposes (approved for which advances from CPF are admissible)</i>	<i>Limit in terms of monthly Salary/ amount upto which admissible</i>	<i>No. of monthly instalments in which recoverable</i>
<p>(d) (i) To meet the cost of education of the depositors himself or of any person actually dependent on him in the following types of courses -</p> <p>(1) for education outside India whether for an academic, technical, professional or vocational courses</p> <p>(2) for medical, engineering and other technical or specialized courses in India beyond the High School stage, provided that the course of study is not of less than one year</p> <p>(ii) To meet the cost of overseas passage of the subscriber, if the travel subsidy is not allowed by the sponsor</p>	<p>(d) (i) &amp; (ii) 9 months' salary</p>	<p>(d) (i) &amp; (ii) 36 monthly instalments.</p>
(e) To pay Life Insurance premium		(Non-refundable)
<p>(f) (i) To meet expenses on the illness of the depositor or dependent members of his family</p> <p>(ii) To meet any other expenses considered reasonable by the Governing Body with the approval of the Registrar.</p>	<p>(f) (i) 6 months' salary</p> <p>(ii) (a) Up to 3 months salary- Governing Body with the Registrar (b) Beyond 3 months &amp; up to 6 months salary - Vice-Chancellor.</p>	<p>(f) (i) &amp; (ii) 24 monthly instalments</p>



Provided that the amount of advance shall not exceed half the amount standing at the credit of the depositor on the last day of the preceding month.

*Note* 1.- 'Salary' for the purpose of advance (refundable as well as non-refundable) from Provident Fund shall mean pay plus allowances excluding City Compensatory and House Rent Allowance.

*Note* 2.- The term 'Family' used in this rule shall have the following meaning :

"Family" means a depositor's wife or husband, as the case may be, residing with him and dependent upon the depositor and legitimate children and step-children residing with the wholly dependent upon the depositor. It includes in addition parents, sisters and minor brothers, if residing with and wholly dependent upon the depositor.

N.B.- (a) The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law.

(b) The term 'Child/Children' used in this rule includes major sons and unmarried daughters so long as they are residing with and wholly dependent on the parent (the depositor) and subject to the condition being fulfilled, it includes widowed daughter also.

(c) Not more than one wife is included in the term 'family' for the purpose of these rules.

(d) An adopted child shall be considered to be a legitimate child, if under the personal law of the depositor, adoption is legally recognised as conferring on it the status of a natural child.

*Note* 3.- No employee shall be entitled to an advance out of Provident Fund unless he has contributed to the fund for a period not less than three years.

**16.2.** (a) The grant of advance out of Contributor Provident Fund will be further subject to the following conditions for all depositors. (Attested copies of the documents mentioned may be furnished for purposes of securing the loan):-

(i) For the purchase of a house or land for a house, the letter of allotment from the authority such as Government, Improvement Trust, Housing Board/ Housing Society etc. will be submitted alongwith the application.

In the case of a deal through private source(s) all the papers relating to the purchase will be submitted within 3 months of the settlement of the deal failing which the entire amount alongwith interest thereon shall become refundable, immediately in lumpsum.

(ii) For the construction of a house, documentary proof in support of his title to the land being exclusively in the name of the depositor and/or his spouse shall be supplied. Title of land should be clear and free from encumbrances. An attested copy of allotment order of the plot or registration deed of land or copy of intqal/jamabandi etc. should be attached.

(iii) If the land/plot is in Urban area, an attested copy of the plan sanctioned by the Estate Office/Municipal Committee/Notified Area Committee/Improvement Trust/Municipal Corporation shall be furnished.

In the case of land in rural area such verification from the local gram panchayat shall be made available.

- (iv) In case the validity period of the plan has already expired it should be got re-validated clearly indicating the period up to which it is valid.
- (v) It should be certified that the applicant has no other plot/house exclusively in his name or in the name of any member of his family.
- (vi) The advance for construction of a house will be allowed in 4 instalments on the verification by the prescribed authority regarding the progress of construction in the following manner.
  - (a) first instalment equal to 20 per cent of the advance admissible for starting the construction;
  - (b) second instalment equal to 20 per cent of the advance admissible after the house has been brought to the plinth level;
  - (c) third instalment equal to 30 per cent of the advance admissible when the house has been completed up to the roof level;
  - (d) fourth instalment equal to 30 per cent (viz. balance) after the roofs have been completed.

(b) While submitting application for advance for the purposes enumerated in Rule 1.1(b) the date of marriage will be indicated and if the marriage/betrothal is not solemnised within 6 months of drawal of advance the entire amount will become refundable in lumpsum alongwith interest due thereon.

(c) For the purpose of motor-car/scooter/motor cycle the documents relating to purchase, registration/insurance will be submitted within 2 months of the grant of advance for verification, failing which the entire amount shall become refundable in lumpsum alongwith interest due thereon.

(d) For the advance in respect of Rule 1.1 under clause (d) (i) and (ii) the letter of admission/grant of fellowship will be submitted within the application. For advance in respect of (d) (i) (2) the amount will be released annually, according to the duration of the course or the special requirement thereof.

(e) For the advance in respect of purposes in Rule 1.1 under clauses (e) and (f) the requisite proof in support of the need to the satisfaction of the Registrar/Vice-Chancellor as the case may be shall be submitted.

### **16.3. Wrongful use of advance**

Notwithstanding anything contained in the P.F. rules if the sanctioning authority is satisfied that money drawn as an advance from the Fund under these rules has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be in leave. If the total amount to be repaid be more than half the subscriber's emoluments recoveries shall be made in monthly instalments of the moieties of his emoluments till the extra amount is repaid by him.

**16.4.** During the period that the depositor is on full salary, the capital of such advance must be repaid by compulsory deduction from his salary for the month following

the one in which advance was drawn by equal instalments, during the period prescribed in Rule 1.1 above.

A subscriber may at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees the amount of the advance being raised or reduced, if necessary, to arrive at the fixation of such instalment. After the completion of repayment of the capital the depositor shall pay in the next month(s) the amount of interest at the rate then in force that would have been credited to him if he had not drawn the advance.

**16.5.** When an advance is sanctioned under Rule 1.1 before payment of last instalment of any previous advance is completed, the balance of any previous advance not recovered, shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

**17.** Notwithstanding anything contained in 16 above, a subscriber who has put in 10 years' service may be permitted an advance from the Provident Fund on non-refundable basis up to a maximum limit of 50% for purposes (a)(i) to (vi) and who has completed 12 years' service the advanced up to 75% limit of the amount standing at the credit of the subscriber on the last day of the month (including the management contribution and interest thereon) for one or more of the following purposes, subject to such further restrictions or limits in terms of monthly salary of the subscriber, if any, as mentioned against each.

- |     |       |  |                   |
|-----|-------|--|-------------------|
| (a) | (i)   | building or acquiring a suitable house or ready built flat for his residence including the cost of the site;   |                   |
|     | (ii)  | repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his residence;  |                   |
|     | (iii) | purchasing a house site for building a house there on for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;  |                   |
|     | (iv)  | reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;  |                   |
|     | (v)   | renovating additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty; |                   |
|     | (vi)  | constructing a house on a site purchased under clause (iii).   |                   |
| (b) | (i)   | Son's marriage   | 15 months' salary |
|     | (ii)  | Daughter's marriage  | 30 months' salary |
| (c) | (i)   | To meet the cost of education of the depositor himself or his dependent for the following :-   | 15 months' salary |
|     | (1)   | for education outside India whether for an academic, technical, professional or vocational course.   |                   |

- (2) for medical, engineering and other technical or specialized courses in India beyond the High School stage, provided that the duration of course of study is not less than one year.
- (ii) To meet the cost of overseas passage of the subscriber if the travel subsidy is not allowed by the Sponsor. 6 months' salary.
- (d) To meet expenses on the prolonged/serious illness of the depositor himself/dependent member(s) of his family. 24 months' salary.

The teacher of non-Govt. affiliated college may refund the whole or a part of the advance taken by him/her.

*Note:*—The conditions for grant of advance on non-refundable basis out of Provident Fund Account will be the same as for advance for refundable basis.

The rules and procedure applicable for advancing loan from the Current Account for construction/purchase of house/land shall apply mutatis mutandis to the grant of loan on non-refundable basis from the Provident fund.

*Note:*—The rules would apply only to those employees whose Provident Fund is still lying with the College and not to those employees whose Provident Fund has been transferred to the Provident Fund Commissioner.

**18.** For building his own house or for purchase of a built up house, an employee in addition to the privileges contained in rule 2 may be given a loan not exceeding 50 per cent of the amount standing to his credit bearing interest payable to the employee on the Provident Fund from time to time recoverable in fifteen years or by the date of retirement, the amount of instalments to be regulated accordingly.

Provided that the employee shall be required to execute an Indemnity Bond alongwith two sureties.

**19.** One a depositor leaving a college, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn, within one year, it shall be written off as a dead account and repaid only under the order of the Registrar or such Officer appointed by him in this behalf.

**20.** When an account becomes “dead”, the balance at the Credit thereof must be credited to the Teachers' Provident Fund Account of the college as miscellaneous receipt.



**FORM B (1)**  
**PROVIDENT FUND LEDGER**

CREDITS									
Date of receipt	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	College committee contribution	Interest	Total	Remarks
1	2	3	4	5	6	7	8	9	10
				Rs.	Rs.	Rs.	Rs.	Rs.	
									When payments are made, the date of payment and the amount will be entered in the column of remarks

**FORM B (2)**

**REGISTER OF DEBITS PROVIDENT FUND**

DEBITS										
1	2	3	4	5	6	7	8	9	10	11
Date of receipt	Number of depositor	Name	Appointment	Service	Opening balance	Withdrawn	Credited to committee	Paid to depositor	Closing balance	Remarks
					Rs.	Rs.	Rs.	Rs.	Rs.	

**FORM C**

**(To be filled in and signed by every subscriber on admission to the fund)**

I HEREBY agree to abide by the Provident Fund Rules laid down in Appendix to the regulations contained in Chapter.....of the Panjab University Calendar, Part I, i.e. “REGULATIONS TO GOVERN SERVICE AND CONDUCT OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES”.

Dated.....20

Signature of Teacher .....

Name of College .....

Town of District .....

Witness :

Signature .....

Address .....

.....



# **FORM D**

## PROVIDENT FUND INVESTMENT ACCOUNT

.....College

Serial No.	Date of purchase	Description of investment	Number and date of sanction of the Registrar's	Amount	Place where securities are lodged	Remarks (Give date when cashed)
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## PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

.....College

Instalment of interest due		Instalments of Interest received		
Serial No. in Provident Fund Investment account	Date	Date of receipt of Amount	.....Remarks Date of credit in the Amount Post - Office Savings Bank or to the teacher's account	

# FORM E

## PROVIDENT FUND FOR TEACHERS EMPLOYED IN AFFILIATED COLLEGES UNDER PRIVATE MANAGEMENT

Depositor No.....

### FORM FOR DECLARATION

(For\*.....Subscriber)

I hereby declare that in the event of my death the amount at my credit in the Teacher's Provident Fund of.....College.....shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to the person whose name is given in column 5.

1	2	3	4	5	6	7
Name and address of the nominee or nominees	Relationship with the subscriber	Whether major or minor; if minor, state his age	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column No. 5	Remarks

\*Here state unmarried, married or widower.

Two witnesses to signature of subscriber.

Signature.....Signature.....Signature of  
Subscriber.....  
Occupation.....Occupation.....Occupation of  
Subscriber.....  
Address.....Address.....Address of  
Subscriber.....  
Station.....  
Dated.....

(ii) CASH PAYMENT IN LIEU OF UNUTILISED PRIVILEGE LEAVE ON THE DEATH OF AN EMPLOYEE OF NON-GOVT. AFFILIATED COLLEGE, WHILE IN SERVICE.

“In case an employee of Non-Govt. affiliated college dies while in service the cash equivalent of the leave salary (carrying 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 180 days, shall be paid to his family, subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity.”

(iii) AGREEMENT FORM FOR TEACHERS IN A NON-GOVERNMENT  
AFFILIATED COLLEGE

An agreement made this.....day of  
.....20.....between.....  
son of Shri .....  
resident of....., hereinafter  
known as the First Party and the Governing Body of the.....  
.....College through its Chairman/Secretary,  
hereinafter known as the Second Party.

WHEREAS the Second Party has engaged the First Party to serve  
the.....College, as.....  
SUBJECT TO THE TERMS AND CONDITIONS HEREINAFTER SET OUT.

1. That this agreement shall take effect and commence from the  
day of .....20..... and shall be  
determinable as hereinafter provided.

2. That the First Party is employed in the first instance on probation for a  
period of one year and shall be paid a monthly salary of Rs..... The  
period of probation may be extended further by one year, but the total period of probation  
shall in no case exceed two years.

3. In case the Second Party is managing a number of colleges, it shall have the  
right to transfer the First Party to any other similar institution in the same assignment  
provided it does not adversely effect his emoluments and future prospects.

4. That on confirmation (after the period of probation) the Second Party shall  
pay to the First Party (during the continuance of his engagement) for his services a  
salary at the rate of Rs.....per month rising by annual increments  
of Rs.....to Rs.....to maximum of  
Rs.....These annual increments shall be granted on the  
recommendations of the Principal and shall not be withheld without assigning specific  
reasons in writing and further the First Party shall have the right of appeal to the Vice-  
Chancellor.

5. That the First Party shall subscribe to, and be entitled to, the benefit of the  
Standard Provident Fund Rules as are followed by the Punjab Education Department and  
gratuity in accordance with the rules laid down by the Panjab University.

6. The first party whether appointed temporarily or on probation shall be entitled  
to summer vacation salary in the manner as laid down in Regulation 4.3 at page 193 of  
the Calendar, Volume I, 1984.

7. That the First Party shall be entitled to leave in accordance with the rules  
laid down by the Panjab University.

8. That the First Party shall not be required to teach for more periods than laid  
down by the Panjab University apart from such co-curricular activities as may be assigned  
by the Second Party through the Principal of the College. However if the First Party is  
given some extra teaching work for a month or more he shall be paid proportionately for  
that.

9. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month following the month for which his salary is due.

10. That the First Party shall not take part in any activity which, in the judgement of the Principal, is calculated to lead to indiscipline in the college.

11. That the First Party shall devote his whole time to the duties of his appointment and shall not engage, directly or indirectly, in any trade, occupation or business, whatsoever, or, without the sanction, in writing, of the Second Party, engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which, in the opinion of the Second Party, is likely to interfere with the duties of his appointment.

12. That the First Party shall at all times maintain absolute integrity and devotion to duty.

13. That the First Party shall not take any part in subscribe to in aid of, or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union, or to disturb public peace.

14. That the First Party shall not stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Second Party.

15. That the First Party shall not, except with the previous permission of the Second Party, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical.

16. That the First Party shall not, in any document publish anonymous or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the Second Party of his college.

17. That the First Party shall, except in accordance with any general or special order of the Second Party, or in the performance, in good faith of the duties assigned to him communicate directly or indirectly any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.

18. That the First Party shall not write a guide or a help-book or cheap notes, and shall follow the procedure laid down by the University in case he intends to publish any such work.

19. That the First Party shall so manage his private affairs as to avoid habitual indebtedness or insolvency. If the subject of legal Proceeding for insolvency, he shall forthwith report the full facts to the Principal of his college.

20. That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

21. That the First Party shall not be a member, representative or office-bearer of any association representing or purporting to represent teacher or any class of teaching

profession, unless such association satisfies the following conditions :

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

22. That the First Party shall not apply for any other job, post, or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Second Party.

23. That the First Party shall not absent himself from his duties; without having first obtained the permission of the Principal, or in the case of the Principal, of the Second Party. Leave in all cases must be applied for and sanctioned before it is taken.

24. That the Second Party shall be entitled summarily to determine the engagement of the First Party for misconduct, but subject as aforesaid shall be entitled to determine the engagement after giving three months notice in writing or on payment of three months salary in lieu of the said notice. Provided in case of serious moral turpitude, on the part of the First Party, the Second Party shall have the right to terminate the services of the First Party with immediate effect.

25. That the Second Party shall not determine the engagement of the First Party, whether summarily or otherwise, without informing in writing of the grounds on which they propose to take action, giving him a reasonable opportunity of stating his case in writing and before coming to a final decision shall consider the statement of the First Party, and if he so desires, give him a personal hearing.

26. The First Party may, if he so wishes, terminate his engagement with the Second Party, by giving the Second Party three months' notice in writing or pay the Second Party a sum equivalent to three months' salary in lieu thereof.

The Second Party may not, if it so decides, realise such sum from the First Party in any particular case.

27. If the First Party is holding a temporary appointment or is on probation, then the said notice for either party shall be one month only.

28. On the termination of this agreement form whatever cause, the First Party shall deliver to the Second Party, all books, apparatus, records, and such other articles belonging to the said college or to the Second Party, or to the University, as may be in his possession or charge.

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(iv) TEACHERS OF NON-GOVT. AFFILIATED COLLEGES  
SEEKING ELECTION TO A LEGISLATURE OR A  
MUNICIPAL BODY

1. A teacher of Non-Govt. affiliated college shall apply for permission to seek election to a Legislature or a Municipal Body, as the case may be, to the President of the Governing Body, through the Principal of the College, within a week of the announcement of the date for filing nomination papers. The Governing Body shall be competent authority to grant permission. The same will ordinarily be granted.

2. A teacher of Non-Govt. affiliated College, who is permitted by the Governing Body to seek election to a Legislature or a Municipal Body and whose nomination papers have been accepted, shall proceed on leave of the kind due.

3. A teacher of Non-Govt. affiliated college, if elected to a Legislature or a Municipal Body shall proceed on extraordinary leave (leave without pay) for the term of election.

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