

## CHAPTER XIII

### FEE FOR CORRESPONDENCE STUDIES

Students enrolled with the Department of Correspondence Studies shall pay fees as per details given below :-

**A. Tuition Fee, Personal Contact Programme & General Development Fee and Admission Fee.**

Sr. No.	Class	Tuition Fee Rs.	PCP & General Development Fee Rs.	Admission Fee Rs.
1.	B.A./B.Com. Part I, II, III	1510	740	200
2.	M.A., M.Com. I, II & P.G. Diplomas	2010	740	310
3.	Dip. Stats.	1410	740	200
4.	M.F.C. I, II	8230	740	280
5.	B.ED. I, II	13790	740	280
6.	M.ED. I, II & B.Lib.Sc.	6410	740	280
7.	PGD Computer Applications	13000	740	310

**B. Other Fees to be paid by the students of all classes.**

1.	Enrolment fee	..	Rs. 70
2.	Magazine fee	..	Rs. 80
3.	Library fee	..	Rs. 80 for Graduate, Rs. 110 for Professional Courses & Rs. 120 for M.A./PG Diploma/M.Com.
4.	Library Security (Refundable)	..	Rs. 610 for Graduate, Rs. 730 for Professional Courses & Rs. 800 for M.A/PG Diploma/M.Com.
5.	Identity Card Fee	..	Rs. 40
6.	Student Aid Fee	..	Rs. 40
7.	Continuation Fee	..	Rs. 40 (Chargeable from those who are already registered with this University)
8.	Mailing charges (for students living in India)	..	Rs. 510

9.	Special fee* ..	Rs. 260
10.	Amalgamated fund ..	Rs. 60
11.	Audio Visual ..	Rs. 100
12.	Building Fund ..	Rs. 100
13.	General Development ..	Rs. 330
14.	Communication Charges ..	Rs. 100
15.	NSS Fee ..	Rs. 10
16.	P.U. Alumni House & Scholarship Fund ..	Rs. 10
17.	Multipurpose Auditorium Fee ..	Rs. 50

**C. Additional Fee for Migrants :** For those students who have passed their lower examinations from another University/Board of School Education.

(1) Migration Fee .. Rs. 210 for those students who have passed the lower examination from another University/Board except Boards of School Education in the States of Punjab or Haryana or Himachal Pradesh or from the Central Board of Secondary Education, New Delhi.

(2) Eligibility fee .. Rs. 70

(3) Registration fee .. Rs. 60

**D. Environment Education** .. Rs. 240

Fee (It is compulsory for the students of B.A./B.Com. Part-I only).

**E. Certificate Course in Vivekanand Studies** .. Rs. 2050 (Total lumpsum fee for the session)

**F. Re Admission Facility for those students who fail to pay the balance amount.**

The defaulters are advised to remit their balance of fee without any late fee upto the date fixed by the Vice-Chancellor or the date indicated in the prospectus of the concerned academic year. Otherwise the name of defaulters of more than Rs. 1000/- shall be struck off and the despatch of Lessons shall also be discontinued forthwith. The student will however be readmitted provided he/she puts an application for the same atleast 30 days before the commencement of the examination and remit the additional late fee of Rs. 965/-.

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\*Chargeable from those who apply for admission from a place outside the jurisdiction of the P.U. (Districts of Ludhiana, Hoshiarpur and Ferozepur, Union Territory of Chandigarh and Moga and Muktsar Tehsils of Faridkot Distt.) or centres located at the places outside these areas.

## **CHAPTER XIV**

### **MIGRATION OF STUDENTS**

#### **(a) RULES REGARDING MIGRATION FROM THE AFFILIATED COLLEGE TO ANOTHER**

**1.1.** Local migration of students shall ordinarily not be allowed only for valid reasons.

**1.2.** No student who has joined one college shall be admitted to another college during the same course unless :

- (i) the Principals of the colleges concerned agree and the application is forwarded to the Registrar for sanction, accompanied by a prescribed fee which shall in no case be refunded, and
- (ii) the Principal of the college from which he intends to migrate has given the leaving certificate.

No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students provisionally promoted, shall state all the relevant facts on the application.

**2.** A student who is conditionally promoted shall not be admitted to a higher class by the Principal of the other college, on migration.

**3.** If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal shall specifically mention this in his remarks.

**4.** The college leaving certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.

**5.** When migration of a student from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he shall have to apply afresh and pay fresh fee in order to revalidate his previous migration.

**6.** If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.

**7.** If the student changes his mind after migration has been sanctioned by the University, he must apply for re-migration and follow the entire procedure prescribed by the University once again if he has joined the other college. If he has not, he must apply for cancellation of the migration certificate through the Principal of the college concerned and return his migration certificate.

**8.** No migration certificate can be issued unless the student has been registered with the University.

**9.** A college is entitled to the tuition fees for the month in which the migration is sanctioned by the University and the college to which he migrates is not entitled to charge fees for the fraction of a month.

**10.** Migration of a student from a Professional college to an Arts or Science college and vice versa is not permitted.

**11.** The following categories of students of B.A./B.Sc./B.Com. and M.A., courses shall be allowed to join the colleges of their choice without seeking migration, but they shall have to produce leaving certificate from the colleges which they last attended :

- (a) those who are placed in compartment;
- (b) those who complete the prescribed course of lectures but do not appear in the examination;
- (c) those who are detained on account of shortage of lectures or non-fulfilment of the condition of securing the required percentage of marks in the House Examination;
- (d) those who pass B.A./B.Sc./B.Com. Part I/II and M.A. Part I examination;
- (e) failed students;
- (f) B.Com. students can seek admission in the colleges of their own choice with the condition that seats are available in the concerned college.

- 12.** 1. (a) A candidate who seeks admission to a higher course in this University after passing +2 examination from Punjab School Education Board, Haryana Board of School Education, Himachal Pradesh School Education Board, Central Board of Secondary Education, New Delhi and the Council for the Indian School Certificate Examination, New Delhi, be exempted from payment of migration fee as prescribed. The condition of production of migration certificate in their case should also be not insisted upon.
- (b) The students coming from Universities/State Education Boards other than those listed at (1) above, may be required to submit Migration Certificate alongwith Migration Fee as prescribed.
2. In addition, every student who joins this University after passing lower examination from the Board/Council/University other than the Panjab University, will pay Registration fee and enrolment fee as prescribed. The total fee (i.e. Registration & enrolment) as prescribed will now be paid by every student joining the higher courses, besides the migration fee as prescribed [in the case of those at (b) above].
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(b) RULES REGARDING MIGRATION OF STUDENTS  
FROM ONE MEDICAL COLLEGE TO ANOTHER  
OF THIS UNIVERSITY

(Deleted)

(c) MIGRATION OF STUDENTS FROM A MEDICAL COLLEGE AFFILIATED  
TO ANOTHER UNIVERSITY TO A MEDICAL COLLEGE  
AFFILIATED TO THE PANJAB UNIVERSITY

**1.** Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India. Only in exceptional cases on extreme compassionate grounds, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.

**2.** Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Medical Council of India.

**3.** The applicant candidate should have passed first professional MBBS examination.

**4.** The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.

**5.** The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at IInd professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

- Note 1 :--*
- (i) Migration during clinical course of study shall not be allowed on any ground.
  - (ii) All applications for migration shall be referred to Medical Council of India by college authorities. No institution/University shall allow migration directly without the approval of the Council.
  - (iii) Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.

*Note 2 :--* Compassionate grounds criteria :

- (i) Death of a supporting guardian.
- (ii) Illness of the candidate causing disability.
- (iii) Disturbed conditions as declared by the Government in the Medical College area.

(d) MIGRATION OF STUDENTS FROM THE DENTAL COLLEGE TO  
ANOTHER OF PANJAB UNIVERSITY AND OF ANOTHER  
UNIVERSITY IN INDIA

Same rules as laid down for migration in the case of Medical Colleges shall apply to Migration in the case of Dental Colleges also.

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(e) MIGRATION OF STUDENTS FROM ONE ENGINEERING COLLEGE TO ANOTHER AFFILIATED TO THE PANJAB UNIVERSITY IN THE FACULTY OF ENGINEERING

**1.** The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

**2.** The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the Institution to which the candidate wants to migrate may reject the application without assigning any reason. The application of a candidate for migration will be rejected by the Principal of the Institution to which migration is sought :-

- (a) if there is no vacancy in the class;
- (b) if the candidate does not fulfil all the qualifications necessary for admission to the college as laid down in the admission rules of the college;
- (c) if the conduct and behaviour of the student has not been satisfactory in the previous college; and
- (d) if the marks obtained in Joint Entrance Test (JET) by the applicant seeking migration, are below the marks obtained by the last candidate admitted in the 1st year class of the corresponding branch of Engineering of the Institution in that particular year against the category to which he belongs. The category shall be determined on the basis of the college prospectus of the relevant year of the Institution to which the migration is sought.

**3.** The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the student's activities in the previous college for the purpose of assessing his General Fitness for the profession.

**4.** The applicant shall pay all the fees as demanded by the Principal of the college to which migration has been allowed.

**5.** The migration will be subject to the approval of the Panjab University.

**6.** Migration will be allowed in third and fifth semesters only subject to the condition that candidate seeking migration in the third semester must have passed up to and including second semester examination and candidate seeking migration in the fifth semester must have passed up to and including fourth semester examination. Under no circumstances will any of the regulations for the different Engineering examinations be circumvented as a result of migration.

**7.** If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.

**8.** When migration of a student from one college to another college has been allowed, he must join the new college within 15 days, otherwise his migration shall automatically stand cancelled.



(f)    MIGRATION FROM OTHER UNIVERSITIES TO  
BACHELOR OF ARCHITECTURE COURSE OF  
PANJAB UNIVERSITY

**1.**    The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

**2.**    Migration will only be allowed in such cases where the courses of study in the other University and the Panjab University have been compared in detail and the courses in the other University have been found not in any way deficient as compared to those in the Panjab University in respect of the portions of the courses of study covered by the student in the other University.

**3.**    The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the institution to which the candidate wants to migrate may reject the application without assigning any reasons.

Ordinarily the application of any candidate for migration will be rejected by the Principal of the institution to which migration is sought :

- (a)    if there is no vacancy in the class;
- (b)    if the candidate does not fulfil all the qualifications necessary for admission to the college, as laid down in the admission rules of the college; and
- (c)    if the conduct and behaviour of the student has not been satisfactory in the previous college.

**4.**    The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the student's activities in the previous college for the purpose of assessing his general fitness for the profession.

**5.**    Migration shall only be permitted in the 2nd, 3rd and 4th Year.

**6.**    The applicant shall pay all the fees as demanded by the Principal of the college to which the migration has been allowed.

**7.**    The migration will be subject to the approval of the Panjab University.

**8.**    Migration will be allowed in the same class in which the student was studying prior to the migration.

**9.**    If a student changes his mind after putting his application for migration, he must inform the college concerned as also the University immediately.

**10.**   When migration of a student has been allowed, he must join the new college within fifteen days, otherwise his migration shall automatically stand cancelled.

(g) MIGRATION OF STUDENTS FROM A LAW COLLEGE  
AFFILIATED TO ANOTHER UNIVERSITY TO THE  
DEPARTMENT OF LAWS OF THE  
PANJAB UNIVERSITY

1. Migration cannot be claimed as a matter of right.
2. Migration to I, II, IV & VI semester is not permitted.
3. Migration to LL.B. III and V semesters shall be permitted on the recommendation of the Board of Control of the Department/Director/Principal of the Institution subject to the following conditions :
  - (a) LL.B. Degree of the University from where the candidate is seeking migration is recognised as equivalent to LL.B. Degree of Panjab University.
  - (b) The student has cleared all the papers of previous semester/year/years.
  - (c) Seats are available in III or V semester as the case may be.
  - (d) A candidate in a particular group in LL.M. Part II examination who passes in two out of the three papers (Excluding dissertation) may be allowed to reappear in the paper in which he has failed to pass or failed to appear.
  - (e) The difference between the courses covered by such candidate in I year (I and II semester), in case of migration to III semester and I & II year (I to IV semester), in case of migration to V semester should not be of more than two papers.
  - (f) For students of Panjab University/Institutions (affiliated/constituent), migration will be done according to inter-se merit.

For students of other Universities seeking migration to Panjab University, the maximum marks obtained by the top student of other University will be normalized against the maximum marks obtained by the top student of this University in order to prepare the merit list.

4. Where the candidate, otherwise eligible for migration, has deficient papers (upto 2 papers) he shall offer the deficient paper/s as an additional paper/s and clear the same without being required to attend the lectures in that paper/s. In those cases where a candidate has cleared a paper/s of I or II Year (Ist semester to 4th semester) as the case may be, which under the Panjab University Regulations, is prescribed for Ist year (I, II semester) or II year (III & IV) semesters as the case may be, he may be exempted by the Board of Control from appearing in the paper/s.

5. No application for migration shall be entertained after 16th of August. Incomplete applications in any form or without the result from the migrating University shall stand rejected.

6. Rules and Schedule regarding late fee as applicable to the students in Panjab University shall be *mutatis mutandis* applicable to the students who are admitted after migration to the Department of Laws/Institution irrespective of the date of migration.

**7.** Students admitted on migration from another University/Institution/Regional Centre shall pay a migration fee of Rs. 40,000/- or as may be fixed by the Syndicate from time to time.

**8.** The migrated students shall pay an amount of fee which he/she was required to pay in the University/Institution from which he/she is migrating i.e. a sum of rupees equivalent to the annual dues, tuition fee, admission fee, NRI fee etc. or applicable in the Department of Laws/Institution whichever is higher for the remaining period of the study in the Department of Laws, Panjab University, Chandigarh/Institution.

**9.** A student migrating from another University must have secured at least 45% marks in the aggregate in the preceding year.

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(h) MIGRATION RULES FOR 5 YEAR LL.B. INTEGRATED COURSE

1. Migration cannot be claimed as a matter of right.
2. No migration will be allowed to 1st, 2nd, 9th and 10th semesters.
3. Migration can be allowed only in 3rd, 5th and 7th semesters.
4. Migration be allowed to the students studying in B.A.LL.B. (Honours) 5-Years Integrated course of other institutions which are recognized as equivalent to the BA.LL.B. (Hons.) 5-Year Integrated course of Panjab University.
5. A student migrating from another University must have secured at least 45% marks in the aggregate in the preceding year.
6. Only those candidates may be considered eligible to seek migration who have cleared all the papers of the examinations in which they had appeared from the institution from which migration is to be sought.
7. (i) Migration will be done according to merit.  
(ii) For students of other Universities seeking migration to Panjab University, the maximum marks obtained by the top student of other University will be normalized against the maximum marks obtained by the top student of this University in order to prepare the merit list.
8. No migration shall be allowed if there is difference of more than two papers (not subjects) of the course content taught in the Panjab University and in the institution from which the candidate is seeking migration in the examination of the semester(s) passed by the candidate. The deficient papers be cleared within two consecutive attempts failing which the candidate will not be promoted to the next semester.
9. Migrated student shall pay the amount of fee which he/she was required to pay in the University/College/Centre from which he/she is migrating, i.e. the sum of rupees equivalent to the annual dues, tuition fee, admission fee, NRI fee, etc., or the fee applicable at the University Institute of Legal Studies, whichever is higher, for the remaining period of the study at the University Institute of Legal Studies, Panjab University, Chandigarh.
10. A candidate seeking migration shall have to apply on the prescribed proforma by 31st July to the Director, U.I.L.S./Principal of the respective Law College. A clause be included in the proforma that migration will be allowed only on the basis of merit as defined in clause 7 above.
11. No migration will be allowed without no dues-cum-character certificate and migration certificate from the migrating College/Centre/University.
12. Migration may be allowed only if there is (are) vacancy (ies) in the semester in which migration is being sought.
13. Migration fee of Rs. 40,000/- or as determined by the Syndicate from time to time, shall be charged.

(i) MIGRATION OF STUDENTS FROM A LAW COLLEGE AFFILIATED  
TO ANOTHER UNIVERSITY TO MASTER OF LAWS TO THE  
DEPARTMENT OF LAWS OF THE PANJAB UNIVERSITY

Ordinarily no migration to LL.M. class shall be allowed. However, in deserving and genuine cases, the Vice-Chancellor, may on the recommendation of the Board of Control of the Department, allow migration to LL.M. to LL.M. Part-II subject to following conditions.

Provision no such migration or admission shall be allowed unless the following conditions are fulfilled :-

1. LL.M. degree of the University from where the candidate is seeking migration is recognised as equivalent to LL.M. degree of the Panjab University.
2. The candidate has obtained LL.B. degree from Panjab University or from any other University whose LL.B. degree is recognised as equivalent to LL.B. degree of Panjab University.
3. The candidate must have passed LL.M. Part I examination of the University from where he is seeking migration and has studied courses of Paper I & II of LL.M. Part I as prescribed by the Panjab University.

The candidate has appeared in an entrance test for migration and has obtained atleast 45% marks in the test. The course contents of Entrance Test shall be the compulsory subjects prescribed for LL.M. Part I by the Panjab University. Passing the Entrance Test will not confer any right on the candidate for migration.

4. No candidate from other University shall be eligible to apply for migration to LL.M. Part II to Panjab University unless he has passed atleast 2 papers out of 4 papers prescribed for LL.M. Part I of Panjab University. The difference between the paper which he has passed in LL.M. Part I from the University from which he is migrating and the papers prescribed for LL.M. Part I of Panjab University should not exceed two papers. The deficient paper, if any, up to the maximum of two papers, shall have to be cleared by him alongwith papers of LL.M. Part II. However, if any papers of Group, which he takes up in LL.M. Part II in the Panjab University have been covered and passed by him in LL.M. Part I in the University from where he is seeking migration, he may be exempted from the requirement of passing those papers in Panjab University if the Board of Control so recommends, after it is satisfied that the course content of the papers so covered by him are substantially the same as those of the corresponding papers of LL.M. Part II in Panjab University.
5. Application for migration shall be submitted to the Chairman before 31st August every year.

(j) MIGRATION OF STUDENTS FROM A COLLEGE  
AFFILIATED TO ANOTHER UNIVERSITY IN INDIA  
TO A COLLEGE AFFILIATED TO THE  
PANJAB UNIVERSITY, CHANDIGARH  
IN THE FACULTIES OF ARTS AND SCIENCE

1. A student will not be admitted during the same course unless he produces :-
    - (i) a migration certificate from the University concerned.
    - (ii) the lower examination pass certificate; and
    - (iii) Lecture statement from the college he migrates.
  2. Migration of student from a professional college to an Arts or Science College and Vice Versa is not permissible.
  3. A migration fee and enrolment fee as prescribed shall be charged from every student coming from another University.
  4. The migration will be allowed in B.A./B.Sc. 1st, 2nd and 3rd year classes.
  5. A college is entitled to the tuition fee for the month in which the migration is sanctioned and the college to which he/she migrates is not entitled to charge a fee for the fraction of that month.
  6. No migration shall be allowed in the postgraduate course.
  7. Migration shall not be allowed after the expiry of last date for receipt of admission forms of the annual examination without late fee.
  8. The migration shall only be allowed if the applicant is eligible for admission to the course under the Panjab University, Chandigarh.
  9. When the migration of a student has been allowed, he must join the new college within 15 days, otherwise his migration shall automatically stand cancelled.
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(k) MIGRATION OF STUDENTS FROM OTHER UNIVERSITIES  
TO THE PANJAB UNIVERSITY IN THE FACULTY  
OF BUSINESS MANAGEMENT AND COMMERCE

**1.** The applicant must have valid reasons for migration which cannot be claimed as a matter of right.

**2.** Migration will only be allowed in such cases where the courses of study in the other University and the Panjab University have been compared in detail and the courses in the other University have been found not in any way deficient as compared to those in the Panjab University in respect of the portions of the courses of study covered by the student in the other University. In case the courses are found to be deficient, the applicant would give an undertaking to clear the deficient subjects/courses as required under Regulations 2.3, 2.4 and 2.5 relating to Bachelor of Commerce Course BBA/BCA.

**3.** The applicant must have obtained permission of the Principals of the two colleges concerned for migration. The Principal of the institution to which the candidate wants to migrate may reject the application without assigning any reasons.

Ordinarily the application of any candidate for migration will be rejected by the Principal of the institution to which migration is sought.

(a) if there is no vacancy in the class;

(b) if the candidate does not fulfil all the qualifications necessary for admission to the college, as laid down in the admission rules of the college; and

(c) if the conduct and behaviour of the candidate has not been satisfactory in the previous college.

**4.** The applicant shall produce all such certificates as may be demanded by the Principal of the college to which migration is sought including all information about the candidate's activities in the previous college for the purpose of assessing his general fitness for the course.

**5.** The applicant shall pay all the prescribed fees, as demanded by the Principal of the college to which the migration has been allowed.

**6.** The migration will be subject to the approval of the Panjab University.

**7.** Migration will be allowed in the same class in which the student was studying prior to the migration. Under no circumstances will any of the regulations for the different Commerce examinations be circumvented as a result of the migration.

**8.** If a student changes his mind after putting his application for migration, he must inform the college concerned as also the University immediately.

**9.** When migration of a student has been allowed, he must join the new college within fifteen days, otherwise his migration shall automatically stand cancelled.

(I) MIGRATION OF STUDENTS FROM A COLLEGE OF EDUCATION  
AFFILIATED TO ANOTHER UNIVERSITY  
OR A UNIVERSITY TEACHING DEPARTMENT  
TO A COLLEGE OF EDUCATION AFFILIATED  
TO THE PANJAB UNIVERSITY OR THE  
UNIVERSITY TEACHING DEPARTMENT

1. The applicant must have valid reasons for migration which cannot be claimed as a matter of right.
  2. No objection certificates from both the Principals/Heads of Colleges/ University Teaching Departments.
  3. The migration shall only be allowed if the applicant is eligible for admission to the course under the Panjab University, Chandigarh.
  4. Migration shall not be allowed unless a student produces :-
    - (i) a migration certificate from the University concerned;
    - (ii) the lower examination pass certificate;
    - (iii) lecture statement from the college he migrates from; and
    - (iv) good conduct certificate.
  5. Migration may be permitted subject to the availability of seats and subjects/ papers combination in the College/University Teaching Department.
  6. A migration fee and enrolment fee as prescribed shall be charged from every student coming from another University.
  7. Migration shall not be allowed after the expiry of last date for receipt of admission forms of the annual examination without late fee.
  8. When the migration of a student has been allowed, he must join the concerned College/University Teaching Department within 15 days, otherwise his migration shall automatically stand cancelled.
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**\*(m) DEFICIENT SUBJECTS FOR B.A./B.Sc./B.Com./BBA/BCA EXAMINATION**

1. The deficient subject is one which is not passed by the candidate in the previous institution in that class and is required to be qualified for admission to next higher class.
2. The candidate should be asked to furnish the details of the courses he has covered in his previous institution, i.e. course contents etc. and that should be certified by the Principal/Competent authority of the previous institution.
3. It will be incumbent on the applicant to seek clarification from the institution he intends to join, about the deficient subject/s and the same will be cleared by him/her within two consecutive chances, subsequent to his/her admission.
4. If the candidate is being admitted in the third year of B.A./B.Sc./B.Com., he/she will have to clear the deficient subject/s of 1st & 2nd year (both) of B.A./B.Sc./B.Com. as the case may be.
5. That in the case of students who have passed their B.A./B.Sc./B.Com. BBA/BCA Part I/II examination from Universities other than those in the Punjab State there should be no deficient subject. In case the students had covered more than 50% of the syllabus prescribed by the Panjab University in a subject it shall not be treated to be a deficient subject.
6. That the deficient subject/s pertaining to B.A./B.Sc./B.Com. BBA/BCA will be determined by the Principals of the concerned colleges on production of a certified copy of the syllabus by the students seeking admission as per guidelines issued by the University from time to time.
7. The Registration Return of the students who have been admitted in B.A./B.Sc./B.Com. BBA/BCA Parts II and III after passing B.A./B.Sc./B.Com. BBA/BCA Part I & II, as the case may be, from other Universities should be sent on separate Registration Return Proformae.
8. The last date for receipt of Registration Return for various courses alongwith complete documents from the Principals of the Colleges/Heads of the University Teaching Departments be fixed as 30th September of the year of admission.

In case the return is not received within the stipulated period, the rate of penalty for late submission of return document per student will be charged as follows :

1st October to 31st October	:	Rs. 1000/-
1st November to 15 December	:	Rs. 2000/-
16th December to 28th February (of the year following the admission)	:	Rs. 3000/-

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**\*NOTE** : Based on the Streering Committee of the College Development Council held on 26.7.1991 and 3.2.1992.

The Vice-Chancellor shall have the authority to accept the documents in cases of hardship, beyond 28th February up to 7 working days before the commencement of annual examination.

The University shall confirm by 15th December the admission of such students whose original detailed marks certificattes/degree and migration certificates, etc. for the lower examination are received till 30th September, i.e. the last date fixed for the purpose.

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## **CHAPTER XV**

### **RULES FOR CONDONING DEFICIENCY IN LECTURES**

**1.1.** Condonation of lectures can not be claimed as a matter of right.

**1.2.** If the Principal/Head is not satisfied with the reasons for the shortage given by the student, it is not obligatory on his part to condone the shortage. The decision of the Principal/Head shall be final and the student has not right of appeal.

**1.3.** Condonation may be allowed keeping in view of the following :

- (a) conduct and behaviour of the student in the department in particular, and in the University in general.
- (b) the genuineness of the grounds seeking condonation, supported by relevant documents having been submitted within seven days of the event.

**1.4.** No condonation in lectures shall be entertained/granted after the examination(s) for the semester/year are over.

**2.** If, at the time of submission of admission form, a student has not completed the required percentage of lectures, etc., his name may be sent up for the examination provisionally. The Principal/Head of Deptt. shall 15 days before the date of commencement of examination intimate to the Registrar if the student has made up the required percentage of lectures or if the deficiency has not been condoned.

**3.1.** A lecture for a double period shall count as two lectures.

**3.2.** Attendance at Seminar will be counted as lectures but a test or a quiz shall not count for this purpose.

**3.3.** When, owing to an epidemic, a college/department is closed for more than a fortnight, the Principal/Head may give full credit for the number of lectures, a student might have attended had the college/department not been closed.

**3.4.** Lectures shall be counted upto the last working day before lectures cease and the college closes for preparatory holidays.

**3.5.** The days spent by a student for competing examination conducted by Government for Public Services (from the first day to the last day of the examination as also the days of travelling connected with the examination) shall be counted on production of satisfactory evidence as attendance at lectures delivered to his class during the period of such absence.

**3.6.** Migration from a college affiliated to another University shall be treated in the same manner as migration within the University.

**4.1.** A student who participates in Inter-University or University or Inter-collegiate Tournaments or Youth Festivals or National and International Tournaments or similar other activities or N.C.C., or University educational excursions or N.S.S. etc. be allowed credit for an equal number of lectures delivered and tutorial, practical classes etc. held during the period he was away to participate in such an activity provided the student proceeds with prior permission of the Head/Chairman/Principal concerned.

**4.2.** Deficiency of Lectures under Regulations shall be counted after giving the credit for attendance/participation in various activities as contemplated above. In no case, such a credit for attendance/participation shall exceed 10% of the total lectures delivered in that semester/year.

**5.** A student who is deficient in the required percentage of lectures shall not be permitted to make up the deficiency by attending lectures as a casual student in another class.

**6.** A student of an Arts, Science or Commerce College/University Department, who is unable to appear in an examination owing to shortage in the prescribed course of lectures, etc., in a subject or subjects may be allowed to appear in that examination, in the following year (in the case of B.A./B.Sc. Part III, the following examination) if he attends the college/department for at least one term and make up the deficiency in the subject or subjects concerned. If he leaves the college after one term he may be allowed to appear in the examination as a late college student but if he attends the college for the whole academic year and completes the required percentage of lectures etc., in that year, he may be allowed to appear in the examination as a regular student.

**7.** If a student is short of the required percentage of lectures only in the additional optional subject and the deficiency is not condoned, he shall be allowed to take the examination in other subjects.

**8.** In the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till the declaration of the result of the lower examination, the lectures shall be counted from after 10 days of the declaration of the result or the date of his joining, whichever is earlier.

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## **CHAPTER XVI**

### **RUSTICATION AND EXPULSION OF STUDENTS OF AFFILIATED COLLEGES**

**1.** Before rustication or expelling a student, the Principal of the college concerned shall give adequate and reasonable opportunity to the student to explain his position.

**2.** Each case of rustication or expulsion shall be reported to the Registrar of the University by the Principal of the college concerned immediately after the order has been passed by him and it shall be accompanied by a Certificate, signed by the Principal, to the effect that the student had been given adequate and reasonable opportunity to explain his position before the order was passed.

**3.** The Principal may, for reasons to be recorded, revise or review his order within 10 days of the original order. The order so passed along with reasons, shall be immediately reported to the Registrar of the University.

Provided that no order of rustication or expulsion shall be revised after it has been notified under Rule 4.

**4.** The Registrar will enter the order of rustication/expulsion in the Register of students and notify it to all the affiliated colleges and other Universities in India on expiry of 15 days from the date of order.

**5.** As soon as rustication or expulsion of a student has been notified by the University to the college, his/her name shall be removed from the rolls of the college and he/she shall not pay any fees to the college during the period of rustication or expulsion.

**6.** Rustication shall mean the loss of one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he/she is rusticated. The period of absence from the college will, however, depend upon the time of the year when the rustication order was passed. A rusticated student will have the option of rejoining his class in the same college, with the permission of the Principal, during the days of admission, in the following academic year.

**7.** A student who is expelled from a college shall not be readmitted to the same or any other college without the sanction of the Syndicate, an expelled student shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next following year. The period of absence from the college shall, however, depend upon the time of the year when the order of expulsion was passed.

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

## **CHAPTER XVII**

### **WITHDRAWAL OF ADMISSION FORMS AND REFUND OF FEES**

- 1.** An admission form once submitted may be withdrawn by a Principal only under the following conditions :
  - (i) When a candidate has been sent up provisionally for shortage of attendances and that shortage has not been made up nor condoned in accordance with Regulations. (Admission form of a candidate who has completed the required percentage of lectures calculated on the basis of lectures delivered up to two weeks before the date of the examination cannot be withdrawn).
  - (ii) When a candidate, after sending up his admission form, falls short of the required percentage of lectures as specified in (i) above.
  - (iii) When a candidate's name has been struck off the rolls of the institution for non-payment of college dues provided such action has been taken at least a week before the commencement of the examination.
  - (iv) When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the commencement of the examination.
- 2.** Refund of Examination fees shall be allowed only if :
  - (i) The Principal sends intimation so as to reach the University office at least a week before the commencement of the examination, withdrawing the admission form of the candidate, sent up provisionally, for shortage in attendances.
  - (ii) The Principal sends intimation so as to reach the University office at least a week before the commencement of the examination that a candidate subsequent to submission of his admission form has fallen short of lectures and is, therefore, ineligible to take the examination.
  - (iii) A candidate for B.A./B.Sc. examination is reported to be ineligible to take the examination, having not obtained the percentage of marks in the House examinations as required under the Regulations, provided that the Principal of the college sends intimation to this effect to the Controller of Exams. so as to reach him at least a week before the commencement of the examination, and provided further that the admission form of such a candidate had been earlier sent up provisionally.
  - (iv) A candidate for an examination is reported to be ineligible having not fulfilled the requirement of Internal Assessment, provided that intimation to this effect has been sent by the Head of the University Teaching Department/Principal of the college to the Controller of Exams. so as to reach him at least a week before the commencement of the examination concerned.

- 3.** Refund shall not be allowed --
- (i) when a candidate's name is withdrawn for non-payment of college dues; and
  - (ii) when a candidate's name is withdrawn on account of his rustication or expulsion from college or withdrawal of character certification for misconduct.
-

## **CHAPTER XVIII**

### **YOUTH WELFARE ACTIVITIES**

The Department of Youth Welfare will organise the following activities in the manner as approved by the Panjab University, Youth Welfare Committee :

1. Youth Festivals (Zonal, University, Inter-University, National/International).
2. Heritage Festivals (Zonal, Inter-Zonal)
3. Basic/Advance/Preliminary Youth Leadership Training Camps.
4. Hiking-Trekking, Cycle Tours, Basic/Advance Mountaineering, Adventure Courses, Rock Climbing & Allied Sports.
5. Youth Service Clubs.
6. Publications (Magazines, Brochures etc.).
7. Students Holiday Homes.

Before organising any activity the Director, Youth Welfare will get the approval of the Vice-Chancellor. The Vice-Chancellor may make any change or withhold activity.

The Vice-Chancellor may sanction organization of any other worthwhile scheme/ schemes of the Department not covered under 1 to 7 above and sanction the requisite amount for the purpose out of the sanctioned budget provision.

#### **Youth Festivals**

University subsidy (out of Youth Welfare Fund Account) for Zonal Youth Festivals : Rs. 90,000 per zone.

At the Zonal level, each institution included in a zone will contribute entry fee in form of contribution @ Rs. 5 per student for total number of students on its rolls and the same will be deposited by the concerned head of institution directly with convener of zonal youth festival irrespective of number of items sent for participation. This entry fee would be charged even if a particular institution does not send any item for participation in a zonal youth festival.

#### **Heritage Festivals**

University subsidy (out of Youth Welfare Fund Account) for Zonal Heritage Festivals : Rs. 30,000/- per zone.

Entry Fee for Zonal Heritage Festivals will be charged in the same way as in the case of Zonal Youth Festivals but the rate will be Rs 2.50 per student in this case.

Rules for organising these Festivals and payment for participation in Inter-University and National Festivals would be the same as applicable to youth festivals and available at Annexure –I and Bulletin of information.

Rules for organising these Festivals and payment for participation in Inter-University and National Festivals are given in Annexure-I and Youth Festivals Bulletin of Information.

#### **Education College**

Subsidy for Zonal Youth Festival is Rs 55,000/- per Zone. Subsidy for Heritage Festival is Rs. 15,000/- per Zone



**Youth Leadership Training Camps**

These camps will be organised at Hill Stations/Plains for the duration indicated below :

- |    |                     |    |  |
|----|---------------------|----|--|
| 1. | Preliminary Camps   | .. | 5 to 9 days  |
| 2. | Basic/Advance Camps | .. | 10 to 15 days in summer and<br>8 to 10 days in Autumn/<br>Winter recess. |

Rules for organising these camps are given in Annexure-II.

**Hiking-Trekking/Mountaineering, Adventure Courses, Rock Climbing and Allied Sports**

These activities will be organised for the duration shown against each :

- |       |     |                                  |  |
|-------|-----|----------------------------------|--|
| (i)   | (a) | Basic/Advance Hiking<br>Trekking | 10-12 days   |
|       | (b) | Preliminary Hiking<br>Trekking   | 7-9 days   |
|       | (c) | Cycle Tours                      | Minimum one week 5-8 days                            |
| (ii)  |     | Mountaineering Course            | 21-22 days   |
| (iii) |     | Adventure Course                 | 21-31 days   |
| (iv)  |     | Rock Climbing                    | 0-15 days  |
| (v)   |     | Allied Sports                    | As per programmes of Mountaineering<br>Institutions. |
- } or as per programme  
of Mountaineering  
Institutions

Routes and venues for the above activities will be approved by the Vice-Chancellor on the recommendation of the Director, Youth Welfare.

Rules for organising these activities are given in Annexure-III.

**Youth Service Clubs**

Rules for Youth Service Clubs in colleges are given at Annexure-IV.

**Student Holiday Homes**

Rules for Student Holiday Homes are given at page 501

## **ANNEXURE I**

### **Rules for Zonal Youth Festivals**

At the close of a Zonal Festival the Principal of the host Institution will send a statement showing overall income (from University Subsidy, participation fee and gate money as levied by the Zonal Festival Committee) and expenditure duly checked by Chartered Accountant alongwith utilization certificate. The saving, if any, will be remitted by the Principal of the host college to the Director, Youth Welfare to be deposited in the Youth Welfare Fund Account within 30 days from the close of the Festival.

### **Rules for University Youth Festivals**

- (i) For a University Youth Festival (normally to be held in the last week of November or in the first week of December) the Director, Youth Welfare will act as Director, Principal (of the host college) as Convener and two senior lecturers as Organizing Secretary and Camp commandant respectively. The advance will be drawn by the Director only who will maintain and render the accounts. Expenditure will be incurred as per Accounts Manual.
- (ii) The Director, Youth Welfare alongwith two officials and one or two peons of the Deptt. will reach the venue two days (excluding journey day/s) before the commencement of the Festival. He alongwith his staff will return to the Headquarters two days after the conclusion of the festival (excluding journey day/s). Officer/official be paid Rs. 120/- per day out of pocket allowance in lieu of D.A.
- (iii) Payment of T.A./D.A. Honorarium to Judges, persons invited for presiding and the Organizing Staff (other than University employees) will be made by the Director, out of the advance money at the close of the festival. The administrative staff on duty will draw 75% of the T.A./D.A. due to them out of the advance and the balance will be paid on the submission of their T.A. bills.
- (iv) Participants will be provided free board and lodging facilities and prizes and Merit Certificates will also be given to them. However, T.A./D.A. of participants and other members will be borne by the respective institutions.
- (v) The procedure for submission of accounts will be the same as laid down in the General Rules for Zonal and University Festivals.

### **General Rules for Zonal and University Youth Festivals.**

- (i) Expenditure will be admissible for the following purposes :
  - (a) Board, lodging and conveyance to the judges and persons invited for presiding over inaugural/valedictory functions.
  - (b) Setting up of the stage including light and sound arrangements, engagement of professional accompanists and hiring of stage curtains.
  - (c) Printing, stationery, postage, electricity, water arrangements, prizes, certificates and refreshment to workers, guests etc.
- (ii) Judges from outstation will be paid T.A./D.A. as per University rules.

Local Judges will be paid local conveyance as per University rules for members attending University meetings.

- (iii) Judges appointed by the Department for the festival be sanctioned traveling allowance separately even if they are from the same stations.

In addition, an honorarium @ Rs. 500 per day will be paid to the Judges for 6 to 7 hours. If the session continued beyond 7 hours excess Rs. 300/- will be paid. This applicable to both Zonal and Youth Festival.

- (iv) T.A. and D.A. to the participants will be borne by the Institution concerned to which they belong.
- (v) Awards will be given in the manner as approved by the Youth Welfare Committee from time to time out of the subsidy and other Income.
- (vi) Honorarium to be paid to Quiz Master is Rs. 1000/-

**Payments for participation in Inter-University and National Festivals :-**

- (i) Both ways actual Bus (ordinary)/Railway fare (2nd Class) and D.A. @ Rs. 120 per day per student for journey, lumpsum of sundry expenses Rs. 25, and
  - (ii) Rs. 120 per head per day as food charges if the same is not provided by the host organisation.
  - (iii) T.A./D.A. to Teacher/Director/Contingent Incharge/Accompanist/Department staff as per University Rules.
  - (iv) Payment to accompanists for professional services up to the maximum of Rs. 650 per head for the actual days of the festival.
-

## **APPENDIX II**

### **Rules for Basic/Advance Youth Leadership Training Camps**

- (i) Daily allowance @ Rs. 120 per student per day for Basic/Advance Camps will be pooled to run a community Mess constituted by the trainees on the condition that all other sundry expenses will be met out of the pooled amount.
- (ii) The Director will obtain receipts from the participants about the payment of D.A. and will obtain a certificate from the Mess Committee that contribution of the D.A. @ Rs. 120 per head was fully utilized for running the mess and meeting sundry expenses.
- (iii) The persons (as approved by the Vice-Chancellor) invited to preside over the Inaugural/Valedictory functions and to deliver talks will be entitled to D.A. as per University rules.
- (iv) Administrative/Deputy Administrative Officers shall be paid T.A. from their home towns during the vacations if they actually travel from home towns.
- (v) Travelling expenses of the trainees will be borne (both ways) by the students/institutions selected by the Director, Youth Welfare.
- (vi) One Deputy Administrative Officer will be appointed by the Director, for a batch of 20 trainees and fraction thereof.
- (vii) Two officials and one peon will be detailed by the Director, for camp duties per requirements at the camp.
- (viii) The participants securing 'O' (Outstanding) grade and securing first position in Basic/Advance Youth Leadership Training Camps will be awarded University insignias with citation.

### **Preliminary Youth Leadership Training Camps**

- (i) Preliminary Camps allotted by the Director will be organized for the students only on the pattern of the Basic Camps for one or more colleges.
- (ii) For all the Camps Rs. 1500 will be paid for Inaugural Function & Rs. 1500 will also be paid per Valedictory Function fee Camp. For all the camps Rs. 50 per student for day will be paid for hiring the accommodation.
- (iii) Utilization certificate for the University subsidy within 30 days would be furnished by the Institution concerned duly countersigned by the Director, Youth Welfare.

### ANNEXURE III

#### **Rules for Hiking-Trekking, Basic/Advance Mountaineering, Adventure Courses, Rock-Climbing and allied sports.**

Parties will preferably be led by the teachers/students trained in the Youth Leadership Training Camps or in respective fields of the training course or persons with good record of Youth Welfare work in their institutions. The expenditure will be incurred subject to the following :-

- (i) Participants including student leader (if appointed in case a teacher is not available) will be paid actual Bus (ordinary)/Railway Fare (2nd Class) from the place of assembly to the station on-route and back up to the place of dispersal besides D.A. @ Rs. 35 per student inclusive of contingency expenses and payment to cooks, guide and labour personnel and hire of equipment etc.
- (ii) Honorarium to the Leader of the party (Teacher) @ Rs. 35 per day for the duration of the training besides T.A.
- (iii) Payment to institutions for imparting training, payment of Mountaineering Hill/Rock Climbing Instructors (as per their institutional rules) if engaged for the purpose where organised by the Youth Welfare Department.
- (iv) Any other expenditure considered essential for the programme by the leader.
- (v) Actual payees receipts will be obtained for all the payments.
- (vi) Charges of training per head on sharing basis by the trainees (Student/Teacher) and the institution to which they belong will be as follows :-
  - (a) Hiking-Trekking..... Rs.100
  - (b) Basic/Advance Mountaineering..... Rs.150
  - (c) Rock-Climbing..... Rs.100
  - (d) Adventure Course..... Rs.100
  - (e) Allied Sports.....with the approval of the Vice-Chancellor.

The amount so remitted by the Students/Teachers will be credited to the Youth Welfare Fund Account and it will in no case be refundable.

- (vii) In case of Preliminary Hiking-Trekking no training charges will be levied but the trainees will not be paid any travelling expenses on bus/railway fare.
- (viii) The participants securing 'O' (Outstanding) grade and securing first position in these activities will be awarded University Insignias with citation.

## **ANNEXURE IV**

### **Rules for Youth Service Clubs**

The Youth Service Clubs registered with the Department of Youth Welfare will observe the rules (constitution) as given below :-

#### **Programmes**

**1.1.** To involve the student members in creative, constructive and healthy pursuits the Youth Service Clubs will organise from time to time activities as given below :-

- (a) Talks, discussions, extempore speeches, debate, quiz programme etc.
- (b) Social Service and manual labour projects
- (c) Recreational Programmes & Art exhibitions
- (d) Yoga, Sports
- (e) Picnics, Excursions, Preliminary Hikes
- (f) Educational Tours & Cycle Tours
- (g) Seminars and Conventions
- (h) Hobby Classes
- (i) Youth Service Section in College Magazine
- (j) Preliminary Youth Leadership Training Camps

**1.2.** These activities would be restricted only to the members of the club.

**1.3.** The club will hold at least one activity every week and will send monthly reports with photographs to the Youth Welfare Department.

#### **Membership**

**2.1.** Members of the Club will be confined to bonafide students of the institutions. For admission a student will have to submit an application in the prescribed form. Only genuinely interested students will be admitted and each enrolled member will be required to participate actively in the activities of the club. At the initial level, the number of the members of the club may be small which may be expanded upto about 100 in the ensuing sessions.

**2.2. Termination of Membership :-** A student shall cease to be member of the club who :-

- (a) withdraws voluntarily, or
- (b) remains in arrears in the matter of paying the due amount, or
- (c) violates the discipline, or
- (d) remains absent without valid reasons & permission consecutively thrice from the activities of club.

#### **2.3. Certificates/Awards :-**

Certificates of membership of the club shall be awarded to the students who participate in 75% of the activities. Special prizes College Colour, Roll of Honour be awarded to outstanding workers of the club on the recommendation of the Youth Welfare Officer.

**Office Bearers**

**3.1.** There will be an executive Committee consisting of the following to be nominated by the Youth Welfare Officer chosen strictly on merit for a term of one year :-

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Joint Secretary
- (e) Treasurer
- (f) Editor, Youth Service Section

Two persons to be co-opted, if necessary.

**3.2.** The executive committee (listed above at 3.1) will approve of admission of members, decided termination of membership, plan, organise and review the activities of the club, record proceedings of the meetings and prepare reports of the activities and handle financial matters of the club.

**Subscription**

**4.** Rs.10 per year (in one or more instalments) will be paid by each student member as membership fee to the treasurer as soon as the enrolment is confirmed. Members may be asked to pay additional amount if in the opinion of the Executive some such payment becomes necessary. The amount collected as of membership fee will be incorporated in the annual budget of the college.

## **CHAPTER XIX**

### **(a) CONSTITUTION OF STUDENTS' ORGANISATION FOR THE TEACHING DEPARTMENTS OF THE UNIVERSITY**

The University proposes to hold the elections to the Panjab University Campus Students' Council every year. For the convenience of all the Teaching Departments and all concerned, the guidelines have been framed for the same which are hereunder. However, it is cautioned that the election would be conducted strictly in accordance with the judgement of the Hon'ble Supreme Court of India delivered in S.L.P. (Civil) No. 24295/2004, dated 22.9.2006, University of Kerla Versus Council, Principals of Colleges, a copy whereof is attached. It is further directed that in case of any discrepancy, contradiction or doubt between the guidelines and above said Supreme Court Judgement, the judgement of the Hon'ble Supreme Court of India would prevail :-

#### **I. Disassociation of Student Elections and Student Representation from Political Parties.**

During the period of the elections no person, who is not a student on the rolls of the college/university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

#### **II. Eligibility Criteria for Candidates**

1. Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses often range between 4 to 5 years.
2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years.
3. For research Students the maximum age limit to legitimately contest an election would be 28 years.
4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
5. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
6. The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
7. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
8. The candidate must be a regular, full time student of the college/university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.



**III. Election Related Expenditure and Financial Accountability :**

1. The maximum permitted expenditure per candidate shall be Rs. 5000/-
2. Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate) to the college/university authorities. The college/university shall publish such certified accounts within 2 days of submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
3. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
4. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any sources other than voluntary contributions from the student body.

**IV. Code of Conduct for Candidates and Elections Administrators :**

1. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or linguistic, or between any group(s) of students.
2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
3. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
4. All candidates shall be prohibited from indulging or abetting. All activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station.
5. No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
6. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission/university authority.

7. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university campus/college campus.
8. No candidate shall, nor shall his/her supporters, deface or cause any destruction of any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property.
9. During the election period the candidates may hold processions and/or public meetings, provided that such processions and/or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college/university. Further, such procession/public meeting may not be held without the prior written permission of the college/university authority.
10. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
11. On the day of polling, student organizations and candidates shall :
  - (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
  - (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
  - (iii) not hand out any propaganda on the polling day.
12. Excepting the voters, no one without a valid pass/letters of the authority from the election commission or from the college/university authorities shall enter the polling booths.
13. The election commission/college/university authorities shall appoint impartial observers. In the case of deemed universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
14. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
15. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature or his elected post, as the case may be. The election commission/ college/ university authorities may also take appropriate disciplinary action against such a violator.
16. In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A "Offences Relating to Elections"), may also be made applicable to student elections.

**V. Maintaining Law and Order on the Campus during the Election Process :**

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university/college authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.

**VI. Name :** This organization shall be called "PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL".

**VII. Membership :**

- (a) The Council shall consist of Four Office Bearers (President, Vice-President, Secretary, Joint Secretary) and elected or deemed to be elected representatives of the various departments. A department having 100 students or less on its rolls will have one representative, between 101 and 250 two representatives, between 251 and 500 three representatives and four for more than 500 students.

*Note :* For this purpose, 'student' would mean a whole-time student in any teaching department including Research students/M.Phil., LL.M., M.Pharm., M.Tech. and the like but shall not include the students of Evening Studies Department, in-service Teachers doing M.Phil./Ph.D. or a student who as per the record of the department is an employee of Government or Semi Government Organisation, Public or Private Sectors undertaking.

*Explanation :* Students of the Department of Evening Studies will have their own local Council.

- (b) Enrolment of students in departments shall be as on 31<sup>st</sup> August or the date to be approved by the D.U.I./Vice-Chancellor prior to the election date.
- (c) The election of the office bearers and members of the Council representing the various departments shall be held simultaneously in all the departments on a date to be fixed by the Dean Student Welfare. The Five Members of the Executive Committee of the Students' Council shall be elected by the members of the Council within a week after the election of the Office bearers and the members of the Council. The exact date of the election shall be fixed by the Dean Student Welfare. As far as possible, all these elections would ordinarily be completed by the middle of September.
- (d) In case no nomination papers from a department are received for D.R. or all the nomination papers received are rejected, the student of the senior-most class in the Department who got the highest marks in the previous examination shall automatically become the Departmental Representative.
- (e) The elections to the departmental associations/societies/Council of the Department of Evening Studies are a completely different matter from the election of the departmental representatives to the Students' Council. The elections of the Associations/Societies/Council of the Department of Evening Studies are to be held separately.
- (f) The term of the Students' Council is from the date of election to the 31<sup>st</sup> of May.

**VIII.** The Panjab University Campus Students' Council shall comprise of regular students on the rolls of the Teaching Departments on the Campus. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of the Council.

The Executive Committee of the Students' Council shall consist of four office bearers elected by student community and five members elected by the Departmental Representatives from among themselves. The Executive Committee shall be responsible to the Council

**IX. Office Bearers :**

The Executive Committee shall consist of :

- (a) One President
- (b) One Vice-President
- (c) One Secretary
- (d) One Joint Secretary
- (e) Five other members

The four office bearers i.e. President, Vice-President, Secretary and Joint Secretary shall be elected directly by the Students of the Campus.

Five members of the Executive Committee of the students council shall be elected by members of the Students' Council from among themselves.

**1. President**

The President of the P.U. Students' Council shall be elected directly by the students of the Campus.

**2. Vice-President**

The Vice-President shall be elected directly by the students of the Campus. He will perform all the duties of the President in the latter's absence. He will automatically become Officiating President if the President resigns or is unable to discharge his duties for the rest of the term.

**3. Secretary**

The Secretary of the P.U. Students' Council shall be elected directly by the students of the Campus.

**4. Joint Secretary**

The Joint Secretary shall be elected directly by the students of the Campus. He will perform all the duties of the Secretary in the latter's absence. He will automatically become the Officiating Secretary if the Secretary resigns or is unable to discharge his duties for the rest of the term.

**5. Term of Office for Office Bearers**

The Office Bearers shall cease to hold office if :

- (a) he resigns by addressing his resignation to the Dean Student Welfare. He shall cease to hold office from the date his resignation is accepted by the Dean Student Welfare.

- (b) he ceases to be a student of the University on account of non-payment of fee or any other reason.
- (c) he is held to be guilty of gross misconduct by the University.
- (d) if a vote of no-confidence is passed.
- (e) he ceases to be a student.

**X. Functions**

- 1. To promote healthy corporate life on the Campus.
- 2. To ensure maintenance of proper academic atmosphere and orderliness on the University Campus.
- 3. To help in allocation of Amalgamated Fund for different authorized purposes and activities connected with student welfare.
- 4. To assist in organizing various cultural and sports functions.

**XI.** No confidence motion against any of the office bearers or any elected member of the Executive Committee can be moved only if the 1/3 members are in favour of the motion, giving 15 days' notice in writing to the Dean Student Welfare. The motion after discussion will be put to vote. If 2/3 of the total members of the Students' Council are in favour of the 'no confidence motion', it will be treated as carried.

**XII. Election bye-laws of the Panjab University Campus Students' Council**

- 1. Election to the Students' Council in various departments will be held generally in the month of September on a date and time as may be fixed by the Dean Student Welfare. He may, if contingencies so warrant, alter the date/schedule of the election.
- 2. The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days.
- 3. The Dean Student Welfare shall notify the date of election to each department for the information of the students at least *seven days* before the date fixed for the election.
- 4. (a) The Head of the Department shall be the Returning Officer for the election of Departmental Representatives. However, he shall have the authority to appoint one or more members of his teaching staff as Polling Officer(s).  
(b) The Dean Student Welfare shall be the Returning Officer for the election of the Executive Committee. He shall have the authority to appoint one or more Polling Officer(s) to assist him in the conduct of election.
- 5. The election shall be by simple majority vote.

**XIII. Election of Departmental Representatives :**

- (i) The Head of the Department shall by affixing a notice on the Notice Board of the Department at least *3 days before the date of election*, invite nominations

for the election of Department Representative(s), along with the consent and declaration of each candidate on the prescribed form, so as to reach him by the time fixed by the Dean Student Welfare at least 2 days before the date of election. Immediately after the closing time for the receipt of nominations, the Head of the Department shall notify the list of persons whose nomination papers have been received by him by affixing it on the Notice Board of his Department.

- (ii) Thereafter, objection(s), if any, regarding the eligibility of candidate(s) shall be made, in writing, to the Head of the Department within the time limit notified by the Dean Student Welfare for the purpose.
- (iii) The scrutiny of nomination papers will start on the date and time fixed by the Dean Student Welfare for the purpose. Any objection(s) duly received by the Head of Department shall be disposed of during scrutiny. The candidate(s) must produce original documents (Degree/Diploma/Matriculation or Higher Secondary Certificate/and other relevant papers required in relation to eligibility) at the time of scrutiny. Nomination papers not supported by original documents shall be treated as invalid. The decision of the Returning Officer shall be final.
- (iv) Each Head of the Department shall, after personal verification and scrutiny of original degree/diploma/other documents, certify on prescribed form about the eligibility of the candidate(s). Immediately after the scrutiny, a list of the names of candidates whose nomination papers have been found valid shall be notified by the Head of the Department by affixing it on the Notice Board of the department.
- (v) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals if any.
- (vi) The election in each department shall take place on the date and time fixed by the Dean Student Welfare. If there is a tie among the candidates for the election of Departmental Representative(s), the matter shall be decided by the draw of lots by the Returning Officer.
- (vii) In all the departments, the election of Departmental Representative(s) shall be direct.
- (viii) The results of the election of the Departmental Representatives shall be communicated on the prescribed form by all the Heads of the Departments to the Dean Student Welfare by the date and time fixed by the Dean Student Welfare.

#### **XIV. Election of the Office Bearers and Members of the Executive Committee of the Students' Council**

- (i) The Dean Student Welfare shall notify by affixing a notice on the Notice Board of his office the date and time for the receipt of nomination papers.

Immediately after the aforesaid date, the Dean Student Welfare shall notify the list of persons whose nomination papers for various offices of the Executive Committee have been duly received by him by affixing a notice on the Notice Board of his office.

- (ii) Objection(s), if any, against the candidature(s) of a person(s), but not pertaining to the eligibility conditions, shall be made, in writing, by the Departmental Representative(s) to the Dean Student Welfare on the date fixed for the receipt of nomination papers and by the time as may be notified by the Dean Student Welfare. These objections will be disposed of by the Dean Student Welfare at the time of scrutiny.
- (iii) The scrutiny of the nomination papers will start at the time fixed for the purpose by the Dean Student Welfare, on the date notified for the receipt of nomination papers or on such date as may be notified by the Dean Student Welfare immediately after the scrutiny, the list of the names of persons whose nomination papers have been found valid, shall be notified by the Dean Student Welfare by affixing a notice on the Notice Board of his office.
- (iv) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals, if any.
- (v) Election to the Executive Committee shall be held on the date and time fixed by the Dean Student Welfare. No voter shall be allowed to enter the Voting Hall after such time.
- (vi) Objection(s), if any, regarding the conduct of elections to the Executive Committee will be disposed of by the Returning Officer on the spot.
- (vii) The counting of votes will start immediately after the voters have cast their votes.
- (viii) The Returning Officer shall thereafter announce the results. If there is a tie among the candidates for the election of office bearers or member(s) of the Executive Committee, the matter shall be decided by draw of lots by the Returning Officer.

To

The Chairman of the  
.....Department,  
Panjab University,  
Chandigarh.

Sir,

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of ..... son/daughter of ..... of (class) ..... Roll No.....in the Department of .....for the election of Departmental Representative to the University Campus Students' Council for the session.....

Yours faithfully,

## SECONDED BY

Signature.....

.....

(Name of student)

S/o Shri.....

Class....., Roll No.....

Dept.....

Date.....

Signature.....

.....

(Name of student)

S/o Shri.....

Class....., Roll No.....

Dept.....

Date.....

## CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Departmental Representative to the Panjab University Campus Students' Council for the session.....

Signature.....

.....

(Name of the student)

S/o Shri.....

Class....., Roll No.....

Dept.....

Date.....

**DECLARATION OF THE CANDIDATE**

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Panjab University Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of .....years as on 1st September.....being a Under Graduate/Post Graduate/Research Student.



3. I joined the University for the first time in the year .....as student of ..... Class, in the Department of .....
4. I further solemnly affirm that after joining University teaching department, I have—
  - (i) not failed in the last examination in any department in the academic year preceding the election.
  - (ii) attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
  - (iii) no academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanor. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

The Chairman of the Deptt. of.....  
Panjab University,  
Chandigarh.

Sir,

I withdraw my candidature from the election to the office of .....  
to the Panjab University Campus Students' Council for the year.....

Yours faithfully,

Dated :

Signature.....

.....

(Name of the candidate)

S/o Shri.....

Roll No....., Class.....

Dept.....

To

The Dean Student Welfare,  
Panjab University,  
Chandigarh.

Sir,

In response to your notice regarding the elections to the Executive Committee of the P.U. (Campus) Students' Council for the session.....I propose the name of ..... son/daughter of ..... of (class) .....Roll No.....in the Department of .....

Yours faithfully,

SECONDED BY

Signature.....  
.....  
(Name of the student)  
Son/daughter of Sh.....  
.....  
Class....., Roll No.....  
Dept.....  
Date :

Signature.....  
.....  
(Name of the student)  
Son/daughter of Sh.....  
.....  
Class....., Roll No.....  
Dept.....  
Date :

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election as Member of the Executive Committee of the Panjab University Campus Students' Council for the session.....

Signature.....  
.....  
(Name of the student)  
Son/daughter of Sh.....  
.....  
Class....., Roll No.....  
Dept.....  
Date :

**DECLARATION OF THE CANDIDATE**

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Panjab University Campus Students' Council and undertake to abide by the same in letter and spirit.

2. I am of .....years as on 1st September.....being a Under Graduate/Post Graduate/Research Student.
3. I joined the University for the first time in the year .....as student of ..... Class, in the Department of .....
4. I further solemnly affirm that after joining University teaching department, I have—
  - (i) not failed in the last examination in any department in the academic year preceding the election.
  - (ii) attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
  - (iii) no academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanor. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

The Dean Student Welfare,  
Panjab University,  
Chandigarh.

Sir,

I withdraw my candidature from the election as Member of the Executive  
Committee of the Panjab University Campus Students' Council for the  
year.....

Yours faithfully

Signature.....

.....

(Name of the candidate)

Son/daughter of Sh.....

.....

Class....., Roll No.....

Dept.....

Date :

ELECTION BYE-LAWS OF THE PANJAB UNIVERSITY  
CAMPUS STUDENTS' COUNCIL

**PANJAB UNIVERSITY (CHANDIGARH)**

PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL

(Session.....)

**ELECTION OF OFFICE BEARERS**

(President, Vice-President, Secretary and Joint Secretary)

Department of.....

- |    |  |       |
|----|--|-------|
| 1. | Number of Ballot Papers received                 | ..... |
| 2. | Number of Ballot Papers used                     | ..... |
| 3. | Number of spoiled Ballot Papers,<br>if any       | ..... |
| 4. | Number of unused Ballot Papers<br>being returned | ..... |

RETURNING OFFICER/  
CHIEF POLLING OFFICER

Date.....

**THIS INFORMATION MAY BE SENT TO THE OFFICE OF  
DEAN STUDENT WELFARE IMMEDIATELY IN THE  
STUDENTS' CENTRE**

The Dean Student Welfare  
Panjab University,  
Chandigarh.

Dear Sir,

I am to inform you that the election of the Departmental Representative(s) of this Department to the Students' Council for the session\_\_\_\_\_ has been held strictly according to the procedure laid down by you. The following person(s) have been duly elected as our Departmental Representative(s).

1. \_\_\_\_\_  
son/daughter of Shri\_\_\_\_\_  
Roll No.\_\_\_\_\_ of \_\_\_\_\_ Class.
2. \_\_\_\_\_  
son/daughter of Shri\_\_\_\_\_  
Roll No.\_\_\_\_\_ of \_\_\_\_\_ Class.
3. \_\_\_\_\_  
son/daughter of Shri\_\_\_\_\_  
Roll No.\_\_\_\_\_ of \_\_\_\_\_ Class.
4. \_\_\_\_\_  
son/daughter of Shri\_\_\_\_\_  
Roll No.\_\_\_\_\_ of \_\_\_\_\_ Class.

Further I certify that I have personally verified from original documents, the eligibility of the candidate(s) as required by the Constitution of the Students' Council, and I have duly disposed of all the objections received in connection with this election.

Yours faithfully,

Chairman of the Department  
(seal)

Date:.....

ELECTION BYE-LAWS OF THE PANJAB UNIVERSITY  
CAMPUS STUDENTS' COUNCIL**PANJAB UNIVERSITY (CHANDIGARH)**

PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL

(Session.....)

**ELECTION OF DEPARTMENTAL REPRESENTATIVE**

Department of.....

- |    |  |       |
|----|--|-------|
| 1. | Number of Ballot Papers received                 | ..... |
| 2. | Number of Ballot Papers used                     | ..... |
| 3. | Number of spoiled Ballot Papers,<br>if any       | ..... |
| 4. | Number of unused Ballot Papers<br>being returned | ..... |

RETURNING OFFICER/  
CHIEF POLLING OFFICER

Date.....



**PANJAB UNIVERSITY (CHANDIGARH)**

PLEASE RETURN AFTER FILLING TO.....DEAN  
STUDENT WELFARE IN THE ....., IN A  
CLOSED COVER IMMEDIATELY AFTER THE  
COMPLETION OF COUNTING OF VOTES

Statement of the results of counting of votes for the office  
of \_\_\_\_\_ of the Panjab University Students' Organisation.

Names of the Departments (In Block Letters)	1.	_____
	2.	_____
	3.	_____
	4.	_____

Total number of votes polled  
in the Block/Department \_\_\_\_\_

Sr.No.	Name of the Candidate	Votes Polled
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Signature of the  
Returning Officer \_\_\_\_\_

Signature of the  
Chief Polling  
Officer \_\_\_\_\_

Signature of the Polling Officers	1.	_____
	2.	_____

Signature of the Student Observers	1.	_____
	2.	_____

Dated : \_\_\_\_\_

(b) CONSTITUTION FOR THE CENTRAL ASSOCIATION  
OF STUDENTS IN THE AFFILIATED COLLEGES

**Societies :**

1. Every college shall have societies for the co-curricular activities and for the cultural aesthetic and physical development of its students. Each of these societies shall work under the guidance of a college teacher.

There shall be the following types of societies :

- (1) Societies for the promotion of subjects of study.
- (2) Cultural Societies for Music, Dramatics and other Arts.
- (3) Social Service Society.
- (4) Hobbies' Clubs.
- (5) Sports Clubs.

The office bearers of these clubs shall be selected on the basis of merit.

**Central Association :**

2. In addition to the societies there shall be a 'Central Association' in each college with the following aims, objects and functions :

- (i) To co-ordinate and integrate the activities of the various clubs and associations in the college.
- (ii) To promote corporate life in the college.
- (iii) To ensure the maintenance of proper academic atmosphere and orderliness in the college.
- (iv) To help in preparing the budget and allocation of students (Amalgamated) Fund for different authorised purposes and activities in the college.
- (v) To help in the organisation of Annual Academic Cultural and Sports Functions in the college.
- (vi) To help in the general supervision of the college Canteen/Tuckshop etc.

3. The strength of the Central Association shall be from 20 to 30 and, broadly, its composition shall be as under :

- (1) The Principal of the college (Ex-Officio Chairman).  
He will convene the meetings of the Association and preside over the same.
- (2) One student-President, one student-Vice-President, one student--Secretary and one student--Joint Secretary to be elected directly by the students.
- (3) Two to four members of the staff one for every 250 students, but not exceeding four, to be nominated by the Principal.
- (4) Two to four representatives of subjects' societies to be elected by the office-holders of the different subjects societies in the colleges.

- (5) Four representatives of the Sports Clubs to be elected by the Office-holders of different Sports Clubs in the college (of the four representatives allocated to sports clubs, one may be from N.C.C./N.S.S.).
- (6) Two representatives of the Cultural and other Societies to be elected by the office-holders of these Societies in the college.
- (7) Four representatives to be elected by the classes. One representative from three classes of the Three Year Degree Course.

In a college where the enrolment is high, there may be two representatives of each class, one to be elected by the Science students and one by the Arts students.

In the case of the post-graduate colleges the number to be elected by these different classes shall be six instead of four.

- (8) Four top students (each standing first in his class in the last University examination passed) one from each class.
- (9) One Prefect of the Hostel. If there are a number of Hostels in a college, then the Prefects of different Hostels to elect one from among themselves.
- (10) One student Editor of the college Magazine.

**4.** A student belonging to a college affiliated to the Panjab University, shall not be eligible to seek election to any of the offices of the Student Central Association if—

1.
  - (a) he, being a student up to degree class in an affiliated Arts/Science College, has exceeded the age of 21 years on the 1st of September of the year in which he wishes to seek election. In the case of an Evening College/Shift, the age limit will be 25 years.
  - (b) he, being a student of post-graduate class (M.A./M.Sc., M.Com., M.Ed.) has exceeded the age of 24 years on the 1st September of the year in which he wishes to seek election. In the case of an Evening College/Shift, the age limit will be 28 years.
  - (c) he, being a student of a degree course in Architecture, Dairy Sciences, Dental Surgery, Education, Engineering and Medicine, has exceeded the age of 24 years on the 1st September of the year in which he wishes to seek election;
2. he fails in the last examination in any class in the academic year preceding the election;

*Note.*—A student would be deemed to have failed if --

- (a) he fails at the annual examination in the academic year preceding the election;
- (b) he fails in the annual examination in one year and joins the college in a subsequent year;

(c) he does not appear in any University examination even though he was eligible or was detained.

3. he has been detained in any class or semester in the course that he is currently pursuing;

**Note.-** If he has been placed under compartment and joins the next class, he be allowed to seek the office. He will, however, cease to be an office bearer if he is reverted to the lower class or has to leave the course.

4. he has been held guilty of gross misconduct.

A student who is found guilty of gross mis-conduct shall *ipso facto* cease to be a member of the Central Association.

**5.** The Central Association shall be formed in the college every year and the election held by the middle of September. A meeting of the Association shall be held at least once in a term.

The following Code of Conduct is recommended for the election to the Central Association of Students in the affiliated Colleges :

1. Persons other than students of the college concerned shall not be allowed to address any election meeting.
2. Individuals who are not students of the college concerned shall not be allowed to stay in the hostles after 10.00 p.m. except in those cases where the individuals are from out of the town and they get special permission of the Principal.
3. On the day preceding the date of election, no guests under any circumstances would be allowed to stay in the hostels. Genuine guests, if any, of the students would be lodged by the Warden at appropriate places on the campus of the college.
4. All campaigning will stop at 5.00 p.m. on the day preceding the date of election.
5. The posters would be placed on special notice boards which will be erected at suitable places on the college campus and in the hostel(s). Littering of the college campus with posters will not be allowed.
6. Shouting of personal slogans or character assassination will not be allowed.
7. No loud-speakers will be allowed for campaigning.
8. No cars (except those being driven by faculty members), taxis or heavy vehicles will be allowed to enter the campus after 5.00 p.m. on the day preceding the date of election. Unauthorised vehicles would be impounded/ towed away/deflated if found on the campus of the college after the prescribed period.
9. On the day of election the entry to the campus of the college would be extremely restricted. It is the responsibility of the students that they have the Identity Cards with them.

10. Any case of violence; kidnapping, drinking, harassment or goondaism should be immediately reported to the Principal. Strictest possible action will be taken against defaulters.
  11. The campaigning procedures should not create noise during working hours in the campus of the college, especially near the rooms where classes are going on.
  12. The above Code of Conduct is only for election days. A Code of Conduct for the functioning of the Central Association may be prepared by the college concerned after the elections are over.
  13. The Principal may constitute a committee consisting of some senior faculty members for reviewing all cases of complaints/violation of Code of Conduct for disciplinary action.
-

(c) CONSTITUTION OF THE STUDENTS' AID FUND OF THE  
DEPARTMENT OF CORRESPONDENCE STUDIES

**Students' Aid Fund**

1. The object of this fund will be to render financial assistance to the needy and deserving students to meet their tuition or examination fee or to purchase books or for other similar expenses. No scholarship or stipend will be given from this fund.

2. The fund shall consist of contributions made by students, any other person, institutions as donations and grants received from Government/U.G.C. for this purpose.

3. Every student of the Panjab University Teaching Departments/V.V.B.I.S. & I.S., Hoshiarpur and Deptt. of Correspondence Studies shall contribute Rs. 30/- per annum or as decided by the Syndicate from time to time this fund which shall be realised from each student as part of the first payment to the University to be made by him every year.

4. The fund will be administered by a Committee consisting of the following :

- (i) Dean of University Instruction (Chairperson)
- (ii) Dean Student Welfare
- (iii) Registrar, Panjab University
- (iv) Four Heads of the Teaching Departments out of which atleast one should be from the Science Departments - to be nominated by the Vice-Chancellor.
- (v) Chairperson, Department of Correspondence Studies.
- (vi) The Syndicate may authorize the Vice-Chancellor to appoint the Nominee in the begining of the session, every year.
- (vii) Two students from the University Teaching Departments, one from Arts and the other from Science Departments, to be nominated by the Dean Students welfare.
- (viii) Three local students - one of who be a girls student, if available from the Department of Correspondence Studies to be nominate by the Chairperson, Department of Correspondence Studies.
- (ix) D.R. (Accounts) (Secretary)

5. The Heads of the Panjab University Teaching Departments/V.V.B.I.S. & I.S. Hoshiarpur/Department of Correspondence Studies, will forward by 15th September every year, after due scrutiny, the applications on prescribed forms from needy & deserving students for the purpose with their comments. The Committee shall meet in January/ February, every year to consider the various applications received through the Heads of the Departments/V.V.B.I.S. & I.S./Department of Correspondence Studies.

**6.** In any one academic year the amount of help given to a student under this scheme shall not ordinarily exceed Rs. 5000/- or as decided by the Syndicate time to time.

*Slabs of Annual Family Income from al Sources of		(Rs.)	Maximum Amount of Aid Fund payable p.a. (Rs.)
(i)	All teaching Deptts.	up to 70,000/-	7500/-
	except D.C.S.	up to 1,50,000/-	6000/-
(ii)	D.C.S.	up to 70,000/-	4500/-
		up to 1,50,000/-	3600/-

**7.** A ccounts of the fund shall be operated by the Registrar.

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\*These revised income slabs will be effective from the Academic session 2006-2007 but the formula for the amount of Aid Fund to be disbursed, will be effective w.e.f. the year 2005-2006.

(d) **NORMS AND STRENGTH OF TEACHERS IN THE TEACHING DEPARTMENTS OF THE CORRESPONDENCE STUDIES**

**1.1.** For purposes of these rules, the "teachers of the Department of Correspondence Studies" shall include Professors, Readers, Lecturers and such other persons as may be approved for imparting instruction in the Department and are designated as teachers by the Senate. The term 'Department' will mean, the Department of the Department of Correspondence Studies.

**1.2.** The strength of teachers in each Department shall be determined in accordance with the following norms :

(a) **Undergraduate level**

The number of courses/papers that a department offers shall be divided by 3 (3 being the number of courses/papers that a teacher shall be required to handle). In case the remainder is one, it shall be ignored, whereas the remainder two shall be raised to three for purposes of determining the strength of teachers.

(b) **Postgraduate level**

The number of courses/papers that a department offers shall be divided by 2 (2 being the number of courses/papers that a teacher shall be required to handle).

**2.** Any additional requirement of those departments where the strength of teachers falls short of the required number shall be met by making internal adjustments from within the overall sanctioned strength of the Department.

**3.** The senior-most teacher in a department shall be appointed, by rotation, as Co-ordinator for a term of three years provided he is a Professor or Reader with at least 5 years teaching experience or Lecturer with at least 8 years teaching experience as Lecturer.

The day-to-day work of a department shall be looked after by the Co-ordinator who, in turn, shall work under the supervision and control of the Chairman.

**4.** The duties and functions of the co-ordinator shall be as follows :-

- (i) He shall be responsible for the overall functioning of the department and co-ordination of the work of his colleagues.
- (ii) He shall co-ordinate and supervise the day-to-day administrative/academic work of the teachers in the department such as writing, vetting, editing, print orders and okaying, etc. of lessons.
- (iii) He shall decide the allocation of For Personal Contact Programmes duties, radio talks, response-sheets and other academic duties in consultation with the teachers of the department in a meeting and shall ensure that all these activities are performed exclusively by them.
- (iv) He shall convene and chair the meetings of the department as and when need be. It shall be obligatory on the part of the teachers of the department to attend and participate in these meetings. No teacher shall absent himself/herself from such meetings except for justifiable



reasons. The decisions taken by the teachers of the department in such meetings shall be binding on all.

- (v) He shall maintain a proper record of work of the teachers of the department and shall furnish to the Chairman, Department of Correspondence Studies fortnightly reports of the same.
  - (vi) The applications of leave and all other communications of the teachers to the Chairman and other higher authorities shall be routed through the co-ordinator.
  - (vii) The co-ordinator shall recommend to the Chairman, Department of Correspondence Studies after consultation with the various courses-incharge. (a) the names of the outside teachers for such assignments as writing of lesson-scripts and response-sheets evaluators; and (b) the work to be assigned to them.
  - (viii) The co-ordinator shall have the authority to assign to any teacher of the department any other academic or administrative duty in consultation with the Chairman.
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## **CHAPTER XX**

### **TEACHING LOAD FOR COLLEGE TEACHERS/UNIVERSITY TEACHERS**

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/ College for which necessary space and infrastructure should be provided by the University/College. The direct teaching hours should be as follows :-

Lecturer/Sr. Lecturer/Lecturer (Sel. Grade)	16 hours
Readers & Professors	14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

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## **CHAPTER XXI**

### **CHEAP NOTES, GUIDES AND HELP-BOOKS PUBLICATION OF, BY TEACHERS OF AFFILIATED COLLEGES IN ADDITION TO THE PROVISIONS OF REGULATIONS OF CHAPTER VIII (B)--PUBLICATION OF BOOKS BY TEACHERS OF AFFILIATED COLLEGES OF THE CALENDAR VOLUME I**

**1.** A teacher who is at present an author of a guide or notes or a help-book, shall not be given any remunerative work by the University such as examinership, superintendentship, etc., unless his book is approved by the Dean of University Instruction or the publication is withdrawn from the market within a year.

**2.** Every lecturer, before accepting an examinership, superintendentship or any other remunerative work of the University, shall declare in his acceptance form that he has not written any notes or guide or help-book, on any subject, without prior approval of the University.

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## **CHAPTER XXII**

### **(a) POWERS AND FUNCTIONS OF THE PRINCIPAL OF AN AFFILIATED COLLEGE**

The Principal shall have full powers and discretion, consistent with the rules framed by the University in all matters pertaining to internal administration of the college, viz.--

- (i) Distribution of work amongst the staff.
  - (ii) Admission, promotion and detention of students.
  - (iii) Grant of fee concessions and award of stipends to deserving students.
  - (iv) Imposition of fines and remissions thereof.
  - (v) Disciplinary action and imposition of penalties.
  - (vi) Expenditure out of Amalgamated Fund.
  - (vii) Appointment and dismissal of Peons, Laboratory Assistants, Bearers, etc.
  - (viii) Grant of leave to the staff.
  - (ix) Organisation of extramural activities.
  - (x) To meet an emergency, temporary appointment of a member of the teaching staff and other staff up to a period of six months against a sanctioned post.
  - (xi) Writing off a loss of at least three Library books per thousand at the time of annual stock taking.
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(b) AMALGAMATED FUND

**1.1.** There shall be an Amalgamated Fund for the benefit of students. Every student shall contribute towards this fund, along with tuition fees, at the rate prescribed by the Syndicate from time to time.

**1.2.** The Amalgamated Fund shall be kept separate from the funds of the Governing Body of the college/institution.

**2.1.** The Amalgamated Fund shall be allocated for different purpose by the Dean of University Instruction--Dean of Student Welfare/Principal of the Institution, in consultation with the representatives of staff and students. In case of affiliated Colleges there shall be an Amalgamated Fund Committee comprising of two staff representatives (one teacher Incharge-co-curricular activities and one lecturer in Physical Education/ D.P.E.) and two student representatives (including one woman student in case of co-educational institutions). The Principal of the College shall furnish a certificate to the effect that the Amalgamated Fund has been utilized as per rules.

**2.2.** The Dean of University Instruction--Dean of Student Welfare/Principal of the institution/Chairman, Deptt. of Correspondence Studies shall have full powers in regard to the administration, operation and utilization of the fund in accordance with allocation made under rule 2.1.

**3.** The Amalgamated Fund shall be utilized for the following purposes :

- (i) Purchase of sports material pertaining to various games.
- (ii) Water, levelling, cleaning, turfing and maintenance of playgrounds.
- (iii) Expenditure on and grants to societies, clubs, associations, committees, sabhas comprising of students and organised by the college.
- (iv) House examinations including the purchase and running of duplicating machines for printing of question papers.
- (v) Community projects or social service activities approved by the Principal.
- (vi) Trips to places of educational and cultural interests, or mountaineering, hiking, etc.
- (vii) (a) Participation of Students in Seminars, debates, declamations, music and dramatic contests and for taking part in any other educational and cultural activities.  
(b) Award of stipends/scholarships (10 such awards for 1000 students or part thereof) to students who distinguish themselves in the following activities :
  - (i) Cultural (ii) Artistics (iii) Literary (iv) Social Services. The value of an award shall be up to Rs.40 per mensem, and shall be tenable for a period of one year.
- (viii) Hire and carriage of furniture, shamianas, loudspeakers, etc. photographs, decoration, lighting refreshment to players, prize-winners and guests invited to sports cultural and other academic functions organised by the college.

- (ix) T.A. and D.A. to outside speaker, prominent citizens, poets, artists, writers, etc. invited the function organised by the students as determined by the Principal provided that the maximum shall in no case exceed the admissible limit under the University rules.
- (x) Travelling allowance to persons invited to lecture at the college or to preside over convocations or prize distribution functions and entertainment provided to such visitors.
- (xi) Establishments pertaining to sports.
- (xii) Travelling allowance of teams and members of the staff, peons and servants accompanying the teams for various festivals, tournaments and educational trips/tours.
- (xiii) Pocket expenses or daily allowance incurred by members of the staff and students deputed to represent the college in sports and other activities as approved by the Principal.
- (xiv) Refreshments and meals at the time of friendly and University matches or to distinguished visitors at college functions.
- (xv) Award of college colours to distinguished players.
- (xvi) Purchase of stock registers, cash books, etc., required for maintaining accounts pertaining to this fund.
- (xvii) Postage, telegrams, telephones and purchase of stationery pertaining to students' activities.
- (xviii) Award of prizes at the annual sports prize distribution of the college convocations.
- (xix) Purchase of articles of furniture, equipment for social and cultural activities.
- (xx) Medical assistance rendered to members of sports teams.
- (xxi) (a) Maintenance of equipment installed in Common Rooms in Day Centres.  
(b) Purchase/hire and maintenance of radio sets, loud-speakers, television sets, projectors, tape recorders, for educational and other students activities, and  
(c) On water coolers, water taps and hand pumps.
- (xxii) Uniforms or other equipment for members of various teams at the discretion of the Principal.
- (xxiii) Books (including text books) and periodicals for the library and reading-rooms.
- (xxiv) Organisation of hobbies.
- (xxv) Refereeing of University matches.
- (xxvi) Payment of protest fee or late fee, fine or subscription to the various tournaments.

- (xxvii) Expenses in connection with Canteens (excluding building).
- (xxviii) Rovers Crew, Scouting and girls guiding.
- (xxix) Purchase of furniture and equipment for the library, library decoration furnishing, floor covering and other fittings (for library only) to make the place attractive and comfortable.
- (xxx) Youth Welfare activities.
- (xxxi) Educational and cultural meets, exhibitions and festivals.
- (xxxii) Supply of nourishing food such as milk, eggs, fruits, etc., to poor and deserving students including athletes.
- (xxxiii) Purchase of crockery for serving refreshments to students, guests, etc.
- (xxxiv) Purchase of sports uniforms for poor students only.
- (xxxv) Photographs of teams, at the discretion of the Principal.
- (xxxvi) In the case of an Evening College expenditure in connection with Children's day.
- (xxxvii) Excursions and camps to the hills.
- (xxxviii) (a) Construction of pavilion stadium, Swimming pool, gymnasium, open air theatres and students centre on sharing basis.  
(b) Welfare of the students and any other project of direct benefit to the students.
- (xxxix) Any other object connected with students activities of an educational character.

**4.** If a college has an unspent balance of Rs. 25,000 or more in this fund, the Principal may allow a loan to the governing body of the college with the previous sanction of the Syndicate for a project approved by the Syndicate for the development of the college, but this loan shall be paid back by the governing body in not more than 10 yearly instalments.

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(c) UTILIZATION OF BUILDING FUND

**1.** Every student of Non-Government affiliated college shall subscribe to the Building Fund Rs. 20 per annum at the time of admission to the college.

**2.** The Building Fund shall be kept under a separate head of the Amalgamated Fund and will be operated by the Principal.

**3.** The Fund will be maintained in a proper way and subject to audit scrutiny.

**4.** The Fund may be utilized for the construction of additional class rooms, laboratories, student centre, hostel, expansion of Library Building, improvement of the existing building, for special repairs etc. with the approval of the Management.

If the Fund is to be utilized for any purpose other than construction, a special permission of the Vice-Chancellor will be necessary.

**5.** In case a grant is obtained from U.G.C., Govt. or from any other source for building purposes, this fund may also be utilized for construction of the building, if necessary.

**6.** The Fund will be administered by the Principal in consultation with a Committee consisting of two Senior members of the staff and two student representatives.

**7.** The Fund will not be utilized for payment of bills of any building constructed before the institution of the fund.

**8.** The plans and estimates of the proposed building should be prepared by a qualified Engineer before taking in hand the construction.

**9.** When the building is complete, a certificate endorsed by the Architect/Engineer should be sent to the Managing Committee for information and record.

**10.** At the time of the routine inspection of the college the Inspection Committee may inspect the Building Fund Accounts and ensure that the fund is properly maintained and utilized.

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## CHAPTER XXIII

- (i) CHANGE BY A STUDENT/CANDIDATE OF -  
(a) CATEGORY (b) SUBJECTS or (c) FACULTY
- (ii) CHANGE OF SUBJECT/OPTION BY THE STUDENTS OF  
CORRESPONDENCE STUDIES.

**1.** A student may be permitted to change his subject/s or faculty within one month from the commencement of the session or within one month from the date of joining whichever is later.

In case of University Teaching Department, it would, however, be subject to submission of a certificate from the Chairman of the Department that on the waiting list no candidate having higher percentage of marks is interested in getting admission.

In a genuine case, however, such as parents' transfer or a student coming from overseas, this rule may be relaxed and the change-over from one subject to another allowed up to the end of the first term, at the risk and responsibility of the student himself.

**2.** A student who joins B.Sc. Part I class may be allowed to change over to Arts subjects immediately after the first term, provided that --

- (a) the request is recommended by the Principal;
- (b) the change-over is affected by October 1.

The lectures in the case of a student, allowed to change his subjects under these Rules shall count from the date of the change which shall not in any case go beyond October 1.

**3.** The Head of a University Department/Principal of an affiliated college may request for a change in the category of student from regular college student to that of a private candidate, provided --

- (a) he is eligible to appear as a private candidate;
- (b) the intimation for change in the category is received by the University at least 10 days before the commencement of examination; and
- (c) The following are paid :
  - (i) Rs.15 as change of candidature fee;
  - (ii) extra late fee of Rs. 30; and
  - (iii) difference between admission fee of a regular student and a private candidate.

### UNDER GRADUATE/POST-GRADUATE CLASSES

#### **Change in Subject/Medium of Instruction/Option/Faculty :**

- (i) A student may be permitted to change his/her subject/medium of instruction (except M.A.)/option/faculty within one month of the commencement of the session or within one month of the date of joining whichever is later. For purposes of the student of the Department of Correspondence Studies, the

session may be deemed to have commenced with effect from the last date on which the introductory lesson is mailed to the student by the Department of Correspondence Studies. Only such lessons shall be sent to the candidate as may become due after the change has been permitted.

- (ii) (a) After the specified time-limit of one month, as given above, the student will be required to pay fee for the change of his/her subject/medium of instruction/option/faculty up to Nov. 30 as under :--
  - 1. Change of subject/medium of instruction/option. .. Rs.15
  - 2. Change of faculty .. Rs. 25
- (b) In case no instruction is provided by this Department in the subject/option to which the change has been permitted, the student shall have to prepare the same on his/her own and the Department of Correspondence Studies shall not provide any guidance or reading material to the student on that subject/option.

#### **Special provision for Post-graduate classes**

With the prior sanction of the Department of Correspondence Studies a student may be allowed within one month of the commencement of the session or within one month of the date of joining whichever is later, at his own risk and responsibility, to prepare one option on his own, instruction in which is not imparted by the Department of Correspondence Studies.

Provided that in the case of M.A. Public Administration change of option within the Group in which a candidate is enrolled shall only be allowed.

Provided further that such a change would not entitle a candidate to offer a group as a whole in which instruction is not imparted by the Department of Correspondence Studies.

#### **ADMISSION TO LL.M. CLASS**

Number of students for admission to the LL.M. Part I class shall be 20.

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## **CHAPTER XXIV**

### **ADMISSION TO DIPLOMA AND DEGREE COURSES IN MEDICAL COLLEGES**

Admissions for Diploma and Degree courses in Medical Colleges affiliated to this University shall be made in the months of January and July every year.

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## **CHAPTER XXV**

### **(A) LATE ADMISSIONS**

**1.** After the normal dates of admission fixed by the Syndicate, Head of a University Teaching Department/Principal of an affiliated college may admit a student up to 31st July or up to the 10th working day after the last date of normal admission, whichever is later, on payment of Rs. 75 as late fee to the University or college as the case may be,

- (i) no admission shall be permitted beyond the date prescribed in Rule 4;
- (ii) in a hard case, the Principal of an Evening College shall have authority to waive payment of late admission fee.

**2.** Permission for joining late shall not be pleaded as a justification for condoning deficiency in lectures.

**3.** No student, in anticipation of taking the B.A. examination in September shall be admitted even provisionally in that year to join M.A. Part I, or B.Ed. or Law classes.

**4.** In special circumstances the Vice-Chancellor may, however, permit late admission up to 31st August except in the case of admission to the M.B.B.S. course on payment of late fee as fixed by the Syndicate from time to time.

**5.** No admission beyond 31st August shall be allowed.

**6.** Lectures shall be counted from the commencement of the academic session/course irrespective of the date of admission. For this purpose the counting of lectures shall be commenced from the date the teaching work starts for the academic session/course and would end 14 days before the commencement of the annual examination or 7 days before the commencement of the Semester examination, as the case may be.

**7.** No additional seat shall be created in any class/course (including professional courses) to accommodate a case of late admission.

**8.** For M.B.B.S. Course--

- (i) to avoid hardship, the Vice-Chancellor may permit up to 15th September each year late admission not covered by the above rules on payment of a late fee of Rs. 50 payable to the University;
- (ii) if a student is not eligible for an examination he will take the next examination after six months;
- (iii) each examination (theory as well as practical) shall not take more than 30 days.

**9.** Late admission forms shall be forwarded to the University for the sanction of the Vice-Chancellor within a week from the date of such admission.

**10.** A student whose result of +2 examination conducted by a School Board is published late but not later than 10th August of the year of admission may be admitted without late fee within 15 working days of the declaration of the result, and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also.

(B) CANCELLATION OF CANDIDATURE

**1.** When the candidature of a college candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the Deputy Registrar/Assistant Registrar (Examinations) concerned is authorised to pass orders.

**2.** The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University examination on grounds of his/her ineligibility after he/she had actually appeared in it and to file his/her result accordingly.

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### (C) ENROLMENT FEE

A student who seeks admission to the Panjab University or an affiliated college or who seeks admission to appear in an examination as a private candidate, on the basis of 10+2 certificates obtained from the School Education Boards of Punjab, Haryana, Himachal Pradesh or from the Central Board of Secondary Education or from any other recognised Board/Body/Council/Institution, he/she shall pay registration fee.

### (D) RECEIPT OF ADMISSION FORMS AND FEES FOR VARIOUS EXAMINATIONS

**1.** The last date for receipt of admission forms and annual/Semester examinations without and with late fee respectively in case of a candidate whose result is published late by this University will be as under :-

- (a) B.A./B.Sc. I, II & III years, B.Com. I, II & III years, B.Ed., M.A. I & II years, O.T./M.I.L. and all other annual examinations including B.Sc./M.Sc. (Hons. School) :-
- |       |                             |    |   |
|-------|-----------------------------|----|---|
| (i)   | Without late fee            | .. | Within one month from the date on which the result was published or within 15 days of despatch of Detailed Marks Card (under U.P.C.) which ever is later.   |
| (ii)  | With late fee of Rs. 1500/- | .. | Upto one month after the last date as at (i) above.   |
| (iii) | With late fee of Rs. 3000/- | .. | Upto further one month after the last date as at (ii) above.  |
| (iv)  | With late fee of Rs. 6000/- | .. | Less than one month but not less than one week before the date of commencement of Examination.<br><br>(Permissible only, subject to availability of question paper/s. In such cases, Centre of Exam. shall be at Chandigarh). |
- (b) M.A./M.Sc. (Semester System), Bachelor/Master of Engg., and all examinations under the Semester System including other Professional examinations :-
- |      |                             |    |   |
|------|-----------------------------|----|---|
| (i)  | Without late fee            | .. | Within 10 days from the date on which the result was published or within 10 days of despatch of Detailed Marks Card (under U.P.C.) which ever is later. |
| (ii) | With late fee of Rs. 1500/- | .. | Upto one month after the last date as at (i) above.   |

- |       |                             |    |   |
|-------|-----------------------------|----|---|
| (iii) | With late fee of Rs. 3000/- | .. | Upto further one month after the last date as at (ii) above.  |
| (iv)  | With late fee of Rs. 6000/- | .. | Less than one month but not less than one week before the date of commencement of Examination.<br><br>(Permissible only, subject to availability of question paper/s. In such cases, Centre of Examination shall be at Chandigarh). |
- (c) Charging of late fees if the Examination fee remitted by a candidate is short of the prescribed fee.
- |       |  |  |
|-------|--|--|
| (i)   | If the Examination fee remitted by the candidate is short upto Rs. 5.                    | No late fee be charged.  |
| (ii)  | If the Examination fee remitted by the candidate is more than half of the admission fee. | Late fee of Rs. 5 only be charged.   |
| (iii) | If the Examination fee remitted by the candidate is less than half of the admission fee. | Late fee and extra late fee as prescribed by the University from time to time be charged upto the date of receipt of balance of Examination fee. |

**2.** Three days of grace shall be allowed for receipt of Examination forms and fees for the various examinations after the last date without late fee.

**(E) RESERVATION OF SEATS FOR THE SONS AND  
DAUGHTERS/WIVES OF MILITARY PERSONNEL**

For admission to a course where a certain percentage of minimum marks has been prescribed, seat/s upto 5% will be reserved (for all the undermentioned categories taken together) for candidates who fall in one of the following categories (which are given here in order of precedence).

**1.** Sons/Daughters/Spouses of such defence personnel and para-military personnel\* who died in action. Only those who were wholly dependent on such personnel shall be considered.

**2.** Sons/Daughters/Spouses as are wholly dependent on such defence and Para-military personnel who were incapacitated\*\* while in service.

**\*3.** Defence and Para-military personnel who were incapacitated while in service.

**4.** Such sons/daughters/spouses of ex-servicemen\*\*\* as are wholly dependent on them.

**5.** Such sons/daughters/spouses of serving defence personnel and Para-military personnel like CRPF/BSF etc. as are wholly dependent on them.

**6.** Ex-servicemen.

**7.** Serving defence personnel and Para-military personnel like CRPF/BSF etc.

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\*Para-military personnel means persons belonging to CRPF/BSF.

\*\*Incapacitation will mean incapacitation leading to the discharge of the person by concerned authorities.

\*\*\*Ex-serviceman means a person who had served in any rank whether as a Combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union or in para-military service like CRPF/BSF etc.

- (i) Who retired from the service after earning his/her pension; or
- (ii) Who has been boarded out of the service on medical grounds attributable to military service/Para Military service or circumstances beyond his control and awarded medical or other disability Pension; or
- (iii) Who has been released from the service as a result of reduction in establishment; or
- (iv) Who has been released from service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.

Territorial Army personnel of the following categories shall also be considered as ex-servicemen :-

- (a) Pension holders for continuous embodied service.
- (b) Disabled Territorial Army personnel with disability attributable to military service.
- (c) Gallantry award winners.

For admission to evening courses, categories 2, 4 and 5 above will not be considered since the term 'wholly dependent' will exclude such persons as are 'employed' or 'self-employed'.

Under categories 1, 2 and 3 only as above, the Vice-Chancellor may, at his discretion, sanction additional seats up to a further 5% of the total number of seats in a course, these seats will be treated as being in addition to the approved strength of a course in that year only.



## CHAPTER XXVI

### PHYSICAL TRAINING OF STUDENTS

1. Forty lectures shall be delivered during the B.A./B.Sc. course as under :

Part I	..	20 lectures
Part II	..	10 lectures
Part III	..	10 lectures

2. The following are the activities approved for Physical Training Games. The length of the period thereof is shown against each activity.

No.	Activity	Period
1.	Hockey match or practice	.. 60 minutes.
2.	Football match or practice	.. 60 minutes.
3.	Cricket match (one full innings)	.. One innings equal to 2 periods.
4.	Cricket practice--batting, bowling and fielding	.. 60 minutes.
5.	Tennis Singles match or practice	.. 60 minutes.
6.	Tennis Doubles match or practice	.. 60 minutes.
7.	Athletics	.. 60 minutes.
8.	Boxing match or practice	.. 30 minutes.
9.	Wrestling match or practice	.. 45 minutes.
10.	Gatka match or practice	.. 60 minutes.
11.	Basket-ball match or practice	.. 40 minutes.
12.	Volley-ball match or practice	.. 60 minutes.
13.	Kabaddi match or practice	.. 60 minutes.
14.	Swimming and Diving	.. 60 minutes.
15.	Rowing and Sculling	.. 60 minutes.
16.	Gymnastics	.. 60 minutes.
17.	Callisthenics (formal and informal)	.. 60 minutes.
18.	Corrective and medical exercises	.. 60 minutes.
19.	Horse riding and cycling	.. 60 minutes.
20.	N.C.C. activities	.. Drill period.
21.	A.C.C. activities	.. Drill period.
22.	Badminton (for girls)	.. 60 minutes.

3. No student shall be given credit for attending more than three periods per week in either class.

**4.** The credit for attendance shall be given only when the activities are properly organised by the College. Properly qualified and adequately trained Physical Instructors are essential for this purpose.

**5.** In the case of students who are members of college teams in the various games and sporting activities that comprise the Panjab University Sports Tournament or undertake social reconstruction work involving Physical labour to the satisfaction of the Principal of the College concerned credit for 50 per cent of the requirement in each class may be given for participation in those games and sports or social-reconstruction work and 50 per cent shall be obtained from attending Physical Training Classes.

- 6.** (a) Students who live far away from their colleges and walk at least six miles or cycle at least 10 miles daily to and from college, may be given credit for these activities up to 50 per cent of the requirements in each class.

In the case of women students, this credit may be given for walking at least four miles or cycling at least six miles daily.

Living far away from college will not be accepted as a reason for exemption. Arrangements should be made for Physical Training during college hours.

- (b) In the case of normally healthy and active students living far away as in (a) above and provided that it is not found possible to arrange their Physical Training during college hours, their Principals may recommend further exemptions to the Vice-Chancellor.

**7.** The Health Education syllabus, prepared by the University Director Sports and notified to college, has been approved. A minimum of 20 lectures is necessary to cover this course according to the text-books prescribed by the Director Sports and all Part I students who are required to attend this course should be examined in it by their colleges in the Final House Examination along with their other subjects.

**8.** The Physical Efficiency Test prepared and notified by the University Director Sports is now the official Panjab University Standard Physical Efficiency Test. All colleges are required to carry out this test very carefully, according to the instructions of the University Director Sports and send the Annual Result to the University in tabulated form along with their Annual Reports on Health and Physical Training in June.

**9.** Students who are organically or medically unfit for Physical Training and desire total exemption must submit their application to the Vice-Chancellor duly supported by certificate from their college Doctor along with the recommendations of their Principal ordinarily before the 31st October in the Part I Class.

**10.** All Medical Certificates should be given by the College Doctor. When this cannot be done, Principals should investigate cases carefully and then recommend applications for total exemption.

**11.** In cases of illness and temporary incapacity, only part exemptions shall be granted, on a periodic basis of one or two months or one term at a time. At the end of the exempted period, students should be carefully re-examined, and if the illness or its consequent weakness still continues a further medical certificate should be submitted and another periodic exemption shall be granted, if necessary.

**12.** All Medical Certificates submitted to the University must be on proper printed or typed forms, or on official college note-paper. Ordinary blank paper or chits will not be accepted.

**13.** For purposes of Physical Training attendance, the middle of July each year shall be the official date on which the existing Part I Class becomes the new Part II Class.

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## **CHAPTER XXVII**

### **SUBMISSION OF DISSERTATION/THESIS**

A candidate for M.A./M.Sc. as also for a Diploma Course and other such examination/s where he is required to submit dissertation/thesis as a part of the examination, shall not be allowed to have access to his dissertation/thesis for making any changes, after he has submitted the same.

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## **CHAPTER XXVIII**

### **(a) MASTER OF ARTS/SCIENCE EXAMINATION (SEMESTER SYSTEM)**

(To come into force with effect from the Admissions of 1976)

**1.1.** The term 'Board of Control' used in the Regulations ordinarily denotes the Board of Control for the University Teaching Departments. But in the case of college/ Departments allowed to join the semester system, it shall mean the Board appointed by the Syndicate for this purpose.

**1.2.** Each Board of Control will notify :

- (i) total credits allocated to courses which are compulsory for every student to pass the Examination;
- (ii) The title of allied subjects in which credits can be taken; and, if necessary;
- (iii) titles of courses of allied subjects which will be allowed to the candidates of the major subjects.

This announcement will form a part of the prospectus and the syllabi.

**1.3.** The Board of Control should, as far as possible, indicate in the Prospectus what particular courses would be of specific interest to students of an allied subject.

**2.1.** The distribution of internal assessment i.e. 25 per cent marks for mid-semester tests/term papers will be decided by the Board of Control and announced to the students before the commencement of the course.

**2.2.** The internal assessment will be made by the teacher concerned subject to moderation by the Board of Control.

Explanatory Note.--The marks script be made available to the students for their information. After the review by Board of Control, the Head of the Department concerned will send the Internal Assessment of the students to the University Office under a confidential cover within the period provided for in the Regulation 14.2.

**3.1.** The question paper will be set by external examiner alone. However, teacher teaching that course shall supply a detailed list of topics he has covered or plans to cover in his teaching during the course of the semester indicating the total content and approach of his instruction, and a comprehensive set of questions spread over the whole course containing at least five times the number of questions a candidate is expected to attempt. The external examiner will, of course, have the discretion to frame questions in his own way.

**3.2.** For purposes of evaluation, each question paper will be divided into two parts. The candidate will attempt each part in a separate answer book : one will be sent to the external examiner and the other to the internal examiner. The marking in both the parts will be added together by the University office.

The task of evaluating answer books in each paper will be performed by panels prepared by the Post-graduate Board of Studies in History from teachers working in the department, affiliated institutions with Panjab University and Paper Setters. However while preparing the panels the Board of Studies may give preference to the teacher, teaching the concerned paper.

- 4.** Each semester will ordinarily be of seventeen weeks duration.
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(b) DEGREE OF MASTER OF PHILOSOPHY

(w.e.f. the admission of 1989)

**1.** No person shall be allowed to do the M.Phil. programme of study as a private candidate.

**2.** Inter-University migration shall not be allowed for completing the M.Phil. programme of study.

**3.1.** The examination for each semester/academic year shall be open to a candidate, who fulfils the following requirements :-

- (i) has been on the rolls of the Department for the semester/academic year preceding the examination.
- (ii) has attended atleast 66 per cent of the lectures, seminars, tutorials, etc. in each course during the semester.

The Board of Control shall be empowered to condone shortage in the attendance of lectures, seminars, tutorials etc., to the extent of 10% in each course (theory and/or practicals).

**3.2.** The medium of examination in M.Phil. in all subjects other than languages shall be English.

**3.3.** One credit shall mean one contact hour per week per semester. In case of laboratory work, two laboratory hours shall be counted as equivalent to one contact hour per week per semester.

**4.** The assessment of performance of a student in each course shall be in terms of numerical marks. The assessment in each course shall be based on :

- (i) Examination at the end of the semester .. 80%
- (ii) Home Assignments, Term Papers, etc. .. 20%

**5.** The conduct of examination shall be arranged by the Board of Control of the Department. This shall include preparation of the date-sheet, holding of Examination, evaluating the answer books and preparation of the result. The Chairman/Head of the Department shall, on behalf of the Board of Control, intimate to the Examination Branch the date and programme of examination and shall compile the examination result. When the result is finalised, it shall be communicated to the Controller of Examinations for declaration.

**6.** The first five candidates, in order of merit, who have obtained first division in the M.Phil. course, from each Department, shall be awarded degree at the Convocation.

**7.1.** A candidate who is declared to re-appear in a course/s in the Semester examination and rejoins the course/s afresh, shall be required to re-appear in all the components of the course.

**7.2.** A candidate who does not re-join the course/s will re-appear in the semester examination, but his previous marks for the Home Assignments, Term Papers, etc., shall be carried forward.

**8.1.** Candidates appearing for the course/s shall be evaluated by the External and Internal Paper Setters and Examiners.

**8.2.** The External and Internal Paper Setter & Examiner for each course shall be appointed by the Vice-Chancellor on the recommendation of the Board of Control.

**8.3.** The Chairman/Head of the Department shall get the question paper/s set, in the first instance, by the Internal Paper Setter and Examiner and send the same alongwith a copy of the syllabus of the said paper by post to the External Paper Setter and Examiner for moderation, who after finalisation shall return it to the Chairman/Head of the Department.

**8.4.** In the same way, for the purpose of evaluation, the answer books would be marked separately by the Internal Examiner and the External Examiner on two different sheets such that neither of the two examiners would know the marks awarded by the other. The candidate shall be awarded the mean of the marks awarded by the two examiners.

**9.** The dissertation shall be evaluated by two External Examiners, appointed by the Vice-Chancellor out of a Panel of six names recommended by the Board of Control in concurrence with the supervisor. One of the External Examiners shall be from outside the region and the other from the neighbouring Universities/Institutions (including Delhi).

**10.1.** The dissertation and the viva voce shall carry marks in the ratio of 80 : 20.

**10.2.** The evaluation of the dissertation shall be done independently by the two examiners in numerical marks; neither of the examiners knowing the marks awarded by the other. The candidate shall be awarded the mean of the marks awarded by the two examiners. In case the marks awarded by the two examiners are so divergent that there is a difference of more than 40 marks in the award, the Vice-Chancellor shall appoint a third examiner. In such a case, the mean of the closer two awards shall be taken as the final award.

**11.** Every candidate whose awards of dissertation have been received shall be asked to give a presentation on his dissertation to the research scholars and teachers of the Department concerned and appear in an open viva voce to defend the dissertation before a Board of Examiners consisting of (i) the External Examiner ordinarily from the region, (ii) Chairman/Head of the Department, and (iii) Supervisor, the quorum of the Board of Examiners being two. In case the Chairman/Head happens to be the Supervisor of the candidate, the senior-most Professor/senior-most Reader (in case there is no Professor) in the Department shall be a member of the Board of Examiners in his place. The marks given on the basis of viva voce shall be added to the marks given for dissertation. In case the candidate does not get pass marks in the combined evaluation of the dissertation and viva, his result shall be declared as re-submission/re-appear in viva voce as the case may be. Provided that re-submission of dissertation shall not be required if the candidate had obtained 45% marks in the dissertation.

In case the result of the candidate is re-submission of the dissertation, he shall revise and re-submit his dissertation within a period of six months from the date his result is declared, whereafter the dissertation shall be evaluated as per procedure laid above. In case the result of the candidate is re-appear in viva voce, he will get only one chance to re-appear within a period of six months.

**12.** A candidate who appears in all the courses and submits the dissertation, shall be given grace marks up to a maximum of 1 per cent of the total aggregate marks



(excluding marks for home assignments, term papers, etc.) to make up the deficiency to pass the examination. Grace marks up to one per cent of the total aggregate marks shall be added to the total marks secured by a candidate for the award of higher class provided that no grace marks have already been awarded for passing the examination. While awarding grace marks, fraction working to  $\frac{1}{2}$  or more shall be rounded to a whole.

- 13.** There shall be no re-evaluation of answer books in the M.Phil. course.

### **Revised Guidelines for the M.Phil. Course**

**1.** The number of seats for the M.Phil. course will be determined by the Boards of Control consistent with the availability of resources in the respective Departments. The Chairman/Head of the Department in each case will seek the approval of the D.U.I. about the number of seats (both for the Teacher Fellowships and the general category), available in the Department.

**2.1.** Candidates for Teacher Fellowships under the U.G.C., will be selected from among the teachers, whose applications have been sponsored by their employers, on merit, as determined by the Boards of Control in accordance with the criteria laid down under Rule 8 below.

**2.2.** The remaining seats available for admission in the general category will be thrown open to teachers as well as other candidates. Admission to the general category also will be made on merit in accordance with the criteria laid down under Rule 8 below.

**2.3.** Those teacher candidates who have not been selected for Teacher Fellowship, will not be automatically considered for admission in the general category. However, they are free to make a fresh application when the applications are invited for admission to the M.Phil. course in the general category. Teachers selected in general category will not be covered by the U.G.C. Teacher Fellowships programme.

**3.** Application for Teacher Fellowships to pursue M.Phil. programme of study will be invited by 20th April and the selection made by the 31st of May each year. This would leave sufficient time to the teacher awardees for going through various formalities to get themselves relieved and join the course in time.

Applications for admission to the M.Phil. course in the general category will reach the Department concerned by the prescribed date. The candidates whose results of M.A./M.Sc. examination are not declared will also be eligible to apply for admission. But they will be required to intimate their result to the Department concerned as soon as it was declared.

**4.** The schedule of the two semesters for the M.Phil. course will ordinarily be as follows :

1st semester	..	1st August to 15th December, 16th December to 31st December examination and preparation of results etc.
2nd semester	..	10th January to 10th May.

**5.** A candidate who is awarded any scholarship/fellowship for Ph.D. shall not be allowed to do M.Phil. on that scholarship/fellowship and vice versa. The scholarship/fellowship would be utilised only for the course for which it was awarded. In the case of M.Phil., the scholarship/fellowship shall be for one academic year or from the date of

joining till 31st May of the academic session, subject to the condition that the Chairman of the Department concerned certifies regular attendance of the candidate and the fact that there is no case of re-appearing in the 1st semester examination.

**6.** There would be no distinction between students possessing Pass Course degrees and Honours School degrees for purposes of admission to the M.Phil. course.

**7.** According to Regulation 29.1 on page 201, P.U. Calendar, Volume I, 1986, the reservation of seats for the various categories of applicants will be as follows :--

- (i) 15% for members of Scheduled Castes;
- (ii) 7½% for members of Scheduled Tribes; and
- (iii) 5% for members of Backward Classes as defined by the Government from time to time.

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

**8.** The applications of the candidates who have already passed M.A./M.Sc./M.Sc. (Honours School) may be processed according to the following criteria :--

- (a) **Academic Record : 60%**
  - (i) Intermediate or equivalent examination recognised by the Syndicate. 10%
  - (ii) Bachelor's degree 20%
  - (iii) Master's degree in the concerned subject 30%
- (b) **Admission Test : 40%**
  - (i) Written 35%
  - (ii) Oral 5%
- (c) The Subject of Music being a performing part, the distribution of marks under the Admission test should be as under :-
  - (i) Written Test 20%
  - (ii) Practical Test (Oral) 20%

In order to be eligible, a candidate must obtain atleast 50% marks in the aggregate (Written and Oral) of Admission Test.

**9.** The candidates who have already appeared in M.Sc. (Honours School) Examination held in May/June and their results have not yet been declared, may be considered for provisional admission provided that --

- (i) they have cleared B.Sc. (Honours School) completely; and
- (ii) they have cleared M.Sc. (Honours School) 1st semester examination completely.

**10.** The candidates who have appeared in M.A./M.Sc. (2-year course) held in May/June, and their results have not yet been declared, may be considered for provisional admission provided that they have cleared all the course of the first three semesters in the case of semester courses and M.A. Part I in the case of annual courses.

**11.** The criterion for admission to M.Phil. course of the two categories at Sr. Nos. 9 and 10 would be the following :--

- |       |  |      |
|-------|--|------|
| (a)   | <b>Academic Record : 60%</b>                                       |      |
| (i)   | Intermediate or equivalent examination recognised by the Syndicate | 10%  |
| (ii)  | Bachelor's degree  | 20%  |
| (iii) | Master's degree in the concerned subject                           | 30%* |
| (b)   | <b>Admission Test 40%</b>  |      |
| (i)   | Written  | 30%  |
| (ii)  | Oral   | 10%  |

In order to be eligible, a candidate must obtain at least 50% marks in the aggregate (Written and Oral) of Admission Test.

**12.** If the candidates at Sr. Nos. 9 and 10 are unable to qualify in their respective examinations, after declaration of their results, their admission to M.Phil. will be cancelled.

**13.** A candidate, whose dissertation/thesis, if any, prescribed for the Master's degree, has been submitted, but has not been evaluated till the date of interview, shall not be considered eligible for admission to the M.Phil. class.

**14.** Candidates who have obtained their qualifying Master's degree from the Panjab University will be given a weightage of 10% of the marks obtained by them in their M.A./M.Sc./M.Sc. (Honours School) degree in the relevant subject. Such weightage will also be given to candidates at Sr. Nos. 3 and 4 above but shall not be given for determining the eligibility either under Regulation 1 of P.U. Calendar, Vol. II, 1988, page 192.

**15.** The modalities of conducting the Admission Test (Written and Oral) will be decided in detail by the respective Board of Control or Advisory Committee where there is not Board of Control.

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\*The weightage of 30% shall be given on the basis of his score in M.A./M.Sc. first three semesters of M.Sc. (Honours School) first semester or M.A. Part I examination as the case may be.

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(c) DEGREE OF DOCTOR OF PHILOSOPHY

**1.1.** Every Ph.D. candidate shall pay the enrolment fee as decided by the Syndicate/Senate from time to time.

**1.2.** Every candidate enrolled for Ph.D. shall be required to pay the requisite fee as decided by the Syndicate/Senate from time to time.

**1.3.** A fee of Rs. 1000/- or an amount to be decided by the Syndicate/Senate from time to time, shall be charged for seeking six months' second extension beyond one and a half year (normal period of one year plus six months' extension) in the submission of synopsis.

**1.4.** A fee of Rs. 2000/- per year or an amount to be decided by the Syndicate/Senate from time to time shall be charged for condonation of delay in the submission of Ph.D. thesis after expiry of the period of five years from the date of enrolment.

**2.** A candidate who is enrolled for Ph.D. degree shall not be allowed to join M.A. or any other post-graduate course.

**3.** (i) Thesis on a subject under the Languages Faculty may be written in English or Hindi or in the Language in which the thesis relates.

(ii) Thesis on the subject of Music may be written in Hindi/Panjabi/English.

**4.** For purposes of Regulation 3.4, the candidate shall be required to submit 15 copies of a tentative design for his research project along with his registration form.

**5.** For purposes of Regulation 4.1, the Head of the Department shall co-opt on the Committee an expert in the proposed area of the student's work if the Committee does not have one already.

**6.** It is understood that Regulation 5(iv) will apply if there are at least two Readers in the Department.

**7.** The candidate will submit a certificate with his thesis that it does not contain without explicit acknowledgement any part which appears in form or substance in any work published or un-published of some other person.

**8.1.** (i) The choice of Supervisors for guiding research shall, except as provided in Rule 8.5., be restricted to teachers working at the Panjab University Teaching Departments, including Panjab University Regional Centres, Colleges affiliated to Panjab University and in case of persons working at the approved Research Centres, the Supervisor might be from the approved Research Centres or University Teaching Departments concerned or there may be Joint Supervisors one from the University Teaching Departments and the other from the approved Research Centre concerned. However, such teachers shall be eligible to become Supervisors/Joint Supervisors for guiding Ph.D. research provided they fulfill the following conditions :

(a) hold the degree of Ph.D. with published research work, such as books, articles or research papers in referred research journals; and

(b) evidence of having been engaged in research after Ph.D.

- (ii) A teacher fulfilling the above conditions and interested in supervising research of candidates seeking enrolment for Ph.D., shall communicate his/her interest to the Chairperson of the concerned Teaching Department in the University (through Head of the Institutions other than the University Teaching Department)/ Principal, Home Science College, Chandigarh, alongwith the relevent documents as evidence of fulfilling the above conditions.
- (iii) Such a request of the teacher shall be placed before the joint meeting of the Administrative and Academic Committees of the concerned Department for consideration and recommendation to the Registrar's office. However, in case of Home Science College, Chandigarh such a request shall be considered by the appropriate Committee constituted by the Principal and its recommendations sent directly by the Principal to the Registrar's office.
- (iv) In case a Supervisor is from an affiliated College, the University shall satisfy itself that the requisite infrastructure and academic facilities for supervision of research are available in the College. The availability of requisite infrastructure and academic facilities for supervision of research in a College shall be assessed by the Committee constituted by the Vice-Chancellor.
- (v) Those teachers of the University/Colleges who have already been approved as Supervisors to guide Ph.D. research and have guided/ have been guiding the Ph.D. students be allowed to continue to guide their students except those who are pursuing Ph.D. research themselves.
- (vi) No teacher who is himself/herself enrolled or registered for Ph.D. can simultaneously guide research for Ph.D. In case of such a teacher already supervising research for Ph.D., the candidates working under his/her supervision may change their supervisors. However, the candidates will have the option to retain the same topic of their research.
- (vii) In case any revision/modification in the title of Ph.D. thesis is suggested by the Research Degree Committee, the issue must be resolved by the Chairperson of the Department concerned and the Supervisor within one month of the decision of R.D.C., failing which a reminder be issued by the Office for doing the needful. In such cases, the Dean of the Faculty is authorised to take decision, on behalf of R.D.C., on the recommendations of the Chairperson and the Supervisor.
- (viii) The joint meeting of the Administrative Committee and Academic Committee of the Department will consider the matter relating to the topic and plan of research of the Ph.D. candidate and assignment of Supervisor/Joint Supervisor(s) for the purpose of registration.

However, before consideration of the matter by the Research Degree Committee as above, the Teaching Department concerned will have the option for presentation of the synopsis by the candidate before the joint meeting of the Administrative and Academic Committees in the presense of local members of the Research Degree Committee, other faculty members, students and proposed Supervisor(s). Three Professors from the allied disciplines may also be associated as Special Invitees to this meeting for inter-disciplinary enrichment of the synopsis.

- (ix) In Science subjects where the title of Ph.D. thesis is changed/modified at the time of submission of the thesis, the Chairperson of the Department, Supervisor and the Dean of the Faculty (on behalf of the Research Degree Committee) shall make recommendation in such cases and the Dean of University Instruction is authorized to take decision in the matter, on behalf of the Joint Research Board.

- \*8.2.** (a) A teacher shall not have more than six research students and a Chairman/Chairperson of Single Member Chairs at the University shall not have more than eight research students working under him for Ph.D. degree at a time.

Over & above, the limit of six candidate as mentioned above one Foreign student be allowed to accepted by a faculty member for Ph.D. enrolment.

- (b) In case a Supervisor is working as a Joint Supervisor/Co-Supervisor of a Research Scholar, for the purposes of the limit under (a) above, the number in each such case shall count as half ( $\frac{1}{2}$ ).
- (c) So long as a teacher did not reach the limit laid down in the said Rule and was willing to accept a particular research student, the student should not be denied the choice of working under him (the teacher) for his Ph.D. degree.

Provided that in the case of experimental Sciences, the relevant departmental Committee will have to be satisfied that the supervision can be carried out within the space, equipment and contingency grant available to the supervisor concerned (The words experimental Sciences may interpreted in the broadest possible sense).

- 8.3.** (i) In the matter of appointment of supervisors belonging to non-teaching staff, the appropriate criteria would be whether the supervisor had kept himself abreast of research in the related field had been involved in research himself, had access to relevant materials for research and the nature of his duties allowed him the necessary time to guide research.

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- \*(i)** Keeping in view the fact that in some cases, after registration some Ph.D. scholars remain dormant for the purpose of counting the limit under (a) above, the number of research scholars who do not submit their theses within the prescribed period of five years, should be ignored. (The Chairman of the Department concerned should keep record of the number of scholars/ students working under a Supervisor, in his Department and before recommending the name of a Supervisor/Co-Supervisor, will ensure that the number of Research Scholars working under him was within the limit laid down).
  - (ii)** The above provisions would apply to the Supervisors/Co-Supervisors from the academic staff of the University.

- (ii) A Supervisor from the non-teaching staff may be appointed subject to the following conditions :
  - (a) that he will be allowed to guide only up to three research students at time,
  - (b) that such a Supervisor will be appointed as Co-Supervisor, the other Co-Supervisor being a teacher from the University Teaching Departments/Institute/Centre, recognized for the purpose of guiding Ph.D. research.
  - (c) holds the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and
  - (d) evidence of having been engaged in research after Ph.D.

- 8.4.** (i) If, before the thesis of a candidate is completed the supervisor retires or otherwise leaves the University/Institute, he may continue to guide the candidate. If, however, the supervisor or the candidate himself asks for a change for reasons of efficiency, another supervisor may be appointed.
- (ii) A superannuated teacher below the age of 65 years shall be allowed to supervise up to four candidates for Ph.D.
- (iii) In exceptional cases, new candidates may be enrolled for Ph.D. under the supervision of a retired teacher who has reached 65 years of age.

**8.5.** If the Joint Research Board considers it desirable, scholars of eminence may be assigned with their previous consent to guide the work of research students as supervisors or joint supervisors even though they are not teachers of the University.

**9.** Research Degree Committee of a subject shall meet at least once every three months, unless there is business to be transacted.

**9.1.** Joint Research Board shall meet once every four months unless there is no business to be transacted.

**10.** A candidate for Ph.D. degree shall not be allowed to have access to his thesis for making any changes, after he has submitted the same.

**11.** The oral test/viva voce shall be held by the Board of Examiners. Such a Board shall consist of 3 examiners, i.e. External Examiner, Head of the University Department concerned and the Supervisor and if the Head of the Department was Supervisor himself, an Expert shall be appointed by the Vice-Chancellor. The External Examiner shall be appointed by the Vice-Chancellor, as under :-

- (a) If both the examiners who assessed the thesis of the candidate are from abroad, an external examiner from India shall be appointed;



- (b) If both the examiners are from India, one of them shall be appointed as the external examiner.
- (c) If one of the examiners is from India, he/she shall be appointed as the external examiner;
- (d) If the external examiner so appointed is unable to conduct the oral test/viva voce or is otherwise not available, an external examiner in his place shall be appointed.

**12.** Before permission to publish a thesis is accorded, reports of the Head of Department and the Supervisor will be obtained to ensure whether or not the revision suggested by the examiners, if any, has been carried out and for that purpose the reports of the examiners shall be made available to the Head of the Department and the Supervisor.

**13.** When out of the two examiners originally appointed for evaluation of Ph.D. thesis :

- (a) one recommends its acceptance, the other its rejection, and the third examiner appointed under the regulations recommends its revision, the revised thesis shall be sent for evaluation to the third examiner.
- (b) one recommends acceptance, the other its revision, the revised thesis shall be sent for evaluation to the examiner who recommended revision.

**14.** The authority to grant extension, as Regulation 13.1, for the Ph.D. degree may be \*delegated to the Dean of University Instruction by the Joint Research Board.

**15.** After the thesis has been accepted and the decision to award degree has been taken by the Syndicate, the Head and the Supervisor, whenever necessary, may make a summary of the technical part of the examiner's report and communicate it to the candidate if it helps in improving the thesis before publication (in full or parts) or gives guidance to the candidate for further work :

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**16.** Every candidate registered for doctoral degree in Social Sciences, shall supply three copies of the abstracts of his thesis after the award of the degree to him.

**17.** Every candidate for doctoral degree in Social Sciences shall be required to submit --

- (i) a brief synopsis along with his thesis; and
- (ii) a proforma as per Appendix.

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\*The Joint Research Board vide para 1 of its minutes dated 27.2.69 has delegated this authority to the Dean of University Instruction.



**Guidelines for Appointment of Examiners to Assess the Ph.D. Thesis**

1. In view of the present status and stage of development of various subjects of study at research level in Universities in India and having regard to the facilities available for research in these subjects, the practice or convention followed by many Universities of appointing one more expert from abroad to evaluate Ph.D. thesis should be discouraged. However, in certain areas or specialities where sufficient number of experts may not be available in the country for such assessment, experts from abroad to evaluate such theses may be appointed. While selecting such experts from abroad, it should be necessary to take note of the standing, experience and contribution of such experts.

It should be impressed upon such experts that the standard of Ph.D. thesis to be evaluated should be with reference to the highest standards maintained by them for examining theses in the leading Universities and where research work for at least two years is expected for submission of thesis.

2. Appointment of same set of examiners in the Universities for Ph.D. theses on related topics should be avoided.
3. For each inter-disciplinary topic registered for research, there may be a group of two or three supervisors from the related areas to guide and supervise the work of a candidate.
4. Depending upon the topics, a thesis should be examined by at least two external examiners. On receipt of the unanimous report from examiners recommending the acceptance of the thesis for Ph.D. degree there should be a viva voce examination of the candidate by a board consisting of supervisor(s) and atleast one of the external examiners. However, after the completion of the formal examination including viva voce and before the declaration of the result by the University the candidate be asked to make a formal presentation of the thesis in the form of a lecture in the presence of the department faculty and research students interested in the subject.
5. Where the examiners have suggested some modifications/improvement of a thesis on certain suggested lines or pointed out certain lacunae in a thesis, the candidate should be asked to reply or to modify the thesis on the suggested lines. The viva voce examination should be held only when the thesis has been finally recommended for acceptance for the award of the degree.