

(xxxii) SH. PRITAM NATH AND MRS. RAM PIARI SCHOLARSHIP.

1. The scholarship will be known as Late Sh. Pritam Nath and Ram Piari Scholarships.
 2. Two Scholarships be awarded @ Rs. 500 each p.m. for 10 months.
 3. The Scholarships be awarded to the wards of the University employees studying in the University Departments on the basis of Merit-cum-means.
 4. The Scholarships be awarded by a committee to be constituted by the Vice-Chancellor.
 5. The Students will be required to send an affidavit (on Rs. 3 Non-Judicial paper) from father/mother/Guardian showing their annual income from all sources duly attested by the Oath Commissioner.
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(xxxiii) CLASS 1969 SCHOLARSHIPS

1. The Scholarships be known as "Class 1969 Scholarships.
 2. Four Scholarships be paid one each for under graduate classes of 1st, IInd, IIIrd & IVth year of Chem. Engg. & Tech. on merit-cum-means basis @ Rs. 500 p.m. each for ten months.
 3. The applicant must have cleared all of his/her immediate past Semesters Examinations with atleast 50% marks. There should be no backlog from the immediate past semester and the Student's should be willing to perform atleast 10 hours of volunteers work of the student's choice on or off campus.
 4. Each Scholarships receiptient shall perform a minimum total of 10 hours of volunteer work per Semester on or before Dec. 31. The receiptient shall submit a one page summary of the volunteer work done. This submission will allow the scholarship to continue for the next Semester. The one page summary/summaries shall be forwarded to the class of 1969 C/O Indian School Alumni & Friends, 3005 Del Ray Street, San Mateo, CA 94403, U.S.A.
 5. The Scholarship be paid on the recommendations of the committee to be constituted by the Vice-Chancellor.
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(xxxiv) AWARD OF 'MR. JUSTICE R.P. KHOSLA MEM. SCHOLARSHIP'
@ RS. 1000 P.M.

1. The Scholarship be known as 'Mr. Justice R.P. Khosla Mem. Scholarship'.
 2. A Scholarship of Rs. 1000 p.m. for 10 months be awarded to a needy and deserving student of LL.M. Ist year for the duration of the course in the deptt. of laws. (The next scholarship be given after the completion of the tenure of the awardee).
 3. The Scholarship shall be awarded by the Vice-Chancellor on the recommendation of the committee constituted by him which shall include one nominee of the donor.
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(xxxv) DR. B.M. ANAND AND MRS. RAM LUBHIA ANAND SCHOLARSHIPS

1. Prof. B.M. Anand Scholarships be paid @ Rs. 500 p.m. for 10 months to a student admitted in B.Sc Ist year (Hons. School) of the deptt. of Physics, P.U., Chandigarh on the basis of merit in CET examination.

2. Mrs. Ram Lubhia Anand Scholarship be paid @ Rs. 500 p.m. for 10 months to the most needy student of any class of Physics (Hons. School) of the deptt. of Physics.

3. The Scholarships be awarded every year on the basis of recommendations of a committee consisting of three senior faculty members and the Chairman of the deptt. of Physics acting as the Convenor of the Committee. The recommendations of the committee will be approved by the Vice-Chancellor.

(xxxvi) ABHISHEK SETHI MEMORIAL AWARD FOR ACADEMIC EXCELLENCE

1. The award will be given at the University convocation every year to one topper student securing highest aggregate marks among all the courses at the University Institute of Engg. & Tech. passing out w.e.f. June, 2006.

2. The amount of award be fixed at Rs. 30,000/- p.a. every year.

(xxxvii) PANJAB UNIVERSITY BHAG YATARA AWARD

1. All Indian nationals are eligible for the Award.
 2. The nominee shall be of the age of 50 years or below at the time of application/nomination.
 3. The award of Rs. 50,000 shall be made annually to the best researcher in Organic chemistry or applied disciplines like Biochemistry, Pharmaceutical Chemistry and Diary Chemistry.
 4. Honorarium to experts of the Selection Committee for the award (@ Rs. 1000 each for Five experts) & expenses for arranging the oration and other expenses such as refreshment, invitation cards etc. be meet out of the interest of Endowment Fund.
 5. The payment of TA/DA to the awardee be met by the University.
 6. The Award will not ordinarily be shared.
 7. The award will normally be conferred at a formal presentation ceremony to be held at the Panjab University. The awardee shall make a presentation of his/her work before the students and faculty of the Panjab University.
 8. The work done in the preceding ten years will receive special attention.
 9. Nominations are to be made on the prescribed proforma and should accompany.
 - (a) Complete biodata of the nominee with list of publications, awards received, patents. etc.
 - (b) 10 best research papers published during the last 10 years along with reprints.
 - (c) Page Summary of the work on which nomination is based.
 - (d) two hundred worded citation.
 - (e) a consent letter from the nominee.
 10. The Panjab University will constitute a "Standing Committee" consisting of five eminent persons with Vice-Chancellor as the Chairman and a Convenor to be nominated by him. The term of the "Standing Committee" shall be of three years. In the consultation with the "Standing Committee" the Vice-Chancellor will appoint experts in various disciplines of the award. On receiving the nominations papers the Convenor will send the papers to various experts for their evaluation. The experts will recommend at least three names in order of the preference giving due justification to the convener. The Standing Committee based on the evaluation received from various experts will recommend the name of the Scientist to the Vice-Chancellor to make the announcement for Bhag Yatara National Award for excellence.
 11. The Schedule of notification, last date to receive the nomination etc. will be announced by the University (i.e. Standing Committee).
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(xxxviii) DR. J.N. KAUSHAL SCHOLARSHIP.

1. The Scholarship be known as 'Dr. J.N. Kaushal Scholarship'.
 2. The value of the scholarship shall be Rs. 1000 p.m. for ten months.
 3. The Scholarship be awarded to a student of LL.B Ist Sem. who has secured highest marks out of the admitted students in the Entrance Test held for admission to the LL.B. Course.
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(xxxix) 'JUSTICE TIKKA JAGJIT SINGH BEDI MEMORIAL SCHOLARSHIP'.

1. Two Scholarships be awarded @ Rs. 500 p.m. each for 10 months to the needy students of the Departments of Laws, Panjab University, Chandigarh.
 2. The Scholarship be awarded every year by a committee of three faculty Members and the Chairman of the Department acting as Convenor of the Committee.
 3. The decision of the Committee will be approved by the Vice-Chancellor.
 4. A Scholarship holder who fails in the University examination shall not be eligible for this scholarship again.
 5. It may not debar an awardee from availing of any other scholarship granted by any other source.
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(xI) AWARD OF LABHU RAM SHARMA SCHOLARSHIP & LABHU RAM SHARMA
& SHANTA SHARMA SCHOLARSHIPS

- I.** Rules for the award of Labhu Ram Sharma & Shanta Sharma Scholarships :
1. The Scholarships be named as `Labhu Ram Sharma & Shanta Sharma Scholarship'.
 2. Two Scholarships be awarded @ Rs. 500 p.m. each for 10 months.
 3. The Scholarships will be awarded on the basis of merit-cum-means to the students who have passed their 10+2 examination from any school or college located in Hoshiarpur Distt. and joined B.Sc. (H.S.)/M.Sc. I/II class of any science deptt. at the P.U., Chandigarh.
 4. The scholarships will be awarded by a committee to be constituted by the Vice-Chancellor which shall include one of the local nominee of the donor as suggested by him in the proposal.
- II.** Rules for the award of `Labhu Ram Sharma Scholarship'.
1. The Scholarship be named as Pt. Labhu Ram Sharma Scholarship.
 2. A Scholarship be awarded @ Rs. 500 p.m. for 10 months.
 3. The Scholarship will be awarded on the basis of merit-cum-means to the students, who have passed his/her 10+2 examination from any school or college located in Hoshiarpur Distt. and joined B.Sc. (H.S.)/M.Sc I/II class of any science deptt. at the P.U., Chandigarh.
 4. The Scholarship will be awarded by a Committee to be constituted by the Vice-Chancellor which shall include one of the local nominee of the donor as suggested by him in the proposal.
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(xli) MASTER NITIN JAIN MEMORIAL ENDOWMENT.

1. The endowment will be known as "Master Nitin Jain Memorial Endowment".
 2. A part-time Paediatrician (on fixed honorarium) shall be appointed at the Health Centre, Panjab University, Chandigarh.
 3. The salary of the Paediatrician will be Rs. 18,000 per annum, which is to be met out of the interest of the donated amount.
 4. A Paediatrician can be appointed for two hours daily or for alternative day.
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(xlii) CHANDER LEKHA SHARMA MEM. NURSING SCHOLARSHIPS.

1. The Scholarship known as "Chander Lekha Sharma Mem. Nursing Scholarship" is established in 1995 by her parents, Sh. Om. P. Sharma & Mrs. Vimla Sharma, in loving memory of their daughter, as student of Nursing.
 2. The Principal amount of the donation will remain in perpetuity and the interest/income accrued thereon will be used for the purpose of awarding a scholarship to a student of B.Sc. Nursing Course.
 3. Every year a scholarship @ Rs. 400 p.m. would be awarded to a student of B.Sc. Nursing First year on the basis of merit in the entrance test.
 4. The scholarship, will be for the entire duration of the four years course (including one year internship) provided the awardee maintains atleast 60% marks in aggregate every year without getting reappear in any papers.
 5. The Vice-Chancellor will constitute a committee for award of scholarship every year. The recommendations of the Committee will be placed before the Vice-Chancellor for approval.
 6. In case a Scholarship falls vacant, it will be given to the next eligible student from the month it falls vacant on the basis of recommendations of the committee appointed by the Vice-Chancellor.
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(xliii) P.C. WADHWA SCHOLARSHIP

- (i) The scholarship will be named as P.C. Wadhwa scholarship.
 - (ii) The amount of scholarship will be Rs. 500/- p.m. for 10 months every year.
 - (iii) The scholarship will be available to a student of M.Sc. (Maths) Part II who
 1. has been studying at the P.U., Chandigarh.
 2. secures at least 60% marks in M.Sc. Part I Exam. and;
 3. is needy in view of the financial position of the family he comes from as determined by the University authenthes.
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(xliv) PROF. V.C. DUMIR SCHOLARSHIP FOR EXCELLENCE IN MATHEMATICS

- (i) The amount of scholarship would be Rs. 1000/- per month for 10 months every year.
 - (ii) The scholarship be awarded to one meritorious student of M.Sc. (H.S.) 1st year studying in the Deptt. of Mathematics, P.U., Chandigarh and would be continued to that student for M.Sc. (H.S.) 2nd year after examining his/her performance.
 - (iii) If that student is found to be in eligible to continue the scholarship in 2nd year, it will be awarded to another deserving student of M.Sc. (H.S.) 2nd year.
 - (iv) This scholarship would be awarded by a committee consisting of 2-3 members of the faculty of the Deptt. of Mathematics, P.U., Chandigarh and review the progress of the awardee.
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(xlv) LATE SMT. SANDHYA DEVI MEMORIAL SCHOLARSHIP

- (i) Endowment will be named as late Smt. Sandhya Devi Memorial Scholarship.
 - (ii) The scholarship to be given to a girl student who stood first in 1st year M.B.B.S. exam. in first attempt amongst all the girls in Govt. Medical College, Sector-32, Chandigarh.
 - (iii) The amounting scholarship would be Rs. 7000/- p.a. lumpsum every year.
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ANNEXURE 'A'

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UNIVERSITY
MEDALS

S. No.	Name of the Endowment	No. of Schl.	Amount of Schl.	Investment till date	App. Intt. received annually	Proposed increase for 10 months
1.	Alfered Woolner Scholarship	1	140/- p.m.	24,072/-	2,407/-	200/- p.m.
2.	Amrit Kaur Khurana Scholarship	1	100/- p.m.	15,500/-	1,550/-	150/- p.m.
3.	Balwant Kaur & Dhanpat Rai Behl Schl.	1	1,400/- p.a.	20,500/-	2,050/-	1,500/- p.a.
4.	B.R. Puri Scholarship	1	60/- p.m.	40,300/-	4,030/-	300/- p.m.
5.	Bishan Chand Mahajan Scholarship	1	100/- p.m.	22,500/-	2,250/-	150/- p.m.
6.	(i) Charanjit Singh Dhillon Scholarship	1	200/- p.m.	81,200/-	8,120/-	400/- p.m.
	(ii) Mai Partap Kaur Scholarship		150/- p.m.			200/- p.m.
7.	Charu Dev Shastri Scholarship	2	50/- p.m. each	61,700/-	6,170/-	300/- p.m.
8.	Darshi Gupta Mem. Scholarship	1	3,000/- lumpsum	1,05,000/-	10,500/-	8,000/- lumpsum
9.	Dewan Som Nath Scholarship	25	100/- p.m. each	11,62,500/-	1,16,250/-	400/- p.m. each
10.	Durga Devi Ram Dass	2	400/- p.m. each	2,97,024/-	29,702/-	600/- p.m. each
11.	G.R. Majithia Endowment Fund	1	2,200/- p.a.	24,500/-	2,450/-	2,200/- p.a.
12.	(i) Gurditta Mal Shiv Ram Fellowship	1	400/- p.m.	1,07,395/-	10,739/-	700/- p.m.
	(ii) Lachmi Durga Scholarship	1	75/- p.m.			300/- p.m.
13.	Hans Raj Gupta Mem. Scholarship	1	1,500/- p.a.	22,500/-	2,250/-	2,000/- p.a.

S. No.	Name of the Endowment	No. of Schl.	Amount of Schl.	Investment till date	App. Intt. received annually	Proposed increase for 10 months
14.	I.I.Ch.E. Scholarship	4	Ist yr. 800/- p.a. 2nd yr. 900/- p.a. 3rd yr. 1,000/- p.a. 4th yr. 1,100/- p.a.	55,900/-	5,590/-	1,000/- p.a. 1,100/- p.a. 1,200/- p.a. 1,300/- p.a.
15.	I.N. Madan Scholarship	2	200/- p.m. each	55,000/-	5,500/-	250/- p.m.
16.	K.N. Laxminarain Mem. Scholarship	1	100/- p.m.	23,500/-	2,350/-	200/- p.m.
17.	Kamal Gupta Mem. Scholarship	1	100/- p.m.	13,000/-	1,300/-	100/- p.m.
18.	Milkhi Ram Sharma Mem. Scholarship	1	100/- p.m.	32,501/-	3,250/-	250/- p.m.
19.	Mons. P. Jeannert Schl.	1	400/- p.m.	71,000/-	7,100/-	500/- p.m.
20.	P.U. Soldier's Relief Fund Scholarship	2	125/- p.m. each	1,33,500/-	13,350/-	400/- each
21.	P.U. Alumni Association Alberta Canada Scholarship	2	75/- each	31,300/-	3,130/-	150/- p.m. each
22.	Baba Prithvi Singh Azad Scholarship	1	150/- p.m.	42,000/-	4,200/-	300/- p.m.
23.	Radha Krishan Prem Kaur Scholarship	10	100/- p.m.	1,78,200/-	17,820/-	150/- p.m.
24.	Ramji Narain Omvati Scholarship	1	200/- p.m.	43,900/-	4,390/-	300/- p.m.

S. No.	Name of the Endowment	No. of Schl.	Amount of Schl.	Investment till date	App. Intt. received annually	Proposed increase for 10 months
25.	Rajinder Mohan Kr. Mem. Scholarship	2	500/- p.m.	1,16,000/-	11,600/-	500/- p.m.
26.	R.P. Mehra Mem. Scholarship	1	1,000/- p.a.	21,000/-	2,100/-	1,500/- p.a.
27.	S.C. Aggarwal Stipend	2	50/- p.m.	35,210/-	3,521/-	150/- p.m.
28.	Shiv Charan Singh Scholarship	1	50/- p.m.	18,100/-	1,810/-	150/- p.m.
29.	S.L. Malhotra Scholarship	1	50/- p.m.	22,300/-	2,230/-	200/- p.m.
30.	S.R. Ranganathan Scholarship	1	75/-	12,800/-	1,280/-	100/- p.m.
31.	Thakur Dutta Sharma Dharmarth Trust Scholarship	5	100/- p.m. each	60,100/-	6,010/-	100/- p.m.
32.	Tara Chand Gupta Mem. Scholarship	1	150/- p.m.	47,000/-	4,700/-	400/- p.m.
33.	Udham Kaur Menon Mem. Edu. Scholarship	1 2	500/- p.m. 1,000/- p.m. each	5,00,000/-	50,000/-	800/- p.m. 1000/- each
34.	Dr. (Mrs.) V.S. Puri	1	75/- p.m.	25,000/-	2,500/-	200/- p.m.
35.	I.S. Gupta Subsidies	2	250/- p.a. each	10,000/-	1,000/-	500/- p.a. each

ANNEXURE 'B'

S. No.	Name of the Endowment	No. of Prizes	Amount of Prizes (pa)	Investment till date	Approx. Intt. received annually	Proposed amount of Prizes
1.	A.C. Bali Mem. Prizes	3	150/- 100/- 75/-	15,200/-	1,520/-	500/- 300/- 200/-
2.	Bank of India, Bombay (Cash Prize)	1	250/-	6,200/-	620/-	500/-
3.	I.M. Kapoor Mem. Prize	1	100/-	1,500/-	150/-	100/-
4.	Darshi Gupta Mem. Prize	1	100/-	1,05,000/-	10,500/-	1,000/-
5.	Pt. Jai Krishan Mem. Prize	1	1,000/-	13,500/-	1,350/-	1,000/-
6.	(a) Krishan Kishore Mem. Prize	2	150/- each	14,000/-	1,400/-	150/-
	(b) Krishan Kishore Grover Mem. Goodwill Declamation contest	9	150/- 100/- 75/-			150/- 150/- 150/-
7.	Lakshman Sarup Mem. Prize	1	75/-	1,800/-	180/-	150/-
8.	M.R. Sharma Purse	1	150/-	3,193/-	319/-	250/-
9.	M.N. Bose (Cash Prize)	1	100/-	1,000/-	100/-	100/-
10.	Nikhil Bharat Banga Bhasha Prasar Samiti (Cash Prize)	1	100/-	2,600/-	260/-	200/-
11.	Pallav Award	1	1,000/-	20,500/-	2,050/-	1,500/-
12.	R.B. Sunder Dass Suri (Cash Prize)	1	400/-	8,500/-	850/-	600/-
13.	Satya Dev Vidyalankar (Cash Prize)	1	50/-	4,000/-	400/-	200/-
14.	Shakuntala Mehta & Goverdhan Lal Mehta Prize	1	1,000/-	11,611/-	1161/-	1000/-
15.	Udham Singh Reward	2	75/- each	3,501/-	350/-	100/-

(xlvi) MERIT CERTIFICATES

(a) Merit Certificates will be issued to only such candidates, who secured marks as noted against each examination :-

1. First class marks or more in the B.A./B.Sc./B.Com. examinations only as per the following guidelines :-

	No. of students appeared in the examination	No. of merit Certificate to be issued
(i)	Up to 100	1
(ii)	More than 100 to 200	2
(iii)	More than 200 to 300	3
(iv)	More than 300 to 400	4
(v)	Above 400	5

N.B. (i) No fee will be charged for the issue of the Original Certificate.

(ii) No. of students actually appeared in the examination will be mentioned in the merit certificate.

2. B.A./B.Sc. (Hons.) Mathematics 80 per cent or more.

3. M.A., Master of Engg. and Professional upto first five places 65 per cent or more.

4. Other examinations upto first 5 places First Division.

(b) The issue of Merit Certificates on payment will be subject to the following rules :-

(i) On the result of annual examination only and to such candidates as take the examination as a whole at one and the same sitting.

(ii) On completion of the final examination.

(iii) For B.Ed. examination the merit certificates shall be issued to the candidates only if they obtain at least 70 per cent marks on the combined result of external assessments of Theory, Arts and Crafts and Student Teaching.

(iv) The merit list shall be determined and notified on declaration of the original result and shall not be subject to any modification or alteration as a result of re-evaluation of answer-books.

(v) The final merit certificate will be issued to the candidate without any extra charge.

CHAPTER XLIV

REGISTRATION OF PUBLISHERS, SUBMISSION AND SELECTION OF BOOKS

(A) REGISTRATION OF PUBLISHERS

1.1. Only such publishing firms and/or author-publishers shall be entitled to submit their books for consideration as have got themselves registered for this purpose under Rule 1.2.

1.2. For registration a publishing firm or an author-publisher shall submit every year an application in the prescribed form (Appendix A) to the Registrar. The application shall be accompanied by --

- (a) Registration fee of Rs. 50 (payable every year); and
- (b) Security deposit as under (payable only once) :
 - (i) For examinations other than M.I.L. .. Rs. 500
 - (ii) For M.I.L. examinations .. Rs. 100

2. The University shall send to the registered publishers and author publishers, throughout the period of their registration all Notifications regarding books for examinations for which they are registered.

(B) PROCEDURE FOR SUBMISSION OF BOOKS

3. On the recommendations of Board of Studies, the books shall be invited from publishers/author-publishers.

4. The process of approval of books shall be started well before time, say 1½ years before the session for which they are to be prescribed.

Whenever invited by the University through a Notification, publishers shall be given a period of three months (one month for registration and two months for submission) for submission of books. They shall be required to send by registered post or through a messenger, preferably the latter, 2 copies of each book to the Registrar, Panjab University, Chandigarh-160014 and 1 copy each for the members of Board of Studies concerned to the Convener, so as to reach them on or before the last date fixed for submission of books.

Books received after the last date will not be considered.

- 5.** (a) The publishers shall indicate, at the time of submission of books (to the Convener of the Board, as well as to the office), the examination and the subject for which they wish their books to be considered.
- (b) Publishers of books published outside India and priced in foreign currency shall indicate the price at which they want to sell their books.
- 6.** (i) The publisher shall give to the University the name of the real author.
- (ii) The author shall declare that -
 - (a) he has no secret partner/s; and
 - (b) he shall not seek election to the Board of Studies concerned for the period for which his book continues to be considered by the Board.

7. These declarations shall be sent by the Publisher along with the book. Incorrect declaration may result in action against the Author/Publisher or both by way of --

- (i) Withdrawal of approval of any of their books already prescribed; and
- (ii) Disqualification from consideration of any of their books for a specified period.

8.1. A member of the Board of Studies is debarred from submitting a book in the subject of the Board. A member of the Syndicate is also debarred from submitting a book.

8.2. A Board of Studies while recommending panels for compilation of University text-books (Guidelines to be followed are given in Appendix `B') shall not include persons who are its own members or are members of Syndicate, but the Syndicate may, if they consider it necessary, in the interest of academic standards, appoint a member of the Syndicate for the purpose.

9. The Declaration as given in the Rules (Appendix C) shall also accompany each book submitted for consideration of the University.

10.1. No book shall be entertained if (i) it is received in the office after the last date, (ii) the requisite declaration form duly completed and signed does not accompany each book, and (iii) the registration fee is not deposited, within the prescribed date. In case of any discrepancy in the declaration form, the publisher shall be asked to remove it by the date stipulated in the letter issued by the Registrar's office, failing which the book will not be considered.

10.2. If the Declaration Form is incomplete or any information given in it is found to be false, the book to which it pertains will not be considered and, in the latter case, the University will be free to impose any penalty including forfeiture of security and permanent or temporary disqualification.

11. Books will be invited from the publishers for the following examinations in the subjects noted against them :--

- (a) B.A. : English, Hindi, Panjabi and Sanskrit.
- (b) Additional Hindi Papers (optional) for Visharad and Shastri.
- (c) Proficiency and Honours in Hindi : All the papers.
- (d) Proficiency and Honours in Panjabi : All the papers.

Provided in the examinations where the number of the candidates is less than 100, the Board of Studies concerned may recommend suitable books.

12.1. Works of "Accepted Classics" can be recommended without being submitted.

12.2. Books of various Universities, Text-Book Boards, State Sahitya Academies and National Book Trust can be considered for prescription, particularly where the number of candidates is small, or in the event of emergencies, as is done in the case of prescribing classics.

12.3. In case of Novels and Full-length plays, in Hindi and Panjabi, only those books can be submitted by publishers, which have been published at least one year before the date laid down for submission of books.

13. The registered publishing firms and author-publishers shall also revise or modify their books as may be considered necessary by the University and revised or modified books shall be submitted by them by the date fixed for the purpose.

14.1. In the case of a book published outside India and priced in foreign currency, the price Formula of this University shall not apply.

14.2. All other books, whether published by Indian firms or by foreign firms in India, shall be sold by the publishers concerned at the prices fixed by the University.

14.3. If the number of pages or picture-sheets of a book are reduced in a subsequent edition as a result of directions given by the University or due to any other reason, the publisher shall resubmit the book for re-fixation of price. If the number of pages are added as a result of similar action, the publisher can increase the price only with the approval of the University.

15.1. In production and get-up of books submitted to the University, the publishers shall observe the minimum norms laid down in the specifications given in the Price Formula (Appendix D).

15.2. (a) The publishers shall observe the minimum norms laid down in the specifications in all subsequent editions of the prescribed books.

(b) A copy of each subsequent edition shall invariably be sent to the University by the publishers concerned, with a covering letter, for verification of the specifications and get up etc.

15.3. If, at any time, a book is found to have been sold by a publisher at a higher price than that fixed by the University, or found to be substandard in production and get-up as per specifications laid down in the Price Formula of the University, the Vice-Chancellor will have the power and authority to impose fine, forfeit the security amount in part or in whole, and/or disqualify the publisher temporarily, for a specified period or permanently, as he deems fit.

16. A publishing firm which approaches a member of the Board or gives a wrong declaration, shall be disqualified and black-listed for such period as the Vice-Chancellor may specify.

(C) PROCEDURE FOR SELECTION OF BOOKS

17. The Convener, Board of Studies shall directly receive copies of the book/books for each of the members for consideration. He shall allot the book to one of the members of the Board for reading, and his comments shall become the basis for discussion in the Board.

18.1. It will be incumbent on a member of a Board of Studies to review books allotted to him by the Convener for the guidance of the Board in selecting them.

18.2. The Board of Studies concerned may add some more books, provided the number of books suggested by the Board does not exceed six, in all.

19. A Board shall not recommend any book which contains either obscene passages or matter likely to create communal hatred.

20. When a Board finds that there is no book suitable for a particular purpose among the books submitted to them by the publishers, they shall report to that effect

and submit a list of not less than three books of their own choice to the Vice-Chancellor, who, in consultation with two assessors to be nominated by him, shall select one of the books on behalf of the Board.

21. Finally, the Board shall recommend books, after taking into consideration the reviewers report on the books received from the publishers as the books added under Rule No. 18.2 and 20.

22. The Board of Studies shall make their recommendations regarding all books in time to enable the Senate to arrive at a final decision regarding the books for the various examinations.

23. The recommendations of books shall be placed before the Faculty and Academic Council for final approval.

24. The members of the Board of Studies at the time of recommending books shall sign a declaration as under :

"I , a member of the Board of Studies in do hereby solemnly declare :

- (i) that the book/books recommended has/have been read by me;
- (ii) that I have neither financial nor any other sort of interest in the book/books recommended;
- (iii) that the book/books does/do not contain any obscene passage or matter likely to create communal hatred; and
- (iv) that I have no secret partnership in the book/books recommended."

Dated

Signature of the member
of the Board

25. (a) For B.A. examination --

The author or publisher of a book in the subjects of English, Hindi (Elective and Optional) and Panjabi (Elective and Optional) shall not be eligible to become or remain a member of the Board of Studies when his book is considered by the Board for being prescribed or recommended. He shall also not be co-opted as a member during the rest of the term of the Board.

Provided that this rule shall apply to the member of the particular Board in the subject of which he has written or compiled a book.

(b) For M.I.L. examinations --

The author of a book in Modern Indian Languages shall not be eligible to become or remain member of the Board of the particular language of which he has written or compiled a book. He shall also not be co-opted as a member during the rest of the term of the Board.

26. Ordinarily, a book shall not be approved for more than five years unless the book happens to be a classic. If in any case the Board of Studies desires to retain a book even after the expiry of five years; the Board concerned will report without delay the case directly to the Syndicate, giving reasons why they wish to do so.

27. A book once prescribed for an examination can be considered for another examination without any break.

28. The University shall have the right to reject or withhold selection of any book without assigning any reason whatsoever. Such decision shall be binding upon the publishers.

APPENDIX A

APPLICATION FORM FOR REGISTRATION

To be completed by Publishers or Publisher-authors for permission to submit books.

Note.--1. This application must reach the University at least 3 months prior to the last date for submission of books.

2. This application must accompany :

(a) Registration fee of Rs. 50 for a year (January to December).

(b) Security deposit :

Rs. 500 for B.A. and B.Sc.

Rs. 100 for M.I.L. examinations.

To

The Registrar,
Panjab University,
Chandigarh-160014.

Dear Sir,

I/We shall feel obliged if you kindly register me/us for the year i.e., from January to December, 20 . The Registration fee of Rs. 50 and the security deposit (Rs. 500, Rs. 100) are sent herewith by Bank Draft No. dated in favour of the Registrar, Panjab University, Chandigarh-160014.

I/We have carefully gone through the rules laid down by the University to be followed for submission of books and hereby undertake to abide by them.

The proforma of particulars, duly completed and signed, giving all the required information, is also submitted herewith.

Yours faithfully

Dated

.....(Signature)

Full address of the Firm.....

.....

PARTICULARS

(To be completed by Publishers and Publisher-authors)

1. Name of the Firm.
2. Location of the office or shop of the Firm (Shop or House No., name of street, Post Office, Town, etc.)
3. Postal address.
4. Telephone Number, if any.
5. Telegraphic address, if any.
6. Does the firms carry on only books-publishing business, or some other business as well ?
7. Year in which books-publishing business was started by this Firm.
8. Is the Firm :
 - (a) a Limited Company ? (If so, please attach a list of Directors).
 - (b) a Co-operative Society ? (If so, please attach a list of the present office-bearers and members of the Managing Committee).
 - (c) a partnership concern ? (If so, please give name and address of each partner).
 - (d) a proprietary concern ? (If so, please give the name and address of the proprietor).
9. Have you any branch or branches ? If so, give its/their location and full address ?
10. Is the Firm registered under the Shops and Establishments Act of the State ?
11. (i) Is any member of a University body connected with the firm as proprietor, partner or employee ? If so, give name and full particulars.
(ii) I hereby undertake to inform the University whenever a person connected with the firm is appointed or elected to a University body or ceases to be so, if he is already there.

12. Is the Firm registered with any other University or Board of Matriculation and Higher Secondary Education of any State/s ? If so, with whom ?
13. Is the Firm assessed under the Income Tax Act ?
14. Any other particular that the applicant may like to add (a separate sheet may be added, if necessary).

The particulars and facts as stated above are correct to the best of my/our knowledge and belief. In case of any discrepancy, I/We shall be responsible for the consequences.

Place

Signature

.....

Designation

Dated

Note.- If and when there is any change in the particulars and facts given above, it shall be intimated to the Registrar of the University.

APPENDIX B

Guidelines to be followed by Boards of Studies while recommending panels for compilation of University text books.

1. The Process of the book-production must be initiated atleast 1½ years before the actual prescription of the book.
2. Publication Bureau must invariably get the manuscript of the book atleast 6 months before the start of the session.
3. The books which are to continue to be in use must be indicated atleast 1½ years in advance.
4. A person whose name is recommended for compilation of anthology should be a reputed teacher of proven ability and integrity with at least 10 years' standing in the subject out of which at least 5 years' teaching experience should be with the classes for which the anthology is meant.
5. He should not be a member of the Board of Studies or a near relation (as defined in the rules) of a member of the Board of Studies concerned or as far as possible a member of the Senate.
6. He should have considerable experience of compiling and editing of books or of producing quality books in the subject.
7. He should not have written cheap notes or guides.
8. He should be working either in a University Department or a college affiliated to a University in India or a noted scholar or a writer of repute.
9. If the Board of Studies feels that a suitable person is not available from amongst the working teachers, in exceptional cases, a teacher who may have retired from service not more than five years back may also be considered.
10. The Board may recommend three names in alphabetical order giving the statement of their academic qualifications, teaching experience and experience of writing/publishing books for consideration of the Syndicate.

In case the Syndicate does not approve of any of the names, it may refer the matter back to the Board of Studies concerned.

Provided that -

- (i) the vetter for every anthology may be appointed by the Vice-Chancellor;
- (ii) While recommending the panel of names the Board should approximately specify the total number of pages for the text, introduction and annotations;
- (iii) the compiler shall prepare tentative table of contents to be approved by the vetter concerned. In the event of copyright difficulties in the case of any piece later on, the compiler should be prepared to replace it by an equally suitable piece with the approval of the vetter;

- (iv) the final manuscript shall be submitted to the vetter for vetting. The vetter will certify in writing that manuscript is fit for publication; and
- (v) in the event of any difference of opinion between the compiler and the vetter, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

APPENDIX C

DECLARATION FORM

*THE DECLARATION FORM IS TO BE COMPLETED AND SIGNED
BY BOTH THE AUTHOR/COMPILER AND THE PUBLISHER.
IT MUST ACCOMPANY EVERY BOOK SUBMITTED
TO THE UNIVERSITY*

1. Title of the book
2. Name(s) and Official address(es)
of the author(s) of the book
.....
.....
.....
3. Name of address of the publishing
firm.....
4. Name(s) and address(es) of the
proprietor or partners
5. Which category does the book belong to ?
(State here whether the book is Novel, Short Stories etc.).
6. (a) Subject
- (b) Examination.....
7. Proposed price
8. Copies have been sent to Convener of the Board of Studies in
9. Has the Publisher been registered with the University for the year 200.....?
10. University Registration No. of the Publishing Firm
11. I/We declare that :
 - (a) no copyright material has been used in the book.

OR

necessary permission has been obtained for copyright material used in the book.
 - (b) the book does not contain any obscene passage or matter which is likely to create communal hatred.
 - (c) (i) that the specifications, as laid down in the Price Formula of the University, have been observed in the production and get-up of the book, particularly with regard to the 'Minimum Norms' laid down therein.
(ii) that the specifications, as laid down in the Price Formula of the University, particularly the 'Minimum Norms' will be observed by me/ us in all subsequent editions of the book, if it is approved by the University.
(iii) that a copy of each subsequent edition shall invariably be sent to the University with a covering letter, for verification of the specifications and get-up etc.

- (d) that I have reserved or promise to reserve for the University 100 copies of the book and shall send a copy thereof, free of cost, to any member of the Faculty concerned who requisitions the same through the Registrar before the book is finally approved.
- (e) that the book has not been prescribed previously for any other examination under this name or under any other name.

OR

That the book is already approved for examination under the present name/under the name of

- (f) that no substantial portion from any other book previously approved for any examination has been included in the book now submitted.

OR

The following portions have been included in the present book from the book(s) mentioned below :

"Pages to of this book form/formed part of book(s) which was/were submitted/approved for examination(s)"

- (g) that I undertake to sell the book at the price fixed by the University.
- (h) that I/we shall submit to the University a copy of an edition, for refixation of price, whenever the number of pages, and/or picture sheets decrease in that edition, as a result of directions issued by the University or due to any other reason, and shall sell the book at the revised price fixed by the University.
- (i) that I undertake to observe the rules laid down by the University and, in case of a breach, shall accept any penalty which the University may prescribe.

Dated

Signature of the Publisher(s)

I/We declare that I/we am/are the compiler(s)/author(s) of the book and that :

- (i) I/We have no secret partner(s) in the compilation/writing of the book;
- and
- (ii) I/We shall not seek election to the Board of Studies concerned for the period my/our book remains under consideration of the Board.

Station

Signature of the Compiler(s)
Author(s)

Dated

Note.- 1. If an author makes a false declaration, his book will not be entertained for a specified period.
2. A publisher who attempts to influence a member of the Board or gives a wrong declaration will be disqualified and black-listed.

APPENDIX D

FORMULA FOR FIXATION OF PRICE OF BOOKS PUBLISHED BY THE PRIVATE PUBLISHERS

- Note :*
- (a) Books published outside India and prices in foreign currency shall be accepted at the prices fixed by the publishers.
 - (b) All the remaining books, whether published by the Indian firms or by foreign firms in India, shall be treated alike and all such books shall be subject to the price formula approved by the University.
 - (c) Publishers are required to observe specifications given at the end of the formula, in the matter of production of books.

Price of books will be calculated according to the formula given below :

I. Price Formula for Text-pages (per 100 pages)

	<i>12 Pt (English, Hindi & Punjabi)</i>	<i>10 Pt. (English)</i>
	Rs. P.	Rs. P.
(i) For books of 20 x 30/16 size		
1. Category upto 1,000 copies	14.00	14.50
2. Category upto 5,000 copies	8.75	9.00
3. Category above 5,000 copies	8.55	8.75
(ii) For books of 18 x 22/8 size		
1. Category upto 1,000 copies	20.75	21.50
2. Category upto 5,000 copies	12.50	13.00
3. Category above 5,000 copies	12.00	12.50

(iii) For books of 20 x 30/8 size

To calculate price of a book of 20 x 30/8 size, the number of its pages will be doubled and price of the books will be calculated according to the price formula of 20 x 30/16 size of the relevant category.

II. Price Formula for Binding :

Price for binding will be added to the price of a book as calculated for item I above, according to the following formula :--

	<i>Size of Books</i>	<i>Kind of binding</i>	<i>Price</i>
(a)	20 x 30/16 size	(i) Katcha/Cover Paper	3.75
		(ii) Card/Art Card	4.75
(b)	18 x 22/8 size	(i) Katcha/Cover Paper	4.50
		(ii) Card/Art Card	5.50
(C)	20 x 30/8 size	(i) Katcha/Cover Paper	6.50
		(ii) Card/Art Card	7.50

- III. An increase of 20% on the total price of text-pages and binding (as per I, II above) will be allowed on Novels, Full-length Plays and other original literary works under all the three categories for both sized of books.
- IV. An increase on the price of text/pages calculated according to I above, will be allowed on the books in Sanskrit, Music and such other books as may be prescribed in any other subject.

SPECIFICATIONS

The following specifications with regard to paper, printing and binding etc. are laid down for observance by the publishers :--

I *Paper*

- (i) Paper to be used for books of 20 x 30/16 or 20 x 30/8 size will be of at least 11.6 Kgs. (25½ lbs.) and for books of 18 x 22/8 size of at least 8 Kgs. (17¾ lbs.)
- (ii) For separate sheets of illustrations or pictures on Art paper at least 18 Kgs. paper will be used for books of 20 x 30/16 size, 20 x 30/8 size and 12.5 Kgs. for books of 18 x 22/8 size.

II. *Printing*

With regard to the types to be used and the lines to be given on each page, the following table will have to be followed by the publishers :

<i>Size</i>	<i>Hindi</i>		<i>Punjabi</i>		<i>English</i>	
	<i>Type</i>	<i>Lines</i>	<i>Type</i>	<i>Lines</i>	<i>Type</i>	<i>Lines</i>
20 x 30/16	12 pt.	26-27	12 pt.	26-27	12 pt.	26-27
	Mono White or Black		White or Black		10 pt.	
18 x 22/8	-do-	31-32	-do-	31-32	12 pt.	31-32
					10 pt.	35-39

- Note* :- (i) The folio line is not included in the number of lines indicated above.
- (ii) Measures of a line for books of all languages will be 22-24 cms. for 20 x 30/16 size and 24-26 cms. for 18 x 22/8 size.

III. *Binding*

- (i) For Katcha binding, aster should be pasted inside the cover.
- (ii) All books irrespective of volume will be section-sewn i.e. sewn by juzbandi process.
- (iii) For Katcha binding at least 56 lbs. cover paper will be used for 20 x 30/16 or 20 x 30/8 size and at least 40 lbs. for books of 18 x 22/8 size.

Statement showing the estimated cost of production per copy including at the prevailing rates of typesetting, printing, paper etc.

(i)	Number of copies	1000
(ii)	Number of pages/formes	100 (6¼ fms.)
(iii)	Size of the book	20" x 30"/16
(iv)	Paper required for the text pages including wastage	6.250 reams

	English Rs.	Hindi/Punjabi Rs.
1. Cost of White Cream Wove paper, 20" x30" size @ Rs. 400/-per ream (400 x 6½)	2600/-	2600/-
2. Typesetting charges (including laser prints)	630/- (30p. per sq. inch. 21 x 30)	840/- (40p. per sq. inch 21 x 40)
3. Printing charges (negative/plate making & printing)	1869/-	1869/-
4. Misc./unforeseen expenses	500/-	500/-
	<hr/> 5599/-	<hr/> 5809/-
Say by rounding	5600/-	5800/-
Cost of Production per copy	5.60/-	5.80/-
2½ times the cost of production	14/-	14.50/-

CHAPTER XLV

GRANT OF TUITION FEE CONCESSION, REFUND OF TUITION FEE AND EXAMINATION FEE

1. The Dean of University Instruction may grant exemption from payment of University tuition fee up to 10 per cent of the total number of students in a class. If the number of students in a class is less than ten, the D.U.I. may grant full or half fee concession to one student.

2. The fee concessions over and above the full and half fee concessions allowed under Rule 1 shall be as follows :

- (a) the eldest to pay full fees and the youngsters to pay half the tuition fees.
- (b) upto 2 per cent of the total enrolment to scheduled castes/tribes or backward classes, during the continuance of the government schemes.
- (c) Wives and children of members of (i) Defence Forces and (ii) Para-Military Forces, permanently disabled or killed during action who are/were wholly dependent upon them.

.. Full fee concession

*This will be applicable to the students enrolled with the Department of Correspondence Studies also.

- (d) (i) M.Sc. students attending to two practicals of 3 hours a week may be allowed by the Vice-Chancellor free tuition fee, for a period of 9 months.
- (ii) Students of M.Pharmacy Part II class appointed as Demonstrators in the Department of Pharmaceutical Sciences may be exempted from payment of tuition fee.

The breakage money and other charges shall be payable by such students.

The wife of a person studying in the University Department shall not be entitled to half fee concession.

Fee Concession to University Employees and their Dependents.

3.1. From the admissions of 1987-88, employees as well as sons/daughters of University employees studying in the University Teaching Departments/Colleges/enrolled in the University Department of Correspondence Studies be granted tuition-fee concession as under:-

- (i) Employee or one Child .. Full tuition fee concession
- (ii) 2nd and other children, if any .. Half tuition fee concession

Note.— In case the employee himself is in receipt of full fee concession, then all of his children will be entitled to half fee concession only.

* To take effect from the admissions of 1975.

Provided that in the case of such an employee who fails in the examination for which he is permitted or whose conduct is reported unsatisfactory or who does not take proper interest in the office work, the concession to him will be discontinued.

3.2. (i) The sons/daughters of in-service and confirmed employees of the Panjab University be given 50% fee concession in the category of NRI candidates, in all such courses where this concession has already been granted by the Board of Finance/Syndicate/Senate for the sons/daughters of Panjab University employees, with effect from the session 2003-2004. Employment certificate for the purpose be issued by the Head of the Department/Branch concerned for each year of the course.

In case, during the course of study, the employee retires or leaves the service, the concession would be withdrawn for the subsequent years of the course. However, in the case of employees who die in harness before the age of superannuation, the concession would be available upto the age of superannuation.

(ii) The sons/daughters of in-service and confirmed employees of the Colleges affiliated to the Panjab University be given 50% fee concession in the category of NRI candidates, in all such courses where this concession has been given to the sons/daughters of the Panjab University employees, with effect from the session 2003-2004. Employment certificate for the purpose be issued by the Principal of the College concerned for each year of the course. Funds on this account be charged out of the College Development Council Fund.

In case, during the course of study, the employee retires or leaves the service, the concession would be withdrawn for the subsequent years of the course. However, in the case of employees who die in harness before the age of superannuation, the concession would be available upto the age of superannuation.

4. Minor sisters and minor brothers of a member of the University staff living with him will be eligible for fee concession like sons and daughters of a member of the staff, provided the sister or brother is wholly dependent upon the University employee.

5. The wife of a University employee who is not working but is studying in a University College/Department or has enrolled herself with the Department of Correspondence studies will be granted fee concession as available to sons/daughters and dependent sisters or brothers of an employee.

6. From the examinations of 1988, the refund of examination fee on passing a University examination be granted to all class-B and C employees only, irrespective of the limit of pay.

7. The dependent sons/daughters of retired University employees shall also be entitled to the fee concession on the same basis as admissible to the dependent sons/daughters of in-service University employees.

Fee Concession & Financial Assistance

- (a) Scholarship : A large number of scholarships of varying amounts are offered under certain schemes sponsored by the Government of Punjab, Haryana, Union Territory of Chandigarh and Himachal Pradesh, details of which may be had from the offices of the Directors of Education of Punjab, Haryana, Union Territory of Chandigarh and Himachal Pradesh respectively.
- (b) Fee concession is granted to deserving and needy students upto 10 per cent of the total number of students in a class.
- (c) Scheduled Castes students belonging to Punjab, Haryana and Himachal Pradesh will be paid their Scholarships, alongwith tuition fee and University Examination fee, etc. by their respective Governments provided the students apply for the same through their respective Chairperson of the Department.
- (d) For deserving and needy students, financial assistance is available from Students Aid Fund maintained by the University.
- (e) Some financial aid is also available for deserving students from “Panjab University Students’ Aid Society” which is a voluntary organisation.
- (f) Blind students who join a regular degree/Post-graduate degree courses at the P.U. would be allowed exemption from payment of tuition fee & would be provided free accommodation in the University Hostels. [Approved vide Syndicate Para (iv) meeting held on 19.8.96].
- (g) Free education to children of persons killed in November, 1984 riots and terrorist violence in Punjab State. [Approved vide Syndicate para 5 (Statement A) dated 25-4-1987].
- (h) Exemption in fee for wards of martyrs/permanent disabled (up to 80% leading to incapacitation) of Kargil War who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family. (up to academic year 2020-21).

(Vide Circular No. Misc/A-6/3501-3725 dated 18-4-2007).

- (i) That there shall be no brother-sister tuition fee concession or any other fee concession including NRI fee, in respect of the following partially self-supporting courses at the University and its Regional Centres :

1.	B.A.LL.B. (Hons.) Five-Year Integrated course	University Institute of Legal Studies, Chandigarh
2.	B.A.LL.B. (Hons.) Five-Year Integrated course	Panjab University Regional Centre, Ludhiana
3.	B.E. Courses	Swami Sarvanand Giri Panjab University Regional Centre, Bajwara, Hoshiarpur
4.	B.E./M.E. Courses	University Institute of Engineering & Technology, P.U., Chandigarh
5.	B.D.S.	Dr. Harvansh Singh Judge Institute of Dental Sciences & Hospital, P.U., Chandigarh

6. B.Ed., M.Ed., P.G.D.C.A., Department of Correspondence Studies,
M.F.C. and P.G. Diploma in P.U., Chandigarh
Mass Communication
7. Any other partially Self-supporting course which may be introduced in
future.

(Vide Syndicate Para 42, dated 27-5-2006).

Note :- Forms complete in all respects for grant of tuition fee concession on the basis of poverty, brother/sister/daughters/dependents of University Employees should reach the University Office by 15th Sept. for all categories of students. The applications for fee concession received after the due date shall not be entertained. The concessions are available only for one year. All such students shall pay full fee till concession are granted by D.U.I. Non-payments of tuition fees at own shall be treated as 'Struck off'.

Guidelines for freeship and tuition fee concession :

1. The University may provide five per cent of seats freeships for meritorious students belonging to economically weaker sections of the society in partially Self-Supporting courses/departments such as : B.E. Courses offered by the U.I.E.T. and Swami Sarvanand Giri P.U. Regional Centre, Hoshiarpur, 3-year LL.B. Course offered by P. U. Regional Centre, Ludhiana and 5-year B.A. LL.B. (Hons.) Integrated course at P. U. Campus.
2. Freeship would mean (tuition fee+Lab. charges) concession only, not to be claimed by students as a matter of right.
3. For the purpose of the above concession, candidates must have passed the qualifying examination in the first class (60 per cent marks-proof to be added) and the total family income from all sources not exceed Rs. One lac per year. For proof of family income from all sources should not exceed Rs. One lac per year, the income certificate shall be accepted when issued by the competent authority which shall mean the Tehsildar, SDM or the employer as the case may be. In addition an affidavit duly attested by a Magistrate, giving full details of total family income should be submitted. Candidates holding yellow cards/yellow ration cards would be given preference over other candidates provided other merit conditions remained the same.
4. For continuation of the freeship granted to students during the first year of admission to a course, the following rider be imposed :

“The freeship will be continued in the subsequent years only if the student passes the previous examination with a minimum of 60 percent marks in the aggregate for science students and 55 percent marks for students in departments other than science. The student should have passed the examination in first attempt i.e. should not have a reappear or compartment.” Photocopy of lower examination passed detail marks certificate may enclosed with the refund form.

GRANT OF TUITION FEE CONCESSION, REFUND OF TUITION FEE
AND EXAMINATION FEE

5. Those students whom intend to seek the concession must enclose all the relevant documents along with the admission form so that cases be decided right at the time of admission. They are further required to submit an affidavit along with the admission form that if any document is found to be false or any information found to be concealed their admission will be cancelled.
 6. On shifting from one Course to another, a student, if provided tuition fee concession in the previous Course, will be entitled to claim the said concession in the latter course only if the said concession is available in the latter course.
-

REFUND OF TUITION FEE, ETC.

1. A student who pays tuition fee in advance for the entire course or a term, but is not selected for admission to a class, shall be entitled to a refund of whole fee provided he/she claims the refund within a period of three months from the date fixed for admission.

2. A student who has paid fees in advance for a term and who does not join or withdraws his name after having been admitted to a class, shall not be entitled to the refund of tuition fees for the month/s for which his name remains on the rolls of the class.

3. If a student is admitted provisionally pending declaration of the lower examination result, the fees for the period his name remains on the rolls of the department/college shall not be refundable. In case he fails in the lower examination, such fees may be adjusted if he decides to continue his studies in the lower class.

4.1. GENERAL REFUND OF FEE RULES :-

1. In the event of a student/candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (one thousand only) shall be refunded and returned by the Institution/University to the student/candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.
2. For those cases in which the seats may not be filled by the University from the waiting list and the candidate leaving the course after the last date of counselling, or due to shortage of time it is not possible to conduct counselling the fee would not be refunded to the candidate.
3. In the interest of academics, there should be no waiting list after the final counselling.
4. For this purpose, he/she must apply for refund on the prescribed refund application form through the Head of the Department to the Assistant Registrar Accounts-II.

(Vide Syndicate Para 7 dated 13.9.07.

Senate Para xix dated 8.12.2007).

That the time period for applying refund of fee by the students be fixed up to 30th November and refund application must reach the office of ARA-II by 15th December from Department/Institution.

(Vide Syndicate Para 36 dated 20.4.2008).

5. But in all other Cases of the students Continuing their studies, the Library Security will be refunded if he/she will apply within six months from the date of learning the Department/Institute/Centre/Regional Centre after completing the full course of studies.

4.2. Refund of Fee Rules of Foreign/PIO/NRI Category.

1. In case, the candidate is admitted in the Foreign/PIO/NRI category and leaves the course & the seat vacated by a candidate is filled by granting admission to another applicant against the vacated seat, the tuition fee may be refunded to the person after deduction of 10% of the tuition fee as administrative charges. In case a seat vacated by such a candidate is not filled, the tuition fee may be refunded after deduction of 25% of the tuition fee as administrative charges. This will be applicable only in the case where the candidate has left the University Department/Institute/Centre/Regional Centre & did not join any other course in the Panjab University. All other funds and charges including Development Fund, in no case, shall be refunded. For this purpose, he/she must apply for refund on the prescribed refund application form through the Head of the Department to the Asstt. Registrar Accounts-II. That the time period for applying refund of fee by the students be fixed up to 30th November and refund application must reach the office ARA-II by 15th December from Department/Institution. However, all other funds & charges including development fund, shall not be refunded under any circumstances, except refundable Library Security.
2. If a student originally gets admission in a University Department/Institute/Centre/Regional Centre under Foreign/PIO/NRI category or in General/Reserve Category and leaves the same for joining another course in the same Department or another Department/Institute/Centre/Regional Centre in the Panjab University during subsequent counsellings of Foreign/PIO/NRI category or in General/Reserved Category, his/her tuition fee, registration fee and other charges including Development Fund shall be adjusted on admission in the later course/Department/Institute/Centre/Regional Centre in the same session only. If there is any excess amount still left after the fee adjustment i.e. balance sum if any, shall be refunded after a deduction of Rs. 500/- (Rs. five hundred only) as Administrative charges.

Provided :-

- (i) If a student shifted from NRI etc. category to General/Reserved Category, his/her Registration fee and development fund of Foreign/PIO/NRI category shall be adjusted in the later/same Department/Institute/Centre/Regional Centre of the Panjab University but shall not be refunded under any circumstances.
- (ii) In case a student shifted from General/Reserved Category to Foreign/PIO/NRI category he/she is liable to pay Foreign/PIO/

NRI category tuition fee, registration fee and development fund. Other charges deposited by him/her shall be adjusted in the same session only. His/her General/Reserved Category tuition fee and balance (if any) be refunded after deduction of Rs. 500/- as administrative charges.

- (iii) In case due to unavoidable circumstances, on shifting to another course in the same Department or another Department/Institute/Centre/Regional Centre of the Panjab University a student has again deposited the tuition fee, development fund and other charges in the later Department/Institute/Centre/Regional Centre of the Panjab University, his/her tuition fee and other charges deposited in the earlier Department/ Institute/Centre/ Regional Centre shall be refunded as per (i) and (ii) above.
 - (iv) For adjustment/refund, he/she must apply on the prescribed refund application form for adjustment/refund of the tuition fee and other charges as the case may be within 15 days from the date of shifting to another Department/Institute/Centre/ Regional Centre through the Head of the later Department to the Assistant Registrar Accounts-II.
 - (v) However no carry forward/adjustment of fee shall be allowed in the subsequent session/class/year if the duration of the course is more than one year. No refund of fee shall be allowed after the expiry of the said 15 days' period.
 - (vi) The fifteen days shall be counted from the date of his/her latest shifting i.e. whichever is later.
5. A student seeking admission in University Institute of Engg. & Tech. (UIET), Department of Chem. Engg. & Tech. (DCET) shall pay Rs. 1000 (One Thousand only) & Department of University Business School (UBS), shall pay a sum of Rs. 5,000/- (Rupees Five thousand only) in advance as part Payment of the tuition fee at the time of counselling. In case he/she does not seek admission within the stipulated period by paying the full tuition fee, funds and charges the amount deposited as advance shall stand forfeited. In case he/she is admitted in the course and pays full fee funds & charges, the sum shall be adjusted in the total annual fee payable for that session/year only.
6. The shifting of a Foreign/PIO/NRI candidate to General/Reserved category seat is allowed strictly on merit only during the current session/year up to the date of the last counselling. Even if some seat falls vacant after the date of last counselling during the same session/year, it shall not be allowed to fill up. It shall also not be allowed in the next/subsequent session/year under any circumstances even if there may be vacant seats in the department/institute/regional centre under General/Reserved quota seats in the said class/course.

Adjustment of Tuition Fee & other charges in the next semester/session of UIET and University Institute of Legal Studies and its Centres :-

- (1) tuition fee be charged semester-wise but other charges be taken annually e.g., Development Fund, Sports Fund, etc. which are not refundable/adjustable;
 - (2) if a student was not permitted to attend the class of a semester due to one or the other reason, he/she be not asked to pay the fee for the said semester, if already paid, only rejoining fee/charges be charged from him/her.
 - (3) if a student attended any class/es of the semester where he/she has been declared 'detained' at the time of the start of the semester, he/she would be charged again whenever he/she becomes eligible and attends the class again; and
 - (4) some cases of University Institute of Engineering & Technology/ University Institute of Legal Studies regarding adjustment of fee are pending for the session 2006-07. The reason being that they paid fee for both the semesters at a time, but later detained due to one or the other reason and could not be promoted to the next semester. In all such cases tuition fee be adjusted and only rejoining fee/charges for the higher semester (as the case may be), realized from the students concerned.
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CHAPTER XLVI

FEEES FOR VARIOUS TYPES OF CERTIFICATES, ETC.

For all examinations

1. (a) (i) Duplicate Certificate
(ii) Provisional Certificate
(iii) Merit Certificate
(iv) Subject Certificate
(v) Detailed Marks Certificate
(vi) Degree in absentia
(b) (i) Paper-wise Detailed Marks per subject
(ii) Paper-wise Detailed marks for all subjects in an examination
(iii) Paper-wise Detailed marks for English only, Elective or Additional subject/s.
2. Eligibility Certificate Rs. 30 for the first copy & Rs. 30 for each subsequent copy. Eligibility Certificate for foreign students.
3. Duplicate Result Card
4. Copy of entires in the Register of students.
5. Residence Certificate
6. (i) Duplicate copy of Roll Number
(ii) Duplicate copy of Roll Number (Telegraphically)
7. Duplicate copy of Registered Number Card
8. Copy of Admission Form
9. (i) Inter-University Migration Certificate or duplicate Migration certificate.
(ii) Inter-University Migration Certificate (for those who are not Registered with this University).
10. Inter-College Migration Certificate
11. Correction in Admission form
12. Paper-wise consolidated statement of marks (to be supplied to the Heads of recognised institutions)
13. Certified copies of documents required by candidates who are disqualified.

As decided by the Syndicate/Senate from time to time

14. (i) Attestation of photostat copies
Rs. 250 per examination for
the first copy, Rs. 85 for each
additional copy thereof.
- (ii) Verification of qualifications
Transcript on the request of a
person from within Indian
Territory Rs. 250.
- (iii) Verification of academic
qualification etc. of person
residing abroad \$ 135 or
equivalent in Rupees.

As decided by the Syndicate/Senate
from time to time.

CHAPTER XLVII

DELEGATION OF AUTHORITY

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
1. Rectification of result		
(a) Totals not affecting fail or Pass	Syndicate	(a) Controller of Exams.
(b) Others	Syndicate	(b) Vice-Chancellor
2. Quashing of results	Syndicate	Vice-Chancellor
3. (i) Syllabus in the Faculties of Arts, Languages, Science, Business Management & Commerce, Education and Design & Fine Arts.	Senate	Faculties concerned
(ii) Policy matters (to be decided by the Vice-Chancellor relating to educational and course curriculum development and matters having inter-disciplinary bearing or major changes in the existing courses.	Senate	Academic Council
4. Outlines of tests, syllabi and courses of reading, in the Faculties of Medical Sciences, Law, Engineering & Technology and Dairying, Animal Husbandry & Agriculture, Pharmaceutical Sciences.	Syndicate	Vice-Chancellor
5. Courses of Reading, & books	Senate	Academic Council
6. Grant of leave and officiating arrangements for more than six months.	Senate	Syndicate
7. Grant of duty leave for more than three months	Senate	Syndicate
8. Supplementary grants up to Rs. 2,000	Senate	Syndicate
9. Appointment of examiners	Senate	Syndicate
10. Approve Paper-Setters/Examiners for the Theory papers, practicals and thesis for the M.D.S. examinations	Syndicate	Vice-Chancellor
11. Recognition and acquivalence of examination	Syndicate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
12. Academic terms	Syndicate	Academic Council
13. Grant of leave up to six months	Syndicate	Vice-Chancellor
14. Officiating arrangements up to six months in order of seniority	Syndicate	Vice-Chancellor
15. Approve the panel of Clerks/ Assistants drawn from time to time, in the order of seniority for making promotion as Assistants/Superintendents, as the case may be, but if it was proposed to ignore anyone, the matter would be reported to the Syndicate.	Syndicate	Vice-Chancellor
16. Grant of duty leave up to three months	Syndicate	Vice-Chancellor
17. Confirmation of employees of class 'B' in the category of Assistants including those in the equivalent/ corresponding pay scales of Assistants.	Syndicate	Vice-Chancellor
18. Supplementary grants up to Rs. 500	Syndicate	Vice-Chancellor
19. Appointment of all Research Scholars/Fellows and acceptance of their resignations	Syndicate	Vice-Chancellor
20. Renew the tenure of Research Scholar/Fellows, on the recommendation of the Dean of University Instruction	Syndicate	Vice-Chancellor
21. Part-Time appointments up to six months.	Syndicate	Vice-Chancellor
22. Sanction of special expenditure out of the Amalgamated Fund	Syndicate	Vice-Chancellor
23. Admission of foreign scholars to the various courses and examinations	Syndicate	Vice-Chancellor
24. Approval of list of scholarship holders and prize-winners	Syndicate	Vice-Chancellor
25. Ordering Oral examination of Ph.D. candidates	Syndicate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
26. Ordering revision and resubmission of Ph.D. thesis	Syndicate	Vice-Chancellor
27. Condonation of delay in reaching examination hall	Syndicate	Vice-Chancellor
28. (a) Sanction expenditure and incur expenditure and pass payment out of the budget head office Contingencies on an item without inviting quotations		(i) Registrar (ii) Finance & Development Officer (iii) Deputy Registrars (iv) Assistant Registrars
(i) Finance & Development Officer Rs.2500/-		
(ii) Deputy Registrar Rs.750/-		
(iii) Assistant Registrar Rs.500/-		
(b) Passing the medical bill claims and sanctioning Payments		
Upto Rs.3000/-	A.R.A	
Upto Rs.5000/-	D.R.(A/cs)	
Upto Rs.10,000/-	F.D.O.	
Beyond Rs.10,000/-	Registrar	
(c) The FDO has been empowered to sanction and pass for payment, the TA/DA/IITC/LTC bills of the staff working in the branches under him and his own as also those related to his branches.		
(d) The medical claim(s) of certain categories of Officers sanctioned for payments as under.		
DUI, SVC, Registrar, COE and the FDO	Vice-Chancellor	
(e) The power to sanction and incur expenditure, per item out of 'Depreciation Fund Account' be fixed as under :		
Up to Rs. 5 lac (Existing power Rs. 1lac)	Vice-Chancellor	
Up to Rs. 10 lac	Syndicate	
Without any limit for any item.	Senate	
	(Syndicate Para 64 dt. 29.10.2005)	
29. Grant of leave to administrative staff up to one month for Clerks, Assistants and Superintendents and officiating arrangements in order of seniority.	Syndicate	Registrar

	Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
30.	(i) Dates for commencement of examinations & Schedule for receipt of admission forms and fee.	Syndicate	Controller of Examinations
	(ii) The rates of late fees (effective from 1996 examination) for submission of examination forms in the University office and also rates of fees for conversion of candidates from Regular to Private are given below :--		
	(a) After the normal date fixed for submission of Examination forms but not later than two months before the date of commencement of examination.		Rs. 1500 per examination form.
	(b) Not later than one month before the date of commencement of examination		Rs. 3000 per examination form.
	(c) Less than one month but not less than one week before the date of commencement of examination (Permissible only, subject to availability of question paper/s and without the creation of any new centre of examination		Rs. 6000 per examination form. (In this case, the Centre of examination shall be only at Chandigarh.
	<p>Only women candidates who submit their applications in the University office, not later than ten days before the date of commencement of examination for conversion from regular to private candidates, shall 'be allowed' conversion from regular to private.</p>		
	<p>This fee will be in addition to the difference of examination fee chargeable between the regular and private candidate which will also be payable simultaneously.</p>		
	<p>Special fee to be charged from all private candidate who apply for appearing in the examination from place outside the area falling within the jurisdiction of Panjab University or those who appear in an examination at any other place of the University, where the university intends to hold examinations.</p>		Rs. 100/- per examination form
31.	Hiring of buildings for examinations	Syndicate	Controller of Examinations
32.	Grant of facilities to physical handicapped candidates	Syndicate	Controller of Examinations
33.	Issuing of appointment letters in anticipating of the approval of Senate in the interest of the teaching / instructional work in the Departments.	Senate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
34. Grant of two special increments to permanent University Lecturers, Teaching Assistants, Research Assistants and Research Associates for obtaining Ph.D. Degree.	Senate	Vice-Chancellor
35. Grant of one extra chance in lieu of the chance/s missed by a candidate	Syndicate	Registrar
36. Crossing efficiency bar in the pay-scale of the members of staff. Provided, that in case it was proposed to apply the bar, the case of the person concerned would be placed before the Vice-Chancellor	Syndicate	Registrar
37. Grant of extension in date of submission or condonation of delay, in receipt of a thesis/ dissertation for an examination other than Ph.D. beyond one month	Vice-Chancellor	Dean of University Instruction
38. Change in the membership of the Selection Committees, constituted by the Syndicate, on account of non-availability of persons or some other similar reasons	Syndicate	Vice-Chancellor
39. Allowing students of colleges to take examinations in certain subjects as private candidate.	Syndicate	Vice-Chancellor
40. Approval of the examiners of the Ph.D thesis for all the faculties and appointment of substitutes, wherever necessary	Syndicate	Vice-Chancellor
41. Constitution of Selection Committee for Class-A posts	Senate	Vice-Chancellor
42. (a) Adjustment in dates in leave or appointment (i) Class `A' employees of the University	Senate/ Syndicate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
(ii) Class 'B' employees of the Teaching Departments	Syndicate/ Vice-Chancellor	D.U.I.
(iii) Class 'B' employees of the non-teaching Departments and the Administrative Office	Syndicate/ Vice-Chancellor	D.U.I.
(b) Cancellation of any type of leave to an employee	Senate/ Syndicate	Vice-Chancellor
43. Approval of the examiners of M.D. and M.S.	Syndicate	Vice-Chancellor
44. Making terminal payments of gratuity furlough and permission to serve elsewhere during the period of furlough to retiring employees.	Syndicate/ Senate (as the case may be)	Vice-Chancellor (and the action taken to be reported to the appointing authorities i.e. Syndicate/ Senate as the case may be in Statement B)
45. Sanction of ex-gratia grant and other facilities to the family of an employee who dies while in service, as provided in the rules under Chapter IV (xiv)	} Syndicate	Vice-Chancellor
46. Allowing the benefits of University Provident Fund to whole-time employee temporarily appointed in the first instance and subsequently confirmed in the same appointment.	Syndicate	Registrar
47. Permission to employees to contribute towards Provident Fund during the period of extraordinary leave without pay	Syndicate	Vice-Chancellor
48. Recognition of Hospitals for internship/housemanships for M.B.B.S./Post-graduate studies	Syndicate	Vice-Chancellor

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to	
49. Sanction and pass medical reimbursement claims in respect of members of the non-teaching staff - (i) Beyond Rs. 5000 (ii) Up to Rs. 5000 (iii) Up to Rs. 3000 (iv) Up to Rs. 1000	Vice-Chancellor	(i) Registrar (ii) F.D.O. (iii) D.R. (Accounts) (iv) Assistant Registrar (Accounts)	
50. (i) Sanction and pass medical reimbursement claims in respect of the Heads/ Chairman/Chairpersons		Vice-Chancellor	(i) D.U.I.
(ii) Sanction and pass medical reimbursement claims in respect of the Heads of the non-teaching Departments	(ii) Registrar		
(iii) Sanction and pass medical reimbursement claims in respect of the D.U.I., SVC, Registrar and COE	Syndicate	Vice-Chancellor	
51. I. Refundable advance (CPF) as per Rule 1.1 Sub-Rules (a), (b), (c), (d), (e) & (f) (i) only -		Registrar	A.R. (Accounts)
(i) For Class C & Class B employees		Registrar	F.D.O.
II. Non-refundable advance (from CPF) all cases of final payment from CPF		Registrar	
III. Cases under the provisions of Rule 1.1 Sub-Rule f(ii)	Registrar		
52. Grant of stipend etc., to the widow of an employee who dies in harness	Syndicate	Vice-Chancellor	
53. Sanction of additional Seats in the Teaching Departments/ affiliated Colleges	Syndicate	Vice-Chancellor	

Subject	Authority under the Regulations	Delegated by Senate/ Syndicate to
54. Appointment of Chairmen/Heads of the Departments where the present incumbents have completed their term of three years	Senate	Vice-Chancellor
55. Grant of extension in service to class `C' employees beyond the age of 60 years	Syndicate	Vice-Chancellor
56. Sanction the share of gratuity payable by the University in respect of erstwhile employees of the University whose services were allocated to various School Education Boards and allow the same to be remitted to the Board	Syndicate	Vice-Chancellor
57. Approval of appointments by promotion/selection for the technical/laboratory posts in the revised scale Rs. 600-1120 same as for Assistants. In case a candidate is not found fit for promotion, the matter will be reported to the Syndicate	Syndicate	Vice-Chancellor
58. Deputing Class `B' and Class `C' employees of the University for a particular course and training/instruction (in India) on short term basis, in the interest of the University work	Syndicate	Vice-Chancellor
59. Making any adjustment/changes in the schedule of admission to a course for the relevant year.	Syndicate	Vice-Chancellor
60. Authority competent to sue or file an appeal in the Court of Law.	Senate	Registrar/Vice-Chancellor
61. Sanction/Approval of Pension Cases	Vice-Chancellor	Registrar
62. Signing of Cheques Pertaining to Pension Payments to Pensioners	Finance & Development Officer	Asstt. Registrar up to Rs. 2,50,000/- Supdt. up to Rs. 25,000/-

(Syndicate Para 83 dt. 27.5.06)

CHAPTER XLVIII

DESTRUCTION OF VARIOUS RECORDS

Destruction of Records

A. A statement showing the nature of record of each branch in the University Administrative Office and the period after which the same be destroyed.

VICE-CHANCELLOR'S OFFICE

Routine Office copies	1 year
Examination Branch	
<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in bracket)</i>
Admission forms for various examinations	3 years (Para 93, 24-11-1962)
Result Sheets	10 years (Para 46, 20-10-1964)
Award Lists	1 year (Para 38, 29-6-1945)
Cut Lists	3 years (Para 72, 10-10-80)
<i>Application forms of which certificates have been issued</i>	
(i) Lahore cases and counterfoils	10 years (Para 62, 18-5-1957)
(ii) Duplicate, detail marks, date of birth, Provisional, Merit certificates, counterfoils and Degree in absentee.	2 years (Para 62, 18-5-1957)
(iii) Fee Registers	5 years (Para 39, 23-7-1957)
Scholarship Registers	5 previous years excluding current year.
Statistical Information	6 previous years excluding current year.
(i) National/States Merit Scholarships forms of those candidates who were declared ineligible and the Correspondence Files.	3 previous years excluding current year.
(ii) University Scholarship forms and Correspondence Files.	3 previous years excluding current year.

<i>Description of Record</i>	<i>Period of preservation and Syndicate para and date (in bracket)</i>
Files pertaining to the awards of University medals along with the Correspondence Files.	4 previous years excluding current year.
Merit slips of major Examinations	Permanent.
Merit lists of Professional Examinations	Permanent.
Files of Ph.D. awarded and rejected cases	Permanent
Files of individual candidates relating to M.Engg./M.Sc. Hons. School, M.Ed., M.Com. & M. Textiles Examinations.	6 years
1. Rejected cases of M.D./M.S. Thesis	6 years
2. Files of awarded/rejected thesis cases pertaining to D.Litt., D.Sc. & LL.D. examinations.	Permanent.
3. Correspondence files relating to the evaluation of thesis/dissertations for the M.A. & other various professional examinations approved cases.	6 years
4. Files of M.D. & M.S. candidates where the thesis have already been approved.	6 years

Registration Branch

Papers of various Elections.	6 months.
1. Diary/despach/Indoor/outdoor dak register.	2 years
2. Correction in date of birth.	5 years.
3. Correction in father's name.	5 years.
4. Rustication/expulsion cases.	3 years.
5. Issue of duplicate certificates under war regulations.	2 years.
6. Whose period of 5 years has since expired but no final decision to cancel their candidatures has been taken because neither the candidate has asked for it nor the supervisor had written to this office.	May be kept for 2 years more after the expiry of 5 years.

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
7. Whose subject of thesis has not been approved or where registration cancelled one reason or the other.	1 year.
8. Asking admission to an examination on false representation pertaining to -- (a) previous examination not actually passed. (b) eligibility to appear in the examination as a private candidate.	10 years.
9. Deliberately making entry of wrong date of birth in the admission application form or in the affidavit accompanying the form.	10 years.
10. Forging another person's signatures on their admission forms or of using a forged document knowing it to be forged one, with a view to seek admission in the examination.	10 years.
11. Tampering with their own Certificate.	10 years.
12. Obtaining or attempting to obtain a certificate to which not entitled.	10 years.
13. (i) Application forms for correction in name, father's name in the Register of students.	5 years.
(ii) Application forms of the candidates to whom the eligibility certificates have been issued, and	5 years.
(iii) Counterfoils of the eligibility certificates.	5 years.

Receipt & Distribution Section

14. Regd./ordinary dak Register	2 years.
15. Registers showing the receipt and disposal of I.P.O./Bank drafts and cheques	3 years.
16. Service postage stamps challans/Registers.	2 years.
17. Postal challans of Regd. letters/parcels received from the Post Office	2 years.
18. Office copies file.	2 years.
19. Telegram Registers.	2 years.

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
Account Branch	
Applications for various posts and copies of the synopsis.	3 years. (Para 43, 26-10-1969)
Note. --Where research papers and original certificates etc. are received with the application forms, these be returned to the applicants after one year.	
All vouchers in support of expenditure.	8 years.
1. Measurement books.	15 years.
2. Used up receipt books.	8 years.
3. Details of Budget Estimates.	5 years.
4. Register of contingent expenditure.	5 years.
5. Service books.	Permanent (Syndicate Para 23, dt. 26.5.07)
6. Casual leave applications of the staff.	After the close of the Calendar year.
7. Casual leave account.	5 years.
8. Stock account book.	5 years.
9. Attendance Register of Students.	6 years, after the declaration of the result of the class concerned.
10. Leave applications of students.	After the academic session is over.
All accounts or Documents relating to Trust, Donation and Subscriptions.	
(i) Record connected with claims to service and personal matters affecting persons in the service.	
(ii) Cash books.	
(iii) Income and expenditure registers.	
(iv) Classified register of receipt and expenditure.	
(v) Standard measurement books.	Permanent
(vi) Calculations relating to particular designs.	
(vii) Admission and withdrawal register of students.	
(viii) Orders and sanction of permanent nature, until revised.	

<i>Description of Record</i>	<i>Period of preservation and Syndicate Para and date (in brackets)</i>
(ix) Receipt and despatch registers.	
(x) Provident fund Ledgers and Liability register.	Permanent.
B. Statement showing the nature of the record of each branch in the University Administrative Office and the period after which the same be destroyed, as recommended by the Committee.	

Registrar's Office

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
1.	All papers and correspondence relating to rechecking of answerbooks.	1 year.
2.	Other correspondence relating to complaints etc.	1 year.
3.	Cases of re-checking of answer-books where mistakes have been found.	Permanent.
4.	Record Registers of re-checking of Answer-books.	4 years.
5.	Diary/Despatch/Outdoor/Indoor dak registers.	4 years.
6.	Cases of re-checking of answer-books pending for non-payment of the required amount of fee.	4 years.

Accounts Branch

1.	Applications for reservation of suites in the University Holiday Homes.	1 year.
2.	Applications for refund of securities and other fees for which no refund is made.	2 years, after a reply is sent.
3.	(a) Correspondence relating to compliance of audit objections (except objections raised on fundamental nature).	2 years, after the withdrawal of audit objection/requisition.
	(b) Audit requisitions on important subjects.	5 years.
4.	Bank statements.	5 years.
5.	Office copies of routine correspondence.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
6.	Quotations files	3 years.
7.	Personal files and confidential reports.	5 years, after the death or retirement, or resignation or termination.
8.	Departmental permission files and registers.	3 years.
9.	Advertisement files. (copy of the advertisement to be placed on the personal file of the appointee).	3 years from the date of payment of the bills.
10.	Correspondence files relating to award/ payment of scholarships.	3 years after the expiry of award of scholarship.
11.	Applications for grant of financial assistance out of poor students' Aid Fund.	3 years.
12.	Kucha classification record of Income/ Expenditure.	1 year after audit.
13.	Demand and Collection Register of Students dues (tuition fee etc.).	8 years from first admission, provided these have been checked by audit.
14.	Challan files of Income deposited with the Bank by Mofussil Institutions.	3 years.
15.	I.P.O. card receipts.	8 years.
16.	Post Office M.O. Cut lists.	8 years.
17.	*Demand sheets of private candidates.	3 years.
18.	*Demand and Collection Registers of College candidates. (*To be destroyed after these have been checked by the audit and the defaulters have been carried over in the demand and collection Register of defaulters.)	5 years.
19.	Bill Registers relating to payments to-- (i) Examiners remuneration contingencies, etc. (ii) Supervisors, Laboratory Staff of examination centres. (iii) Supdts., Examiners, Inspectors, Supervisors and other Officers/ officials on account of T.A.	4 years. 4 years.
20.	Register of advances.	3 years.
21.	Wheat loan recovery Register.	2 years.
22.	Insurance premium register of Employees.	3 years.
23.	Income Tax Deduction Register.	8 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
24.	House rent and water charges recovery register.	3 years.
25.	C.T.D. deduction register.	3 years.
26.	Leave register (other than Casual Leave, maintained by the Estt. Section).	3 years.
27.	Rent register of shops/booths etc.	8 years.
28.	Registers containing record of Bank drafts received. (Maintained by Income Section)	3 years.
29.	Attendance Registers of Staff.	5 years.
Examination Branch		
1.	Office copies of various correspondence.	2 years.
2.	Despatch record of Roll Nos., Detailed Marks Cards/Degrees.	2 years.
3.	Receipt and Despatch Registers.	2 years.
4.	Centre statements (Supdt./Asstt.).	2 years.
5.	Various Signature Chart/Absentee Memos for Examinations.	2 years.
6.	Various Result declaration slips.	2 years.
7.	Re-evaluated Awards.	2 years.
8.	Result Gazettes of the later set.	2 years.
Conduct Branch		
1.	Appointment registers indicating the names of the Supdts./ Dy. Supdts./ Supervisors centrewise.	3 years.
2.	Supervisory rolls (indicating names) of the Supervisors and Dy. Supdts. centrewise.	3 years.
3.	Acceptance forms (Supdts. and Dy. Supdts.)	2 years.
4.	List of Superintendents (5 copies)	Permanent.
5.	Correspondence files.	2 years.
6.	Main approvals/substitute approvals of the Supdts. and Dy. Supdts.	2 years.
7.	Approvals of Supervisors with T.A. and H.A.	3 years.
8.	Inspectors' approval lists (5 copies)	Permanent.
9.	Diary & Despatch Registers.	5 years.
10.	Cases of blind candidates.	3 years.
11.	Date sheet files of all the examinations.	3 years.
12.	Files regarding schedule of examination.	3 years.
13.	Stationery and answer-books stock registers.	3 years.
14.	Files containing SF 6 & 7 (regarding answer-books and stationery accounts submitted by the Superintendents of the Centres).	3 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
15.	Question papers statement files.	3 years.
16.	Printing of Question papers files for the practical examinations.	3 years.
17.	Files regarding appointment of examiners.	3 years.
18.	Closed files of furniture of various Institutions where the stock position of furniture has gone to nil.	5 years.
19.	Marked answer books of all examinations.	1 year.

Practicals

1.	Programme chart.	5 years.
2.	Examiners' acceptances.	3 years.
3.	Examiners list.	5 years.
4.	Other correspondence etc.	2 years.
5.	Figure register.	2 years.

Unfair Means Cases Branch

1.	U.M.C. files.	2 years after the period of disqualification.
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Secrecy Branch*Section-1*

1.	Examiners registers.	6 years.
2.	Examiners card registers for making entries regarding the examinership held in various years by an individual.	Permanent.
3.	Acceptance forms	3 years.
4.	Gap/Never lists.	3 years.
5.	Proceedings of the Revising Committee	2 years.
6.	Paper-Setters Instructions.	2 years.
7.	Confidential reports.	4 years.
8.	Disqualification cases.	Permanent.
9.	Correspondence/office copies file.	3 years.
10.	Similar record for Matric/Higher Secondary examinations.	3 years.

Section-2

1.	Registers containing names of paper-setters.	6 years.
2.	Files containing correspondence with paper-setters/ examiners for theses (separate file for each examination).	3 years.
3.	Corrected lists of External/Internal and Single examiners.	5 years.
4.	Registers containing names of examiners for theses.	6 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
5.	Rulings and Syndicate Decisions file.	Permanent.
6.	Entries regarding working of External/Internal/Single examiners in various years.	Permanent.

Section--3 (Registration of examiners and despatch of material)

1.	Register of despatch of registration forms to the persons for sub-examinership.	2 years.
2.	Statement showing deposit of registration forms by applicants.	2 years.
3.	Register regarding verification of registration fee.	5 years.
4.	Record of despatch of material to the examiners appointed every year for the various examinations.	1 year.
5.	Registration registers of examiners.	Permanent.
6.	Registration forms of persons registered every year as sub-examiners.	3 years.
7.	Forms of persons declared not eligible and filed cases.	3 years
8.	Office copies.	2 years.
9.	Circular regarding change in address (Alphabetical).	1 year.
10.	Registration forms receipt register (Alphabetical)	2 years.
11.	Register containing list of affiliated and associated Institutions.	2 years.
12.	Record file containing Syndicate decisions, ruling etc., relating to Registration of examiners.	Permanent.
13.	Disqualification Register regarding disqualification of examiners.	Permanent
14.	Files of individual disqualified persons.	Permanent.

Section--4 (Payment Section)

1.	Payment registers for theory.	5 years.
2.	Office copies.	2 years.
3.	Paid bills.	2 years.
4.	Releasing slips	3 years.
5.	Delay office copy files.	3 years.
6.	Important cases files including Syndicate paras.	Permanent.
7.	Checking Assistants lists and original forms.	3 years.
8.	Registrar's approval for one way T.A. to examiners.	2 years.
9.	Lists of Head-Examiners recommending issue of advance to them.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
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Section--5 (Confidential Section)

1.	Registers regarding receipt of answer-books.	3 years.
2.	Counting registers regarding receipt of answer-books.	3 years.
3.	Registers regarding despatch of answer-books.	3 years.
4.	Secrecy workers' register regarding work done by secrecy workers.	3 years.
5.	Receipt register for stray answer-books.	3 years.
6.	Register regarding special checkers for checking of answer-books.	3 years.
7.	Supdts. Memos. regarding details of answer-books sent by them.	2 years.
8.	Groupings showing distribution of answer-books among sub-examiners.	2 years.
9.	Centre statements.	2 years.
10.	Receipt of Award Registers of Secrecy Branch.	3 years.
11.	Diary/Despatch/Indoor/Outdoor dak Registers.	5 years.

Re-evaluation Cell

1.	All papers & correspondence including complaints etc. relating to re-evaluation of answer-books.	1 year.
2.	Record Registers of Re-evaluation of answer-books.	4 years.
3.	Cases which are pending for non-adjustment of fee account.	1 year.
4.	Dak & Diary Registers.	1 year.
5.	Registers of despatch of answer-books to the examiners.	3 years.

General Branch*Syndicate/Senate Section*

1.	Syndicate/Senate (Cyclostyled office copies, disposal copies and printed minutes (three copies).	Permanent.
2.	Syndicate/Senate minutes (Original Manuscripts.	Permanent.
3.	Office copies of the disposal of Syndicate/Senate paragraphs and other routine letters.	2 years.
4.	Draft Syndicate/Senate agendas.	1 year.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
5.	Cyclostyled Syndicate/Senate Agendas.	Permanent.
6.	Notes of D.R.G.	1 year.
7.	Receipt of despatch registers.	2 years.
8.	Outdoor and indoor dak registers.	2 years.
9.	Postal Certificate record.	1 year
10.	Office copies of letters of routine nature.	2 years.
11.	Files relating to recognition of institutions as centres for Ph.D. research.	3 years.
12.	Files relating to recognition of Hospitals/Colleges for purposes of doing internship training/house job.	3 years.
13.	Files relating to recognition of Libraries for allowing their staff to appear privately.	3 years.
14.	Non-recognition files of various examinations of other Universities.	3 years.
15.	Recognition files of various Universities.	3 years.
16.	Calendars and Syllabi of other Universities etc.	3 years.
17.	Files pertaining to issue of eligibility certificates (foreign students)	5 years. (Provided the entries are duly made in the Register of Students and this fact is certified).
18.	Files of Re-organisation Committee Proceedings etc. Vol., I to V received from O.S.D. (M.).	Permanent.
19.	Disposal of Syndicate/ Senate paras shown by the branches for the information of the Vice-Chancellor.	3 years.
<i>Regulation Section</i>		
1.	Sets of amended regulations as circulated to Fellows and approved by Govt. from time to time.	5 years.
2.	University Calendars, Parts I, II and III from 1950 onward (ten copies).	Permanent
3.	Office copies of letters circulated to various institutions/branches of the office, regarding alterations/amendments in the regulations.	3 years
4.	Office copies of letters of routine nature.	2 years
5.	Files containing the Original Papers alongwith Syndicate decisions, relating to revision of Calendars.	8 years

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
6.	Files of amended Regulations/Rules.	5 years.
7.	Files relating to amendment of Panjab University Act.	Permanent.
8.	Files of Proceedings of Committees/ Sub-Committees of all the Exams./ Subjects.	5 years.
9.	(i) Govt. Gazettes of U.T. Chandigarh, Haryana, Punjab and Himachal Pradesh Govt. (One copy). (ii) Govt. Gazettes containing amendments of Regulations, pertaining to the Panjab University, Chandigarh (Punjab Govt. Upto 30-10-66) & Central Govt. from 1-11-1966 (5 copies).	Permanent.
<i>Meeting Section.</i>		
1.	Proceedings of the meetings of the Boards of Studies.	5 years.
2.	Proceedings of the meetings of Faculties.	5 years.
3.	Proceedings of the Academic Council.	5 years.
4.	Joint Research Board Proceedings.	Permanent.
5.	Research Degree Committee Proceedings.	5 years.
6.	Equivalence Committee proceedings.	3 years.
7.	Election of University bodies.	3 years.
8.	Proceedings of Prices Board.	3 years.
9.	Printed Syllabuses and Prospectuses (5 copies).	Permanent
10.	Books.	3 years after which it be transferred to Library.
11.	Declaration forms pertaining to submission of books.	5 years (Para 7, dated 18-10-75)
12.	Syndicate/Senate decisions relating to syllabi and books.	3 years.
13.	Circulars and Notifications relating to syllabi and courses.	3 years.
14.	Record of registration of publishers.	3 years.
15.	Registers regarding books, publishers, fixation of prices etc.	3 years.
16.	Register of members of University bodies.	5 years.
17.	Office Copies of letters of routine nature.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
18.	Files of Proceedings of Committees/ Sub-Committees of all the Exams./ Subjects.	5 years
19.	Registers containing entries of meetings of various University Bodies.	5 years.

Enquiry Section.

1.	Rulings obtained from time to time.	Permanent.
2.	Other records including office copies of correspondence.	2 years.
3.	Visitors Registers.	2 years.
4.	Office copy of entry passes.	1 year.

Registration Branch

1.	Registration returns record.	7 years.
2.	Migration cases correspondence etc.	2 years.
3.	Migration Registers.	Permanent.
4.	Correspondence with the colleges and their Annual Reports.	3 years.
5.	Tenders, quotations and other papers relating to stores.	1 year after the completion of the contract.
6.	(a) Printed papers relating to Convocations. (2 files).	Permanent
	(b) Other correspondence relating to convocations.	2 years.
7.	Change in name cases.	2 years.
8.	Change in date of birth.	5 years.
9.	Application forms for correction in name, father's name in the Register of Students.	5 years.
10.	Application forms of the candidates to whom the Eligibility Certificates have been issued.	5 years
11.	Counterfoils of the Eligibility Certificates.	5 years.

Miscellaneous Branch

1.	Affiliation of new colleges.	Permanent.
2.	Extension of affiliation.	Permanent.
3.	Association of Institutions.	Permanent
4.	Periodical inspection reports of colleges.	3 years.
5.	Allotment of quarters.	3 years.
6.	Allotment of shops	Permanent.
7.	Late admission of students.	2 years.
8.	Office copies regarding general enquiries.	2 years.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
9.	Files pertaining to Endowment Fund of Non-Govt. affiliated colleges.	Permanent.
10.	Files pertaining to Arbitration cases.	8 years.
11.	Files pertaining to complaints of teachers/Principals of Non-Govt. affiliated colleges.	8 years.
12.	Files pertaining to payment of claims to the employees and files of S.D. College, Hoshiarpur (defunct).	Permanent
13.	Files and circulars pertaining to Model Rules for non-teaching staff of Non-Govt. affiliated colleges.	5 years.
14.	Clarification of service and conduct regulations : (i) Rulings. (ii) Office Copies.	Permanent 5 years
15.	Office copies - withdrawal of Provident Fund and advance from it.	5 years.
16.	Court Cases.	Permanent
17.	Files pertaining to foreign teachers.	3 years
18.	Income and Expenditure Statements of Non-Govt. affiliated colleges.	10 years.
19.	Record collected at time of enquiry - (1) Hindu College, Amritsar. (2) G.M.N. College, Ambala Cantt. (3) National College, Sathiala	Record to be maintained till the disaffiliation notice served on these colleges is finally withdrawn.
20.	Various resolutions of the various Unions.	3 years
21.	Ruling files of various examinations.	Permanent
22.	Revision of salary-scales of college teachers in the II and III 5 years plans.	5 years
23.	Various scholarships schemes including U.G.C. scholarships.	5 years
24.	Inspection of Medical Colleges by the Medical Council of India.	5 years.
25.	Inter-University Board proceedings/ Standing Committee of the I.U.B.	Permanent
26.	Revision of salary scales of college teachers under fourth of 5 year plan.	5 years.
27.	(a) Individual Teachers' returns of all colleges. (b) Registers of college teachers.	3 years. Permanent
28.	Annual Qualifications returns.	3 years.
29.	Files regarding Syndicate paras pertaining to qualifications periods etc.	Permanent.
30.	Result Gazettes of post-graduate exams.	Transfer to certificate section.

<i>Sr. No.</i>	<i>Description of Record</i>	<i>Period for which to be retained after which it should be destroyed</i>
31.	Office copies of general enquiries regarding qualifications, grades etc.	3 years.
32.	Files relating to collection of information regarding changes of Managements, teaching staff, Income and expenditure etc.	3 years.
33.	Files relating to K.K. Grover Memorial Goodwill Declamation Contests, etc.	2 years.
34.	Material for Annual Report on progress of education in Punjab, as required in Form A-4.	2 years.
35.	Material as required in Form B-4 in cases of University Teaching Departments for U.G.C.	3 years
36.	Material for selection provisional statistics for University Teaching Departments in various Faculties for D.P.I., Union Territory, Chandigarh.	3 years.
37.	Copies of Form B-1 of the affiliated colleges and University Teaching Departments including consolidation Registers and consolidated copies of Form B for Ministry of Education/U.G.C.	3 years
38.	Information for inclusion in Handbook of Inter-University Board of India and Ceylon.	2 years
39.	Permission to start Honours Classes to the colleges for 1962 Examination.	3 years
40.	Information for Commonwealth Universities Year Book for the Association of Commonwealth Universities, London.	2 years.
41.	Material for University Annual Report from the affiliated colleges.	2 years.
42.	Inservice Training course in Educational Statistics for 1967-68 and 1968-69.	2 years
43.	Misc. statistical information supplied to U.G.C., Govt. of India, State Govts. and other organisations from time to time.	3 years.
44.	Files relating to construction of Panjab University buildings.	Permanent.
45.	Diary/ Despatch / Indoor/ Outdoor dak Registers.	2 years.
46.	Noting material regarding deletion of Patiala Colleges from the list of P.U. affiliated Colleges.	Permanent.
47.	Files relating to Classification of successful candidates at the B.A./B.Sc. examination.	Permanent

CHAPTER XLIX

DATE OF BIRTH CORRECTION

(Deleted)

CHAPTER L

ESTABLISHMENT OF THE REVOLVING FUND

1. The Syndicate may allow the establishment of a 'Revolving Fund' to be called _____ (name of the Deptt.) Revolving Fund. Keeping in view the peculiar nature and objectives of a particular activity of a Department.

2. The fund shall be constituted by the Syndicate by allowing a certain percentage of the income arising out of the special activity of the Department in a year based on the actual income of the concerned activity in the preceding year. A separate income and expenditure heads will be provided in the annual budget of the University in accordance with proper procedure.

3. The Revolving Fund, so created shall be kept by the Head of Deptt. in a separate bank account and a separate cash book shall be maintained to record all transactions connected therewith. The funds shall be expanded according to the aims & objectives of the Revolving Fund.

The funds shall be operated upon by the Chairman/Head of the Deptt. in accordance with University rules and the accounts thereof shall be subject to audit by the Auditor of the University.

4. There shall be a committee for each Revolving Fund to be constituted by the Vice-Chancellor.

5. The objectives of the fund shall be as laid down by the Syndicate. No income of the Deptt. fund except that may be received in the form of interest, from the bank will be kept in the fund. The income arising out of the normal activities of the Deptt. will be credited as such to the University as its income, and only such percentage, as fixed in Rule 2 above will be transferred to the concerned Revolving Fund.

6. The expenditure out of the 'Revolving Fund' will be incurred with the recommendation of the committee and approval of the Vice-Chancellor. The progress of the objectives along with the annual statement of the accounts will be reported by the Chairman of the Department to the Syndicate after 31st March every year.

CHAPTER LI

RESOLUTION BY FELLOWS - GUIDELINES FOR

1. Guidelines framed by the Syndicate & approved by the Senate Paragraph-IV dated 29.3.1987 under Regulation 11.1 contained in Chapter II (A) (i) the Senate of Volume I of the Panjab University Calendar :--

- 2.**
- (i) The Resolution shall be clear and in the unambiguous terms.
 - (ii) It shall be precise and relate substantially to a single definite issue.
 - (iii) It shall not refer to the conduct or character of persons except in their official or public capacity and shall not relate to any matter which is directly and substantially sub-judice.
 - (iv) It shall not raise matters on which the Senate has already taken a decision during the course of previous three quarterly meetings.
 - (v) It shall not raise matters on which the Chancellor has already given his decision.
 - (vi) It shall not contain objectionable language or statements of a defamatory nature.
 - (vi) If the resolution relates to matters within the jurisdiction of Academic Council or any Faculty, Joint Research Board or any other Body of the University, the resolution will be first sent to the concerned body for consideration.
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CHAPTER LII

ROTATION OF HEADSHIP - TEACHING DEPARTMENTS

Note :- Rules relating to duration of Chairmanship in the Teaching Departments have been integrated with these Rules.

1.1. No Teaching Department shall be established, reconstituted, amalgamated with another or divided or abolished, except in accordance with the provisions of the Rules.

1.2. Each teaching Department shall consist of the following members, namely :-

- (i) Teachers in the Department; and
- (ii) Such other persons as are approved for imparting instruction in the Department by the University.

2.1. Each Teaching Department shall have a Chairman/Head to be designated by the Senate on the recommendations of the Syndicate in the manner provided as under :-

- (i) (a) The Chairman/Head of a Department shall be designated, by rotation, from amongst the Professors in the Department appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate, according to length of service as such in the Panjab University, irrespective of the method of appointment.
- (b) In case the length of service as Professors appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate is equal, then the Chairman/Head will be designated on the basis of their inter-se seniority in the lower cadre. However, from amongst Professors directly recruited on the same day by the same Selection Committee, their turn for designation as Chairman/Head shall be determined on the basis of the ranking approved by the Senate.
- (ii) In case of a Department where there is no Professor or where all the Professors have been designated Chairman/Head on their turn and have served on resigned or declined the offer :
 - (a) The Chairman/Head shall be designated, by rotation, from amongst the Readers in the Department appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate according to length of service as such in the Panjab University, irrespective of the method of appointment.
 - (b) In case the length of service as Readers appointed by way of direct recruitment or by way of promotion or by any other method approved by the Senate is equal, then the Chairman/Head will be designated on the basis of their inter-se seniority in the lower cadre.

However, from amongst Readers directly recruited on the same day by the same Selection Committee, their turn for designation as Chairman/Head shall be determined on the basis of the ranking approved by the Senate.

- (c) In case a Reader in the Department is not available the Chairman/Head shall be designated, by rotation, from amongst the Lecturers in the Department who have at least 8 years' teaching experience as Lecturer in the Department, according to length of service. The period of service as temporary ad hoc Lecturer on a full-time basis in the Department will be counted towards the requisite period of 8 years' teaching experience as Lecturer in the Department. Provided that in exceptional circumstances, for reasons to be recorded, the Vice-Chancellor in making recommendations to the Syndicate on designation of a Chairman/Head, may deviate from the principle of length of service or the stipulation of length of teaching experience as the case may be.

2.2. (i) No Professor, Reader or Lecturer in a Department shall be compelled to accept the offer of Chairmanship/Headship of the Department.

(ii) As and when the turn of a faculty member comes up for appointment as Chairmanship/Headship, he will, have no right to have it postponed.

2.3. A person designated as Chairman/Head of the Department shall hold office as such for a period of three years and shall not be eligible for designation for the second time till all the Professors/Readers/Lecturers in the Department have been designated as Chairman/Head in accordance with Rule 2.1.

However, where no other Professor/Reader/Lecturer is available or eligible, the same person can be allowed to continue as Chairman/Head of the Department for a period of another three years or till the next person in the Department becomes eligible, whichever is earlier.

Provided that a Chairman/Head of a Department on attaining the age of superannuation i.e. 60 years shall cease to hold office as such.

2.4. When Professors/Readers/Lecturers in a Department have been designated as Chairman/Head for one term, in accordance with rule 2.1., the next Chairman/Head of the Department shall be designated by rotation according to the said rule 2.1.

2.5. (a) In case a faculty member entitled for being designated as Chairman/Head in accordance with Rule 2.1. is on leave for a period of six months or more for study, research or for any other purpose on the date his turn comes up for designation as Chairman/Head, the next eligible person on the rotation list will be designated Chairman/Head and the claim of such a faculty member to Chairmanship, will be retained and he would be considered for designation as Chairman/Head after the expiry of three years term of the present Chairman/Head.

For periods of leave for less than six months, temporary arrangement will be made in accordance with Rule (b) below.

(b) When the Chairman/Head of a Department, by reason of illness, absence or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by the next eligible person on the rotation list from amongst the faculty members of the Department.

(c) (i) In case a Chairman/Head chooses to seek leave for a period of 6 months or more for study, research or for any other purpose during his normal term, his tenure as Chairman/Head will come to an end immediately, i.e. his term will be deemed to have been vacated and a new Chairman/Head will be designated for a fresh period of 3 years.

(ii) In case the leave is for less than 6 months, the term will come to an end as originally scheduled. In other words, he does not get any benefit for the period of leave within his term as Chairman/Head.

(iii) Any stop-gap arrangement during the period of leave of the Chairman/Head for less than six months will not effect the duration of Chairmanship of the officiating incumbent as and when his normal term of 3 years as Chairman Head comes up.

(iv) In case a Chairman/Head proceeds on leave for less than six months, to begin with, and applies for extension of leave subsequently, his term will be deemed to have ended at the expiry of leave for 6 months in all.

2.6. A Chairman/Head of a Department may resign his office any time during his tenure of office.

2.7. The Chairman/Head of a department shall have the following powers and functions :

- (i) To provide academic leadership to the Department;
- (ii) to supervise the overall functioning of the Department;
- (iii) to co-ordinate and guide the teaching, research and administrative work of the Department;
- (iv) to implement the decisions of the Committees specified in Rule 3.1;
- (v) to exercise financial powers in pursuance of the recommendations of the Committees specified in Rule 3.1 subject to such rules as may be prescribed in this regard from time to time; .
- (vi) to recommend to the Joint Research Board, panel of examiners for evaluating Ph.D. thesis in consultation with supervisor/s, and
- (vii) to perform such other functions as may be assigned to him by the Syndicate and the Vice-Chancellor for specific purposes.

2.8. The Chairman/Head may exercise such other powers and functions as may be prescribed by the Rules.

3.1. Each Teaching Department/institution shall have the following Committees, namely :

- (i) Academic Committee;
- (ii) Administrative Committee; and
- (iii) Technical Committee.

3.2. Each Committee specified in Rule 3.1 shall consist of the following persons, namely :

- (i) Chairman/Head of the Department -(Ex-Officio Chairman).
- (ii) All Professors in the Department as defined in Rule 2.1 (if the number is up to four) would be regular members of the Academic, Administrative and Technical Committees. If the number of the Professors is more than four, each of these three Committees shall have four Professors by rotation as explained in Rule 2.1.
- (iii) One third of the total number of Readers as defined in Rule 2.1 but not exceeding four;
- (iv) One third of the total number of Lecturers as defined in Rule 2.1 but not exceeding five including one from amongst the Teaching Assistants/Research Assistants/Curators, if any; and
- (v) One third of the total number of Coaches but not exceeding three in the Department of Physical Education.

Note.-- The Professors, Readers and Lecturers mentioned in Rule 3.2 of this Chapter pertaining to composition of the Academic Committee, Administrative Committee and Technical Committee of each Department, will cannot the teachers appointed as such in the manner enumerated in Rule 2.1 above.

3.3. The members under categories (ii) to (v) specified in Rule 3.2 shall be appointed by the Chairman/Head according to rules, for a period of one year in such a way that all major specialities are represented, as far as possible, at all levels.

3.4. In case a Department where the number of teachers does not exceed six, all the teachers shall be members of each of the three Committees.

3.5. The Academic Committee, may, if need be, invite teachers of the Department who are not members of the Committee, to attend any meeting of the Committee.

3.6. Each Committee shall choose a Secretary who in consultation with the Chairman, shall convene meetings of the Committee at least once in two months. He shall be responsible for preparing the minutes of the meetings which after having been confirmed by the Chairman, will be circulated amongst the members of the Faculty.

3.7. No decision of a Committee shall be valid unless at least 50% of the members are present in the meeting in which the decision is taken.

3.8. The procedure for the conduct of the meetings of the Committee shall be prescribed by Rules.

3.9. The Academic Committee shall exercise the following functions, namely :

- (i) To suggest outlines of tests, syllabi and courses of Reading for consideration of the concerned Board of Studies.
- (ii) To recommend a panel of names to the Vice-Chancellor for appointment of examiners for M.Phil. course, in accordance with the relevant regulations.

- (iii) To frame the time table and rationalise the distribution of teaching work amongst the members of the Departments.
- (iv) To lay down the procedures for the purchase of books, journals, etc., for the Departmental Library.
- (v) To consider the results of the M.Phil. examinations according to the University Rules/Regulations before the same are forwarded by the Chairman/Head to the Controller of Examinations for publication.
- (vi) To ensure freedom for each faculty member to pursue his research work independently.
- (vii) To consider cases of condonation of lectures of the students for admission to examination according to University Rules/Regulations.
- (viii) To suggest names for appointment as members of the Board of Editors for the Journals of the Department, if any, for consideration of the Vice-Chancellor.
- (ix) To suggest guidelines for the consideration of the Vice-Chancellor/Syndicate for consultancy service provided by the Department, if any.
- (x) To organise conferences, seminars, symposia etc. in the Department.
- (xi) To recommend general policy for providing equitable opportunity to members of the Department for deputation to conferences, seminars, symposia, etc., both in India and abroad (except in case of personal invitation to a member), for consideration of the Vice-Chancellor.

3.10. The Administrative Committee shall exercise the following functions, namely :

- (i) To recommend admission of students for all classes in accordance with the Rules/Regulations of the University.
- (ii) To consider the matters relating to subject of research by Ph.D. candidates and assignment of supervisors.
Note : The choice of the students regarding the guide and subject will be kept in view. The specialisation of the proposed guide and the number of students he is guiding will also be kept in view.
- (iii) To lay down the procedure for selection of candidates for the award of scholarships and fellowship.
Note : The Chairman/Head of the Department shall be assisted by a Departmental Committee of 3 senior faculty members in scrutinising applications received in response to the advertisement before these are forwarded to the Dean of University instruction.
- (iv) To advise the Chairman/Head on all administrative matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department.
- (v) To act as student counsellors and to help in maintaining discipline in the Department.

- (vi) To advise the Chairman/Head on matters of allocation of funds provided by the University to the Department for research Development and various extra-curricular activities of the Department.
- (vii) To lay down norms for recommending applications for study leave, within the frame work of the Regulations on the subject.
- (viii) To consider the requirements of the Department for meeting emergent temporary appointments.
- (ix) To prepare proposals for the new and additional demands for the annual and supplementary budget.
- (x) To devise ways for proper utilization of services, of the non teaching staff in the department.
- (xi) (a) Need-based proposals with justification for creation/upgrading of teaching posts in the field of the specialization and diversification of research activities shall be made by the department through the Academic and Administrative Committees jointly. Such proposals shall then be examined by the Committee constituted by the Vice-Chancellor for screening the New and Additional Demands of the Departments. The recommendations of this Committee would be placed before the Board of Finance/Syndicate/Senate.
(b) A proposal for transfer of teaching post/s lying vacant in a department to a new department or to other department/s would be examined by a Committee to be constituted by the Vice-Chancellor keeping in view the position of the department/s concerned for filling up the post/s in the department/s. The recommendations of the Committee would be placed before the Syndicate for its approval.
(c) A proposal for abolition of a teaching post/s, made by the department on the recommendation of Academic and Administrative Committee jointly would be reviewed by the Committee to be constituted by the Vice-Chancellor. The recommendations of the Committee would be placed before the Syndicate and Senate.

3.11. The Technical Committee shall exercise the following functions, namely :-

- (i) To prepare lists of equipment, chemicals accessories, furniture, stationery, etc., to be purchased, consistent with the requirements and available resources of the department.
 - (ii) To maintain up to date lists of firms to be addressed to for inviting quotations for purchase of various articles.
 - (iii) To arrange for the proper checking of articles on receipt and their proper storage.
 - (iv) To provide a periodic check on the maintenance of equipment and other items and to, arrange for their repair or disposal, whenever needed.
 - (v) To advise on the proper maintenance and display, of items in the Departmental Museum, if any.
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CORRIGENDA

PAGE NO.	CORRECTION
54	Clause (ii) be added before Heading "Allotment of Residential accommodation".
149	Rule 32 Clause (ii) Part-time i.e. Principal Department of Evening Studies be deleted "Chairman" be added in place of "Principal".
158	In Rule 1 Second line Deputy Registrar (Colleges) be added in place of Finance & Development Officer.
253.	Clause (j) be added in place of Clause '(g)'.
262	Last line page 469 instead of page 479.
268	Rule 4.1 should read as Rule 4.
274	Clause (ii) be added before Heading "Election by-Laws of the Panjab University Campus Students Council".
401	In last line Rs. 30.00 in place of Rs. 20-00.
463	In Rule 4.1 Fellows be added before Faculty/Administrative staff etc.
469	CHAPTER XLI be added in Heading "Students Holiday Home".
509	Clause (XXIX) be added in place of Clause (XXIV) under Heading 'Merit Certificates'.
528	Under Clause(ii) Rs. 35 be added in place of Rs. 50 + (Rs. 50 as postal charges etc.).