

THE PUNJABI UNIVERSITY ACT, 1961
(PUNJAB ACT NO. 35 OF 1961)
AN
ACT

to establish and incorporate a University for the advancement of Punjabi studies and development of Punjabi language as a medium of instruction or otherwise for the providing of instruction in humanistic and scientific subjects and generally for the promotion of higher education and research.

BE IT enacted by the Legislature of the State of Punjab in the Twelfth Year of the Republic of India as follows:

Short Title and Commencement

1. (1) This Act may be called the Punjabi University Act, 1961.
*(2) It shall come into force on such date as the State Government may, by notification, appoint.

Definitions

2. In this Act and in all Statutes, Ordinances and Regulations made hereunder, unless the context otherwise requires:
 - (a) "College" means an institution maintained by or admitted to the privileges of the University under this Act;
 - (b) "Principal" means the head of a College, and includes, when there is no Principal, the person for the time being duly appointed to act as Principal, and in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such;
 - (c) "Statutes", "Ordinances" and "Regulations" mean respectively the Statutes, Ordinances and Regulations of the University made by or under this Act;

* The Act came into force on April 30, 1962. See, Punjab Government Education Department, Chandigarh, Notification No. 3456-EDI-62/11249, dated April 30, 1962.

- (d) "Teachers" includes Professors, Readers, Lecturers and other persons imparting instruction in the University or in any college;
- (e) "University" means the Punjabi University as incorporated under this Act.

Incorporation of the University

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

Powers and Duties of the University

- 4. The University shall exercise the following powers and perform the following duties, namely:
 - (1) to make provision for imparting education in the humanities, sciences, learned professions and such other branches of learning and courses of study as it may think fit and to make provision for research and for the advancement and dissemination of knowledge;
 - (2) to promote Punjabi studies, to provide for research in Punjabi literature, to undertake measures for the development of Punjabi Language and to progressively adopt it as a medium of instruction and examination for as many subjects as possible;

* Patiala was notified as the seat of the University. See, Punjab Government Education Department, Chandigarh, Notification No. 3457-EDI-62/11247, dated April 30, 1962.

- (3) to Institute and confer degrees, diplomas and other academic distinctions;
- (4) to hold examinations and to grant and confer degrees, diplomas and other distinctions to and on persons who -
 - (a) shall have pursued a course of study in the university or in one of its institutions, unless exempted therefrom in the manner prescribed by the Statutes, Ordinances and Regulations and shall have passed the examination prescribed by the University; or
 - (b) shall have carried on research under conditions prescribed by the Ordinances and Regulations;
- (5) to confer honorary degrees in the manner laid down by the Statutes;
- (6) to institute professorships, readerships, lecturerships and any other teaching posts required by the University and to appoint persons to such professorships, readerships, lecturerships and other posts;
- (7) to institute and award fellowships, scholarships, studentships, exhibitions and prizes in accordance with the Statutes and Ordinances;
- (8) to institute and maintain Halls and Hostels;
- (9) to supervise and control the residence and discipline of the students of the University and to make arrangements for promoting their health and general welfare;
- (10) to organize University laboratories, libraries, museums and other equipment for teaching and research;
- (11) to demand and receive such fees and other charges as may be prescribed by the Ordinances;
- (12) to hold and manage trusts and endowments which may be created in favour of the University;
- (13) to institute and manage:
 - (a) Printing and Publication Departments,
 - (b) University Extension Boards,
 - (c) Information Bureaux, and
 - (d) Employment Bureaux;

- (14) to make special provision for the spread of University education among classes and communities which are educationally backward;
- (15) to make provision for:
 - (a) the maintenance of National Cadet Corps or other similar training corps,
 - (b) physical and military training,
 - (c) students associations, and
 - (d) sports and athletic clubs;
- (16) to prepare, translate and publish, and to assist other bodies and individuals in the preparation, translation and publication of books, journals, periodicals and any other material in Punjabi or other languages;
- (17) to create administrative, ministerial and other necessary posts and to make appointments thereto;
- (18) to receive gifts, donations or benefactions from Government and to receive bequests, donations and transfers of moveable or immoveable property from testators donors or transferors, as the case may be;
- (19) to frame Statutes, Ordinances or Regulations for all or any of the aforesaid purposes; and to alter, modify or rescind the same and;
- (20) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.

Territorial Exercise of Powers

- *5. (1) The State Government may, by notification, specify the limits of the area in which the University shall exercise its powers.

* Punjab Govt. Education Deptt. Gazette Notification No. 8277-23(28).
Ed.I.-ASO (11) 72, dated Sept. 18, 1972.
Also see, Punjab Act No. 22 of 1962.

- (2) Notwithstanding anything contained in any other law for the time being in force, no educational institution beyond the limits of the area specified under sub-section (1) shall be associated with or admitted to any privileges of the University.
- (3) Notwithstanding anything contained in any other law for the time being in force, any educational institution situated within the limits of the area specified under sub-section (1) shall, with effect from such date as may be notified in this behalf by the State Government, be deemed to be associated with and admitted to the privileges of the University and shall cease to be associated in any way with, or be admitted to any privileges of the Panjab University; and different dates may be appointed for different institutions;

Provided that:

- (a) any student of any such institution affiliated to the Panjab University before the said date, who was studying for any degree and diploma examination of the said University shall be permitted to complete his course in preparation therefor and the University shall hold for such students examination in accordance with the curricula of study in force in the Panjab University for such period as may be prescribed by the Statutes or Ordinances or Regulations; and
- (b) any such student may, until any such examination is held by the University, be admitted to the examination of the Panjab University and be conferred the degree, diploma or any other privileges of that University for which he qualifies on the result of such examination.

University open to all irrespective of Religion, Race, Caste, Sex or Place of Birth

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

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

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

Officers of the University

7. The following shall be the officers of the University, namely:
- (i) the Chancellor,
 - (ii) the Vice-Chancellor,
 - *(ii-a)Omitted
 - (iii) the Registrar,
 - (iv) the Deans of the Faculties, and
 - (v) such other persons in the service of the University as may be declared by the Statutes to be officers of the University.

* Punjab Act No. 12 of 2004.

**Appointment, Duties and Powers and Conditions of Service of Officers of the University.*

8. Subject to the provisions of this Act, the mode of appointment of the officers of the University, their powers and duties, the terms and conditions of their service and the filling of casual vacancies in such offices shall be provided for by the Statutes and Ordinances.

Chancellor

9. The Governor of Punjab shall be the Chancellor of the University.

**Appointment, Powers, Duties and Conditions of Service of Vice-Chancellor*

- 9-A. (1) The Vice-Chancellor shall be appointed by the Chancellor on the advice of the State Government.
- (2) The Vice-Chancellor shall hold office for a term of three years which may be extended by the Chancellor, on similar advice, for such further periods not exceeding three years at a time, as he may deem fit.
- (3) The Chancellor shall determine the amount of remuneration and other conditions of service of the Vice-Chancellor:

Provided that such terms and conditions shall not be altered to the disadvantage of the Vice-Chancellor during his term of office.

- ** (4) In the event of the Vice-Chancellor being not in position on account of illness, absence on leave or in any other contingency, the Chancellor may, on the advice of the State Government, appoint any person to act as Vice-Chancellor for the disposal of business during the period the Vice-Chancellor is not in position. The person temporarily appointed to discharge the functions of the Vice-Chancellor shall hold office during the pleasure of the Chancellor who shall also determine the emoluments or allowances payable to the person so appointed.

* Punjab Act No. 23 of 1969.

** Punjab Act No. 5 of 1983 and No. 12 of 2004.

- (5) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise control over its affairs in accordance with the Statutes and Regulations and give effect to the decisions of the authorities of the University. He shall be *ex-officio* Chairman of the Senate, the Syndicate, the Academic Council and the Finance Committee and shall in the absence of the Chancellor, preside at any convocation of the University. He shall be entitled to be present at and address any meeting of any authority or other body of the University.
- (6) The Vice-Chancellor shall have the power of convening meetings of the Senate, the Syndicate and Academic Council. He may delegate this power to any other officer of the University.
- (7) It shall be the duty of the Vice-Chancellor to ensure that the Act, Statutes, Ordinances and Regulations are faithfully observed and he shall have all powers necessary for this purpose.
- (8) If, in the opinion of the Vice-Chancellor an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for confirmation at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

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

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Chancellor.
- (9) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes and Ordinances.

*9-AA omitted

***Appointment, Powers, Duties and Conditions of Service of Registrar*

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

Provided that the term of office of the Registrar shall be four years or up to the age of sixty years whichever expires earlier:

Provided further that nothing herein shall be deemed to affect the term of office of the Registrar holding office immediately before the commencement of the Punjabi University (Amendment) Act, 1969, to his disadvantage.

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

* Punjab Act No. 12 of 2004.

** Punjab Act No. 23 of 1969.

Authorities of the University

10. The following shall be the authorities of the University, namely:
- (i) the Senate,
 - (ii) the Syndicate,
 - (iii) the Academic Council,
 - (iv) the Faculties,
 - (v) the Boards of Studies, and
 - (vi) such other authorities as may be declared by the Statutes to be the authorities of the University.

Senate

- *11. (1) On and with effect from the commencement of the Punjabi University (Amendment) Act 1969, the Senate as it existed immediately before such commencement shall stand dissolved and the new Senate shall consist of the Chancellor, the Vice-Chancellor and the following other persons, namely :

Ex-officio Fellows

- (i) all ex-Vice-Chancellors of the Punjabi University;
- (ii) the Chief Justice of the High Court having jurisdiction in the state of Punjab;
- (iii) the Chief Minister, Punjab;
- (iv) the Education Minister, Punjab;
- (v) the Secretary, Education Department, Punjab;
- (vi) the Advocate-General, Punjab;
- (vii) the Director, Public Instruction, Punjab;
- (viii) the Dean, Academic Affairs and Students' Welfare;
- (ix) the Director, Languages Department, Punjab.

Ordinary Fellows

- (i) Six Deans of Faculties, of whom three shall be Professors, by rotation according to age;
- (ii) four Heads of University Departments of Studies who are not Deans, of whom two shall be Professors by rotation, according to age;

* Punjab Act No. 23 of 1969 and Punjab Act No. 12 of 2004.

- (iii) six Principals of Colleges admitted to the privileges of the University, of whom three shall be Principals of Government Colleges, by rotation according to age:

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

- (iv) one Reader and one Lecturer with at least five years' post graduate teaching experience, by rotation, according to age;
- (v) one nominee of each Trust, Institution or Corporation donating to the University one lac rupees or more or transferring property of like value, for life time;
- (vi) every person donating one lac rupees or more or transferring property of like value, for life time;
- (vii) eighteen persons to be nominated by the Chancellor on the advice of the State Government for their distinguished work in education or in any other sphere of literary or public activity;
- (viii) three persons to be co-opted by the Senate;
- (ix) three person nominated to the Syndicate by the Chancellor on the advice of the State Government for the period they remain members of the Syndicate;
- (x) three persons nominated by the State Government from amongst the members of the Punjab Legislative Assembly;
- (xi) one teacher having a minimum experience of seven years in teaching from each college having sixty or more teachers on its staff and admitted to the privileges of the University, by rotation, according to age, beginning with the youngest;

- (xii) six persons having a minimum experience of seven years in teaching from amongst teachers of colleges having less than sixty teachers each on their staff and admitted to the privileges of the University of whom three shall be teachers of Government colleges, by rotation, according to age, beginning with the youngest;
- (xiii) two persons from amongst officers, who are in the grade not lower than the grade of University Lecturer, of the following Departments by rotation according to age:
 - (a) Department of Development of Punjabi Language;
 - (b) Linguistics Department;
 - (c) Department of Religious Studies;
 - (d) Department of Literary Studies;
 - (e) Department of Punjab Historical Studies;
- (xiv) two persons to be nominated by the State Government from amongst ex-soldiers not below the rank of the Commissioned Officer;
- *(xv) six students nominated by the State Government out of whom one shall be from amongst women, one from amongst members of Scheduled Castes, one from amongst such backward Classes as have been or are notified by the State Government and two on the basis of academic record;
 - Provided that no student shall be nominated or shall continue as Fellow, if -
 - (a) he is not on the rolls of the University or of any college admitted to the privileges of the University;

* Punjab Act No. 18 of 1976.

- (b) he had passed the High School Examination more than six years, or Higher Secondary Examination more than five years prior to the date of nomination;
 - (c) he has not been on the rolls of the University or of any College admitted to the privileges of the University continuously for a period of not less than one year preceding the date of nomination;
 - (d) he has failed in any annual examination held by the University or College;
 - (e) he has been punished by any authority of the University or College for misconduct; or
 - (f) he has been convicted by a Court for an offence involving moral turpitude.
- (2) Save as otherwise provided in this Section an Ordinary Fellow shall hold office for a period of two years.
 - (3) An Ordinary Fellow may, by letter addressed to the Chancellor, resign his office.
 - (4) Where an Ordinary Fellow fails to attend any meeting of the Senate during a continuous period of one year, the Chancellor may declare that the office of such Fellow has fallen vacant.
 - (5) The Chancellor may, on the recommendation of the Vice-Chancellor, cancel the Fellowship of any person who ceases to hold the office by virtue of which he became such a Fellow.
 - (6) When a vacancy occurs in the Senate by resignation or death of a Fellow or otherwise the vacancy shall be filled in the manner provided in sub-Section (1):

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

- * (7) Subject to the provisions of this Act, the Senate shall have the following powers and functions, namely:
- (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
 - (b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report thereon;
 - (c) to advise the Chancellor in respect of any matter which may be referred to it for advice; and
 - (d) to perform such other duties and exercise such other functions as may be assigned to it by this Act or the Statutes or by the Chancellor.
- (8) An annual meeting of the Senate shall be held on a date to be fixed by the Vice-Chancellor. At such annual meeting, a report of the working of the University during the previous year together with a statement of the receipts and the expenditure, the balance sheet and the financial estimates shall be presented.
- (9) Special meetings of the Senate may be convened by the Vice-Chancellor, as and when necessary:
- Provided that a special meeting of the Senate shall be called if one-third of the members of the Senate or twenty five members, whichever number is less, make a requisition in writing in this behalf.

Syndicate

12. *(1) On and with effect from the 27th June, 1969, the Syndicate shall consist of the following members, namely:
- (i) the Vice-Chancellor, *-ex-officio;*
- *** (i-a) Omitted

* Punjab Act no. 27 of 1975.
 ** Punjab Act no. 23 of 1969.
 *** Punjab Act no. 12 of 2004.

- (ii) the Secretary, Education Department, Punjab, *-ex-officio*;
 - (iii) the Director, Public Instruction, Punjab, *-ex-officio*;
 - (iv) the Dean, Academic Affairs and Students' Welfare, *-ex-officio*;
 - (v) the Director, Languages Department, Punjab, *-ex-officio*;
 - (vi) three persons from amongst Deans of Faculties who are members of the Senate, by rotation according to age;
 - (vii) two persons from amongst Heads of Departments, other than Deans, who are members of the Senate, by rotation according to age;
 - (viii) three persons from amongst Principals of colleges, other than Deans of Faculties, who are members of the Senate, by rotation according to age;
 - (ix) three persons to be nominated by the Chancellor on the advice of the State Government;
 - * (x) three persons elected by the Senate from amongst its members.
- (2) The members of the Syndicate, other than ex-officio members shall hold office for a period of one year -
- *Provided that the term of office of the three persons elected by the Senate under clause (x) of sub-section (1) as it existed immediately before the commencement of the Punjabi University (Amendment) Act, 1969, shall be one year from the date of commencement of the Punjabi University (Amendment) Act, 1970, excluding the period during which they have already been members of the Syndicate after the aforesaid election.
- (3) A member of the Syndicate may, by letter addressed to the Chancellor, resign his office.

* Punjabi University Amendment Act, 1970.

- (4) When a vacancy occurs in the office of member of the Syndicate by resignation or death of a member or otherwise the vacancy shall be filled in the manner provided in subsection (1):

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

- * (5) The Syndicate shall be the principal executive body of the University and shall have the management and administration of the revenue and property of the University and be responsible for the conduct of all administrative affairs of the University not otherwise provided for.

The Academic Council

13. The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters.

Powers and Duties of the Authorities of the University

14. Subject to the provisions of this Act, the constitution, powers and duties of the authorities of the University shall be provided for by the Statutes.

Statutes

15. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:

* Punjab Act No. 27 of 1975.

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

The Making, Amendment, Repeal and Operation of Statutes

16. (1) On the commencement of this Act, the Statutes of University shall be those set out in the schedule.
- * (2) The Syndicate may, from time to time, make new or additional Statutes or may amend or repeal the Statutes, and
- * (3) Omitted.
- * (4) Omitted.
- * (5) Omitted.

* Punjab Act No. 27 of 1975.

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

Ordinances

- 17. Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:
 - (a) the admission of students to the University and their enrolment as such;
 - (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
 - (c) the degrees, diplomas, certificates and other academic distinctions to be awarded by the University, the qualifications for the same, and the means to be taken relating to the granting and obtaining of the same;
 - (d) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University;
 - (e) the conditions for the award of fellowships, scholarships, studentships, exhibitions, medals and prizes;
 - (f) the conduct of examinations, including the terms of office and manner of appointment and the duties of the examining bodies, examiners and moderators;
 - (g) the maintenance of discipline among the students of the University;
 - (h) the conditions of residence of students at the University;
 - (i) the emoluments and the terms and conditions of service of teachers of the University;
 - (j) management of colleges and other institutions founded or maintained by the University;
 - (k) the supervision and inspection of colleges and other institutions, admitted to privileges of the University; and
 - (l) all other matters which by this Act or the Statutes are to be or may be provided for by the Ordinances.

Making of Ordinances, etc.

18. (1) Ordinances shall be made, amended, repealed or added to by the Syndicate:

Provided that no Ordinance shall be made-

- (a) affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations, or
- (b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study, unless a draft of such Ordinance has been proposed by the Academic Council.

*(2) The Syndicate shall not have the power to amend any draft proposed by the Academic Council but may return it to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the Syndicate may suggest, or reject it after it has been submitted for the second time.

*(3) Omitted.

Regulations

19. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances:

- (a) laying down the procedure to be observed at their meeting and the number of members required to form a quorum; and
- (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations.

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

* Punjab Act No. 27 of 1975.

Annual Report

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

Annual Accounts

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

Acts or Proceedings of University Authorities and Bodies not invalidated by Vacancies

22. No act done, or proceeding taken, under this Act by any authority or other body of the University, shall be invalid merely on the ground -
- (a) of any vacancy or defect in the constitution of the authority or body, or
 - (b) of any defect or irregularity in election, nomination or appointment of a person acting as a member thereof, or
 - (c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

Disputes as to constitution of University Authorities and Bodies

23. If any question arises whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.

Special Temporary Powers of Government

24. If any difficulty arises with respect to the establishment of the University or in connection with the first meeting of any authority of the University or otherwise in first giving effect to the provisions of this Act, the Government may, at any time before any authority of the University has been constituted, by order make any appointment or do anything, consistent so far as may be with the provisions of this Act, which appears to it necessary or expedient for the purposes of removing the difficulty, and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this Act.

Notification

EDUCATION DEPARTMENT

Dated, Chandigarh, the 30th April, 1962

No. 3457-EDI-62/11247. In exercise of the powers conferred by sub-section (3) of Section 3, of the Punjabi University Act, 1961, the Governor of Punjab is pleased to specify Patiala to be the place where the Punjabi University shall be located.

Sd/- N.K. Mukarji,
Education Commissioner and
Secretary to Government, Punjab,
Education Department.

Notification

EDUCATION DEPARTMENT

Dated, Chandigarh, the 30th April, 1962

No. 3456-EDI-62/11249. In exercise of the powers conferred by sub-section (2) of Section I of the Punjabi University Act, 1961, the Governor of Punjab is pleased to appoint April 30, 1962 as the date from which the aforesaid Act shall come into force.

Sd/- N.K. Mukarji,
Education Commissioner and
Secretary to Government, Punjab,
Education Department.

Notification

EDUCATION DEPARTMENT

Dated, the 30th June, 1962

No. 5240-EDI-62/18611. In exercise of the powers conferred by sub-section (I) of Section 5, of the Punjabi University Act, 1961, the Governor of Punjab is pleased to specify a radius of ten miles from the office of the Punjabi University, Patiala, as the area in which the said University shall exercise its powers.

Sd/- N.K. Mukarji,
Education Commissioner and
Secretary to Government, Punjab,
Education Department.

Notification

EDUCATION DEPARTMENT

Dated, the 30th June, 1962

No. 5240-EDI-62/18709. In exercise of the powers conferred by sub-section (3) of Section 5, of the Punjabi University Act, 1961, the Governor of Punjab is pleased to notify the 1st July, 1962, as the date with effect from which the following educational institutions situated in Patiala City be deemed to be associated with and admitted to the privileges of the Punjabi University and shall cease to be associated in any way with, or be admitted to the privileges of the Panjab University.

1. Mahendra College.
2. Govt. College for Women.
3. Govt. Bikram College of Commerce.
4. Govt. Medical College.
5. Dental College.
6. Govt. College of Physical Education.
7. State College of Education.
8. Thapar Institute of Engineering and Technology.
9. Khalsa College.

Sd/- N.K. Mukarji,
Education Commissioner and
Secretary to Government, Punjab,
Education Department.

Notification

EDUCATION DEPARTMENT

The 13th May, 1969

No. 5592-EDI (2E) 69/12447. In supersession of all previous notifications issued in this behalf and in exercise of the powers conferred by sub-section (I) of Section 5, of the Punjabi University Act, 1961 (Act No. 35 of 1961) and all other power enabling him in this behalf, the Governor of Punjab is pleased to specify the districts of Patiala, Sangrur, Bhatinda and Ropar, as the area in which the Punjabi University shall exercise its powers.

Further, in exercise of the power conferred by sub-section (3) of Section 5 of the aforesaid Act, the Governor of Punjab is pleased to notify the 30th June, 1969, as the date for the purpose of the said sub-section.

Sd/- DALJEET SINGH
Secretary to Government, Punjab,
Education Department.

**Published in Punjab Government Gazette
(Extraordinay)**

PUNJAB GOVERNMENT
(EDUCATION DEPARTMENT)

Notification

Dated, the 18th September, 1972

No. 8277-23 (28)-EDI-ASO (II)/72

In supersession of all previous notifications issued in this behalf and in exercise of the powers conferred by sub-section (I) of Section 5 of the Punjabi University Act, 1961 (Act No. 35 of 1961) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to specify the districts of Patiala, Sangrur, Bhatinda, Ropar and Tehsil Faridkot of district Faridkot as the area in which the Punjabi University shall exercise its powers.

Further, in exercise of the powers conferred by sub-section (3) of Section 5 of the aforesaid Act, the Governor of Punjab is pleased to notify the 7th August, 1972, as the date for the purpose of the said sub-section.

Sd/- P.H. VAISHNAV
Secretary to Government, Punjab,
Education Department.

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS,
PUNJAB

Notification

The 19th April, 2004

No. 21-Leg/2004 - The following Act of the Legislature of the State of Punjab received the assent to the Governor of Punjab on the 5th April, 2004, and is hereby published for general information:-

THE PUNJABI UNIVERISTY (AMENDMENT) ACT, 2004.

(Punjab Act No. 12 of 2004)

AN

ACT

further to amend the Punjabi University Act, 1961.

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

1. (1) This Act may be called the Punjabi University (Amendment) Act, 2004.
(2) It shall come into force at once.
2. In the Punjabi University Act, 1961 (hereinafter referred to as the principal Act), in section 7, serial number (ii-a) and the entries relating thereto, shall be omitted.
3. In the principal Act, in section 9-A, in sub-section (4), for the words, brackets, figures and letters "Notwithstanding anything contained in sub-section (5) of section 9-AA, in the event of", the words "In the event of " shall be substituted.
4. In the principal Act, section 9-AA shall be omitted.
5. In the principal Act, in section 11, in sub-section (1), the sign and words "Pro-Vice-Chancellor" shall be omitted.
6. In the principal Act, in section 12, in sub-section (1), serial number (i-a) and the entries relating thereto, shall be omitted.

7. (1) The Punjabi University (Amendment) Ordinance, 2004 (Punjab Ordinance No.8 of 2004), is hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action taken under the principal Act, as amended by the Ordinance referred to in sub-section (1), shall be deemed to have been done or taken under the principal Act, as amended by this Act.

M.M.AGGARWAL,
Secretary to Government of Punjab,
Department of Legal and Legislative Affairs.

CHAPTER-I
THE SCHEDULE
THE STATUTES OF THE PUNJABI UNIVERSITY

Definition

1. "The Act" means the Punjabi University Act, 1961, as amended by the Punjabi University (Amendment) Act, 1962, Punjabi University (Amendment) Act, 1969, Punjabi University (Amendment) Act, 1975, Punjabi University (Amendment) Act, 1976, the Punjabi University (Amendment) Act, 1983 and the Punjabi University (Amendment) Act, 2004.
2. *Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.*
3. *Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.*
- *4. *Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.*

Deans of the Faculties

5. (1) The Dean of the Faculty shall be appointed from amongst Professors in each Faculty by rotation according to seniority.

Provided that if in any Faculty there is only one Professor, the Deanship shall rotate between the Professor and the seniormost Reader in the Faculty.

Provided further that Professors/Readers from such departments as are engaged in imparting instructions and doing research work shall be eligible for appointment as Dean of the Faculty.

* Also see Chapter II (B) (iv) relating to appointment and duties of the officers of the University—the Registrar and other Administrative Officers.

Provided further that if a person is on leave for three months or more than three months he will not be considered for appointment as Dean. In such an eventuality the Dean shall be appointed out of the other Professor (s) or Reader (s) according to seniority.

Provided further that no person shall be the Dean of any Faculty for two consecutive terms.

- (2) If there is no University Professor or Reader in the Faculty, the Principal of the College, admitted to the privileges of the University, in the Faculty, shall be the Dean of the Faculty.

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

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

- (3) The Dean of the Faculty once appointed under clause (1) or (2) above shall hold office for a period of two years, or till the Dean is appointed under 5(1), whichever is earlier.

Provided that in the case of absence of the Dean of a Faculty from the University for a period upto three months his casual vacancy shall be filled by appointing a temporary Dean from amongst the persons eligible for such appointment.

In such a case, when the period of absence of the Dean exceeds three months, his remaining term as Dean shall be treated as expired and the next eligible person shall be appointed as Dean of that Faculty for a full term of two years.

- (4) The Dean of the Faculty shall preside at the meetings of the Faculty.

6. *Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.*
7. *Omitted vide Section 6 of the Punjabi University (Amendment) Act, 1969.*

The Academic Council

8. (1) The Academic Council shall be the academic body of the University and shall consist of the following members, namely:
 - (i) The Vice-Chancellor as Chairman
 - (i-a) deleted
 - (ii) Director of Public Instruction, Punjab
 - (iii) a) Dean, Academic Affairs
b) Dean, College Development Council
c) Dean of Students
d) Dean, Research
 - (iv) Deans of Faculties
 - (v) Ten Chairmen of Boards of Studies representing the University Departments/Colleges other than the ones which are represented by the Deans of Faculties, by rotation according to age.
 - (vi) Seven Professors from the University Teaching Departments, Research Departments, Department of Correspondence Courses, by rotation according to age.
 - (vii) Eight Principals of affiliated colleges who are not Deans of Faculties or Chairmen of Boards of Studies (four from Govt. Colleges and four from non-Govt. Colleges) by rotation according to age.
 - (viii) Four Readers and four lecturers from University Teaching Departments, Research Departments, Department of Correspondence Courses, by rotation according to age.

- (ix) Eight Lecturers from affiliated colleges (except the Medical, Dental, Ayurvedic and Engineering Colleges) (four from Govt. Colleges and four from non-Govt. Colleges) having ten years' experience of teaching degree classes, by rotation according to age.
 - (x) Two teachers from affiliated professional colleges (one from Medical, Dental, Ayurvedic Colleges and one from Engineering Colleges) having ten years' teaching experience, by rotation according to age.
 Provided that such teachers shall not be below the cadre of a lecturer.
 - (xi) Incharge University Library.
 - (xii) Four persons being specialists in different branches of knowledge and not being employees of the University, Co-opted by the Academic Council.
- (2) All members of the Academic Council other than ex-officio members shall hold office for a period of one year.

- Note: 1. Principals/Teachers of only those colleges will be given representation on the Academic council which have been granted permanent affiliation by the University.*
- 2. *Only those Principals/Teachers from affiliated colleges will be given representation on the Academic council who have been approved as such by the University.*
 - 3. *Colleges run/maintained by the University will be included in the category of Non-Government affiliated colleges for the purpose of giving representation to their teachers on the Academic Council.*
 - 4. *For the purpose of giving representation on the Academic Council, the University Teaching Departments would also include Institutes/Centres established/to be established by the University outside the University Campus and the Chairs established in the University.*

- (3) The Academic Council shall subject to the provision of the Act, the Statutes and the Ordinances, have control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters.
- (4) Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:
 - (i) to report on any matter referred to it or delegated to it by the Senate or Syndicate;
 - (ii) to make recommendations to the Syndicate with regard to:
 - (a) the creation of teaching posts in the University and Colleges maintained by the University and the abolition thereof; and
 - (b) the classification of the posts referred to in sub-item (a) and their emoluments and the duties attached thereto;
 - (iii) to make recommendation to the Syndicate with regard to the formulation or modification or revision of schemes for the organization of Faculties and for the assignment to Faculties their respective subjects and also to report to the Syndicate as to the expediency of the abolition or sub-division of any Faculty or the combination of one Faculty with another;
 - (iv) to make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study;
 - (v) to make arrangements for the instruction and examination of persons not being members of the University as may be necessary;

- (vi) to promote research within the University, and to secure, from time to time reports on such research;
- (vii) to consider proposals submitted by the Faculties;
- (viii) to appoint Committees for admission of students to the University;
- *(ix) to recognize diplomas and degrees of other Universities and Institutions and to determine their corresponding value in relation to the diplomas and degrees of the Punjabi University;
- (x) to fix, subject to any conditions accepted by the Senate, the time, mode and conditions of competition for Fellowships, Scholarships, and other prizes and to award the same;
- (xi) to make recommendations to the Syndicate in regard to the fixation of fees, emoluments and travelling and other expenses, to the examiners appointed for various examinations.

The Vice-Chancellor shall be empowered to appoint an examiner, and, if necessary, remove him;

- (xii) to make arrangements for the conduct of examinations and to fix dates for holding them;
- (xiii) to appoint, whenever necessary, Inspectors or Board (s) of Inspectors for inspecting colleges, applying for admission to the privileges of the University;
- (xiv) to declare the results of the various University examinations or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, licenses, titles and marks of honour;

* The list of examinations of other Universities and Boards etc., recognized for purposes of admission to a course of study in this University, is given in the Ordinances of the University.

- (xv) to award stipends, scholarships, medals and prizes and to make other awards in accordance with the Ordinances and such other conditions as may be attached to the awards;
- (xvi) to prepare such forms and registers as are, from time to time, prescribed by the Ordinances; and
- (xvii) to perform, in relation to academic matters all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and the Ordinances.

The Faculties

9. (1) The University shall comprise the following Faculties, namely:
 - (i) Faculty of Social Sciences
 - (ii) Faculty of Arts and Culture
 - (iii) Faculty of Physical Sciences
 - (iv) Faculty of Life Sciences
 - (v) Faculty of Business Studies
 - (vi) Faculty of Law
 - (vii) Faculty of Engineering & Technology
 - (viii) Faculty of Languages
 - (ix) Faculty of Education & Information Science
 - (x) Faculty of Medicine
 - (xi) Faculty of Ayurvedic & Unani System of Medicine
 - (xii) Faculty of Dental Sciences
 - (xiii) Faculty of Agriculture & Forestry
 - (xiv) Such other Faculties as may be prescribed by the Statutes.
- (2) Each Faculty shall comprise such subjects and Departments of Studies as may be assigned to it by the Ordinances.
- (3) (a) Each Faculty shall consist of the following members:
 - (i) the Dean of the Faculty;

- (ii) all Heads of the University Teaching Departments & the Research Departments in the Faculty;
- (iii) all Heads of Post-graduate Departments in the Faculty from the colleges admitted to the privileges of the University;
- (iv) all Professors from the University Teaching Departments, Professors in the subjects concerned from the Department of Correspondence Courses & Research Departments;
- (v) all the Chairmen of the Boards of Studies, in the Faculty concerned;
- (vi) Two Readers and two Lecturers by rotation according to seniority from each University Teaching Department in the Faculty;
- (vii) One Reader and one Lecturer by rotation according to seniority from each concerned subject of Department of Correspondence Courses.
- (viii) One Reader and one Lecturer by rotation according to seniority from each subject/group of subjects in the Research Departments.
- (ix) One teacher representing each college out of the teachers of the subject or subjects assigned to the Faculty, with not less than 5 years' teaching experience by rotation according to age;

Provided that in the case of the Faculties of Medicine, Dental Sciences, Ayurvedic & Unani System of Medicine, Engineering & Technology, Business Studies, Education and Information Science, two teachers, with not less than 5 years' total teaching experience—one of them being the seniormost teacher representing each subject or where the subjects have been grouped together, representing such group in the Faculty, from each college, admitted to the privileges of the University in the Faculty, by rotation according to seniority;

COUNCIL

necessary or any matter referred to them by the Academic their respective spheres of work as may appear to them to the Academic Council on any question pertaining to They shall also consider and make such recommendations as may be assigned to them by the Statutes and Ordinances shall also have such powers and shall perform such duties syllabuses of the prescribed courses of study. The Faculties prescribed or recommended text books and to publish

(2) The Faculties shall have powers to publish lists of shall hold office for a term of two years.

(4) All members of the Faculty other than ex-officio members shall have a second or casting vote.

may give his own vote and on equality of votes, he by a secret ballot or by show of hands. The Chairman discretion, decide that any matter may be so decided majority of votes. The Chairman may at his consideration of Faculties shall be decided by a

"All proposals brought forward for the meeting of the Faculty

the Dean in respect of matters on the agenda for that competent to take final decision in consultation with meeting of the Faculty, the Vice-Chancellor shall be event of the fixed quorum not being present at any whichever is less shall constitute the quorum. In the number of members comprising the Faculty or eight

(c) At a meeting of the Faculty one third of the total

(p) Deleted.

to the Faculty.

for their special knowledge of any subject assigned

(xii) Two members co-opted by the Academic Council the Faculty concerned:

Vice-Chancellor in consultation with the Dean of the subject or subjects concerned nominated by the outside the University having expert knowledge of

(xi) Four persons at least two of whom shall be from

(x) Deleted.

Boards of Studies

10. (1) Subject to the provisions in paragraph (2) below every subject and when the subjects have been grouped together, every such group of subjects included in a Faculty shall have a Board of Studies, provided that in the case of such subjects which are taught in at least six colleges, there shall be separate Boards of Studies for post-graduate and under-graduate courses.

The term of the Boards of Studies shall be two years and shall consist of the following:

10. (1) (A) *Applicable in the case of such subjects which are taught in less than six colleges:*
- (i) The Head of the University Teaching Department-as Chairman (*ex-officio*);
 - (ii) Professors from the University Teaching Department and Professors in the subject concerned from the Department of Correspondence Courses & Research Departments;
 - (iii) Honorary Professors, if any, from the University Teaching Department & Honorary Professors in the subject concerned from the Department of Correspondence Courses & Research Departments;
 - (iv) Two from amongst the Readers from the University Teaching Department & the Readers in the subject concerned from the Department of Correspondence Courses & Research Departments by rotation according to seniority;

Provided that at least one Reader shall be from the University Teaching Department.

Provided further that if the number of Readers in the Department of Correspondence Courses & Research Departments is six or more, then the second Reader will be taken from them by rotation according to seniority. It is understood that if the number of Readers is less than six, the second Reader shall be taken from the joint seniority of the Readers in the subject from the University Teaching Departments, Department of Correspondence Courses & Research Department (s) by rotation according to seniority.

- (v) Two from amongst the Lecturers from the University Teaching Department and the Lecturers in the subject concerned from the Department of Correspondence Courses and Research Departments by rotation according to seniority. Provided that at least one Lecturer shall be from the University Teaching Departments:

Provided further that if the number of lecturers in the Department of Correspondence Courses & Research Departments is six or more, then the second Lecturer will be taken from them by rotation according to seniority. It is understood that if the number of Lecturers is less than six, the second lecturer shall be taken from the joint seniority of the Lecturers in the subject from the Teaching Departments, Department of Correspondence Courses & Research Department (s) by rotation according to seniority;

- (vi) Four members to be taken by rotation according to age from amongst teachers of the subject in colleges for a term of two years, provided that in the case of non-professional colleges, the Head of the Post-graduate Teaching Department or the Principal in case he is a teacher in that Department will be one of the four members;
 - (vii) One expert from outside the University to be appointed by the Vice-Chancellor.
10. (1) (B) *Applicable in the case of such subjects which are taught in at least six colleges:*
- (a) *Board of Studies in Post-graduate Courses*
 - (i) the Head of the University Teaching Department– as Chairman (*ex-officio*);
 - (ii) Professors from the University Teaching Department & Professors in the subject concerned from the Department of Correspondence Courses & Research Departments;

- (iii) Honorary Professor, if any, from the University Teaching Department and Honorary Professors in the subject concerned from the Department of Correspondence Courses & Research Departments.
- (iv) Two from amongst the Readers from the University Teaching Department and Readers in the subject concerned from the Department of Correspondence Courses (only those associated with Post-graduate teaching shall be eligible) and Research Departments by rotation according to seniority;
Provided that at least one Reader shall be from the University Teaching Department;
- (v) Two from amongst the Lecturers from the University Teaching Department & Lecturers in the subject concerned from the Department of Correspondence Courses (only those associated with Post-graduate teaching shall be eligible) & Research Departments by rotation according to seniority; provided that at least one Lecturer shall be from the University Teaching Department;
- (vi) Upto two representatives from Post-graduate Departments of the colleges admitted to the privileges of the University by rotation, according to age, with at least five years' experience of teaching Post-graduate classes;
- (vii) One nominee from amongst the members of the Board of Studies in Under-graduate courses in the subject concerned to be elected by the members of the Board;
- (viii) Two experts from outside the University to be appointed by the Vice-Chancellor.

- (b) *Board of Studies in Under-graduate Courses*
 - (i) The Head of the University Teaching Department– as Chairman (*ex-officio*);
 - (ii) Out-going Head of the University Teaching Department;
 - (iii) One representative of the Board of Post-graduate studies in the subject concerned to be elected by the Board;
 - (iv) Subject incharge from the Department of Correspondence Courses;
 - (v) Five teachers from affiliated colleges engaged in the teaching of Under-graduate courses with at least five years' teaching experience in that subject by rotation according to age; provided that two teachers will be taken from Government Colleges and three from non-Government Colleges;
 - (vi) Two experts from outside the University to be nominated by the Vice-Chancellor;
 - (vii) Two experts to be nominated by the Vice-Chancellor from amongst the teachers of the University and its affiliated colleges, one of whom may be from an allied subject.
10. (2) (i) If there is no University Department of Studies for a subject, a Committee of at least six persons appointed by the Vice-Chancellor on the advice of the Dean of the Faculty concerned shall be the Board of Studies for that subject or when the subjects have been grouped together for that group of subjects;
- Provided that the Committee so appointed shall include at least one member taken from outside the University for his expert knowledge of the subject;
- Provided further that a member of the Committee who is a teacher in a college admitted to the privileges of the University shall cease to be a member in the event of his transfer outside the jurisdiction of the University.

- (ii) The Chairman of the Committee appointed under clause 2 (i) shall be nominated by the Vice-Chancellor from amongst its members;
- (iii) The term of the Committee appointed under clause 2 (i) shall be of two years;

Provided that if before the expiry of this term the University establishes its own department of study in the subject, the committee will cease to exist and a new Board of Studies for the subject shall be constituted under Article 10 (1).

10. (3) If the work regarding preparation of syllabi or conduct of examination is paralysed due to non-working of a Board of Studies properly, the Vice-Chancellor may dissolve such a Board and constitute a new *ad hoc* Board in lieu thereof or nominate member(s) on the already constituted Board to enable it to function properly.

"All proposals brought forward for the consideration of Board of Studies shall be decided by a majority of votes. The Chairman may, at his discretion, decide that any matter may be so decided by a secret ballot or by show of hands. The Chairman may give his own vote and on equality of votes, he shall have a second or casting vote."

Statute Applicable in the case of various University Bodies

- I. For the purpose of giving representation on the University bodies to the teachers working in the Research Departments, the Research Departments shall be clubbed as under:
- 1. Punjabi Bhasha Vikas Vibhag (Department of Development of Punjabi Language); The Teachers of different subjects working in the Department of Development of Punjabi Language shall be associated with respective University Teaching Departments.
 - 2. Punjabi Literary Studies; With Punjabi Department.
 - 3. Shabad Jor Kosh cell; With Punjabi Department.

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| 4. | Shri Guru Granth Sahib Studies Department; | With Department of Religious Studies. |
| 5. | Encyclopaedia of Sikhism; | -do- |
| 6. | Punjab Historical Studies; | With History Department. |
| 7. | Oral History cell; | -do- |
| 8. | Research Centre in Economic Change; | With Economics Department. |
| 9. | Research Centre in Social Change. | With Department of Sociology & Social Anthropology. |
- II. Teachers working in University Centres/Institutes established or to be established outside the University Campus shall be given representation on various University bodies in accordance with the above provision as soon as their status viz-a-viz Teaching Department is determined. If these Centres/Institutes are declared Multi-disciplined Department (s) then the representation to the teachers of these Centres/Institutes shall be given in accordance with the provision made for the Department of Correspondence Courses. In case these Centres/Institutes are equated with the Teaching Departments the representation to the teachers shall be given in accordance with the provision made for the University Teaching Departments.

The Finance Committee

11. (1) The Finance Committee shall consist of the following persons, namely:
- (i) the Vice-Chancellor as Chairman;
 - (i-a) deleted;
 - (ii) Finance Secretary to the State Government or his nominee not below the rank of Deputy Secretary;
 - (iii) the Education Secretary to the State Government;
 - (iv) the Dean, Academic Affairs;
 - (v) two members to be elected by the Senate;
 - (vi) two members to be elected by the Syndicate.
- (2) The members elected by the Senate shall hold office for two years & those elected by the Syndicate shall hold office for one year.

- (3) The Finance Committee shall advise the Syndicate on all financial matters.

THE SELECTION COMMITTEE FOR TEACHING AND RESEARCH POSTS

12. The staff for various teaching and research posts of the University Departments/Institutes/Centres shall be appointed/promoted on the recommendations of a Selection Committee constituted for the purpose as follows:

FOR THE POST OF LECTURER

1. The Vice-Chancellor (Chairman)
2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Syndicate.
3. Dean of the concerned Faculty
4. Head of the Department.
- *5. An Academician nominated by the Chancellor
The quorum should be four, out of which at least two outside subject experts must be present.

FOR THE POST OF READER

The selection shall be made by inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate.

The Selection Committee should have the following composition :

1. The Vice-Chancellor (Chairman)
2. Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Syndicate.
- *3. An Academician who is nominee of the Chancellor.

* Operational Explanations.

For ensuring confidentiality, panel of academicians, to be submitted by the Vice-Chancellor, shall be annually got approved from the Chancellor, out of which an academician for a selection committee, for a particular subject shall be tick-marked by the Vice-Chancellor.

4. Dean of the Faculty.
5. Head/Chairperson of the Department.
6. At least four, members including two outside experts must constitute the quorum.

FOR THE POST OF PROFESSOR

The composition of the Selection Committee will be the same as proposed for the post of Reader.

The Selection shall be made by inviting and getting assessed the bio-data and research publications in accordance with the guidelines laid down by the U.G.C. and adopted by the Syndicate from time to time before interview. The assessment reports shall be placed before the Selection Committee.

A representative of the SC/ST, women and physically handicapped persons should be in the Selection Committee for the post of Lecturer, Reader or Professor, whenever a candidate from any of these categories appears for the interview.

It would be optional for the University to utilise the Seminar or colloquium as a method for the selection of Lecturer, Reader or Professor.

The Selection Committee (ad hoc)

13. (1) The Syndicate shall appoint ad hoc Selection Committee for the appointment of the Registrar, Administrative Officers of Class 'A' and for other non-teaching and non-research posts.
- (2) The Selection Committee for the recognition of teachers of Colleges shall consists of the following members:
 - (a) *for the purpose of recognizing a college teacher as a Professor:*
 - (i) the Vice-Chancellor;
 - (ii) the Dean of the Faculty;
 - (iii) the Head of the Department concerned, if he is a Professor;

- (iv) three persons not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which the Professor will be concerned.
- (b) *for the purpose of recognizing a college teacher as a Reader:*
 - (i) the Vice-Chancellor;
 - (ii) the Dean of the Faculty;
 - (iii) the Head of the Department concerned;
 - (iv) two persons not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which the Reader will be concerned.
- (c) *for the purpose of recognizing a college teacher as lecturer or otherwise as a teacher of the University:*
 - (i) the Vice-Chancellor;
 - (ii) the Dean of the Faculty concerned;
 - (iii) the Head of the Department;
- (3) The Vice-Chancellor shall convene the meeting of a Selection Committee and preside thereat.
- (4) The Selection Committee shall consider and submit to the Syndicate recommendations as to the appointment referred to it. If the Syndicate is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

Standing Committees, Boards etc.

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

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

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

Seniority

15. (1) Whenever, in accordance with these Statutes, any person is to hold an office or be a member of any Authority of the University by rotation, according to seniority, such seniority shall be determined according to the length of continuous service of such person as Lecturer, Reader or Professor as the case may be irrespective of the fact whether he is a direct recruit or appointed by promotion, and in accordance with such other principles as the Syndicate may from time to time, prescribe.
- (2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons, to whom the provisions of this Statute apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (3) If two or more persons have equal length of continuous service in a particular grade or post, or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his motion, and shall, at the request of any such person, submit the matter to the Syndicate whose decision thereon shall be final.

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

16. Notwithstanding anything contained in these Statutes, a person who holds any post in the University or is a member of any Authority or body of the University in the capacity as a member of a particular Authority or body or as the holder of a particular appointment shall hold office so long only as he continues to be a member of that particular Authority or body or the holder of that particular appointment as the case may be.

Resignations

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

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

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

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

18. (1) Any member of the Senate, the Syndicate, the Academic Council may be removed by the Chancellor on the recommendation of the Senate, the Syndicate, or the Academic Council, as the case may be, made by a majority of not less than three-fourth of its members on either of the following grounds, namely:
- (a) the member has become incapable of performing his duties; and
 - (b) the member has been convicted by a Court of Law of an offence which, in the opinion of the Senate, the Syndicate or the Academic Council, as the case may be, involves moral turpitude.
- (2) Notwithstanding anything contained in the terms of his appointment, any officer of the University, salaried or otherwise, may be removed from that office by the Authority which is competent to fill the vacancy on either of the following grounds namely:
- (a) the officer has become incapable of performing his duties; and

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

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

President or Chairman of a Meeting.

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

Filling of Casual Vacancies

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

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

Election Petition

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

Administrative Committees of the Departments

- 22. Constitution and Functions of the Administrative Committees of the Department (ACDs)
 - 1. Each Teaching & Research Department shall have an Administrative Committee of the Department.

Explanation: For the purpose of Rule (1) Directorate of Correspondence Courses, Department of Punjab Historical Studies, Department of Forensic Science and Regional Centre, if any, shall be deemed to be independent Departments.

2. The Head of the Department will be the *Ex-officio* Member & Chairman of the Administrative Committee of the Department.
3. Constitution of the Administrative Committees of the Departments.
 - (a) Administrative Committee of every Department shall ordinarily consist of nine members in addition to the Head of the Department as under:
 1. Three Professors;
 2. Three Readers; and
 3. Three Lecturers.

Provided that where the number of Professors, Readers and Lecturers does not exceed nine, all of them shall be members of the Administrative Committee of the Department:

Provided further that if the number of Professors, Readers or Lecturers is more than three in any category and the total number is more than nine, membership of the Administrative Committee of the Department from that category where the number of teachers exceeds three shall be by rotation according to seniority.

Explanation : A person appointed after retirement from the University, or employed on contract or part-time basis will not be a member of the Administrative Committee.

- (b) The term of the Administrative Committee of the Department shall be one year, namely, 1st May to 30th April.

- (c) The Administrative Committee shall be constituted by the office of the Registrar and persons who have already served either on the Administrative or Technical Committee during the Year 1982-83 and 1983-84 shall be placed at the bottom of the list for the year 1984-85.
 - (d) A vacancy of less than 3 months duration shall not be filled but any person on leave and expected to join duty by 1st of August will be included in the Administrative Committee of the Department, if otherwise eligible.
4. *Procedure for the conduct of the meetings of Administrative Committees:*
- (a) Administrative Committee of the Department shall meet at least once in a month on the first Wednesday and in case Wednesday is a holiday, on the next working day. This schedule will not be followed during the vacations.

If the Chairman of the Committee is not available on the date fixed for the meeting of the Committee, he may, in consultation with the Secretary of the Committee, postpone the meeting to a date not later than ten days from the date of the scheduled meeting. However, if the Chairman does not attend two consecutive meetings, the matter shall be reported to the Vice-Chancellor for such necessary remedial action as he may deem fit.
 - (b) In the absence of the Chairman, the meeting will be presided over by the senior-most person on the Committee.
 - (c) Time for the meeting of the Committee will be decided by the Chairman and shall be notified along with agenda by the Secretary.

- (d) An emergent meeting of the Committee may with the permission of the Chairman be convened on 24 hours notice.
- (e) Agenda will be issued normally four days before the meeting by the elected Secretary. The agenda items shall be approved by the Chairman.

In case of any dispute in regard to the agenda, the matter will be referred to the Administrative Committee of the Department whose decision shall be final.

"All proposals brought forward for the consideration of the Administrative Committees of the Departments (ACDs), shall be decided by a majority of votes. The Chairman may, at his discretion, decide that any matter may be so decided by a secret ballot or by show of hands. The Chairman may give his own vote and on equality of votes, he shall have a second or casting vote."

- (f) 50% of the total strength of the Committee shall be its quorum.
- (g) All decisions of the Committee shall be executed by the Chairman in letter and spirit, and he shall report the action taken by him in the next meeting of the Committee.
- (h) Proceedings of the meetings shall be recorded in a permanent register and confirmed by the Chairman. The record is to be made available to any member of the Committee who may like to see it.
- (i) Copies of proceedings of the meetings of the Committee will be forwarded to the Vice-Chancellor and Dean, Academic Affairs within a week of the date of the meeting of the Committee.
- (j) If any member of the Administrative Committee of the Department does not attend three consecutive meetings he shall be debarred from membership of the Committee for the remaining term.

5. In case of the Department of Economics, the decision of the Advisory Committee shall prevail, should there be a conflict between the ACD and the Advisory Committee on any matter.
6. The administrative Committee shall exercise the following powers and perform the following functions, namely:
 - (a) To decide all administrative and academic matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department.

Explanation: All equipments costing above Rs. 5,000/- purchased from common grants shall be kept in a central departmental laboratory/common place and shall be freely accessible to all the members of teaching and research staff.

- (b) To decide about the filling of vacant posts, creation of new posts and upgradation of existing posts.

Explanation: The matter regarding specializations and qualifications of these posts shall be decided by the Committee in case of University/State Government posts and in case of UGC posts also if specialization has not been specified by the commission.

- (c) To decide all matters of allocation of common funds provided by the University, UGC or any other funding agency for various research development and extra-curricular activities of the Department.
- (d) To ensure freedom for each faculty member to pursue his/her research work independently or in collaboration.
- (e) To suggest outlines of tests, syllabi and courses of reading for consideration of the concerned Board of Studies in consultation with other staff members who are not members of the Committee.

- (f) To frame the time table and rationalise the distribution of teaching work amongst the teachers of the Department after consultation with them.
- (g) To lay down the procedure for the purchase of books, journals etc. for the Departmental Library and to look into all the matters pertaining thereto.
- (h) To consider cases of condonation of lectures of the students for admission to examinations according to University Rules/Regulations.
- (i) 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.
- (j) To organise conferences, seminars, symposia etc. in the Department.
- (k) To formulate 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.
- (l) To suggest guidelines for the consideration of the Vice-Chancellor/ Syndicate for consultancy service provided by the Department, if any.
- (m) To prepare lists of equipment, chemicals, accessories, furniture, stationery etc. and to process the purchase of the common departmental articles consistent with the requirements and availability of funds.
- (n) To maintain up to date lists of firms for inviting quotations for purchase of various articles.
- (o) To arrange for proper checking of articles when received by the Department and for their proper storage.
- (p) To provide a periodic check on the maintenance of equipment and other items and to arrange for their repair or disposal, whenever needed.