

**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.

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\* 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;

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\* 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;



- necessary or any matter referred to them by the Academic Council.
- (2) The Faculties shall have powers to publish lists of syllabuses of the prescribed courses of study. The Faculties shall also have such powers and shall perform such duties as may be assigned to them by the Statutes and Ordinances. They shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective sphere of work as may appear to them prescribed or recommended text books and to publish lists of prescribed or recommended text books and to publish lists of syllabuses of the prescribed courses of study. The Faculties shall have a second or casting vote."
- (4) All members of the Faculty other than ex-officio members shall hold office for a term of two years.
- (c) At a meeting of the Faculty one third of the total number of members comprising the Faculty or eight whichever is less shall constitute the quorum. In the event of the fixed quorum not being present at any meeting of the Faculty, the Vice-Chancellor shall be competent to take final decision in consultation with the Dean in respect of matters on the agenda for that meeting of the Faculty.
- (b) deleted.
- (xii) Two members co-opted by the Academic Council for their special knowledge of any subject assigned to the Faculty.
- (xi) Deleted.
- (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:

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| 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.

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\* 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.