

ਕੈਲੰਡਰ

ਜਿਲਦ II

CALENDAR
VOLUME II

2010



ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
PUNJABI UNIVERSITY, PATIALA

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(As Modified upto 1st January, 2009)

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Punjabi University, Patiala
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CALENDAR
Volume II

ISBN 81-

2010
Copies :
Price :

Published by Prof. (Dr.) Manjit Singh, Registrar, Punjabi University, Patiala and
Printed at Punjabi University Press, Patiala.

Note: English version of Punjabi University Calendar is authorised text. In case of conflict between English version and Punjabi version, English version will prevail.

Registrar

ਨੋਟ : ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਕੈਲੰਡਰ ਦਾ ਅੰਗਰੇਜ਼ੀ ਰੂਪਾਂਤਰ ਅਧਿਕਾਰਿਤ ਪਾਠ ਹੈ। ਇਸ ਦੇ ਅੰਗਰੇਜ਼ੀ ਰੂਪਾਂਤਰ ਅਤੇ ਪੰਜਾਬੀ ਰੂਪਾਂਤਰ ਵਿੱਚ ਵਿਰੋਧਤਾ ਦੀ ਸੂਰਤ ਵਿੱਚ ਅੰਗਰੇਜ਼ੀ ਰੂਪਾਂਤਰ ਠੀਕ ਮੰਨਿਆ ਜਾਵੇਗਾ।

ਰਜਿਸਟਰਾਰ

ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ



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PUP(O)-10670-600/7-2011

Printed at Punjabi University Press, Patiala.

CHAPTER-I
TUITION FEES AND DUES

1. Payment of Fees

- (a) Rates of fees to be charged from students admitted to various University courses shall be such as may be prescribed from time to time.
- (aa) *Such of the University students of B.Tech., M.C.A., M.B.A., M.Tech. as seek admission in French and German Courses shall be exempted from paying tuition fee and other monthly subscription:
Provided that the students shall submit prescribed admission forms through their respective Heads of the Departments :
Provided further that they shall have to pay prescribed fee for University examination.
- (b) Fees shall comprise tuition fee, and other fees.
Other fees may include :
 - (i) Admission Fee,
 - (ii) University Registration Fee,
 - (iii) University Sports Fee**,
 - (iv) Security,
(Refundable within one year from the date of leaving the department)
 - (v) Library Membership Fee,
 - (vi) Medical Fee,
 - (vii) House Examination Fee,

* Syndicate dated 28.6.2008 (para 27.1)

** 20% of the Sports fee may be spent on Sports infrastructure & payment of D.A./serving refreshment to students and the rest of 80% shall be credited to the 'Sports Committee Fund', (Syndicate 375, dated 29.3.2007)

- (viii) Youth Welfare Fee,
 - (ix) Poor Students' Aid Fund*
 - (x) University Bulletin Fee
 - (xi) Internal Assessment Fee
 - (xii) Amalgamated Fund
 - (xiii) Identity Card Fee**
 - (xiv) Dilapidation Fee
 - (xv) Breakage fee (for Science Students)
- (c) The tuition fee shall be charged for twelve months in a year i.e. from June to May.

* The objective of the 'Students Aid Fund' is to provide financial aid to poor students for payment of fee for examination, purchase of books or to incur other such expenses. A limited aid can also be given to such students to meet legitimate expenditure regarding the needs of hostel, mess, dress or medicines (medical) etc. Interest free loans can also be given to needy students. Applications shall be invited for financial help out of Students Aid Fund from the needy and eligible students by the Heads of the Departments immediately after the completion of admission. Final decision in this regard shall be taken by a committee constituted under rules.

** Every student must get his identity card within 15 days of the admission after which a prescribed fine per day will be charged. If the card is lost, he/she must apply for a new one which will be supplied on payment of a prescribed penalty. Students are required to produce their identity cards whenever asked to do so by any member of the University teaching staff or any other person authorised by the Vice-Chancellor.

(d) Payment Schedule*: Fees shall be payable in half yearly instalments as given below :

Half Yearly Instalment	Period	Date of Payment
First Half Yearly instalment	Jun. to Nov.	At the time of admission
Second Half Yearly instalment	Dec. to May	Nov. 10 to Nov. 25
Third Half Yearly Instalment (only for Bachelor of Physiotherapy Course)	...	Feb. 10 to Feb. 25

- Note :*
- (i) Annual charges are payable with first half yearly instalment.
 - (ii) Students shall have the option to deposit fee for the whole year/session in one instalment.

* Fee payable for M.B.A. (Executive) Three Year Part-time course run by Punjabi University, Regional Centre for Information Technology and Management [Rs. 45000/- Amount Rs. 60,000/- for N.R.I. Sponsored Category] Annual Subscriptions, Monthly Subscription and Tuition Fee, as per details given below may be deposited in two instalments:-

MBA (Executive) - Three year Part-time course :-

First, Third & Fifth semester :-

Annual Subscription	-	Rs. 12,335.00
Monthly Subscription	-	Rs. 4090.00
Tuition Fee	-	Rs. 12,242.50
Total	-	Rs. 28,667.50

Second, Fourth and Sixth Semester

Monthly Subscription	-	Rs. 4090.00
Tuition Fee	-	Rs. 12,242.50
Total	-	Rs. 16,332.50

- (i) At the time of admission to the first semester a sum of Rs. 1050/- shall also be payable separately as a security deposit.
- (ii) The above structure of fee in respect of students admitted to MBA (Executive) for 2006-07 session shall come into force w.e.f. the 3rd of September.

(Synd. 375, dated 29.3.2007)

(iii) Students of correspondence courses living abroad

will pay the prescribed tuition fees and other annual charges in one instalment at the time of admission.

- (e) Students who are absent or are on leave on the dates fixed for collection of fees will themselves arrange to deposit their fees on the scheduled dates.
- (f) If a student does not deposit fee by the due date, he/she will have to pay prescribed fine.

Note: The Dean, Student Welfare/Provost is authorized to remit the fine if he feels that the student could not deposit the fee for some genuine reasons.

2. Re-admission and Payment of Dues

- (a) For non-payment of any dues for more than 15 days, the name of the student shall be struck off the rolls of the department. Student, however, can seek re-admission. In case re-admission is allowed, all the dues, including prescribed late fee charges and re-admission fee etc. shall be payable.
- (b) Name of a student shall be struck off the rolls if he remains absent from classes for 10 days continuously. Student, however, can seek re-admission. In case it is allowed by the competent authority he shall pay prescribed re-admission charges.
- (c) When the name of a student is struck off the rolls, he may be re-admitted by the Dean, Student Welfare on the recommendations of the Head of the Department concerned, on payment of prescribed fee :
Provided the application for re-admission is received within one month from the date the name is struck off.

3. Rules Regarding Payment of Hostel Charges

- (a) (i) Rates of Hostel charges payable by students allotted hostel accommodation shall be as prescribed from time to time. Detail can be obtained from the Provost/Hostel Warden.

- (ii) Separate charges are prescribed for stay for short period.
- (b) The schedule of payment of hostel charges will be the same as in the case of tuition fee.
- (c) In case a student does not pay the hostel charges within the due date, it shall be the responsibility of the Warden to ensure that such a student does not continue to stay/reside in the hostel.
- (d) Once a student is admitted in the hostel, he cannot stop paying the hostel rent on the plea that he has stopped residing in the hostel.
- (e) In order to vacate hostel accommodation, the student is required to obtain the prior permission of Warden/Senior Warden/Provost and send a prior intimation to the Accounts Branch of the University, positively.
- (f) If the name of the student is struck off due to non-payment of hostel dues from the list of the hostelers, he can be allowed re-admission with the approval of the Dean, Student Welfare/Provost.
- (g) The students of low income group can be given free accommodation in the University Hostels. In addition to it, five outstanding players and two outstanding students involved in cultural activities can also be given free accommodation.

In order to exempt above mentioned students from payment of room rent, the committee consisting of the following members will send recommendations through Dean, Student Welfare to the Vice-Chancellor for approval:

1. Dean, Student Welfare/Provost, (Chairman)
2. Director, Youth Welfare,
3. Director, Sports, and
4. One nominee of the Vice-Chancellor

- (h) Residents of a hostel, where co-operative mess is being run or those joining co-operative mess, shall have to pay prescribed advance as mess bill. This amount is refundable/adjustable as and when the student leaves the hostel or the mess is closed permanently.
- (i) The students, who on completion of the session, stay in the hostel after obtaining the approval of the concerned authority, shall pay room rent and other prescribed charges per month. These charges shall be deposited in the beginning of the month.

4. **Mode of Payment**

- (a) Tuition fee and Hostel charges shall be paid at the State Bank of Patiala, Punjabi University Branch. The students selected for admission shall collect tuition fee slips from the concerned department and hostel charges slips from the concerned hostel.
Tuition fee shall be paid by NRI/NRI Sponsored/Industry Sponsored students per annum in US Dollar or its equivalent in Indian currency.
- (b) Students of evening classes shall also deposit their fees at the State Bank of Patiala, Punjabi University Branch, as per schedule laid down for the campus students. For this purpose fee slips to day students and those of evening classes will be issued by the respective departments.
- (c) The students while depositing fee should check the correctness of particulars in the receipt acknowledging the payment. He shall be responsible for wrong adjustment of fees, if correct and complete particulars are not given in the receipt.
- (d) The names of the students selected for admission will be brought on the rolls of the class on production of receipts in token of full dues having been paid.

5. Refunds

- (a) Refund of tuition fee may be allowed when a student produces evidence to the satisfaction of the Vice-Chancellor, that he has not been able to attend the course at all due to serious illness :
Provided that the refund is claimed within one month of payment of fee.
- (b) *In the event of a student withdrawing before the starting of the course the Tuition Fee collected from the student, after deduction of the processing fee of not more than Rs. 1000/- (Rs. one thousand only), shall be refunded subject to the condition that Head of the Department concerned certifies that the seat vacated by the student has been filled up. But if a student vacates a seat after having been admitted & having joined the course and the seat vacated by him is filled up before the last date of admission, he may be refunded the balance of tuition fee if any, after making proportionate deductions.No fee shall be refunded to a student who leaves the course after the last date of admission.
- (c) The student who after taking admission in a Department of Punjabi University/Centre/College/Neighbourhood Campus, changes subject/course/category/centre/college/campus, his tuition fee and funds shall be adjusted. However, on change he shall have to pay the difference in fee/funds (if any) to the University. If after adjustment there is balance amount, the same shall be adjusted in the fee for next class/semester. In case such student drops studies during first semester or year, extra balance amount shall be refunded to him after verifying his eligibility.

* Sydicate 378, dated 18-10-2007.

- (d) The student who deposits fee of two courses shall be refunded fee of one course (including funds etc.). He shall apply for refund through Head of the Department. Detail of fee shall be verified by both the past and present Heads.
- (e) The tuition fee and funds deposited by a student who has been admitted to the next higher class but has failed to pass the examination of lower class shall be adjusted on admission to next class. In case of increase in tuition fee and funds the student shall deposit the amount of difference i.e., the rates of fees as applicable to other students of that class shall be applicable to him.
- (f) The student who leaves study during his course and takes admission again, he shall deposit fee and funds prescribed by University according to new rates, i.e., equal to tuition fee and funds of the student of the then present session.
- (g) In case of death of a student during the course of his study, tuition fee of the remaining months shall be refunded to his/her parents or his/her husband/wife as the case may be. This payment shall only be made after receiving death certificate and affidavit within two months of the date of death.
- (gg) *The authority to order the refund the admission fee his legal heir deposited by a student of any of the Teaching Departments/Centres/Correspondence Courses Departments who dies suddenly, shall vest in the Vice-Chancellor
- (h) In case of a student who first deposits fee but at later stage he gets half/full fee concession, only deposited tuition fee shall be adjusted.

* Sydicate dated 10-1-2003 (para 51).

- (i) In case a student after taking admission in NRI/NRI Sponsored/Industry Sponsored Category, takes admission in the general category in the same or some other course, fee deposited by him shall be adjusted against the fee and funds against general category. Balance amount, if any, shall be refunded. On adjustment under general category if the amount is deficit, balance amount shall be deposited by the student.

Note (i) The Registrar shall be the competent authority for approval of cases considered under these rules. If any case does not come within the purview of these rules, the power to take decision in such cases shall be vested with Vice-Chancellor on the recommendations of the constituted Standing Committee.

- (ii) *Only tuition fee shall be refunded under these rules. These rules shall also be applicable on NRI/NRI Sponsored/Industry Sponsored category students.*

6. Refund of Tuition Fee and Other Charges in Correspondence Courses

The amount of tuition fee and other charges remitted by the applicant alongwith his admission form or paid afterwards shall not be refunded if :

- (i) the admission of an applicant is not finalised for non-payment of fee & other charges or a part thereof by the prescribed date;
- (ii) the applicant has not submitted the required certificates by the prescribed date or the certificates submitted by him are found to be bogus or forged documents.
- (iii) a student drops out in the middle of the session.

7. **Exemption**

- (a) If a student has taken admission in any course at the University Campus and has also taken admission in any Certificate Course, he will not be required to deposit again the following charges:-
- i) Registration Fee,
 - ii) Student's Security,
 - iii) Library Security,
 - iv) Accidental Insurance Policy Fee and
 - v) Bus Pass Charges.

Note: This concession will be given to only those students/scholars/teachers who submit a certificate from the respective Head of the Department to the effect that they are regular students/scholars/teachers of that Department.

- (b) A token tuition fee, as prescribed, shall be charged from students of Punjabi Honours School Course.
- (c) A prescribed tuition fee shall be charged from students who have got admission in M.A. Honours after passing B.A. Honours School Course and are getting scholarship.
- (d) Medical fee at prescribed rate shall be charged from the Research Scholars as in case of University students.
- (e) Students who have already paid Library Security in M.A. Part-I need not pay this fee again, but they will have to pay prescribed fee towards Library Service.

8. **Donation**

No donation will be collected from the students at the time of admission and also when they are on the rolls of the College. Donation may be accepted from old students only after one year of their leaving the College.

CHAPTER-II
**REMISSION/REFUND AND EXEMPTION
FROM EXAMINATION FEES**

1. (a) Omitted*
 - (b) The Vice-Chancellor may, after considering the circumstances of the case, sanction the remission of extra late fee or both late fee as well as extra late fee.
 - (c) For the purpose of calculating late fee/extra late fee, the date of despatch of the form and admission fee (through Bank Draft) by the candidate, shall be deemed to be the date of receipt of the same by the University.
2. (a) The admission forms and fees of the candidates whose result is declared after the *expiry* of the last date fixed for the submission of forms and fees, shall be accepted within 15 days of the publication of their result, (the date of publication included) without late fee/Extra Late fee: Provided that the forms and fees of candidates of Correspondence Courses, whose result is declared after the expiry of the last date fixed for submission of forms and fees, shall be accepted within 21 days, inclusive of the date of declaration of the result without late fee/extra late fee. The time limit in the case of candidates living abroad, whose examination centres are to be set up outside India, shall be 42 days.

* Ordinance number 1(a) omitted; 1(c), 2(i) modified, 2(ii) omitted; 3 modified; ordinance 4 substituted and ordinance 7 added vide syndicate 10.6.1994.

- (b) omitted
 - (c) The admission forms and fees of the candidates, whose re-evaluation result is declared after the expiry of the last date fixed for submission of forms and fee, shall be accepted within 10 days, inclusive of the date of declaration of the result, without late fee/extra late fee.
3. The candidates who shall be at fault of paying deficit fee/late fee shall be liable to pay discrepancy fee alongwith balance of required fee/late fee as per schedule.
 4. Examination fee/late fee/extra late fee once deposited by any candidate who does not offer himself for examination or is declared ineligible to appear in the examination or cannot appear in examination under any circumstances, shall neither be refundable nor carried forward for any subsequent examination: Provided that in the case of death of the candidate before the beginning of the examination, the examination fee may be refunded to his legal heirs.
 5. A candidate shall not be entitled to refund of examination fee paid by him, if permission accorded to him to take an examination is subsequently cancelled as a result of mis-statement of facts or suppression of material facts or want of relevant information in his examination admission form.
 6. Permanently handicapped candidates are exempted from the payment of examination fee subject to production of disability certificate from the Civil Surgeon of the District.
 7. Prescribed discrepancy fee shall be charged for incomplete admission form or for non-depositing of required fee/late fee/ depositing deficit fee, not submitting original documents of passing lower examination from other Universities/Boards/ Migration Certificate along with admission form. This discrepancy shall be got removed 21 days before the start of examination.
 8. Permanently handicapped candidates shall be charged half of the prescribed fee for special chance for appearing in different examinations.

9. Candidates who submit form/fee for re-appear examination of the next session on the basis of re-appear result and simultaneously apply for re-evaluation and on the basis of the result of re-evaluation they succeed in the examination, then 90% part of the re-appear fee deposited by them relating to that class shall be refunded with the permission of the Chief-Coordinator (Examinations) :
Provided that in cases, where candidates deposit more than the prescribed fee/fine by mistake, benefit of refund of fee shall not be allowed.
10. For the grant of fee concession to M.Phil. course students, the rules applicable for M.A./MSc. students shall be followed. However, fee concession be granted to only deserving and needy students.
11. (a) *If a student deposits examination fee (except admission fee) with the University for any examination or miscellaneous fee for any purpose connected with examination and the University fails to supply the necessary service, the Chief Coordinator(Examination) after examining the justification of the case, may order refund of 90% of the deposited fee (except admission fee).
- (b) The amount deposited in excess of the prescribed miscellaneous fee/charges may also be refunded to the concerned students by following the same procedure: provided the amount to be refunded in respects of the concerned purpose works out to more than Rs. One Hundred.

* Syndicate dated 29.3.2007 (para 53.55)

CHAPTER-III
FEE CONCESSIONS

1. Eight percent of the total number of students who are found to be needy and deserving, may be granted full fee concession. In addition to this 2% students belonging to the scheduled castes/ scheduled tribes and other backward classes may also be granted full fee concession. Scheduled castes students exceeding 2% are exempt from payment of Tuition fee under State Harijan Welfare Scheme.
2. (a) University employees who are permitted to join University classes, Directorate Correspondence Courses/ Correspondence Courses run by Department of Business Management shall be exempt from payment of tuition fee.
(b) University employees are exempt from payment of Library Security, Medical Fund and Library Membership fee.
3. The sons/daughters/wards of University employees studying in University Departments/Colleges shall be exempted from payment of University tuition fee on the basis of basic pay, as under:-

Employees drawing pay up to Rs.6600/-P.M.	Full fee concession
Employees drawing pay exceeding Rs. 6600/- P.M. but not exceeding Rs. 7220/- P.M.	Half fee concession

The above concession shall also be extended to the employees who are on deputation from the Punjab Government :
Provided the Government has no objection to the grant of such concession.*

* Syndicate dated 1.1.2004 (para 11.3)

Note :In case the father and mother, both are employed in the University, the student is allowed to avail of benefit of either of the two.

4. (a) Out of two or more children of the same parents the benefit of half Tuition fee concession shall be extended to the child whose course fee, including funds, is lesser than the other child/children.
 - (b) Benefit of half fee concession shall not be extended to a married child because a married child cannot be considered to be dependent on parents.
 - (c) Sons/Daughters of the University employees who are themselves in service shall not be entitled to fee concession.*
5. Benefit of fee concession on the basis of basic pay shall be extended to permanent employees of Punjabi University- Guru Kashi College, Dam Dama Sahib and University College of Education, Bhatinda, like regular employees of Punjabi University.**
 6. Sons/daughters of the University employees with at least 5 years service and retired University employees after 15 years service admitted against NRI/NRI Sponsored/Industry sponsored seats will be allowed 40%*** concession in Tuition fees on taking admission in Part I, II, III & IV of University courses. This facility shall also be available to husband/wife of the University employees who are not in service and are fully dependent.

* Syndicate dated 19.8.1994.

** Added Vide Syndicate dated 1.1.2004.

*** Substituted for 60% vide syndicate 29.10.2003 (para 30.34)

7. There will be full fee concession for the children of those who died while extending help to security forces, and for those who have been rendered 100% handicapped due to riots and the children of Sikh migrants. The concessions shall include (i) full fee concession by the University Teaching Departments (ii) Text-books on loan for the duration of the course from the Text Book Section of the Library (These books shall be returned by them after they have completed the examination) and (iii) free lodging in the hostel. They will pay only for their boarding.

CHAPTER-IV
DEPOSIT OF EXAMINATION FORMS AND FEE

1. Examination fee for various University courses *(Regular and Private) shall be such as may be prescribed from time to time.
2. Examination fee for University courses alongwith examination form shall be deposited according to prescribed schedule in respective Ordinances.
3. The students may send their examination fee by crossed Bank Draft in favour of Registrar, Punjabi University payable at Patiala.
4. In case the Demand Draft sent by a student towards payment of examination fee, is found to be incomplete or incorrect in any respect student will be informed by the Accounts Branch. For this discrepancy the prescribed penalty shall be imposed upon the concerned student. The student will deposit in cash the prescribed fee and penalty within 15 days with the University Cashier. After adjustment of the fee, the Demand Draft will be returned to the student.
5. The students may also deposit the examination fee in cash with the University Cashier. On the last date fixed for the receipt of the admission form without late fee as also on the last date fixed of form with late fee, Finance Officer shall counter-sign the receipt-book.
6. Full examination fee (for private students) shall be charged from Re-appear students who appear in examination as private candidates.
7. Private/re-appear/failed/improvement examinees (where applicable) shall pay practical fee for each practical of every class, in addition to the examination fee.

* For receipt form/fee in respect of regular (annual and semester) see existing schedule. Syndicate 376 dated 6.8.2007 (2)

8. Fee payable for improvement in every class/each part of the course shall be 50% higher than the one prescribed for that class/part of the course.
9. If after re-evaluation a failed student is declared to have passed the examination or is required to re-appear he shall be allowed to deposit form alongwith admission fee for the next higher examination within a period of 10 days (including holidays) from the date entered in the detailed marks certificate. After expiry of that period late fee shall be chargeable.
10. If a student deposits with the University examination fee for any examination (except Admission Fee) or Miscellaneous fee for any other purpose relating to examination and the University is unable to provide the required service to him, the Chief Co-ordinator, examinations, after looking into the justification of the case, may order the refund of 90% of the deposited fees (except admission fee).
Miscellaneous fees for any purpose relating to examinations/ amount deposited in excess of the charges may also be refunded by this very method :
Provided that refundable amount for the purpose is more than Rs. 100/-.*

Miscellaneous fee/fine relating to regular/private students :

Miscellaneous fee/fine relating to regular/private students shall be charged at such rates, as may be prescribed, from time to time for the following purposes :-

1. University Registration fee (New Registration/Continuation of Registration)
2. Verification of Certificates/Degrees/Attestation of Academic Qualification of candidates appearing in examination after having passed lower examination from Boards/Universities situated outside Punjab.

* Sydicate 375, dated 29-3-2007.

3. Fee for change of examination centre (before the last date of receipt of concerned examination form/fee).
4. Discrepancy fee (shall be charged only from private candidates)
5. Fee for duplicate roll number.
6. Fee for change of paper/option (before the last date of receipt of concerned examination form/fee).
7. Fee for issue of confidential result on prescribed form (on the condition of availability in office).
8. No fee shall be charged for cancellation of form/fee after submission of form/fee before taking examination :
Provided that deposited fee, late fee etc. shall not be refunded.
9. Prescribed fee and balance examination fee/late fee, if any, shall be charged for cancellation of eligibility/result of examination after taking examination for any purpose (except cases relating to UMC and submission of alleged fake documents relating to eligibility).
10. Prescribed fee per copy shall be charged for rectification of roll number after the examination.
11. Copy of admission form/any other document may subject to availability of record be issued on payment of such fee as may be prescribed.
12. Prescribed fee shall be charged for attestation of academic status of passed examination, examination medium from Indian and foreign students. Fee including postal charges from foreign students shall be chargeable in dollars.
13. Prescribed fee shall be charged for duplicate information of provisional result.

CHAPTER-V
**AMALGAMATED FUND-ITS USE IN COLLEGES*/
TEACHING DEPARTMENTS**

Colleges Admitted to the Privileges of the University

The Amalgamated Fund shall be kept separate from the Managing Committee or College funds and shall be administered solely by the Principal in consultation with the representatives of the staff and students. The Principal shall have full powers in regard to its utilization.

The Amalgamated Fund may be utilized for the following purposes:-

- (i) Purchase of sports material pertaining to various games;
- (ii) Watering, levelling, cleaning and turfing of playgrounds.
- (iii) General expenditure on and grants to societies, clubs, associations, committees, *sabhas*, etc., organized by the College.
- (iv) Expenditure in connection with house examinations, including the purchase and running of duplicating machines for printing of question papers.
- (v) Expenditure in connection with community projects or social service activities approved by the Principal.
- (vi) Expenses in connection with educational trips to places of historical and geographical interests, or mountaineering trips or visits to factories.
- (vii) Expenditure for sending students to compete in debates and declamation, music and dramatic contests.

* Applicable in the case of the non-government colleges.

- (viii) Hire and carriage of furniture, shamianas, loudspeakers, etc.; expenditure on photographs, decoration, lighting; refreshments to players,* prize-winners and guests invited to sports and other college functions.
- (ix) Conveyance and board charges of outside lecturers, prominent citizens, poets, artists, etc., invited with the approval of the Principal.
- (x) Travelling allowance to persons invited to deliver lectures at the college or to preside over prize-distribution and other functions.
- (xi) Expenditure on establishments pertaining to sports, N.C.C. etc.; provided that all permanent appointments shall be made with the approval of the Managing Body.
- (xii) Travelling allowance of teams and members of the staff, peons and servants accompanying the teams.
- (xiii) Out-of-pocket expenses or daily allowance to members of the staff and students when they go out to represent the college in sports or other contests.
- (xiv) Refreshments and meals at the time of friendly and University matches or to distinguished visitors at college functions.
- (xv) Rent of playgrounds.
- (xvi) Expenditure in connection with the award of college colours to distinguished players.
- (xvii) Purchase of stock registers, cash books, etc. required for maintenance of accounts pertaining to this Fund.
- (xviii) Postage, telegrams, telephones and purchase of stationery pertaining to students' activities.
- (xix) Expenditure in connection with award of prizes at the annual academic and sports prize distributions.
- (xx) Purchase of articles of furniture, equipment for social and cultural activities like drama, music etc.

* Expenditure incurred as DA/refreshment served to the students may be met out of the 20% of sports fee set apart for sports infrastructure.
Syndicate 375, dated 29.3.2007.

- (xxi) Expenses on medical assistance rendered to members of sports teams while away from Patiala.
- (xxii) Equipment and maintenance of common-rooms, purchase of radio sets and loudspeakers etc.
- (xxiii) Uniforms or other equipment for members of various teams, at the discretion of the Principal.
- (xxiv) *Books and periodicals for the library and reading rooms.
- (xxv) Grow more food activities:
Provided the sale proceeds are credited to the Fund.
- (xxvi) Expenses in connection with referring of University matches.
- (xxvii) Payment of protest fee or late fee fine or subscription to recognized tournament committees with the approval of the Principal.
- (xxviii) Expenses in connection with tuck-shop, excluding building.
- (xxix) Expenditure in connection with Rovers Crew, Scouting and Girl Guides.
- (xxx) Decorations, furnishings, floor coverings and other fittings for the library to make the place attractive and comfortable. Expenditure on almirahs, tables and chairs will not be a legitimate charge on this fund.
- (xxxi) Youth welfare activities.
- (xxxii) Incidental expenses, not refreshment in connection with educational *melas*, exhibitions, festivals etc.
- (xxxiii) Supply of milk, eggs etc. to poor students who are outstanding athletes but cannot afford nourishing diet.
- (xxxiv) Purchase of crockery for serving refreshment to students, guests etc.
- (xxxv) Photographs of teams (winning teams only) at the discretion of the Principal.

* 10% of the amount ear-marked for the purchase of books etc., for the college could be utilized for the purchase of almirahs and book-racks for storage thereof.

- (xxxvi) Amenities for N.C.C.
- (xxxvii) Any other object connected with student activity of an educational character.
- (xxxviii) Upto 10 per cent of the income from the Amalgamated Fund may be spent (i) on construction of Pavilion, Stadium, Swimming Pool, Gymnasium, Open Air Theatres and Students Centre; and (ii) on any other project of direct benefit to the students in their co-curricular activities with the approval of Vice-Chancellor and such a permission will be reported to Syndicate in a statement item.
- (xxxix) 50% of the expenditure of prescribed subsidy towards the cost of uniform to each player selected from the colleges admitted to the privileges of this University to represent the University for participating in Inter-University events/Inter-collegiate sports tournaments*.

University Teaching Departments

- (i) The Vice-Chancellor shall appoint a Committee to make recommendations to incur expenditure out of Amalgamated Fund.
- (ii) The Registrar shall be competent to sanction any expenditure on the recommendation of the Amalgamated Fund Committee if he is satisfied that expenditure involved is for the direct benefit of the students.
- (iii) The Vice-Chancellor, in special circumstances, shall be empowered to sanction any expenditure not recommended by the Amalgamated Fund Committee and/or not covered under the normal Amalgamated Fund Ordinances under (ii) above.

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- *(i). The rest of the expenditure (50% of the prescribed amount to each player) will be borne by the University.
- (ii). The uniform would be the property of the player.
- (iii). Where the uniform of a player is got prepared by the College such a uniform be given to the player on his paying 50% of the cost thereof.

- (iv) The Heads of the Departments shall be authorised to spend from the Amalgamated Fund in furtherance of the approved purposes of the Fund, to the extent of 40% of the total amount available on this account in consultation with the Staff and Student Council which might consist of Head of the Department, two members of the staff to be decided by the staff members of the Department itself, and two class representatives of the Department concerned.

Payment of TA/DA to Students participating in Declamation Contests/Debates/Games and Cultural activities etc.

1. (a) Actual bus fare from the campus to the bus stand at Patiala and back shall be paid to the University Campus players residing at the campus in case of the match/trial is to be played at the ground of a college admitted to the privileges of the University.
 - (b) Actual bus charges from bus stand to the campus and back shall be paid to the players of the University Campus Team residing in the city in case trial is to be played at the campus ground.
 - (c) Actual rickshaw charges (if the local bus is not available) shall be paid to all the players/officials accompanying the team from the railway station/bus stand to the play field/ hostel and back.
2. (a) Students playing a friendly match at the campus grounds shall be given refreshment at prescribed rate per head per day including the team against whom the friendly match is played; provided the number shall not exceed thirty-five. But in case of cricket prescribed fixture refreshment per head per day shall be paid to members of both teams including officials (This shall include lunch and tea).
 - (b) Refreshment expenses shall not be borne by the University if the match is to be played on the grounds of the college admitted to the privileges of the University in which case the expenditure would be met by the college concerned.

- (c) A team playing a University match shall be given refreshment at prescribed rate per head per day, subject to maximum 16 players for the team.
3. Students going outside the University Campus, Patiala to take part in tournament match, declamation contests and youth cultural activities shall be paid as under:-
- Railway/Bus fare**
II class return railway fare in case the stations are connected by rail or actual return bus fare in case stations are connected by road or cheaper and convenient of the two to save time.
- D.A.**
Prescribed D.A. per day per head. In case the team is not out of station for more than 12 hours half D.A. is payable.
- Other expenses**
Actual charges for the carriage of sports material:
Provided that Dean, Student Welfare shall be competent to sanction any other actual charges, if he is satisfied about the urgency of the circumstances in which these were incurred.
4. 75% of the amount of Amalgamated Fund collected from the students of the Law Department and students of various Neighbourhood Campuses/Regional Centres of Post-graduate Studies be set apart and placed at the disposal of the Head of the Department to be spent in furtherance of the approved purpose of the fund in consultation with the Staff and Students Council.

For Colleges Affiliated to University

- (i) All colleges affiliated to the University shall be provided University publications free of cost, upto the value of prescribed amount.
- (ii) There shall be provision for academic tour of Principals of the Colleges to Colleges and Universities of the other States of India.
- (iii) There shall be a Faculty House at the campus, which could be used by the Principals and Teachers coming from Colleges.

CHAPTER-VI
STUDENTS PERSONNEL SERVICE

The Students Personnel Service may cover the following activities :-

Financial aid to Students

Through its placement services, the Dean, Student Welfare may provide part-time work to students in University offices, Executive Engineer's office, library, canteen, gardens etc. The Dean, Student Welfare, may create a fund to be known as Students Aid Fund of the University and may also raise funds through voluntary contributions and provide stipends and interest-free loans to deserving students.

The University may contribute a prescribed amount towards the fund, initially.

A cut of 1% may be levied on persons doing work connected with University examinations and the amount thus realized may be transferred to the Students Aid Fund of the University.

The University may also get into touch with the State Government and the University Grants Commission for help.

Literary & Cultural

To afford the students opportunities for self-expression, the Students Personnel Service may organize literary, cultural and debating clubs.

Counselling

In collaboration with the Employment Information and Guidance Bureau, the Service may undertake to advise students on the choice of subjects and courses at the time of admission. Re-orientation courses may be organized for fresh entrants at the beginning of the academic session.

Health Care

Medical check-up of all students on the rolls of the University shall be undertaken and proper facilities for the care of the student's health provided.

CHAPTER-VII
**RESIDENCE, HEALTH AND PHYSICAL
WELFARE OF STUDENTS**

1. The Syndicate shall appoint a committee to look after matters relating to the residence, health and physical welfare of students. The committee shall consist of the following:-
 - (a) The Vice-Chancellor;
 - (b) Dean, Academic Affairs;
 - (c) Dean, Student Welfare;
 - (d) Provost, University Hostels;
 - (e) Two Principals, one of an Arts/Science College and one of a Professional College;
 - (f) One Professor of a University Teaching Department;
 - (g) The Chairman, University Sports Committee; and
 - (h) The Dean, Faculty of Medicine.
2. Members of the Committee shall hold office for three years, but may be reappointed.
3. The Committee shall:
 - (a) consider references received from the colleges under these Ordinances and advise the colleges thereon;
 - (b) submit to the Syndicate an annual report as regards residence, health, physical welfare etc. of students of the University; and
 - (c) discharge such other duties as may be prescribed by the Ordinances or may be assigned to it by the Vice-Chancellor.
4. Every student of a University Teaching Department or of a College admitted to the privileges of the University shall if not residing with his/her parents or guardian* approved by the Head of the Department/College, stay during the academic session in:

* Guardian shall mean the legal guardian or a near relative or a person declared in writing by the parents to be the student's guardian, or, in the absence of any of these, a person approved as guardian by the Principal.

- (a) University hostel; or
 - (b) a hostel of any other college admitted to the privileges of the University; or
 - (c) a hostel recognized by the University; or
 - (d) a lodge approved by the Principal of the College/Head of the University Department.
5. The college shall make suitable arrangement for the supervision of its students staying in a lodge approved by the Principal.
 6. Every college shall maintain an up-to-date register containing information relating to the residence of its students and shall submit to the University within one month of the last date of admission, a statement to this effect for the information of the Committee.
 7. Each college shall appoint a Medical Officer who shall be graduate in medicine of at least five years standing or a licentiate in medicine who has been registered as medical practitioner for a period of not less than ten years to look after the health of its students.
The Medical Officer shall visit the college atleast twice a week.
 8. At least once in each academic year the Medical Officer shall conduct a medical examination for all students of the College/ University Teaching Departments and shall record the result of the medical inspection of each student giving such medical advice and assistance as he may consider necessary, and bring to the notice of the Principal/Head of the University Teaching Department all cases of serious nature.
The College/University shall make arrangements to secure the services of a Lady Doctor for women students.
A report on the general results of the medical examination with the Medical Officer's recommendations shall be forwarded by the Principal/Head of the University Teaching Department to the Registrar for information of the Committee.
 9. Every student on the rolls of a college shall pay an annual medical fee which shall be utilized only for the purpose of medical examination and medical assistance to the students.

10. The University shall appoint a whole time officer to look after the physical welfare of the students.
11. The duties of the officer shall be as follows:-
 - (a) to conduct the University tournaments;
 - (b) to act as the Secretary to the University Sports Committee;
 - (c) to assist the colleges in working out the schemes of physical training;
 - (d) to organize the University games and clubs;
 - (e) to deliver lectures at the educational centres, according to the programme approved by the Committee on Physical Education;
 - (f) to be incharge of the gymnasium, playgrounds, Physical Education equipment; and
 - (g) to perform such other duties as may be assigned to him.
12. Every student shall, on joining a college, pay a prescribed sum along with the registration fee which shall be credited to the Punjabi University Sports Committee.
13. The Committee shall prescribe rules for proctorial supervision which shall be enforced by the colleges.
14. Except in the case of students of a Post-graduate course and of Engineering and Medical Faculties, the Principal of each college shall send reports twice a year to the parents or guardian of the students regarding:
 - (a) result of the house examinations;
 - (b) percentage of attendance at lectures for which attendance is compulsory; and
 - (c) health and results of medical inspection.
15. For financing the various Youth Welfare Schemes and activities a prescribed annual fee shall be charged from each student on the rolls of a college, admitted to the privileges of the University, or University College, or University Teaching Department, and the amount so realized shall be deposited with the University not later than the end of October of the year.

CHAPTER-VIII
**CONTROL AND DISCIPLINE OF STUDENTS IN
THE UNIVERSITY TEACHING DEPARTMENTS
AND COLLEGES/INSTITUTES**

1. (a) The Head of the Department/Principal of the College/Head of the Institute shall be competent:-
- (i) to impose such fine on a student, not exceeding the prescribed limit, as may be warranted by the nature of the offence;
 - (ii) to suspend a student from class for such period as Head of the Department or Institute/Principal of the College deems fit;
 - (iii) to record adverse entry in the character certificate to be issued at the time of student leaving the Department/College/Institute, in regard to any act of misbehaviour, misconduct, indiscipline etc. committed by him.

The decision of the Head of the Department or Institute/Principal of the College shall be final in such cases.

- (b) The Warden of the University Hostel, in consultation with the Provost of the University Hostels (or the Dean, Student Welfare, in the absence of the Provost), shall be competent to impose such fine, not exceeding the prescribed limit to, as may be warranted by the nature of offence or require a student to leave the hostel for a specific period or permanently. In the case of a College, this power shall rest with the Principal.

The decision of the Warden of the University Hostel/Principal of the College, shall be final in such cases :

Provided, however, that the Head of the Department or Institute/Warden of the University Hostel/Principal of the College may, for reasons to be recorded, revise or review his order within ten days of the original order.

2. For rustication/expulsion and other punishment in excess of the limits specified in any of the above categories of Ordinance 1:
 - (a) The case will be referred to an Enquiry Committee appointed by the Vice-Chancellor in respect of the students studying in Teaching Departments/residing in the University Hostels. This Committee shall submit a report to the Vice-Chancellor, who may either himself impose any punishment including rustication/expulsion depending upon the gravity of the offence, or refer the enquiry report to the same Committee or to another Committee appointed by him for imposing punishment as such Committee may deem fit.
 - (b) As regard the student studying in affiliated colleges, the case shall be referred to the College Staff Council comprising the Principal and five senior-most teachers of the College, who will enquire into the matter and impose any punishment depending upon the gravity of the offence.
3.
 - (a) Before an order of rustication or expulsion is passed or any other punishment under Ordinance 2(a) and (b) is imposed, the Convenor of the Enquiry Committee/Principal of the College shall ensure that the student has been given a reasonable opportunity to explain his conduct.
 - (b) Each case of rustication or expulsion or punishment as envisaged in Ordinance 2 shall be reported to the Registrar of the University by the Principal of the College concerned, immediately after the order has been passed by the Staff Council.

- (c) The rustication/expulsion cases pertaining to an affiliated college shall be reported by the Principal in the following proforma prescribed for the purpose:
- Certified that Staff Council has decided that -----S/o
 Sh.----- Class-----Registered
 No.-----be rusticated/expelled for a period of
 -----years with effect from-----
 -----.
- Certified further that before coming to the decision-----
 S/o Sh.-----was given a
 reasonable opportunity to explain his conduct.
- (d) In regard to rustication expulsion in case of student of the University Teaching Department, including Evening Institute, and other classes run or maintained by the University in Patiala or elsewhere, the Convenor of the Enquiry Committee shall furnish a Certificate duly signed by him that the student was given a reasonable opportunity of being heard in his defence.
4. The Registrar will enter the order of rustication/expulsion, both in the case of student of a College and University Teaching Department, in the register of students and notify it to all the University Teaching Departments, affiliated Colleges of the University and other Universities in India, on the expiry of fifteen days from the date of order.
5. For the purposes of these ordinances :
- (a) Rustication shall mean loss of one academic year, that is, the student concerned shall not be allowed to appear in any University examination during the academic year.

- (b) Expulsion shall mean loss of at least two years, that is, the student concerned shall not be allowed to appear during the academic years, specified in the expulsion order: Provided, that the rusticated/expelled student may be allowed, if the rules permit, to take examination privately after the period of rustication/expulsion is over. The Head of the Department or Principal of the College concerned, may, in his discretion, allow him to join the class after the period of rustication/expulsion is over. Candidates who miss chance(s) to appear in the University examination due to expulsion/rustication shall be allowed the number of chances so missed by them:
Provided further that when a student of a University Teaching Department is expelled, he shall not be re-admitted in the same or any other Department without the prior sanction of the Syndicate.
6. If a student is reported by the Principal of the College/Head of the Department/Provost of the University Hostels/Dean Student Welfare, to be guilty of any immoral act or an act of serious misconduct or serious violation of any of the disciplinary rules, he may be debarred by the Syndicate from appearing in the University examination. The Syndicate, in such cases may also:
- (a) cancel his candidature for that examination and order that his result be not declared; or
- (b) disqualify him permanently or for a specific period. This shall also be applicable to a student who is sent up for the University examination by the Principal of the College/ Head of the Teaching Department, till the declaration of his result.
7. If a report about the misconduct of a student is received by the Principal of a College from another Principal, the Principal of the College to which the student belongs, shall immediately suspend the student from attending the classes till further orders. To take follow up action, the following Enquiry Committee/s will be constituted:

- (a) The Committee will consist of Principal of the College where the incident has taken place, Principal of the College to which the student belongs and Dean, Student Welfare, Punjabi University, Patiala and/or a nominee of the Vice-Chancellor.
- (b) In case the incident takes place at the University Campus and one or more student/s of an affiliated college is/are involved, the committee will consist of Dean Student Welfare and/or a nominee of the Vice-Chancellor, the Principal of the college, to which the student(s) belong and Principal of another college.
- (c) In case a University student is involved in an incident in an affiliated college, the Committee shall consist of Dean Student Welfare and/or a nominee of the Vice-Chancellor, the Principal of the college where the incident has taken place and Head of the Teaching Department to which the student belongs.
- (d) In case an ex-student is involved in the incident, the Committee as suggested at (a), (b), (c) above (whichever is applicable), shall include the Principal of the College/ Head of the University Department, where he was last enrolled.
- (e) In case a teacher is also involved in the incident, the Committee as suggested at (a), (b), (c), (d) (whichever clause is applicable), shall include Head of the Department/ Principal of the College to which the teacher belongs. Depending upon the situation, the Committee will hold its meeting either at the University Campus or in the College, where the incident had taken place, and complete the enquiry within a week of the constitution of the Committee. The punishment suggested by the Committee will be in accordance with the rules already laid down for students of affiliated Colleges/University Teaching Departments by the University. In case of ex-student, the Committee may recommend such punishment as it may deem fit including:

- (i) cancellation of his candidature for any of the University examination;
 - (ii) barring him from joining any course of studies offered by the University or at any of the affiliated colleges;
 - (iii) withdraw degree, diploma, certificate already conferred or to be conferred on him by the University.
8. Notwithstanding anything hereinbefore contained, the Principal of the College/Head of University Teaching Department or Institute/Wardens of University Hostels shall have the authority to take disciplinary action against the students of that College/ Department/Institute/Hostel indulging in any act of indiscipline outside the premises of the College/Department/Institution/ Hostels : Provided that the provisions hereinbefore contained in regard to procedure and punishment shall be applicable to such cases also.
9. Except in the case of students of a Post-graduate course, including those of Faculties of Law, Engineering and Medicine, the Principal of each college shall send a report once a year, to the parents/guardians of the student alongwith his result of house examination etc. regarding the conduct of the student. Fine/ punishment, if any, will be intimated to the parents/guardian immediately, after the action has been taken.
10. Notwithstanding anything hereinbefore contained all decisions in respect of disciplinary matters concerning students of Departments/Evening Institute and other classes run or maintained by the University in Patiala or elsewhere shall be subject to review by the Vice-Chancellor and all decisions in respect of disciplinary matters concerning students of affiliated colleges of the University shall be subject to review by the Principal of the College on humanitarian grounds, keeping in view the overall behaviour of the candidate after one year from the date of rustication/expulsion.

CHAPTER-IX
**STUDENTS UNION-ITS CONSTITUTION
(TEACHING DEPARTMENTS/COLLEGES)**

Name, Title etc.

1. There shall be a Students Union for each College affiliated to the University and the University Campus hereinafter referred to as Local Union :
Provided that when the University/a College is running an Evening Institute/Evening Shift also and there are at least 100 students in the Evening Institute/Evening Shift, there shall be a separate Local Union for such students. In case the number of students is less than 100 there will not be any Union and the students will not have the right to vote in the Morning Shift but a Welfare Committee for the Evening Shift may be formed to watch the interests of the Evening Shift students.
2. The name of the Local Union shall be “Students Union” preceded by the name of the College, Department or Campus, as the case may be, for example, “Mahendra College Students Union.”
3. In these ordinances unless there is anything repugnant to the subject or context:-
 - (a) “University” means the Punjabi University, Patiala; and
 - (b) “University Department” means a Teaching Department of the Punjabi University, Patiala.
4. **Aims and objects**
 - (a) To create proper academic atmosphere in the College/ Institution/University;
 - (b) To promote mutual contact, democratic outlook, and a spirit of oneness among the students of the University;

- (c) To promote social, cultural and intellectual development of the students of the University;
- (d) To promote consciousness among the students of the University of the events taking place around them with a view to better equipping them as responsible and educated citizens;
- (e) To promote among the students of the University a sense of service to the people and duty towards the state;
- (f) To promote close relations between the students and teachers of the University; and
- (g) To meet, discuss and make representations to the University authorities on matters concerning the common interests of the students.

5. **Activities**

To organise:

- (a) Debates, lectures, discussions, study circles, essay competitions etc.;
- (b) Cultural performances and contests;
- (c) Indoor and outdoor games;
- (d) Publication of magazine, bulletins etc;
- (e) Trips and tours to places of historical and educational importance;
- (f) Social service and social relief activities;
- (g) Co-operatives and to run them; and
- (h) Such other activities as will further the realization of the above aims and objects.

6. **Membership**

- (a) Every whole time and *regular student on the rolls of the University Department or College affiliated to the University shall be a member of the Local Union of his Institution;

* A student who has been admitted to the University/an affiliated College/ Institution during the regular days of admission or with the special permission of the Vice-Chancellor (not casual) is a regular student.

(b) M.Phil. student will be the member of the Students Union for one academic year only :

Provided he is a regular student of M.Phil. (excluding students with no regular class) and is not :-

- (i) Covered by Teachers Fellowship Scheme;
- (ii) A Research Scholar/Research Fellow working under any project/scheme;
- (iii) Engaged in the teaching work to the class/es.

If during the course any M.Phil. student is covered by any of the three clauses mentioned above, he will at once cease to be a member of the Students Union.

(c) A casual student or a late college student or a student enrolled for a diploma course in languages shall not be deemed to be a whole time student and would not qualify to be member of the Union.

7. **Membership Fee**

There will be no membership fee.

8. **Termination of Membership**

A student shall automatically cease to be a member when he no longer remains on the rolls as aforesaid.

9. **Patron**

Every Local Union shall have a Patron who shall be the Head of the Institution concerned. The Vice-Chancellor, however, shall be the Chief Patron and the Dean, Student Welfare shall be the Patron of the Campus Students Union (Local Union).

10. The Patron shall have the right to nominate one or more members of the staff who shall act as Staff Advisor(s) to the Union and shall attend all its meetings without right of vote. In case of Campus Students Union, Staff Advisor/s shall be nominated by the Chief Patron.

11. **Executive Committee**

Executive Committee of the Union shall consist of four office bearers and all class representatives of the Institution concerned.

12. **Class Representatives***

- (a) Except in the case of Evening Institute/Evening Shift of Law Department, executive committee of a Local Union will consist of elected class representatives of the Institution concerned, on the basis of one representative for every eighty students of a class or section thereof : Provided that where the number of students in a class or section thereof is more than eighty there shall be two representatives from that class/section:
Provided further that where the number of students in a section/class or department is less than 20 such sections/ classes or departments will be combined so as to elect one representative for every 60 students or less. The strength of the students will be taken as on the last date of admission with late fee within the power of the Principal/Head of the Department.
M.Phil. students will be grouped if in a class the number of students is less than 20 and they will elect one representative for every 60 students or less.
- (b) In case of Campus Students Union, in addition to girls who may be elected as class representatives, one girl shall be elected as the member of the Executive Committee by the girls on the rolls of various Teaching Departments at the Campus.
- (c) If no girl is elected as a class representative, in case of a college, the girls on the rolls of the College shall elect one representative to be a member of the executive committee.
- (d) In the case of Evening Institute/Evening Classes of the Department of Law, the local union shall consist of elected representatives of the students on the basis of two representatives of each section of 50 students or more :

* The following would constitute a class :

- (1) B.A./B.Sc./B.Com. Part-I Pre-Medical and Pre-Engineering;
- (2) B.A./B.Sc./B.Com. Part-II;
- (3) B.A./B.Sc./B.Com. Part-III;

Provided that where the number in a section is less than 50, only one representative shall be elected from that section.

Explanation

- (i) Class representatives shall be elected by the students of their respective classes/sections.
- (ii) If the number of students in a section/class is 20 or more but less than 80, one representative will be elected (this will not apply to Evening Institute/Evening Classes of the Law Department).
- (iii) Elections shall be by secret ballot and each student shall have only one non-transferable vote. Candidates getting the highest number of votes shall be declared elected.

13. **Office Bearers**

Four office bearers i.e. President, Vice-President, Secretary and Joint Secretary shall be elected directly by students of the Campus/College/Institution.

(a) *President*

The President shall be the Chief Executive of the Union and shall preside at all meetings of the Union.

The Chief Patron, however, shall preside at any meeting of the Union which he may himself call and attend. The President shall be responsible for carrying out the objects of the Union and regulating the proper implementation of all programmes and activities out-lined by the Executive Committee.

(b) *Vice-President*

The Vice-President shall preside at a meeting of the Union in the absence of the President, Chief Patron/Patron and shall discharge such other duties as may be assigned to him by the President in consultation with the Executive Committee.

(c) *Secretary*

The Secretary shall be the custodian of all records of the Union. He shall record and keep the minutes of all the meetings of the Union.

(d) *Joint Secretary*

He shall perform the functions of the Secretary in latter's absence and perform any such other functions as may be assigned to him by the Secretary in consultation with the Executive Committee.

14. **Time limit for Election of Local Union**

- (a) Election of class representatives and office bearers shall be held, each year, between 16th August and 15th September, on any date to be fixed by the Vice-Chancellor simultaneously in the colleges and at the campus.
- (b) Where not even one nomination paper is received or where all nominations received are withdrawn or where the number of nominations received is less than the number of class representatives to be elected for a class/section, there shall be no fresh election.
- (c) Where all the nomination papers are declared invalid, the Patron should fix another date for inviting nomination papers and hold the election thereafter.

15. **Disqualifications for Class Representatives**

No Student shall be eligible to be a class representative if he :-

- (a) has completed age of 22 years in case of B.A./B.Sc./B.Com./B.P.Ed./C.P.Ed./Post B.Sc. Diploma in Maintaining and Servicing of Electronic Instruments Courses and 25 years in case M.A./M.Sc./M.Phil./B.Ed./M.Ed./M.P.Ed./M.Com./D.P.Ed./B.E./Law Courses, including their Evening Courses, if any, on 1st August of the year in which he is to seek election; or
- (b) has failed more than once in his College/University career; or
- (c) has failed in that class. A student placed in compartment or is to reappear in one or more subject(s)/paper(s) but is eligible to join next higher class shall be permitted to vote but shall not be eligible to contest for election; or

Note: Any student who drops out of the examination shall be deemed to be a failed for the purposes of these Ordinances.

- (d) has been held guilty of coercion and/or violence; or
- (e) has been held guilty of misconduct by the University/ College; or
- (f) has been found to be guilty of using unfair means in any examination; or
- (g) has already been class representative and/or office bearer for two times; or
- (h) is member of any communal or political party; or
- (i) has failed to render account of the money advanced by the College/Institute for the activities of Students Union as directed by the Patron; or
- (j) has been held guilty of moral turpitude.

16. Disqualifications for office bearers

These are in addition to the disqualifications mentioned for class representatives.

No student shall be eligible to be an office bearer if he :

- (a) has held the same office earlier;
- (b) has held any other office twice;
- (c) has been elected class representative twice.

17. Removal of Office Bearers

- (a) No motion of no-confidence will be entertained before December 31 of the year during which election has taken place.
- (b) A motion of no-confidence against any of the office bearers may be moved only if 1/3 members of the Executive Committee are in favour of the motion, after giving 15 days notice in writing to the Chief Patron/Patron. The motion after discussion will be put to vote. If 2/3 of the total members of Students Union Executive are in favour of the no-confidence motion, it will be treated as carried.
- (c) If any office bearer resigns by addressing his resignation to the Chief Patron/Patron, he shall cease to hold office from the date on which his resignation is accepted by the Patron.

- (d) The office bearer will cease to hold the office if he ceases to be a student of the University/College/Institute.
- (e) The office bearer will cease to hold the office if he is held guilty of misconduct by the University/College/Institute.
- (f) A vacancy caused by removal, resignation or otherwise shall be filled by fresh election by class representatives from among themselves for the remaining period of office.

18. Recall and Resignation of Members

No member once elected can be recalled. However, if he resigns or leaves the institution, the vacancy thus caused may be filled up by fresh election :

Provided that a member whose name is struck off the rolls of the Department/College for non-payment of dues etc. and seeks re-admission within the period prescribed under the relevant Ordinance shall be deemed to be continuing to hold office.

19. Finances of the Local Union

- (a) All legitimate demands of the Union will be met out of the Amalgamated Fund of the Campus/College/Institute subject to assigned amount per student annually (the rest of the Amalgamated Fund would continue to be spent as provided heretofore).
- (b) Expenditure will be incurred for such activities as are approved by the Chief Patron/Patron and not for any individual, sectional, or partisan interests.
- (c) No expenditure will be incurred if it goes to the benefit of only the office bearers and/or class representatives.

20. Ordinary Meetings

The Secretary shall convene all ordinary meetings of the Union. At least 5 days before the date of the meeting, he shall with the prior approval of the President and in consultation with the Advisor(s), issue written notices and agenda papers :

- Provided that any meeting called without the prior consultation in writing of the Chief Patron/Patron or Advisor, as the case may be, shall be deemed to be unconstitutional and the proceedings thereof shall be considered null and void.
21. **Special Meetings**
Special Meeting can be called at any time by the President in consultation with the Advisor(s) on a requisition of at least one third of the total membership of the Executive Committee. At such special meetings only the business for which the meeting was specially convened will be transacted. Such special meetings can, however, be called by the Chief Patron/Patron at any time, as and when found necessary by him.
 22. **Quorum**
In the ordinary meeting 33 per cent of the total membership of the Executive and in special meeting 50 per cent of the total membership of the Executive will constitute the quorum.
 23. **Adjourned Meeting**
An adjourned meeting shall always be considered as an ordinary meeting.
 24. **Votes**
Each member shall have one vote. In case of a tie, the President shall have a casting vote.
 25. **Conduct of Meetings**
Subject to the provisions contained in Article 13(i) and (ii) the President or the Vice-President or in their absence one of the other persons elected for the purpose shall preside at the meeting. All decisions shall be taken by vote of simple majority of the members present and voting except, as otherwise specially stated.
 26. **Special Provision**
 - (a) The Chief Patron/Patron shall be competent to determine procedure for conduct of election. His decision in all matters such as inviting nomination papers, scrutiny and withdrawal thereof, polling votes and counting of votes, etc. shall be final. In all other matters where constitution is silent, the Chief Patron/Patron shall be competent to take such decision, as he may deem fit, and his decision in this regard shall be final.

- (b) The term of the office bearers and elected representatives shall expire on 30th April of the year following their election.

27. **Amendment**

The Vice-Chancellor, on the recommendation of an adhoc Committee to be appointed annually by the Academic Council, may recommend to the Academic Council for approval any amendment in the constitution or any provision thereof as may deem necessary:

Provided that any matter in regard to the interpretation of the constitution or any other matter not covered explicitly by the constitution shall be referred to the adhoc Committee whose decision shall be final and binding.

28. **Framing of Rules**

The President with the approval of the Chief Patron/Patron may appoint a committee for framing such rules as may be necessary for the working of constitution: provided that no rule so framed shall be repugnant to the broad objectives outlined in Article-4 hereof or to other specific provision of this Constitution.

29. As a part of election process, every College/Institution/Campus will have an "Election Tribunal" consisting of two or three senior teachers/ eminent persons appointed by the Patron in the case of College/Institute, and by the Chief Patron in case of the Punjabi University Campus. Any candidate having any objection with regard to the conduct of election/counting is permitted to lodge a complaint within three days of the declaration of result to the Patron/Chief Patron alongwith prescribed objection fee. After the expiry of three days no complaint will be entertained. In case the objection is upheld, the objection fee will be refunded and if the objection is not proved, the objection fee will be forfeited.

PUNJABI UNIVERSITY, PATIALA
NOMINATION PAPER FOR THE ELECTION OF
STUDENTS UNION
SESSION.....

I. I hereby propose the name of Shri.....
S/o Shri..... Class.....
Roll No.....for the Class representative/office of
Name.....
Class.....Roll No.....

.....
Signature

II. Seconded by
Name.....
Class.....Roll No.....

.....
Signature

III. DECLARATION BY THE CANDIDATE

I have gone through the provisions pertaining to the election of Students Union and declare that I am not covered by the disqualifications given in Articles 15 and 16 of the Constitution of the Students Union.

I swear in the name of God/solemnly affirm that I am not a member of any political or communal party.

Name.....Falthers Name.....

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

Permanent Address.....

Dated.....

.....
Signature of the candidate

(FOR OFFICE USE ONLY)

Nomination paper received in the office.....

Dated.....Time.....

By

.....
Signature

Nomination paper scrutinised. Found in order/rejected.
Reasons for rejecting the nomination paper

Scrutinised by

Signature

CHAPTER-X
REGISTRATION OF STUDENTS

1. The Registrar shall maintain a register of students studying for University examinations at institutions admitted to the privileges of the University, or in University Teaching Departments or enrolled as scholars for research work in the University. The register shall contain, in respect of each student the name in full, the name of father, institution entered, date of admission, date of leaving the institution, every pass or failure in a University examination with roll number, any University scholarship, medal or prize won by the student, any punishment awarded and every degree taken by him.
2. All persons registered under the preceding Ordinance shall be called “Students of the University”.
3. The Principal of every college, admitted to the privileges of the University, shall forward to the Registrar within one month of the last date of admission the names of the students together with their registration fees as required under the Ordinances.
*With effect from Adademic Session 2005-06
Schedule for sending Registrar return and original documents including migration certificate in respect of students of various courses falling under semester scheme shall be as under :
30th September - Without late fee
31st October - With a late fee of Rs. 500/-
Ten days before the - With a late fee of Rs. 1000/-
beginning of examination

* Syndicate 30.8.2005 (para 45.33)

- If a student is struck off the rolls of the institution, or is rusticated or expelled, the fact shall immediately be reported to the Registrar for record in the register of the students.
4. In respect of students admitted to a college after passing their Matriculation or 10+2 examination, the Principal of the college shall inform the Registrar of the date on which the student passed the examination, the roll number under which he appeared and the University/Board at which he took the examination. Where a registered student has joined or re-joined an institution, the Principal shall communicate to the Registrar the student's registered number.
 5. On registration, the student shall be informed through his Principal of the number under which his name has been entered in the register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination.
 6. An unregistered student who joins a college shall pay to the University through his college prescribed registration fee, no further fee for registration shall be charged unless the student's name is for any reason other than legitimate migration struck off the rolls of the college in which case he shall pay prescribed fee to have his name re-entered in the University Register : Provided that a continuation fee per student per annum shall be charged from all the students who continue their studies after passing the lower examination from the University and are already registered with this University.*
 7. All applications for admission to University examinations shall be scrutinized in reference to the University Register, and the Registrar may refuse the application of a candidate about whom complete particulars have not been reported, and require him to forward, through his Principal, a complete statement of the particulars.

* A student migrating from any other University/Board & seeking admission in a University Teaching Department/College admitted to the privileges of Punjabi University shall also pay prescribed migration fee.

8. A registered student is entitled to get a certified copy of all the entries against his name on payment of prescribed fee.
9. A person who applies for permission to appear in an examination as a private candidate shall quote his registration number and if he is not already registered with this University, he shall get his name registered, before he appears in the examination to which he seeks admission, on payment of prescribed registration fee.
10. A person applying for change of his name in the Register shall submit his application:
 - (a) In the case of a regular student, through the Principal of the college;
 - (b) In the case of a private candidate, through a gazetted officer or the Principal of a college, admitted to the privileges of the University, or an officer of the University, not below the rank of an Assistant Registrar, or, in the case of a Government employee, through the Head of the Department in which he is employed.

The application shall be accompanied by:

- (i) Prescribed fee
 - (ii) An affidavit relating to his present and proposed names duly sworn, in the presence of a Magistrate by his parent or guardian, in case he is minor or by himself in case he is major; and
 - (iii) A cutting from the newspaper in which the proposed change of name has been advertised.
11. The change in name, when allowed, shall be recorded in the register of students, with his original name as alias.
 12. For verification of certificates/degrees of the candidates appearing in examination on the basis of having passed lower examination from School Education Board and Universities of Punjab State including all outside Boards/Universities and for verification of eligibility etc. the fee chargeable shall be such as may be prescribed. This provision shall be applicable to the admissions of all regular and private students and Department of Correspondence Courses.

CHAPTER-XI
MIGRATION OF STUDENTS

Migration from one College to Another

1. No student who has joined one college shall be admitted to another college during the same course unless the principals of the colleges concerned agree and the sanction of the Vice-Chancellor is obtained on the application form submitted by the student, alongwith prescribed fee latest by 15th December.*
2. The Syndicate may allow migration in special cases not covered by Ordinance I.
3. The Principal of the college from which a student seeks migration shall issue a College Leaving Certificate, in the prescribed form, within one month of sanction for migration being notified by the University.
4. The migrating student must join the new college within fifteen days of the sanction of migration. Otherwise, his migration will automatically be cancelled unless the period is extended for sufficient cause by the Vice-Chancellor.
5. If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.
6. No transfer certificate shall be issued unless the student has been enrolled in the Register of Students maintained by the University.
7. The college from which a student seeks migration is entitled to charge the tuition fees for the month in which the migration is sanctioned by the University and the college to which the student _____ migrates shall not charge fees for that month.

* As amended by Syndicate dated 13.6.1997 (para 20).

7A. Migration from University campus to a University Centre/ Neighbourhood/University College and from one University Centre/ Neighbourhood/University College to another University Centre /Neighbourhood/University College :

- i) Migration may be allowed subject to the availability if a seat ;
 - ii) Consent of both Heads (from & to where the student wants to migrate) shall be obtained ;
 - iii) In case a student wants to migrate from one centre/ Neighbourhood/University College to another centre/ Neighbourhood/University College, it must be ensured that the student could have been admitted on merit at that time to the first year course in the institution he seeks to migrate to. In such a case he shall be asked to pay normal migration fee.*
8. Migration of a student from a Professional College to an Arts or Science College or vice-versa is not permissible.

Migration of Students from other Universities to the University Teaching Departments and Colleges admitted to the Privileges of this University.

Engineering College

Migration from other Institutions/University will be allowed only after the completion of the 1st year within 30 days of the start of 3rd semester :

Provided that :

- (a) The candidate has passed the CET examination and the candidate's merit is higher than the last student admitted in that discipline;
- (b) the courses studied by the candidate are the same as provided in the scheme and syllabus offered in the college and he has passed all the courses successfully.

* Syndicate dated 28.6.2008 (para 27.15).

- (c) The Institution & the University where the student is studying and the institution and University to which migration is sought, has no objection to the migration;
- (d) there is a seat available in the discipline in which migration is sought.*

B.Ed. Courses

- 1 No migration shall be allowed during the period the admissions are open (even with the permission of Vice-Chancellor or with the approval of Academic Council) as vacant seat, if any, is to be offered to the waiting list candidate.
2. Ordinarily migrations would be allowed against the vacant seats except in case of ward/spouse of public servant on transfer to different places where on recommendation of the Head of the Institution additional seat/s could be created to avoid hardship.
3. The migration may be allowed by the University after one month of the expiry of last date fixed for admission to B.Ed. course with permission of Dean, Academic Affairs/Vice-Chancellor.
4. The migrating candidates must have at least the same marks as the last candidate admitted on merit in the institution to which he is migrating. These marks are to be determined on the basis of criteria laid down for admission. This would mean determining the merit in different categories as recognised for admission.

Law Courses

1. Migration will not be allowed in LL.B. First Year.
2. Migration to LL.B Second Year/LL.B. Third year cannot be claimed as a matter of right.
3. The Vice-Chancellor may reject an application of a student seeking migration, in exercise of his discretion and without assigning any reason for rejecting the application.

* Syndicate dated 31.10.1996 (para 44).

4. No application for migration will be entertained after 31st October.
5. A student seeking migration to LL.B. Second Year/LL.B. Third Year, as the case may be, will have to satisfy the following conditions :-
 - (i) he has passed LL.B. First Year from a statutory University recognised by Inter-University Board;
 - (ii) he has passed First Year or Second Year examination of the regular three year course recognised by the Bar Council of India for the purpose of enrolment at the Bar ;
 - (iii) he has secured at least as many marks as secured by the last candidate admitted on merit to LL.B. Second Year/LL.B. Third Year Class, as the case may be, on the basis of result declared by Punjabi University in the annual examination;
 - (iv) he has passed LL.B. First/Second Year examination, as the case may be, from the University from which he is seeking migration, as a regular student, and not as a private student or a student of the Correspondence Courses;
 - (v) he produces a certificate of good moral character from the Head/Principal of the Institution from where he is seeking migration;
 - (vi) he will have to pass the deficit paper/s i.e. such paper/s which he has not studied in LL.B. Ist Year/LL.B. Second Year, as the case may be.

The student, who is allowed migration, will join the Department of Law of this University within 15 days of the sanction of the migration, failing which his migration will stand automatically cancelled, unless for sufficient reasons the period is extended by the Vice-Chancellor.

6. (i) *So far as migration from one law college to another law college running Five year or Three year (LL.B) course is concerned, a student may be allowed to migrate after having completed one year in the college from which he wants to migrate :
- Provided that a vacant seat is available in the college the student wants to migrate and the Principals of both the colleges agree to the migration.
- Provided further that in case of the Principal of the college from which the student wants to migrate not agreeing to the request, Dean, College Development Council may take a decision on merits of the case and may allow the migration and his decision shall be final. This procedure shall be applicable in case of College to College migration/transfer.
- (ii) Fee chargeable for migration shall be such as may be prescribed from time to time.

Explanation

Migration does not include transfer of a student of the Department of Law from the Evening Shift to the Morning Shift and vice-versa or from Law Centre, Bhatinda to either of the shifts of Patiala.

General

1. In special cases permission to migration/shifting from University regional centre at Bhatinda/Talwandi Sabo/Mohali to University campus and migration from other Universities or change of shift from Morning to Evening or vice-versa after competition of the first year of the course against available of vacant seats, may be granted after charging the transfer fee as give below :-
- (a) Professional Courses : Rs. 2,00,000/-
B. Pharmacy, M.Pharmacy, B.Tech./
M. Tech., M.Sc. Bio-Techonology,
MBA, MCA, M.Sc. Microbial &
Food Technology courses.

* Syndicate 375, dated 29.3.2007.

- (b) LL.B./LL.M./M. Lib., B. Lib. Rs. 1,00,000/-
(c) M.Com., M.A., M.Sc. and all Rs. 50,000/-
subjects other than those shown above

Provided that the merit of the student seeking migration/ transfer shall not be lower than that of the last student admitted to the Department/Centre/College.*

2. Migration certificate is not required to be submitted along with examination admission form by Post-graduate students appearing for improvement of marks.
3. Students migrating from foreign Universities, Indian Institute of Technology, Indian Institute of Management and Open Universities (as recognised by the Association of Indian Universities) etc. who join the Punjabi University Teaching Departments/Colleges admitted to the privileges of this University shall be exempted from the production of transfer certificates. This shall also be applicable in the case of candidates appearing privately in the various University examinations.**
4. Students who join a college admitted to the privileges of the Punjabi University after passing Matriculation or 10+2 Examination of the School Boards of Punjab, Haryana and Himachal Pradesh, shall be exempted from production of transfer certificates.***
5. Students seeking admission to various courses at this University after passing the Senior Cambridge School Certificate Examination of the Cambridge Local Examinations Syndicate shall be exempted from production of transfer certificates.****

* Syndicate dated 21.6.2003 (para 10).

** Added vide Syndicate 21.6.2003 (para 15.1).

*** As amended vide Syndicate 13.6.1997 (para 20).

**** In case of private candidates who have passed the previous examination from U.P.Board, a certificate from the Head of an affiliated institution of the District from where the candidate passed stating the examination passed, countersigned by the District Inspector of Schools of Division concerned, will serve the purpose of a transfer certificate.

6. Students seeking admission to Diploma course in Divinity studying in a recognized institution beyond the jurisdiction of the University, shall be exempted from production of migration certificate on the condition that they furnish a certificate from the Head of the institution to the effect that they are bonafide students of that institution and there is no case of use of unfair means against them.*
7. The candidates who migrate from other Universities/Boards and want to seek admission in any College/University Teaching Departments are required to get eligibility certificate from the University before admission and for this purpose they shall deposit prescribed fee.
8. Duplicate Migration certificate will be issued to the student only on production of a declaration on a stamp paper duly attested by the Ist Class Magistrate of the District concerned regarding loss of the Migration Certificate issued earlier. The student shall submit prescribed form and fee. While issuing duplicate Migration Certificate twice the words “Second Duplicate” will also be written on the Certificate. Approval of the Vice-Chancellor will be required before issuing a duplicate migration certificate as well as Inter College Migration Certificate.**
9. Migration Certificate/Duplicate Migration Certificate shall be issued after charging such fee as may be prescribed from time to time :
Provided that different rates of fee may be prescribed for the following purposes:-
 1. Fresh Migration :
 - (a) Relating to the period of last three years from the date of application.

* Syndicate dated 19.8.1998 (para 2.22).

** Added vide Syndicate 13.6.1997 (para 20).

- (b) Relating to the period of more than last three years from the date of application.
2. Duplicate Migration Certificate relating to the period of last five years from the date of application shall be issued subject to the availability of record.
 3. Duplicate Migration Certificate relating to the period of more than last five years from the date of application shall be issued subject to the availability of record.
10. *Schedule for submitting registration returns and original documents alongwith migration certificate for students falling under different courses of Semester Scheme shall be as under :
- | | |
|--------------|----------------------------|
| 30 September | : Without late fee |
| 31 October | : With prescribed late fee |
| Upto 10 days | : With prescribed late fee |
- before start of examination
11. Cancellation of Migration Certificate without taking benefit :
For cancellation of Migration Certificate without taking benefit, such fee shall be chargeable as may be prescribed :
Provided that different rates may be prescribed for periods dating back by three years or more, one year to three years and for a period by less than a year.
On return of unused migration certificate, a student can get revived his cancelled result on payment of prescribed fine.

* Syndicate dated 30.8.2005 (para 45.33).

CHAPTER-XII
UNIVERSITY HOSTEL

Names of University Hostels

There are following hostels at the Punjabi University Campus :

1) Bibi Sahib Kaur Hostel	For Girls
2) Mata Gujri Hostel	" "
3) Silver Jubilee Hostel	" "
4) Amrita Sher-Gil Hostel	" "
5) Ambedkar Hostel	" "
6) Mai Bhago Hostel*	" "
7) Bhagat Puran Singh Hostel	For Boys
8) Homi Bhabha Hostel	" "
9) Bhai Vir Singh Hostel	" "
10) Shahid Bhagat Singh Hostel	" "
11) Banda Singh Bahadur Hostel*	" "

In addition to the above Hostels situated at the Campus, following hostels have since been established at Guru Kashi Regional Centre, Talwandi Sabo, and Neighbourhood Campus, Rampura Phul.

- (a) Guru Kashi Regional Centre, Talwandi Sabo :-
 - i) Baba Deep Singh Hostel (for Boys)
 - ii) Baba Ajit Singh (Hansali Wale) Hostel (for Girls)*
- (b) Neighbourhood Campus Rampura Phul :-
 - i) Sahibzada Fateh Singh Hostel (for Boys)
 - ii) Mata Sundri Hostel (for Girls)*

* Syndicate dated 6.8.2007 (para 28).

Note : In all the above Hostels situated at the University campus, a brief bio-data/information about the life of the personality on whose name the Hostel is named, shall be displayed at an appropriate place along entry door.

Admissions to the Hostels

1. Application for admission to the hostel shall be made in the student's own handwriting on the prescribed form (to be had from the office) and will be disposed of by the warden.
2. Allotment of rooms in the hostel will be made strictly on the basis of, "First come first served" and this would be the final and permanent allotment.
3. (i) In hostels at the Campus 15% and 7.5% seats shall be reserved for students belonging to the Scheduled Castes and Scheduled Tribes, respectively.*
For Research scholars belonging to Scheduled Castes and Scheduled Tribes 15% and 7.5% flats shall be reserved.**
(ii) Rent free accommodation shall be provided to 10 students coming from Low Income Group, 5 Outstanding Sport Persons and two students for their contribution to Cultural Activities.***
4. From the students of Correspondence Courses coming to attend Personal Contact Programme and old students wanting short stay in the hostel for reappear and improvement cases (fifteen days prior to the commencement of the concerned University examination as per date sheet) prescribed hostel charges shall be charged in advance.
5. Boarders getting admission in the hostel will be charged from the date of admission, and not for the full month. A boarder, who after making advance payment for the full quarter, leaves the hostel, will be charged hostel fees for the whole month in which he leaves the hostel, and the hostel fees for the remaining period shall be refundable.

* Syndicate dated 23.12.1989 (para 15).

** Syndicate dated 29.6.1990.

*** Syndicate dated 24.12.1993 (para 32)

6. The security will be refunded to a boarder on his leaving the hostel after he has cleared all his dues:
 Provided the claim for refund is made within one year of the date of withdrawal.
 Whenever a hosteller vacates a room and if he applies for refund of hostel security within the prescribed period, the same shall be refunded to him within seven working days of his submitting the 'No Due Certificate' from the Provost*.
7. Cooking is not permitted in the rooms.
8. Old students coming for stay in the hostel for reappear/improvement case etc. who are employed or self-employed shall pay prescribed charges per month or a part thereof. The charges shall be inclusive of water and electricity charges, establishment fee, medical fee and dilapidation charges etc.
9. The hostel fee will be charged from all the boarders quarterly (for three months at a time) in the following instalments:
 - (i) First Quarter on admission (from June to August)
 - (ii) Second Quarter August (from September to November)
 - (iii) Third Quarter November (From December to February)
 - (iv) Fourth Quarter February (From March to May)

Fees

10. (a) At the time of admission a student will be required to pay the following dues :
 - I. Hostel Security As may be prescribed (Refundable)
 - II. Mess Security -do-
 - III. (i) Room Rent** -do- (per month)
 - (ii) Water Charges -do-

* Syndicate dated 19.8.1994.

** (i) In case a room is shared by two students the rent chargeable from them shall be on the basis of seat.

(ii) Research Scholars residing in the boys/girls hostels will be charged the same rent etc. as are being charged from the students residing in the hostels.

- (iii) Electricity Charges* -do-
- (iv) Establishment Fee -do-
- (v) Medical Fee -do-
- (vi) Dilapidation Fee -do-
- (vii) Tea Kettle Charges -do-

Provided that these dues are not payable for 2 months of Summer Vacation in case of students not actually residing in the Hostel during that period.

- (b) Charges payable by Trainees of I.A.S. Training Centre/ employees of any Institution, shall be such as shown here under :

- 1. Room Rent As prescribed
- 2. Electricity Charges -do-
- 3. Water Charges -do-
- 4. Common Room and Indoor Games -do-
- 5. Servant Fee -do-

In case a room is shared by two trainees, the charges shall be as prescribed for each student per month.

11. Fees will be charged by the 10th of the month of payment, failing which payment will have to be made alongwith a prescribed fine per day up to 20th of the month, after which the name of the defaulter will be struck off the rolls of the teaching department/hostel and such student will be asked to leave the hostel and the amount shall be deducted from the hostel security.

* University Hostel Students who want to use their own fans in their rooms shall be permitted to do so on payment of prescribed amount per month on account of electric charges. These charges will be realised from students who live in the rooms which have fans and further these charges will be for the months they live between April and October of the year and except when a student vacates a room after the examination, in which case the room rent and the fan charge will be charged for the days for which the room had been occupied, in all other cases the rent will be charged for the full calendar month.

Such student can be readmitted after paying the arrears with fine and other readmission charges. Where both tuition and hostel fees are paid late only a single prescribed fine per day will be charged.*

Attendance

12. The boarders are required to be back in the hostel by the scheduled time in the evening. Coming late to the hostel without prior intimation to the Senior Warden/Warden will be subject to disciplinary action. Entry of outsiders will not be allowed to the hostel after 10.00 p.m. This will apply to the residents of other hostels also. Absence from the hostel without leave is not permissible.
13. The names of boarders absenting themselves without permission for a fortnight or more will be struck off the rolls, and the possession of their rooms will be taken by the Warden.

Electricity

14. The boarders are not allowed to use more than one electric bulb. The boarders must switch off the light and fan before leaving the room.
15. No one is allowed to use the electric appliances in the rooms such as electric heater, electric rod, electric press etc. In case any boarder is found using these articles, he will be fined heavily and disciplinary action will be taken against him.

*1 The Vice-Chancellor shall be authorized to allow at his discretion, refund or remission of late fee, hostel fee, etc.

2. A prescribed fee per month shall be charged from each resident of girls hostel towards the facilities that University might provide to them for the use of electric irons at certain points in the hostels.

3. A prescribed fee per annum be charged per student to augment facilities in the matter of provision of electric fans in the hostels.

General Rules

16. Only mother or real sister of the student is allowed to visit the hostel with prior permission of the Warden and she can be entertained only in the room meant for the guests. Any visit of an unauthorised lady to the hostel will be considered as a serious offence.
17. The boarders are not permitted to keep any guests for the night without prior permission of the Warden/Assistant Warden. Entertaining any unauthorised guest during night is not allowed. All guests who have not been permitted to stay in the hostel for the night must leave the hostel before 9.30. p.m.
18. The boarders are advised not to keep cash or jewellery in their rooms. If they do so, it will be at their own risk.
19. Students must not disturb fellow residents by making noise/ singing/whistling/playing any musical instrument or by indoor games in their rooms or by any other means.
20. Use of alcoholic drinks/intoxicants, smoking and keeping any weapons in hostel premises are strictly prohibited. Students are also not allowed to enter the hostel premises after taking alcoholic drinks outside. Further, gambling is not permissible in the hostel.
21. Every student is expected to co-operate in the maintenance of cleanliness. Waste paper should not be thrown in the corridors or in the open. Taps and light should be put off when not required in the bath-rooms/corridors.
22. All rooms shall remain open to inspection by Dean, Student Welfare/Senior Warden/Warden.
23. The University authorities may expel any boarder at any time if they are not satisfied with his health or conduct.
24. Students residing in the University Hostels shall be charged dues proportional to their actual stay in the hostel and required to vacate the hostels within two days of the completion of their annual examination to enable the Construction Wing to repair and renovate the hostels well in time for the next session.

25. Any other order passed from time to time by Dean, Student Welfare for the proper maintenance of discipline in the University Hostels will be binding on the hostel residents.
26. Every student will be responsible for the proper maintenance of furniture, fittings provided to him in the room. Any loss/damage to the property will be recovered from him/her. Residents should hand over the charge of the room before leaving the hostel.
27. Violation of any hostel rule shall be punishable with fine or suspension and expulsion from hostel. Depending upon the seriousness of the offence, Senior Warden of the hostel may impose punishment of a fine up to a prescribed amount or suspend the student from the hostel up to the period of 15 days at a time. Cases requiring punishment above this limit will be referred by the Warden to the Dean, Student Welfare who can impose fine up to prescribed amount and/or expel the student from the hostel.
28. Limit up to which a student can be allowed to reside in the hostel:
 1. Under-graduate Courses (in colleges) 4 years
 - Post-graduate Courses (in colleges) 4+2 years
 2. Post-graduate Courses M.A./M.Sc. (in Univesity) 2 years
 3. LL.B. 2 years course 2 years
 - LL.B. 3 years course 3 years
 4. Other courses such as B.Lib. Science. Duration of the Course

5. Honours Courses of 3 Years 3 years
duration.
- Honours Courses of 5 Years 5 years
duration.
6. M.Phil. Course 18 months
7. Ph.D. 4 years
8. Part-time/whole-time job holders would not be given any
accomodation in the hostel.
9. Priority shall be given to fresh students admitted to various
courses in University/Colleges.
10. There would be no relaxation in the above rules.
11. In case of any doubt regarding any Ordinance relating to
the hostel accomodation a committee consisting of Dean,
Academic Affairs, Dean College Development Council
and Dean, Student Welfare shall be competent to remove
the doubt and any interpretation made by them shall be
considered to be final.

CHAPTER-XIII
PUNISHMENT FOR FALSE STATEMENT

1. The Vice-Chancellor shall have the power to disqualify a person found guilty of obtaining or attempting to obtain a certificate or diploma to which he is not entitled, for such period as he may consider necessary. Such cases shall be reported to the Syndicate.
2. A candidate seeking admission to an examination on a false representation made by him in his application form shall be punished as under :
 - (i) False representation relating to a previous examination not actually passed by the candidate Disqualification for three to five years from appearing in any examination, as may be decided by the Syndicate.
 - (ii) False representation pertaining to his eligibility to appear in the examination as a private candidate or any other matter not covered by (i). Disqualification for two or three years from appearing in any examination, as may be decided by the Syndicate
3. If it is found that a wrong date of birth has been deliberately entered in the admission application form or in the affidavit accompanying the form, the Syndicate shall have power to refuse him permission to appear in the examination, or, if the fact is detected after the candidate had appeared in the examination, to cancel his result.

4. A candidate forging another person's signatures on his admission form or of using a forged document knowing it to be forged one with a view to seeking admission shall be disqualified :
 - (i) in the case of High Proficiency in M.I.L. or O.T. examination from appearing/passing any examination in that year and in the next year.
 - (ii) in the case of any other examination for three years including the year in which he is found guilty.
5. A person found guilty of :
 - (i) tampering with his own certificate; or
 - (ii) obtaining or attempting to obtain a certificate to which he is not entitled:may be disqualified by the Vice-Chancellor for such period as he may deem fit. The order passed by the Vice-Chancellor shall be reported to the Syndicate.

CHAPTER-XIV
**WITHDRAWAL OF ADMISSION FORM
AND REFUND OF FEES**

1. An admission form once submitted may be withdrawn by a Principal or Head of the Department only under the following conditions :-
 - (i) When a candidate's form has been sent up provisionally for shortage of attendance and that shortage has neither been made up nor condoned in accordance with the Ordinances:
Provided that the final report in respect of shortage cases shall be sent so as to reach the University office at least ten days before the commencement of the examination:
Provided further that no request for restoration of candidature received during five days preceding the commencement of the examination shall be entertained.
Admission form of a candidate who has completed the required percentage of lectures calculated on the basis of lectures delivered up to one month before the date of examinations cannot be withdrawn.
 - (ii) When a candidate's name has been struck off the rolls of the institution for non-payment of college/department dues; provided such action has been taken before the commencement of the examination.
 - (iii) When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the commencement of the examination.

- (iv) A candidate for B.A./B.Sc., who is reported to be ineligible to take the examination, having not obtained the percentage of marks in the House Examination(s) including special tests as required under the regulations:
Provided that the Principal of the college sends intimation to this effect to the Registrar so as to reach him at least a week before the commencement of the examination:
Provided further that the admission form of such a candidate had been sent up provisionally.
2. Refund of Examination fees shall be allowed only if :
- (i) The Principal/Head of the Department intimates to the University Office at least one week before the commencement of the examination withdrawing the admission form of the candidate sent up provisionally for shortage in attendances.
 - (ii) The Principal/Head of the Department intimates to the University Office at least a week before the commencement of the examination that the candidate subsequent to submission of his admission form has fallen short of lectures and is, therefore, ineligible to take the examination.
3. Refund shall not be allowed :-
- (i) When a candidate's name is withdrawn for non-payment of College/Department dues; and
 - (ii) When a candidate's name is withdrawn on account of his rustication or expulsion from the College/Department or withdrawing character certificate for misconduct.

CHAPTER-XV
**LATEADMISSION TO COLLEGES INARTS,
SCIENCE, COMMERCE, LAW AND
EDUCATION FACULTIES**

1. After the normal dates of admission till the date/s fixed for the purpose, the Principal of a college may admit a student on payment of prescribed late fee according to the schedule of dates notified each year:
Provided no admission under this rule shall be permitted beyond the date prescribed under Ordinance 5.
2. Permission for joining late shall not be pleaded as a justification for condoning deficiency in lectures.*
3. Students who appear in September examination, and fail, can rejoin their respective classes in the affiliated colleges within 10 working days of the declaration of their result.
4. Students taking B.A. examination in September, will not be admitted provisionally or otherwise to join M.A. Part-I, or B.Ed. or Law classes.
5. In order to avoid real hardship, the Vice-Chancellor may permit late admission not covered by the above Ordinance on payment of prescribed late fee chargeable by the college uptill the date fixed by the University.

* Students who join late and whose admission is approved by the Syndicate, their class attendance should be counted from the date they are admitted for working out percentage of lectures attended.
The late fee chargeable from the students seeking late admission with the permission of the Vice-Chancellor/Academic Council after the expiry of the date fixed for admission with the approval of the Principal, shall be deposited with the University.

6. Late admission forms must be forwarded to the office for the sanction of the Vice-Chancellor within a week from the date of such admission.
7. A candidate whose result is published late by the University, for reasons other than non-completion of requisite formalities by such candidate, can be admitted without late fee within 10 working days from the date on which his result was published.
8. No late admission shall be permitted after 30th of November.
9. In case of the late declaration of the result of re-evaluation cases of the annual examination, the students eligible to seek admission to the next higher class shall be given 15 working days, with effect from the date of issue of result card.
10. (i) The name of a student, who deposits fee but does not attend classes continuously for fifteen days, shall be struck off the rolls and if such a student within a period of fifteen days thereafter clarifies the position and requests the concerned Head of the Department/Principal, for re-admission, the latter shall consider the case on merits and decide accordingly. Request for re-admission after the lapse of three weeks shall not be accepted.
(ii) The name of a student who remains absent continuously for 10 days during an academic session shall be struck off the rolls and if such student fails to get-himself re-admitted by submitting his application for re-admission to the Dean, Academic Affairs through the Head of the Department/Principal/Dean Student Welfare, he shall not be re-admitted.*
11. After having passed the first part of the course (first & second semester) and declaration of the result of the second semester admission to the third semester shall be made within ten working days.*

* Added vide Syndicate 13.6.1997.

12. Schedule for receiving Registration Returns (alongwith documents of admitted students), of University Teaching Departments, Affiliated Colleges and Department of Correspondence Courses, in University shall be as under :
- a) Without late fee :
In the Under-graduate class in which admission is made in the last, as per admission schedule of that class approved by the Vice-Chancellor, within one month of the last date or upto 30 October (whichever is later)
 - b) With prescribed late fee per student :
After above said period upto 30 November.
 - c) With prescribed late fee per student and permission of Registrar :
After 30 Novemeber till ten days before start of examination.
 - d) After the dates of the schedule with prescribed late fee from the Department/College, this return shall be accepted till 15 June of the succeeding year with the permission of the Registrar.
13. Schedule for submitting registration returns and original documents alongwith migration certificate for students falling under different courses of semester Scheme shall be as under :
- a) Without late fee : 30 September
 - b) With late fee as prescribed : 31 October
 - c) With extra late fee as prescribed : Upto 10 days before start of examination

CHAPTER-XVI
CHANGE OF CENTRE

1. Candidates may be permitted to change the examination centre under the following circumstances :-
 - (a) If the candidate or his father or guardian is transferred and the fact of transfer is certified by the Head of the Office or Department in which he or his father or guardian is employed.
 - (b) If the change of centre is necessitated by reason of a candidate's ill health and the fact of illness is supported by a certificate from a Registered Medical Practitioner not below the rank of an Assistant Surgeon.
 - (c) The Registrar may permit change of centre in exceptional cases not covered by the above Ordinances to avoid hardship.
2. The application on the prescribed form for change of centre should come through the Head of the Institution concerned in case of college candidates, and through the person signing or countersigning the admission form in the case of private candidates. In case the person signing or countersigning the admission form of a private candidate is not available, then the prescribed form may be submitted through a Gazetted Officer not below the rank of a Second Class Magistrate.
3. Application must be accompanied by two copies of the candidate's photograph bearing the candidate's signature in full duly attested on the back by the officer mentioned in Ordinance 2.

4. (a) The fee payable for effecting a change of centre from one station to another for the whole examination and Practical Examination shall be such as may be prescribed.
- (b) This fee is not refundable unless the request for change has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.
5. Application and fee for change of centre shall be entertained up to one month before the date of commencement of the examination concerned except that in the case of transfer of Government servants such applications may be entertained up to 15 days before the date of commencement of examination : Provided that the change of centre shall be allowed in a very rare case. But no change of centre shall be allowed from City to Rural Centre at all, except with the special sanction of the Vice-Chancellor.

CHAPTER-XVII
ADMISSION TO EXAMINATIONS

1. Application for admission to an examination shall be made on the prescribed form accompanied by the fee as laid down in the Ordinances. The application and the fee should reach the University by the date prescribed in the Ordinances for the examination concerned. The Vice-Chancellor may allow the entertainment of admission form and fee after the last date with additional late fee.

With effect from the Academic Year 2007-08 Schedule for the receipt of Forms/Fees in respect of Regular (Annual and Semester) and Private Examinations shall be as shown here-under :*

Examination	Without Fine	With a Fine of Rs. 500/-	With a fine of Rs. 1000/-	With a fine of Rs. 5000/-	With a fine of Rs. 10,000/-
Regular (Annual)	December 31	January 12	January 21	February 10	February 21*
Private (Annual)	October 31	November 30	December 31	January 31	February 21*
Supplementary Examination	July 15	July 31	August 16	August 31	September 7*
Semester November/December (odd)	September 30	October 08	October 16	October 24	October 31*
April/May (Even)	February 18	February 26	March 06	March 14	March 21*

After * marked date No form shall be entertained.

* Syndicate dated 6.8.2007 (para 47.36)

2. Applications for admission to examinations shall be accompanied by the following :
 - (a) Certificate of good character :
 - (b) Certificate to the effect that the candidate is eligible to appear in the examination under the Statutes and Ordinances prescribed for the examination concerned.
3. The Syndicate shall have the power to exclude any candidate from examination permanently or for a specified period if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.

If a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act which, in the opinion of the Syndicate, is such that had it come to their knowledge in time they would have excluded him from the examination, the Syndicate may :

 - (i) cancel his candidature for that examination and order that his result be not declared; or
 - (ii) disqualify him permanently or for a specified period.

In such cases before the matter is referred to the Syndicate for a final decision, the Registrar shall initiate proceedings and issue proper notice etc. to the candidate.
4. If a candidate, subsequent to the issue of Roll No. to him or his having taken the examination, is found to be ineligible for the examination, his candidature may be cancelled by the Registrar at any stage before the declaration of the result.
5. Candidates for all examinations shall submit, alongwith their admission forms, three copies of their latest passport size photographs. These photographs shall bear the name of the candidate, his father's name, the name of the examination and the signature of the authority countersigning the admission form.*

* Ward "Private" omitted vide Syndicate dated 30.3.1993.

6. No one who has already passed an examination of this University shall be permitted to reappear at the same examination. A person who has passed an examination from another University can appear in that examination in this University subject to the provisions contained in the Ordinances relating to the examination concerned.
7. Notwithstanding anything contained in any other Ordinance, the Syndicate shall have the power to admit a person provisionally to the next higher class pending his taking examination in a paper or papers which he may have missed through no fault on his part.
8. Any student shall not appear in two major examinations in one calendar year. This is also clear that a student shall also not appear in any major examination of any other University in one calendar year.
9. Notwithstanding anything contained in any other Ordinance, the Syndicate shall, in the case of a foreign scholar, who is not an Indian domicile, have the power to :
 - (i) admit him to any class of a college for which he is considered fit;
 - (ii) permit him to take a University examination after studying in a college, admitted to the privileges of the University, for a shorter period than prescribed by the Ordinances for the examination concerned.

In the case of such scholars the Vice-Chancellor shall have the power to :

- (i) grant exemption from appearing in a language paper and allow him to offer some other subject instead;
- (ii) grant permission to offer a special paper in English in lieu of the Additional Optional paper in B.A./B.Sc. examinations;
- (iii) grant permission to offer in the English papers an extra question in lieu of the translation question;
- (iv) grant permission to offer special paper on 'History and Culture of Panjab' in lieu of Punjabi Compulsory for B.A. (T.D.C.) Examinations.

10. Notwithstanding anything contained in any other Ordinance, the Syndicate shall have, in the case of a permanently physically handicapped person, the power to :
- (i) admit him to the B.A. /M.A. examinations as a private candidate;
 - (ii) provide services of a competent amanuensis, free of cost, for writing out the answers at the examination;
 - (iii) permit the answers to be type-written by himself if the examinee so desires;
 - (iv) lay down any other method for assessment.
11. (i) A student disqualified by any University admitted to the membership of the Association of the Indian Universities, New Delhi, from appearing in any examination shall not be eligible to appear in any examination of this University during the period of disqualification.
- (ii) The list of students, disqualified by this University from appearing at the University examinations, would be sent to Union and State Public Service Commissions, State Education Boards, all the Universities in India and other concerned Institutions.
12. It shall be compulsory for such of the students seeking admission to Science, Commerce, Medicine, Engineering & other technical subjects as have not passed Punjabi examination of Matriculation standard, to pass Punjabi examination of Matriculation standard or Punjabi Parveshika or Punjabi Parbodh of Language Department Punjab* during their course.**
13. In the matter of calculating percentage of marks secured by a candidate in the lower examination for admission to higher course if fraction worked out to 1/2 or more it should be counted as 1 (one) and fraction less than 1/2 be ignored.***

* Added vide Syndicate 29.6.2000.

** Added vide Syndicate 31.8.1993.

*** Added vide Syndicate 24.3.1999.

14. Any candidate who appears in any other subject/option examination other than subject/option in his examination form, then instead of cancelling his answer-sheet, his result shall be declared on payment of prescribed fine. Provided that keeping in view the subject combination, student shall not be allowed to change the subject. Regular students shall also be required to produce evidence of 75% attendance in the subject studied in the college.
15. The students who cannot continue their study under the semester system in the special circumstances, they shall have permission to take admission in the Department of Correspondence Courses. Marks of their degree shall be that of semester system in the first year and of annual system in the second year. In this manner their degree shall be different from both the systems. Where there is need of deficit paper(s), the student shall be required to pass the said paper(s).

CHAPTER-XVIII
CONDUCT OF EXAMINATIONS

1. Subject to provisions laid down in Statutes and Ordinances, the Registrar shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
2. The Superintendents of examination centres shall be appointed by the Vice-Chancellor.
3. The Registrar may, if he considers it necessary, appoint one or more Deputy Superintendents, Assistant Superintendents and Invigilators at an examination centre.
4. The duties of Superintendents, Deputy Superintendents, Assistant Superintendents and Invigilators shall be laid down by the Academic Council.
The scale of remuneration to be paid to them shall be fixed by the Syndicate on the recommendations of the Academic Council.
5. A candidate whose paper is lost after having been received by the Superintendent of the examination centre or by one of his assistants, may be permitted by the Vice-Chancellor to reappear, in that paper, on a date to be fixed by the Registrar:
Provided he passes in all other compulsory subjects of the examination. If he obtains pass marks in that paper he shall be deemed to have passed the examination. In case of a dispute as to whether a candidate's paper was duly received or not, the finding of the Registrar, subject to confirmation by the Vice-Chancellor, shall be final.
6. If a candidate is unable to appear in or to complete the examination following to :
 - (i) his serious illness or his meeting with an accident during examination days; or

- (ii) the death of a *near relative within a period of 3 weeks prior to the actual date of examination, on producing death certificate, he may be given another opportunity of passing the examination by the Vice-Chancellor if he is satisfied by the evidence produced that the concession applied for is justified.

Such a candidate may, on his recovery, in the case of illness/accident, be permitted, at his option, to appear in the subsequent examination, on payment of the prescribed fee, in the paper/s which he missed. The candidate shall be intimated free of charge, as to whether he has obtained the minimum pass marks or not in the paper or papers, in which he had appeared:

Provided that the concession envisaged in the Ordinance may also be given in the case of candidate who is taken seriously ill in the examination hall and is unable to complete the examination on his producing medical certificate of illness and on the recommendations of the Centre Superintendent concerned:

Provided further that the Vice-Chancellor is satisfied on the basis of evidence produced that the concession applied for is justified.

It is understood that in such cases the Centre Superintendent shall send the answer-book of the candidate as stray case making concrete recommendations on the merit of the case indicating time at which the candidate was taken ill in the centre and number of questions attempted by the candidate by that time.

The application of such a candidate shall be entertained only if it fulfills the following conditions :

- (a) The application is submitted within reasonable time from the date on which the candidate could not take the examination;

* By a near relative is meant father, mother, full and half brother and sister, paternal grand-father, wife, son, daughter and husband.

- (b) The application is submitted through the Head of the Institution and the Head certifies that the candidate could not appear in or complete the examination because of his serious illness or having met with an accident, or death of a near relative within a period of three weeks prior to the actual date of examination.

The concession allowed under the Ordinance shall be treated as an additional chance over and above, the normal chances admissible under the Ordinances relating to the examination at which the candidate appeared.

Candidates passing under this Ordinance shall not be eligible for scholarship or prize.

7. **Appointment of Amanuensis**

- (a) Amanuensis shall only be allowed in the following cases :-
- (i) Blind candidates ;
 - (ii) Candidates permanently disabled from writing with own hands;
 - (iii) Visually handicapped candidates who are medically certified to be unable to read and write.
 - (iv) Candidates who are temporarily disabled from writing ; such as due to fracture of the right arm (left arm in case of left hander) forearm or dislocation of a shoulder, elbow or wrist etc. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College and where there is no Medical College, from the Chief Medical Officer of the District concerned to the effect that the candidate is unable to write his/her answer-books because of the temporary disablement. In the case of blind/permanently disabled candidates and candidates who are visually handicapped, this medical certificate shall be to the effect that they are unable to read or write. Such medical certificate shall be produced only once on their first appearance in the University examination.*

* Syndicate dated 16.11.1998 (para 16).

- (b) On a written request from the candidate to be submitted at the time of submission of admission form and fee for the examinations, through the Head of the Teaching Department/Principal of the college, names of two persons will be recommended by the Head of the Department/Principal of the College for appointment as amanuensis. In case of a private candidate, two names shall be proposed out of which the Chief Coordinator (Examinations) will approve one as amanuensis. A relative of the candidate would not be eligible for appointment as an amanuensis. After the appointment of the amanuensis, which will be finalized at least a fortnight before the commencement of the examination, the candidate and the Centre Superintendent shall be informed by the University. Preferably women, candidates would be provided with women scribes, if possible.
- (c) The amanuensis shall be of a lower grade of education than the candidate.
- (i) If a blind/physically handicapped candidate is appearing in B.A.-III examination, he may be provided with a scribe studying in B.A. Part-II or lower class. In case of Post-graduate examination, amanuensis with Post-graduate qualification will not be allowed.
- (ii) In case where help of an amanuensis is permitted, 30 minutes extra time for a paper of three hours duration will be allowed. However, in case of paper of two hours duration, extra time of 20 minutes will be allowed.
- (d) The Centre Superintendent shall arrange for a suitable room for the disabled candidate and appoint a Supervisor for him out of the list supplied by the office. The Supervisor should be daily changed.

- (e) The Candidate shall pay in advance to the Registrar the actual cost of the amanuensis and for Deputy Superintendent per session :

Provided, the Blind/Visually Handicapped and disabled from both hands candidates shall be exempted from this payment.

The answer-books of blind/visually handicapped candidates and such other candidates, who are allowed to have an amanuensis by the University under the rules, should be sent to the office Superintendent (Secrecy) separately with the report of the Centre Superintendent.

- (f) The amanuensis and the Supervisor/Deputy Superintendent will be paid at such rates as may be prescribed from time to time.

8. **Additional Examinations**

Notwithstanding anything provided elsewhere in the Ordinances, the Syndicate shall have power, in the case of all examinations held by this University, to hold any examination in the same year for special reasons to be recorded.

CHAPTER-XIX
AWARD OF GRACE MARKS

*These Ordinances will apply to all the examinations.

Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the written and practical papers of the examination concerned. Marks for viva-voce/internal assessment/sessional work/skill in teaching, shall not be taken into account for this purpose. If a fraction works out to half or more, it shall count as one mark and fraction less than half should be ignored.

1. Grace marks shall be given to the best advantage of the candidate to enable him:
 - (i) to pass in one or more written papers or subjects, and/or to make up the aggregate to pass the examination but not in sessional work, internal assessment, viva-voce and skill in teaching ;
 - (ii) to earn compartment or exemption in one or more papers or subjects in the examination or parts thereof ;
 - (iii) to pass papers or subjects or parts of examinations in which the candidate has been allowed reappear or compartment ;
 - (iv) to secure higher division.Under no circumstances can a candidate claim grace marks exceeding the limit as calculated above.
2. The total number of grace marks, as admissible under the above rules, shall be given to a candidate in qualifying subjects or papers also, but not in additional or optional subjects or papers.

* Certain words omitted vide Syndicate 376, dated 6.8.2007.

3. Grace marks awarded to a candidate shall be added to his score. The marks awarded in the aggregate or for awarding higher division shall be added to his score in the paper in which he secures the lowest marks.

Explanation :-

- (i) If in any examination 1% works out to 5 marks and the candidate earns exemption in certain subjects or papers without any grace marks, he shall be entitled to a maximum of 5 marks for clearing the papers in which he has got 'reappear' in one or more chances, as admissible under the rules.
- (ii) Where in an examination the division is determined on the combined aggregate of more than one examination, the aggregate of all the component parts shall be reckoned, subject to the condition that grace marks so given to a candidate for passing the examination shall be deducted from the total number of marks admissible for improvement of the division.
- (iii) If for award of higher division in any examination 1% works out to 8 marks and a candidate needs 2 marks to pass the examination, he shall be entitled to 6 marks only for the award of higher division.

CHAPTER-XX
MODERATION OF RESULTS

Before the results are declared, the results alongwith a statement of percentage of passes in the whole examination and in each subject, for the current and the preceding year/years would be put up to the concerned Committees consisting of the following :

(I) *Post-graduate Examinations*

1. Vice -Chancellor or his nominee;
2. Chairman, Board of Studies;
3. Any University Professor/Principal nominated by the Vice-Chancellor.

(II) *Under-graduate Examinations*

1. Vice-Chancellor or his nominee;
2. Dean, Academic Affairs;
3. Two or three Professors/Principals nominated by the Vice-Chancellor;
4. Chairman, Board of Studies in the subject where there is a complaint.

If on scrutiny of the figures submitted, the Committee considers that there has been a distinct fall in the pass percentage in the whole examination or in a particular subject, it might refer the matter to the examiners concerned for a report or suggest a specific modification of the results or take any other action it considers necessary.

CHAPTER-XXI
PUBLICATION OF RESULTS

1. For calculating pass marks fixed by the Ordinances for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. If a fraction is less than one-half, it shall be ignored.
2. The Registrar shall publish the results of the examinations as laid down in the Ordinances. The lists of students taking the examination showing in the case of successful candidates, the marks and the division obtained by them, shall be simultaneously communicated to the Institutions presenting the candidates.
3. Failure statements of the examinees, showing the subject or subjects in which they have failed to obtain the prescribed minimum number of marks, shall be prepared and communicated to the institutions concerned within one week of the publication of results.
In the case of private candidates, result cards will be despatched to their addresses on the publication of the results.

CHAPTER-XXII
RECTIFICATION OF RESULTS

1. The Syndicate shall have the power to quash the result of a candidate after it has been declared, if :
 - (i) he is disqualified for using unfair means in the examination;
or
 - (ii) a mistake is discovered in the result; or
 - (iii) he is found ineligible to appear in the examination; or
 - (iv) for any other reason considered valid for the purpose :
Provided that if the mistake discovered under (ii) above, is of clerical nature, the Vice-Chancellor shall be competent to rectify the result(s) and notify the correct result(s) to the concerned candidate(s) who may make representation, if any, within 30 days of the receipt of the intimation to the Vice-Chancellor, whose decision thereon shall be final.
2. A candidate shall be entitled to have his answer-books rechecked on payment of prescribed fee per paper; he shall also be entitled to see his answer-books to ensure that these pertained to him, on payment of prescribed inspection fee per paper subject to the following conditions :
 - (i) Application for rechecking is received by the University within 30 days of the date on which the result is declared by University;
 - (ii) Rechecking will be done only to see that marks awarded for various answers have been correctly added and that all the answers have been assessed by the examiner.

3. (i) The fee shall not be refundable.*
(ii) If according to the provision contained in (2) above, some mistake is discovered and the result of the candidate undergoes a change from fail to re-appear or from re-appear to pass or from pass to fail etc., then the result shall be rectified with the approval of the Vice-Chancellor, and where there is no change in the result of the candidate and there is only variation of marks obtained, the rectification shall be made by the Controller (Examinations).**
4. Any candidate can get photo-copy of his answer-book (theory) within 10 days of the declaration of result, on payment of prescribed fee per answer-book :
Provided that this facility is only available to those candidates who fulfill the conditions of re-evaluation of answer-sheets.***

* Certain words omitted vide Syndicate dated 10.6.1994.

** Submitted vide Syndicate 10.6.1994.

*** Added vide Syndicate 21.6.2003.

CAPTER-XXIII

***ORDINANCES RELATING TO UNFAIR MEANS**

- 1 These Ordinances may be called "Ordinances relating to prevention; Punishment and Procedure concerning case of Misconduct and Use of Unfair Means in or in relation to Examinations" and be abbreviated as "Ordinances relating to Unfair Means Cases."
- 2 In these Ordinances unless there is anything repugnant to the subject or context :
 - (i) "Disqualification" shall mean depriving of a candidate from appearing in any examination of the University and shall be treated as a failure in the examination and all consequences of failure shall follow.
 - (ii) "Year" shall mean the academic year.
- 3 Possession of Notes, Books, or any other material or any other act on the part of a candidate, or any other person during the examination, as described in these Ordinances, shall be an act punishable according to the provisions contained herein.
- 4 Soon after the detection of an unfair means case the Superintendent shall ask the candidate to make a statement in writing explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the superintendent, which should be attested by atleast one supervisor on duty. The onus to justify his refusal to give statement shall be on the candidate.

* Syndicate dated 26.12.1990.

5. The answer-book in which the use of unfair means is alleged shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer-book. The Superintendent shall forward both the answer-books, along with his report in the prescribed form, to the Registrar/Controller of Examinations. The candidate shall not forfeit his right to appear in the rest of the examination in subsequent papers.
6. The Syndicate shall appoint annually one or more than one Committee, consisting of at least three members to deal with cases of the alleged misconduct and use of unfair means in examinations. Two members shall constitute the Quorum.
7. When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice-Chancellor who shall either decide the matter himself or refer it to the Syndicate for decision.
8. The Registrar/Controller of Examinations or an Officer authorised by him in his behalf, shall call upon the candidate, alleged to have employed unfair means in the examination or obtaining admission to an examination on a false representation, to show cause why action should not be taken against him under the Ordinances. If the candidate fails to respond within the stipulated period after service of such a notice, the University shall proceed with the case in absentia.
9. All cases of unfair means detected by the supervisory staff and/or flying squad shall be reported to the Registrar/Controller of Examinations who, after processing them, shall put them before the Unfair Means Cases Committee for decision.
10. If a candidate while writing his answer book during the examination hours is found having in his possession or accessible to him papers, books, notes, diagrams, charts or tables which do not relate to the subject of examination and which could not possibly be of any assistance to him, the case shall be reported by the Superintendent to the Registrar/Controller of Examinations who shall forward it to the Unfair Means Cases Committee.

11. If a candidate is found having in his possession or accessible to him papers, books, notes or incriminating material etc. due to inadvertence but such papers, books, notes or incriminating material could be of assistance to him, his answer-book for that paper shall be cancelled. Inadvertence is to be judged in its context by the Unfair Means Cases Committee.
12. If during University examination a candidate goes out of the examination hall or leaves his seat leaving his script on his seat for consulting books, note books or papers or any other material, he may be disqualified from appearing in any University examination upto two years, including that in which he is found guilty if he is a candidate for an examination held once a year or for four examinations, including that in which he is found guilty, if he is a candidate for an examination held twice a year.
13. If during the examination hours, a candidate is found talking to another candidate or any person inside or outside the examination hall, without the permission of a member of the supervisory staff, his answer-book for that particular paper shall be liable to be cancelled.
14. During a University examination, if a candidate is found in possession of any material such as :
 - (a) Papers, books or notes or mobile phone, pager, ear-phone or any other material relating to the paper, or
 - (b) Written notes on any part of the clothes worn by the candidate or on any part of his body, or table or desk, or
 - (c) Foot-rule and or instruments like set-squares, protectors, slide rules, etc., with notes written on them;which is/are relevant to the subject of the examination he may be disqualified from appearing in any University examination upto two years including that in which he is found guilty, if he is a candidate for an examination held once a year, or for four examinations including that in which he is found guilty, if he is a candidate for an examination held twice a year.

15. If a candidate is found copying or his answer-book shows or it is otherwise established:-
- a) that he has copied or taken help from any papers, books, note, answer-book or any other source in any manner during the examination or at any time thereafter; or
 - b) that he has allowed another candidate to copy from his answer-book; or
 - c) that he has received help from or given help to another candidate; or
 - d) that during the examination a candidate has exchanged his answer-book or a part thereof with another candidate:
- he may be disqualified from appearing in any University examination upto two years including that in which he is found guilty, if he is a candidate for an examination held once a year or for four examinations, including that in which he is found guilty, if he is a candidate for an examination held twice a year.
16. If a candidate during an examination of the University is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material, he may be disqualified from appearing in any University examination for two years including that in which he is found guilty, if he is a candidate for an examination held once a year or for four examinations, including that in which he is found guilty, if he is a candidate for an examination held twice a year.
17. If a candidate during the course of the examination writes either on blotting paper, or any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof, he shall be disqualified for one year, including the examination in which he is found guilty, if he is a candidate for an examination held once a year or for two examinations including that in which he is found guilty, if he is a candidate for an examination held twice a year.

18. If a candidate is found guilty of passing on, or attempting to pass on during the examination, a copy or part of a question set in the question paper or the question paper itself, or a part thereof, or a solution of a question set in the question paper, to any one he may be disqualified upto two years including that in which he is found guilty, if he is a candidate for an examination held once a year, or for four examinations including that in which he is found guilty, if he is a candidate for an examination held twice a year.
19. A candidate found in possession of a direct solution or part of a solution to a question set in the question paper may be disqualified from appearing in any University examination up to three years. The person (s) rendering such help shall also be disqualified from appearing in any University examination for three years if he/they is/are students on rolls of the University or a College affiliated to it. If such person(s) is/are on the rolls of another University/or a college affiliated to that University, his/their conduct shall be reported to the concerned University for such action as they may deem fit. If such person(s) is/are on the teaching staff his/their case(s) shall be reported to the employer(s) for appropriate action and the University may in addition withdraw his/their approval as teacher(s). Where such person(s) is/are on the non-teaching staff, the matter shall be reported to his/their employer(s) for appropriate action.
20. The Unfair Means Cases Committee shall report to the Vice-Chancellor against the supervisory staff for their negligence or connivance because of which direct solution(s) reached the candidate. The Vice-Chancellor shall take suitable action against such staff, if it lies in his power and jurisdiction, if not he shall report them to the D.P.I. for proper action against them.

21. A candidate found guilty of having made perior arrangement(s) to obtain help may be disqualified from appearing in any University examination for three years. The person with whom previous arrangement is made by the candidate may also be disqualified from appearing in any University examination for a period of three years if he is a student on the rolls of the University or a college affiliated to it. If such person(s) is/are on the teaching staff of the college his/their case (s) shall be reported to the employer(s) for appropriate action. The University may in addition withdraw his/their approval as teacher(s). Where such person(s) is/are on the non-teaching staff, the matter shall be reported to his/their employer(s) for appropriate action.
22. A candidate found guilty of :
- (i) Smuggling in an answer-book or supplementary answer-book or
 - (ii) taking out or arranging to send out an answer-book or supplementary answer-book; or
 - (iii) replacing; or getting replaced his answer-book or supplementary answer-book, during or after the examination with or without the help or connivance of any person connected with the examination centre;
- may be disqualified from appearing in any University examination up to a period of four years, including that in which he is found guilty if he is a candidate for an examination held once a year or for eight examinations, including that in which he is found guilty; if he is a candidate for an examination held twice a year.
23. A candidate found guilty of having written, outside the examination hall, an answer book or a supplementary answer-book which he has smuggled into the examination hall, or of having managed otherwise to replace the answer-book/ supplementary answer-book after the examination, may be disqualified from appearing in any University examination for four years, including that in which he is found guilty if he is a candidate for an examination held once a year or for eight examinations, including that in which he is found guilty, if he is a candidate for an examination held twice a year.

24. A person found guilty of having written; outside the examination hall an answer-book or supplementary answer-book for a candidate which the later has smuggled into the examination hall or of having managed otherwise to replace the answer-book of the candidate after the examination may be disqualified from appearing in any University examination for four years, if he is student on the rolls of a college admitted to the privileges of the University or a University Department. If such person is on the teaching staff of the University or an affiliated college; his case shall be reported to his employer for appropriate action. The University may in addition withdraw his approval as teacher. Where such person is on the non-teaching staff; the matter shall be reported to his employer for appropriate action.
- Explanation :** For the purposes of Ordinances 22, 23 and 24, answer-book shall include a part of answer-book, a supplementary answer-book or part thereof.
25. If a candidate during the course of practical examination in a science or some other subject, presents to the examiner a practical or class work-notebook which does not belong to him, he shall be disqualified from passing that examination.
26. If a candidate leaves the examination hall without delivering his answer-book to the supervisor concerned and takes away the same with him or intentionally tears off, or otherwise disposes of his answer-book or any part thereof, or the supplementary answer-book or part thereof— inside or outside the examination hall he shall be disqualified from appearing in any University examination for two years including that in which he is found guilty, if he is a candidate for an examination held once a year or for four examinations including that in which he is found guilty if he is a candidate for an examination held twice a year.

27. A candidate found guilty of (a) serious misconduct in the examination hall, or (b) misbehaviour towards the Superintendent or any member of the supervisory staff outside the examination hall or any other place during the period the examination is being held, may be disqualified from appearing in any University examination for a period of two to five years according to the nature of his misconduct. But if such a person is not a student as aforesaid he may be declared as not a fit and proper person to be admitted to any future examination of the University for a period of two to five years. Such a case, may also be reported to the Police by the Registrar/Controller of Examinations/Centre Superintendent/Inspector for an appropriate action.
28. A person/candidate found guilty of using force inside or outside the examination hall against the supervisory staff or against student(s) or indulging in rowdyism may be debarred from appearing in any University examination for a period of two to five years, depending upon the seriousness of the offence.
29. A candidate who refuses to obey the Superintendent of examination or any other member of the supervisory staff or changes his seat with another candidate or deliberately writes another candidate's Roll Number on his answer-book or creates disturbance of any kind during the examination, or otherwise misbehaves in or around the examination hall, will be liable to expulsion by the Superintendent, and will be awarded any of the following punishments according to the seriousness of the offence:
 - (i) Cancellation of the answer-book of the paper concerned;
 - (ii) Disqualified from appearing in any University examination which may extend to three years.
30. If a candidate or someone on his behalf approaches the sub-examiner, head examiner, checker or any employee of the Punjabi University for the raising of marks or for writing the answer on the blank pages left by him in the answer-book, he may be disqualified from appearing in any examination conducted by this University upto three years including the one he has already appeared.

31. Any person who impersonates a candidate shall be disqualified from appearing in any University examination for a period upto five years, if that person is a student on the rolls of a recognised school or college. But if that person is not on the rolls of a recognised school or college, he shall be declared as not fit and proper person to be admitted to any examination of the University for a period of five years. The candidate who is impersonated shall also be disqualified for a period of five years. If considered necessary, the case may be reported to the police by the Registrar/Controller of Examinations/Centre Superintendent/Inspector for appropriate action.
32. A candidate found guilty of using abusive or obscene language in the answer-book, may be disqualified from passing that examination.
33. Where a candidate has made an appeal to the examiner through an answer-book, such answer-book may be cancelled.
34. A candidate found guilty of deliberately disclosing his identity or making any distinctive marks in his answer-book, for that purpose, may be disqualified for the examination concerned, if he is a candidate for an examination held once a year and for two examinations if he is a candidate for an examination held twice a year.
35. A candidate obtaining admission to the examination on a false representation made by him in his application form may be disqualified as under:-
 - (i) If the false representation relates to a previous examination not actually passed by the candidate; he may be disqualified from appearing in any examination of the University for a period which may extend from three to five years.
 - (ii) If the false representation pertains to his eligibility to appear in the examination as a private candidate or any other matter not covered by (i) above, he may be disqualified from passing any examination in that year.

- (iii) If it is found, that a candidate or his guardian or parents have deliberately given a wrong date of birth in the admission application form or in the affidavit accompanying the form, the Registrar/Controller of Examinations shall have power to declare the candidate ineligible, to appear in the examination and to cancel his result.
36. A candidate forging another person's signatures on his admission form may be disqualified upto two years including the examination for which he was a candidate.
37. A candidate found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the Registrar/Controller or any other functionary of Examinations with the object of influencing him in the award of marks may be disqualified for one year including that in which he is found guilty, if he is a candidate for an examination held once a year and for two examinations if he is a candidate for an examination held twice a year.
38. A candidate found guilty of approaching or influencing directly or indirectly, regarding his unfair means case, a member of the committee or any University official, shall be disqualified for one year in addition to the punishment awarded to him under the Regulation for his offence for using unfair means.
39. If a candidate writes anything, except his roll number on the question paper, he may be disqualified for one year.
40. If the Syndicate is satisfied after enquiry that the integrity of a University examination has been violated at an examination centre as a consequence of whole sale unfair assistance rendered to the examinees, the Syndicate may order re-examination, besides taking action under the Ordinances relating to unfair means and may also abolish the examination centre permanently or for a specified period. In all such cases, the students involved shall be examined in a town other than the one in which the previous centre was located and they may be scattered at various centres.

41. For a case of unfair means not covered by these Ordinances, the Unfair Means Committee shall examine the case and impose such punishment as it deem fit.
42. Notwithstanding anything herein before contained, when a candidate is found guilty of use of unfair means in more than one paper/examination during a session the period of disqualification may run consecutively at the discretion of the Committee, subject to a maximum of five years including the year in which he was found guilty.
43. A candidate who is disqualified for the use of unfair means in a University examination, may on the expiry of the period of his disqualification, be allowed the same number of chances to appear in the examination as are missed (including the examination at which he is found guilty) because of disqualification and the same concession of appearing in the examination for the next higher class simultaneously as would have been admissible to him under the Ordinances, had he not been disqualified.
44. A candidate involved in an unfair means case in a lower examination, who has also appeared in the next higher examination, provisionally and whose result for the lower examination is declared late owing to his involvement in the unfair means case, his result for the higher examination shall be kept in abeyance, till he has exhausted the permissible number of chances for the lower examination. In the event of the candidate having failed in the higher examination, he shall be informed of the paper(s) in which he has failed and is eligible to re-appear to enable him to take the higher examination, alongwith the lower examination. This concession shall be available to private candidates also under similar circumstances, if otherwise eligible to take the higher examination.
45. A candidate who is involved in an unfair means case may be allowed provisional admission to the next higher class/ examination, pending decision in his case, at his own risk and responsibility subject to the condition that in the event of his disqualification, the fee paid by him for next higher class/ examination shall not be refunded:

Provided that such a candidate shall not be allowed during the pendency of the case, any further provisional admission to the next higher class except as otherwise provided in the Ordinances for the examination concerned:

Provided further that in the event of his disqualification in the lower examination, as a result of unfair means case, the result of the higher examination taken by him, provisionally, alongwith the lower examination or subsequently, during the pendency of the case as above, shall stand cancelled.

46. An appeal against the decision of the Committee shall lie to the Vice-Chancellor and must be made within thirty days from the date of receipt of the decision by the candidate. If in the opinion of the Vice-Chancellor, facts have been brought to light which, had they been before the Committee, might have induced it to come to a decision other than the one arrived at, the Vice-Chancellor may order that such facts be reduced to writing and placed before the Committee for reconsidering the whole case. If the Committee, after reconsidering the case, arrives at a unanimous decision, such decision shall be final. In the event of difference of opinion amongst members of the Committee, the case shall be referred to the Vice-Chancellor who may either finally decide the case himself or refer it to the Syndicate for final decision.*

Regarding Resembling Project Reports

If project report of a student resembles with project report of some other student, bar shall be imposed on the concerned students for a period of two years from the date of submission of project report, after cancellation of both such project reports. After expiry of period of bar these students shall submit fresh project reports prepared on new topics in his department within three months with the recommendations of the concerned Supervisor.

In such copying cases concerned Supervisor shall also be warned and copy of the same shall be placed on his personal file.

* Syndicate dated 26.12.1990 (para 37).

CHAPTER-XXIV
ADMISSION TO DEGREES

1. The Academic Council shall, from time to time, report to the Senate through the Syndicate, the names of all persons who have passed examinations for the degrees of the University and have become qualified under the Ordinances for admission to such degrees. When the Senate has sanctioned the admission of any such person to any degree, he shall be entitled to be formally admitted to that degree.
2. *For conferment of degrees the Senate shall meet in Convocation once a year.
3. Such of the candidates as are invited to attend the University Convocation but are unable to attend the Convocation or as want to be admitted to the degrees prior to the Convocation may be admitted to the degrees, in absentia on payment of such fee as may be prescribed from time to time. All of the rest of the candidates** shall be admitted to the degrees free of any charge. If the candidates invited to attend the Convocation want to be admitted to their degrees after the Convocation, they will be so admitted on payment of prescribed fee.

* (i) In case a Principal wants to hold Convocation at the college, he shall seek prior permission of the University.

(ii) Degree of a candidate may bear the date of declaration of his result instead of the date of Convocation.

** Degrees of successful candidates other than those who were to be invited to receive their degrees at the University Convocation may be forwarded to the college concerned/private candidates before the University Convocation after the approval of Academic Council, free of any charge.

A candidate who seeks admission to a degree in *absentia* more than two years after its sanction by the Senate shall produce a certificate of good character from the Principal of a College or Fellow of the Punjabi University or a Gazetted Officer before he is admitted to the degree.

4. Medals and prizes shall be awarded to the persons entitled thereto at the Convocation.
5. If any candidate does not intend to appear at the first Convocation after the sanction of his degree, he shall give at least five days notice to the Registrar and may then be admitted to his degree at any subsequent Convocation:
Provided that he gives at least 15 days notice to the Registrar of his intention to attend the Convocation, and produces a certificate of good character from the Principal of a College or a Fellow of the Punjabi University or a Gazetted Officer.
6. If any candidate fails to inform the Registrar as to his intended absence or presence at a subsequent Convocation, as laid down in the Ordinances, he shall have to pay the fee prescribed by the University from time to time, for being admitted to the degree.
7. In case University Convocation is not held in the the corresponding year or not being held in near future then such candidates who have passed UGC NET examination, may be admitted to the degree without charging prescribed fee.

Miscellaneous

1. Degree upon shifting from Regular to Correspondence Course :-

The students who can not continue their study under the semester system in the special circumstances, they shall have permission to take admission in the Department of Correspondence Courses. Marks of their degree shall be that of semester system in the first year and of annual system in the second year. In this manner their degree shall be different from both the systems. Where there is need of deficit paper(s), the student shall be required to pass the said paper(s).

2. **On Degrees/Diplomas/Certificates of different Examinations**

- (i) The entry of duration of course shall be made.
- (ii) Medium of examination shall be mentioned.
- (iii) In addition to depicting entry of division, total/marks secured and worked-out percentage shall also be inscribed.
- (iv) If possible credit-hours be shown.

3. **For obtaining Duplicate Certificate/Diploma/Degree :**

Duplicate Certificates viz. Certificate/Provisional Certificate/ Detailed-Marks-Card/Merit Certificate/Subject Certificate/ Certificate of qualification (per examination) and Duplicate Diploma/Degree shall be issued after charging prescribed fee subject to availability of record.

Description as per papers (transcript) per Semester/Part, per Detailed-Marks-Card shall be issued after charging different prescribed fees for the following :

For Indian students or to send from India to foreign country :

- (a) Relating to last five years including the current year.
(fee per copy and postage charges extra)
- (b) Relating to the period beyond last five years.
(fee and postage charges extra)
- (c) On demand by students residing abroad.
(fee in dollar currency including postage)

CHAPTER - XXV
MEDALS -AWARD OF

The following Medals have been instituted by the University:-

A	1	B.A.	One
	2	B.Sc.	One
	3	B.Sc. (Home Science)	One
	3a	B.A./B.Sc. Maths	One
	4	B.Com.	One
	5	B.A./B.Sc./B.Com. (Honours)	One for all subjects*
	6	B.A./B.Sc. (Honours course examinations)	One for each subject
	7	Master of Arts**	One for each subject and one for M.A. (Hons.) in Punjabi
	8	M.A. Semester	-do-
	9.	M.A. (Fine Arts)	One
	10.	Master of BusinessAdministration	One

* In the case of B.A. (Honours) if in a particular subject the number of candidates is more than 20, a separate medal shall be awarded for that subject.

** The medals in the below noted subjects will be known as indicated against each :

1	M.A. Religious Studies	Sardarni Jasbir Kaur Mehtab Singh Memorial Gold Medal awarded by Guru Nanak Foundation.
2	M.A. Persian	Smt. Om Kaintal Medal
3	M.A. Punjabi	Bhai Mohan Singh Medal
4	M.A. History	S.Karam Singh Historian Medal
4a	B.A./B.Sc. (Maths)	Smt. Luxmi Devi Memorial Medal
5	M.A. (Fine Arts)	Sardar Trilok Singh Chitarkar (1914-1990) Gold Medal

11. Master of Commerce	One
12. Master of Science	One for each subject and one each for Applied Physics, *Forensic Science and Bio-Chemistry
13. Bachelor of Law (Two-Year Course)	One
14. Bachelor of Law (Professional)	One
15. LL.M.	One
16. B.Tech.	One
17. Bachelor of Physical Education	One
18. M.A. Physical Education	One
19. Bachelor of Education	One
20. M.Ed	One
21. Bachelor of Libarary Science	One
22. Bachelor of Journalism	One
23. Bachelor of Printing Technology and Proof Reading	One
24. Gyani	One
25. Prabhakar	One
26. Adib Fazil	One
27. Shastri (Swami Swatantranand Medal)	One
28. Munshi Fazil	One
29. Punjabi Praveshika	One
30. Post M.A./M.Sc. Diploma Courses	One for each Diploma Courses
B i) Chancellor's Medal of Excellence	One One
ii) Chancellor's Medal of Excellence for Extra Curricular Activities	

* M.A. Forensic Science : Diwan K.S. Puri Medal

Description of Medals :

- C**
- i) All the medals to be awarded by the University shall be known as "University Medals".
 - ii) All University medals except the donated medals and the Chancellor's Medal of Excellence, will be of silver of 20 gms. in weight each and of 3.5 cms. diameter (circular). The name of the awardee shall be prominently inscribed on the reverse side of the medal.
 - iii) The donated medals will be of 9 carat Gold purity, 7.5 gms. weight each and 2.5 cms. diameter:
Provided that if the donor has specifically desired that only Gold Medal is to be awarded out of his donation, otherwise these donated medals will also be of silver as per specification in Ordinances.
 - iv) The Chancellor's Medal of Excellence would be of 9 carat Gold purity, 15 gms. in weight and 3.5 cms. diameter.

Award of Medals shall be governed by the rules given below:

- 1. (a) A Medal may be awarded only to a student standing first in any of the University examinations specifically stated in 'A' above:
Provided that fulfil all the conditions laid down in the rules.
No medal shall be conferred in the examination if the student standing first is found to be otherwise ineligible.
- (b) No Medal shall be conferred in a course where the number of students is less than five :
Provided that this condition shall not apply in case of M.A. (Persian) :
Provided further that where a student has bettered the previous record of the University, he shall be awarded the Medal even if the number of students in the course is less than five.
- (c) Merit lists of semester/Annual examination system shall be prepared separately and separate scholarships and Medals shall be instituted therefor.

2. No medal would be awarded on the basis of such diploma/ certificate course where the duration of the course is less than one year.
3. (i) All awards shall be made on the result of the annual examination only. No award is to be made on the result of bi-annual or supplementary examination :
Provided that medals in the case of M.I.L. examinations shall be awarded to candidates securing first position on the combined result of both the examinations held during the year.
- (ii) Only such candidates who fulfil other allied conditions and pass the examination, without gap, in the first scheduled attempt of the same academic calendar year, shall be entitled to the award of Medal. This condition shall apply to all examination (s) of each part of an integrated course* as well.
Candidates who got re-appear in examination(s) of the course or absented themselves or were unable to appear in the examination on medical/any other ground or have gap between examinations of integrated course shall not be entitled to above awards.**
- (iii) All awards shall only be made to the candidates passing in the first division but in the case B.A./B.Sc./B.Com. (Hons.) examination, a student must get second division in pass course in addition to at least 60% marks in the Honours. In the case of an examination in which no division is designated, the award shall be made to the candidate obtaining the highest aggregate number of marks in the examination.***

* In preparation of merit lists such examinations shall be treated as integrated course as the degree/division is awarded on the basis of aggregate marks of these examinations.

** Syndicate dated 3.9.2005 (para 62.6)

** In the Bachelor of Education degree examination the merit shall be determined on the combined aggregate of only external assessment of Part-I (Theory), Part-II (Training in Art and Workshop Practice) and Part-III (Skill in teaching).

- (iv) For determining merit, marks in an additional optional subject are not to be counted unless the Ordinances for the examination concerned have provided for the inclusion of such marks in the division.
- (v) When two or more candidates are bracketted together the award shall be made to each of the candidates bracketted at the first position in an examination for which one medal is prescribed, and to each of the candidates bracketted at the first and second position in the examination for which two medals are prescribed; except in the case of B.A./B.Sc. (Hons.) examinations where the award shall be made to the candidate who shows better result in the pass course examination as a whole.
- (vi) In any examination where an award is to be made in a particular subject in which two or more candidates are bracketted together, the candidates showing better results in the examination as a whole shall be entitled to the award.
- (vii) Candidates who are awarded University Medals on the basis of results of various examinations of this University, shall be issued, free of cost, Merit Certificates stating the fact of their having been awarded the University Medal by this University. This will apply to "Chancellor's Medal of Excellence" also.
- (viii) Where the medal is donated by some person or institution, the University Medal in that examination would be named after the donor and no separate University Medal would be awarded.
- (ix) Medals and Scholarships in University examinations shall be conferred on the basis of revised Merit lists after the re-evaluation results :
Provided that in such of the examinations where there is no provision for re-evaluation, the Medals, Scholarships and Merit Certificates shall be awarded on the basis of first evaluation results:

Provided further that the merit list shall be prepared provisionally on the basis of original annual examination results.

The merit list shall be revised on the basis of re-evaluation results taking into account, the re-evaluation results of all those parts/semesters for the examinations where the results of the final examinations was declared on the basis of total marks obtained by the candidate in different parts/semesters.

- (x) For out-standing achievements in extra-curricular activities one Chancellor's Medal of Excellence for extra curricular activities shall be instituted.

Chancellor's Medal of Excellence

The Chancellor's Medal would be regarded as the highest distinction which the University can confer upon a student. It may be conferred only upon one student in a year though there would be years when no one qualifies and the following rules shall apply for its award :

1. Only that student would qualify for this medal, who qualifies for a University Medal;
2. He must have done at least 2 year course at the University and the course should have run for at least five years;
3. He must have set up a new record. In case in a particular year the number of students, who qualify, is more than one, the following conditions must be fulfilled before the candidate is found to be eligible:
 - (a) The magnitude of his achievement must be seen in relation to what was the record of the earlier years and where it is pegged now;
 - (b) The record of the performance of the student in the earlier years.
4. He must have obtained first division marks in all the examinations passed by him previously;
5. A course for which a University Medal is not awarded shall not be considered for the award of this medal.

6. The condition of 'at least 5 candidates having appeared in the examination' will not apply in case a candidate obtains 80% or more marks in an examination on the basis of which he is being considered for the award of this medal;
7. In case the matter requires adjudication, the issue would be decided by the Committee of Deans, under the Chairmanship of the Vice-Chancellor.
8. *The winner of Chancellor's Medal of Excellence shall along with a citation for Chancellor's Medal of Excellence, be issued a certificate, free of cost, stating the fact, and duly signed by the Chancellor and Registrar.

S. Tirlok Singh Chitarkar Gold Medal

1. This gold medal shall be awarded to student securing first position in the post-graduate examination of Fine Arts subject. This medal shall be presented at Convocation.
2. The name of this medal shall be S. Tirlok Singh Chitarkar (1914-1990) Gold Medal Punjabi University, Patiala.
3. This gold medal shall be awarded every year out of interest of the amount of Rs. 1,06,000/- donated by Engineer Jotinder Singh Chitarkar, which is deposited at University under endowment fund.
4. This gold medal shall be of nine caret purity whose weight shall be 7.5 grams and diameter 2.5 centimeters.
5. The shape of this gold medal shall be on the pattern of Chancellor Medal.
6. At the time of presentation of this gold medal to the student during University Convocation, biographical sketch of S. Tirlok Singh Chitarkar shall also be given to the student.
7. All other University rules prescribed for award of University Gold Medal shall be applicable to it.

Smt. Lakshmi Devi Memorial Medal

This medal shall be awarded to a student standing first in the subject of Mathematics of B.A./B.Sc. examination:
 Provided that in the event of more than one student securing equal marks the medal shall be awarded to the student securing higher marks in B.A./B.Sc. examination.

* Syndicate dated 6-8-2007 (para 47.6).

CHAPTER-XXVI
AWARD OF SCHOLARSHIPS

PART-I

University Scholarships on the results of University Examinations

1. The Syndicate on the recommendations of the Academic Council shall determine, from time to time, the examinations for which scholarships (to be known as *University Scholarships) have to be awarded, their number and value for each examination, and the conditions and periods of their tenure.
2. The following Scholarships shall be awarded annually on the results of the various University Examinations with the approval of the Vice-Chancellor.
The tenure of each scholarship shall be 12 months and value shall be Rs.250/- per month.

**Note: The Students joining Correspondence Courses will be considered eligible to get University Merit Scholarships.*

Name of Examinations on the results of which Scholarships will be awarded	No. of Scholarships proposed to be awarded	Remarks
B.A./B.Sc./B.Sc.(Home Science) T.D.C. Parts-I, II, III	One for every 500 students or part thereof, for every part	...
B.Sc. Agriculture Parts-I, II, III B.A./B.Sc. (Hons.) (Three Year Degree Course)	One for each subject	For standing first on the combined result of the Hons. and pass papers in that subject of Parts-II & III examinations of the course.
B.A. (T.D.C.)	Three	For obtaining first three places in the subject of Punjabi in the B.A. (T.D.C.) and joining examination in M.A. Punjabi at this University; provided that the candidates obtaining less than 55% marks in the subject of Punjabi in B.A. examination would not be eligible for the award of these scholarships.
M.A./M.Sc. (Final)	One for each subject	The scholarship will be available only to those who join M.Phil.(course work) in the subject of M.A./M.Sc. Students joining M.Phil. course in other University/College would be eligible for the grant of those scholarships under Ordinance-6 only if in addition to the normal condition of award under these Ordinances fulfils the minimum requirements prescribed for admission to M.Phil. (course work) at the Punjabi University.
B.A./B.Sc. (Hons.) Three year Degree Course Examination	One for each part	...
M.A./M.Sc.	One for each subject	For standing first in Part-I examination held at the end of Ist year of the course.
M.A. (Hons.) in Punjabi (on the result of M.A. (Hons.) in Punjabi Part-I examination)	One	...

In the list of University Merit Scholarships, the following examinations are also included :

1. B.A. Honours School
2. B.Com.
3. B. Pharmacy
4. B. Tech.
5. B.Lib.
6. B.C.A.
7. B.B.A./B.M.I.T.
8. B.P.Ed.
9. B.Ed.
10. M.Ed.
11. M.P.Ed.
12. M.Com.
13. M.C.A.
14. M.B.A.
15. M.B.E.
16. LL.B.
17. LL.M.

Professional Examinations

The University shall award two scholarships on the basis of result of each Professional Examination. The scholarship shall be tenable until the next examination and where there are two University examinations in a year until the annual examination in that course except in the case of Law Courses, in which the tenure shall be 12 months.

3. (a) (i) All awards shall be made on the basis of result of the annual examinations only. No award is to be made on the results of bi-annual or supplementary examinations.
- (ii) Only such candidates who fulfill other allied conditions and pass the examination, without gap, in the first scheduled attempt of the same academic calendar year, shall be entitled to the award of Merit Scholarship. This condition shall apply to all examination(s) of each part of an integrated course as well.

Candidates who got re-appear in examination(s) of the course or absented themselves or were unable to appear in the examination on medical/any other grounds or have gap between examinations of an integrated course shall not be entitled to this award.

- (iii) A candidate, who is offered a merit scholarship and who is unable to avail himself of it the same year on account of his being ineligible to join a higher course being under age, shall be permitted to avail himself of the scholarship in the next year and that such a scholarship shall be in addition to the number of scholarships admissible under the rules, the unutilized scholarship would be awarded to the next eligible candidate.
- (b) Only such candidates as have secured at least 60% marks shall be eligible for scholarship.

Provided that :

- (i) In the case of Diploma in Physical Education and Certificate Course in Physical Education examination where separate divisions are shown for different parts of the examination, the awards shall be made, in order of merit, to the candidates obtaining highest aggregate marks.
- (ii) In the case of Bachelor of Education Degree examination the merit shall be determined on the combined aggregate of only external assessment of Part-I (Theory), Part-II (Training in Art and Workshop Practice) and Part-III (Skill in Teaching).
- (iii) In the case of B.Com. Part-II examination the merit list for the award of scholarships for part-II shall be prepared on the combined results of part-I and Part-II examinations and for the purposes of scholarships and award of division for B.Com. Part-III shall be on the basis of percentage laid down for B.Com. examination as a whole.

- (iv) For determining merit, marks in an additional optional subject are not to be counted unless the Ordinances for the examination concerned have provided for the inclusion of such marks in the division.
 - (v) When two or more candidates are bracketted together for the award of last scholarship out of the total number of scholarship(s) allocated for an examination all such candidates shall be eligible for the award of scholarships and the number of scholarships shall stand raised to that extent.
 - (c) While preparing Merit lists only those examinations shall be considered to be integrated courses the marks secured in which are added to give the students a degree/division.
4. No student shall hold more than one University merit scholarship: Provided that the students eligible for sports talent scholarship by virtue of their outstanding performance in sports and students who are awarded N.C.E.R.T. (National Council of Educational Research and Training) scholarship or any other similar award, who according to the terms and conditions of the award are also entitled to hold merit scholarship on the basis of the University examination result, be allowed both these scholarships. In such cases, the University merit scholarships on the basis of the University examination results would be increased by the same number so that the interests of students next on the merit list for such scholarships did not suffer.
5. If a student stands first in an examination, but is not awarded or does not accept a scholarship which he would ordinarily hold, such scholarship may be awarded to the next eligible candidate on the list, failing him to the third student in order of merit, with the approval of the Vice-Chancellor. It shall not be offered to the fourth student on the list:
Provided that in a subject in which there are two scholarships the award may go up to the sixth candidate in order of merit with the approval of the Vice-Chancellor.

6. Scholarships shall be tenable in any Faculty and in Colleges/ Institutes admitted to the privileges of any other University of India approved by this University or by UGC* on reciprocal basis: Provided that the candidate joins the higher class in the College/Institute within the admission days and in the year of his passing the examination.
7. A student who has been awarded a scholarship shall be liable to pay tuition fee to the College/University teaching department for the months for which the scholarship is claimed. This, however, shall not debar him from grant of full or half fee concession by the College/University teaching department: Provided that such University employees as are eligible for fee concession under the University rules shall be entitled to only one of the above concession, namely merit scholarship or fee concession.
8. Scholarships shall be awarded on the understanding that the scholar shall attend the class as a regular student and pursue his studies with industry. If the scholar fails to make satisfactory progress or has been guilty of gross misconduct or laziness or has been irregular in attendance, he shall, after due warning, be reported by the Principal of the College or Head of the University Department to the Academic Council who may withdraw the scholarship.
9. Each scholar shall be informed by registered post acknowledgement due of his having been awarded a scholarship. If a scholar does not notify the University in writing his acceptance of the scholarship within two weeks of the Registrar's letter, he shall be liable to forfeit his scholarship.
10. **Scholarships for Poor and Deserving Students in the Colleges**
Annual scholarships of the value of Rs. 1000/- to Rs. 2000/- shall be awarded to one or two poor but deserving students of colleges affiliated to the University.

* As amended by Syndicate 12.6.2003 (para 15.43)

10A. Non-Professional Courses - Indira Gandhi P.G. Scholarship for Single Girl Child

The students fulfilling the conditions laid down under the Indira Gandhi P.G. Scholarship for Single Girl Child Scheme shall be eligible for award of a scholarship in terms of the above scheme as formulated by the U.G.C. The value of the Scholarship shall be Rs. 2000/- pm for a period of two years i.e. duration of a PG Course.*

* Added by Syndicate 6.8.2007 (para 47.7)

PART -II

Award of Scholarship/Stipend/Studentship to students* admitted to the various Departments of the University.

1. (i) There shall be at least two scholarships, out of which one shall be awarded on the basis of merit and the other on the basis of merit -cum-means. In a Department where there are more than 50 students, there shall be two scholarships based on merit-cum-means.
- (ii) The value of scholarships (other than scholarships in B.A.Hons. Punjabi and Economics and M.A.Hons. in Punjabi) shall be Rs. 250/- P.M.
- (iii) Scholarship based on merit shall be awarded according to existing rules whereas scholarship based on merit-cum-means shall be awarded by the Departmental fee etc. concession committee, keeping in view the merit and financial position of the student.

Eligibility and Conditions of Award

- (a) Merit-cum-means scholarship will be awarded by the Vice-Chancellor on the basis of the recommendations of properly constituted departmental fee concession committee. The committee, after assessment of the economic condition of the candidate, coupled with his/her academic record, will route the recommendation through Dean, Academic Affairs.
- (b) Duration of merit and merit-cum-means scholarships will be one academic year. There will be fresh selection every year if the duration of the course is more than one year and will be on the basis of the criteria for the respective scholarships.

* Students admitted to Post-Graduate courses at Guru Kashi Institute, Bhatinda Centre, Nawab Sher Mohammad Khan Institute, Malerkotla and Guru Kashi Institute Damdama Sahib shall also be awarded scholarships like students of University Departments. (Syndicate 31.10.1994)

- (c) Both the scholarships, merit and merit-cum-means, will be disbursed on quarterly basis through the Head of the Department who will prepare the bill(s) and will give an attestation that the attendance and conduct of the scholarship awardee/claimant during that period was satisfactory.
 - (d) In case a scholarship holder leaves the course or is debarred from getting scholarship during the mid session, the scholarship may be given to the next candidate on the merit/waiting list for the remaining period of the session.
 - (e) In case any scholarship holder is found to have furnished wrong/false information for getting the scholarship, he/she will be removed from the rolls of the course and shall have to refund the entire amount received by him/her.
 - (f) Age limit will be 22 years at the time of admission except in the case of M.B.A. where the limit shall be 25 years at the time of admission.
2. Scholarships of the value of Rs.250/- per month each be awarded to 50% of the students admitted to M.A. Part-I and II of Department of Theatre and Television, subject to the condition that the number of scholarships to be awarded shall not exceed 5 in each class.*

Eligibility and Conditions of Award

- (a) That studentships in each of the two classes should be decided independently i.e. studentships awarded in M.A. Part-I would not necessarily be continued to the awardees in M.A. Part-II in which class the merit would be reviewed for the award of studentships in the second year.
- (b) That studentships in M.A. Part-I would be decided on the merit of the result of first semester of M.A. Part-I. This studentship would be available to the awardees for full year of M.A. Part-I.

* Syndicate dated 7.4.1998.

- (c) That studentships in M.A. Part-II would be awarded on the basis of the accumulated result of three semesters declared at the end of the third semester (i.e.result of semester one plus semester two plus semester three).
 - (d) That in case an awardee leaves in between or without completing his studies in first or second year, the studentship would stand withdrawn and would not be available to any student in the place of the one who may have left the Department.
 - (e) That the minimum eligibility condition for the award of studentships in both the classes would be 55% marks besides the usual condition of continuous good conduct to the satisfaction of the Head of the Department.
 - (f) That merit scholarship may be enjoyed with studentships but the merit scholarship would not be allowed to be enjoyed with any other scholarship from any outside agency like the Punjab Sangeet Natak Academi.
3. Two student stipends of the value of Rs. 250/- each per month be awarded to the students of Honours School Course in Economics.

Eligibility and Conditions of Award

- (a) These scholarships shall be awarded on merit out of the merit list prepared by the Department for admission of the students to the course:
Provided the student has secured in the Lower Examination at least 60% of marks in the aggregate and 55% in the subject concerned or 55% in the aggregate and 60% in the subject concerned.
 - (b) The number of scholarships shall be limited to one if the number of students admitted to course is 15 or less than 15.
4. Two scholarships of the value of Rs. 250/- each per month shall be awarded to the students admitted to each part of the B.Sc. Honours course in Physics.

Eligibility and Conditions of Award

- (a) These scholarships shall be awarded on merit out of the merit list prepared by the Department for admission of the students to the course:
Provided the student has secured in the Lower Examination at least 60% of marks in the aggregate and 55% in the subject concerned or 55% in the aggregate and 60% in the subject concerned.
- (b) The scholarship once granted to a student shall continue for the duration of the three year integrated course, subject to his satisfactory performance and his getting at least 55% marks in the previous examination.
- (c) The number of scholarships shall be limited to one if the number of students admitted to course is 15 or less than 15.
5. One scholarship of the value of Rs. 250/- per month shall be awarded to one student each of M.Sc. Applied Physics Part-I and II, on the same terms and conditions as laid down in the case of other M.A./M.Sc. courses.
6. Five Scholarships in each class (25 in all) of the value of Rs. 100/- per month each shall be awarded to the students admitted to B.A.. (Hons.) School in Punjabi (Part-I, II & III) & M.A. (Hons.) in Punjabi Part-I & II.

Eligibility and Conditions of Award

- (a) The Student must have obtained 60% marks in the subject of Punjabi Elective and 50% marks in the aggregate of Terminal Examination in 10+2 system.*
- (b) The scholarship once granted to a student shall continue for duration of the five year integrated course subject to his satisfactory performance and his getting at least 55% marks in the previous examination.

* Syndicate dated 28.7.1990.

7. ***M. Phil. Religious Studies***

Six (6) studentships of the value of Rs. 200/- per month each be awarded to the students admitted to M.Phil. Religious Studies.

Eligibility and Conditions of Award

- (a) These studentships shall be awarded on merit out of merit list prepared by the Department for admission of students to the course keeping in view account the criteria for admission to M.Phil. in the University.
- (b) The studentship shall continue subject to the condition that his attendance in the class in each semester is not less than 75% and the marks obtained by him in every semester of the University examination do not fall below 55%.

8. Five stipends of the value of Rs. 250 each per month shall be awarded to the post-graduate blind and physically handicapped students in the University.

For the awards of these stipends the Vice-Chancellor shall appoint a committee. The committee shall scrutinise the applications received by the stipulated date and will decide as to whom the stipends be awarded.

9. Students of M. Tech. in Computer Science and Engineering Department shall be awarded four stipends of the value of Rs. 2000/- each per month.

Depending upon the need and background of M. Tech. Students, some of these stipends may be divided into two units i.e. each unit worth Rs. 1000/- per month.*

10. ***Late Justice Iqbal Singh Tiwana Memorial Scholarship***

- (a) This scholarship shall be awarded to one student each of the three law classes i.e. LL.B. part-I, Part-II and Part-III. The value of scholarship shall be Rs. 400/- p.m. each.

* Syndicate dated 31.10.1996.

- (b) This scholarship shall be awarded to a student belonging to rural area (The criteria of belonging to rural area shall be the same as for admission to the University).
 - (c) The student should have stood first amongst the students admitted to Part-I on the ground of belonging to rural areas.
 - (d) The scholarship shall continue to be awarded to the student during his course of studies for LL.B. Part-II& III, subject to the condition that his performance in moral as also in academic sphere continues to be satisfactory and he has passed the previous examination in First Division.
 - (e) The amount payable on account of the scholarship shall be defrayed from the interest accrueabe on the principal amount of Rs. one Lakh deposited by Smt. Satwant Kaur W/o Late Justice Iqbal Singh in the form of F.D.R.
11. ***The following scholarships have been instituted in Department of Economics in the name of Varinder K. Jassal:***
- (i) Varinder K.Jassal Scholarship M.A. Economics Part-I & II.
 - (ii) Varinder K. Jassal scholarship MBA Part-I & II.
 - (iii) Varinder K. Jassal Ph.D. Scholarship for studies in Economics.

Smt. Purni Devi, a resident of U.S.A. has got these scholarships instituted.

These scholarships shall be awarded on the conditions given below:-

- (a) The value of the scholarship for M.A/ MBE is Rs. 250 /- each p.m. per student.
- (b) The scholarship shall be awarded on the basis of Merit .
- (c) The scholarship shall be awarded by Dean, Academic Affairs on the recommendations of the Head of the Department.
- (d) The rules for the award of University Departmental Merit Scholarship shall be applicable to the award of the scholarships.

- (e) The value of Fellowship for Ph.D. is Rs. 2200/- plus an annual contingency of Rs. 5000/-.
 - (f) Ph. D. Fellowship shall be awarded after advertisement in the News papers.
12. ***Goyal Foundation Scholarship.***
- (a) One scholarship each for MBA part-II and M.Sc. (Zoology) Part-II class in the Department of Punjab School of Management Studies and Zoology respectively stands instituted under the name of Goyal foundation scholarship.
 - (b) These scholarships shall be awarded to the Topper students on the basis of results of Part -I examinations and their admission to part-II classes.
 - (c) The value of scholarship shall be Rs. 250/- p.m. per student.
 - (d) The rest of the conditions shall be the same as those for University Merit Scholarship.
 - (e) These scholarships have been instituted on behalf of Goyal foundation, U.S.A.
13. ***Master Ekant Memorial scholarship***
- (a) This scholarship shall be awarded to M.Sc. Applied Physics Part-I & Part -II economically weaker students on the basis of Merit .
 - (b) The value of the scholarship shall be Rs. 250/- per student p.m.
 - (c) The student shall submit an affidavit in support of his being economically weak. The affidavit shall be attested by the Department.
 - (d) The scholarship be awarded by the Dean, Acadmic Affairs on the recommendations of the Fee Concession Committee.
 - (e) The rules regarding the University Departmental Scholarship shall be applicable to the award of scholarship.
 - (f) The scholarship will be awarded only if the character of the student is satisfactory. If the character of the student during the course does not continue to be satisfactory his scholarship may be cancelled and awarded to the next student.

- (g) The scholarship has been instituted by Sh. Davinder Bhushan Singh, Junior Laboratory Superintendent, Physics Department, Punjabi University in the memory of his son Master Ekant . The amount required for the fund shall be met out of the monthly deductions made from the pay of the donor, which shall be credited to special Endowment Trust -Fund. The deposited amount shall be operated by the Registrar, Punjabi University.
 - (h) The term of the scholarship shall be one year and the scholarship shall continue as and when the amount flows in. As and when the donation is stopped the scholarship shall be discontinued.
14. ***Sant Baba Bakhtawar Singh Memorial Scholarship***
 This scholarship has been instituted on the proposal of Sant Baba Daljit Singh, Founder & Chief, Guru Nanak Sikh Mission America and named Sant Baba Bakhtawar Singh Memorial Scholarship and has the following conditions attached to it.
- (a) This scholarship shall be awarded to the students of Religious studies on Merit.
 - (b) The value of the scholarship shall be Rs. 12000/- per annum per student.
 - (c) The scholarship shall be awarded by the Vice-Chancellor, on the recommendations of the A.C.D. of the Department which will be routed through the Dean Academic Affairs.
 - (d) The Character of the recipient of the scholarship should be satisfactory, failing which the scholarship shall be awarded to the other student.
 - (e) Rest of the rules shall be the same as those applicable to Departmental University scholarships.
 - (f) The scholarship shall continue to be disbursed as and till the donor continues to transmit the amount. In case of non-receipt of the donation the scholarship shall be deemed to have been discontinued.
 - (g) The amount donated by the donor shall be credited to the Endowment Fund of the University.

- (h) The amount so credited shall be operated by the Registrar, Punjabi University.
15. ***Gian Singh Chawla, Laj Rani Chawla Scholarship and Dr. Manmohan Singh, Gian Singh & Three Sisters Scholarship.***
- (a) Gian Singh, Laj Rani Chawla scholarship has been instituted for M.A. Punjabi students of Punjabi Department of the University and Dr. Manmohan Singh, Gian Singh and Three Sisters Scholarship for M.Sc Physics students of the University.
- (b) Both of the scholarships shall be of the value of Rs. 250 each p.m. and their term shall be two years.
- (c) While awarding scholarship the need and merit of the student shall be kept in view.
- (d) The performance of the student in M.A./M.Sc. Part-I shall be taken into account while awarding the scholarship for the second year.
- (e) In awarding both of the scholarships the recommendations as to merit of the student shall be made by a committee comprising of the following :-
- (1) Dean, Academic Affairs;
 - (2) Head, Department of Physics;
 - (3) Head, Department of Punjabi and
 - (4) Registrar
- (f) The decision of the Vice-Chancellor shall be final. These scholarships shall be financed out of the interest accruing on the Fixed Deposit of Rs. 1, 04, 000/- with the State Bank of Patiala, Punjabi University, placed at the disposal of the University by Sh. G.S. Chawla, 145, Adams Road Hemand U.S.A.
16. ***Dr. Hira Singh Deol Memorial Scholarship and Dr. Sawan Singh Gill Memorial Scholarship.***
- (i) Dr. Hira Singh Deol Memorial Scholarship is for M.Sc. (Zoology) Part-I.
- (ii) Dr. Sawan Singh Gill Memorial Scholarship is for M.A. (English) Part-I.

Conditions

Both of the above scholarships shall be awarded to the students who stand first according to the admission criterion. Value of the scholarship is Rs. 200/- p.m. and the tenure being two years. Should the student standing first refuse the offer or leaves the studies in between, the scholarship shall be awarded to the next student as per criterion.

17. ***U.G.C. National Scholarships for M.A.Economics***

For such of the students admitted to M.A. Part-I (Economics) as have passed B.A./B.Com./B.A. Hons School Course in Economics examinations with at least 60% marks—10 National Scholarships (4 for 1st year & 6 for 2nd year) of the value of Rs. 250/- p.m. per student are available.

A student awarded the scholarship shall continue to receive the amount of scholarship for full two years : Provided his performance and conduct in the lower class is satisfactory. He must have secured 55% marks and he should be of good conduct.

18. ***U.G.C. Scholarship***

A number of UGC Scholarships of Rs. 600/- p.m. each will be available to the students joining one year Post-graduate Diploma Course in Space Science, Electronic and T.V. Engineering and Applied Physics, who have secured a minimum of 60% marks in the M.Sc./B.E. examination, subject to sanction/payment of grant by the U.G.C.

19. ****Teachers indebtednen Fund***

The scholarship shall carry with it an amount of Rs. 250/- pm and shall be awarded on merit to the student standing first in admission to Master of Library and Information Science Course (M.Lib.) wef. 2007-08 session.

* Syndicate dated 27.9.2008 (para 5)

The scholarship amount shall be met from out of the interest earned by an amount of Rs. 1,00,000/- deposited in University endowment fund by Miss K.Navilani, formerly Professor in Library and Information Science Department.

20. *Ten scholarships (five for boys and five for girls) as per details below, shall be instituted by Sh.Hari K.Ahluwalia :
1. Each scholarship shall carry an amount of Rs. 250/- pm.
 2. The scholarships shall be awarded purely on merit determined on the basis of semester results.
 3. In case a scholarship-holder is declared failed or gets re-appear in the next following semester, his scholarship shall be discontinued and the amount thus saved shall be deposited in endowment fund.
 4. Till the exhaustion of the endowment fund the list of students getting scholarship shall continue to be sent to the donor.
- (a) Hindi Department
There shall be two scholarships - one named after Late Pt. Sachida Nand Shastri and the other Late Smt. Savita Devi for M.A. (Hindi Students)
- (b) Punjabi Department
There shall be two scholarships - one named after Late Sh.Ramji Dass Ahluwalia and the other Late Smt. Rukmani Devi - for M.A.Punjabi Students.
- (c) Sanskrit Department
There shall be four scholarships (two for boys and two for girls) and shall be named as given herebelow :
- (i) Swami Abhishesha Nand Scholarship ;
 - (ii) Late Swami MadhvaNand Giri Scholarship ;
 - (iii) Swami Satya Mitra Nand Giri Scholarship ;
 - (iv) Late Sant Gandha Singh Ahluwalia Scholarship.

* Syndicate dated 27.9.2008 (para 68.6)

In case the number of Girl scholarship awardees falls below the number of available scholarships, the Registrar shall be competent to take a decision.

(d) Library Science

Two scholarships (one for boys and one for girls) shall be made available for the students of this department.

One scholarship shall be named after Prof. William Malcolm Watson and the other after Dr. Jagdish Sharan.

21. *Mrs Nirmal Kapoor Memorial Scholarship

1. There shall be two scholarships of equal amount - one for girl student of M.A.-I and the other for a girl student of M.A.-II of Political Science wef. Session 2005-06. The amount of scholarship will be determined by bank interest accruing on the principal amount of Rs. 2 lacs donated by the donor, Prof. B.K.Kapoor, Retired Principal, Government Rajendra College, Bhatinda. The scholarship shall be payable annually before the final semester/annual examination.
2. The scholarship shall be awarded to such girl students as are academically brilliant and belong to poor families whose family income does not exceed Rs. 1.50 lacs per annum.
3. For M.A.-I, the academic record at graduate level will be taken into consideration and for M.A.-II, the performance in M.A.-I will be sole criterion.
4. In case there is tie among the candidates, the advantage will be given to the candidate who is younger.
5. The scholarships shall be named as "Mrs. Nirmal Kapoor Memorial Scholarship".
6. The AACD of the Department will recommend the award of scholarships.
7. The criterion will be reviewed every three years and any change, if needed, will be made.

* Syndicate dated 30.8.2005 (para 45.37)

8. In case no deserving or needy girl students are awarded the scholarship in any year the corresponding amount of the scholarship will be transferred to the "Student-Aid Fund".
9. The approval of this scholarship will be made by the competent authority of the University.
10. Other rules regarding University scholarships will also be applicable to these scholarships.

Miscellaneous

- (A) In addition to the University Merit Scholarships awarded on the basis of M.A./M.Sc. Part-I examination results, students admitted to various University Departments are also eligible for the following scholarships :
1. Merit Scholarship under the National Merit Scholarship Scheme sponsored by the Centre and the State Government ;
 2. Loan Scholarships under the Government of India National Loan Scholarship Scheme.
 3. Scholarships, stipends and fee concessions as admissible from time to time under the State Harijan Welfare Scheme for students belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes.
 4. Merit Scholarships awarded on the basis of result of examinations conducted by the Punjabi University.
 5. Stipends to children/grand-children of Freedom Fighters, Ex.I.N.A. personnel and to those sponsored by the Treasurer, Charitable Endowment, Punjab.
- (B) The Departmental Merit Scholarship will be granted to the student admitted at the top in order of merit. In the subsequent year(s), it will be awarded on the basis of the result of the annual examination:
Provided that the duration of the course is more than one year.

PART -III

Rural Students Scholarship Programme

Children from rural areas after tenth class would be selected on the basis of objective criteria and will be imparted quality training of +2 level and then will be upgraded to four-years degree level course in engineering. Yadindra College of Engineering college will have specialties in three branches namely Electronics & Communication Engineering, Mechanical Engineering & Computer Engineering. Each branch will have 60 students. The nature and structure of each course will be kept flexible to meet the changing requirements of the industry at local as well as global level. University will leave no stone unturned to ensure placement of the pass-outs from this college and make the project a success.

For this college, no grant from the government will be sought and this college will also not be made as a source of income. Whatever will be earned from the college would be spent on the college only. To ensure the overall personality development of these students all adequate arrangements will be made. Sports & Culture activities will also be a distinctive feature of this college. Punjabi University is aware that poor parents living in rural areas are unable to afford even the minimum required fee for the engineering courses, hence the University will make efforts to raise interest-free loan scholarships from the benevolent donors and institutions. To determine the eligibility of a student for the scholarships, the following criteria has been adopted :

1. The parents of the students should be resident of a rural area.
2. The students must have completed eight years out of ten years in a rural school whose annual fee is below Rs. 500 per annum.

The scholarships will carry the name of donor. The accounts and economic background of the students will be transparent and open to scrutiny by the donors. The director of the college will maintain liaison with the donors and recipients.

The proposed contribution can be made at the following rates :

Scholarships Awarding Full Tuition

Plan-I

10+2 Classes (Cost per student per annum)

Ist Year :

2nd Year :

B.Tech.

Part-I

Part-II

Part-III

Part-IV

All donations made to Punjabi University, Patiala are 100 per cent exempt from the payment of Income Tax under Section 80G(2)(a)(iiif) of the Income Tax Act. All donations shall be payable in Cheque/Demand Draft in favour of Registrar, Punjabi University, Patiala to the Vice-Chancellor, Punjabi University, Patiala

* Added Vide Syndicate dated 365, dated 3.9.2004

CHAPTER-XXVII
**INCENTIVES FOR THE ENCOURAGEMENT OF
TOP STUDENTS AND SPORTS PERSONS**

Toppers

The following categories of candidates would be regarded as “Toppers”.

- (a) The first three positions in B.A./B.Sc./Hons./LL.B. University Examinations where the number of candidates is not less than 100;
- (b) The first two positions where the number is not less than 50;
- (c) Only the first position where the number is not less than 25.

Incentives

1. All “Toppers” may be invited to tea by the Vice-Chancellor as soon as the admissions are completed ;
2. Free hostel accommodation;
3. A suitable book-allowance (Rs. 150/- or so) or a set of text-books of that value to be presented by the Vice-Chancellor;
4. Special desks/chairs with name plates to be reserved in the library.

Duration

1. These honours and benefits will be for one academic year i.e. M.A. Part-I.;
2. In order to have these honours and benefits in M.A. Part-II, the following criteria will be followed:-
 - (a) The “topper” will be defined, subject-wise, in the same manner as above;

- (b) No student will be considered if his score in the Part-I University examination is less than 60%;
- (c) If the number of candidates in a subject is less than 20, only the first candidate with 60% marks or more will be taken as a “topper”.

Raja Bhalindra Singh Sports Incentive Scheme

Outstanding sportspersons shall be granted a prescribed amount per year per sportsperson on taking admission at University as encouragement and to provide financial assistance/incentive. The name of this scheme shall be 'Raja Bhalindra Singh Sports Incentive Scheme'. There shall be 100 or less than 100 sportspersons under this scheme. In this there will be 50% team and 50% individual sports persons. All annual expenditures to be incurred in this regard shall be spent out of the University Sports Committee Fund.

1. The essential qualifications to receive this financial assistance/incentive shall be as under :
 - a) The Sportsperson has participated in International Competitions. Or
 - b) Obtained any one of first three Individual/Team positions at National Sports Competition or All India Inter-University Competitions. Or
 - c) After getting position at State Level/Inter-College Competition has participated twice in continuity in National and Inter-University Competitions.
2. Evaluation of the performance of the sportspersons shall be made according to class, in which admission is taken, that is, priority to the senior and junior cadre of students shall be given according to that, on the recommendation of the expert committee.
3. The sportsperson is fulfilling the qualification for participation in the Inter-University Competition.
4. The sportspersons who are admitted in B.A. Part-I in the college after 10+2, they have secured any of first three positions in Junior/Senior National Competitions (Team/Individual).

Or

The students taking admission in B.A.Part-I, have secured any of the first three positions of School State/School National Competitions.

5. The sportsperson must have good moral character, that is, he/she has not been declared ineligible by any institution.
6. That sportsperson shall be bound to take part in Inter-College and Inter-University Selection Competitions. In case of non-participation, paid amount shall be returned by the sportsperson.
7. In this regard sportsperson shall be put to fitness test, Principals of the different Colleges of the University shall send Outstanding Sportspersons in this fitness test. There shall be a Committee of following Experts for the fitness test :
 1. Principal of the concerned College/Expert in Physical Education;
 2. Dean, Student Welfare;
 3. Expert of National Sports Organisation/Punjab Sports Department;
 4. Expert of concerned sport from the University; and
 5. Director, Sports

An undertaking shall be taken from the sportsperson availing financial assistance/incentive that if after taking admission he/she does not take part in concerned sport then his/her admission shall be cancelled. Copy of the undertaking shall be sent for information to the parents of the sportsperson. The supervision of the students taking admission in colleges shall be done by the Principal and of the students taking admission in University by the Director, Sports. Cheque for amount of incentive shall be sent to the Principal of the College/Head of the Department/Director. It shall be the responsibility of the Principal/Head of the Department/Director that student receiving the incentive takes part in Inter-College and Inter-University Sports.

- 7A. *The Sports persons securing first three positions in Inter-University Sports Competitions shall be given monetary awards of Rs. 2500/-, Rs. 2000/- and Rs. 1500/- respectively. The Coach and Manager of the team shall also be given the award of Rs. 2500/-, Rs. 2000/- or Rs. 1500/- as per position gained by the team concerned.
8. **To raise the standard of games monetary award as detailed hereunder may be conferred upon a student for his achievement as shown below :-

Sr. No.	Level of Game	Position obtained	Amount of award
1.	Olympic Games/ World Cup/ World Championship World University Games	First Position	Rs. 100,000/-
		Second Position	Rs. 75,000/-
		Third Position	Rs. 60,000/-
		For Participation	Rs. 15,000/-
2.	Asian Games/Commonwealth Games/Asian Championship/Commonwealth Championship	First Position	Rs. 50,000/-
		Second Position	Rs. 30,000/-
		Third Position	Rs. 20,000/-
		For Participation	Rs. 10,000/-
3.	SAF Games	First Position	Rs. 15,000/-
		Second Position	Rs. 10,000/-
		Third Position	Rs. 5,000/-
		For Participation	Rs. 3,000/-
4.	National Games/ Senior National Championship/ Federation Cup	First Position	Rs. 2,500/-
		Second Position	Rs. 2,000/-
		Third Position	Rs. 1,500/-
5.	Setting New records in National Games/ Senior National Championship/ Federation Cup/ All India Inter-University Competitions	— —	Rs. 5,000/-

* Added vide Syndicate dated 4.2.2005 (para 41)

** Added vide Syndicate 375 dated 29.3.2007.

CHAPTER-XXVIII
HONOURS CLASSES

1. Every year in December, such colleges wanting to start/*continue Honours classes in subject(s) from the next academic session, will apply indicating the names of teachers, with their qualifications in the subject, number of periods taught by each one of them and the number of periods devoted to Honours classes. Permission to start Honours classes will be given by the Vice-Chancellor on the recommendations of the Dean, College Development Council/a committee constituted by the Vice-Chancellor.
2. The college will arrange at least five periods a week for each Honours class.
3. In the case of Honours classes in classical languages, the teacher should possess a fair knowledge of English.
4. The total number of periods of teaching work including both tutorials and lectures to be put in a week by the teacher participating in Honours teaching shall be at the discretion of the Principal of the college concerned but it shall not be more than 24 periods, no period counting as double.

* Once a college is granted permission to start Honours classes, it shall not be required to seek renewal of the affiliation every year. Such colleges shall only submit a statement to the effect that persons, who were engaged in teaching Honours classes during the previous year, were continuing during the current year and in the case of fresh appointees such colleges shall seek approval from the University before the classes start.

5. A college starting Honours classes should have at least two teachers in that subject who are at least second class M.A. to participate in Honours teaching :
Provided that one of these teachers should have at least five years experience of teaching degree classes :
Provided further that Honours teaching may be entrusted to third Division M.A. with more than 10 years experience of teaching degree classes:
Provided further that Vice-Chancellor would have powers to allow relaxation in the requirement of experience in the case of persons holding a Ph.D degree and those having exceptionally brilliant academic record.
6. In the case of a college where teaching in a particular subject is intended to be on a co-operative basis, the consent of all the colleges concerned should be available.
7. The colleges must start teaching work to the Honours classes by 1st of August, at the latest.

CHAPTER-XXIX
**ATTESTATION OF ADMISSION FORMS OF
PRIVATE CANDIDATES SEEKING ADMISSION TO
VARIOUS EXAMINATIONS**

Private candidates (both boys and girls) are allowed to attest themselves their duly filled examination form for the examinations to be conducted by the University.

CHAPTER-XXX
**RULES REGARDING PAYMENT TO
SCRUTINEERS**

1. Scrutineers shall be entitled to payment of remuneration and liable for deduction from remuneration for mistakes (if any) at the rates prescribed from time to time for different examinations of the University.
2. University employees shall be paid 50 per cent of the amount deducted from the remuneration of the scrutineers for detecting mistake on re-checking of the results after these were scrutinised by the scrutineers.
3. In the case of main results, scrutiny shall be done by one scrutineer when the number of candidates is not more than 10 in an examination beyond which the result shall be scrutinised by two scrutineers.
4. Assistant Registrar (Examination) and Incharge Tabulation shall scrutinise upto 10 result later cases. Scrutiny of 10 to 25 candidate shall only be done by scrutineers.
5. Re-evaluation scrutiny upto 10 candidates shall be done by one scrutineer. Results of Re-evaluation of more than 10 students shall be scrutinised by two scrutineers.

CHAPTER—XXXI
**APPOINTMENT AND SCALE OF HONORARIUM FOR
SUPERINTENDENTS, DEPUTY SUPERINTENDENTS
AND OTHER SUPERVISORY STAFF**

The Superintendents of examination centres may be appointed by the Controller of Examinations and other staff by Deputy Registrar/ Assistant Registrar as per norms/procedures approved for the purpose:

Provided that in case of emergency, Centre Superintendent/ Deputy Superintendent and Supervisory staff may be appointed from amongst members of class A and B (non-teaching) of the University.

Eligibility conditions for Appointment of Superintendents and other Supervisory Staff.

1. *Superintendent

Members of the teaching staff and Directors of Physical Education of the University and of the colleges admitted to the privileges of the University, Principals/Headmasters/ Headmistresses in Government/recognized High/Higher Secondary Schools located within ** jurisdiction of the University with at least five years teaching experience, Demonstrator with 10 years teaching experience and who have acted as Deputy Superintendent and are not below the age of 30 years shall be eligible to be appointed as Superintendent of university examination centre:

Provided that the condition of having previously acted as Deputy Superintendent shall not apply in the case of Readers and Professors:

* A person whose near relative is appearing in the examination is not eligible for appointment as Superintendent.

** For the examination centres located outside the jurisdiction of the University, suitable qualified persons, other than teachers, may be appointed, if necessary, to work as Superintendents and other supervisory staff.

Provided further that the condition of employment within the jurisdiction of the University may be relaxed by the competent authority where considered necessary in making such appointments.

2. **Deputy Superintendent**

Members of teaching staff of Colleges affiliated to the University and University Teaching Departments and persons having post-graduate qualifications holding status of senior teachers in government/ recognized high/higher secondary schools located within the jurisdiction of the University not below the age of 28 years.

3. **Senior Supervisors**

Members of teaching staff of colleges affiliated to the University, Teaching Departments of University and senior teachers with Post-graduate qualifications working in a Government/ recognized High/Higher Secondary Schools located within the *jurisdiction of the University, not below the age of 20 years shall be eligible to be appointed as Senior Supervisor.

4. **Supervisors**

- (i) Supervisors may be appointed from out of the staff of affiliated colleges, University Teaching Departments and recognized schools within the territorial *jurisdiction of the University, not below the age of 20 years, with minimum Matric qualification.
- (ii) The Principals of the colleges shall be required to send the names of supervisory staff by rotation from amongst the teachers of their colleges for the University examinations :
- (iii) In the colleges where there were incidences of mass copying or laxity of discipline in or around the examination centre, the staff of that college shall not be eligible to be appointed on supervisory duty at the centres located in their colleges.

* For the examination centres located outside the jurisdiction of the University, suitable qualified persons, other than the teachers, may be appointed, if necessary, to work as Superintendents and other supervisory staff. The remuneration to the supervisory staff appointed in examination centres outside the jurisdiction of the University shall be paid at the rates prescribed by the Punjabi University or at the rates of the University in which such centres were located, whichever is higher.

- (iv) The College/University Lecturers, Research Assistants/ Scholars etc., when appointed on supervisory duty shall be designated as Deputy Superintendents, but they will perform the duties of line supervisors as heretofore and the Superintendent will appoint one of them, by rotation, to perform the duties of the Deputy Superintendent.
5. **Assistant Superintendent (Clerical)**
Assistant Superintendent (Clerical) may be appointed from out of the clerical staff of an institution admitted to the privileges of this University.
6. **Payments to Staff for conduct of Examination**
- (A) **Honorarium Rates**
The Honorarium to the following shall be payable at such rates as may be prescribed from time-to-time :-
1. (a) Co-ordinator/Principal
(b) Deputy Co-ordinator
 2. Centre Supervisor/Superintendent
 3. Deputy Superintendent
 4. Senior Supervisor
 5. Assistant Superintendent
 6. Clerical Assistance to the Co-ordinator
 7. (a) Flying Squad Officer
(b) Member, Flying Squad
 8. Service Staff
(a) Daftri/Waterman/Sweeper
(b) Chowkidar
- (B) **Local Conveyance Charges***
The local Conveyance Charges payable to the following shall be at the rates as may be prescribed from time-to-time

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- *1. No local conveyance charges will be paid for duty in one's own institution/ college on working days but if an examination is held during the vacation/ winter recess/autumn break or on a holiday, all the categories of the staff on duty would be paid the charges at the prescribed rates subject to the condition that they were not required to attend the Institution/College during those holidays for discharging their normal duties pertaining to their jobs.
2. No local conveyance charges will be paid where the place of duty and the place of residence of the concerned persons are in the same campus.

- (1) Co-ordinator/Deputy Co-ordinator
- (2) Centre Superintendent/Deputy Superintendent/
Assistant Superintendent/Clerk attached with the
Co-ordinator
- (3) Daftri/Waterman/Sweeper

The Centre Superintendent shall be paid conveyance charges to travel from his place of residence to the examination centre and back at prescribed rate per day for each day of examination irrespective of the mode of conveyance used by him.

- (C) Expenses for Typing/Writing Seating Plan/Arrangement of Furniture/Stationery etc. shall be payable at the rates prescribed from time to time.

*With effect from April 2007 examinations miscellaneous expenditure for items like cloth, stationery required for examination centres (contingency) shall be payable at the rate of Rs. 10/- per student for annual examinations and Rs. 6/- per student for Supplementary/ Semester examination.

- (D) Superintendent/Deputy Superintendent shall be paid prescribed amount per day as special allowance for Problem Centre to be defined by the Chief Co-ordinator.

7. D.A. to the Supervisory Staff for the gap days during the examination days

- (i) The duties of the supervisory staff at an examination centre should be consecutive and there should not be a gap of more than two working days in between the duties assigned to a supervisor.
- (ii) In case, the gap between two examination duties is more than two working days, then the teacher would report to the Principal of his college for duty in the college.
- (iii) In such a case the University would pay the T.A. for rejoining the duty (from centre to his college and back) i.e. normal place of posting.

* Syndicate dated 29.3.2007 (para 53.40)

(iv) Payment of remuneration, T.A. and incidental expenses to the staff appointed to conduct examination at a centre located in a foreign country shall be made on the basis of certified bills without the supporting vouchers attested by the Indian Embassy or other Foreign Agency conducting the examination.

8. Strength of Staff

(i) The strength of supervisory staff under a Superintendent will be as under and the appointment must be in conformity with the chart below:

Number of candidates	Deputy Superintendent (Line Duty)	Assistant Superintendent (Clerk)	Deputy Superintendent (General Duty)	Remarks
1-19	One	One	Nil	The Deputy Superintendent, General is an extrahand to assist the Superintendent in general supervision when the number of candidates in a session is more than 120 in the whole centre or at least three rooms are used including hall.
20-40	1	1	Nil	
41-80	1	1	1	
81-120	2	1	1	
121-150	3	1	1	
151-160	4	1	2	
161-200	5	1	2	
201-240	6	1	2	
241-280	7	1	2	
281-320	8	1	2	
321-360	9	1	2	
361-400	10	1	2	

Note : A woman supervisor at a combined centre is permissible when the number of women candidates is 10 or more.

(ii) If any statement or information given in the application is found to be incorrect, disciplinary action will be taken.

- (iii) The rates of honorarium payable to the University/College Teachers who are appointed as Senior Supervisors/ Supervisor in various University examinations shall be applicable in the case of retired Teachers/Lecturers who are engaged for such duties.
- (iv) The additional Deputy Superintendent to be appointed outside an Examination Centre to maintain discipline outside the Examination Hall might be taken from the college where the examination centre is located: Provided that the Principal of the College takes responsibility for him, otherwise the appointment of such additional Deputy Superintendent shall be made from outside the college in which the Centre is located.
- (v) The strength of the supervisory staff for the first day of the examination will be according to the figures given in the Centre Statement; but on subsequent days the strength will be governed by the number of candidates who actually appear in the first paper of the subject and not by the number shown in the Centre Statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination. On days when there are two sessions, the Supervisors engaged for the evening session should be from amongst those deputed for the morning session. Only those Supervisors should be appointed on single session days, who cannot be accommodated on the double-session days, owing to decrease in the number of candidates.
- (vi) The table in 8 (i) above is meant for the room with the largest number of candidates i.e. the Hall but when additional rooms are also used, each room must have separate Supervisor for every 40 candidates or a part thereof. The number of seats should be so arranged in each room that minimum number of Supervisors are on duty in each session. This will be so if the number of candidates seated in each room is in multiples of 40, as far as practicable.

- (vii) (a) In sessions where the number of Supervisors required is greater than that given in the list supplied by the office, on account of additional rooms, casual Supervisors may be appointed and sanction of Registrar obtained immediately. The sanction must be attached to the contingent bill to avoid unnecessary delay in payment.
- (b) The appointment of casual Supervisors is only for the session in which the necessity arises. In no case should the casual Supervisors appointed be included in the regular number of Supervisor already allotted to the centre for distribution of turns.
- (viii) Two Deputy Superintendents will be allowed in a centre where 151 or more candidates are taking the examinations. One will assist Superintendent in general supervision and the other for stamping of the answer-books. The Superintendent should assign the duty of stamping the answer-books to both the Deputy Superintendents alternately. When the number of candidates falls below 151 only one Deputy Superintendent will be required and in that case the second Deputy be assigned the duty of a Supervisor and this will be paid as Supervisor :
Provided that the strength of the entire supervisory staff does not exceed the prescribed limit as laid down above.
- (ix) An additional Assistant Superintendent (Clerk) will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 240. When the number of candidates is between 41-240, one of the clerks will perform supervisory duties and will thus be included in the permissible supervisory strength. Both the clerks should be given equal number of turns as far as possible.

- (x) Sanction for extra Supervisors/Senior Supervisors/ Deputy Superintendent may be obtained in writing in triplicate in case of an extreme emergency from Co-ordinator. One copy to be appended with the Supervisor 's Bill, the second to be sent to the Superintendent (Conduct), Punjabi University, Patiala, and the third for the Superintendent's own record. The sanction is subject to the approval of the Registrar and must contain the following data:
Name and addresses of the Supervisors/Senior Supervisors, date of examination, number of candidates (room-wise), specific reasons which necessitated the appointment, and number of days/sessions for which sanction is given by the Co-ordinator (mere ground of efficient supervision will not be considered as enough)
- (xi) For Practical Medical and Agricultural Examinations, the number of Supervisory Staff will be determined on the recommendation of Principal concerned.
- (xii) Superintendent should note that the allotment of turns to the various approved Supervisors will leave little room for legitimate grievances. A duty chart of the supervisor and the other staff engaged at the centre should be prepared on the first day of the examination after the turns have been allotted to all concerned, for inspection by the Co-ordinator.
- (xiii) The rows/rooms to be allotted to various Supervisors should be kept a secret and revealed to the persons concerned only a short while before the commencement of the examination.
Centre Superintendent should search the candidates before the commencement of the examination in the examination hall.

The Superintendents of the centres should ensure that all the requisite things including water should be available in the examination hall before the commencement of the examination and that no menial or a member of the supervisory staff should be allowed to leave the hall before expiry of half of the time of the examination.

- (xiv) (a) The names and other details of those who are proposed as substitutes for Supervisors and Assistant Superintendents (clerks), who for some reasons or other cannot undertake the supervision/clerical work, must be forwarded to Conduct Branch in triplicate, for approval of Controller of Examinations. The substitute should be eligible for appointment under the rules.
- (b) Sanction for a substitute for Deputy Superintendent must be obtained from the Controller of Examinations on phone if time is short. Appointment and removal of the Deputy Superintendent shall be directly under orders of the Controller of Examinations.
- (xv) No person who is a student or under-matric or related to the Superintendent or below 20 years of age or not employed in a recognized institution within the territorial jurisdiction of this University should be permitted to act as Supervisor. The educational qualification of the persons recommended should invariably be mentioned in the form. In case any appointment has been made on the wrong declaration of the person concerned he may be removed from supervisory staff and information with regard to this be sent to the Deputy Registrar (Conduct), immediately. Any one who is already working in any other centre, should not be recommended as Supervisor or Assistant Superintendent (Clerk).

(xvi) Such members of the supervisory staff, as would refuse to perform the duties or would report for duty or leave the duty in between the session will be blacklisted and they will not be given any remunerative work by the University including examinership/sub-examinership etc. The period for which they would stand debarred would be determined by the Vice-Chancellor.

Caution

- (i) The Superintendent shall keep and preserve, at least, for 6 months detailed accounts regarding list of duties allotted by him/her to each person and Deputy Superintendent. He/She shall have a signed statement for every Supervisor showing the roll numbers which the latter was supervising on each day.
- (ii) The Superintendent should also give a certificate to each member of the supervisory staff, showing the number of sessions, he/she has worked.
- (iii) The Superintendent should also obtain a certificate from the Deputy Superintendent, Assistant Superintendent (Clerk, Supervisor and menial staff), that they had not been disqualified or warned by the University and that there was neither relation of his nor any candidate privately coached by him is appearing at that centre.

9. **Regarding appointment and remuneration of Laboratory Staff for Practical Examination**

(A) Appointment:

- | | | |
|----|---|-----|
| 1. | Senior Lecture Assistant | One |
| 2. | Junior Lecture Assistant | One |
| 3. | Laboratory Attendent | Two |
| 4. | Gasman or Mechanical Attendant/Instrument Maker/Plant Collector/Animal Collector or equivalent post
<i>(as per requirement of the Subject)</i> | One |
| 5 | Sweeper | One |

(B) Remuneration:

Remuneration to various categories of the Laboratory Staff appointed as 'A' above shall be paid as per rates prescribed from time to time per session/per candidate.

All class IV persons employed in Practicals shall be paid on the spot out of the advance/imprest with the Superintendent of the centre.

Assistant to Examiners (Demonstrators) of Honours Schools and Professional Examinations, Lecturers in Professional Colleges and Senior Lecturers in Honours classes and Lecturers in the Teaching Departments of the Punjabi University will be paid as per rates prescribed from time to time.

(C) Contingent Expenses

Contingent Expenses incurred on Practical Examination shall be as per prescribed rates from time to time for various subjects.

10. **Professional Examinations:**

Actual expenditure certified by the Head of the Institution/ Department concerned will be paid except in the subject of Chemistry, Biology and Physics, for the Diploma in Pharmacy and Dresser's Course examination in which case the contingent expenses shall be the same as those prescribed for these subjects in the Practical Examinations.

11. **Appointment of Inspectors and Supervisory Staff for the Inspection of Examination Centres to check Unfair Means**

- (i) The Principal of a college shall act as Co-ordinator of Examination Centre(s) in his college. He would inspect the centre at least four times in the annual examinations and twice in the supplementary examinations and shall send weekly reports in this behalf to the Controller of Examinations during the examination days.

- (ii) The Deputy Co-ordinator will be appointed only for one centre. The Principal of every affiliated college shall forward on demand to Controller of Examinations at least:
- (a) two or three names of senior and dependable members of the staff for appointment as Centre Superintendent;
 - (b) four names of Senior members of the staff for appointment as Deputy Superintendents;
 - (c) names of Senior Supervisor/Deputy Superintendents, at least one teacher for every 40 candidates appearing in such examination from the institution concerned, subject to a maximum of 20.
- (iii) As far as possible, there should not be more than 300 examinees at a time in one centre.
- (iv) At least one of the Deputy Superintendents at a centre should be from outside the institution in which the centre is located and the other members of the supervisory staff should be on the basis of 50:50. Fifty per cent from among the teachers of the college and 50 per cent from other institutions :
- Provided that in colleges where there were incidents of mass copying or laxity of discipline in or around the examination centre, the staff of that college shall not be appointed in their college.
- (v) The Principal of the college would be responsible for making lodging arrangements of the supervisory staff posted in the college from outside. Arrangements for their boarding might also be made by the Principal on payment.
- (vi) It shall be the responsibility of the college to provide examination furniture, clock and to make adequate arrangement for lights, fans, etc.
- The expenditure incurred by the college in this behalf shall be a valid charge on the amalgamated fund of the college.

- (vii) The Principal shall make arrangement for the locking of blank answer-books for the various examinations at his college under proper care and shall send periodical reports on the consumption of the blank answer-books.
 - (viii) The Centre Superintendent, while allocating duties to the Supervisory Staff, should see that as far as possible a teacher of that college of a particular subject is not assigned any duty in the examination on the day when paper relates to his subject of teaching.
 - (ix) The Principal shall provide the menial staff required for the running of the examination centre.
12. **Honorarium for Inspectors**
Inspectors of University examination centres shall be paid inspection fee at prescribed rates subject to a maximum of two centres per day.
13. ***Flying Squads for the inspection of examination centres**
- (i) The flying squad officers and those accompanying the flying squad officers shall be paid honorarium subject to such maximum, at such rates per day as may be prescribed plus D.A. as admissible under University rules. They would not be paid T.A. as they would be travelling by car/taxi at the University expenses.
The flying squad officer will be paid charges for the use of taxi/own car as per prescribed rate per kilometre.
 - (ii) The flying squad officer may take with him two or three trust worthy members of his staff for making a thorough check/search of the candidates taking examination at a centre.
 - (iii) A Principal who is appointed as flying squad officer shall continue to work as Inspector of examination centre(s) at the college for which he would be paid such remunerations as provided in the ordinances.

* The Ordinance shall be applicable to teaching and non-teaching staff both.

14. **Remuneration payable for the Entrance Test for admission to various courses**

Co-ordinator :

A. Preparation of the prospectuses

- (i) Upto 3 in numbers As may be prescribed
- (ii) Between 4 to 8 in numbers -do-
- (iii) 9 and above in numbers -do-

B. Co-ordination for question paper setting:

- (i) 1 to 5 papers As may be prescribed
- (ii) 6 to 10 papers -do-
- (iii) Above 10 -do-

Note:

- (A) Approved remunerations shall be shared by the Deputy Registrar (Secrecy), his staff and concerned Co-ordinator in the ratio of 60:40.
- (B) Deputy Registrar(Secrecy) shall be paid 60% of the admissible remuneration and the rest of the 40% shall be shared by the Superintendent (Secrecy) and Personal Assistant (Secrecy) in the ratio of 3:2.
- (C) Conducting and Evaluation
 - (i) upto 4000 candidates As may be Prescribed
 - (ii) Above 4000 to 8000 candidates -do-
 - (iii) 8000 or more candidates prescribed amount plus prescribed rate per candidate (subject to the condition that the amount shall not exceed maximum limit

Note:

In entrance tests where Co-coordinator is also appointed alongwith the Co-ordinator, the remuneration payable to the Co-coordinator shall be 75% of the remuneration of a Co-ordinator.

Where group discussion/interview and counselling etc. takes place the concerned staff shall be paid honorarium at the rates given below:

(D) Expert consultation, Counselling and Counselling related Work
(Rank-Wise)

1.	Co-ordinator	Prescribed amount per day
2.	Co-Coordinator	-do-
3.	Professors	-do-
4.	Readers	-do-
5.	Lecturer	-do-
6.	Superintendent	-do-
7.	Assistant Registrar or equivalent	-do-
8.	Senior Officers (other than Assistant Registrar)	-do-

CHAPTER-XXXII
**FEES FOR VARIOUS TYPES OF
CERTIFICATES ETC.**

1. Rates of Fees chargeable for issuance of various types of certificates shall be such as may be prescribed from time to time.
2. Should a candidate desire to get any certificate immediately, he shall have to pay double the fees. Such a certificate shall be despatched by Registered post within 48 hours.
Maximum fee payable for issuance of Duplicate Certificate for one part of a class or Degree for a class shall be Rs. 2000/- :
Provided that for issuance of any number of Duplicate Certificates/Degrees at a time in respect of all the examinations passed by a student the maximum fee payable shall not exceed Rs. 10,000/- only.
3. If an eligible student deposits form/fee with the University for any examination and the University for any reasons, fails to provide him the required service, 90% of the fee deposited by the student shall be refunded to him. But this benefit shall not be extended to an ineligible student who deposits examination fee, late fee etc.
4. Fee payable by regular students of semester system for re-appear in one, two or more than two papers shall be such as may be prescribed from time to time.

* Syndicate dated 30.8.2005 (para 45.40)

CHAPTER-XXXIII
REMUNERATION TO EXAMINERS

1. **Scale of Remuneration**

For University Examination:

Scale of Remuneration payable to Paper-Setters, Head-Examiners and Sub-Examiners and Single-Examiners for University Examinations shall be such as may be prescribed. The person appointed to translate a question paper into another language, shall be paid prescribed fee.

For the Doctorate Degree Examination

Rates of remuneration payable to examiner for the Doctorate Degree examination shall be as prescribed:

Remuneration may be provided as:

- (a) (i) Evaluation remuneration
- (ii) Remuneration for re-evaluating the thesis.
- (iii) Remuneration for conducting *viva-voce* examination.
- (b) Remuneration for the internal examiner for holding written, oral or practical examination.
- (c) Remuneration to external examiner who conducts the *viva-voce* examination of a candidate for Ph.D. degree but does not evaluate the thesis.
- (d) Remuneration for each assignment given to an expert examiner appointed to evaluate the “Published Research Work” submitted by a teacher of the University, who is not Ph.D. and is to be assigned M.Phil. teaching.
- (e) Remuneration for a Degree Higher than that of Doctorate Degree examination.

2. Payment of Contingent Charges

(a) *Contingent Charges payable to Sub-Examiners may include:*

- (i) Postal and other incidental charges.
- (ii) Sub-Examiners shall send the marked answer books to their Head-Examiners 'Prepaid' and not 'To Pay'.
- (iii) If lump sum charges sanctioned as per prescribed rate no separate bills to be submitted. In case Sub-Examiner incurs expenditures in excess of the prescribed lump sum charges, the charges shall be paid on the production of original vouchers duly attested.
- (iv) The Sub-Examiners, whose head-quarters are not connected by rail and the nearest railway station is more than 8 kms., are permitted to send their marked answer-books to Head-Examiners by Registered Post instead of by Rail. The Sub-examiners are required to make thorough enquiries in this connection before sending the answer-books. They will be paid contingent expenses as under:
 - (i) Actual postal expenses on the production of paid vouchers;
 - (ii) Charges for sealing wax etc., as per prescribed rates on production of following certificate:
"Certified that I have spent Rs.-----on sealing wax, packing etc."

(b) *Contingent Charges payable to Head-Examiners may include:*

- (i) Actual postage/Railway freight expenses on the production of original voucher.

- (ii) Prescribed charges on account of sealing, wax etc. on the production of following certificate or paid vouchers :
 “Certified that I have spent Rs.-----on sealing, wax, packing etc.”
 - (iii) Actual expenses on cloth, gunny bags, Husian cloth for packing;
 - (iv) Cartage expenses from Railway Station to residence for bringing the answer-books only;
 - (v) Prescribed allowance to servants on production of original voucher.
- (c) *Contingent Expenses payable to other Examiners:*
- (i) Mofussil and Local Examiners will be paid as per prescribed rates or Actual postage/railway freights expenses on the production of original vouchers; and Cartage expenses from Railway Station to residence for bringing answer-books only (Use of Taxi is not permissible), on production of original receipt.
 - (ii) Postal expenses to be incurred for despatch of awards and Thesis/Dissertation shall also be paid to the Examiners.
 - (iii) Contingent expenses at the prescribed rate will be paid to the paper-setters for various University examinations to meet their postal expenditure on sending acceptance forms and question papers under insured cover.
- (d) *Clerical Assistance*
- (i) Up to two Sub-Examiners no clerical allowance will be paid.
 - (ii) Payment for clerical assistance will be made at prescribed rates for three or more than three Sub-Examiners.

- (e) *The strength of Co-ordinators and other staff appointed at Evaluation Centres with effect from the examination to be held in April, 2008, shall be as shown below :

S.No.	Officer	Number	Remuneration
1.	Co-ordinator	One	Rs. 8,000/- fixed
2.	Co-coordinator	One	Rs. 6,000/- fixed
3.	Assistant/Jr. Assistant	Three	Rs. 4,000/- per employee fixed
4.	Daftri/Peon	Four	Rs. 2,500/- per employee
5.	Sweeper	One	Rs. 750/- fixed
6.	Chaukidar	Two	Rs. 750/- per employee fixed

General Rules

1. (i) The prescribed amount of imprest in the Secrecy Branch shall be maintained in the name of Deputy Registrar/ Assistant Registrar (Secrecy) for purpose of cash payment of remuneration to the teachers evaluating answer-sheets.
- (ii) **Remuneration for the following jobs may be paid in cash out of the imprest meant for making payment of remuneration in cash to the examiners for evaluating answer books in University examinations :
 - (a) Payment of remuneration to Co-ordinators/Deputy Co-ordinators and other non-teaching staff appointed at Evaluation Centres established by the University.
 - (b) Payment of remuneration to Principals and their non-teaching assistance staff for getting the evaluation work done by their teaching staff.
2. No paper setting fee shall be paid to examiners who set practical papers on the spot.
3. In examinations, where there are internal and external examiners, each examiner shall be paid full remuneration per candidate, subject to a maximum of two remunerations per candidate if the number of examiners is more than two.

* Syndicate dated 28.6.2008 (Para 27.3).

** Added vide Syndicate dated 4.2.2005.

4. Examiners for the bi-annual examinations shall be treated as separate examiners.
5. Except in case of practical examination in Science subjects, a minimum remuneration means least total amount to be paid to an examiner in respect of written examination.
6. An extra payment as per prescribed rate shall be made to such examiners to set the papers in both languages (Punjabi and English) and in the case of those paper-setters who can not set the paper in Punjabi, the paper may be got translated into Punjabi by the University on payment of the same remuneration.
7. A paper-setter who sets the paper for practical examination in both languages (Punjabi and English) shall be paid extra remuneration as per prescribed rate.
8. Paper-setters for B.A./B.Sc./B.Com. examinations shall *wef. examinations to be held in April/May 2004 along with the question paper prepare guidelines for evaluating the answer papers and send the same in separate cover. They shall be paid separate remunerations equal to fee for setting the paper.
9. Where no minimum fee is provided and an examiner is appointed to examine answers to a paper or papers that he has not himself set, the fee to be paid to him shall not be less than half the fee paid for setting the paper or papers.
Also, when an examiner is appointed to examine answers to a paper or papers that he has set for the examination of a previous year, the fee to be paid to him shall not be less than half the fee paid for setting the paper or papers.
10. A deduction @ 1% and **4% shall be made from the remuneration of the paper-setters/examiners etc., for Students Aid Fund and towards Holiday Home, respectively :

* Syndicate dated 29.10.2003.

** (a) A deduction of 4 per cent be made from the remuneration of examiners, supervisory staff appointed for the conduct of examinations, writers, veters and translators doing Punjabi work.

(b) An equal amount shall be contributed by the University from its own funds every year.

Provided that there shall be no deduction of 4% as Holiday-Home and 1% as Student-Aid Fund from the remuneration of teachers of colleges and Universities situated outside the Punjabi University jurisdiction for evaluation/re-evaluation of answer-sheets of different examinations, paper-setting, practical and supervisory staff appointed at examination centres.

11. In the Arts and Sciences Faculties in respect of major subjects, no examiner shall be offered more than two examinerships and total remuneration accruing therefrom should not exceed the amount prescribed therefor from time to time. Any excess amount above the prescribed one, accruing in a year to a teacher would be credited to the fund for Teachers Holiday Home.
12. An automatic deduction of Rs.10/- per day of delay from the remuneration of examiners and Head-Examiners shall be made in case the awards are not received within the prescribed date as required under the rule:
Provided that the Vice-Chancellor may condone this delay under special circumstances:
Provided further that in the case of Post-graduate and Professional examinations, no such deduction shall be made from the remuneration of examiners except where the Vice-Chancellor directs otherwise.
13. Punishment for mistakes in Evaluation of Papers by the Examiner/Checking Assistant :-
 - (a) Where an Examiner commits a major mistake i.e. where after rectifying a mistake declared result has to be modified in the sense that a passed candidate has to be declared failed or vice-versa a penalty of Rs.200/- per mistake shall be imposed on the guilty examiner, which he shall be asked to deposit within a period of one month from the date of issue of the letter. If the honorarium due to him is yet to be paid, the amount of penalty shall be deducted from the same.

- (b) Where an examiner commits a minor mistake i.e. a mistake after rectification of which, the result as declared continues to be as it was, a penalty of Rs.50/- shall be imposed upon the examiner, which he shall be asked to deposit within a period of one month from the date of issue of the letter.
- (c) If an examiner fails to deposit the amount of penalty within a period of one month he shall be disqualified from any remunerative University work for a period of two years.
- (d) For the mistakes committed by the Checking Assistants attached with the Examiner penalty as given below shall be imposed:
 - Rs.20/- for each major mistake;
 - Rs.10/- for each minor mistake.

Provided that in every case, keeping in view the situation and seriousness of the case authority to impose penalty or give exemption shall be with Chief Co-ordinator (Examinations).

- 14. For nine mistakes committed by an official at the de-coding stage, a penalty of Rs.50/- per mistake shall be imposed upon the official. The amount of penalty shall be deducted from the amount of honorarium due to him. Should the amount of honorarium fall short of amount of penalty for nine mistakes, the entire amount of honorarium shall stand forfeited. In case of an official committing more than 10 mistakes, the entire amount of honorarium shall be forfeited.

Miscellaneous Provisions

- 1. Geography Paper-C and Music shall be treated as Science subjects for purposes of payment to examiners.
- 2. The Head-Examiner may re-examine more answer-books to satisfy himself, but he shall not be paid for more than 15 per cent in the case of practical and 10 per cent in the case of written examination, without obtaining the previous sanction of the Vice-Chancellor.
- 3. One remuneration shall be divided equally if there are more than one Sub-Examiners for a candidate.

4. The remuneration for setting a question paper shall be divided equally amongst the co-paper-setters.
5. When a third examiner is appointed by the Vice-Chancellor in the event of a difference of opinion between the Head and Sub-Examiners, the remuneration fixed for examining the single answer-book shall be divided between the two Sub-Examiners, according to the nature of work. The distribution will be decided by the Registrar.
6. If an answer-book is divided into parts, the payment for different parts shall be so divided as not to exceed the remuneration for examining the whole paper.
7. The paper-setter/examiner appointed in the subject of Military Training (Additional/Optional) for B.A./B.Sc. Part-II written paper (Naval or Air Wing) who sets 1/3 portion of the paper or evaluates answer-books will be paid 1/3 of the remuneration admissible for setting full paper/evaluation of answer-books or at fixed prescribed rate, whichever is more.
8. The teachers who are outside the jurisdiction of the University shall be paid moderation remuneration at the rate of 1/3rd remuneration payable to the paper-setters.
9. Examiners in Art Practical shall be paid for different parts of the Practical examination separately.
10. In Geography map work, the marking remuneration per candidate shall be divided equally among the examiners.
11. In the subject of Chemistry, Physics and Zoology for B.A./ B.Sc. (T.D.C.) Part-II and III and in the subject of Botany for B.A. Part-I, II and III, examiner shall be paid two remunerations per candidate per examiner, where the candidate is examined twice in the subject.
12. For purposes of payment to examiners and Laboratory Assistants, B.A. (Hons.) and M.Sc. examination in Psychology shall be treated as examination in a Science subject.
13. Students employed as 'subject' in the B.A. Psychology practical examination shall be paid at the prescribed rate.

14. The Internal Examiners associated with the conduct of *viva-voce* examination be paid only actual travelling expenses from their permanent place of residence (Home) to place of examination and back if the *viva-voce* examination was held during the vacation. No D.A. and incidental charges be paid.
15. For Bachelor of Library Science one paper-setting prescribed fee to be divided between External and Internal Examiners in the ratio of 30:20 shall be paid for the practical examination in 'Reference Service' irrespective of the number of groups formed for the purpose of conducting of examination.
- *Fixed remuneration payable to the Principal and other college staff for getting the answer books of B.A./B.Sc./B.Com. Part-I evaluated through the Principals of Colleges affiliated to the University shall stand revised wef. the year 2004 as shown hereunder :
- | | |
|--------------------|------------|
| 1. Principal | Rs. 1000/- |
| 2. Assistant/Clerk | Rs. 400/- |
| 3. Peon | Rs. 250/- |

* Syndicate dated 29.3.2004 (para 19.57)

CHAPTER-XXXIV
**APPOINTMENT OF PAPER-SETTERS AND
EXAMINERS**

Paper-setters

1. The Board of Studies for a subject shall recommend a panel, as far as possible, of five paper setter in order of priority for each paper.

The Board of Studies concerned shall recommend the panel of paper-setters by the 1st November preceding the examinations at the latest.

The Vice-Chancellor shall appoint one of them as paper-setter. The paper-setter so appointed may not necessarily act as examiner for evaluating the answer-books.

While recommending panels of paper-setters, the Board of Studies may keep in view the rank/status of the teacher.

2. In case Board of Studies of a subject fails to supply list of paper-setters by the stipulated date, the Vice-Chancellor shall be competent to make appointment of paper-setters.
3. No one shall be appointed as a paper-setter unless he possesses at least 5 years* teaching experience in the subject in a recognized institution.

* The condition of teaching experience for appointment as Paper-Setters may be relaxed where ever Paper-setters are working as Professionals such as Judges/Advocates in the case of Law examinations, Journalists in the case of Journalism examinations, Army Officers in the case of Defence Studies examinations, Professional Researchers employed in Laboratories in the case of Pharmacy, Bio-Technology, Forensic Science examinations etc. and also where qualified teachers are not available.

4. The Vice-Chancellor is empowered to appoint substitutes in place of paper-setters who belong to far off places included in the panels recommended by the Board of Studies in various Faculties, as he might deem fit.
 5. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor shall have the power to remove permanently or for a specified period any Paper-Setter in any faculty for any examination, if his work was found unsatisfactory or who was found to have committed irregularities or caused inordinate delay in the submission of question-paper etc. or there was some doubt with regard to his integrity or was otherwise shown to be unable to perform the work or to conform to directions of the University.
 6. Where the appointment of any Paper-Setter is cancelled under Ordinance 5 above, or any Paper-Setter in any case is incapable of acting as such or does not accept the appointment or in any emergency, to meet a particular situation, the Vice-Chancellor shall be empowered to appoint a substitute as he deems suitable.
- 6A. (i) Examiners for evaluation/re-evaluation of answer-books shall mainly be appointed from out of the panel of names of teachers of the Colleges/Departments/Government/ Non-Government Educational Institute/other Educational Institutions affiliated with the University or of teachers of other Universities of the region and Colleges/ Departments/Govt./Non-Govt. Educational Institutes or names of teachers obtained from other nearby University.
- (ii) Adhoc/Part-time teachers/Guest-Faculty or in case of need retired/those who have left colleges/Departments may also be appointed examiners along with regular teachers.
 - (iii) In case of both Post-Graduate/Under-Graduate examinations the examiner must have at least two years teaching experience.

- (iv) Maximum number of answer-books to be evaluated in case of Post-graduate level examination may be between 250 to 300 per session per examiner, whereas in case of Under-graduate level examination may be up to a maximum of 1000, per examiner.
- (v) Appointment of examiners required to be appointed from nearby Universities, for evaluation of Under-graduate/Post-graduate level answer-books, may be made after spot consultation with the Heads of the Departments concerned: Provided that two years teaching experience must be insisted upon in both the cases i.e. Under-graduate as also Post-graduate level.
- (vi) Evaluation/Re-evaluation of Under-graduate level answer-books may, in case of need, be got done by the Post-graduate level teachers.
- (vii) In case of emergency, to ensure timely declaration of the results, the condition of minimum teaching experience laid down for appointment of examiners and the maximum number of answer-books to be assigned to a teacher in 3, 4 & 5 above) may to any extent, be relaxed with the permission of Dean, Academic Affairs.
- (viii) Under internal evaluation system a paper of which the number of answer-books is less than 10, shall not be assigned for evaluation/re-evaluation to the concerned internal teacher :
Provided that the condition may be relaxed by Dean, Academic Affairs.
- (ix) The above mode of appointment of examiners may also be adopted for practical examination of Under-graduate/Post-graduate levels.*

* Syndicate dated 26.3.2008 (para 10.126)

7. No one shall be appointed as paper-setter:
 - (i) If he has written or revised a book relating to that paper for use of candidates for the examinations*; or
 - (ii) if he has written a guide or a help book relating to the paper concerned; or
 - (iii) if any of his/her** relations is appearing in the examination.
8. As far as possible, a teacher, if otherwise equally qualified, shall be preferred to a non-teacher.
9. For examinations where the syllabi are identical the same question paper may be used for both.
10. Where there is no change in the old and new syllabi, the old question paper may be used.

General Conditions

1. The Paper-Setters for the Under-Graduate examinations shall be appointed from amongst the teachers working in the affiliated Colleges/Departments within the jurisdiction of the University and subject to the conditions that the Paper-setter has not taught the subject class for that session, and fulfils all other conditions of appointment.
They will be required to set three alternative question-papers for each paper.

* This does not apply to Honours, Post-graduate, Practical examinations, internal examiners and to those who are given assignments by this University for writing of original books in Punjabi to be prescribed/recommended for various courses in connection with the programme of switch-over from English to Punjabi as the medium of instruction and also in the case of those who are otherwise engaged in writing books in Punjabi to help the switch-over.

** The term 'relations' is defined as under:-
Wife, husband, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's brother and husband's sister, brother, nephew, grand-son, grand-daughter, or such other 'relation' as might for the purposes of the Ordinance, be deemed a close relation by the Vice-Chancellor.

2. Question papers for Post-Graduate (Semester System), Post-Graduate (Annual System), M.A./M.Sc./Vocational Courses/ B.A., B.Sc., Honours School courses and B.Tech. examinations shall be got set by external examiners only. Question Papers shall not be moderated.
3. In case, no external teacher consents to set the question paper, with the approval of the competent authority, the question paper may be got set from the internal teacher in consultation with the Head of the Department.
4. The question papers for M.A. and other courses for which Punjabi medium has been allowed, will be set by the Paper Setters in both languages (English and Punjabi). Prescribed remuneration shall be paid for Punjabi version of each question paper. In case, the Paper-setter is unable to set the paper in Punjabi language, the translation may be arranged by the University, on payment of prescribed remuneration.

RULES

1. Where eligible persons are not available from among the staff of affiliated Colleges/University Teaching Departments, appointments shall be made from the affiliated Colleges of the Panjab, Delhi, Kurukshetra and Guru Nanak Dev Universities in consultation with the Chairman, Board of Studies, except in emergency.
2. The paper-setting for the M.Litt. degree in Religious Studies* examination may be regulated by the system of question bank. The question paper (s) will be set by both external and internal Paper-Setters in collaboration with each other.
3. The rates of remuneration to be paid to Paper-Setters and for expert comments/instructions/co-ordination etc. shall be as fixed by the Syndicate on the recommendations of the Academic Council from time to time.

* Although the course has been designated as M.Litt. degree in Religious Studies, yet it is not a Pre-Ph.D. degree course as it contains three papers in Part-I and one Paper of dissertation and viva in Part-II and has been modeled on the pattern of other Post-graduate courses.

4. The Paper-Setter will be paid prescribed lump sum contingent charges and in case the contingent expenditure is more than prescribed sum, the payment will be made on production of actual receipts.
5. A deduction @ 1% and *4% shall be made from the remuneration of the paper-setters for Students Aid Fund and towards Holiday Home, respectively :
Provided that there shall be no deduction of 4% as Holiday-Home and 1% as Student-Aid Fund from the remuneration of teachers of colleges and Universities situated outside the Punjabi University jurisdiction for evaluation/re-evaluation of answer-sheets of different examinations, paper-setting, practicals and supervisory staff appointed at examination centres.
6. A complaint against the question paper will only be entertained if it is received by the Controller of Examinations through the Principal of an affiliated College or Head, University Department within 7 days of the examination in that paper. No complaint will be entertained thereafter.

Examiners

Definitions

(i) *External Examiner*

An external examiner shall be one, who is not teaching in the University Departments or in a college affiliated to the Punjabi University, Patiala. An external examiner ordinarily shall be one who is a teacher in the subject in another University or a retired teacher in the subject of any University.

(ii) *Neutral Examiner*

A neutral examiner shall be one who is not teaching (and has not taught for the two years previous to the examination) candidates for the particular examination for which he is appointed. He may or may not be a member of an affiliated college.

* A deduction of 4% be made from the remuneration of examiners, supervisory staff appointed for the conduct of examinations, writers, vetters and translators doing Punjabi work.

(iii) Internal Examiner

An internal examiner shall ordinarily be one who is teaching (or has taught within the previous two years) candidates for the particular examination for which he is appointed:

Provided that the Vice-Chancellor shall have the power to appoint from the department concerned any other person not falling in this category as an Internal Examiner.

The second Examiner shall be appointed, if necessary, depending upon the number of answer-books i.e. when the number of answer-books exceeds 200 in the case of Professional examinations; 350 in the case of M.A. examinations and 250 in the case of other examinations; provided that the Vice-Chancellor, in exceptional cases, may allow a small marginal increase in the number of answer-books assigned to an examiner.

Appointment of Examiners

1. The Board of Studies for a subject shall recommend a panel, as far as possible, of five examiners in order of priority for each paper.
2. The panel of five examiners as proposed by the Board of Studies shall be valid for a period of three years and the Vice-Chancellor may appoint examiners from the panel during this period of three years :

Provided that this panel shall be valid also for the supplementary examination (s) falling outside the period of three years, in case the annual examination for the course is conducted within this period reckoning from the date of the recommendations of the Board.

Note: In the Arts and Science Faculties in respect of major examinations, no single teacher be offered more than two examinership and that the remuneration accruing therefrom should not exceed the upper limit as provided in relevant Ordinances.

3. Only two external examiners in each subject shall be appointed for practicals in the subjects of Physics, Chemistry, Botany, Zoology and Geography for the B.A./B.Sc. (TDC) Part-II and Part-III examinations.

4. For *Practicals in Post-graduate classes, in addition to an External Examiner, an Internal Examiner shall also be appointed by the Vice-Chancellor from a panel of five examiners to be recommended by the Board of Studies for each subject.
5. In the case of any subject where the Board of Studies is unable to find a suitable person who could act as examiner in all the four scripts viz. English, Hindi, Punjabi and Urdu, the Board of Studies may recommend separate examiners to evaluate the answer-books in the particular script or scripts.
6. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor shall have the power to remove permanently or for a specified period any Head-Examiner/Examiner/Internal Examiner/Neutral Examiner/Sub-Examiner in any faculty for any examination, if his work was found unsatisfactory as to the standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of awards/question-paper etc. or there was some doubt with regard to his integrity or was otherwise shown to be unable to perform the work or to conform to directions of the University.
7. Where the appointment of any Head-Examiner/Examiner/Internal Examiner/Neutral Examiner/Sub-Examiner is cancelled under Ordinance 6 above, or any Head-Examiner/Examiner/Internal Examiner/Neutral Examiner/Sub-Examiner in any case is incapable of acting as such or does not accept the appointment or in any emergency, to meet a particular situation, the Vice-Chancellor shall be empowered to appoint a substitute he deems suitable.
8. The Syndicate shall, on the recommendation of the Academic Council, issue such general instructions for the guidance of examiners as it considers necessary for the proper discharge of their duties.

* There will be no internal examiner for practicals for under-graduate classes, except in the case of B.sc. (TDC), Armoured Corps, Naval Wing or Air Wing Practical Examinations when a second examiner (External and Internal) shall be appointed to form Board of two examiners to conduct the Practical in these subjects.

- In recommending names for appointment as examiners, the Board shall follow such directions as may be laid down by the Syndicate/Academic Council from time to time. The Board of Studies concerned shall recommend the panel of examiners by the 1st November preceding the examinations at the latest, failing which the Vice-Chancellor shall make appointments.
9. The scale of remuneration to be paid to examiners shall be fixed by the Syndicate on the recommendations of the Academic Council.
 10. No person shall be eligible for appointment as external/neutral examiner or internal examiner if any of his/her* relations is appearing in the examination.
 11. As far as possible, a teacher, if otherwise equally qualified, shall be preferred to a non-teacher.
 12. A student who is on the rolls of an affiliated college or appearing as private candidate or has submitted his/her admission form and fee to appear in any University examination during that year shall not be appointed an examiner.
Any person who is appearing in an examination shall not be allowed to be an examiner for that examination.
Teachers on their appointment to administrative posts shall be eligible for examinership if their qualifications, experience and other conditions so warrant.
 13. All examinations, including practicals where the total remuneration of an examiner comes to minimum prescribed limit or below, shall be considered as minor examinations for purposes of appointment of examiners.
 14. The condition of three years teaching experience may be relaxed in case of examinership for practical examination in Science subjects, where a sufficient number of qualified examiners is not available under the existing provisions.

* The term 'relations' is defined as under:
Wife, husband, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's brother and husband's sister, brother, nephew, grand-son, grand-daughter, or such other 'relation' as might for the purposes of the Ordinance, be deemed a close relation by the Vice-Chancellor.

The condition of minimum three years teaching experience may also be relaxed in case of persons holding high academic qualifications such as Doctorate or a foreign degree.

15. (i) In case of examinations with external and internal examiners, if the examiners are unable to agree and difference in their awards is up to 10% of the maximum marks, the average of the two shall be taken as final award. In such cases the appointment of third examiner by the Vice-Chancellor shall be necessary only if that unresolved difference between the two examiners is more than 10% of the maximum marks.
- (ii) In all examinations where there are internal examiners, if the change in the awards is such that the division of the candidate is affected, the change shall not be accepted without a reference to the external examiner. In cases, where an internal examiner reduced the marks of a candidate, the matter shall be reported to the Vice-Chancellor who will, if he deems necessary, appoint a third examiner whose award shall be taken as final.
16. Examiners for practicals are debarred from enjoying the hospitality of institutions or teachers where they go.
17. The year of appointment, whether an examiner is appointed in April or September, shall be considered as full year for determining the term of an examiner.
18. Head-Examiner
 - (i) No one shall be appointed Head-examiner with less than ten years teaching experience.
 - (ii) The appointment of Head-examiners from far off places shall ordinarily be avoided.
 - (iii) A Head-examiner shall not be allotted more than 10 examiners.

19. The seniority, inter-se of teachers registered for appointment as Head-Examiners/Sub-Examiners shall be determined from the combined list of the teachers of the affiliated Colleges/ University Departments on the basis of length of teaching experience of the teachers and offers of appointment, viz. Head-Examinerships and Sub-Examinerships, be made in that order starting with seniormost person and examination e.g. B.A./B.Sc./ B.Com. (T.D.C.) Part-III, Part-II and so on.

General conditions

1. An external or neutral examiner shall also act as an examiner if the number of answer-books does not exceed 250.
2. When the number of answer-books exceeds 250, the paper-setter shall act as Head-examiner and one or more subordinate examiners, as may be required, shall be appointed to mark the answer-books. The standard of marking of the subordinate examiners shall be determined by the Head-examiner. Care should be taken that a Head-examiner should not be appointed from such a distance as would render him unable to complete the work within the time assigned.
3. The examiners for the Under-graduate examinations shall be appointed from amongst the teachers working in the affiliated Colleges/Departments within the jurisdiction of the University and subject to the conditions that the examiner has not taught the subject class for that session, and fulfils all other conditions of appointment.
4. No one shall be appointed as Sub-examiner if he does not possess Master's Degree in the subject concerned with teaching experience of at least three years.

RULES

1. The seniority for the purpose shall be determined on the basis of teaching experience given by individual in his application form.
2. For B.A./B.Sc.(TDC) Part-II and Part-III practical examinations, only those persons shall be appointed as examiners, who have at least three years experience of teaching of these or higher classes.

3. For practical examinations in Military Training, only those teachers may be appointed who are N.C.C. Officers at the time of examination.
4. Only those teachers of training colleges may be considered for appointment who have taught that subject in a degree college during the two years preceding the commencement of examination.
5. Since Sub-examiners are appointed by rotation according to their seniority determined on the basis of length of their teaching experience, the members of the Board of Studies may not be debarred from the examinerships.
6. An examiner on the expiry of his first term of appointment may be re-appointed again after a gap of one year :
Provided that this condition may be relaxed where qualified persons are not available.
7. Only such Research Scholars of the Punjabi University may be considered for appointment as examiners for the practical examinations, conducted by the University, who have at least three years teaching experience at their credit, subject to the condition that preference would be given to teachers for the pertinent subject from affiliated colleges holding the requisite qualifications and experience.
8. Experience of a teacher, prior to attaining the requisite qualifications laid down for appointment of examiner, may not be counted towards the teaching experience for determining the seniority.
9. As far as possible, there should be equal distribution of answer-books or number of candidates in the practical examinations amongst the Sub-examiners appointed for the purpose.
10. Besides paper-setting, till all qualified persons in a particular subject are given at least one assignment each, no second offer may be made to any one. More than two major assignments should not be given to any one in any case.

11. Where eligible persons are not available from among the staff of affiliated Colleges/University Teaching Departments, appointments shall be made from the affiliated Colleges of the Panjab, Delhi, Kurukshetra and Guru Nanak Dev Universities in consultation with the Chairman, Board of Studies, except in emergency.
12. The Vice-Chancellor is empowered to appoint substitutes in place of Examiners who belong to far off places included in the panels recommended by the Board of Studies in various Faculties, as he might deem fit.
13. The evaluation of scripts for the M.Litt. degree in Religious Studies* examination may be made by two external examiners.
14. In case of M.Phil. examinations, the scripts will be evaluated by both external and internal examiners in collaboration with each other.
15. In all the faculties for all the examinations the Head, Single and Internal Examiner shall appoint a Checking Assistant who should be at least a graduate.
16. A deduction @1% and **4% shall be made from the remuneration of the Examiners for Students Aid Fund and towards Holiday Home respectively :
Provided that there shall be no deduction of 4% as Holiday-Home and 1% as Student-Aid Fund from the remuneration of teachers of colleges and Universities situated outside the Punjabi University jurisdiction for evaluation/re-evaluation of answer-sheets of different examinations, paper-setting, practicals and supervisory staff appointed at examination centres.

* Although the course has been designated as M.Litt. degree in Religious Studies, yet it is not a Pre-Ph.D. degree course as it contains three papers in Part-I and one Paper of dissertation and viva in part-II and has been modeled on the pattern of other Post-graduate courses.

** A deduction of 4% be made from the remuneration of examiners, supervisory staff appointed for the conduct of examinations, writers, vetters and translators doing Punjabi work.

Provision applicable to different examinations regarding Paper-Setters and Examiners :

**M.A./M.Sc./VOCATIONAL COURSES/B.A./B.Sc. HONOURS
THREE YEAR DEGREE COURSE**

1. The question paper for M.A./M.Sc./Vocational Courses/B.A./B.Sc. Honours, Three Year Degree Course Examinations shall be set by the external examiner, except in the case of M.A. Dramatic Arts in which 50% question papers shall be set by internal examiner and 50% by external examiners.
2. When the number of answer-books exceeds 350, Head-examiner and one or more subordinate examiners, as may be required, shall be appointed to mark the answer-books. The standard of marking of the subordinate examiners shall be determined by the Head-examiner.

M.Phil. Examinations

The examination in each theory paper and practical shall be conducted jointly by one external and one internal examiner. The question paper (s) will be set and scripts evaluated by both external and internal examiners in collaboration with each other. External examiner shall be appointed by the Vice-Chancellor on the recommendations of the M.Phil. Course Committee. The internal examiner shall be appointed on the recommendations of the Head of the Department from amongst the teachers qualified to teach M. Phil. Course.

*Dissertation shall be examined by two examiners separately, one internal and one external. The external examiner shall be appointed by the Vice-Chancellor out of a panel of two persons recommended by the M.Phil. Course Committee, in order of priority. The viva-voce shall be compulsory and shall be conducted by a Board of three examiners jointly consisting of the External Examiner, Head of the Department and the Supervisor concerned. Where Head of the Department is the Supervisor, the Board shall consist of two examiners.

* If difference in the awards is 1.5 to 2 G.P.A., the Head of the Department concerned may be informed by the office and that if the difference is 2 or above, the dissertation may be referred to the third examiner and mean of the two nearest awards be taken.

Diploma in Pharmancy and Dresser's Course

- (i) The examination shall be conducted by the External Examiners only.
- (ii) The examiners appointed for the theory should also be examiners for Clinical, Oral and Practical examinations.

***B.Ed.* Examination**

1. Each question paper shall be set by an External or Neutral Examiner. He shall also act as an examiner if the number of answer-books does not exceed 200.
2. When the number of answer-books exceeds 200, the Head-Examiner and one or more subordinate examiners, as may be required, shall be appointed to mark the answer-books. The standard of marking of the subordinate examiners shall be determined by the Head-Examiner. Care should be taken that a Head examiner should not be appointed from such a distance as would render him unable to complete work within the time assigned.
3. The Co-ordinator shall be a Principal of a full-fledged Training College.
4. A Co-ordinator shall be considered to have resigned his appointment if he ceases to be the Head of an affiliated Training College.
5. The duties of the Co-ordinator shall be as follows :-
 - (i) To maintain uniformity of standard of awards in the 'Practice of Teaching' examination among the centres allotted to him;
 - (ii) To allot candidates to the various External and Internal Examiners at each centre :
 - (a) Lesson I on the first day to one batch,
 - (b) Lesson II on the second day to the II batch, that one examiner may not watch both the lessons of a candidate;

- (iii) To consolidate the result of each centre and send them to the University with the remuneration bills etc;
 - (iv) Final examination in 'Skill in Teaching' shall be conducted subjectwise and each lesson evaluated by the Principal of the College concerned who will be the co-ordinator and two examiners as follows:
 - (a) Any member from the teaching staff of the College, who has been associated with the supervision of the teaching of that subject during teaching practice.
 - (b) A subject expert from outside.
6. (i) A person will be eligible for appointment as sub-examiner in B.Ed. in any theory paper, if :-
- (a) he is M.A., B.T. or B.Ed. or has equivalent qualifications; and
 - (b) he has teaching experience of at least three years in a Training College; or
 - (c) he is a trained graduate and has served as Headmaster of a recognised High School for at least five years;
- (ii) (a) For appointment as sub-examiner in the subjects of Philosophy and Psychology, the degree of B.T. or B.Ed. shall not be insisted upon in the case of persons who are M.A. in Philosophy or Psychology.
- (b) But he has served as Headmaster/Principal of a recognised High/Higher Secondary School.
7. For appointment as External Examiner in Practical 'Skill in Teaching' one must possess any one of the following qualifications and experience:
- (a) at least a graduate with B.T. or B.Ed. or equivalent qualifications with at least five years experience in a Training College (In case of B.Ed., this condition may be relaxed for sometime as examiners are not available in sufficient number as yet.) or
 - (b) Headmaster/Headmistress of recognised High School with at least 5 years teaching experience. or

- (c) Circle Education Officer/Deputy Circle Education Officer/
District Education Officer/Deputy District Education
Officer.
8. The practical examination in teaching of Art and teaching of
Music subject shall be conducted by an External Examiner.

M.Ed.

A theory paper shall be set by an External Examiner. The
evaluation of the scripts of M.Ed. examination shall be got done
by the External Examiner as in the case of other Post-graduate
examinations.

**Certificate Course in Physical Education/Bachelor of Physical
Education/Degree in Physical Education Examinations.**

1. Every theory paper shall be set by an External or Neutral
Examiner, who shall also act as examiner if the number of
answer-books does not exceed 200.
2. *Certificate Course in Physical Education*
The examination in teaching practice shall be conducted jointly
by the External and Internal Examiners. The Principal of
Government College of Physical Education, Patiala will act as
co-ordinator. In the absence of the Principal, the next seniormost
teacher, *ipso facto* shall work as co-ordinator.
3. *Bachelor of Physical Education (First Year)*
The practical examination in the subject of Anatomy and
Physiology and General Science shall be conducted by External
Examiners only.
4. *Bachelor of Physical Education (Second Year)*
The examination in 'Practice of Teaching' shall be conducted
by two External and one Internal Examiner. The practical
examination in the subject of Physiology of Exercises and
Kinesiology shall, however, be conducted by External Examiner only.
5. *Bachelor of Physical Education (Final)*
Teaching practice in the B.P.Ed. final examination in 'Officiating
and Coaching' shall be conducted by one External and one
Internal Examiner and in the subject of Major games lessons
examinations shall be conducted by two External and one
Internal Examiner.

6. *Degree in Physical Education*

The 'Practice of Teaching' examination for the Degree in Physical Education examination shall be conducted by a Board of three examiners consisting of two External and one Internal Examiner: Provided that in exceptional circumstances one External and one Internal Examiner may be appointed by the Vice-Chancellor to conduct the practical examination.

7. *M.Ed. (Physical Education)*

Each question paper shall be set by the External answer, who shall also act as examiner if the number of answer-books does not exceed 200.

Master of Business Administration

1. Each question paper shall be set by the External Examiner, who shall also act as an examiner.
2. The training /survey report shall be evaluated jointly by an External and Internal Examiner.

Master of Commerce

1. Each question paper shall be set by the External Examiner, who shall also act as an examiner if the number of answer-books does not exceed 200.
2. Viva-Voce examination carrying 100 marks in each part of M. Com. examination would be conducted by a Board of two examiners one External and one Internal.

Bachelor of Commerce

1. Each Question paper shall be set by the External Examiner, who shall also act as an examiner if the number of answer-books does not exceed 200.
2. When the number of the answer-books exceeds 200, the paper-setter shall act as Head-Examiner and one or more sub-examiners, as may be required, shall be appointed to mark the answer-books. The standard of marking of the subordinate examiners shall be determined by the Head-Examiner. Care should be taken that a Head-Examiner should not be appointed from such a distance as would render him unable to complete the work within the time assigned.

Diploma Course in Dramatic Art

1. Each theory paper shall be set by the External Examiner alone. Internal Examiner shall be associated with the evaluation of answer-books.
2. The practical examination in the final semester shall be conducted by a Board of three examiners, viz., one External, one Internal and one co-ordinating Examiner. The Co-ordinating Examiner shall be the Head of the Department of Speech, Drama and Music.

Post-graduate Course in Bachelor of Library Science

1. Each question paper (Theory) shall be set by the External Examiner, who shall also act as an examiner.
2. The practical examination will be conducted by a Board of examiners, consisting of one External and one Internal examiner.

Certificate Course/Diploma Course in Russian, French, German, Tibetan, Latin, Sanskrit, Persian and Pali.

1. Each question paper (Theory) shall be set by the External or Neutral Examiner who shall also act as an examiner.
2. The viva-voce examination shall be conducted by the External or Neutral and Internal examiners jointly.

Post-graduate Diploma Course in Linguistics

Each question paper (Theory) shall be set by the External Examiner, who shall also act as an examiner.

Law Examinations

Each question paper shall be set by the External Examiner, who shall ordinarily act as an examiner if the number of answer-books does not exceed 200.

Engineering Examinations

Bachelor of Engineering (B.E.)

1. Each question-paper (Theory) shall be set by the External Examiner.
2. The paper-setter shall draw detailed instructions for evaluation of answer-books while setting the question paper and submit four copies of the same to the Registrar, alongwith the question paper.

3. Four copies of the solutions to the numerical problems shall be submitted by the paper-setter alongwith question paper. Copies of the instructions and solutions shall be supplied to each examiner alongwith the answer-books.
4. Each answer-book shall ordinarily be marked in the first instance by the External Examiner. It shall then be marked by the Internal Examiner.

Practical, Viva-Voce and Project Paper

5. The project paper shall be set by the External Examiner alone.
6. The practical/viva-voce examination in each paper shall be conducted by a Board of two Examiners—one External and one Internal.

Master of Engineering (M.E.)

Each theory paper shall be set and examined by an External and an Internal Examiner jointly.

The thesis shall be examined by a Board consisting of an External and an Internal Examiner. There shall be a viva-voce test on the subject matter of thesis. The examiners may, if they consider it necessary, also require the candidate to undergo a written and/or a practical test or deliver a seminar on the thesis.

O.T., M.I.L. and Punjabi Praveshika Examinations

1. Each question paper shall be set by the External or Neutral Examiner, who shall be also act as an examiner, if the number of answer-books does not exceed 250.
2. For the examinations in Modern Indian Languages, only lecturers in affiliated colleges and Heads of recognised institutions possessing the requisite qualifications as given in ordinance 3 below for these examinations and teaching experience of 10 years or more shall be eligible for appointment as paper-setters. (Retired hands are also eligible.)

3. When the number of answer-books exceeds 250, the paper-setter shall act as Head-Examiner and one or more subordinate examiners, as may be required, shall be appointed to mark the answer-books. The standard of marking of the subordinate examiners shall be determined by the Head-Examiner. Care should be taken that a Head-Examiner should not be appointed from such a distance as would render him unable to complete the work within the time assigned.
4. No one shall be eligible for appointment as sub-examiner in the M.I.L examination unless he has got three years teaching experience in a recognised High School, affiliated College or in an associated Institution and possesses the following minimum qualifications:-
- (a) For Prabhakar Examination
- (i) M.A. in Sanskrit or Hindi; OR
- (ii) M.A. in some language and Shastri or Prabhakar;
OR
- (iii) Shastri with Prabhakar; OR
- (iv) Shastries with at least five years teaching experience in a recognised or affiliated institution.
- (b) For Gyani Examination
- (i) M.A. in Punjabi; OR
- (ii) M.A. in some language and Gyani.
- (c) For Adib-Fazil Examination
- (i) M.A. in Persian or Urdu; OR
- (ii) M.A. in some language and Adib Fazil or Munshi Fazil.
- (d) For Rattan and Bhushan Examinations
B.A. and Prabhakar; OR Shastri.
- (e) For Proficiency and High Proficiency in Punjabi Examinations
B.A. and Gyani.

- (f) For Adib and Adib Alam Examinations
 - (i) B.A. and Adib Fazil; OR
 - (ii) B.A. and Munshi Fazil.
- (g) For Honours Examination in Sanskrit
M.A. in Sanskrit or a Graduate with Honours in Sanskrit.
- (h) For Honours Examination in Persian
M.A. in Persian or a Graduate with Honours in Persian.

CHAPTER-XXXV
**RE-EVALUATION OF SCRIPTS OF VARIOUS
EXAMINATIONS**

1. Except for the following examinations re-evaluation of the scripts may be permitted in rest-of the examinations:-
 - (a) M.Phil/M.Litt
 - (b) Practical examinations, and
 - (c) Dissertation/Thesis in Post-Graduate examination.
2. Re-evaluation may be permitted at Under-Graduate level examination in two subjects (i.e. Four papers) and in two papers in examinations at Post -Graduate level subject to the condition that the candidate has secured at least 60% or more of the required pass marks in the concerned papers.

If there is fraction of marks as per required condition of at least 60% of pass percentage in such cases only lower round up number shall be considered as basis.
3. Re-evaluation form and fee together with detailed marks card/ provisional result intimation (in original) may be submitted as per schedule given below:-
 - (a) Regular/Private candidates may apply for re-evaluation within 14 days of the date of Publication (inclusive) of the result while those from Correspondence Courses Department may do so within 21 days thereof.
 - (b) In case of students whose result is not declared in the main Gazette and is shown as 'later on' due to any reason, [except for R.L. (Awards) and UMC cases] the time for making an application for re-evaluation shall start running from the date of intimation to them of provisional result.

- (c) In Result Later cases after the declaration of the result on making up the deficiency [except Result Later (Awards) and UMC cases] the concerned student shall not be entitled to apply for re-evaluation.
 - (d) After expiry of the above said period, no application shall be accepted. There is no provision for revaluation with late fee.
 - (e) The fee shall be charged at prescribed rate per paper for re-evaluation at Post-graduates and under-graduate level.
4. The result of the re-evaluation would be determined as under:-
- (a) average of the awards of the original examiner and examiner appointed for re-evaluation, in case the variation (increase/decrease) in the two awards is not more than 15% of the maximum marks of the question paper;
 - (b) In case increase/decrease in awards on re-evaluation is *more than 15%, the script shall be referred to the third examiner and the result shall be determined by taking the average of two (of the three) higher awards which are to the advantage of the candidate;
 - (c) the fraction of 0.5 or above will be rounded off to the next whole integer;
 - (d) In case a pass candidate after re-evaluation of a script(s) fails in the examination after taking into account the average of the awards, the script(s) shall be referred to the third examiner even if the difference in awards of first and second examiners is less than 15% and the result shall be determined by taking the average of two (of the three) higher awards which are to the advantage of the candidate.

*Syndicate 376, dated 6.8.2007.

- (e) The Merit Lists will be prepared provisionally on the basis of original annual examination results. The Merit Lists will be revised on the basis of re-evaluation results taking into account the re-evaluation results of all those parts/semesters for the examinations where the result of the final examination was declared on the basis of total marks obtained by the candidate in different parts/semesters.
5. Students may be admitted to the next higher class without late fee within 15 working days after the date of issuance of result card of re-evaluation result of annual examination for different courses.
 6. In case of Technical courses where a seat is not available for admission to next higher class, the student shall be admitted only if he has, in the re-evaluation result, obtained marks equal to or more than the last student admitted on merit under the category under which the student seeks admission.
 7. In case of Semester examinations, the candidate will be eligible to seek admission to the higher class within two weeks of the date of first lecture delivered to the class.
 8. The candidates whose score on re-evaluation is increased and cannot get admission due to non-availability of seats will be eligible to appear in the examination privately in the Faculties of Arts, Social Sciences, Languages, Humanities and Religious Studies with approval of the Academic Council.
 9. The candidate already admitted, whose score on re-evaluation is decreased but he still fulfils the minimum conditions of eligibility, will not be thrown out of course; otherwise his admission to the Course will automatically stand cancelled.
 10. The students whose re-evaluation result is not-declared before the beginning of the next Supplementary/Annual examination and the examinees appear in the next examination, the result of such students shall be declared on the marks obtained by them in re-evaluation or in the next-examination, which ever may be beneficial to them.

11. The instructions drawn for marking of answer-books by the paper-setter will be sent to the second/third examiners, as the case may be. Six answer-books of the same paper will be sent to the examiner for observing the standard of marking.
12. In order to give fair chance to those who had not applied for re-evaluation, a sampling of answer-sheets of candidates, who had obtained higher as well as lower marks, than the candidates who had applied for re-evaluation be prepared and given to the examiners before re-evaluating the answer-sheets of the candidates who had applied for re-evaluation.
13. In no case the fee deposited for re-evaluation shall be re-funded.
14. Results of the re-evaluation must be declared within one month of the Last date fixed for applying for-re-evaluation.
15. If consequent upon declaration of re-evaluation result a student is declared to have passed the examination or is required to re-appear, he shall be allowed to deposit form for next examination within a period of 10 days (including holidays) from the date shown on the Detailed Marks Card. After that the student will have to pay such a fee as may be chargeable under the relevant provisions.
16. Students who submit form/fee for re-appear examination of the next session on the basis of re-appear result and simultaneously apply for re-evaluation and if, on the basis of the result of re-evaluation they succeed in the examination, then 90% part of the re-appear fee deposited by them relating to that class shall be refunded with the permission of the Chief-Coordinator (Examinations):
Provided that in cases, where students deposit more than the prescribed fee/fine by mistake, benefit of refund of fee shall not be allowed.
17. Any candidate can get photo-copy of his answer-book (theory) within 10 days of the declaration of result, on payment of prescribed fee per answer-book:
Provided that this facility is only available to those candidates who fulfill the conditions of re-evaluation of answer-sheets.

CHAPTER-XXXVI

PREPARATION OF DETAILED-MARKS-CARD

Detailed-Marks-Card shall be prepared through the Set and checked by Assistant and the Superintendent. They shall be paid prescribed remuneration.

If at a later stage discrepancy of any kind is detected then for every such mistake, prescribed amount per card shall be deducted from Clerk, Senior Assistant and Superintendent, however this deduction shall not be more than the remuneration payable to the employee. Detailed-Marks-Card of re-appear and fail students shall be signed at the level of Superintendent and Detailed-Marks-Card of pass students shall be signed by Assistant Registrar/Deputy Registrar.

If any mistake in the Detailed-Marks-Card comes to the notice of the Student within three months after the declaration of result and there is a need to prepare new Detailed-Marks-Card, no fee shall be charged from the student in this situation.

The students who apply for duplicate Detailed-Marks-Card after ten years of passing of examination, shall be issued this card with total marks on the basis of Gazette only and detail of marks shall not be given.

To Encourage the Employees :

To encourage the employees of the examination branch from the level of Clerk to Superintendent, every year one Superintendent, one Senior Assistant and one Clerk of the examination branch, whose work is found to be very good, shall be rewarded with a prescribed lump sum per employee.

CHAPTER-XXXVII
INSPECTION OF COLLEGES

1. Inspection of every affiliated college shall be held ordinarily once in every three years and at other times when in the opinion of the Academic Council special reasons exist in the case of any college for such inspection. The inspection will be directed primarily to the purpose of ascertaining if the conditions of affiliation prescribed by or under the Regulations are maintained or not and of seeing that adequate measures are taken to ensure efficiency as regards accommodation, sanitary arrangements, provision for residence, supervision and instruction of students, library, furniture, apparatus, registers and qualifications of and duties performed by members of the staff, and other similar matters. The Inspection Committee shall also ascertain if the regulations concerning the science practicals are being complied with and the laboratories are properly fitted with gas and water supply. The committee shall also see that requisite equipment is available in the laboratories of the colleges.

*In the case of non-government unaided/aided Education, Law, Physical Education and Management College, affiliated with the University, a person above the age of 60 years may, up to the age of 65 years, be appointed as Principal on contract basis : Provided that the management of the college concerned shall, seek prior approval for such an appointment.

* Syndicate dated 29.3.2007 (para 6).

Apart from bringing to the notice of College Management, the Principal shall be fully responsible for implementation of rules, regulations and guidelines framed by the University from time to time on the basis of its policies and programmes as well as directives of NCTE/UGC/BCI/State Government and/or other related State and Central Agencies. In case of failure to do so, his/her approval as Principal will be liable to be withdrawn by the University. However, if the college management is not willing or non-cooperative in this behalf, Principal shall report the matter to Dean, College Development Council.

2. In the beginning of each financial year, the Vice-Chancellor shall appoint inspection committees for the colleges to be inspected during that year.
3. One third of the total number of affiliated colleges shall be inspected each year.
4. An Inspection Committee shall ordinarily consist of two members and no person ordinarily shall be given more than two inspections. One of the members of the inspection committee in the case of a science college will ordinarily be a science man and in the case of Training/Professional colleges, shall belong to the particular profession in which the college is affiliated.
5. The report of Inspection Committee shall be submitted to the Academic Council in the form prescribed for the purpose.
6. If the report calls for any action by the Academic Council, the Academic Council shall specify the points in which it considers the college deficient and fix a time limit necessary to rectify the deficiencies.
7. There shall be greater association of Fellows (who are not Syndics) on the Inspection Committees. Preference shall be given to Principals, who are Fellows of the University.
8. A convener of the Inspection Committee shall be appointed by the Academic Council and he will be responsible for arranging the inspection.

9. (A) (i) Should a Society/Trust desire to found a College within the jurisdiction of Punjabi University and has got the required land on lease of 99 years, it may be permitted to found the same :
Provided that if the lease is prematurely cancelled and the students admitted to the College and the staff stand to lose, the entire responsibility shall be that of the Society/Trust.
- (ii) *For affiliation being granted to a college, applying to the University, the college concerned shall have to fulfil the land requirements as per specifications given below :
- (a) For an Arts/Science College situate within the limits of a Municipal Corporation/a Municipal Committee limits the minimum land required shall be 2 Acres and for such college situate out of the limits of Municipal Corporation/ Municipal Committee the land required shall not be less than 3 Acres.
- (b) For a College of Physical Education, whether situate within the Municipal limits or out of the limits the land required shall not be less than 5 Acres.
- (c) For an Education, Law, Information Technology and Management and Arts and Science Degree College the land requirements shall be as given below :
- (i) Within limits of a Municipal Corporation.
2 Acres.
- (ii) Within limits of a Municipal Committee.
3 Acres.

* Substituted wide Syndicate 375, Dated 29.3.2007.

(iii) Out of the limits of a

Municipal

Corporation/Committee 5 Acres

Infrastructure required for an *Education College shall conform to the norms of the University and NCTE and in respect of a Law College the infrastructure shall conform to the norms of the University and to those of Bar Council of India.

(iii) For single-faculty colleges (other than Professional courses) the minimum land required must be at least 2 acres and in such colleges number of students shall not exceed 180.

(iv) No College should be founded & housed in a rented building/hired land & must have land/a building of their own.

(B) Two per cent of the interest paid on the Endowment fund placed with the University by non government colleges shall be paid to the University on account of service charges.

10. If members of the Inspection Committee for affiliated colleges have to inspect-more than one college a day, they shall be paid separate fees for each of the colleges.

Member of Inspection Committee shall be paid a prescribed fee per college and no D.A. shall be payable.

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

12. Periodical Inspection of the affiliated colleges shall be as per prescribed performa.

* Syndicate Dated 29.3.2007 (para 61.206). and notification No. F-49/2006/ NCTE (N&S) datged 21.7.2006 issued by NCTE refers.

13. *In case a Law College, Education College, Physical Education College, Management and Information & Technology fails to fulfil the norms laid down for the affiliation in that subject the University may impose a fine as shown against each of the violations i.e.:-
- a) Violation regarding land required for the college.

	Rs. 5 Lakhs
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 - b) Failing to fulfil the norms regarding building requirements.

	Rs. 1 Lakh to 5 Lakhs
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 - c) (i) Shortage of teaching staff

Principal	Rs. 50,000/- pm
Lecturer	Rs. 25,000/- pm

 (ii) Shortage of non-teaching staff Rs. 25,000/- pm
 - d) Shortage of equipment for Laboratories

	Rs. 25,000/- to 1,00,000/- pm
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 - e) Shortage of books in Library

	Rs. 25,000/- to
	Rs. 50,000/-
 - f) Failing to prepare website or giving wrong information through website

	Upto Rs. 2 Lakhs
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After imposition of the fine the college shall be required to submit a report to the University after rectifying the deficiencies pointed out within a period of one month. After which a fresh inspection of the college shall be arranged. In case of the deficiencies continuing the University may stop new admission and even cancel the affiliation of the college.

* Syndicate Dated 29.3.2007 (para 61.203).

PROFORMA FOR PERIODICAL INSPECTION OF THE AFFILIATED COLLEGES

1. Name of the college
2. Place
Telephone No. (if any)
Telegraphic address
3. Date of inspection
4. Names of Inspectors

Management

1. Registered number with date of the Managing Committee/
Governing body/Trust under the Registration of Societies Act.
2. Number of Members of the Governing body. Does it comprise
of a maximum of twenty members ?
3. Names and addresses of the members of Governing body
(attach the list)
4. Is the Principal an *Ex-Officio* member of the Governing body,
and with the right to vote ?
5. Does the Governing Body have two elected representatives of
the teachers ? A copy of the proceedings of the last elections be
attached.
6. Does the Governing Body have a lady member ? (in case of
Co-educational Institutions) ? Her name & address.
7. A copy of the Constitution of the College be attached.
8. Are the meetings of Governing body held as per University
rules? Number of meetings held during the last year, with dates.
9. State whether notice of the meeting of Governing body, with a
copy of Agenda despatched to the University representatives ?
If yes, then a photostat copy each of the Postal receipts
pertaining to the last year proceedings may be attached. Also
state whether the Dean, College Development Council is also
informed about the meetings ?
10. State whether a copy of the proceedings of the meetings is
sent to the University within 15 days by registered letter ? If
yes, attach a photostat copy each of the postal receipts pertaining
to the last year proceedings.

Financial Aspect

1. Amount of the Endowment Fund of the College.
2. Details of the Amount of Endowment Fund such as N.S.C./ Debenture/F. D. (A photostat copy each of these be attached).
3. Whether National Savings Certificates/Debentures/F.D's.are in the name of Dean, College Development Council ?
4. Is the account pertaining to Deficit under 95% grant for covered posts maintained separately as per conditions of the grant ? If yes, then state the name of the person in whose name the account stands & the person operating the same.
5. State the date of the month by which the pay is disbursed to the staff and whether the University rules are observed in this case?
6. Source of 5% contribution by the Governing Body.
7. The amount of 5% contribution during the last two years (year-wise) and the amount contributed by the Governing body towards the pay of the staff.
8. Source from which the salaries of the uncovered posts are paid and total amount spent during the last two years (year-wise).
9. Whether salary of the staff is paid through crossed cheques ? (for Non-government Colleges only.)
10. State the month upto which the salary of the staff has been paid.
11. Total amount in the Provident Fund of the employees.
12. State the month up to which the salary of the employees has been paid as also the amount of Provident Fund credited to their accounts ?
13. Whether the advance from Provident Fund is made to the Employees with the sanction of the Dean, College Development Council, as per University rules ?
14. Is the Principal of College provided with rent-free residential accommodation ?

15. Is the Principal (Non-govt. Colleges) paid a special allowance as prescribed.
16. Is the financial position of the College satisfactory ? (copy of the balance sheet for the last year be attached).

Funds recovered from the students

1. State whether there is a distinct Bank account for these funds? (Distinct from the Bank account of Governing body.) If yes, then who operates this account ? Also mention the Bank account number ?
2. State whether the representatives of the students & college staff are consulted while spending these funds. ?
3. Whether any amount from these funds is transferred to the account of Governing body ? If yes, then also give year-wise details of amounts transferred during the last two years.
4. Give the year-wise detail of income & expenditure of the funds for the last two years. (Please attach the lists).
5. Details of amount spent during the last two years (year-wise) on the following items may please be stated :-
 - (a) Sports
 - (b) Library
 - (c) Youth festivals
 - (d) Co-curricular activities (Educational tours, Symposia, Lectures etc.)
6. A list of income credited and expenditure debited to the account during the last year be attached.
7. State whether all the funds pertaining to the youth welfare are regularly paid to the University ?

Building of the College

1. Total area of the Campus.
2. Details of administrative Block.
3. Number of class-rooms.
4. Number of Laboratories (Subject-wise).
5. Area under Library. Whether there are separate reading rooms for boys and girls ?
6. Area under Canteen. Does it provide with separate seating accommodation for members of staff, boys & girls students ?

7. Are the rooms, Library and Laboratories comodius and well ventilated ? (Attach a copy of the plan of building)
8. Is there a College Hall ?
9. Is the residence of the Principal situated on the Campus of the College ? If yes, then attach a copy of the plan of the residential building.
10. Has the College (in case of a co-educational college) got a separate room for girl students ?
11. Is the state of sanitation satisfactory ?
12. State whether the College building is suitable and sufficient in view of the number of students ?
13. Any addition made to the college building during the last year. Also state the expenditure incurred.
14. Details of the expenditure incurred on the repairs and maintenance of the College Building.

Hostel

1. Has the College a hostel of its own ? If yes, then attach a copy of its building plan.
2. Number of rooms in the hostel.
3. Number of students residing in the hostel.
4. Names of News-papers & Journals subscribed by the hostel.
5. Name of the Warden of the hostel and his status in the College.
6. Names of indoor games provided in the hostel.
7. Monthly hostel fee and boarding expenses.
8. Is there a common room in the hostel ? If yes, then state its measurements.
9. Sanitation condition of the hostel.

Library

1. Number of books in the Library.
2. Library hours.
3. Hours for issue/return of books.
4. List of journals being subscribed by the Library.
5. Number of News-papers being subscribed by the Library.
6. Measurement of reading rooms for boys & girls in the Library along with number of seats.

7. Year-wise number of books issued/returned during the last two years.
8. Year-wise expenditure incurred on the following items during the last two years :-
 - (a) Text books
 - (b) General Books
 - (c) Reference books
 - (d) Journals
 - (e) News-papers
9. Number of books purchased during the last two years and the expenditure incurred (year-wise).
10. Number of books lost, with their price, during the last two years. Give year-wise detail.
11. Name of the Librarian. State the Number & date of letter of the University approving his appointment.

Equipment

1. Is the College possessed of good equipment and furniture ?
2. Are the College Laboratories well equipped ? Does the provision of Gas & Water satisfactory ? Short coming if any, may be stated.
3. Does the College have a Gas-plant ? If yes, is it capable of meeting the requirements of Science-subjects ?
4. Is there special provision for water in the College ?
5. Does the college have a distilling plant for B.Sc. classes ?
6. Is the College enforcing rules prescribed in respect of science practicals ? Attach a year-wise list of Equipment and other articles purchased for different Science subjects for the last three years ?

Number of students

1. Class-wise number of students.
2. If there are more than one sections in respect of different subjects, then state the Section-wise number.
3. Does the number of students in any class or section exceed the number prescribed under University rules ?
4. Total number of girls students.
5. Name and qualifications of the Lady Supervisor & Lady Teacher (It is essential for a college having more than fifty girls students on its roll to appoint one Lady Supervisor or Lady Teacher).
6. Is the Teacher-taught ratio as per rules prescribed ?

Academic activities

1. Does the number of teaching days conform to the University rules ? Please state the year-wise number of teaching days during the last two years.
2. Number of House-tests during the session.
3. Is the College observing conditions laid down by the University in respect of House tests ? If yes, then state the number & details of students found in-eligible (year-wise) for University examinations during the last two years.
4. Is the College observing conditions laid down by the University in respect of lectures ? If yes, then state the year-wise number & details of students found in-eligible for University examinations during the last two years.
5. Please give a year-wise & class-wise comparative table of University and College results for the last two years.
6. Anything special in academic field.

Sports

1. Has the College got suitable play-grounds ? (state the names of play grounds).
2. State the names of Directors of Physical Education. Also state the number & date of letter communicating the approval of their appointments by the University.
3. Details of teams pertaining to different games. State their year-wise position in inter-college competitions for the last two years.
4. Please state the year-wise positions gained by the College Athletic team in University meets during the last two years.
5. Please give a year-wise brief report of the Sports Competitions held at college level during the last two years.
6. Does the medical examination of the students conducted annually?
Dispensary Doctor/Lady Doctor First aid
7. Does the provision for indoor games exist in the College? If so, state the names of games for which the provision exists.
8. Any special achievement of the college in sports.

Co-Curricular activities

1. Names of Associations/Societies of the College, brief reports (year-wise) for the last two years.
2. Brief year-wise reports for the last two years in respect of the competitions organized at college level.
3. Names of the teams (year-wise) which participated in the Youth Festivals during the last two years and the positions gained by them.
4. A brief report in respect of tours organised by the College during the last two years.
5. Is there an N.S.S. Unit in the College ? If yes, then a year-wise report for the last two years may be added.
6. Is there an N.C.C. Unit in the College ? If yes, then a year-wise brief report for the last two years may be added.
7. Has the College established Youth Club ? If yes, then a year-wise report for the last two years may be added.
8. Any special achievement in the field of Co-curricular activities.

College Staff

A. Teaching Staff

1. Total number of Teachers.
2. Number of Lady Teachers.
3. Status of the Teaching Staff.
 - (a) Permanent teachers.
 - (b) Teachers on Probation.
 - (c) *Ad hoc* teachers.
 - (d) Part-time teachers.
4. Details of periods a teacher is expected to teach during a week (Teaching hours).
5. Is any teacher over-worked according to University norms ? If so, give details.
6. Is any teacher under-worked according to University norms ? If so, state the name of teacher & number of periods.
7. Teacher-taught ratio (If it is less than 1 : 25 then state the steps being taken to rectify it).

8. Subject-wise results of the classes taught by the teachers with University & School Board percentage for the last two years (year-wise).
9. Do all the teachers put in the number of teaching-days during the session, as per University rules ? Number of teaching days put in by the individual teachers during the last two years (year-wise).

B. Non-Teaching Staff

1. Number of employees.
2. Status of non-teaching employees.
 - (a) Number of permanent members.
 - (b) Number of members on probation.
 - (c) Number of ad hoc employees.
 - (d) Number of members employed on fixed pay.
 - (e) Number of members working on part-time basis.
3. A list containing the names of the members of staff and offices held by them may be attached.
4. Is the College adequately staffed in view of the number of students admitted and the division of work ? State if it is understaffed, also give reasons.
5. Pay-scales of the different categories of the staff.

Conditions imposed by the last Inspection Committee

1. Report in respect of compliance of the conditions imposed by that committee.
2. Have the conditions been fulfilled ? If not, give reasons.
3. Is the compliance satisfactory ?
4. Opinion of the present Inspecting Committee regarding compliance of the conditions.

Comments of the present Inspecting Team regarding the following items

- | | |
|---------------------|------------------------------|
| 1. Management | 7. Equipment |
| 2. Financial aspect | 8. Number of students |
| 3. Student Fund | 9. Academic activities |
| 4. College Building | 10. Sports |
| 5. Hostel | 11. Co-curricular activities |
| 6. Library | 12. College staff |

General impression of the Inspecting Committee regarding the working of the College & the reputation it enjoys.

Recommendations.

Signatures of the Members of the Committee with date.

Rules Relating to the Endowment Fund

- (i) Endowment Fund be invested in Fixed Deposits in the Scheduled Banks or in Government Securities, as at present, or in such other debentures as may be approved annually by the Syndicate.
- (ii) The debentures shall always be deposited with the University and in the case of Fixed Deposit Receipts, these should be in the name of the Dean, College Development Council. These Fixed Deposit receipts shall be deposited with the University.
- (iii) The Debentures will be sold only after permission of the University has been obtained.
- (iv) A governing body which is managing a number of colleges may not be required to keep Endowment Fund separately for each college. It may be kept by the parent body in consolidated form.

Statement of Endowment Fund

Sr.No.	Number of Receipts or Cash Certificates/ Debentures	Amount	Date	Persons in whose name the investment is made	Bank/ Company
--------	---	--------	------	--	---------------

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)
- (viii)
- (ix)
- (x)
- Total :

Statement showing the number of periods per week suggested for each subject of the Three-year B.A./B.Sc. Courses.

Group	Subject	Teaching Periods/ Theory Per week	Composition Grammar/ Practical per week	Total
1	2	3	4	5
Three-Year B.A./ B.Sc. Course	English (Communication Skill)	6	—	6
	English (Literature)			
	Part-I	6	—	6
	Part-II	6	—	6
	Part-III	6	—	6
	English (Honours)	6 (extra periods)	—	6
	History	6	—	6
	Persian	(as prescribed for Modern Indian Languages)		6
	German or French or Russian	6 (including composition etc.)		
	Punjabi (Compulsory) For B.A.	6	—	6
	Punjabi (Communication Skill) for B.Sc.	6	—	6

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1	2	3	4	5
	Punjabi (Literature)			
	Part-I	6	—	6
	Part-II	6	—	6
	Part-III	6	—	6
	A Modern Indian Language (except Punjabi Literature)			
	I-year	6	—	6
	II-year	6	—	6
	III-year	6	—	6
	Honours Course			
	2nd year	6	—	6
	3rd year	6	—	6
	A Classical Language (Sanskrit, Arabic, Persian)			(same as prescribed for Modern Indian Languages)
	Political Science			
	Economics	6	—	6
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	o			

1	2	3	4	5
	Fine Arts	3	6	9
	Mathematics	10	—	10
	Mathematics(Honours)	6	—	6
	Indian Culture	6	—	6
	Geography	6	6	12
	Home Science	6	6	12
	Psychology	6	3	9
	Public Administration	6	—	6
	Botany			
	Zoology			
	Chemistry			
	Geology	6	6	12
	Geography			
	Physics }			

**THE MAXIMUM NUMBER OF PERIODS TO BE GIVEN TO
THE LECTURERS IN AFFILIATED COLLEGES**

Class or Classes	No. of maximum periods per week for a
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	teacher
1. B.Sc. Pass Theory only	20
2. B.Sc. Pass Practical only	27
3. B.Sc. Pass Practical and Theory	24
4. B.Sc. Honours Theory only	16
5. B.Sc. Honours Practical only	20
6. B.Sc. Honours Theory and Practical	18
7. B.Sc. Pass and Honours	18
8. B.Sc. Pass and Honours Practical only	22
9. B.Sc. Pass and Honours Theory and Practical	20
10. B.A. Pass	24
11. B.A. Honours	20
12. Honours School Course	20
13. M.A.	20
14. B.Com.	24
15. B.Ed.	24 (per week
	including Thesis, Tutorials, Seminars and Practical. Co- curricular activities would be exclusive of this work load)
16. M.A. (Physical Education)	20 -do-
17. M.Ed.	20 -do-
1. This includes all type of work, tutorials etc.	
2. (a) No teacher should be given more than 24 periods including those for Honours classes. Every Science Teacher should take at least 2 theory periods a day, if necessary by relaxing then strength of students assigned to a teacher. For Science Practicals a group of 20 students would be assigned to a teacher for the B.A./B.Sc. Part-I class and a teacher doing practicals for B.A./B.Sc. Part-II and III class would be assigned a batch of 15 students.	

- (b) The number of students in each practical group for the subject of Music for the degree and Post-graduate classes shall be as under :
 - (i) Degree Classes in Vocal Music Practical–12 to 15 students in each group.
 - (ii) Degree Classes Instrumental Practical Music–10 to 12 students in each group.
 - (iii) M..A. Part-I and II Vocal and Instrumental Practical Music–8 to 10 students in each group.
- (c) The number of students in Practical Group in Psychology shall be 15.
- 3. For composition work in the subject of English, a teacher will not be allotted a group of more than 30 students.
- 4. In no case would a teacher be assigned more than 24 periods except when he is given practical work also, in that case the number of periods could be upto 30.
- 5. In the case of Arts and Science colleges, the Managing committees might assign teaching work to Principals of their colleges subject to a minimum of 6 and maximum of 10 periods a week irrespective of the number of students on rolls.

NORMS FOR THREE-YEAR DEGREE COURSE

Norms laid down by the Syndicate in regard to space for students, laboratories, library and expenditure to be incurred on the library books etc. for the Three-Year Degree Course in the affiliated colleges.

- I. Class-Room accommodation : 10 Sq.ft. per student
- II. Laboratory accommodation :
 - (i) Chemistry Laboratory 40 Sq.ft. per student
 - (ii) Physics Laboratory -do-
 - (iii) Botany Laboratory -do-
 - (iv) Zoology Laboratory -do-

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

- Physics : A Dark Room and a Workshop.
- Chemistry : A Balance Room and a Preparation Room.

Botany	:	A Preparation Room	
Zoology	:	A Preparation Room.	
III. Library	:	Art and Science Subjects	Rs. 15,000/- for library books in the first year and Rs. 1000/- in each subsequent year.
		Only Arts Subjects	Rs.10,000/- for library books in the first year and Rs. 1000/- in each subsequent year.
		Books and Periodicals etc.	Re. 1/- p.m. to be spent, per student.
		For Furniture and subordinates library staff	Re. 0.50/- p.m. to be spent, per student.
		Library space	The minimum requirement will be : One Reading Room, 50'x20' properly equipped One Periodicals Room 30'x20' One Study Room for staff 15'x20' properly furnished.

FORM OF NEW COLLEGE INSPECTION REPORT

1. Name of the proposed college
2. Date of Inspection
3.
 - (i) Faculties for which affiliation is sought.
 - (ii) Classes for which affiliation is sought.
 - (iii) Subjects in which affiliation is sought.
 - (iv) Session/year from which affiliation is sought for.
4. Management :
 - (i) Is the Managing Body a Registered one ?
 - (ii) Attach (a) a list of the Members of Managing Body,
(b) a copy of the Constitution,
(c) a copy of the Registration Certificate.
 - (iii) Is the Principal an *ex-officio* member of the Managing Committee ?
5. Tenure of Services and Grades :
 - (i) 'A' are there any service rules ? (a copy be attached).
'B'. if any rules for security of tenure of service.
Provision against arbitrary dismissal and other safeguard for the protection of the staff against the persecution or high handedness of the Managing Committee.
 - (ii) Are the service rules reasonable ?
 - (iii) What are the proposed scales of pay and grades? Do you consider the same as adequate ?
 - (iv) Is any Dearness Allowance paid ? What is the scale ?
 - (v) Is there any Provident Fund scheme ? What is the rate ?
 - (vi) Is Provident Fund registered ?
6. Finances :
 - (i) Does the College possess the required amount of Endowment Fund ? Please quote the number and the amount of the Fixed Deposit Receipts and the name of the Bank.
 - (ii) Is the Receipt in the joint name of the Registrar and the President/Secretary of the college ?
 - (iii) What are the sources of income of the college ?

- (a) Income from investments and property.
- (b) Income from fixed donations.
- (c) Expected annual income from fees. How has it been worked out ?
- (d) Any other source.
- (iv) Annual total expenditure of the college.
- (v) Do the income and expenditure balance ? If not, how do they propose to balance it ?
- 7. (a) The Colleges should not be opened in rented Buildings/on rented land and College should have its own land/Building.
- (b) Building (A plan duly certified by a qualified Engineer be attached)
 - (i) Does the management possess college building of their own ?
 - (ii) Is the building suitable ?
 - (iii) Are the buildings acquired on a long lease ? If yes, a copy of the lease be attached ?
 - (iv) Are the lecture rooms commodious and well-ventilated ? Are sanitary conditions satisfactory ?
 - (v) Is there a hall or big room for holding meetings of the whole college ?
 - (vi) What is the maximum number of classes being held at the same time ? What is the maximum strength of a section ?
 - (vii) Are the surroundings satisfactory ?
 - (viii) Are the buildings fitted with electric light ?
 - (ix) Is the Principal provided with residential quarters near the college ?
- 8. Hostel :
 - (i) What provision has been made for the residence of students?
 - (ii) What is the maximum number of boarders who can be lodged in the hostel ?
 - (iii) What is the number of day scholars ?

- (iv) Is there a properly fitted Common room with indoor games and with journals and periodicals subscribed ?
 - (v) What is the arrangement for medical aid ?
 - (vi) Are sanitary conditions satisfactory ?
 - (vii) Qualifications of the Superintendent or the Warden. Does he reside near the hostel ?
9. Play-grounds :
- (i) For what games has the college made provision ?
 - (ii) Does it possess play-grounds for the purpose ?
 - (iii) Are the play-grounds near the college and the hostel ?
 - (iv) Name and qualifications of the Director, Physical Education.
 - (v) What is the arrangement for the physico-medical examination of the students ?
 - (vi) Have they put up a gymnasium and made provision for athletics ?
10. Library :
- (i) What amount do they propose to invest for the purchase of Library books including books of reference ?
 - (ii) What journals and papers do they propose to subscribe ?
 - (iii) Name and qualifications of the Librarian.
 - (iv) How many students can study in the Reading Room ? Is it properly furnished ?
11. Furniture and equipment :
- (i) What amount do they propose to spend upon the furniture of the college in the first year ?
 - (ii) Is there a properly equipped staff room ?
12. Laboratories :
- (i) What accommodation is there in the laboratories for each Science subject applied for ?
 - (ii) Are laboratories properly equipped ?
 - (iii) What money has been provided for apparatus for the different science subjects ?

13. Staff :
 - (i) Please attach (a) list of the staff, if appointed, and (b) a list of the staff they propose to appoint.
 - (ii) Is the staff qualified and adequate ?
14. Tuition Fee :
 - (i) What is the scale of tuition fees fixed by the college ?
 - (ii) What is the amount of games and union fund fees fixed by the college?
15. Does the committee recommend affiliation ? If so, what is the maximum number of students for which affiliation be granted?
16. Summary of recommendations.

Signatures of the
Members of the Committee

(1)

(2)

Date :

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

1. Name of the College
2. Date of inspection
3. Names of the Inspectors visiting the College :
 - (i)
 - (ii)
 - (iii)
 - (iv)
4. *Endowment Fund :
 - (i) Does the College possess the required amount of Endowment Fund for extension of affiliation ?
 - (ii) Is the Endowment Fund in the joint name of the Registrar, Punjabi University and the President/Secretary of the Managing Committee ?

* There shall be a separate Endowment Fund that cannot be alienated so long as the College continues to exist. The amount of Endowment Fund required by the College seeking affiliation with the Punjabi University shall be as under :

1.	Arts/Science/Commerce etc. (for Boys)	Rs. 10 lacs
2.	Arts/Science/Commerce etc. (for girls)	Rs. 5 lacs
3.	Physical Education College	
	(i) For one unit of 50 students	3 lacs
	(ii) For two units of 50 students each	4 lacs
	(iii) For three units of 50 students each	5 lacs
	(iv) For four units of 50 students each	5.50/- lacs
	(v) To start Diploma in Physical Education	1 lac
4.	Guaranteed annual income	
	1. Arts college for Boys	50,000/-
	2. Science College	75,000/-
	3. Women College(Teaching Arts Subject (s) only)	50,000/-
	4. Women College(Teaching Arts & Science)	50,000/-

5. Management :
Is the managing body a registered one ? Authenticated copy of its constitution be collected and enclosed.
6. Courses for which college is already affiliated.
Arts.....
Science.....
7. (i) Science subjects/Courses for which extension of affiliation is sought.
(ii) Session/Year from which affiliation is sought for.
8. Enrolment of the College in Science subjects :
Three-Year B.Sc. Course (a) Physics
(b) Chemistry
(c) Botany
(d) Zoology
(e) Geology
9. Laboratories :
(i) Are the college laboratories in Science subjects properly equipped ?
(ii) Are the lecture rooms commodious and well-ventilated?
Are sanitary conditions satisfactory ?
(iii) Has the college a gas plant ? If so, does it meet the requirements of practicals in Science subjects ?
(iv) Is there ample provision for water-supply ?
(v) Does the college possess its own distilling Plant for B.Sc. classes ?
(vi) Are the buildings fitted with electric light ?
(vii) Does the college possess adequate and suitable furniture?
(viii) Dimensions of the present laboratories and additional laboratories required according to the norms laid down by the Syndicate.

- Present/More Proposed
- (a) Physics
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Work Shop
 - (iv) Dark Room
 - (v) Store Room
 - (b) Chemistry
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Balance Room
 - (iv) Preparation Room
 - (v) Store Room
 - (c) Botany
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room
 - (vi) Botanical Garden
 - (d) Zoology
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room
 - (e) Geology
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room

(Plans of the buildings of laboratories and Lecture Rooms be collected and enclosed.)

10. Equipment

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

11. Library

- | | | | | |
|------|---|--|--|--|
| (i) | Has the college
purchased Library
books in Science
subjects according
to the standard lists ? | | | |
| (ii) | Number of books
at present in the
library of the
college. | Physics
Chemistry
Botany
Zoology
Geology | | |

- | | | | |
|-------|--|---|-----|
| (iii) | How much amount has been spent on the purchase of Science Books ? | Physics Rs.
Chemistry
Botany Rs.
Zoology Rs.
GeologyRs. | Rs. |
| (iv) | How much additional amount of money is the college required to spend on the purchase of more Library books in Science subjects ? | Physics Rs.
Chemistry
Botany Rs.
Zoology Rs.
GeologyRs. | Rs. |
12. Staff :
- (i) Is any member of the staff not getting the pay/grade laid down for the college ?
 - (ii) Does the college possess adequate staff consistent with its enrolment and teaching load ?
 - (iii) Teaching load in various Science subjects.

Physics.	Chemistry,	Botany,
Theo. Pract.	Theo. Pract.	Theo. Pract.
Zoology,	Geology	
Theo. Pract.	Theo. Pract.	
- Three-Year B.Sc. Course
- (a) Part I
 - (b) Part-II
 - (c) Part-III

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

Teachers	Present	Add. Required during this year	Add. Required next year
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Physics			
Chemistry			
Botany			
Zoology			
Geology			
Demonstrators :			
Physics			
Chemistry			
Botany			
Zoology			
Geology			
Lab. Assistants :			
Physics			
Chemistry			
Botany			
Zoology			
Geology			
Lab. Bearers:			
Physics			
Chemistry			
Botany			
Zoology			
Geology			
13. Does the Committee recommend extension of affiliation in the various Science subjects for the Three Year B.Sc. Course ? If so, what is the maximum number of students for which affiliation be granted ?			

14. Summary of recommendations :

Signatures of the Members of the Committee

(i)

(iii)

(ii)

(iv)

