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# UNIVERSITY CALENDAR

VOLUME-I

ACT, STATUTES, REGULATIONS &  
ORDINANCES-2017



**SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGHAR SAHIB (PUNJAB)**

# UNIVERSITY **CALENDAR** VOLUME-I

2017

## ACT, STATUTES, REGULATIONS & ORDINANCES

(THIS VOLUME CONTAINS AMENDMENTS AS  
APPROVED BY THE UNIVERSITY SYNDICATE UPTO AND  
INCLUSIVE OF September 26, 2017)



> FATEHgarh SAHIB (INDIA) <

**SRI GURU GRANTH SAHIB WORLD UNIVERSITY**  
FATEHgarh SAHIB (PUNJAB)

**Published By:** Dr. Pritpal Singh  
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## **FOREWORD**

A pre-requisite for running any organization is to have a univocal set of rules and regulations to avoid any ambiguity in administrative matters. For this purpose, Sri Guru Granth Sahib World University has prepared a Calendar in which all issues pertaining to faculty, non-teaching staff & students, admission procedures, examinations, accounts, purchase, construction etc. have been incorporated. These rules and regulations are to be referred to in any situation to decide the further course of action, or to determine the area of jurisdiction. Adopting wider visionary approach, the University has formulated some more ordinances and has made minor amendments in its existing Statutes and Ordinances for its better functioning.

On behalf of Sri Guru Granth Sahib World University, I extend my thanks to the University Syndicate and the Chancellor of the University for their approval to these amendments. I also wish to thank all the scholars/ senior professors who have given us valuable inputs for preparing this Calendar.  
I hope that the second edition of the Calendar shall act as general guidance for all associated with the University.

Dr. Sukhdarshan Singh Khehra  
Vice Chancellor

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**ACT**

# THE SRI GURU GRANTH SAHIB WORLD UNIVERSITY

## ACT, 2008

### (Punjab Act No. 20 of 2008)

[Received the assent of the Governor of Punjab on the 25<sup>th</sup> April, 2008 and published in the Punjab Government Gazette (Extraordinary) Legislative Supplement Part I of the 15<sup>th</sup> May, 2008]

#### AN ACT

to establish and incorporate a University in the State of Punjab to be known as the Sri Guru Granth Sahib World University, for the purpose of making provisions for study research, teaching in the areas of world religions, cultures and civilizations and other courses under the general heads of the arts and humanities, social sciences, pure sciences, applied sciences, medical sciences, engineering sciences and for focusing stress on the emerging disciplines such as information technology, biotechnology, nanotechnology, ecology, human rights, feminism and empowerment of the down-trodden and to provide for the matters connected therewith or incidental thereto.

Be it enacted by the Legislature of the State of Punjab in the Fifty-ninth Year of the Republic of India.

1. (a) This act may be called the Sri Guru Granth Sahib World University Act, 2008.

Short title and commencement.

(b) It shall come into force at once.

2. In this Act unless the context otherwise requires-

Definitions

(a) "Academic Council" means the Academic Council of the University;

(b) "Authorities" mean the authorities of the University;

(c) "Board of Studies" means a body to be constituted by the Syndicate;

(d) "Campuses" mean campuses of University including off campuses centres, off-shore campuses centres and regional campuses;

(e) "Chancellor" means the Chancellor of the University;

(f) "Dean" means a Dean of the University;

(g) "Finance Committee" means the Finance Committee of the University;

(h) "Institution" means an institution or institute or college or academic centre by whatever name it may be called) run, managed or recognized by or affiliated to the University, in and outside the state;

(i) "Prescribed" means prescribed by Statutes, Ordinances and Regulations;

(j) "President" means the President of the Shiromani Gurdwara Parbandhak Committee;

(k) "Registrar" means the Registrar of the University;

(l) "Senate" means the Senate of the University;

(m) "Shiromani Gurdwara Parbandhak Committee" means the committee, named as

such by the Board, constituted under the provision of Part Third of the Sikh Gurdwaras Act, 1925;

- (n) "Syndicate" means the Syndicate of the University;
- (o) "Statutes", "Ordinances" and "Regulations" mean Statutes, Ordinances and Regulations of the University made by it under this Act;
- (p) "Teacher" includes Professor, Reader, Associate Professor, Assistant Professor, Lecturer and any such other person who imparts instruction in the University or any of its institutions and centres.
- (q) "Trust" means Sri Guru Granth Sahib Fourth Centenary Memorial Trust, which is a constituent unit of the Shiromani Gurdwara Parbandhak Committee.
- (r) "University" means the Sri Guru Granth Sahib World University, established under this Act; and
- (s) "Vice-Chancellor" means the Vice-Chancellor of the University.

- 3. (i) There shall be established a private University by the name of Sri Guru Granth Sahib World University in the State of Punjab.
- (ii) The University shall be run and managed by the Trust in accordance with the provisions of this Act.
- (iii) The University shall be a body corporate by the name specified in sub-section (1) and shall have perpetual succession and a common seal. It shall have the power to acquire, hold, dispose of property, both moveable and immoveable and to make contract, and shall sue and be sued by its name.
- (iv) The headquarters of University shall be at Fatehgarh Sahib.

Establishment of the University

- 4. The objects of the University shall be:-

- (i) To undertake study, teaching and research in the domain of Sikhism and other World religions, languages, cultures and civilizations, particularly those, which arose and developed in the Indian sub-continent;
- (ii) To undertake study, teaching and research in respect of the courses under the general heads of arts and humanities, social sciences, pure sciences, applied sciences, medical sciences, engineering sciences (equal stress would also be laid on the emerging disciplines such as information technology, biotechnology, nanotechnology as well as latest disciplines like ecology, human rights, feminism, empowerment of the down-trodden and while doing so, emphasis will be laid on professional and vocational courses).
- (iii) To contribute towards evolving a knowledge society with a view to make the State, a leading hub of knowledge on global horizon;
- (iv) To maintain liaison and establish collaboration with industry for evolving

Objects of the University

industry-oriented professional courses and for providing professional orientation in imparting education.

(v) To encourage and motivate leading industrial houses for setting up at the Campuses their respective corporate institutes for academia-industry nexus; and

(vi) To disseminate knowledge so as to make it accessible to all strata of the society.

5. The University shall have the following powers and functions, to be exercised and performed by or through its various officers and authorities, namely:-

- (i) to make provisions and adopt all measures (including adoption and updating of the curricula) in respect of study, teaching and research, relating to the courses through traditional as well as new innovative modes including online education mode;
- (ii) to institute and confer degrees, diplomas, certificates, awards, grades, credits and academic distinctions;
- (iii) to conduct and hold examinations, grant or confer degrees, diplomas and certificates;
- (iv) to institute Professorships, Associate Professorships, Assistant Professorships, Readerships, Lectureships and other degrees;
- (v) to provide for the degrees, diplomas, certificates, equivalent or corresponding to the degrees, certificates of other recognized Universities, Boards or Councils.
- (vi) to take all necessary measures for setting up Campuses;
- (vii) to set up central library, departmental libraries, museums and allied matters;
- (viii) to demand such fees and other charges, as may be prescribed;
- (ix) to hold, manage and run trusts and endowments, which may be created in favour of the University.
- (x) to institute and confer honorary degrees as may be prescribed;
- (xi) to institute and award fellowships, scholarships, studentships as may be prescribed;
- (xii) to print and publish works of academic excellence;
- (xiii) to take special measures for the spread of educational facilities among the educationally backward strata of the society;
- (xiv) to encourage and promote sports and martial arts;
- (xv) to create technical, administrative, ministerial and other necessary posts and to make appointments thereto;

Powers and  
functions of the  
University

- (xvi) to receive grants from the University Grants Commission and other Central, State agencies or any other person;
- (xvii) to accept and receive gifts, donations and to raise loans and advances;
- (xviii) to undertake research projects on mutually acceptable terms and conditions in respect of agriculture, industry and business;
- (xix) to provide consultancy services;
- (xx) to frame Statutes, Ordinances and Regulations for carrying out the objects of the University;
- (xxi) to encourage and promote extra-curricular activities for personality development of the teachers, students and employees of the University;
- (xxii) to provide for dual degrees, diplomas or certificates vis-à-vis other Universities on reciprocal basis;
- (xxiii) to set-up constituent colleges, institutions, off-campus centres, off-shore centres and zonal or regional centres, study centres, learning centres (by whatever name these may be called), as per the guidelines of the University Grants Commission and the instructions issued by the State Government from time to time;
- (xxiv) to purchase, acquire and take on lease or mortgage and sell, lease, mortgage, alienate and transfer any immovable or movable property of the University;
- (xxv) to prescribe the fee structure for various categories of students;
- (xxvi) to seek collaboration with other institutions on mutually acceptable terms and conditions;
- (xxvii) to determine salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission;
- (xxviii) to do self-certification, which shall be exempted from obtaining any permission, approval, license, certificate, no objection certificate, authorization or any other document from the State Government or any other body, set-up by the State Government or under any State Act or Central Act; and
- (xxix) to take all such measures and to do all such other acts, as may be necessary or desirable to further the objects of the University.

6. (i) The University shall not discriminate against any person on the ground of religion, race, class, colour, caste, sex or place of birth and shall be open to all in respect of admission, enrolment and employment. University not to discriminate.

(ii) The University shall adhere to the State Policy in respect of reservation made by the State Government under the Constitution of India or any other law for

the time being in force for reserving seats for different categories of students in respect of the State quota for the domiciles of the State of Punjab.

7. (i) The University shall exercise its jurisdiction within its Campuses.

(ii) Notwithstanding anything contained in sub-section (1), the Trust of University, may set-up and manage institutions outside the jurisdiction of the Campuses of the University and the institutions so set-up and run, shall be deemed to be constituent units to the University, irrespective of the fact that the area within which, such institutions are set-up and run, fall within the territorial jurisdiction of any other University, Board or any other affiliating body.

(iii) After its establishment, the University shall affiliate to it only that other educational or professional institution, established, run or managed by the Trust or the Shiromani Gurdwara Parbandhak Committee, with regard to the affiliation of which, a specific decision is taken by the Trust, and not otherwise.

8. The following shall be the officers of the University, namely:-

(i) the Chancellor;

(ii) the Vice- Chancellor;

(iii) the Registrar;

(iv) the Deans of the Faculties; and

(v) such other officers of the University, as may be declared by the Statutes, to be the officers of the University.

9. Subject to the provision of this Act, the mode of appointment of the officers of the University, their powers and duties, the terms and conditions of their service and filling up of casual vacancies of such officers, shall be provided under the Statutes or Ordinances.

10. (i) The President shall be the Chancellor of the University.

(ii) The Chancellor shall preside over the Convocation of the University.

11. (i) The Vice-Chancellor shall be appointed by the Chancellor on the recommendation of the Trust on such terms and conditions, as may be prescribed.

(ii) The Vice-Chancellor shall hold office for a period of five years, which may be extended by the Chancellor on the recommendation of the Trust.

(iii) The salary, remuneration, travelling allowance and dearness allowance or any other allowance of the Vice-Chancellor shall be at par with those of the Vice-Chancellors of other Universities of the State of Punjab.

(iv) In the event of the Vice-Chancellor, being not in a position to perform his functions, on account of illness, leave, or due to any other reason, a Dean, nominated by the Vice-Chancellor, shall act as a Vice-Chancellor. In case of any emergency, where no such nomination has been made by the Vice-Chancellor, the Dean, Academic Affairs, shall act as a Vice-Chancellor.

(v) The Vice-Chancellor, shall be the principal executive and academic officer of the University, and shall exercise control over its affairs in accordance with

Jurisdiction of the University

Officers of the University

Appointment duties, powers and conditions of service of officers of the University

The Chancellor

The Vice-Chancellor

the Statutes, Ordinances and Regulations, and give effect to the decisions of the authorities. He shall be the Ex-officio Chairperson of the Senate, the Syndicate, the Academic Council and the Finance Committee of the University.

- (vi) In the absence of the Chancellor, the Vice-Chancellor shall preside over the convocation of the University. He shall be entitled to be present at and address any meeting of any authority or other body of the University.
- (vii) The Vice-Chancellor shall have the power of convening meetings of the Senate, the Syndicate and the Academic Council.
- (viii) It shall be the duty of the Vice-Chancellor, to ensure that the provisions of this Act, the Statutes, Ordinances and Regulations, made there under, are observed in letter and spirit and he shall be competent to exercise all necessary powers in this regard.
- (ix) If, in the opinion of the Vice-Chancellor, an emergency has arisen, which warrants immediate action to be taken, the Vice-Chancellor shall take such action, as he deems necessary, and shall report the same for confirmation at the next meeting to the authority concerned, which in the ordinary course, could have dealt with the matter;
- (x) Provided that if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Chancellor, whose decision on the advice of the Trust, shall be final;
- (xi) Provided further that where such action adversely affects any person in the service of the University, such person shall be entitled to prefer, within a period of thirty days from the date, on which he receives notice of such action, an appeal to the Chancellor, whose decision on the advice of the Trust, shall be final.
- (xii) The Vice-Chancellor shall exercise such other powers and perform such other duties, as may be prescribed.

12. (i) The Registrar shall be appointed by the Syndicate, and he shall be a whole-time administrative officer of the University. The terms and conditions of service of the Registrar shall be such, as may be prescribed;

Provided that the term of office of the Registrar shall be four years or up to the age of sixty years, whichever is earlier;

Provided further that the first Registrar of the University may be appointed by the Trust on contract basis on such terms and conditions, as the Trust may decide.

(ii) The Registrar shall be the ex-officio Secretary of the Senate, the Syndicate and the Academic Council. He shall keep the minutes of all the meetings of the Senate, the Syndicate, the Academic Council and the Finance Committee and circulate the same to the concerned persons. He shall also make the official correspondence of the Senate, the Syndicate and the Academic Council under the superintendence of the Vice-Chancellor with all concerned.

(iii) The Registrar shall be the custodian of the records, common seal and such other property of the University, as the Syndicate or the Vice-Chancellor may entrust to his charge.

The Registrar

(iv) The Registrar shall exercise such other powers and perform such other duties, as may be assigned to him from time to time by the Authorities.

13. The following shall be the Authorities of the University, namely:-

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

14. (1) The Senate shall consist of the following members, namely:-

- (i) the Vice-Chancellor .. Chairperson
- (ii) five Trustees, to be elected by the Trust; .. Members
- (iii) two eminent academicians to be nominated by the Trust; .. Members
- (iv) three eminent experts, one from agriculture, one from industry and one from business, to be nominated by the Trust; .. Members
- (v) heads of the Institutions, affiliated to the University; .. Members
- (vi) all Ex Vice-Chancellors of the University; .. Members
- (vii) all the Deans of the University; .. Members
- (viii) two persons, to be co-opted by the Senate; .. Members
- (ix) heads of the Boards of Studies; .. Members
- (x) two persons being academicians from outside the University, to be elected by the Syndicate; and .. Members
- (xi) one nominee of each institution donating to the University rupees ten lacs or more ; provided such donation has been accepted by the Syndicate. .. Member

(2) The tenure of the members of the Senate, other than the ex-officio members, shall be two years.

(3) A member, other than the ex-officio member, may resign by a letter, addressed to the Chancellor.

(4) The fellowship of any member, who ceases to hold office by virtue of which, he became such a member, shall stand cancelled.

(5) When a vacancy occurs in the Senate by resignation or death of a member or otherwise, the vacancy shall be filled up in the same manner, in which such a member had become the member of the Senate.

15. (1) Subject to the provisions of this Act, the Senate shall exercise the following

Authorities of the University

The Senate

Powers and functions of the Senate

powers and functions, namely:-

- (i) to review from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and the development of the University;
- (ii) to consider and pass resolutions on the annual report, the annual accounts, and the audit report thereon of the University ;
- (iii) to advise the Chancellor in respect of any issue that may be referred to him for advice; and
- (iv) to perform such other functions and duties, as may be assigned to it by or under this Act or the Statutes made thereunder.

(2) An annual meeting of the Senate shall be held on a date, to be fixed by the Vice-Chancellor. At such annual meeting, the report on the functioning of the University during the previous year, together with the statement of the receipts and expenditures, the balance sheet and the financial estimates shall be presented.

(3) Special meeting of the Senate may be convened by the Vice-Chancellor as and when considered necessary;

Provided that the special meeting of the Senate shall only be convened, if one-third of the members of the Senate make a requisition in writing to the Vice-Chancellor.

16. (1) The Syndicate shall be the principal executive body of the University and shall run the management and administration of revenue and property of the University, and shall be responsible for the conduct of all administrative affairs of the University, not otherwise provided in this Act.

## The Syndicate

(2) The Syndicate shall consist of the following members, namely:-

- (i) the Vice-Chancellor .. Chairperson
- (ii) the Dean Academic Affairs .. Member
- (iii) three Deans from amongst the Deans of the Faculties, .. Members  
who are the members of the Senate by rotation,  
according to age;
- (iv) two persons from amongst the Heads of the Departments; .. Members
- (v) two persons from amongst the Principals of the Colleges, ..  
Members  
affiliated to the University, by rotation, according to age;

(vi) three persons, elected by the Senate from amongst .. Members  
its members; and

(vii) two persons, to be nominated by the Chancellor on the .. Members  
advice of the Trust.'

(3) The members of the Syndicate, other than the ex-officio members, shall hold office for a period of two years.

(4) A member of the Syndicate may, by letter, addressed to the Chancellor, resign his office.

(5) In the event of a vacancy occurring in the office of a member of the Syndicate by resignation or death or otherwise, the vacancy shall be filled up in the same manner, in which it was filled up originally;  
Provided that the member who fills such a vacancy, shall hold office for the unexpired portion of the term of the member, whom he has replaced.

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

18. (1) The Finance Committee shall consist of the following members, namely:-

- (i) the Vice-Chancellor .. Chairperson
- (ii) the Dean Academic Affairs .. Member
- (iii) the Registrar of the University .. Member
- (iv) the Finance Officer of the University .. Secretary
- (v) two persons, to be elected by the Senate out of which, .. Members  
one shall be financial expert; and
- (vi) two persons, to be elected by the Syndicate out of which, .. Members  
one shall be financial expert.

(2) The members elected by the Senate and the Syndicate shall hold office for period of two years.

19. (1) The Finance Officer shall get the annual budget of the University prepared along with the requisite documents and submit the same before the Finance Committee for its approval. Likewise, the Finance Officer shall also get the accounts of the annual income and expenditure of the University prepared and

The Academic Council

The Finance Committee

Functions of the Finance Committee

the same shall be got audited from the Chartered Accountant, to be appointed by the Finance Committee in this regard.

- (2) The budget approved by the Finance Committee along with the note with regard to the audit of income and expenditure of the University, referred to in sub-section (1), shall be placed before the Syndicate for its approval.
- (3) The Finance Committee shall tender advice to the Syndicate on financial matters of the University.
- (4) The Finance Committee shall be responsible for the financial management of the University.

20. Subject to the provisions of this Act, the constitution, powers and duties of the Authorities shall be such, as may be provided in the Statutes.

- 21. (1) The Syndicate, with the approval of the Chancellor, may, from time to time, make Statutes or may amend or repeal the same.
- (2) Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely: -

  - a) the constitution, powers, functions and duties of the authorities, other than those of the Senate, the Syndicate, the Academic Council and the Finance Committee, (whose constitution, powers and duties have been specified in this Act), and of such other bodies, as may be deemed necessary, to be constituted from time to time;
  - b) the appointment, powers and duties of the officers of the University, other than those, already provided in this Act;
  - c) the constitution of a pension or provident fund and the establishment of an insurance scheme for the benefit of the officers, teachers and other employees of the University;
  - d) the conferment of the honorary degrees;
  - e) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
  - f) the establishment, maintenance and abolition of faculties, departments, halls, hostels, colleges and institutions;
  - g) the grouping of allied departments into Schools;
  - h) the conditions under which, the colleges and other institutions may be admitted to the privileges of the University and the withdrawal of such privileges;

Powers and duties of the authorities

The Statutes

- i) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes; and
- j) any other matter or matters for which Statutes may be made, or are required to be made under this Act.

22. (1) The Syndicate may, from time to time, make Ordinances or amend or repeal the same;

Making of  
Ordinances.

Provided that no Ordinances shall be made affecting the:-

- (i) admissions or enrolments or prescribing examinations, to be equivalent to the University examinations ; or
- (ii) conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study,unless a draft of such Ordinances has been proposed by the Academic Council.

(2) The Syndicate shall not have the power to amend any draft Ordinances, proposed by the Academic Council at its own level, but may return it to the Academic Council for reconsideration, either in whole or in part, together with any amendments, which the Syndicate may suggest;

Provided that when the draft of proposed amendment in the Ordinances is sent by the Academic Council for the second time, the Syndicate may, accept or reject the same.

(3) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-

- a) the admission of students to the University and their enrolment as such;
- b) the courses of study, to be laid down for all degrees, diplomas and certificates of the University;
- c) the degrees, diplomas, certificates and other academic distinctions, to be awarded by the University, the qualifications for the same and the procedure to be adopted for granting and obtaining the same;
- d) the fees, to be charged for courses of study in the University and its affiliated institutions, and for admission to the examinations for degrees, diplomas and certificates of the University;
- e) the degrees, diplomas, certificates and other academic distinctions to be awarded by the University, the qualifications for the same and the procedure, to be adopted for granting and obtaining the same;
- f) the fees, to be charges for courses of study in the University and its affiliated institutions, and for admission to the examinations for degrees, diplomas and certificates of the University;

- g) the conditions for the award of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- h) the conduct of examinations, including the terms of office and the manner of appointment and the duties of examining bodies, examiners and moderators;
- i) the maintenance of discipline among the students of the University;
- j) the conditions of residence of students at the University;
- k) the emoluments and terms and conditions of service of teachers and employees of the University;
- l) the management of colleges and other institutions founded or maintained by the University;
- m) the supervision and inspection of colleges and other institutions admitted to the privileges of the University; and
- n) any other matter or matters, which under this Act or the Statutes are to be or may be provided in the Ordinances.

23. The Authorities may make Regulations consistent with this Act, the Statutes and the Ordinances for:-

Regulations

- (i) laying down the procedure, to be observed at their meetings and the number of members, required to form a quorum;
- (ii) providing for all matters, which by this Act, the Statutes or the Ordinances, are to be provided by the Regulations; and
- (iii) giving of notice to the members of such Authorities of the dates of meetings and of the business, to be considered at meetings, and for the keeping of the record of the proceedings of the meetings.

24. (1) The University shall have the general fund, to which shall be credited,-

General Fund.

- (a) funds, for capital and recurring expenditure, required and received from the Shiromani Gurdwara Parbandhak Committee;
- (b) its income from fees, charged by the University;
- (c) consultancy charges, received by the University;
- (d) donations; and
- (e) all sums and grants received from any source.

25. The University shall have an endowment fund with a minimum sum of rupees one crore, credited into it. The income generated from this fund shall be credited to this

Endowment Fund.

fund only. The fund shall be utilized only in the eventuality of the University being wound up for any reason what so ever, to finance the completion of courses of such students, as have already been admitted by the University on the date of winding up of the University or for meeting the unsatisfied liabilities of the University.

26. (1) If the Trust passes a resolution to the effect that it is not possible for the University to function due to financial or any other reason, the same shall be submitted to the Governor of Punjab for approval.

(2) On receipt of the resolution referred to in sub-section (1), the Governor shall decide on the resolution within a period of three months from its receipt, and on approval of the Governor, the Trust shall proceed to wind up the University.

(3) In the event of winding up of the University, the Trust shall follow such procedure, as may be prescribed.

(4) Notwithstanding anything contained in this section, the University shall continue to function, unless and until, all the courses for which the University has enrolled the students, are completed or for three years whichever is earlier.

27. The University may have such other funds also, as may be prescribed.

28. The University may, for any of the purposes, as may be prescribed, borrow money from any Bank or Financial Institution or any other source.

29. All funds of the University shall be managed in such manner, as may be prescribed.

30. The University, with a view to ensuring high academic standards, shall, among other measures, get itself assessed from the National Assessment and Accreditation Council, New Delhi, within a period of five years from the date of its establishment.

31. The annual report of the University shall be prepared by the Registrar under the directions of the Vice-Chancellor. The annual report shall be submitted to the Senate on or before such date, as may be prescribed by the Statutes, and shall be considered by the Senate at its annual meeting. The Senate may pass resolution thereon and communicate the same to the Syndicate.

32. No act done, or proceedings taken, under this Act by any authority or other body of the University shall be invalid merely on the ground:-

- of any vacancy or defect in the constitution of the authority or body; or
- of any defect or irregularity in election, nomination or appointment of a person acting as member thereof; or
- of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

Resolution by Trust  
for winding up of the  
University

Other funds

Power to borrow  
funds

Management of funds

The academic  
assessment

The annual report

Acts of Proceedings not  
to be invalidated by  
vacancies

33. No suit or other legal proceedings shall lie against any officer or employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of this Act, the Statutes, Ordinances or Regulations. Protection of actions taken in good faith.

34. Notwithstanding anything contained in this Act, the Statutes, Ordinances and Regulations, the Trust may, subject to the availability of the funds, discharge any of the functions of the University or of its Authorities for the purposes of carrying out the provisions of this Act, Statutes, Ordinances and Regulations and for that purpose, may exercise such powers and perform such duties, as by this Act, Statutes, Ordinances and Regulations, are to be exercised or performed by any Authority until such Authority comes into existence. Transitory provisions

35. If any difficulty arises with respect to the constitution of any Authority or in connection with its first meeting or otherwise in giving effect to the provisions of this Act, the Statutes, Ordinances and Regulations, the Trust may, at any time, before any Authority is constituted, by resolution, make any appointment or do anything, consistent so far as may be, with provisions of this Act, which appear to it, to be necessary or expedient for the purpose of removing the difficulty, and every such resolution shall have effect as if, such appointment or action had been made or taken in the manner provided under this Act. Special temporary powers of the Trust

**STATUTES**

**CHAPTER – 1**

**THE UNIVERSITY OFFICERS AND AUTHORITIES**

**Definitions**

(1) In these Statutes:

- (a) 'Act' means the Sri Guru Granth Sahib World University Act, 2008 (Punjab Act No. 20 of 2008)
- (b) "University" means Sri Guru Granth Sahib World University, Fatehgarh Sahib;
- (c) "Service" means the whole period of full time continuous and regular service including period spent on leave;
- (d) "Active Service" means the time spent:
  - i. On duty;
  - ii. On deputation from the University;
  - iii. On recognized vacation or earned leave or medical leave; Provided that the teaching or non-teaching employee is not absent or on extraordinary leave during the period of such vacation.
- (e) "salary" means the amount of monthly pay and allowances granted by the University to any employee;
- (f) "Average monthly salary" means the salary which any employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
- (g) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- (h) "Permanent Employee" means a person confirmed in a permanent post.
- (i) "Duty" includes service as a probationer or trainee, provided that such service is followed by confirmation without a break.
- (j) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay, if any, but no other allowances.
- (k) "Basic Pay" means the pay drawn in the specified pay band plus the applicable grade pay, but does not include any other type of paylike special pay etc.
- (l) "Special Pay" means an addition of the nature of pay to the emoluments of a post granted in consideration of special duties or of a specific addition to the work or responsibility; and
- (m) "Personal Pay" means additional pay granted to an employee:
  - (i) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure ; or

(ii) in exceptional circumstances on other consideration.

### **Deans of the Faculties**

2.1 Every Professor of a University department of studies in the faculty shall, by rotation according to seniority, act as the Dean of the Faculty.

(i) Provided that, if in any faculty, there is no University Professor, the senior most University Associate Professor shall act as the Dean.

(ii) Provided that, if in any faculty, there is no University Associate Professor, the Vice-Chancellor may appoint a Professor from an allied Faculty/Dean Academic Affairs to act as Dean of the Faculty.

Provided that the Dean of the Faculty appointed under the proviso (i) and (ii) to clause 2.1 shall cease to hold office earlier on the appointment of a Professor as Dean under that clause.

***Note: Wherever the word 'he' is used in the general context, it also implies the word 'she'. Similarly, the word 'his'/'him' also implies the word 'her'.***

2.2 The Deans of Faculty once appointed under clause 2.1 shall hold office for a period of two years.

2.3 If a Dean of Faculty proceeds on leave for a period upto three months, then a temporary Dean of Faculty will be appointed, according to seniority. However, if a Dean of Faculty proceeds on leave for a period exceeding three months, then a new Dean of Faculty will be appointed, according to seniority. He will lose right to re-join as Dean of Faculty for the remaining term.

2.4 Dean Academic Affairs shall be nominated by the Vice-Chancellor from a list of twelve senior most professors of the University.

2.5 The Dean Academic Affairs once appointed under clause 2.4, shall hold office for a period of one year, which may be extended by similar tenures.

2.6 Dean, Research shall be nominated by the Vice-Chancellor from a list of fifteen senior most professors of the University.

2.7 The Dean Research once appointed under clause 2.6, shall hold office for a period of one year, which may be extended by similar tenures.

2.8 Dean, Students' Welfare shall be nominated by the Vice-Chancellor from amongst the Professors/Associate Professors of the University.

2.9 The Dean Students' Welfare once appointed under clause 2.8 shall hold office for a period of one year, which may be extended by similar tenures.

### **Academic Council**

3.1 The Academic Council shall be the Academic Body of the University and shall consist of the following members, namely:

(i) The Vice-Chancellor (Chairperson) ..*ex officio*

(ii) Dean Academic Affairs ..*ex officio*

- (iii) Dean Research ..*ex officio*
- (iv) Dean Students' Welfare ..*ex officio*
- (v) Deans of Faculties ..*ex officio*
- (vi) Dean, College Development Council ..*ex officio*
- (vii) Controller of Examinations ..*ex officio*
- (viii) Heads of University Departments of Studies ..*ex officio*
- (ix) Two University Professors, who are not Heads of Departments, by rotation, according to seniority.
- (x) Two Associate Professors and two Assistant Professors from the University teaching departments, by rotation, according to seniority.
- (xi) University Librarian ..*ex officio*
- (xii) Ten Principals from constituent colleges, by rotation, according to seniority, of which at least five will be the Principals of post graduate colleges.
- (xiii) Four eminent academicians being specialists in different branches of knowledge, not being employees of the University, co-opted by the Academic Council.
- (xiv) Two eminent persons from industry and trade, co-opted by the Academic Council.
- (xv) Registrar ..*ex officio* Member Secretary

The Registrar shall keep record of appointment of members and he shall set in process steps, at least four weeks in advance to fill any vacancy which is liable to occur.

- 3.2 All members of the Academic Council, other than *ex-officio* members shall hold office for a period of two years.
- 3.3 The Academic Council shall, subject to the provisions of the Act, the Statutes and the Ordinances have control and general regulation and be responsible for the maintenance of standards of instruction, education and examinations at the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall advise the Syndicate on all academic matters.
- 3.4 Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers:
  - (i) To report on any matter referred to it or delegated to it by the Senate or the Syndicate;
  - (ii) To make recommendations to the Syndicate with regard to the formulation or modification or revision of schemes for the organization of Faculties/Schools, and for the assignment of teaching/research departments to such Faculties/Schools, their respective subjects and also to report to the Syndicate as to the expediency of the creation/abolition or sub-division of any Faculty/School or the merger of one Faculty/School with another;
  - (iii) To frame syllabi, courses of studies for various examinations of the University on the recommendations of Board of Studies and Faculties;

- (iv) To promote research in the University and to secure, from time to time, reports on such research;
- (v) To consider proposals submitted by the Faculties/Schools;
- (vi) To fix, subject to any conditions accepted by the Syndicate, the time, mode and conditions of constitution of Fellowships, Scholarships and other prizes, and to award the same;
- (vii) To approve the declaration of results of the various University Examinations or to appoint committees of officers to do so, and to make recommendations regarding the conferment or grant/award of degrees, honours, diplomas, titles and marks of honours;
- (viii) To award stipends, scholarships, medals and prizes and to make other awards in accordance with the ordinances and such other conditions as may be attached to the awards;
- (ix) To publish syllabi of the prescribed courses of study and to publish lists of prescribed or recommended text books;
- (x) To propose such forms and registers as are, from time to time, prescribed by the ordinances; and
- (xi) To perform, in relation to Academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and the Ordinances.

### **Faculties**

4.1 The University shall comprise of the following Faculties, namely:

<b>NAME OF THE FACULTY</b>	<b>SUBJECTS UNDER THE FACULTY</b>
I. <b>FACULTY OF SRI GURU GRANTH SAHIB STUDIES</b>	<ul style="list-style-type: none"> <li>• Civilization Studies</li> <li>• Guru Granth Sahib Studies</li> <li>• Religious Studies</li> <li>• Sikh Studies</li> </ul>
II. <b>FACULTY OF BASIC &amp; APPLIED SCIENCES</b>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Botany</li> <li>• Chemistry</li> <li>• Environment Science</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Zoology</li> </ul>
III. <b>FACULTY OF COMMERCE &amp; MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Business Management</li> <li>• Commerce</li> </ul>
IV. <b>FACULTY OF EDUCATION AND INFORMATION SCIENCE</b>	<ul style="list-style-type: none"> <li>• Education</li> <li>• Journalism &amp; Mass Communication</li> <li>• Library &amp; Information Science</li> <li>• Physical Education</li> <li>• Sports</li> </ul>
V. <b>FACULTY OF ENGINEERING &amp; TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>• Biotechnology</li> <li>• Computer Applications</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer Engineering</li> <li>• Electronics Engineering</li> <li>• Food Processing Technology</li> <li>• Mechanical Engineering</li> <li>• Nanotechnology</li> </ul>
VI. FACULTY OF LANGUAGES	<ul style="list-style-type: none"> <li>• English</li> <li>• French</li> <li>• German</li> <li>• Hindi</li> <li>• Persian</li> <li>• Punjabi</li> <li>• Spanish</li> <li>• Urdu</li> </ul>
VII. FACULTY OF LAW	<ul style="list-style-type: none"> <li>• Law</li> </ul>
VIII. FACULTY OF PERFORMING ARTS	<ul style="list-style-type: none"> <li>• Fine Arts</li> <li>• Music</li> <li>• Sikh Music</li> <li>• Theatre</li> </ul>
IX. FACULTY OF MEDICAL SCIENCES	<ul style="list-style-type: none"> <li>• Physiotherapy</li> <li>• Sports Science</li> </ul>
X. FACULTY OF SOCIAL SCIENCES	<ul style="list-style-type: none"> <li>• Economics</li> <li>• Geography</li> <li>• History</li> <li>• Philosophy</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Public Administration</li> <li>• Sociology</li> </ul>
XI. SUCH OTHER FACULTIES AS MAY BE CREATED OR RE-ORGANIZED BY THE ACADEMIC COUNCIL / SYNDICATE	

4.2 Each Faculty shall comprise such subjects and Departments of Studies as may be assigned to it by the Academic Council/Syndicate.

4.3 (a) Every Faculty shall consist of the following members:

- (i) Dean of the Faculty;
- (ii) All heads of the University Departments of Studies in the Faculty;
- (iii) All University Professors in the Faculty;
- (iv) One Associate Professor, by rotation according to seniority, from each University Teaching Department in the Faculty;
- (v) All the Chairpersons of the Boards of Studies in the Faculty concerned;
- (vi) One Assistant Professor, by rotation according to seniority, from each University Teaching Department in the Faculty;
- (vii) Four eminent persons from outside the University having expert knowledge of the subject(s) concerned, nominated by the Vice-Chancellor;

(viii) Two members co-opted by the Academic Council for their special knowledge of any subject assigned to the Faculty.

(ix) Four Professors/Associate Professors from constituent colleges/Off Campus centres, by rotation according to seniority, of which at least two should be from colleges/centres running post graduate courses in the concerned subject.

The office of Registrar shall keep record of appointment of members and shall set in process steps, at least four weeks in advance to fill any vacancy which is liable to be created.

4.4 All members of the Faculty other than *ex-officio* members shall hold office for a term of 2 years.

4.5 Meetings of the Faculties shall be convened by the Registrar, on approval by the Vice-Chancellor.

4.6 All Faculties shall have such powers and shall perform such duties as may be assigned to them by the Statutes and the Ordinances. They shall also consider and make such recommendation to the Academic Council on any question pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council.

4.7 Every Faculty shall

(i) Consider recommendations of the Board of Studies with regard to the following matters and forward the same to the Academic Council and/or the Syndicate, as the case may be, with modifications, if any, made by the Faculty:

(a) Syllabi and courses of reading to be completed by candidates for the examinations of the University;

(b) Minimum qualifications required for admission to various courses of study;

(c) Other conditions to be complied with by candidates, for admission to degrees, diplomas/certificates and marks of honour.

(ii) Consider any other matter that may be referred by the Academic Council and/or the Syndicate.

4.8 The recommendations of the various Faculties regarding outlines of tests, syllabi and courses of reading in each paper for the examination shall be referred to the Academic Council, but the Academic Council shall not alter them without referring them back to the Faculty for reconsideration.

Provided that in case of interdisciplinary subjects, a joint meeting of the concerned faculties can be convened by the Dean Academic Affairs.

### **Board of Studies**

5.1 There shall be a Board of Studies in each subject of study, for all the examinations upto first degree level and post-graduate level including diploma/post-graduate diploma and certificate courses.

Each Board of Studies shall consist of:

- (i) The Head of the University department teaching the subject – Chairperson...*ex-officio*.
- (ii) All Professors of the University Department teaching the subject;
- (iii) Two Associate Professors of the University Department, by rotation, according to seniority;
- (iv) Two Assistant Professors of the University Department, by rotation, according to seniority.
- (v) Two experts from outside the University, to be nominated by the Vice-Chancellor on the recommendations of the Chairperson, Board of Studies.

5.2. All the members of the Board of Studies other than *ex-officio* members shall hold office for two years. The office of Registrar shall keep record of appointment of members and shall set in process steps, at least four weeks in advance to fill any vacancy which is liable to occur.

5.3. The Board of Studies may make recommendations in all matters concerning the relevant courses being taught at the University including syllabi. The recommendations concerning syllabi are to be forwarded through the Faculty to the Academic Council.

Provided further that a member of the Board who is punitively debarred from any work of the University by the Syndicate for whatsoever reason, shall cease to be a member of the Board.

A teacher punitively debarred from work of University shall not be eligible to be appointed a member of any University Body during the period of punishment.

5.4. Meetings of the Board of Studies shall be convened by the Registrar in consultation with the Chairperson, respective Board of Studies, as and when considered necessary.

5.5. The Chairperson, Board of Studies and three members shall form the quorum for a meeting of the Board of Studies.

5.6. The functions of a Board of Studies shall be:

- (i) To recommend to the Faculty concerned
  - a. Outlines of tests, syllabi, courses of study and reading in consonance with general framework and guidelines adopted by the University.
  - b. Minimum qualifications required for admission to various courses of study;
  - c. Other conditions to be complied with by candidates, for admission to degrees, diplomas, certificates and marks of honour.
- (ii) To act as a consultative body with regard to all questions referred to it, and to bring to the notice of the Faculty or Faculties concerned, any matter connected with the examination in the subject of the Board.

#### **Selection Committees for Teaching and Research Posts**

6. The staff for various teaching and research posts at the University shall be appointed on the recommendation of Selection Committees constituted for the purpose as per UGC guidelines or other empowered government authority, as adopted by the Syndicate.

#### **Standing Committees or Boards etc.**

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

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

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

8. Whenever, in accordance with these Statutes, any person is to hold any office or be a member of any authority of the University, by rotation, according to seniority, such seniority as between two persons holding permanent posts of similar rank or grade shall be determined in accordance with the length of continuous permanent service in such rank or grade and in the case of two persons in temporary service in similar rank or grade, seniority shall be determined in accordance with the length of continuous temporary service in such rank or grade. Between a permanent employee and a temporary employee in the similar rank or grade, the permanent employee shall be senior irrespective of the length of their service.

But if an employee takes up service in another University or organization, even if he retains his lien on the post in this University, he should be deemed to have vacated all the positions on different bodies to which he might have been appointed in this University.

**Resignation**

9. Any member, other than *ex-officio* members of the Academic Council or any other University Authority or Committee except the Senate and the Syndicate, may resign by letter addressed to the competent authority and sent to the Registrar. The resignation shall take effect as soon as it is accepted by the competent authority.

**Removal of a member of the Senate, the Syndicate or the Academic Council or of an Officer/Teacher/Researcher**

10.1 Any member of the Senate, the Syndicate or the Academic Council may be removed by the Chancellor on the recommendation of the Senate, the Syndicate or the Academic Council, as the case may be, made by a majority of not less than two-third of its members present and voting, on either of the following grounds, namely:

- a) the member has become incapable of performing his duties; or
- b) the member has been convicted by a Court of Law of a criminal offence leading to imprisonment or an offence involving moral turpitude.

10.2 Notwithstanding anything contained in the terms of his appointment, any officer of the University, salaried or otherwise, may be removed from that office by the Authority which is competent to fill the vacancy, on either of the following grounds, namely:

- a) the officer has become incapable of performing his duties; or
- b) The officer has been convicted by a Court of Law of an offence leading to imprisonment or an offence involving moral turpitude.

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

## CHAPTER II

### **CREATION OF DEPARTMENTS AND APPOINTMENTS OF STAFF ETC.**

#### **I. Teaching Departments**

#### **II. Non-teaching Departments**

##### **(A) CREATION OF DEPARTMENT**

1. The University shall establish such Departments as the Syndicate, on the recommendations of the Academic Council, may decide from time to time.
2. Each Department shall consist of the following members, namely:
  - (i) Teachers of the Department;
  - (ii) Persons appointed to conduct research in the Department;
  - (iii) Head of the Department;
  - (iv) Honorary Professors, if any, attached to the Department; and
  - (v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
3. Each Department shall have a Head who is designated as such by the Syndicate. The term of a Head of Teaching Department shall be three years.

Provided that where there is/are Professors(s) and Associate Professors in a Department, the rotation of Headship shall be among the Professors and the Associate Professors of the Department, according to seniority.

Provided further that if there is no Professor or Associate Professor in a Department, Dean of the Faculty may be given additional charge of Head of the Department till such time a professor or an associate professor is appointed.

**Note:** For a project financed by the U.G.C. and/or other similar agencies, the Director/Principal Investigator/Coordinator of the project may exercise financial powers for all matters relating to the project only, after the approval of the Vice-Chancellor.

##### **(B) APPOINTMENT AND DUTIES OF OFFICERS OF THE UNIVERSITY**

All posts to be filled on regular basis shall be publically advertised.

###### **(i) Appointment to Teaching & Research Posts**

4. University teachers shall be of three categories i.e. Professors, Associate Professors and Assistant Professors or as prescribed by the UGC or equivalent authority, as adopted by the Syndicate. They shall teach, and engage in and guide research.
5. The Syndicate shall have power to determine, from time to time, after considering the recommendations of the Academic Council, the Departments of study for which Professorships, Associate Professorships and Assistant Professorships shall be instituted.
- 6.1 The salaries and grades of Professors, Associate Professors, Assistant Professors and other

persons holding teaching and research posts in the University shall be fixed by the Syndicate.

6.2 The Syndicate shall be competent to:

- (a) Grant in exceptional cases of approved service, an appropriate personal allowance per month to a teacher who has attained the maximum of his grade and has put in thereafter a period of not less than three years of service;
- (b) The Vice Chancellor may recommend the names of eminent academicians for appointment at senior level, to search committee constituted by the Syndicate. Such appointments will be reported to the Syndicate; and
- (c) Allow, on the recommendations of the Vice-Chancellor, accelerated promotion within the grade to any member of the University teaching staff for outstanding/meritorious work.

7.1 Notwithstanding anything contained in these Statutes, the Vice-Chancellor shall have authority to:

- (i) Make an emergent temporary appointment on ad hoc/contract basis for a period not exceeding six months; and
- (ii) Allow higher starting salary within the grade of the post, for such temporary appointments, in deserving cases.

An appointment made under this Statute shall be reported to the Syndicate.

7.2 Syndicate shall have the authority to make emergent temporary appointments on ad hoc/contract basis on terms and conditions, as it may deem fit.

8. Other appointments to teaching posts, not specifically provided for in these Statutes, shall be made by the Syndicate.

9.1 The posts of University Professors/Associate Professors/Assistant Professors shall be filled as per guidelines of UGC or other empowered government authority, as adopted by the Syndicate.

9.2 Recruitment to the posts of Associate Professors and Professors may also be made by promotion from amongst Assistant Professors and Associate Professors, respectively, under Career Advancement Scheme of the University Grants Commission or any other promotion scheme approved by the Syndicate from time to time.

**(ii) Guidelines for the appointment of Professor Emeritus**

10.1 The Syndicate may confer the title of "Professor Emeritus" on any distinguished Professor/researcher of the University after his retirement in recognition of his scholarly and conspicuous service to the University;

Provided that no such title shall be conferred unless the service of the teacher with the University as professor has been over a period of not less than ten years. A Professor Emeritus shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a Fellow of the University, but he shall not as such be entitled to membership of any University Body or Authority.

10.2 The Professor Emeritus may also be appointed by the Syndicate as per UGC guidelines on the

recommendation of the Vice-Chancellor.

11. In case of misconduct or incapacity of a teacher/researcher, the Syndicate shall have power to remove him from office on the recommendation of the Vice-Chancellor, provided that two-third of the members of the Syndicate present at a duly convened meeting of the Syndicate vote for his removal.

**(iii) Appointment and Duties of Officers of the University - The Registrar and other Administrative Officers**

12. The Syndicate may appoint a person to be the Registrar either substantively or as a temporary arrangement. In the case of a substantive appointment, the term of office shall, in the first instance, be for a period of four years.
13. The Syndicate may re-appoint the same person as the Registrar after the expiry of the original term of four years, and in every such case, the person shall hold appointment subject to the power of the Syndicate to terminate the engagement on giving three months' notice to him in writing. In the event of re-appointment of the same person as the Registrar, his service from the date of the first appointment shall be deemed continuous.
14. The salary of the Registrar shall be as notified by the Syndicate.
- 15.1 The Registrar shall be incharge of the administration of the University acting under the immediate direction and control of the Vice-Chancellor and shall represent the University in all legal proceedings except where the Syndicate resolves otherwise. In all matters, he shall exercise his powers and discharge his duties under the general control of the Syndicate.
- 15.2 On behalf of the Syndicate, the Vice-Chancellor shall be competent to pass final orders on the question whether a suit or appeal or a revision petition is to be filed by the Registrar or any other officer or teacher of the university, for and on behalf of the University.

**16. Other Administrative Officers**

- 16.1 The appointment of all A class officers will be made by the Syndicate, and the Vice-Chancellor will define their duties.
- 16.2 A person who is put incharge of any non-teaching Department or is designated Head of such Department, shall exercise only such power or authority as is vested in him by the Vice-Chancellor.
17. The Syndicate shall be competent to make appointment of officers on contract basis for specified periods.

**18. Delegation of Powers**

- 18.1 Notwithstanding anything contained in the Statutes and the Ordinances, the Syndicate may by a specific resolution, delegate any of its powers to the Vice-Chancellor.
- 18.2 Notwithstanding anything contained in the Statutes and the Ordinances, the Vice-Chancellor may, at his discretion, delegate any of his powers to the Dean Academic Affairs/Registrar for a specified period.
- 18.3 The Registrar may, with the approval of the Vice-Chancellor delegate any of the powers vested in him, to officers in the University not below the rank of an Assistant Registrar.

**(iv) Conditions of Service of the University Employees including Members of Teaching Staff and Preparation & Maintenance of Record of their Service.**

**Probation**

- 19.1 Except, when otherwise provided in the Act or Statutes or in the special terms of appointment on fixed tenure or contract or deputation which will be governed by the terms of that contract or deputation, all employees of the University shall, on appointment to any service of the University, remain on probation for a period of two years which may be extended by the Vice-Chancellor for a maximum period of one year, subject to approval by the Appointing Authority.
- 19.2 The University shall prepare and maintain the service record of all University employees including teachers, in service books including conditions of service, if any.
- 19.3 The Head of the Department or the controlling officer, of an employee who is serving on probation, shall send to the Registrar, before the date of the expiry of his probationary period, a report about his work and conduct with a definite recommendation for his confirmation in the service or otherwise. Alternatively, the Registrar may ask on his own for such report.
- 19.4 If during his period of probation, the work or conduct of an employee is, in the opinion of the appointing authority not satisfactory, it may dispense with his services or revert him to his former post, if any, or extend his period of probation and thereafter pass such orders as would have been passed by it on the expiry of the first period of probation.

Provided that the total period of probation, including extension, if any, shall not exceed three years. If it is decided to dispense with the services of an employee during probation period, it shall suffice to inform him that his services are no longer required, and such an employee shall in no case be entitled to any other or prior notice.

- 19.5 On satisfactory completion of the period of probation of an employee, the appointing authority shall confirm such an employee in the appointment.

**Seniority**

- 20.1 Whenever, in accordance with these Statutes, any person is to hold an office or be a member of any authority of the University by rotation, according to seniority, such seniority shall be determined according to the length of continuous regular service of such person in his grade or post, as the case may be, and in accordance with such other principles as the Syndicate may, from time to time prescribe.

All Professors/Associate Professors whether appointed by direct recruitment or by promotion, shall be treated at par for determining seniority.

- 20.2 It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- 20.3 If two or more persons have equal length of continuous service in a particular grade or post, the person older in age shall be senior.

Provided that in case of employees recruited by direct appointment, the order of merit determined by the selection committee shall not be disturbed in fixing the departmental/branch seniority.

20.4 In the case of employees selected by different selection committees, the overall seniority of the University will be determined on dove tail basis i.e. the employees in a particular grade or post of different departments & different categories of same batch, appearing at serial number 1 in different selection committee proceedings shall be assigned seniority on the basis of their date of birth i.e. the employee older in age shall be senior, followed by the employees appearing at serial number 2, and so on.

**Penalties/Punishments:**

21.1 The following penalties may for good and sufficient reasons be imposed upon any employee of the University:

- (a) Letter of displeasure from the Vice-Chancellor in case of class 'A' and 'B' employees, and from the Registrar in case of class 'C' employees, not to be noted in the Service Book of the employee;
- (b) Censure through written orders by the Vice-Chancellor in case of class 'A' and 'B' employees and by the Registrar in case of class 'C' employees, to be noted in the Service Book of the employee, after approval by the Syndicate;
- (c) Withholding of increment or promotion;
- (d) Demotion to a lower post or to a lower stage in the same post;
- (e) Recovery from pay, of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
- (f) Removal from the service of the University which does not disqualify from future employment;
- (g) Dismissal from the service of the University which ordinarily disqualifies from future employment;
- (h) Compulsory retirement;
- (i) Any other penalty, including break in service, as approved by the Syndicate.

21.2 After the enquiry against an employee has been completed and after the punishing authority has arrived at a provisional conclusion in regard to penalty to be imposed, the delinquent employee shall, if the penalty proposed is from 21.1 (c) to (i), be supplied with a copy of the report of the enquiry authority and be called upon to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him. Any representation, submitted by the delinquent employee in this behalf, shall be taken into consideration before final orders are passed.

21.3 In the event of any orders of punishment by the competent authority, the employee concerned shall have the right of appeal to the next higher authority, within one month of passing such an order, whose decision shall be final.

**Suspension**

22.1 The Vice-Chancellor in case of class 'A' and 'B' employees and the Registrar, in case of class 'C' employees, may place an employee of the University under suspension:

- (a) Where a disciplinary proceeding against him is contemplated or is pending. Such action

can also be taken against an employee for an incident that occurs outside the University Campus; or

- (b) Where charges are framed of a criminal offence.

Provided that when the order of suspension is made against an employee of 'A' Class, the matter shall be reported to the Syndicate by the Vice-Chancellor, stating the circumstances in which the order was made.

22.2 An employee of the University shall be deemed to have been placed under suspension by an order of the Vice-Chancellor:

- (a) With effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
- (b) With effect from the date of his conviction in a court of law, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

**Explanation:** The period of forty eight hours referred to in clause (b) of this sub-Statute shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment if any, shall be taken into account.

Provided that an order passed by the Vice-Chancellor in respect of an employee of 'A' Class, shall be reported to the Syndicate at its next meeting.

22.3 An order of suspension made or deemed to have been made under this Statute shall continue to remain in force until it is modified or revoked by the Appointing Authority.

22.4 Where an employee of the University is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, any other disciplinary proceeding is commenced against him during the continuance of his suspension, the appointing authority may direct that employee shall continue to be under suspension until the termination of all or any of such proceedings.

22.5 The power to punish an employee vests with the concerned appointing authority. An appeal against an order of suspension, removal or any other punishment passed by the Vice-Chancellor shall lie with the Syndicate, and against such orders passed by the Registrar shall lie with the Vice-Chancellor.

22.6 When an employee, who was suspended, is finally reinstated, he shall get full outstanding pay/dues unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of his dismissal, payment of his allowance shall be made as decided by the Syndicate.

22.7 An employee under suspension may be paid subsistence allowance at such rates as approved by the Syndicate.

22.8 A suspended person shall not be entitled to any leave except leave on medical grounds during the period of suspension. A maximum of 30 days of commuted leave can be sanctioned to an employee under suspension, on production of medical certificate issued by the University

Medical Officer provided half pay leave is due to the employee.

### **Resignation or Termination of Services**

23. (i) The service of an employee shall be liable to termination on any of the following grounds:

- (a) Gross negligence in the discharge of duty;
- (b) Gross Misconduct or moral turpitude;
- (c) Insubordination or any breach of discipline;
- (d) Physical or mental unfitness for the discharge of duty;
- (e) Any grave act prejudicial to the University or its property; and
- (f) Conviction in Court of Law for an offence leading to imprisonment.

(ii) If a temporary employee wishes to resign the service before the expiry of period of agreement or bond, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him, in lieu of such notice.

(iii) If the University decides to relieve an employee not confirmed in the service, no prior notice shall be given to him. If such employee wishes to resign the service, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him, in lieu of such notice.

(iv) A permanent employee shall be required to give three months' notice in case he desires to be relieved, or he shall pay to the University three months' salary, in lieu of such notice, unless otherwise directed by the appointing authority. If the University decides to terminate the services of a confirmed employee, three months' notice will be given to him or three months' salary will be paid in lieu of notice period.

Provided that if a confirmed employee of this University leaves service for joining another post in this University, the condition of notice period required for relinquishing his job would not be required. However, his lien on the earlier post will remain until he is confirmed in the new post.

### **Record of Service**

24. There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the University. The file shall contain in particular, a service book giving a history of his service from the date of his appointment including increments, promotion, reward, punishment and all other special events of his service career. The service book shall also contain a leave account form for the employee, showing a complete record of all leave (except casual leave and duty leave), earned as well as unearned, taken by him.

### **General**

25. (i) An employee of the University may be called upon to perform any extra work that may be assigned to him in the interest of the University.

(ii) Official information obtained in course of employment must not be communicated by any employee to any outsider or to the press, without the permission of the competent authority.

(iii) Any matter regarding conditions of service not covered by the provisions of these Statutes may be decided in such manner as the Vice-Chancellor may deem fit, subject to the approval of the Syndicate.

(iv) The character, academic credentials and antecedents of the employee of the University shall be got verified by the Registrar from the concerned authorities.

**(v) Classification of Employees**

26. There shall be two types of University employees: Teachers and Non-teachers as per the terms of their appointment. The designations of employees shall be such as adopted by the Syndicate. The employees of the University shall be categorized as follows:

**(i) Category 'A'**

Dean Academic Affairs, Dean Research, Registrar, Professor of Eminence/Professor Emeritus, Controller of Examinations, Dean Faculty, Director Sports, Professor, Finance Officer, Librarian, Dean Students' Welfare, Associate Professor, Executive Engineer, Deputy Registrar, Deputy Librarian, Medical Officer, Assistant Professor, Assistant Librarian, Sub Divisional Officer, Chief Security Officer, Assistant Registrar, Homoeopathic Doctor, Training & Placement Officer, Workshop Superintendent and all employees in the pay scale of Assistant Registrar and above shall be placed in Category 'A'.

**(ii) Category 'B'**

Superintendent, Network Engineer, Project Supervisor, Library Assistant, Computer Instructor, Senior Assistant, Personal Assistant, Junior Engineer (Civil/Electrical), Coach (Hockey/Gymnastic), Workshop Instructor, Laboratory Technician, Stenographer, Junior Assistant, Steno Typist, Accounts Clerk, Data Entry Operator cum Clerk, Transport Clerk, Graphic Designer, Assistant Warden, Supervisor cum Store Keeper, Artist (Painter), Store Keeper, Staff Car Driver and all employees in the pay scale of Data Entry Operator cum Clerk and above but less than the pay scale of the Assistant Registrar shall be placed in category 'B'

**(iii) Category 'C'**

Driver, Library Restorer, Receptionist, Receptionist cum Telephone Attendant, Conductor, Diesel Genset Operator, Pump Operator, Electrician, Electrician cum Electronic Mechanic, Laboratory Attendant, Library Attendant, Lift Operator, Sewadar, Photostat Machine Attendant cum Sewadar, Plumber, Ground Man, Head Mali, Sweeper cum Sewadar, Sweeper, Mali, and all employees in the pay scale less than that of Data Entry Operator cum Clerk shall be placed in category 'C'.

**Note:** The Vice-Chancellor shall be the competent authority to reclassify/modify the above categorization.

**(vi) Mode of Appointment of Employees**

27. The power of appointment of Officers of Class 'A' shall rest with the Syndicate, Class 'B' and Class 'C' with the Vice-Chancellor, subject to the control of the Syndicate, and in such pay scales as may be approved by it from time to time.
28. The Syndicate or the Vice-Chancellor, as the case may be, shall have the power to sanction a higher start than the minimum of the grade, accelerated increments, allowances, etc. as it or he may deem fit.
- 29.1 An increment shall ordinarily be drawn as a matter of course, but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work has not remained satisfactory.
- 29.2 The annual increment of non-teaching employees shall be allowed with effect from the first day of the month in which it falls due instead of the actual date.
- 29.3 The annual increment of teachers shall be allowed as per the UGC guidelines, as adopted by the Syndicate.
30. Subject to the Statutes contained in this Chapter, the employees shall be under the control of the Head of the Institution or the office to which they are attached and the Head of the Institution or office shall be under the control of the Syndicate.
31. The Syndicate may, from time to time, make Ordinances relating to the appointment of Research Scholars and Research Scholars-cum-Demonstrators, the award of Research Fellowships, the payment of travelling allowance, the writing off of losses, and the grant of permission to University employees for undertaking any work outside their normal duties.

**(vii) AGE OF RETIREMENT**

- 32.1 All regular A, B and C class employees of non-teaching staff, shall superannuate on reaching the age of sixty years. The date of retirement of an employee shall be the afternoon of the last day of the month in which the actual date of his superannuation falls. No person below the age of 18 years shall be recruited to any post of the University.
- 32.2 The C class employees may be given extension upto the age of sixty two years, on a year to year basis, after attaining the age of 60 years. The extension will be granted only if the work and conduct of the concerned employee is satisfactory and he is medically fit to discharge his duties.
- 32.3 If the services of an A or B class employee are required after the age of superannuation in the interest of the University, he may be re-employed by the Syndicate on contract for a period not exceeding two years in the first instance on the recommendation of the Vice-Chancellor.
- 32.4 In very exceptional cases, the re-employment on contract basis may be extended further for a period not exceeding two years. Such an extension of the contract period shall be allowed only after getting an assessment report of the employee's work during the last two years from his controlling officer.
- 32.5 The terms and conditions of contract of a non-teaching employee re-employed after superannuation shall be determined by the Syndicate.

**Note:**

1. Recommendation for re-employment shall be initiated by the Vice-Chancellor. He may, however, obtain the recommendation of the Registrar/or Head of Department, if considered necessary.
2. The re-employment shall be subject to satisfactory work & conduct and remaining medically fit, of the concerned employee.
3. No application shall be made or entertained for reappointment.
4. The salary of the re-employed employee shall be determined by the Syndicate and but it shall be in the form of a consolidated or a fixed salary.
5. The re-employed employee shall not be entitled to occupy the University accommodation that had been allotted to him before retirement.
6. The re-employed employee will be entitled only to the casual and half pay leaves.

33.1 All whole-time members of the teaching staff shall superannuate on reaching the age of sixty two years.

Provided that if the date of superannuation in a particular Calendar year falls on or before 30<sup>th</sup> June, a teacher shall retire on 30<sup>th</sup> June of the year, and if it falls after 30<sup>th</sup> June, he shall retire on 31<sup>st</sup> December of the year.

33.2 In exceptional cases, if the services of a teacher are required after the age of superannuation, in the interest of the University, he may be re-employed by the Syndicate on contract for a total period not exceeding three years, one year at a time, on the recommendation of the Vice-Chancellor.

Provided that the teachers who are to be re-employed should have been active in research work pertaining to their subject during the last five years. A committee set up by the Vice Chancellor will assess the academic suitability of the concerned teacher for re-employment.

33.3 The terms and conditions of contract of a teacher re-employed after superannuation shall be determined by the Syndicate.

*Note:*

1. No application shall be made or entertained for reappointment.
2. The salary of the re-employed teacher shall be determined by the Syndicate and shall be in the form of a consolidated or a fixed salary.
3. The re-employed teacher will not be entitled to occupy the University accommodation that had been allotted to him before retirement.
4. Such re-employment will be made against the post held by the concerned teacher.
5. The re-employed teacher will be entitled only to the casual and half pay leaves.

**CHAPTER III**  
**UNIVERSITY PROVIDENT FUND**

1. A contributory Provident Fund to be called the "Sri Guru Granth Sahib World University Provident Fund" shall be established for the benefit of the officers, teachers and employees of the University.
2. Every whole time employee of the University appointed against a substantive/regular post, as a condition of his service, be required to become a depositor in the "Sri Guru Granth Sahib World University Provident Fund".
3. Only the confirmed employees shall be entitled to contribute to the Provident Fund, from the date of their confirmation and the University shall add its share from the same date, as per the Statute 5 below.
4. (a) The Syndicate may, in the case of a person appointed to a substantive/regular post, permit the transfer of the Provident Fund or any money standing to his credit in any recognized Provident Fund to which he was subscriber immediately before his appointment in the University; and may, with his consent, make such arrangement with the authorities of that other Provident Fund for the purpose of such transfer, whether in the form of cash or of securities, or of both, as may be convenient.
   
  
 (b) In case any employee leaves the service of this University to join another organization, the Provident fund standing to his credit in the fund may, at his option, be paid to him or such arrangement with the authorities of other Provident Fund may be made for the purpose of transfer of the fund.
5. The subscription to the fund shall be ten per cent of the 'basic pay' of the depositor or as notified by the Syndicate.

The subscriptions shall be deducted, month by month from the salary of each depositor by the Registrar or other officers of the University whose duty is to pay the salary, and the amount deducted shall be paid into the University fund to the credit of the depositor.

Provident Fund contribution shall be made on the salary drawn during all kind of leave except extra-ordinary leave without pay and suspension period not treated as duty.

6. At the end of each month, a sum equal to the amount subscribed to the fund during such month shall be contributed as in Statute 5 above, to the Fund by the University and subject to the conditions contained in the provision to this Statute, such portion of the amount so contributed as shall be equal to the amount deposited by each subscriber during the month for which such contribution was made, shall be placed to the credit of the depositor.

Provided that:

- (i) The benefit of University contribution to the Fund of an employee shall be as under:
  - (a) Nothing will be paid if the period of continuous service put in by the employee in this University is one year or less from the commencement of the contribution to the Provident Fund;

- (b) Half the amount of the University contribution will be paid if the period of continuous service put in by the employee in this University is more than one year but less than five years; and
- (c) Full amount of the University contribution will be paid if the period of continuous service put in by an employee in this University is not less than five years. Full amount of University contribution shall also be payable in the event of the death of an employee or on superannuation or completion of the period of service for which an employee was engaged, regardless of the length of service.

(ii) No employee of the University who has, in the opinion of the Syndicate, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from its employment, shall be entitled to the benefit of, or to receive any part or share in any sums at any time contributed by the University to the Fund, on his account or the accumulated interest or profits thereof and that the University shall be entitled to recover from the amount for the time being at the credit of any employee a sum equivalent to the amount of any loss or damage at any time sustained by the University by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the University and of any interest or increment which has been accrued on such contributions.

(iii) In case a member of the University teaching staff fails to comply with the requirements of the Bond which he may have executed for grant of leave, etc., the University shall be entitled to recover from the amount for the time being at the credit of such teacher, a sum equivalent to the amount recoverable as per terms of bond but not exceeding in any case the total amount of contribution credited to his account by the University and of any interest or increment which has been accrued on such contributions.

7. The University shall pay interest on all sums deposited in the Provident Fund at a rate to be approved by the Syndicate from time to time. Such interest shall be placed to the credit of each depositor yearly. For the purpose of calculation of monthly balances of each depositor on which interest for a month is to be added, deductions made from the salary of a depositor on account of subscription for a month on any date of a month shall be treated to have been deposited on the first of the month in which deductions are made. In the case of subscriptions deposited in cash by a depositor, it will be treated to have been deposited on the first of the month in which it is deposited, provided it is deposited on or before the fifth of the month, and on the first of the following month if it is deposited after the fifth of the month;

Provided that in the case of a person leaving the University service and asking for the immediate refund of the Provident Fund money standing to his credit/due to him, interest for broken period shall be paid at a rate one percent lower than the rate at which the interest was added for the previous year, but if he opts to withdraw the amount in the following April, he shall be paid interest at the rate approved for that year;

Provided further that in the case of a person who does not withdraw his Provident Fund money within one year of his leaving the University service, no interest shall be paid after the expiry of one year of his leaving the University.

8. The Finance Officer shall maintain proper accounts relating to the Fund, showing the amount for the time being at the credit of each depositor, and the general state of the Fund, in such form as the Syndicate, may from time to time, prescribe. The accounts of the Fund shall be audited once a year and each depositor shall be supplied with the Pass-Book/Bank Statement which shall show the amount for the time being at the credit to the depositor and which shall be in such form as the Syndicate may, from time to time, prescribe.
9. Subject to the provisions of clause 6 of this Chapter, the amount standing in the Fund at the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. But a subscriber may be allowed, in accordance with the Ordinances framed by the Syndicate, an advance of a sum not exceeding the total amount subscribed by him as his own contribution plus any interest which has been accrued on such contributions, at a rate of interest one percent higher than the rate at which interest is credited to subscribers. Recoveries of the amount advanced shall be in accordance with the Ordinances framed by the Syndicate.

Provided that an employee who on reaching the age of superannuation is granted re-employment/extension in service, shall be permitted to withdraw seventy five percent of the Provident Fund standing at his credit.

10. In case of leave granted preparatory to retirement, a subscriber may, at the discretion of Vice-Chancellor, be permitted to withdraw upto ninety percent of his assets in the Provident Fund. If, under any exceptional circumstances, the subscriber does not retire at the end of the leave, the full amount withdrawn shall be refunded as a condition of the continued employment.
11. A depositor may make a declaration in 'Nomination Form' signed by him and attested by two witnesses in his Provident Fund Pass-Book stating the name or names of the persons to whom he desires that in the event of his death, the whole or any part of the amount of his deposit shall be paid. Such nomination, may at any time, be revoked by the subscriber, or replaced by a fresh nomination. A register of such nominees shall be kept in the University Office. If the employee has made such a declaration the payment shall be made in accordance therewith and no succession certificate shall be required. On such payment being made, the University shall be absolved of all liabilities in connection therewith. If however, no such declaration has been made, the payment shall be made to the legal heirs of the depositor.

12. The Syndicate may, from time to time, make Ordinances consistent with these Statutes for:
  - (a) The conduct of the business of the Fund;
  - (b) Any matter relating to the Fund, or its management or the investment of sums at credit of the fund or the privileges of depositors not herein expressly provided for and may add to, vary or cancel any Ordinances so made.

Provided that there shall be a Provident Fund Committee constituted by the Syndicate, to advise on matters relating to investments, payments and other matters in respect of the Provident Fund.

13. Every subscriber shall be bound by these Statutes.
14. As an addition to the benefits given under the Statutes regarding Provident Fund, the Syndicate may grant at the time of superannuation/pre-mature retirement after completing

20 years of service or attaining the age of 50 years, whichever is earlier, to an employee or after his death, to the person whose name has been registered under Statute 11 of this Chapter, for efficient and faithful service, a gratuity equal to a half month's *emoluments* (The term 'emoluments' for purpose of calculating various retirement and death benefits shall include basic pay, special pay, Personal Pay and Dearness Pay (as and when Dearness Allowance is treated as Dearness Pay) which the employee was drawing at the time of his/her retirement or death in case he/she dies before retirement for each completed year of service, subject to a maximum amount as decided by the Syndicate;

Provided that no gratuity shall accrue for any year over 33 years of service;

Provided further that in case of death of an employee during service, the gratuity will be paid at double the rate of normal retirement gratuity, subject to maximum gratuity that would have become payable for 33 years of service, and there will be no condition of minimum service.

Provided further that the Syndicate may decide to pay gratuity to an employee having five years of continuous service in this University, and who has joined the University at such an age as he is not able to complete 20 years of qualifying service till the date of his superannuation.

15. (i) The rate of gratuity as may be modified by the Syndicate from time to time would be applicable to the University employees.
- (ii) In cases, where a person does not become entitled for payment of gratuity for the incomplete year of service, no condoning of period shall be allowed but instead 6 months' service shall be considered as a unit, to entitle an employee to get at least half year gratuity.

**Explanation:** An employee, who has proceeded on leave without pay before the date of his superannuation, shall be paid gratuity on the basis of the emoluments that he had been drawing before proceeding on leave.

16. The Syndicate shall frame Ordinances for withdrawal of advance by a depositor from the provident fund to his credit. A subscriber proceeding on leave without pay exceeding six months, shall have to either deposit the balance of advance from the fund or submit the postdated cheques for the number of instalments pending for recovery of advance.
17. As soon as possible after the close of each year, the Accounts Branch shall send to each subscriber a statement of his Account in the Fund, showing the opening balance as on the 1<sup>st</sup> April of the year, the total amount credited or debited during the year, the total amount of interest credited as on 31<sup>st</sup> March of the year and the closing balance on that date.
18. Subscribers should satisfy themselves as to the correctness of the annual statements, and errors should be brought to the notice of the Registrar within one month from the date of receipt of the statements.
19. The accounts branch shall, if required by a subscriber, once but not more than once in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

20. In case the University Syndicate decides to implement Pension Scheme by LIC or any other government agency for the employees at any stage, the University will facilitate the maintenance of Accounts of Pension Fund Contributions of the employees.

**SRI GURU GRANTH SAHIB WORLD UNIVERSITY, FATEHGARH SAHIB**  
**'FORM OF NOMINATION'**

Name of Subscriber (In Block Letters): .....

I hereby state that in the event of my death, the amount at my credit in the Sri Guru Granth Sahib World University Provident Fund, be distributed among the persons nominated below in the proportion shown against their names:

S. No.	Name and Address of the Nominee(s)	Relationship, if any, with the subscriber	Whether major or minor, if minor, State the Age	Amount of share of deposit

Place: .....

Date: .....

Signature of Subscriber

<b>Witnesses' Particulars</b>		
<b>Signature</b>		
<b>Name in Block Letters</b>		
<b>Address</b>		

Countersigned by HOD

**Chapter IV****FINANCE**

1. In these Statutes the 'Finance Officer' shall mean the Officer to whom the duty to maintain the accounts of the University is entrusted by the Syndicate.
2. The accounts of the University shall conform to the financial year.
3. All funds and moneys belonging to the University shall be kept in the name of Sri Guru Granth Sahib World University, Fatehgarh Sahib, in any Scheduled Bank, with the approval of the Syndicate.
4. The University will have a Current/Savings Account for operational expenses. In addition, other accounts in the Bank will be opened under the following distinct heads:
  - (a) Provident Fund;
  - (b) Gratuity Fund;
  - (c) Endowment Fund under section 25 of the Sri Guru Granth Sahib World University Act;
  - (d) General Endowment Fund; and
  - (e) Such other heads as may be approved by the Syndicate from time to time.
5. No Transfer shall be made from accounts (a), (b), (c) or (d) to any other account except with the previous sanction of the Syndicate.
6. All property belonging to the University shall be held in the name of the University. For the purpose of drawing interest upon such Government stock or Government Promissory Notes as are held in the name of the University, the Registrar shall be authorized to take necessary action but for transferring any part of such Government stock or Government Promissory Notes, the Vice-Chancellor and the Registrar shall be jointly authorized to do all such acts as may be necessary.
7. The committee constituted by the Syndicate, may order that any un-invested balance at credit of any particular trust or trusts or of any other University Account shall be invested in Government securities or in fixed deposit for the benefits of the account concerned.

**(A) RECEIPTS**

8. It shall be the duty of the Finance Officer to see that all sums granted to, and accepted by the University for specific objects, such as, the establishment of a Chair/ Fellowship/ Scholarship, or for the grant of a prize, a medal, or other special reward, shall be invested wherever practicable, in Government securities or fixed deposit and brought to credit under the proper head of account.
9. All sums received on account of the University shall be received by the Registrar/Finance Officer and shall be forthwith sent by him to the Bank, for credit to the account concerned, and shall not be used by him to meet current expenditure. Provided that the Syndicate may nominate any Officer as it deems fit for signing the receipts for money received on behalf of the Registrar/ Finance Officer.

10. No Sale of any security held in the name of the University shall be made without sanction of the Syndicate.
11. All subscriptions, donations of movable/immovable property, and any other donations received, shall be reported to the Syndicate who shall decide to accept it or otherwise, and its utilization in case of acceptance. No such amounts shall be received in cash.

**(B) EXPENDITURE**

12. All bills shall be checked by the officer to whom this duty is assigned, and certified as correct, and signed by the Vice Chancellor/Registrar/Finance Officer or any other officer, as decided by the Syndicate. No payment shall be made except as provided in Statute below. When the sanction of the Vice-Chancellor is required for the payment of any bill, the Registrar/ Finance Officer shall obtain such sanction before payment is made, and shall endorse on the bill a reference to the order in question.
13. Payments shall be made by cheques signed by the Vice Chancellor /Registrar/ Finance Officer. The Syndicate may, however, authorize any other officer or officers to sign cheques, up to a certain limit. All expenditure shall be incurred subject to the budget allotment for the year. The Vice Chancellor may sanction advance for purchase of any goods, equipments or instruments, and may also sanction advance against the bills received after inspection/installation of material/equipment.

Provided that all payments to the firms, suppliers, contractors, examiners etc. shall be made by account payee cheques. In special cases, the Vice Chancellor/Registrar/ Finance Officer may relax the condition of account payee cheque, subject to the condition that the amount is less than that approved by the Syndicate.

14. The Vice Chancellor/Registrar/ Finance Officer is empowered to:
  - (a) pass bills and make payment relating to fixed charges for which provision is made in the budget and ordinary contingencies;
  - (b) make payment of bills which are duly passed and forwarded by the Heads of University Departments/Branches; and
  - (c) pass bills and make payment relating to construction and maintenance. He shall obtain the sanction of Vice-Chancellor for payment of any other charges. The Syndicate may assign to one or more officers the powers of the Vice Chancellor/Registrar/ Finance Officer to pass bills up to a certain limit.
15. To meet expenditure of urgent nature, the advance to the concerned authority/official may be sanctioned by the Vice Chancellor/Registrar, depending on the exigencies of work.

The advance will be sanctioned subject to the condition that the sanction from the competent authority has been obtained to make the expenditure. After the transaction has been completed, all bills/ documents shall be sent within one month to the Registrar/Finance Officer for the adjustment of advance amount. This adjustment shall be completed in an additional one month.

16. The Vice-Chancellor shall be competent to sanction the creation of temporary posts of clerks and class 'C' employees for a period not exceeding six months out of the budget head "Temporary Establishment".

**(C) Budget**

17. The Budget estimates recommended by the "Finance Committee", for which provision is made in the Act, shall be submitted for approval of the Syndicate. It shall show the estimated receipts and expenditure of the current accounts of the ensuing year and the investment and special endowments which have been accepted by the University in such form and in accordance with such directions as are given by the Syndicate.

18. In the Budget Estimates, credit shall be taken for the following amounts, with reference to the average receipts, from these sources, of the previous three years:

- (a) Interest and profit of the General Endowment Fund
- (b) Government grant
- (c) Subscriptions and donations

Provided that any subscriptions given for investments of exceptionally large amounts are to be excluded from (a) to (c) above.

(d) Income from fees calculated on the bills of the actual income of the two previous years, figures revised for the current year and the expected estimates for the budget year in the same way.

19. The Vice-Chancellor may sanction re-appropriation upto 50 percent of the amount provided in one or more sub-heads to the other sub-heads, out of the provisions made for a particular Department/Head, subject to the following conditions:

- (i) No appropriation shall be made which involves undertaking of a recurring liability, that is, a liability which extends beyond the financial year in question.
- (ii) No re-appropriation shall be made out of committed expenditure i.e. Salary, Dearness Allowance, Provident Fund, House Rent etc.
- (iii) No re-appropriation shall be made from out of non-recurring amount to an unapproved project.

**(D) AUDIT**

20. Pre-Audit

The Syndicate may appoint an Auditor for the purpose of internal/pre-audit for one year, in accordance with the Regulations framed by it. The Auditor so appointed will be eligible for re-appointment for a period not exceeding one year at a time. The remuneration of such Auditor shall be fixed by the Syndicate.

21. Post Audit

The Syndicate shall appoint an Auditor for one year, for auditing the Annual Books of Accounts of the University for a financial year. The remuneration of such Auditor shall be fixed by the

Syndicate. The Auditor so appointed will be eligible for re-appointment for a period not exceeding one year at a time.

It shall also be the duty of the Auditor to prepare and submit through the Finance Committee and the Syndicate, an annual audit report on the accounts of the University to the Senate, certified by him to be correct. He shall see that:

- (a) The accounts of the University are properly kept in accordance with standard accounting practices.
- (b) The state of balance shown therein agrees with the University's Bank accounts.
- (c) All payments are supported by proper vouchers and that they are under proper sanction; and
- (d) All receipts and payments are properly classified.

**(E) ACCOUNTS**

- 22. The Registrar/Finance Officer shall keep an account of: (1) Endowment Fund under section 25 of the Sri Guru Granth Sahib World University Act; (2) General Endowment Fund; (3) The Current Deposits; (4) Provident Fund; (5) Gratuity Fund; and (6) Such other heads as may be approved by the Syndicate from time to time.
- 23. The Registrar/ Finance Officer shall prepare an Annual General Statement showing in detail the state of each of these accounts which shall be checked and countersigned by the Auditor. This General Statement shall then be submitted to the Senate through the Finance Committee and the Syndicate.

**(F) BOOKS**

- 24. The Finance Officer shall maintain the following books of accounts and forms:
  - (I) For Endowment Fund under section 25 of the Sri Guru Granth Sahib World University Act:
    - (a) A Cash Book.
    - (b) A Ledger exhibiting a separate account for each Fund.
    - (c) A Bank Pass Book.
  - (II) For General Endowment Fund:
    - (a) A Cash Book.
    - (b) A Ledger exhibiting a separate account for each Fund.
    - (c) A Bank Pass Book.
  - (III) For Current/Savings Accounts:
    - (a) A Cash Book.
    - (b) A Classified Register of Receipts.
    - (c) A Classified Register of Expenditure.
    - (d) A Bank Pass Book.

(IV) For Provident Fund Account :

- (a) A Cash Book.
- (b) A Ledger Exhibiting a separate personal account.
- (c) A Bank Pass Book.
- (d) A Liability Register.

(V) For Gratuity Fund Account :

- (a) A Cash Book.
- (b) A Bank Pass Book.

(VI) The Finance Officer may be asked to maintain any other Account Books as may be required from time to time.

25. All vouchers in support of items of expenditure shall be retained in physical form for a period of six years. Vouchers more than six years old may, with the sanction of the Vice-Chancellor, be destroyed provided that all accounts or documents relating to trusts, donations, subscription or relating to a case under investigation/legal proceedings before a court/tribunal etc. shall be preserved.

**(G) WRITING OFF LOSSES**

26. The following authorities shall be empowered to write off losses on the recommendations of a standing committee constituted by the Syndicate up to the limits, as decided by the Syndicate from time to time.

**Note:** 1. In all cases of disposal by public auction or sale by inviting sealed tenders, the articles will be sold to the highest bidder or the highest tenderer as the case may be.

- 2. The cases should not be split up to avoid sanction of the higher authority.
- 3. In the case of articles lost, damaged or stolen, the value of such articles for the purpose of 'writing off' loss/recovery from the defaulter, as the case may be, shall be fixed by the committee above. The value so determined shall be subject to the approval of the Vice-Chancellor.
- 4. For determining the appropriate value of the articles, the committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a malafide intention and responsibility is fixed, the committee while assessing the price of the article, shall also take into account the market price of the article.

27. The following shall be the procedure for writing off losses of books of the University Library and Departmental Libraries:

- 1. At the time of annual stock taking, a loss up to 3 books/journals/CDs/DVDs etc. per 1000 may be written off by the Vice-Chancellor on the recommendation of the Committee comprising the following :
- i) Dean Academic Affairs (Chairperson);

- ii) Three professors, to be nominated by the Vice Chancellor; and
- iii) University Librarian.

2. The proposal of writing off the books/journals will be made by the following :
  - i) University Library: By the University Librarian.
  - ii) Departmental Libraries: By the Head of the Department through departmental Librarian.
3. Writing off reference/rare books is not covered by clause 1. Each such case will be considered on merits by the Committee constituted by the Syndicate. After making due enquiry, the committee will recommend suitable action to the Syndicate through the Vice-Chancellor.

**(H) FINANCIAL POWERS OF HEADS OF UNIVERSITY DEPARTMENTS**

- 28.1 The Head of the Department shall not incur expenditure not provided in the budget estimates or if provided, in excess thereof, without previous sanction of the Syndicate.
- 28.2 Heads of the Departments shall be competent to incur expenditure:
  - (i) To make purchases without prior sanction of the competent authority upto the amount decided by the Syndicate;
  - (ii) Out of the imprest money, the amount of which shall be decided by the Syndicate; and
  - (iii) All other expenditure as per provisions of the purchase policy.

**(I) Borrowing Funds**

29. The University may borrow funds from the Banks and other financial institutions at such rates, terms and conditions as may be mutually settled and finally approved by the Syndicate.
30. The University may stand guarantee against its short term/long term deposits with the banks and may also arrange bank guarantee against the fixed deposits, liquid assets etc. to fulfill the requirements.

## CHAPTER V

## MISCELLANEOUS

### **Honorary Degrees**

1. Where the Vice-Chancellor and not less than two thirds of the other members of the Syndicate recommend that an honorary Degree be conferred on any person on the ground that he is, in their opinion, by reason of eminent position and attainments, a fit and proper person to receive such a degree and where the recommendation is supported by not less than two thirds of the Fellows present at a meeting of the Senate and is confirmed by the Chancellor, the Senate may confer on such person, the Honorary Degree so recommended without requiring him to undergo any examination.

Provided that in cases of urgency, the Chancellor may act on the recommendations of the Syndicate only.

### **Civil Jurisdiction in case of all Legal Disputes**

In all the cases, disputes will be subject to Fatehgarh Sahib Civil Jurisdiction and/or Punjab and Haryana High Court at Chandigarh.

## **REGULATIONS**

**REGULATIONS UNDER SECTION 23 OF THE SRI GURU GRANTH SAHIB WORLD  
UNIVERSITY ACT of 2008**

**(A) THE SENATE**

1. Meeting of the Senate shall be held as laid down in Section 15 (2) and (3) of the Sri Guru Granth Sahib World University Act. In addition, the Senate shall meet in Convocation for the purpose of conferring degrees, diplomas, titles and marks of honour on such date and at such time as may be fixed by the Chancellor or the Vice-Chancellor.
2. The Chancellor or in his absence, the Vice-Chancellor shall preside at any Convocation of the University. At all other meetings of the Senate, the Vice-Chancellor shall preside. In the absence of the Vice-Chancellor, the Dean Academic Affairs shall preside over the meeting.
3. (i) At a meeting of the Senate, one third members shall form a quorum. When the Senate meets in Convocation, there shall be no quorum. If a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting called for transacting the same business.
  - (ii) If the fixed quorum is not present within half an hour after the time appointed for the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.
  - (iii) Any meeting may be adjourned to a subsequent specified date to conclude an unfinished business.
4. The Registrar, under the direction of the Vice-Chancellor shall ordinarily give not less than one week notice of the date of a meeting; provided that in an emergent situation, the Vice-Chancellor may modify or relax this rule.
5. The Registrar shall be ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.
6. Any matter which has been decided by the Senate, may within a period of six months, be reconsidered by the Senate, if moved by the Vice-Chancellor under his own direction or on a requisition made by one third of the members of the Senate or twenty members whichever number is less, at a special meeting of the Senate convened for that purpose.
7. Any fellow who wished to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not less than one week before the date of the meeting. He may withdraw the resolution by giving a written notice, which should reach the Registrar not less than two days before the date of dispatch of the agenda papers.

The Registrar shall place the proposed resolution before the Vice-Chancellor, who shall direct him to include it in the agenda, provided it is in clear and unambiguous terms. When a resolution is not included in the agenda paper under orders of the Vice-Chancellor, the Registrar shall intimate the fact to the member stating the objection.

At a special meeting, only the business for which the meeting is convened shall be transacted, provided that the Vice-Chancellor may place before the meeting any other business which he considers as of urgent nature.

**Note: Wherever the word 'he' is used in the general context, it also implies the word 'she'. Similarly, the word 'his'/'him' also implies the word 'her'.**

8. Not less than seven days before the date of a meeting the Registrar shall, under the direction of the Vice-Chancellor, issue to every member an agenda paper, specifying the date, hour and place of meeting and the items of business to be brought before the meeting.

Provided that the Vice-Chancellor may bring before the meeting, any business which is urgent, with shorter notice or without placing the same on the agenda paper.

9. At any meeting, it shall be open to a member to move for a change in the order of business as stated on the agenda paper. If the motion is agreed to by the majority of the members present at the meeting, the business shall be transacted in the changed order.

10. The following categories of resolutions may be moved without previous notice:

- (i) Relating to urgent business forwarded by the Vice-Chancellor but not included in the agenda.
- (ii) For a change in the order of business as stated in the agenda paper.
- (iii) Directing the Syndicate, or any other University body, to review or reconsider its recommendation or decision which may be under consideration at the meeting, and report to a subsequent meeting of the Senate.
- (iv) For appointment of a committee to consider and report on any matter before the Senate at the time.
- (v) Referring any matter before the Senate at the time, to any University body for consideration and report.
- (vi) Adjournment of the debate on any question to a subsequent meeting or adjournment of the meeting.
- (vii) A motion that "the question be now put".
- (viii) A motion of congratulations or condolence or vote of thanks, with permission of the Chairman.
- (ix) Any other motion with the consent of the Chairman and permission of the majority of the members present at the meeting.

11. (i) Proposal submitted by the Vice-Chancellor or the Syndicate and entered upon the notice of the meeting shall be dealt with as motions before such meeting without being proposed and seconded. Every other motion must be reduced to writing and read out by the mover, and shall be delivered to the Registrar.

- (ii) A resolution standing in the name of a member who is absent from the meeting may be moved by any other member.
- (iii) A motion must be seconded, otherwise it shall drop.

12. (i) Every amendment to a resolution must be seconded, otherwise it shall drop.

- (ii) The order in which amendments to a resolution are to be moved shall be determined by the Chairman.

(iii) An amendment to a resolution shall be (1) by leaving out certain words, or (2) by inserting or adding certain words, or (3) by leaving out certain words to insert or add other words. The amendment must be relevant to the resolution under consideration and must be so worded that, if carried, the question as amended would form an intelligible and consistent whole. The amendment must not be virtually an independent proposition.

13. (i) No resolution/amendment shall be withdrawn without the consent of the meeting. Such consent may be presumed if the mover stated his intention to withdraw and no dissent if forthwith expressed by any member. When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been disposed of. The order in which amendments shall be brought forward for debate, shall be determined by the Chairman.

(ii) In the event of the member wishing to speak on the motion or in respect of an amendment, or such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.

(iii) The Chairman may rule a motion or an amendment out of order at any time before the question is put to the vote.

(iv) The Chairman shall control the order in which members may address the meeting after the Chairman has called for a vote.

(v) Members, when speaking, shall stand and shall address the Chair. No member shall, without the permission of the Chairman, speak more than once on any proposition.

(vi) A ruling given by the Chairman shall be final.

(vii) A motion for closure may be moved at any time, but not so as to interrupt a speech. It shall be in the form that "the question be now put". If not seconded, it shall drop. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith and decided without amendments or debate. If the motion is carried, the Chairman shall call upon the mover for his reply and shall then put the question to the vote.

(viii) The Chairman may, at his discretion, limit the duration of speeches on any subject at any stage.

(ix) A member may call the Chairman's attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

(x) Any member may, with the permission of the Chairman rise even while another member is speaking, to explain any expression used or any fact stated by him which may have been misunderstood by the speaker.

(xi) When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate. No member shall speak after the mover has made his reply.

(xiii) The Chairman may, at his discretion, explain to the meeting at any stage in the proceedings, the scope of any resolution or amendment or make any statement on any matter arising from or connected with the proceedings of the meeting. He may also at the conclusion, sum up the debate if he so desires, provided this is done before the mover has exercised his right of reply.

(xiv) The Chairman may temporarily vacate the Chair during the progress of a debate appointing the Dean, Academic Affairs to be the Chairman during his absence. In the absence of Dean, Academic Affairs the Chairman may appoint a member present to be the Chairman during his absence.

14. (i) When the debate is concluded or if there be no debate, the Chairman shall put the question to vote.

(ii) All questions shall be decided by a majority of votes of the members present. The Chairman shall be entitled to vote on all questions and if the votes be equally divided, he shall have a second or casting vote.

(iii) On a motion being put to the vote, the Chairman shall call for a show of hands and announce the result of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairman directs.

(iv) A proposal for conferment of an honorary degree shall be put to the vote without discussing and the voting shall be by ballot;

Provided that approval of (i) routine item(s), (ii) urgent matters of non-controversial nature, and (iii) item approved by the Syndicate through circulation, could be sought through circulation.

15. All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor/Chairman and shall be confirmed at the next meeting.

The Registrar shall within one month after the meeting, send a copy of the proceedings to each member of the Senate.

16. Any member of the Senate may write to the Registrar for the purpose of obtaining information on matters relating to the affairs of the University and the Registrar shall supply the required information with expedition, provided that if the reply would, in the opinion of the Vice-Chancellor, entail labour and expenses not commensurate with the object in view, it may be disallowed in which case the reason for such disallowance shall be communicated forthwith to the Fellow concerned.

**(B) THE SYNDICATE**

1. Meetings of the Syndicate shall be convened by the Registrar as the Vice-Chancellor may direct.

Provided that on a requisition signed by any nine members of the Syndicate to convene a special meeting, the Vice-Chancellor shall convene a special meeting on a date to be fixed by him;

Provided further that at such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

2. The Registrar shall, ordinarily, at least two weeks before each meeting of the Syndicate, issue to each member, a notice convening the meeting and a copy of the agenda shall be sent at least one week before the meeting. Provided that in the case of emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.
3. At a meeting of the Syndicate, one third members shall form a quorum, subject to minimum of three.
4. The Vice-Chancellor shall be the Chairman of the Syndicate. In his absence, the Dean Academic Affairs shall preside over the meeting.
5. The Chairman may temporarily vacate the Chair during the progress of a debate appointing the Dean Academic Affairs to be the Chairman during his absence. In the absence of Dean Academic Affairs, the Chairman may appoint a member present to be the Chairman during his absence.
6. The Registrar shall be ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.
7. No resolution, approval or other matter, foreign to, or wholly inconsistent with the matter appearing in the agenda shall be taken up for consideration by the Syndicate, except with the permission of the Chairman whose decision on the subject shall be final.
8. Every motion shall be in the form of a resolution which must be seconded.
9. Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than one week before the date of the meeting. He may withdraw the resolution by giving a written notice which should reach the Registrar not less than two days before the date of the dispatch of agenda papers.
10. A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairman.
11. When a motion has been duly proposed and seconded, the Chairman shall read it out to the meeting. It shall then be open to discussion, and if there be no discussion, the motion shall at once be put to the vote.
12. Any member present may propose an amendment to a motion. When two or more amendments are proposed, the Chairman shall put them to the vote in the inverse order, the last amendment being put to the vote first, and the first last.
13. An amendment must be duly seconded.
14. The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to make a reply.
15. It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.
16. Every question shall be decided by a majority of the votes of members present. It shall be in the option of the Chairman to decide whether voting shall be by ballot or by the show of hands;

Provided that approval of (i) routine item(s), (ii) urgent matter(s) of non-controversial nature, (iii) items approved by the academic council through circulation, could be sought through circulation.

17. In the case of equality of votes, the Chairman shall have a second or casting vote.
18. No member shall have a right to speak more than once in the course of the discussion of a motion or of an amendment, except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.
19. The Chairman may, at his discretion, limit the duration of speeches on any subject at any stage.
20. It shall be in the power of the Chairman to regulate the order of the speeches.
21. No motion or amendment shall be withdrawn without the consent of the meeting. Such consent may be presumed if the mover states his intention to withdraw and no dissent is forthwith expressed by any member. Where an amendment has been proposed to a motion, the original motion cannot be withdrawn until the amendment has been disposed of.
22. Any member with the permission of the Chairman, rise even while another member is speaking to explain any expression used or any fact stated by him which may have been misunderstood by the speaker.
23. Any member may, at any time, in the course of a discussion rise and call the attention of the Chairman to a point of order.
24. If a point of order is raised by a member in the course of a speech by another member, the speaker shall forthwith resume his seat until the Chairman has given his decision on it.
25. If the Chairman be of the opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction, or of interruption to the discussion, or to the business of the meeting, he shall so say and declare it a breach of order.
26. The Chairman shall be the sole judge of any point of order and may at his own instance, or at the instance of any member, call to order any member who is speaking. If the member who is called to order, disregards such call, the Chairman may suspend him from membership for the rest of the meeting and in case of gross misbehaviour, he may, with the consent of two-thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary.
27. A member suspended, shall withdraw from the meeting.
28. Proposal relating to formal vote of thanks, message of congratulations or condolence, and other matters of like nature may be moved from the Chair without notice.
29. Proposals relating to conferment of honorary degrees shall be put to vote without discussion. The voting on such proposals shall be by ballot.
30. All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor/Chairman. The proceedings will be circulated to the members and confirmed at the following meeting. Any fellow or Syndic of the University shall

be entitled to inspect in the University office, during office hours the proceedings of any meeting of the Syndicate.

**(C) THE ACADEMIC COUNCIL**

1. Meetings of the Academic Council shall be convened by the Registrar as the Vice-Chancellor may direct;

Provided that on a requisition by one third of total members of the Academic Council to convene a special meeting, the Vice-Chancellor shall convene a special meeting on a date to be fixed by him;

Provided further that at such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

2. The Registrar shall, ordinarily, at least seven days before each meeting of the Academic Council, issue to each member, a notice-convening the meeting and a copy of the agenda;

Provided that in the case of emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.

3. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the Dean, Academic Affairs shall preside over the meeting.

4. At a meeting of the Academic Council, one third of total members shall form a quorum, subject to a minimum of eight.

5. Business not included in the agenda as sent to the members may only be taken up by permission of the Council given by a two-third majority vote; provided that (a) any recommendation to the Syndicate and (b) any business falling within the sphere of a Board of Studies which has not been considered by such Board, shall, if they were not included in the agenda, only be taken up by a unanimous vote of the Council.

6. The Registrar shall be the *ex-officio* Secretary. In the absence of the Registrar, person performing the duties of the Registrar shall act as Secretary.

7. All proposals brought forward for the consideration of the Academic Council, shall be decided by a majority of votes. The Chairman may, at his discretion decide that any matter may be so decided by a secret ballot or by show of hands;

Provided that approval of (i) routine item(s) or of urgent matter(s) of non-controversial nature could be sought through circulation; (ii) the Vice-Chancellor could, if deemed necessary, seek confirmation of the recommendation(s) made by the Standing Committee of the Academic Council through circulation.

8. All amendments to any proposal shall be put up before the proposal itself, the last amendment being put up first and, if carried, other amendments inconsistent with it shall be treated as rejected. The proposal as amended shall then be stated from the Chair and voted upon.

9. The Chairman may give his own vote and, on equality of votes, he shall have a second or casting vote.

10. All the Regulations of the Syndicate, not inconsistent with these rules, shall *mutatis mutandis* apply to all meetings of the Academic Council.

**(D) FACULTY**

1. Meetings of the Faculty shall be called by Registrar/Deputy Registrar/Assistant Registrar (Meetings) in consultation with the Dean of the Faculty as and when considered necessary.

2. Not less than ten days before the date of the meeting, the office shall issue to every member, agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting;

Provided that with the permission of the Dean, more items may be placed before the meeting through supplementary/table agenda.

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

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

5. The faculty may transact its business in a meeting. However, in emergent cases, this could be done through circulation also.

6. The faculty, if so desires, may appoint sub-committee(s) for any purpose concerning the functions of the Faculty, but the decision/recommendations of the sub-committees shall be subject to confirmation by the faculty at its next meeting.

7. In the absence of the Dean, the members present in the meeting will choose its own Chairperson for the meeting from amongst the members present through consensus.

8. The Faculty shall not have the power to amend any draft proposed by the Board of Studies but may return it to the Board of Studies for reconsideration, either in whole or in part, together with any amendments which the faculty may suggest, or reject it, after it has been submitted for the second time.

9. Discussion on the appointment of examiners shall be treated as confidential.

10. Every amendment to a regulation must be duly seconded otherwise it shall drop.

**(E) BOARDS OF STUDIES**

1. Meetings of the Boards of Studies shall be called by the Deputy/Assistant Register (Meetings) in consultation with the Chairperson of the Board as and when considered necessary.

2. Not less than ten days before the date of the meeting, the office shall issue to every member agenda papers specifying the date, hour and place of the meeting and the items to be placed before the meeting;

Provided that with the permission of the Chairperson, more items may be placed before the meeting through supplementary/table agenda.

3. The quorum of the Board meeting shall be one-third of the total members subject to a minimum of three members.
4. A Board of Studies may transact its business in a meeting. However, in emergent cases, this could be done through circulation also.
5. Discussion on the appointment of examiners shall be treated as confidential.
6. The Board, if so desires, may appoint sub-committee(s) for any purposes concerning the functions of the Board.

The decisions/recommendations of the sub-committee(s) shall be placed before the Board for approval. Provided that in case of emergency, these recommendations could be accepted by the Chairperson.

7. In the absence of Chairperson, the members present in the meeting will choose its own Chairperson for the meeting from amongst the members present through consensus.
8. All proposals brought forward for the consideration of the Board of Studies, shall be decided by majority of votes.
9. The Chairperson may give his own vote and, on equality of votes, he shall have a second or casting vote.

## **ORDINANCES**

## CHAPTER I

### TUITION FEES AND OTHER DUES

#### (A) RATES OF FEE AND FEE DEPOSIT

- 1.1 The rates of fees and refundable securities etc., to be charged from students, admitted to various University classes/courses shall be notified by the University from time to time and incorporated in the Prospectus for the relevant year.
- 1.2 Tuition fee and other fee shall be payable at or before the beginning of each semester as per the dates notified by the University.
- 1.3 If a student does not pay his/her fee by the notified date, he/she can pay his/her fee within next 15 days with a late fee notified by the University.
- 1.4 The names of the students, who fail to pay the fee within fifteen days after the last date notified by the University, will be struck off from the rolls of the University.
- 1.5 Such students can seek re-admission within next fifteen days, on payment of the prescribed re-admission fee, with the permission of Dean, Academic Affairs.
- 1.6 All fines collected from students shall be deposited in an account to be called "Students' Welfare Fund" to be used only for the welfare of needy students.
- 1.7 A Student, when depositing his fees, shall quote his class and registration number.
- 1.8 The office shall not be responsible for wrong adjustment of fees, if correct and complete particulars are not given in the receipt. The names of the candidates selected for admission will be brought on the rolls of the class on production of receipts in token of requisite dues having been paid.

#### (B) REFUND OF FEE

- 1.9 Refund of fee shall be allowed only in case of new admission. The amount of fee to be refunded shall be as below:
  - (a) Full fee and other charges, after prescribed deduction as admission processing charges, in case the student applies for refund before the commencement of classes for that Academic Session.
  - (b) Full fee and other charges after prescribed deduction as admission processing charges and proportionate deduction from Tuition Fee and Hostel/Transport Fee, in case the student applies for refund after the commencement of classes but on or before the last date of admission for that Academic Session.
  - (c) Only Security and Hostel/Transport Fee, if any, shall be refunded after proportionate deduction, in case the student applies for refund after the last date of admission for that Academic Session.
  - (d) No refund of fee shall be allowed if the student leaves the University in subsequent semesters. Only the refund of security will be allowed in such cases.

#### (C) FEE CONCESSION

1.10 The fee concession shall be allowed to the students as decided by the Syndicate and incorporated in the prospectus for the relevant year.

**(D) SCHOLARSHIPS**

1.11 Scholarships under different categories will be granted to needy and meritorious students, as decided by the Syndicate and incorporated in the prospectus for the relevant year.

**(E) FEES FOR VARIOUS TYPES OF CERTIFICATES ETC.**

1.12 The fee for various types of certificates shall be charged as notified by the University from time to time.

## CHAPTER II

## CONTROL AND DISCIPLINE OF STUDENTS IN THE UNIVERSITY TEACHING DEPARTMENTS AND HOSTELS

2.1 (a) The Head of the Department shall be competent:

- (i) to impose fine on a student, as may be warranted by the nature of the offence and notified by the University from time to time;
- (ii) to suspend a student from class for such period as Head of the Department deems fit;

The decision of the Head of the Department 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, Students' Welfare, in the absence of the Provost), shall be competent to impose a fine, as may be warranted by the nature of offence or require a student to leave the hostel for a specific period or permanently.

The decision of the Warden of the University Hostel shall be final in such cases;

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

2.2 For expulsion/rustication and other punishment in excess of the limits specified in any of the above categories of Rule 2.1, the case will be referred to the Enquiry Committee, constituted by the Vice Chancellor. This Committee shall submit a report to the Vice-Chancellor, who may either himself impose any punishment including expulsion/rustication for the period specified in the order, depending upon the gravity of the offence, or refer the enquiry report to the same Committee or another Committee appointed by him for imposing punishment, as such Committee may deem fit.

**Note:** 'Rustication' means the debarring of a student from attending classes/examinations for a specified period, whereas 'Expulsion' means the permanent debarring of a student from attending classes/examinations.

2.3 Before an order of expulsion/rustication is passed or any other punishment under rule 2.2 is imposed, the Convener of the Enquiry Committee shall ensure that the student has been given a reasonable opportunity to explain his conduct.

In regard to expulsion/rustication of the student, the Convener 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.

2.4 The Registrar will enter the order of expulsion/rustication of a student of the University Teaching Department, in the register of students, and notify it to all the University Teaching Departments and other Universities in India, on the expiry of fifteen days from the date of issue of order.

2.5 The rusticated student may be allowed, if he is otherwise eligible, to take examination privately after the period of rustication is over. The Head of the Department concerned, may, at his discretion, allow him to join the class after the period of rustication is over, under

intimation to the Registrar, provided the period of rustication is less than two years. Candidates who miss chance(s) to appear in the University examination due to rustication shall be allowed the number of chances so missed by them;

Provided that a student who is rusticated for a period exceeding two years, shall not be re-admitted in the same or any other Department without the prior sanction of the Syndicate.

2.5 If a student is reported by the Head of the Department/Provost/Dean Students' 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

(i) cancel his candidature for that examination and order that his result be not declared;

or

(ii) 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 Head of the Teaching Department, till the declaration of his result.

2.6 Depending upon the situation, the Committee will hold its meeting 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 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;

(iii) any other punishment considered reasonable by the committee.

2.7 Notwithstanding anything hereinbefore contained, the Head of University Teaching Department or Warden of University Hostel shall have the authority to take disciplinary action against the students of that Department/Hostel, including any act of indiscipline outside the premises of the Department/Hostels and the provisions hereinbefore contained in regard to procedure and punishment shall be applicable to such cases also.

2.8 Notwithstanding anything hereinbefore contained, all decisions in respect of disciplinary matters concerning students of Departments and other classes run or maintained by the University shall be subject to review by the Vice-Chancellor on humanitarian grounds, keeping in view the overall behavior of the candidate after one year from the date of rustication.

Provided that in cases of expulsion, the reviewing authority shall be the Syndicate.

## CHAPTER III

### REGISTRATION AND MIGRATION OF STUDENTS

#### **(A) Registration of Students**

3.1 The Registrar shall maintain a register of students studying for a University examination 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, the name of mother, date of birth, department entered, date of admission, date of leaving the institution, every pass or failure in the University examination with roll number, any University scholarship, medal or prize won by student, any punishment awarded and every degree taken by him. The name of the student shall be registered as it appears on matriculation certificate, unless he has legally changed his name afterwards.

3.2 All the persons registered under the preceding Ordinance shall be deemed to be the "Students of the University"

3.3 The Head of the University Department, shall forward to the Registrar within one month of admission, the names of students.

If the student is struck off the rolls of University Department, or is rusticated or expelled, the fact shall immediately be reported to the Registrar for the record in the register of students.

3.4 On registration, the student shall be informed through the Head of the University Department of the registration number under which his name has been entered in the register and such number shall be quoted in all subsequent reports concerning the student and in all the applications by that student for admission to a University examination.

3.5 A student migrating from any other University/Board & seeking admission to a University Teaching Department shall also pay a migration fee as notified by the University.

3.6 All the applications for admission to University examinations shall be scrutinized in reference to the University Register. The Registrar may refuse the application of the candidate about whom complete particulars have not been reported, and require him to forward through the Head of University Department, complete statement of the particulars.

3.7 A registered student is entitled to get a certified copy of all the entries against his name on payment of prescribed fee.

3.8 A person who applies for permission to appear in an examination as a private candidate shall quote his registration number.

3.9 A person applying for change of his name in the Register shall submit his application through the Head of University Department. The application shall be accompanied by:

- (i) A prescribed fee
- (ii) An affidavit relating to his present and proposed names duly sworn, in the presence of a Magistrate by his parents or guardian, in case he is minor or by himself in case he is major;
- (iii) A cutting of the declaration from the newspaper in which the proposed change of name has been advertised.

3.10 The change in spellings of the name shall be construed as change of name.

3.11 The change in the name, when allowed, shall be recorded in the register of students, with his original name as alias.

**(B) SEMESTER ENROLMENT OF STUDENTS**

3.12 Each academic year will be divided into two regular semesters.

3.13 Every student will have to enrol for the subjects at the beginning of each semester, on the dates notified by Dean Academic Affairs in the Academic Calendar, as per the approved scheme applicable to him/her, after satisfying all the requirements.

3.14 A student may be allowed late enrolment with late enrolment fee by the notified dates.

3.15 a) **For Students admitted during Academic Sessions 2011-12, 2012-13 & 2013-14:**

The enrolment of a student in an odd semester (3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> etc.) will be allowed only if he/she has cleared 50% of the total papers offered in all the previous semesters taken together. This condition will not be applicable for enrolment in the even semester. A student who fails to clear all the paper(s) of a semester after availing all the three consecutive chances (one regular+ two reappear chances), he/she will not be enrolled in the subsequent semesters.

**Explanation:** Any student who does not clear all the papers of the 1<sup>st</sup> semester, he will not be enrolled for the 7<sup>th</sup> semester. Any student who does not clear all the papers of the 2<sup>nd</sup> semester, he will not be enrolled for the 8<sup>th</sup> semester and so on.

b) **For Students Admitted During Academic Session 2014-15 and onwards:**

The enrolment of a student in an odd semester (3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> etc.) will be allowed only if he/she earns 50% of the total credits of all the previous semesters taken together. (Only the credits assigned to the subjects in which the student gets A, B, C or D grade, shall be considered as credits earned by the student). This condition will not be applicable for enrolment in the even semester.

3.16. A student on his/her request may be allowed exit after the first degree of the dual degree programme. A student can claim his/her first degree in the dual degree programme, only if and when he/she clears all the papers pertaining to the first degree.

**(C) MIGRATION OF STUDENTS**

3.17 Migration to a course shall be allowed from a similar course (in duration, nomenclature and content) run by a recognized University/College/Institution on purely merit basis and subject to availability of seats.

3.18 The migration shall be allowed only within 30 days from the date of start of the relevant semester.

3.19 The student seeking migration to the Sri Guru Granth Sahib World University shall submit Character Certificate, issued not more than 30 days before the date of application, from the University/College/Institution from which he wants to migrate.

3.20 The student shall furnish certified copies of transcripts of the papers he has studied and passed.

3.21 He shall have to clear papers for which he is declared deficient by the University.

3.22 A committee constituted by the Vice-Chancellor shall quantify the credits and grade points to be awarded to him by the Sri Guru Granth Sahib World University for the academic evaluation awards he has obtained at the University from where he is migrating.

3.23 On joining the Sri Guru Granth Sahib World University, he shall have to deposit the requisite admission fee, tuition fee, funds and refundable security as charged from other students at the time of admission.

3.24 The migrating student must join the University within 15 days of the sanction of migration. Otherwise, his migration will automatically be cancelled unless the period is, for sufficient reason, extended by the Vice-Chancellor.

3.25 In case a student wishes to migrate from this University to some other University, he may be allowed to do so in case of special/extenuating circumstances which do not allow him to continue his studies at this University. The special/extenuating circumstances include:

- (a) Transfer case of parents resulting in their migration to far off places
- (b) Migration to foreign countries
- (c) Migration of family due to death of one of the parents

In such cases, the migration will be subject to the following conditions:

- (i) Request for migration can be considered only after the completion of 2<sup>nd</sup> semester/beginning of 3<sup>rd</sup> semester.
- (ii) Application for migration should be submitted in the office of Dean Academic Affairs, latest by July 31 every year or within one week of declaration of result, whichever is later, after depositing the requisite migration fee in the Accounts branch.
- (iii) Application should be recommended by the concerned Head of the Department, and consent of the Director/Principal of the College/Institute should be taken by the student, where he wishes to migrate. Such consent should be enclosed with the application for migration.
- (iv) Migration will be allowed only if the student has cleared all the papers of 1<sup>st</sup> and 2<sup>nd</sup> semester.

Notwithstanding anything in this Ordinance, the Vice-Chancellor will have the powers to allow migration in case of extreme exigencies not covered under (a) to (c) above.

3.26 The Registrar/Administrative Officer of the University to which the student is migrating will certify that the student has been granted permission to migrate from Sri Guru Granth Sahib World University to that University/Institute. He will also make a written request for migration and transfer of Credits/transcripts on the prescribed format along with the requisite fee notified by the University for this purpose.

3.27 The migrating student will clear all his dues with this University including full tuition fee and funds for the semester in which he is currently studying and submit the 'No Dues Slip' along with the migration form.

## CHAPTER IV

### UNIVERSITY HOSTELS

- 4.1 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, in accordance with the merit list provided by the Heads of departments.
- 4.2 The hostel accommodation will be allotted to the student, subject to availability.
- 4.3 At the time of admission a student will be required to pay the hostel charges for the semester and hostel/mess security, as notified from time to time by the University.
- 4.4 Hostel fee shall be payable before the beginning of each semester as per the dates notified by the University. If a student does not pay his/her fee by the notified date, he/she can pay his/her fee at a later date with a late fee as notified by the University. If the student fails to deposit fee even after fifteen days of the start of semester, the name of the defaulter will be struck off the rolls of the hostel and such student shall be asked to leave the hostel, and the outstanding amount shall be deducted from the hostel security. Such student can be readmitted after paying the arrears with fine, with the permission of the Provost.
- 4.5 A boarder, who after making advance payment for the full semester, leaves the hostel, will be charged hostel fees for three months, and the hostel fees for the remaining period shall be refundable. No refund of hostel fee will be made if the student stays in hostel for more than three months in that semester.
- 4.6 The security will be refunded to a boarder on the completion of his course and after he has cleared all his/her hostel/mess dues provided the claim for refund is made within one year of the completion of his course.
- 4.7 The boarders are required to pay the mess charges on monthly basis, by the dates notified by the University.
- 4.8 The names of boarders absenting themselves without permission for a fortnight or more will be struck off the rolls of the hostel and the possession of their rooms will be taken by the warden.
- 4.9 The boarders are not permitted to keep any guests for the night without prior permission of the Warden.
- 4.10 The students are not allowed to keep the four wheelers in the hostels.
- 4.11 The students are not permitted to keep room coolers, air conditioners, kettle, electric iron, heater etc. in their rooms.
- 4.12 The students are not permitted to carry/keep lethal weapons in the hostels.
- 4.13 All rooms shall remain open to inspection by Provost/Warden/ Assistant Warden.
- 4.14 The University authorities may expel any boarder at any time if they are not satisfied with his health or conduct.

- 4.15 Students are required to vacate the hostels within two days of the completion of their even semester examinations, to enable the Construction Wing to repair and renovate the hostels well in time for the next academic session.
- 4.16 Any other order passed from time to time by the Provost for the proper maintenance of discipline in the University Hostels will be binding on the hostel residents.
- 4.17 Violation of any of the hostel rules mentioned above or those enforced from time to time will be punishable with fine or suspension and expulsion from hostel. Depending upon the seriousness of the offence, the Warden of the hostel may impose punishment of a fine as notified by the University 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 Provost who can impose fine and/ or expel the student from the hostel.
- 4.18 A student shall be allowed to reside in the hostel only when he is on rolls of University Teaching Department. No student will be allowed to retain hostel accommodation after the completion of course for which he/she was enrolled.
- 4.19 Part-time/ whole-time job holders would not be given any accommodation in the hostel.

## CHAPTER V

### UNIVERSITY EXAMINATIONS

#### (A) APPLICABILITY OF ORDINANCES FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a course spread over more than one academic year, the ordinances in force at the time a student joins a course shall hold good only for the examinations held during or at the end of that academic year. Nothing in these ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all students whether old or new.

#### (B) Admission To Examinations

- 5.1 Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee as notified by the University from time to time. The examination forms along with the prescribed fee shall be accepted according to the schedule notified by the University. The Vice-Chancellor may allow the entertainment of examination form and fee after the last date with late fee, as notified by the University.
- 5.2 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.
- 5.3 It will be the responsibility of the candidate to collect all information regarding examination schedule, Admit card and result etc. from the department office.
- 5.4 The students must collect the Admit Cards for end semester examinations at least one day before the commencement of examination. No student will be allowed to appear in the examinations without the Admit Card.
- 5.5 If a candidate, subsequent to the issue of Admit Card to him or his having taken the examination, is found to be ineligible for the examination, his candidature may be cancelled by the University, at any stage before the declaration of the result and if the result has already been declared, his result shall be cancelled.
- 5.6 No one who has already passed an examination shall be permitted to reappear at the same examination, unless he is permitted under the University rules to appear in certain papers for improving his result. However, he will be allowed to appear in additional subject not opted by him earlier.
- 5.7 In order to be eligible to appear in end semester examinations in any semester, a student must have enrolled for concerned subject(s)/paper(s) and must have attended not less than 75% of the total classes, separately for theory & practical papers from the date of start of classes for that semester, as notified in the Academic Calendar. For the students admitted late in the first semester, the 75% attendance will be calculated on the basis of Lectures held after the date of admission.
- 5.8 A student detained in the paper(s) due to shortage of attendance would be allowed to appear for that paper(s) in subsequent end semester exams only on having completed the 75% attendance in that paper(s), when the paper is offered as a regular subject(s), as per the rules.

5.9 A student having shortage of attendance in more than 50% of the offered subjects/papers for that semester, will not be allowed to appear in the end semester examination for that semester and he/she will have to repeat the entire semester after getting re-admission by payment of full fee.

5.10 The Dean Academic Affairs may condone attendance shortage up to 10% in total, for reasons to be recorded in writing (owing to serious illness/calamity/participation in NSS/NCC/other extra-curricular activities, with prior approval of the competent authority).

5.11 Any student who represents the University in games, sports, cultural competitions etc., will be deemed to have attended the lectures during the period of participation in the event and the travelling time for the same.

5.12 Notwithstanding anything contained in any other Ordinance, in the case of differently abled persons or persons undergoing treatment/recuperating from serious injuries/sickness, the University, as a special case may allow the following facilities for such persons to sit for and write examinations as below:

- (i) A writer may be allowed to a differently abled student or a student temporarily incapacitated due to some accident/sickness, to write his answer book. The request of such students must be supported by a medical certificate from a recognized doctor.

Provided that:

- (a) The writer shall be arranged by the University;
- (b) The writer from the arts/humanities stream will be allowed for the candidate of science/technology course and vice-versa.; or

- (ii) Separate seating arrangement may be allowed where a writer as above is permitted or in case a student is suffering from some contagious disease as certified by the University Medical Officer.

5.13 A student disqualified by any recognized University/Institution of higher learning from appearing in any examination shall not be eligible to appear in any examination of this University during the period of disqualification.

**(C) Private Candidates**

5.14 A bonafide candidate who had completed the prescribed course of instruction in University Teaching Department for an examination but did not appear in it on account of illness or some other unavoidable cause or having appeared had failed, may be allowed to appear in the examination on the recommendation of the Head of the University Teaching Department concerned as a private candidate without attending a fresh course of instruction within the period as allowed under the relevant Ordinances for the examination concerned.

**(D) Conduct Of Examinations**

5.15 The examination in each semester will be conducted according to the syllabi approved by the Academic Council, and the date sheet notified by the University.

5.16 Reappear/improvement Exams will be conducted alongwith the scheduled exams of the coming batches i.e. re-appear exams of odd semester will be conducted along with the regular

exams of odd semester and re-appear exams of even semesters will be conducted alongwith the regular exams of even semester. However, for the students of final semester only, the reappear exams for the two odd semesters immediately preceding the final semester will be conducted alongwith the end semester examinations of the final even semester. Such students will submit the re-appear examination forms alongwith a special examination fee as notified by the University from time to time. The chance (s) so availed by the student will be counted towards the total number of chances available to the student for clearing a paper.

**Explanation:** For a course of four semesters' duration, the reappear exams of 1<sup>st</sup> and 3<sup>rd</sup> semester will be conducted alongwith the final (4<sup>th</sup>) semester exams. Similarly, for a course of six semesters duration, the reappear exams of 3<sup>rd</sup> and 5<sup>th</sup> semester will be conducted alongwith the final (6<sup>th</sup>) semester exams, for a course of eight semesters duration, the reappear exams of 5<sup>th</sup> and 7<sup>th</sup> semester will be conducted alongwith the final (8<sup>th</sup>) semester exams. Similarly, for a course of ten semesters' duration, the reappear exams of 7<sup>th</sup> and 9<sup>th</sup> semester will be conducted alongwith the final (10<sup>th</sup>) semester exams.

- 5.17 Subject to provisions laid down in the Statutes and the Ordinances, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- 5.18 The Superintendents, Deputy Superintendents, Assistant Superintendents of examination centres and other staff shall be appointed by the Controller of Examinations as per norms/procedures, approved for the purpose.
- 5.19 The duties of Superintendents, Deputy Superintendents and Assistant Superintendents shall be laid down by the Academic Council.
- 5.20 A candidate whose paper is lost at any stage after having been received by the Superintendent of the examination centre or by one of his assistants, may be permitted by the Vice-Chancellor either to reappear in that paper, on a date to be fixed by the University or his result may be declared on average basis, at the option of the candidate. In case of a dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor, shall be final.

#### **(E) APPOINTMENT OF THE PAPER SETTERS**

- 5.21 The Board of Studies would recommend a panel of paper-setters /external examiners for each paper/subject.
- 5.22 The Vice Chancellor shall select paper-setters from the panel recommended by the respective Boards of Studies.
- 5.23 No one shall be appointed a paper-setter for examinations unless he possesses at least 5 years teaching experience in the paper/subject.

Provided that in case there is difficulty in finding a suitable Paper-setter in any subject, the Vice Chancellor may relax the above condition.

- 5.24 In case any paper-setter 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.

5.25 No person shall be eligible for appointment as paper-setter if any of his/her close relations is appearing in the examination or he has been disqualified for examination work by any University.

5.26 Remuneration for paper setting, evaluation of answer books, conduct of viva-voce, laboratory/workshop examination etc. shall be as approved by the Syndicate.

**(F) EVALUATION & RESULTS**

5.27 The University will follow a credit and grade point based system for course work and evaluation.

5.28 Each subject/paper will carry credits as per approved scheme of courses. A student must take all the subjects/papers including the Project/Summer Training as per the approved scheme for that course.

5.29 Each subject paper will be assigned credits based on the number of contact hours, that is, one credit for each one hour of teacher-student contact per week for theory subjects as per the time table. One credit for two contact hours per week as per the time table will be assigned for the laboratory courses, tutorials and workshop practice for the students.

5.30 There may be non-credit papers which would include subjects not directly related to the normal course work such as ethics, environment, soft skills etc.

5.31 The internal assessment will be based on the comprehensive and continuous evaluation of the students through mid-semester tests/class tests, quizzes, seminars, home assignments and class/lab work. The weightage to each of the above mentioned components will be decided by the Academic Council as per the University policy.

5.32 Training/Project Reports submitted by the candidate after completion of his/her training in an industry/organization shall be evaluated by a committee consisting of Head of department/Teacher Incharge, one teacher of the concerned area of specialization, nominated by the Head of department and an external expert appointed by the Dean Academic Affairs.

5.33 At the end of semester, the student will be awarded a letter grade in each registered/offered subject/paper for the semester, depending on the total performance which may consist of mid semester examinations, quizzes, laboratory evaluation, tutorial work, seminars, home assignments, attendance and end semester examinations. The relative weightage to the internal assessment & end semester examinations will be decided by the Academic Council as per University policy.

5.34 The students shall be awarded letter grades in each subject/paper as per the seven point scheme.

(a) For all courses except LL.B./B.A. LL.B. courses, each letter grade indicates the level of performance in a subject/paper and has a grade point for the purposes of computing the CGPA, as given in the table below:

LETTER GRADE	PERFORMANCE	GRADE POINT	PERCENTAGE EQUIVALENT
A <sup>+</sup>	Outstanding	8.50 – 10.00	85 – 100
A	Very Good	7.00 – 8.49	70 – 84.9

B	Good	6.00 – 6.99	60 – 69.9
C	Average	5.00 – 5.99	50 – 59.9
D	Below Average	4.00 – 4.99	40 – 49.9
E	Poor	2.50 – 3.99	25 – 39.9
F	Very Poor	0.00 – 2.49	0 – 24.9

(b) For LL.B. and B.A. LL.B. courses, each letter grade indicates the level of performance in a subject/paper and has a grade point for the purposes of computing the CGPA, as given in the table below:

LETTER GRADE	PERFORMANCE	GRADE POINT	PERCENTAGE EQUIVALENT
A <sup>+</sup>	Outstanding	8.50 – 10.00	85 – 100
A	Very Good	7.00 – 8.49	70 – 84.9
B	Good	6.00 – 6.99	60 – 69.9
C	Average	5.00 – 5.99	50 – 59.9
D	Below Average	4.50 – 4.99	45 – 49.9
E	Poor	2.50 – 4.49	25 – 9.9
F	Very Poor	0.00 – 2.49	0 – 24.9

5.35 To pass in a subject/paper, a candidate is required to obtain a minimum of D grade in internal assessment and external examination separately.

5.36 The cumulative grade point average (**CGPA**) is the weighted average of all the grades awarded to a student since his/her entry into the Course, up to and including the latest semester. CGPA is calculated on the basis of all the papers the student has passed at the given time as per the formula below:

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

**C<sub>i</sub>** is the credit of i<sup>th</sup> paper/subject and **G<sub>i</sub>** the grade point for the i<sup>th</sup> paper/subject.

For each particular semester, the semester grade point average (**SGPA**) can be calculated on the basis of papers cleared for that particular semester only.

5.37 The subject(s)/paper(s) in which the student has earned 'E' or 'F' grade either in internal assessment or in external examination or both, will be termed as re-appear subject(s)/paper(s).

5.38 If the 'E' or 'F' grade in a subject(s)/paper(s) is due to the detention of a student owing to shortage of attendance, that student shall have to register for that subject/paper again when it is offered next. If possible according to his study schedule, the Dean Academic Affairs may allow the detained student to attend classes along with regular classes of the subsequent batch. Alternatively, the detained students can be offered maximum of two re-appear subject(s)/paper(s) in summer vacation, subject to availability of faculty. The schedule of summer term and other conditions will be subject to approval by the Vice Chancellor on the recommendations of the Dean Academic Affairs. The fee for attending classes along with

regular classes or summer classes will be charged on proportionate basis for the subject(s) in which the student has enrolled.

5.39 In the summer term, regular classes will be held if the number of students registering for a particular subject/paper is 4 or more. A faculty member will be appointed to hold regular classes and complete all the components of continuous and comprehensive evaluation for internal assessment. The end semester examination for the subject(s)/ paper(s) will be conducted along with the regular examinations when the subject(s)/ paper(s) is offered.

5.40 (i) If the student earning 'E' or 'F' grade in the external exam for a subject(s)/paper(s) has fulfilled the condition of having attended the requisite percentage of lectures, he/she can appear as a re-appear candidate in the end semester examination for the subject(s)/ paper(s) when regular examination for the concerned subject(s)/ paper(s) is conducted. In this case, the student need not enrol for the subject(s) again.

(ii) If a student has E or F grade in internal assessment, he can apply for re-appear examination in internal assessment. In this case a single test from the whole syllabus will be conducted by the concerned teacher for the total marks assigned for Mid sessional tests of that subject. Other components of marks on the basis of continuous comprehensive evaluation will be taken from the original first time evaluation during regular classes. If the student earning 'E' or 'F' grade in the subject(s)/paper(s) has fulfilled the condition of having attended the requisite percentage of lectures and has D or higher grade in internal assessment, he/she can appear as a re-appear candidate in the end semester examination for the subject(s)/paper(s) when regular examination for the subject(s)/paper(s) is conducted. In this case, the student need not enrol for the subject(s) again.

5.41 The University will declare and notify the semester examination results of the students indicating their grades and the CGPA obtained on a 10-point scale.

5.42 At the end of each semester (i.e. after end semester examinations) students will be supplied a grade card indicating the grades secured in each subject/paper, and up to date CGPA.

#### **(G) Award of Grace Marks**

5.43 These Ordinances will apply to all the examinations unless otherwise expressly provided in the Ordinances for the examination concerned.

5.44 Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the theory papers of the examination concerned. Marks for viva-voce/Practical internal assessment/theory internal assessment/sessional work 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.

5.45 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 & practical internal assessment;
- (ii) to secure higher grade.

Under no circumstances can a candidate claim grace marks exceeding the limit as calculated above.

5.46 The grace marks for award of higher grade will be given only when the candidate has cleared all the prescribed examinations for that course. The marks awarded in the aggregate or for awarding higher grade 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 has not been awarded any grace marks in other subject(s) in that semester, 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 grade 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 grade.
- (iii) If for award of higher grade in any examination 1% works out to 16 marks and a candidate has already availed grace of 6 marks to pass the examination, he shall be entitled to 10 marks only for the award of higher grade.

5.46 In case of any complaint by the examinees regarding any question paper, if received within three working days from the date of examination for that paper, it will be placed before the following committee for consideration:

1. Dean Academic Affairs
2. Dean Faculty
3. Chairman, Board of Studies in the subject
4. One teacher, to be nominated by the Vice Chancellor

**(H) NOTIFICATION OF RESULTS**

5.47 For calculating pass marks fixed by the Ordinances for 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.

5.48 The Controller of Examinations shall notify/upload on the internet the results of the examinees showing the grades, semester grade point average (SGPA) and cumulative grade point average (CGPA), as laid down in the Ordinances.

**(I) RECTIFICATION OF RESULTS**

5.49 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 Controller of Examinations 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.

- 5.50 A candidate shall be entitled to have his answer-books rechecked or see his answer-books on payment of prescribed fee per paper within the prescribed time period. The re-checking will include verification of totaling, posting, any other clerical mistake or unmarked questions, if any.
- 5.51 No refund of fee shall be admissible if no mistake is discovered during rechecking.
- 5.52 If any mistake is discovered as a result of rechecking of an answer-book(s), the Controller of Examinations shall rectify the result. In such cases, the fee paid shall be refunded in full. The fee shall be refunded to the candidate without requiring him to submit a separate refund form for the purpose.
- 5.53 The candidate seeking re-checking will have further option of re-evaluation of his answer book within ten working days of the notification of the result of re-checking.

**(J) RE-EVALUATION OF SCRIPTS OF VARIOUS EXAMINATIONS**

- 5.54 Re-evaluation of scripts will be admissible in all the examinations except the following:
  - (i) Practical Examination
  - (ii) Dissertation/ Thesis/Project Report
- 5.55 The candidates seeking re-evaluation shall apply on the prescribed application form along with the detailed marks card of that examination, within the prescribed period from the date of declaration of the result of the particular examination. The date printed on the result notification or the date of uploading on the website, whichever is later, shall be taken as the date of declaration of result.
- 5.56 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 10% of the maximum marks of the paper;
  - (b) in case increase/decrease in awards on re-evaluation is more than 10% of the maximum marks of the paper, the scripts shall be referred to the third examiner and the result be determined by taking the average of two closest awards which are to the advantage of the candidate.

**(K) CGPA IMPROVEMENT**

- 5.57 If a student after obtaining pass grades (A<sup>+</sup>/A/B/C/D) in all the courses at the end of the programme wants to improve his CGPA, he may be allowed by the University, to improve the CGPA by appearing as a private candidate in external examinations, in not more than half of the theory papers for the semester, provided the regular examination for said courses is scheduled in the semester under consideration. This concession of additional semester(s) for improvement will be available for two years after passing all the subjects of that course by a

candidate. Such candidate will have to appear according to current syllabi. Improvement shall not be allowed in internal assessment and practical papers.

**(L) UNFAIR MEANS CASES**

5.58 In these Ordinances, unless there is anything repugnant in the subject or context:

- (i) "Disqualification" shall mean disqualification from appearing in any examination of the University and will be treated as failure in the examination and all consequences of failure will follow.
- (ii) "Year" shall mean the academic year.
- (iii) "Answer-book shall mean a part of answer-book, a supplementary answer-book or part thereof.

5.59 The following staff related to the conduct of the examinations/evaluation can report cases of Misconduct and Use of Unfair Means in or in relation to Examinations:

- (i) Superintendent of examination centre
- (ii) Observer at examination centre
- (iii) Member of flying squad.
- (iv) Examiner for evaluation of answer books.

5.60 Possession of notes, books, mobile phones, electronic devices (excluding hearing aids or all other devices related to health issues) or any other material or any other act on the part of a candidate, or any other person before, during or after the examination, as described in these Ordinances, shall be an act punishable according to the provisions contained in this chapter. Calculators etc., if recommended by the paper-setter, shall be allowed.

5.61 The Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of occurrence, if possible, each case where use of unfair means in the examinations is suspected or discovered with full details of evidence and explanation of the candidate concerned, ordinarily on the forms supplied for the purpose.

5.62 Soon after the detection, the Superintendent shall ask the candidate to make a statement 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 at least one deputy superintendent on duty and present at the time of the occurrence.

5.63 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, alongwith his report in the prescribed form, to the Controller of Examinations.

5.64 The Syndicate shall appoint annually one or more than one Committee, consisting of at least three members each, preferably from outside the University, to deal with cases of alleged misconduct and use of unfair means in connection with examinations.

5.65 The Controller of Examinations or an officer authorized by him on 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 these Ordinances.

5.66 The candidate will be given adequate opportunity to fairly explain his conduct in relation to the case. If the candidate fails to appear before the committee within the stipulated period of service of such a notice, the University shall proceed with the case in *absentia*.

**(M) CATEGORIES OF UNFAIR MEANS & PENALTIES**

5.67 The answer book of the candidate for a particular paper shall be cancelled in the following cases:

- (i) The candidate is found talking to another candidate or any person inside or outside the examination hall, during the examination hours, without the permission of a member of the supervisory staff and before he has handed over his answer-book.
- (ii) The candidate during the course of a practical examination, presents to the examiner as his own practical or class work note book which belongs to someone else.
- (iii) The candidate is found guilty of using abusive or obscene language in the answer-book.
- (iv) The candidate has made an appeal to the examiner through an answer-book.
- (v) The candidate is found guilty of deliberately disclosing his identity or making any distinctive marks in his answer-book for that purpose.
- (vi) The answer books of two or more candidates have exactly the same answers.
- (vii) The candidate is found having in his possession or accessible to him papers, books, notes, the electronic device(s) like mobile phone, electronic diary etc. or incriminating material etc. due to inadvertence but such papers, books, notes, the electronic device(s) like mobile phone, electronic diary etc. or incriminating material etc. could be of assistance to him, his answer-book for that paper shall be cancelled. Inadvertence shall be judged in its context by the Unfair Means Cases Committee.

5.68 The candidate shall be disqualified for a period of one year, including the examination in which he is found guilty, if the candidate writes on any piece of paper etc., a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof, during the course of examination.

5.69 The candidate shall be disqualified for a period upto two consecutive years, including the examination in which he is found guilty in the following cases:

- (i) The candidate is found consulting books, note books or papers or any other matter while outside the examination hall and before he has handed over his answer-book to the Superintendent or any other member of the supervisory staff, during a University examination.
- (ii) The candidate is found in possession during a University examination, of any material relevant to the subject of examination such as:
  - (a) Papers, books or notes or electronic devices; 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) Stationary items with notes written on them.
- (iii) The candidate is found copying or it is otherwise established that during a University examination:
  - (a) He has copied or taken help from any papers, books, notes, answer-books, electronic device(s) like mobile phone, electronic diary etc. or any other source in any other manner during the examination or at any time thereafter; or
  - (b) He has allowed another candidate to copy from his answer-book;
  - or
  - (c) He has received help from or given help to another candidate.
- (iv) The candidate 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.
- (v) A candidate found guilty of passing on, with a view to get or give help or attempting to pass on during the examination, a copy 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 anyone.
- (vi) The candidate leaves the examination hall without delivering his answer-book to the deputy superintendent concerned and takes away the same with him or intentionally tears off, or otherwise disposes of his answer-book/supplementary answer-book or any part thereof, inside or outside the examination hall.

5.70 The candidate shall be disqualified for a period upto three consecutive years, including the examination in which he is found guilty in the following cases:

- (i) A candidate found in possession of a solution or a part of solution to a question set in the question paper through the connivance of any member of the supervisory or menial staff or some outside agency, or the person(s) rendering such help.
- (ii) A candidate found guilty of having made previous arrangement to obtain help in connection with the question paper or the person with whom previous arrangement is made by the candidate.
- (iii) The candidate approaches the examiner for favour during evaluation of answer books.

5.71 The candidate shall be disqualified for a period upto four consecutive years, including the examination in which he is found guilty in the following cases:

- (i) The candidate is found guilty of:
  - (a) smuggling in an answer-book or a supplementary answer-book; or
  - (b) taking out or arranging to send out an answer-book or supplementary answer-book;
  - or
  - (c) 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.

(ii) 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.

5.72 The candidate shall be disqualified for a period upto five consecutive years, including the examination in which he is found guilty, depending upon the nature of the offence, in the following cases:

- (i) A candidate found guilty of:
  - (a) serious misconduct in the examination hall; or
  - (b) misbehavior 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.If such a person is not a student as aforesaid, his case will be referred to the Syndicate for consideration and to declare him as not a fit and proper person to be admitted to any future examination of the University for a period of two to five consecutive years. Such a case may also be reported to the police by the Controller of Examinations/ Centre Superintendent/ Observer, for appropriate action.
- (ii) A person/candidate found guilty of use of force inside or outside the examination hall against the supervisory staff or against student (s) or indulging in rowdyism.

5.73 A candidate who refuses to obey the Superintendent of the 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, shall be liable to expulsion by the Superintendent, and shall be awarded any of the following punishments according to the seriousness of the offence:

- (i) Cancellation of the answer-book of the paper concerned; or
- (ii) Disqualification from appearing in any University examination which may extend to three consecutive years.

5.74 Any person who impersonates a candidate, shall be disqualified from appearing in any University examination for a period upto five consecutive years, if that person is a student on the rolls of the University. But if that person is not on the rolls of the University, his case will be referred to the Syndicate for consideration and to declare him as not a fit and proper person to be admitted to any examination of the University for a period of five consecutive years. The candidate who is impersonated shall also be disqualified for a period upto five consecutive years. If considered necessary, the case may be reported to the police by the Controller of Examinations/Centre Superintendent/Observer for appropriate action.

5.75 A candidate obtaining admission to the examination on a false representation made by him in his application form shall be disqualified as under:

- (i) If the false representation relates to a previous examination not actually passed by the candidate, he shall be disqualified from appearing in any examination of the University for a period which may extend upto five consecutive 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 shall be disqualified from passing any examination in that year.

5.76 A candidate found guilty of approaching or influencing directly or indirectly any member(s) of the committee or any university official regarding his unfair means case, shall be disqualified for one year, in addition to the punishment awarded to him under the ordinances for his offence for using unfair means.

5.77 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 may deem fit.

5.78 Notwithstanding anything hereinbefore contained, when a candidate is found guilty of using unfair means in an examination, the committee may award a lesser sentence for special and adequate reasons, to be recorded in writing.

5.79 A candidate who is disqualified for 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 at the examination as are missed (including the examination in 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.

5.80 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 of 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 reappear, to enable him to take the higher examination alongwith the lower examination.

5.81 A candidate, who is under investigation 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.

5.82 An appeal against the decision of the committee shall lie to the Vice-Chancellor and must be preferred 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 placed before the Committee, might have induced the committee to come to a decision other than the one arrived at, the Vice-Chancellor may order that such facts be placed before the Committee for reconsidering the whole case.

The decision of the Committee, after re-considering the case, shall be final.

**(N) Maximum Duration for the completion of Degree Requirements**

From the date of admission, a student will be allowed two years' time, over and above the minimum stipulated duration of the programme, to pass all the courses and fulfill all the requirements for the award of degree. No student will be given more than two consecutive additional chances for clearing any re-appear paper. The candidature of a student who fails to pass all the subjects/papers, and/or fulfill all the requirements for the award of degree, shall stand cancelled and no degree shall be awarded.

**(O) ABSENCE/DROPPING OF SEMESTER**

1. If a student remains absent continuously without permission for 10 working days, his name will be struck off from the rolls of the University. Such student can seek re-admission within 15 working days of the notification regarding striking off his name, with the permission of Dean Academic Affairs and on payment of prescribed re-admission fee.
2. If a student remains absent from the University with due permission of the Dean Academic Affairs due to illness/hardship, he will be permitted to re-join provided the period of absence does not exceed one semester. If the period of absence is more than one semester or the absence is for reasons other than illness, the case will be referred to the Vice Chancellor by the Dean Academic Affairs with his recommendations. The student will, however, be charged the prescribed re-admission fee.
3. In case a student absents himself/herself from the University without prior permission, he/she may be permitted to join back with the permission of the Vice Chancellor on payment of re-admission fee and penalty, as approved by the Syndicate.
4. The total absence/dropping of semester (gap period) will be counted towards the total duration permissible for the programme.
5. A student has to put in equivalent number of additional semesters for the gap period to clear the pending subject(s)/paper(s). In no case, she/he will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period. It is further stated that the subject(s)/paper(s) of the gap period shall be available to the student only in the parallel semester(s) of the subsequent batches.
6. In any case, the total period of absence shall not exceed two years during student's stay at the University.

**(P) ORDINANCES FOR M.Tech./M.Sc. DISSERTATION**

1. The student will work for and prepare her/his thesis under the supervision of a teacher of the University. However, if the Dean Academic Affairs, on the recommendation of the Head of the Department concerned, is satisfied that the facilities for the research work in the concerned area do not exist at the University, he may allow the student to do his/her research at another

Institution and this period will count towards the requirement for the Master's degree, but the student will spend a minimum of two months in the University under his supervisor for completing his/her dissertation.

2. The student will submit the synopsis within two months of the start of dissertation semester which will be approved by the Department Research Committee (DRC).
3. On completion, the student will submit three copies of the dissertation to the Head of the Department, through the supervisor. The dissertation will present an orderly and critical exposition of the existing knowledge of the subject and will embody results of investigation/work carried out by the student. While writing the dissertation, the student will layout clearly the work done by him independently and the sources from which he has obtained other information contained in his/her dissertation.
4. The student will submit his/her dissertation up to 31<sup>st</sup> July of the concerned academic session but not earlier than the end of fourth/last semester of the course. In special cases, the dissertation can be submitted till 14<sup>th</sup> August with a fine of Rs 100/- per day, with the prior permission of the supervisor & Dean Academic Affairs. If any student fails to submit his/her dissertation till 14<sup>th</sup> August, extension will be granted by the Dean Academic Affairs, on payment of full semester fee by the defaulting student.
5. The result of the dissertation will be declared only after the student has passed in all the prescribed subjects/papers, and has fulfilled all the academic requirements of his seminar/minor project.
6. The student will also submit M.Tech./M.Sc. dissertation in electronic form to the Central Library after declaration of result.
7. The M.Tech./M.Sc. dissertation shall be evaluated by the external examiner, to be nominated by the Dean Academic Affairs out of the panel recommended by the Head of the department & the Supervisor for 50% of the marks allocated to the thesis. The viva voce of the candidate will be held for the remaining 50% of the marks by a committee consisting of the following persons:
  - (a) Head of Department
  - (b) External Examiner who has evaluated the dissertation
  - (c) Supervisor

Provided if the supervisor happens to be the Head of the department, another teacher from the department working in the relevant area will be nominated by the Dean Academic Affairs.

## CHAPTER VI

### AWARD OF DEGREES

#### **(A) REQUIREMENT FOR THE AWARD OF DEGREE**

6.1 A Student is deemed to have completed the requirements for a programme and is eligible for the award of degree if,

- (i) He/she has satisfied all the rules and regulations.
- (ii) He/she has passed all the required subject(s)/paper(s).
- (iii) He/she has deposited all fees due to him/her.
- (iv) There is no case of indiscipline pending against him/her.

#### **(B) ADMISSION TO DEGREES**

6.2 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.

6.3 For conferment of degrees, the Senate shall meet in Convocation at least once a year.

6.4 Candidate who are invited to attend the University Convocation but are unable to do so or those who are desirous of receiving their degrees before the Convocation, shall be allowed to do so on specific request and approval of Dean Academic Affairs.

6.5 The medal shall be awarded only to the topper in the examination provided he gets at least 6.5 CGPA.

6.6 Medals, prizes and distinctions etc. shall also be awarded to the persons entitled thereto at the Convocation.

#### **(C) AWARD OF MEDALS/PRIZES**

6.7 A candidate will be eligible for the award of a medal or a prize, if he/she:

- (i) secures highest CGPA among all the students of that programme/branch; and
- (ii) passes all the examinations of the programme in minimum stipulated duration of the course and in the first attempt available to him/her.

6.8 The medals shall be awarded for the following:

- (a) University Medals : One for each course stream/subject as notified by the Syndicate e.g. one each for M.Tech. (CSE), M.Tech. (N.T.), M.Sc. (Physics) etc.
- (b) Chancellor's Medal : One for science, technology, professional and of Excellence allied courses and one for Arts, humanities, Languages, Social Sciences and allied courses.

(c) Mata Gujri Medal : One for the courses in the Faculty of Religious & Civilizational Studies.

The following rules shall apply for the award of Medals:

**(A) University Medals**

- 6.9 University Medal would be awarded only when at least ten candidates have appeared in the examination.
- 6.10 Medal would be awarded only for Bachelors' and Masters' Degree courses. For other courses, only certificate of Excellence will be given to the toppers.
- 6.11 The medals shall be awarded on the basis of score/grade which is counted for determining the final CGPA of the Candidate.
- 6.12 When two or more candidates are bracketed together, the award shall be made to each of the candidates bracketed at the first position in an examination.
- 6.13 The candidates who are awarded University Medals shall be issued Merit Certificates stating the fact of their having been awarded the University Medals by the University.
- 6.14 The University Medals shall not be named after any person/donor.
- 6.15 The medals shall be awarded only to those candidates who have passed all the subjects of the course without any break in the first attempt, and not in parts.

**(B) Chancellor's Medal of Excellence**

- 6.16 The Chancellor's Medal will be conferred only upon two students in a year though there would be years when no one qualifies and the following rules shall apply for its award:
  - 1. He alone would be eligible who qualifies for a University Medal;
  - 2. He would have secured at least 6.5 CGPA (65% marks) in all university level examinations.
  - 3. He must have completed course at the University in which at least two batches of students have already passed out.
  - 4. He must have set up a new record in terms of maximum percentage marks. In case in a particular year, the number of students, who are eligible is more than two, the magnitude of achievement shall be quantified in terms of increase in maximum marks (percentage/CGPA) over the previous highest, to shortlist one candidate in each of (a) Science, Technology, Professional and allied courses and (b) Arts, Humanities, Languages, Social Sciences and allied courses.
  - 5. In case the matter requires adjudication, the issue would be decided by the Committee constituted by the Vice-Chancellor. The committee shall meet under the Chairmanship of Vice-Chancellor.

**(C) Mata Gujri Medal**

- 6.17 Mata Gujri Medal will be awarded to one student in the Faculty of Religious & Civilizational Studies. It may be conferred only upon one student in a year and the following rules shall apply for its award:

1. He alone would be eligible who qualifies for a University Medal.
2. He would have secured at least 6.5 CGPA (65% marks) in all university level examinations.
3. He must have completed course at the University in which at least two batches of students have already passed out.
4. He must have set up a new record in terms of maximum percentage marks. In case in a particular year, the number of students, who are eligible is more than one, the magnitude of achievement shall be quantified in terms of increase in maximum marks (percentage/CGPA) over the previous highest, to shortlist one candidate.
5. In case the matter requires adjudication, the issue would be decided by the Committee constituted by the Vice-Chancellor. The committee shall meet under the Chairmanship of Vice-Chancellor.

**CHAPTER VII****GUIDELINES WITH REGARD TO THE PROCEDURE TO BE FOLLOWED FOR  
THE RECRUITMENT TO TEACHING AND RESEARCH POSTS**

7.1 While forwarding applications to the Head of the Department, the office should clearly indicate which candidates are ineligible in terms of essential qualifications.

7.2 Scrutiny and shortlisting of applications will be done by a committee to be constituted as under, in terms of the conditions specified in the advertisement and criteria evolved by the University:

- (i) Head of the Department if he is a member of the Selection Committee.
- (ii) A Professor of the Department, to be nominated by the Vice-Chancellor.
- (iii) Dean of the Faculty, in case he is also the Head of the Department, Vice-Chancellor will nominate another professor either from that department or from an allied department.

Provided that in cases where the members of the Committee happen to be less than two, the Vice-Chancellor shall nominate a Professor on the committee from the same or any other Faculty.

7.3 It would be the responsibility of the committee to ensure that the criteria are strictly observed. The committee would also sign a certificate to this effect as per proforma enclosed (Annexure). The recommendations of the committee shall be considered by the Vice-Chancellor whose decision shall be final.

7.4 As per standard procedure, six candidates will be invited per post, subject to minimum of ten candidates, if the number of applications is very high.

Provided that if the number of eligible candidates for any particular post is less than three, interviews will not be held. In such a case, the post will be re-advertised;

Provided further that if the number of eligible candidates is again less, then interviews will be held irrespective of the number of eligible candidates.

7.5 For all categories of teaching and research posts in the University, candidates should have passed Punjabi of Matriculation or higher Standard or Punjabi Parveshika Examination or Punjabi Parbodh Examination. If a candidate otherwise found suitable does not possess the requisite qualification in Punjabi as above, a condition may be imposed in the appointment that the person concerned shall have to qualify one of the above said examinations within a period of two years. In case he fails to pass any of these examinations within the stipulated period, his increment shall be withheld till he qualifies in any of these examinations, at a later date, he may be granted annual increments with retrospective effect, but no arrears shall be paid.

7.6 For all categories of teaching and research posts in the University, The qualifications and constitution of selection committees shall be as per UGC guidelines, as adopted by the Syndicate.

## ANNEXURE

**Sri Guru Granth Sahib World University, Fatehgarh Sahib**

**CERTIFICATE TO BE SIGNED BY THE COMMITTEE IN REGARD TO SCRUTINY AND SHORT LISTING OF  
THE CANDIDATES TO BE CALLED FOR INTERVIEW FOR THE POST OF .....**

Certified that the candidates recommended to be called for interview, as per list enclosed for the above said post, are eligible as per prescribed qualifications.

Since the number of candidates was large, the short listing has been done by the Committee appointed in terms of the decision of the Syndicate and for that purpose, the following criteria has been followed:

.....  
.....  
.....  
.....  
.....  
.....

***Signatures of the members of the Committee:***

1. Head of the Deptt.  
.....
2. Dean of the Faculty  
.....
3. Professor of the Deptt./Allied Department  
.....
4. Professor, appointed by the Vice-Chancellor  
.....

Dated:

**Chapter VIII****APPOINTMENT AND SERVICE CONDITIONS OF ASSISTANT  
WARDENS/WARDENS OF THE UNIVERSITY HOSTELS**

- 8.1 Appointment as additional charge to the post of Warden shall be made by the Vice-Chancellor.
- 8.2 The term of Wardens appointed under clause 8.1 shall be one year;  
Provided that the Vice-Chancellor, if he deems fit, may reduce or enhance the period of appointment.
- 8.3 Warden shall be appointed from out of persons holding posts not below the rank of an Assistant Professor.

**QUALIFICATIONS FOR THE POST OF ASSISTANT WARDEN OF GIRLS' HOSTEL**

- 8.4 The minimum qualification for appointment as assistant warden of Girls' Hostel will be post-graduation in any stream with at least 50% marks.
- 8.5 Experience of three years in managing a College/University Hostel or Three years' teaching experience in a College/University.
- 8.6 Age-Limit: 35 to 45 years; in case of departmental candidates 50 years.
- 8.7 Qualifications in Punjabi of Matric Standard or its equivalent.

In case a person with above qualifications is not available, the Vice-Chancellor shall have the authority to relax the qualifications.

**CHAPTER IX****RULES RELATING TO APPOINTMENT OF HEADS OF DEPARTMENTS BY ROTATION**

9.1 These rules shall be applicable to all teaching/research departments of the University.

9.2 Heads of departments shall be appointed by rotation from amongst Professors and Associate Professors;

Provided that if there is only one Professor/ Associate Professor in a department, the rotation shall take place only after another Professor/ Associate Professor is appointed in that department;

Provided further that if there is no Professor/ Associate Professor in a department, the Vice-Chancellor may appoint Dean Faculty as head of department till the time an Associate Professor/Professor is appointed in that department.

9.3 The appointment of Heads of the Departments shall be made in accordance with seniority. In case any exception is to be made, the matter may be brought to the Syndicate for consideration by the Vice-Chancellor.

9.4 The appointment shall be made for a term of three years. The appointment to the post of head of department will be made either on 1<sup>st</sup> of January or 1<sup>st</sup> of July in a calendar year. In case, the vacancy occurs before 1<sup>st</sup> July/1<sup>st</sup> January, an acting head will be appointed by the Vice Chancellor and this term as acting head will not be counted towards the regular tenure of 3 years of headship if same teacher is appointed Head of Department subsequently. In case of absence of the Head of the Department on account of leave or otherwise for a period exceeding six months, his appointment as Head will be deemed to have terminated and the next eligible person shall be appointed as Head of the Department on regular basis for a term of three years, it being understood that the period of acting Headship, if any not exceeding six months, shall not be counted towards the term of appointment of three years.

9.5 In case, a Professor or an Associate Professor is working as Head of the Department and another Professor/Associate Professor is appointed, the present Head of the Department will continue as Head till his term of three years expires;

Provided that in case where the present Professor/Associate Professor has already completed his three years, the newly appointed Professor/Associate Professor will take over as Head as soon as he joins, subject to ordinance 9.4 above.

9.6 If a head of any Department resigns Headship or declines to take over as head on his own, he would not be eligible for appointment as Head of the Department till his turn comes again after the completion of the rotation circle among the eligible teachers.

## CHAPTER X

## **GUIDELINES FOR APPOINTMENT AND PROMOTION OF UNIVERSITY EMPLOYEES (NON-TEACHING)**

10.1 Recruitment to the non-teaching posts, including technical and professional staff, the qualifications and experience for the respective posts shall be prescribed by the Syndicate from time to time. The qualifications for recruitment to the post of Assistant Registrar, Deputy Registrar, Registrar, Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education etc. in the University shall be as per UGC guidelines, as adopted by the Syndicate.

10.2 20% or as close as may be, of the total number of posts of Clerks/Steno-typists shall be promoted as Junior Assistants and placed in the pay scale as may be granted to them by the Syndicate. The promotion will be on the basis of seniority, subject to successful completion of a training programme to be arranged by the University. Only such Clerks/Steno-typists as have completed a minimum period of eight years of service as Clerk in this University shall be eligible for promotion.

10.3 Recruitment to the posts of Senior Assistants shall be made by promotion from amongst Junior Assistants of this University on the basis of seniority, subject to successful completion of a training programme to be arranged by the University. Only such Junior Assistants as have completed six years' service in the University as Junior Assistant shall be eligible for promotion.

10.4 75% of the posts of superintendents will be filled by internal promotion and 25% posts shall be filled by open selection through advertisements. Promotion from amongst Senior Assistants of this University will be on the basis of seniority, subject to successful completion of a training programme to be arranged by the University. Only such Senior Assistants as have completed five years' service in the University as Senior Assistant shall be eligible for promotion.

10.5 Ratio of Non-teaching Employees shall be under:

Clerks: Steno typists/Junior Assistants	=	5:1
Steno typists and Junior Assistants: Senior Assistants	=	4:1
Senior Assistants: Superintendents	=	4 : 1
Superintendents: Assistant Registrars	=	4 : 1
Assistant Registrars: Deputy Registrars	=	3 : 1

10.6 50% of the posts of Assistant Registrars shall be filled by promotion from superintendents and 50 % by open selection through advertisements. Only such superintendents as have completed five years' service in the University as superintendents, shall be eligible for promotion. The filling of the posts through promotion shall be subject to the fulfilment of minimum eligibility conditions as per clause 10.1 above.

10.7 25% of the posts of the Deputy Registrar shall be filled by promotion and 75 % by open selection through advertisements. Only such assistant registrars as have completed five years' service in the University as assistant registrar, shall be eligible for promotion The filling of the posts through promotion shall be subject to the fulfilment of minimum eligibility conditions as per clause 10.1 above.

10.8 (a) For all promotions as per above ordinances, the employee must have at least 50% good and 50% average Annual Confidence Reports (ACRs) to his credit at the time of promotion in the preceding five years' service in that cadre, subject to the condition that the employee must have good ACR in the year of promotion.

(b) In case the employee has any below average/adverse ACR in the preceding five years, the promotion will be delayed till the employee satisfies the condition at 10.8 (a) above.

10.9 Notwithstanding anything contained hereinbefore, the promotion from one post to the higher post (for example from clerk to junior assistant, junior assistant to senior assistant, senior assistant to superintendent, superintendent to assistant registrar, assistant registrar to deputy registrar etc.) shall be carried out only if the vacancies in the higher cadre exist as per the above cadre ratio and subject to the minimum length of service in the lower cadre as above.

10.10 Notwithstanding anything contained hereinbefore, the Syndicate may create non-teaching posts which shall be filled by open selection through advertisement.

10.11 All appointments including those by promotion shall be made on probation for two years, which can be extended up to three years; Provided that when the appointment/promotion is made against the temporary post, the employee will be confirmed only after a permanent post becomes available.

Provided that the regular and confirmed employees recruited on contractual cum regular basis on the non-teaching posts at the University from other SGPC institutions may be confirmed directly, after satisfactory completion of two years of service at the University.

Provided further that the regular and confirmed employees of other SGPC institutions who have completed minimum of ten years of service at that institution, and who are taken on deputation on the non-teaching posts at the University, may be confirmed directly after satisfactory completion of two years of satisfactory service at the University.

10.12 In case a permanent University employee is appointed to another post even on temporary basis in this University, he will be allowed to retain his lien on the post held by him previously, till the time he is confirmed in the new post.

10.13 The antecedents of all the employees selected to be recruited henceforth shall be got verified by the University.

10.14 For all categories of non-teaching posts in the University for which Matriculation or higher qualifications have been prescribed, candidates must have passed Punjabi of Matriculation or higher Standard or Punjabi Parveshika Examination or Punjabi Parbodh Examination.

10.15 All the employees of the University belonging to Sikh Faith, shall have to maintain Sabat-Surat disposition (unshorn hair and beard) after joining the university service. The services of an employee belonging to Sikh Faith, but not maintaining Sabat-Surat disposition (unshorn hair and beard), will be dispensed with.

**CHAPTER XI****GRANT OF DEPARTMENTAL PERMISSION TO UNIVERSITY EMPLOYEES TO  
APPEAR IN VARIOUS UNIVERSITY EXAMINATIONS AND TO JOIN  
EVENING/PART-TIME COURSES**

- 11.1 These rules shall be applicable to all categories ('A', 'B' & 'C') employees working in the University.
- 11.2 Not more than 20% of the strength of a particular category of employees in a department/branch shall be granted such permission. Persons who want to appear in additional subject shall also be included in the percentage quota.
- 11.3 Only the confirmed employees shall be permitted to appear in any examination for improving his qualification.
- 11.4 In case the number of applicants exceeds the permissible limit of 20%, permission shall be granted to a person in that category who has more total length of service in this University. In recommending the applications for departmental permission, the Officer/Head of the Department shall see the length of service of the applicant, good conduct and efficiency. Some consideration could be given to the applicant's aptitude for studies.
- 11.5 Persons who have already passed any part of the integrated course viz. T.D.C., M.A., L.L.B. and those who are to reappear in a paper/subject including those appearing for improvements of marks/division shall be given priority, within the prescribed quota, while granting departmental permission.
- 11.6 Department permission shall be granted subject to the following:
  - (a) That such a course of studies does not interfere with the official duties of the employee.
  - (b) Preparatory leave @ two working days per paper/subject shall be granted, if the gap between the dates of examination in a paper/subject is more than 2 days. Seven days preparatory leave shall, however, be granted both in case of under-graduate and post-graduate examinations, for those appearing in full subjects/papers. The above leave shall be debited against the casual/earned leave account of the employee.
- 11.7 An employee shall be entitled to surrender the departmental permission granted to him; provided he applies for it within a period of two months from the date he is granted department permission.
- 11.8 The Registrar on the recommendations of the Branch Officer/Head of the Department concerned shall be competent to postpone the permission granted to an employee for a particular examination to subsequent examinations if exigencies of the office work so require. For this purpose, the Branch officer/Head of the Department shall make out a clear case indicating necessities which require such postponement.
- 11.9 The departmental permission granted to an employee may be cancelled with the permission of the Registrar at any time, in case his studies interfere with his official duties and impair the efficiency of the official work.

- 11.10 In case of hardship, the Vice-Chancellor shall have the power to take a decision for the grant of departmental permission in relaxation to the rules.
- 11.11 The employee who has been granted permission for studies will give an undertaking to the effect that he will serve the University at least for two years on completion of the course of study for which permission was granted. In case the employee fails to comply with this requirement, he will have to deposit two month's salary in addition to the notice period.

## CHAPTER XII

**PAYMENT OF TRAVELLING ALLOWANCE AND DAILY ALLOWANCE**

12.1 The T.A./D.A. shall be allowed as per rules prescribed by the Syndicate.

12.2 Daily allowance shall be admissible only in the case of return of employee after 8 hours, subject to the condition that the travelling is beyond 25 km from the Headquarters.

12.3 (a) The Vice-Chancellor, while traveling in India shall be entitled to:

- (i) The same class of accommodation as persons in the Grade-I or air conditioned accommodation;
- (ii) Travel by air at discretion;
- (iii) Travel on his own motor car and may draw mileage allowance as per rules plus 33<sup>1/3</sup> % extra for hill tracks;
- (iv) Daily allowance as admissible under rules;
- (v) The same travelling and daily allowance as are admissible to Grade-I Officers of the Government of India.

(b) The Vice-Chancellor may travel by road or rail, or a portion of the journey by road and a portion by rail, according to his discretion & convenience and may charge T.A. accordingly. If he travels by road between stations connected by rail in a public carrier, he shall be entitled to the actual fare paid plus allowances as per rules.

12.4 The following officers shall be competent to sanction the performance of journey of the employees:

S. No.	Sanctioning Authority	Employees
1.	Vice-Chancellor	Journey by Air/ Journey in special cases not covered under rules
2.	Dean Academic Affairs	(a) Head of the Department/Teaching & Research Staff (b) Outsiders who attend meetings for academic matters
3.	Registrar	Non-teaching staff
4.	Head of the teaching/research Department	Non-teaching Staff working under him; provided the expenditure on account of performance of such journey remains within the budget provisions of the Department

12.5 Fellows and Syndics of the University who do not fall in Grade I by virtue of their pay shall be considered as Officers of Grade-I. They will be paid travelling allowance from their place of residence as registered with the University.

They will be paid full daily allowance for the day on which the University meeting is held even if the fellow/syndic reaches the station, on the day of meeting or leaves the station the same day irrespective of the condition of 8 hours.

12.6 A participant/delegate to an academic conference may be paid as a contribution towards his travelling expenses a sum not exceeding the cost of single railway fare (fare one way) of the class to which he is entitled to and daily allowance for the Journey days as well as for the days of attendance at the conference and a certificate of having attended the conference shall be sufficient for purpose of payment.

A person who satisfies one of the following requirements, will be entitled to attend a conference at University expenses within the country:

- (i) An official of the body organizing the conference;
- (ii) Contributing a paper;
- (iii) Presiding over the conference or a section of it.

The rules framed for participation in various academic conferences in India will cover Symposia, seminars, Group Discussions, Meetings of Learned Societies, Workshops etc.

By contributing a paper is meant "Paper which has been accepted for presentation" or "a member is invited to participate in Symposium, Seminar, Group discussion etc."

Persons attending such conferences will be paid T.A./D.A. as per existing rules for attending such conferences.

Research scholars of UGC/CSIR/ICAR etc. should be permitted by the Head of the Department on recommendation of the Supervisor to attend Conference/Seminar/Workshop/Summer Institute, if funds are available out of contingency attached to a scholarship and shall be paid subsidy to the extent of two-way second class rail fare or actual bus fare.

- 12.7 The examiners, superintendents, other members of supervisory staff and members of University bodies, who are entitled to 2<sup>nd</sup> or 1<sup>st</sup> class railway fare, when travelling on University duty, may perform the journey by passenger, express or mail train as it suits their convenience.
- 12.8 No person, whose ordinary place of residence is the same as the place of University business or duty, shall be entitled to T.A. or D.A. if he comes from an out-station to attend University business or to place of duty at that place.
- 12.9 Bills not presented within six months from the date of journey shall lapse and shall not be entertained unless the period of six months is extended by the Registrar for good cause shown.
- 12.10 A Fellow/Syndic or a member of the University Body, who has to attend meeting on two or more consecutive days, may return, after completion of University business, each day to his headquarters or a place nearer than his headquarters; provided that distance involved in the return journey does not exceed 200 kilometers.
- 12.11 Notwithstanding anything contained in these Ordinances, the Vice-Chancellor may, in exceptional circumstances, for reasons to be recorded, sanction special rates, i.e. in excess of the scheduled rates.
- 12.12 The servant/Driver accompanying the Vice-Chancellor/Officers going out for meetings/functions/Conferences etc. shall be paid T.A. & D.A. by the University.

12.13 The employees travelling by staff car shall be paid full daily allowance in case absence from headquarters exceeds 8 hours and if it is followed by night halt outside the Headquarters, the Daily allowance shall be admissible at the rates applicable for the place of night halt.

12.14 In case a person travels by air but is not entitled to the same, travelling allowance will be paid only as per his entitlement.

12.15 Notwithstanding anything contained above:

- (i) Persons invited to attend the meetings of University bodies and selection committees, conferences, seminars and for conduct of practical examination for Master's degree, Ph.D. and other professional examinations and in any other special case where on the spot payment is allowed by the Vice-Chancellor, may be paid T.A./D.A. in cash/cheque according to the rates admissible to them before the performance of return journey, subject to their giving a certificate to the effect that the return journey will be performed in the manner as claimed in the bill.
- (ii) Persons invited on selection committees, including those invited under career advancement scheme, will be paid per day sitting charges besides T.A./D.A. at the rates decided by the Syndicate.
- (iii) Members of the Committee constituted to consider the cases of Unfair means, except University employees and local members, will be paid Honorarium and T.A./D.A. as decided by the Syndicate.
- (iv) Students who are required to participate in Youth/Cultural festivals, Hiking, Trekking, Mountaineering, Rock Climbing Programmers for Training/Coaching Camps will be paid daily allowance as decided by the Syndicate.
- (v) The persons who are invited to act as Judges for Youth Festivals will be paid T.A./D.A. and Honorarium at the rates decided by the Syndicate.

## CHAPTER XIII

### UNIVERSITY LIBRARY

13.1 The management of University Library, so far as the financial and administrative matters are concerned, shall be vested in the Syndicate, provided that all matters relating to the Library shall be considered in the first instance by the Library Committee. The Syndicate may delegate powers to this Committee to decide on any matter requiring the sanction of the Syndicate under the Ordinances.

#### 13.2 Library Committee

13.2.1 The Library Committee shall consist of the following:

- a. Dean Academic Affairs (Chairman)
- b. All Heads of the University Teaching and Research Departments
- c. Deans of all the Faculties;
- d. One person nominated by the Syndicate;
- e. One person nominated by the Vice-Chancellor.
- f. University Librarian (Member Secretary)

13.2.2 The nominated members shall hold office for two years.

13.2.3 One third of the members shall form the quorum.

13.2.4 The Committee shall frame Rules for the use of Library, subject to the approval of the Academic Council.

13.2.5 The Committee will scrutinize the annual budget estimates of the Library and make recommendations thereon to the Vice-Chancellor.

13.2.6 The Committee shall allocate funds for purchase of books and periodicals among various subjects against the sanctioned grants.

13.2.7 The proceedings/recommendations of the Library Committee shall be put up to the Syndicate through the Vice-Chancellor for approval.

13.2.8 The Committee shall prepare the Annual Report on the working of the Library and forward it to the Syndicate.

#### 13.3 Rules of the University Library

13.3.1. The library shall remain open on all days of the week except on such days as the Vice-Chancellor may declare to be holidays on the recommendation of the Librarian. The Library will remain closed on the following days:

- (i) Republic day,
- (ii) Holi,
- (iii) Diwali
- (iv) Independence Day,
- (v) Guru Nanak Dev Ji Birthday.
- (vi) Shaheedi Jor Mela, Fatehgarh Sahib

**13.4 Membership**

- 13.4.1 Teachers including retired teachers, Students and Research Scholars of the University will be admitted to the membership of the Library on the recommendation of the Head of the Department concerned.
- 13.4.2 Members of the University Bodies will be admitted to the membership of the Library.
- 13.4.3 Members of the non-teaching staff of the University will be admitted to the membership of the Library on the recommendation of the Registrar/Head of the department concerned.

**13.5 Loan Privileges**

- 13.5.1 The number of books that may be borrowed and the period of loan for various categories of members will be decided by the Library Committee from time to time.
- 13.5.2 A member shall be issued a Library Pass Book at the time of enrolment/ renewal of membership, which would entitle him/her to take on loan as many books as he/she is entitled to borrow. Books will be issued only when the Pass Book is presented at the Issue Counter. While borrowing the book, the member shall ensure that the book has been accurately recorded in the Pass Book. Similarly, while returning the book, the member shall verify if the book returned has been cancelled from the Pass Book. Any discrepancy must be reported immediately to the Counter Assistant.
- 13.5.3 The Library Pass Book/Member Card is not transferable.

**13.6 Conditions of Loan**

- 13.6.1 The Journals/periodicals shall not be issued for use outside the Library.
- 13.6.2 Certain categories of material, particularly, reference books, manuscripts and damaged books will not ordinarily be loaned for home use.
- 13.6.3 All the members of the Library shall return the books on due dates; otherwise an unremittable overdue charge per day per book as prescribed by the University shall be levied excepting holidays.
- 13.6.4 Books on loan may be recalled at any time by the Librarian. In case of great demand, the Chief Librarian/Librarian may regulate the use of books in such a manner as he deems fit.
- 13.6.5 The books which are recalled by the Library will have to be returned within a period of 10 days from the date the recall letter is issued. In case of default, an overdue charge per day per book will be charged as prescribed by the University.
- 13.6.6 The loan of books may be renewed by the Librarian; provided the books in question are not in demand.
- 13.6.7 Members shall not mark or damage the books and other library property. If any member infringes this rule, he will be required to make good the damage done. Before getting the books issued, any mutilation marking should be pointed out immediately by the member to the Counter Assistant and initials may be obtained, otherwise the member will be responsible for any mutilation discovered afterwards.

13.6.8 In case of damage or loss of the book, the member shall be required to replace the book or pay the cost of the book. If, he is not able to replace the book, he will pay three times the current cost of the book. If such a book belongs to a set and is not available singly, the member shall have to replace the whole set or pay three times the price for the whole set. The replacement copy shall be hard bound copy, except when the lost book of the Library was a paper back edition

13.6.9 All residuary powers regarding the use of reading material, provision of other services and decorum in the Library shall rest with the University Librarian.

**13.7 Inter-Library Loan**

The Library may lend and borrow reading materials from other Libraries and Institutions on mutually agreed conditions.

**13.8 Reprographic & Scanning Facility**

The reprographic and scanning facility will be available to the members on payment of prescribed charges.

**13.9 On-line Journals and e-books**

The library will actively subscribe to on-line journals and e-books.

## CHAPTER XIV

## UNIVERSITY VEHICLES AND THEIR USE

14.1 University vehicles will be under the administrative control of the Registrar, who may appoint a person from the staff to act as the controlling officer.

14.2 The controlling officer shall maintain:

- (a) A log book showing particulars of the journey performed by the vehicle both on duty and otherwise. Non-duty and private journeys shall be clearly shown as such. Account of diesel, petrol, mobil oil etc. will be kept in the log book.
- (b) A history sheet including the record of repairs, replacements and other articles purchased for the vehicles will be maintained which will show the actual expenditure so incurred from time to time.

14.3 The vehicles are intended ordinarily for journeys on bonafide official work within or outside Fatehgarh Sahib by the officers of the University and such other staff as may be permitted to do so. These may also be used by the Vice-Chancellor/Dean Academic Affairs/Registrar for journey from the residence to office and office to residence or to attend official meetings and University functions and other social functions connected with public relations of the University and back. The other officers/senior faculty members may also be allowed to use the University vehicles for official work/official meetings and other University functions and the permission for which will be granted by the Vice Chancellor.

14.4 The vehicles may be permitted to be used for non-duty journeys, subject to the conditions that:-

- (i) Duty journey shall have preference over non-duty journey;
- (ii) The use of vehicle will not be permissible for journeys to place of entertainment and for pleasure trips;
- (iii) Urgent visits to hospitals in connection with serious illness of members of staff, their dependents and students.

14.5 The charges for the use of vehicles for non-duty journeys will be as notified by the University from time to time.

14.6 University Bus: The University bus may be permitted to be used with the permission of the Vice-Chancellor/Registrar in the following cases:

- (i) Functions, educational tours and Industrial tours;
- (ii) In connection with the death of a University employee/student.

The user/users will have to pay the charges for the use of University bus at the rate notified by the University from time to time. The calculations of distance and time for the purpose of above charges will be from and to the University vehicle garage.

Provided that no charges will be levied for trips in connection with the death of a University employee/student.

14.7 The person using the University vehicles for private purposes for journeys to City/Station/Hospital will deposit the requisite charges in advance in the office of the Controlling Officer who will keep a proper account of such deposit in a register and after verification from the Log Book, deposit the amount with the University Cashier.

The balance of charges, if any, will be paid by the user immediately, on completion of the journey and this amount will be deposited by the Controlling Officer with the University Cashier.

14.8 In case the vehicle is to be taken outside Fatehgarh Sahib, the user will deposit the estimated charges with the Controlling Officer in advance. The balance, if any, required to be paid, will be deposited by the user immediately on completion of the journey. The driver will be paid T.A./D.A. as per University rules, out of the advance so deposited and the rest of the amount will be deposited by the Controlling officer with the University Cashier.

14.9 The Vice-Chancellor/Dean Academic Affairs/Registrar, who are provided with staff car for official purpose, shall also be entitled to the use of Staff Car for private purposes on payment at the subsidized rates, as decided by the Syndicate.

For the use of Staff Car for private purposes, the Officers will deposit the amount in cash with the University Cahier at the end of each month according to the journeys shown in the Log Book.

14.10 The use of a University vehicle by invitees to University conference/seminars/ functions and outside members of the selection committees etc. may be permitted free of charge by the Vice-Chancellor in the interest of or for the work of the University.

14.11 Any point not covered by these ordinances will be decided by the Vice-Chancellor.

14.12 The University bus shall be registered as a 'contract carrier' and that no tickets shall be issued. Only bus passes/identity slips shall be issued by the Controlling Officer to students and staff at subsidized rates.

14.13 The Vice-Chancellor may allow free use of the University Bus for any urgent University work, emergency or function.

14.14 University employees and other persons required to travel from city to the University Campus or vice-versa on official business or for attending University meetings or for some other work connected with the University may be allowed free lift in the University Bus by the Registrar/Vice-Chancellor or such other officer or officers as may be authorized by the Vice-Chancellor.

## Chapter XV

### LEAVE RULES

#### **(A) General**

##### **15.1 Right of Leave**

The leave cannot be claimed as a matter of right but can be granted at the discretion of the head of the office or the department, as the case may be. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave;

##### **15.2 Officers Competent to Grant Leave**

The following officers shall be competent to sanction leave to the members of the staff of Sri Guru Granth Sahib World University:

##### **(A) Teaching and Research Departments**

<b>S. No.</b>	<b>Officer Competent to Grant Leave</b>	<b>Category of Employees</b>	<b>Nature of Leave</b>
1.	Vice-Chancellor	(a) Professors, Heads of Teaching/Research Departments and all Deans	All kinds of Leave
		(b) All employees not covered under sr. no. (2) below	All kinds of Leave and casual leave of more than three days
2.	Heads of respective departments	Staff working in the teaching departments (both teaching & non-teaching except professor)	Casual leave up to three days

##### **(B) Administrative Departments**

<b>S. No.</b>	<b>Officer Competent to Grant Leave</b>	<b>Category of Employees</b>	<b>Nature of Leave</b>
1.	Vice-Chancellor	Registrar, Controller of Examinations, Finance Officer, Deputy Registrar and Assistant Registrar	All kinds of Leave
2.	Registrar	Superintendents and All employees not covered under Sr. No. 3 below	All kinds of Leave and casual leave of more than three days
3.	Branch Incharge, not below the Rank of Superintendent	Staff working under the Branch Incharge	Casual Leave up to three days

**15.3 Record of Leave**

The different branches/departments shall keep record of the casual leave of their respective staff. The Registrar office will maintain the record of all kinds of leave except casual leave. The order sanctioning earned leave/half pay leave to an employee shall thereafter indicate the balance of such leave at his credit.

- 15.4** Leave granted without pay shall not count towards retirement benefits.
- 15.5** Prefixing and suffixing Sundays and other holidays (except vacations) to leave other than leave on medical certificate shall be allowed automatically except in case where for administrative reason, permission for suffixing/prefixing holidays to leave is specifically withheld.
- 15.6** Compensatory leave is admissible to the non-teaching employees whose services are requisitioned on holiday(s) with the prior approval of the Registrar. Such leave may be availed of by an employee during the same calendar year.
- 15.7** Earning of Leave

Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

**Note:**

- (i) The period spent on duty shall include all kinds of leave except extra-ordinary leave (without pay) for the purpose of calculation of earned leave.
- (ii) Earned Leave at the credit of an employee shall be accumulated up to a maximum of 240 days or as decided by the University from time to time. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. The earned leave exceeding 30 days may however be sanctioned only in the case of higher study or training or leave on medical certificate.

**15.8 Return to duty on expiry of leave**

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

**15.9 Overstaying of Leave**

If the employee remains absent without leave or overstays his/her leave, he/she shall forfeit his/her entire salary for the period of absence ;and if he/she remains absent without leave or overstays his/her leave for more than one week in India or for four weeks abroad, his/her office shall be liable to be declared vacant after following due procedure and giving adequate opportunity to him/her to explain his/her position and he/she shall be liable to pay an amount equivalent to his/her salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.

**15.10 Combination of different kinds of leave**

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

**15.11 Conversion of one kind of leave into another kind.**

- (i) At the request of an employee, the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such conversion as a matter of right.
- (ii) The conversion of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

**15.12** Rejoining of duty on return from leave on medical grounds.

An employee who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from persons as may be prescribed.

The authority competent to grant leave may in its discretion forego with the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical grounds. Such leave shall not, however be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

In the case of leave on medical certificate, if the day on which employee is certified medically fit for rejoining duty happens to be a holidays, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave

**15.13** Leave should always be applied for and sanctioned, before it is taken except in case of emergency and for satisfactory reasons.

**15.14** The leave year means an academic year i.e. 1<sup>st</sup> July to 30<sup>th</sup> June of the following year.

**15.15 (A) Leave Salary**

- (i) An employee on half pay leave is entitled to half the amount of leave salary.
- (ii) An employee on commuted leave is entitled to full leave salary.
- (iii) An employee on extra-ordinary leave is not entitled to any leave salary.

**(B) Leave in case of Non-Teaching Employees ('A', 'B' and 'C' class)**

**15.16** The grant of all leave is subject to the condition that it can be granted without detriment to the business of the University.

**15.17 CASUAL LEAVE**

- (i) A whole time male employee of the University with less than 20 years of service at the University shall be eligible for 10 days casual leave in each academic year.
- (ii) A whole time male employee of the University with more than 20 years of service at the University shall be eligible for 15 days casual leave in each academic year.
- (iii) A whole time female employee shall be eligible for 15 days casual leave in each academic year, irrespective of the length of service.
- (iv) Casual leave not exceeding five days may be availed of at a time.
- (v) Half day casual leave can be granted i.e. before lunch break or after lunch break but if it

extends on both sides of lunch break, it will be treated as full day leave.

- (vi) Casual leave cannot be carried over to the next Academic year.
- (vii) Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness, supported by medical certificate.
- (viii) Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.
- (ix) Casual leave can be combined with holidays, provided the total period, including holidays does not exceed ten days.  
Provided that the Vice-Chancellor may in special circumstances allow casual leave to be combined with holidays beyond the limit of ten days.
- (x) The contractual staff will be entitled to casual leaves on pro-rata basis, in any academic year.

#### **15.18 Earned Leave**

- (i) Non-teaching employees working in the teaching departments will be considered as non-vacation employees.
- (ii) All regular non-vacation employees shall be allowed earned leave on full pay @ 1/18<sup>th</sup> of actual service. Employees appointed on contract/ad hoc/temporary basis shall not be entitled to such leave.
- (iii) Leave shall be earned by period spent on duty only which includes all kinds of leave except the leave without pay.
- (iv) Earned leave at the credit of an employee shall be accumulated up to a maximum of 300 days, or as decided by the university from time to time.
- (v) The maximum earned leave that may be sanctioned to an employee at a time shall not exceed 120 days.
- (vi) There will be no encashment of earned leave.

#### **15.19 Half-pay Leave**

Half-pay leave admissible to a regular employee shall be 20 days for each completed year of service. Such leave shall be granted on medical certificate. Employees appointed on contract/ad hoc/temporary basis shall not be entitled to such leave

#### **15.20 Commuted leave**

Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent employee subject to the following conditions:

- (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (b) Half pay leave up to a maximum of 240 days shall be allowed to be commuted during the entire service of an employee.
- (c) No commuted leave may be granted under the provision unless the authority competent

to sanction leave has reasons to believe that the officer will return to duty on its expiry.

(d) Where an officer who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health, incapacitating the employee for further service or in the event of his death.

#### **15.21 Maternity Leave**

(i) The competent authority may grant to a female employee, maternity leave on full pay for a period of twenty six weeks of which not more than eight weeks shall precede the date of her expected delivery, subject to production of Medical Certificate.

Provided that a female employee having two or more than two surviving children shall be entitled to twelve weeks of maternity leave of which not more than six weeks shall precede the date of her expected delivery

(ii) Extension, if any, beyond twenty six/twelve weeks, as the case may be, shall however be permissible by the grant of leave of the kind due.

(iii) Maternity leave is not debited against the leave account of the employee.

#### **15.22 Paternity Leave**

On request, paternity leave up to a maximum of 15 days (after commuting 30 days half pay leave) may be granted to a male employee during the confinement of his wife. Such leave shall be granted only up to two living children.

#### **15.23 Duty Leave**

A member of the staff can be granted duty leave when nominated or deputed by the University to attend:

- (i) a conference,
- (ii) a meeting of a Body/Committee constituted by a state or central Government or the University Grants Commission or any other statutory body.

**Provided that:**

- (i) The total absence on this account shall not exceed 15 days during the year; and
- (ii) The leave shall not be availed of without prior permission of the Vice-Chancellor or other competent authority.

#### **(C) Leave in the Case of University Teachers**

##### **15.24** The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty:  
Casual Leave and Duty Leave.
- (ii) Leave earned by Duty:  
Earned Leave and Half Pay Leave.

- (iii) Leave not earned by Duty:  
Extra Ordinary Leave and Leave not due.
- (iv) Leave on ground of Health:  
Maternity Leave and Paternity Leave.

The Syndicate may in exceptional cases grant, for the reason to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

#### **15.25 CASUAL LEAVE**

- (i) A whole time male teacher of the University with less than 20 years of service at the University shall be eligible for 10 days casual leave in each academic year.
- (ii) A whole time male teacher of the University with more than 20 years of service at the University shall be eligible for 15 days casual leave in each academic year.
- (iii) A whole time female teacher shall be eligible for 15 days casual leave in each academic year, irrespective of the length of service.
- (iv) Casual leave not exceeding five days can be availed of at a time.
- (v) Half day casual leave can be granted four times in a year.
- (vi) Casual Leave cannot be carried over to the next academic year.
- (vii) Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- (viii) Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.

Provided that the contractual teachers will be entitled to casual leaves on pro-rata basis, in any academic year.

#### **15.26 Duty Leave**

- (i) Duty Leave may be granted for:
  - (a) Attending conferences, congresses, symposia and seminars.
  - (b) Delivering lectures in recognized institutions and Universities at the invitation of such institutions or Universities.
  - (c) Working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the University or for performing any other duty for the University.
  - (d) Working on a delegation or Committee appointed by the Government, the University Grants Commission, a sister institution or any other statutory Body.
  - (e) Visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme sponsored by the University Grants Commission.
  - (f) To attend refresher/orientation courses being organized by UGC.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty Leave may be combined with earned leave, half-pay leave or extra-ordinary leave.

Notwithstanding anything contained in ordinances (i) to (iv) above, the duty leave may also be granted to the teachers for conducting practical/viva-voce examinations, and participation in academic meetings in other Universities/institutions of higher education. For this purpose, a maximum of 10, 8 and 6 duty leaves will be admissible in an academic year to Professors, Associate Professors and Assistant Professors, respectively.

#### 15.27 Earned Leave

(i) Earned Leave admissible to a regular teacher shall be:

(a)  $1/36^{\text{th}}$  of actual service including vacation, plus

(b)  $1/3^{\text{rd}}$  of the period, if any, during which he is required to perform duty during vacation.

However, it would be mandatory for the Heads of Teaching Departments to be present for full time in the Departments during vacation. Each Head of the Teaching Department would be credited 20 days' earned leave per year inclusive of earned leave already admissible.

This will also be applicable to Dean Academic Affairs, Dean Students' Welfare, Warden Boys' Hostel, Warden Girls' Hostel as well as the teaching staff working in the non-vacation, teaching and research departments.

(ii) Teachers appointed on contract/ad hoc/temporary basis shall not be entitled to such leave.

(iii) Leave shall be earned by period spent on duty only which includes all kinds of leave except the leave without pay.

(iv) Earned leave at the credit of a teacher shall be accumulated up to a maximum of 300 days, or as decided by the university from time to time.

(v) The maximum earned leave that may be sanctioned to a teacher at a time shall not exceed 120 days.

(vi) There will be no encashment of earned leave.

**Note:** 1. Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

2. The combination of vacation with earned leave will be allowed only on either side of the vacation i.e. the earned leave can be either pre-fixed or suffixed to the vacation. The period of vacation shall be reckoned as leave in calculating the maximum amount of leave availed in case the earned leave is prefixed as well as suffixed to the period of

**vacation i.e. the period of vacation falls in between the period of earned leave.**

#### **15.28 Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate. Teachers appointed on contract/ad hoc/temporary basis shall not be entitled to such leave.

#### **15.29 Commuted leave**

Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher subject to the following conditions:

- (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (b) The half pay leave up to a maximum of 240 days shall be allowed to be commuted during the entire service of a teacher.

Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health, incapacitating the teacher for further service or in the event of his death.

#### **15.30 Extra-Ordinary Leave**

- (i) A Permanent teacher may be granted extra-ordinary leave:
  - (a) When no other leave is admissible, or
  - (b) When other leave is admissible but the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on medical certificate.
  - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the teacher has no other kind of leave to his credit.
  - (c) Leave taken for pursuing higher studies. And
  - (d) Leave granted to accept an invitation to a teacher post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance. The leave in this case will be admissible only if the concerned teacher has served this University for a minimum period of five years. The maximum leave that can be granted in such a case shall not exceed 450 days under any circumstances.
- (iii) Extra-ordinary Leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on

leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except, in case where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all during the entire period of service.

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

#### **15.31 Maternity Leave**

(i) The competent authority may grant to a female teacher, maternity leave on full pay for a period of twenty six weeks of which not more than eight weeks shall precede the date of her expected delivery, subject to production of Medical Certificate.

Provided that a female teacher having two or more than two surviving children shall be entitled to twelve weeks of maternity leave of which not more than six weeks shall precede the date of her expected delivery.

(ii) Extension, if any, beyond twenty six/twelve weeks, as the case may be, shall however be permissible by the grant of leave of the kind due.

(iii) Maternity leave is not debited against the leave account of the teacher.

**The above provisions will also apply to the Female Employees/Teachers who are currently on Maternity Leave.**

#### **15.32 Paternity Leave**

On request, paternity leave up to a maximum of 15 days (after commuting 30 days half pay leave) may be granted to a male teacher during the confinement of his wife. Such leave shall be granted only up to two living children.

#### **15.33 Leaves in case of Contractual, Temporary and Part-Time Teachers**

Contractual, temporary and part-time teachers of the University shall be entitled only to casual leave, on the pattern of whole time teachers of the University. Such teachers shall not be entitled to the grant of earned leave, half pay leave, leave not due, maternity leave and paternity leave.

Notwithstanding anything contained in this ordinance, the teachers who are working in the University on contractual basis on a consolidated salary for continuous period of more than one year and are holding additional administrative responsibility, shall be allowed vacation as under:

Summer Vacation: 2 weeks

Winter vacation: 1 week

Such contractual teachers will also be granted the benefit of 10 earned leaves in an academic year, lieu of working during remaining part of the vacations.

## CHAPTER XVI

## PROVIDENT FUND

**(A) Provident Fund Committee**

16.1 The Provident Fund Committee, constituted under Statute 12 relating to University Provident Fund, shall consist of:

- (i) Vice-Chancellor
- (ii) Registrar
- (iii) Finance Officer
- (iv) One financial expert to be nominated by Syndicate on recommendation of Vice-Chancellor.
- (v) One nominee of the Chancellor.

The constitution of the provident fund committee can be modified by the Syndicate.

16.2 The term of members, other than official members shall be 3 years. Provided that the term of members under (iii) and (iv) above shall be co-terminus with the term of their Presidencies.

16.3 Three members of the Committee shall form a quorum, but if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting called for transacting the same business.

16.4 The Vice-Chancellor shall preside over the meetings of the Committee. In the absence of the Vice-Chancellor, the Registrar shall preside over the meeting.

16.5 The Vice-Chancellor may call a meeting of the Provident Fund Committee on such date and time as he may deem fit for conducting the business of the fund.

16.6 The Committee shall advise the Syndicate on investments, payments and other matters relating to Provident Fund. The investment shall be done in the following manner:

- (a) At Least 80% in PSU Banks
- (b) Not more than 10% in Mutual funds
- (c) 10% in liquid funds

16.7 The matters not covered by the above provisions including those requiring clarification in case of doubt or dispute, shall be referred to the Vice-Chancellor whose decision thereon shall be final.

**(B) Withdrawal of Advance from Provident Fund**

16.8 When the pecuniary circumstances of a depositor are so compelling that drawing of an advance from his Provident fund is necessary, the Registrar may sanction the advance for any of the following purposes:

- (a) To defray the cost of:

- (i) purchase of a house; or
- (ii) construction of a house; or
- (iii) plot/land for a house; or
- (iv) repairs/addition/alteration to a house;

(b) To pay expenses on:

- (i) depositor's own marriage; or
- (ii) marriage of a depositor's daughter/son or dependent sister brother;

(c) To purchase a vehicle;

(d) To meet the cost of:

- (i) depositor's own education abroad; or
- (ii) education of his children in India or abroad;

(e) To meet expenses in connection with the prolonged/critical illness of an employee or dependent member of his family;

(f) To meet any other expenses considered reasonable by the Vice-Chancellor.

**Provided that:**

The advance shall not exceed 20 months' salary of the depositor in the case of (a), (b), (c) and (d) and 12 months' in the case of (e), subject to the actual price of the vehicle in case of (c);

Provided further that no such advance shall be in excess of the amount standing to the credit of the subscriber as his own contribution in the fund and interest thereon.

16.9 The sanctioning authority shall record in writing the reasons for grant of this advance. Provided that if the reason is of a confidential nature, it may be communicated to the Sanctioning Authority personally and/or confidentially.

16.10 An employee who has put in 10 years' service or is due to retire within 10 years from the date of advance shall be permitted an advance from his Provident Fund for the purposes mentioned in ordinances 16.8 (a) to (e) on a non-refundable basis.

Provided that no employee shall be entitled to an advance out of the Provident Fund unless he has contributed to the Fund for a period of not less than five years. The advance to an employee from the Provident Fund shall be granted on a refundable basis only, if the period of his service in this University is more than five years but less than 10 years.

Provided further that in case of an employee who has joined this University after serving in other University/Govt. Office/other recognized Institution and who has got his Provident Fund transferred to this University, the period of service put in by him in previous institution shall be counted for this purpose.

16.11. The grant of non-refundable advance shall be subject to the following conditions:

- (i) The advance for the purpose of 16.8 (a) will be allowed only once during the entire career of an employee. The employee withdrawing advance for this purpose shall submit the photocopy of the registered sale deed (verified against the original by the

HOD/Registrar) in case of 16.8 a (i) & (iii) and completion certificate in case of 16.8 (a) (ii) & (iv).

(ii) In case of 16.8 (b), the withdrawal may be allowed to the subscriber not earlier than three months preceding the month in which the marriage actually takes place.

The subscriber shall furnish a certificate to the sanctioning authority within a period of one month from the date of marriage that the money withdrawn has actually been utilized for the purpose for which it was intended. If the subscriber fails to furnish the requisite certificate or if the amount withdrawn is utilized for a purpose other than that for which sanction was accorded, the entire amount together with interest thereon at the rate provided in Statute 7 of Provident Fund, from the month of withdrawal, shall be re-deposited into the Fund in a lump-sum.

Any amount actually withdrawn from the fund, which is found in excess of that actually utilized by the subscriber for the purpose, shall be re-deposited forthwith into the Fund, together with interest due thereon at the rate provided in Statute 7 of Provident Fund, from the month of such withdrawal.

(iii) In case of 16.8 (c), the employee will submit the photocopy of the bill/sale deed (verified against the original by the HOD/Registrar) within one month of the purchase of vehicle. The second advance for this purpose shall not be sanctioned until at least ten years have passed since the grant of first advance.

(iv) In case of 16.8 (d), the employee will submit the certificate of course fee from the head of the institute where the admission has been taken.

(v) In case of 16.8 (e), the employee will submit the medical certificate from a recognized hospital.

(vi) In case of 16.8 (f), the employee will submit the relevant documents in support of his claim.

16.12 Not notwithstanding anything hereinbefore contained, the University reserves the right to check/verify the grounds on which the advance has been sanctioned, at any time after the said sanction.

16.13 (a) The capital amount of any refundable advance must be repaid by compulsory deductions from salary, by equal monthly instalments during the next 96 months in the case of 16.8 (a), (b), (c) and (d) and 48 months in the case of 16.8 (e). The subscriber may at his option make repayment in a smaller number of instalments than that prescribed.

(b) When an advance is sanctioned before payment of last instalment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

Provided that no refundable advance will be sanctioned to an employee if more than three refundable advances are already outstanding to him.

- 16.14 The recovery of the principal and interest of advances shall be made from the emoluments of the subscriber. Recovery shall commence with the issue of pay for the month following one in which the advance was drawn.
- 16.15 A subscriber who has been permitted to withdraw money from the Fund shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in lumpsum together with interest thereon at the rate determined by the Syndicate by the subscriber to the Fund, and in default of such payment, it shall be recovered from the salary of the concerned employee as a lumpsum amount or in such number of monthly instalments, as may be determined by the sanctioning authority.
- 16.16 If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole of the balance of the amount withdrawn, shall forthwith be repaid by the subscriber to the Fund or in default be ordered by Registrar to be recovered by deduction from the emoluments of the subscriber in monthly instalments not exceeding twelve. Recoveries made under this Statute shall be credited, as they are made, to the subscriber's account in the Fund.
- 16.17 As soon as possible after the close of each year, the Accounts Branch shall send to each subscriber a statement of his Account in the Fund showing the opening balance as on the 1<sup>st</sup> April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31<sup>st</sup> March of the year and the closing balance on that date.
- 16.18 Subscribers should satisfy themselves as to the correctness of the annual statements and errors should be brought to the notice of the Registrar within three months from the date of receipt of the statements.
- 16.19 The accounts Branch shall, if required by a subscriber, once but not more than once in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.
- 16.20 Advances for purposes other than those not covered in these Statutes may be sanctioned by the Vice-Chancellor in very special and reasonable cases.
- 16.21 The University may facilitate the maintenance of accounts of the employees in case the pension scheme by LIC or any other government agency is implemented by the University.

## CHAPTER XVII

### PURCHASE PROCEDURE

The various purchases for the University will be made as per the following procedure:

- 17.1 The concerned department will send a requisition of the items indicating detailed specifications and approximate cost of the items (on the prescribed format), to the competent authority for approval, through the Department Head/ Incharge.
- 17.2 No quotations are required for purchases up to Rs. 20,000/- . In case of purchases involving an amount exceeding Rs. 20,000/-, purchases will be made through the committees formed specifically for the purpose by the Vice Chancellor which may consist of the following:
  - (i) Nominee of Vice Chancellor
  - (ii) Dean Academic Affairs/Registrar or their nominee
  - (iii) Head/any teacher of the concerned Department

The Vice Chancellor may depute more teachers/officials from the University or experts from other institutions, wherever required.
- 17.3 The committee will follow the following procedure for inviting quotations/tenders:
  - (a) For purchases from Rs. 20,000/- to Rs. 10 Lakh, sealed quotation will be invited through written request or electronic quotations will be invited through e-mail request in case of urgency on the e-mail id of store/purchase department. The password of this e-mail will be with the Registrar.
  - (b) For purchases from Rs. 10 Lakh to Rs. 20 Lakh, sealed quotations/tenders will be invited through public advertisement in at least one newspaper.
  - (c) For purchases exceeding Rs. 20 Lakh, the process of e-tendering will be followed through public advertisement in newspapers: an English and/or a vernacular newspaper. If sufficient bids are not received through e-tendering, the physical tenders may be invited through public advertisement in newspapers.

**Note:**

- (i) In case purchases are made on DGS & D rates or from any corporation (Central or State) or from a Government Emporium (Central or State) or from khadi Gram Udyog or from Autonomous Body etc., the requirements of calling tenders/quotations shall be dispensed with.
- (ii) In case of less than three valid quotations, prior approval of the Vice-Chancellor shall be obtained while making the purchase.
- 17.4 **Spot Purchase Committee:** In case of purchases, where no response is received after calling of quotations/tenders or when materials are required urgently and it is considered necessary that calling of quotations/tenders will only delay the purchase, or where the product is not standardized and it is very difficult to mention all/detailed specifications of the products, Spot Purchase Committee/Spot Quotation Collection Committee duly

constituted by the Vice Chancellor as (2) above, shall make purchases/collect quotations from the market/suppliers and make immediate purchase at competitive rates.

- 17.5 The sealed quotations/tenders will be signed and opened by the committee members in the presence of quotationers/bidders, who may like to be present. All the pages of the quotation/tender document indicating financials will be signed by all the members of the purchase committee.
- 17.6 The comparative statement of the rates will be prepared and negotiations will be held by the committee with the firms decided by the committee.
- 17.7 It will not be the binding on the purchase committee to go by the lowest rate quotation/bid, the quality/brand of the item will also be taken into consideration before placing the purchase order. If the purchase order is not issued to the firm quoting lowest rates, then the reason for short listing the firm quoting higher rate should be recorded.
- 17.8 The purchase order will be issued to the firm, short listed by the purchase committee and approved by the Vice Chancellor.
- 17.9 All non-consumable items and consumable items costing more than Rs. 3000/- purchased/supplied by the firm will be entered in the Incoming Material Record Register at the security gate. The Challan / Bill of the Material will be stamped and signed after entering the serial no. of the entry and date in the Register, by the security Incharge of entry gate.
- 17.10 The Material will be received by the Central Store after verifying the quantity as per Challan /Bill of material received. The store keeper will prepare a Material Receipt Note (MRN) in triplicate, on the prescribed format and will send one copy of the same along with photocopy of the challan/bill, each to the concerned department and the accounts department.
- 17.11 On receipt of MRN, the Store/Concerned department will verify the quality of the material as per the specifications given in purchase order and a certificate to this effect will be given by the Store/concerned department while forwarding the bill to the Accounts Department.
- 17.12 After verification of quality & quantity of material as per purchase order, the material will be entered in the concerned Stock Register.
- 17.13 The store official will put his signatures on the bill after entering the page no. of Stock Register in which the entry has been made.
- 17.14 After entry in the Stock Register, the bills will be forwarded by the store to the Accounts Department, along with all supporting documents. The store / concerned department will retain a photocopy of the complete set of documents.
- 17.15 The Accounts Department will check the bills in accordance with the purchase order and put up the bills for clearance to the internal auditors.
- 17.16 After clearance by the internal auditors, payment will be released to the firm through account payee cheque only, in accordance with the terms & conditions of purchase order.
- 17.17 Normally, the payment will be made to the firm for purchase against bills after supply of material except purchases through imprest.

17.18 The bills of purchases made from imprest money up to a maximum limit of Rs. 5000/- will be approved at the University level and will not be put up to the internal auditors.

17.19 Wherever required, the Vice Chancellor may approve the payment of advance to the firm/supplier alongwith the purchase order/at the time of delivery, which will be adjusted at the time of final payment.

**17.20 *Imprest for Heads of Teaching Departments***

The Head of each teaching department will be issued an imprest money of Rs. 5000/- for miscellaneous purchases. A single purchase against one bill of up to Rs. 2000/- can be made out of imprest money. The imprest money will be replenished after 60% of the amount has been spent.

**17.21 *Imprest for Heads of Administrative Departments***

The Head of each Administrative Department will be issued an imprest money as per the details mentioned below:

<b>S. No.</b>	<b>Designation</b>	<b>Amount of Imprest Money (Rs.)</b>
1.	Dean Academic Affairs	15,000/-
2.	Registrar	15,000/-
3.	Dean Research	10,000/-
4.	Controller of Examinations	10,000/-
5.	Chief Security Officer/Transport Incharge	10,000/-
6.	Deputy Registrar	5,000/-
7.	Assistant Registrar	3,000/-
8.	Store	20,000/-

17.22 The imprest money issued under ordinances 17.20 & 17.21 will be replenished after 60% of the amount has been spent.

**CHAPTER XVIII****Ph.D. Ordinances*****Ordinances concerning Doctor of Philosophy (Ph.D.)  
in various Faculties*****18.1 Eligibility**

- a) Master's degree with at least 55% marks in aggregate or equivalent CGPA (50% marks or equivalent CGPA for SC/ST candidates, OBC (non-creamy layer), differently abled persons who have more than 40% disability) or those who have obtained their Master's Degree prior to 19th September, 1991 or an equivalent degree of a recognized Indian or Foreign University in the subject concerned or allied subject.
- b) The eligibility of foreign students shall be determined on the basis of recognition of their degree's equivalence to (a) above by Association of Indian Universities, New Delhi or any other authority notified for the purpose by the Government of India.
- (c) Candidates possessing a Degree, considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

**18.2 Admission**

- a) All candidates should appear in the entrance test for admission to Ph.D. programme. However, the candidates who have qualified UGC-NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE or have passed M. Phil. programme will be exempted from Paper-II.
- b) A candidate is required to obtain at least 50% marks in the entrance test to qualify. Provided that a relaxation of 5% marks (from 50% to 45%) in the qualifying marks for the entrance test shall be allowed for the candidates belonging to SC/ST/OBC (Non-creamy layers)/Differently abled category.
- c) The candidates who qualify the entrance test will be interviewed by the Research Advisory Committee to assess whether:
  - i) the candidate possesses the competence for the proposed research.
  - ii) the research work can be suitably undertaken at the university.

iii) the proposed area of research can contribute to new/additional knowledge.

d) The number of candidates to be admitted to the Ph.D. programme will be notified by the University. However, the University can increase or decrease the number of seats, depending upon the number of projects and research facilities available.

The detailed outline of papers and selection criteria for admission to Ph.D. programme is given in Annexure-I.

### **18.3 (i) Allocation of Supervisor**

- a) Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals will be eligible for appointment as a supervisor/co-supervisor.
- b) The allocation of supervisor for a selected student shall be recommended by the Research Advisory Committee (RAC), within one month of enrolment. The request of the student and the consent by a faculty member to be the supervisor will be given due consideration by RAC while recommending the supervisor of student to Research Degree Board (RDB) for approval.
- c) If any teacher retires or leaves the job of this University at any stage during the period of a student doing his/her Ph.D. under his/her guidance, then the student will be allotted to a new supervisor/co-supervisor, to complete his/her Ph.D. However, if a candidate has already worked on his/her research work for at least one year after registration under the supervisor in the University, he/she may be allowed to work under the same supervisor, provided the person is willing to supervise.

### **(ii) Appointment of Co-Supervisor of a Ph.D. Candidate**

In case of topics which are of inter-disciplinary nature where the department concerned feels that the expertise in the department has to be supplemented from outside, the RAC may recommend a supervisor from the department itself, and a co-supervisor from outside the Department on such terms and conditions as may be specified and agreed upon by the consenting Institution. Co-supervisor within a department may be allowed if the field of research of the candidate requires inputs from different fields of specialization in the same subject.

- (iii) At any point of time, a Professor, an Associate Professor and an Assistant Professor will not register more than eight, six and four candidates respectively, in the capacity of supervisor/co-supervisor. If there is a co supervisor, the candidate will be counted as ½ each for the supervisor and co-supervisor**
- (iv) No relation of the supervisor/co-supervisor such as wife, husband, son, daughter, sister, brother, wife's or husband's brother/sister, brother's**

son/daughter, sister's son/daughter, first cousin, nephew, grand-son, grand-daughter, daughter-in law and son-in law or any other close relation can be registered under his/her supervision.

#### **(v) Change of Supervisor**

The change of supervisor/co-supervisor may be allowed by the RDB under special circumstances. The earlier date of Registration shall stand. A 'No Objection Certificate' from the old and new supervisor/co-supervisor will be required.

Provided that in exceptional circumstances, Vice-Chancellor may allow the change of supervisor even without a 'No Objection Certificate' from the old supervisor/co-supervisor.

### **18.4 Enrolment**

a) A candidate selected for Ph.D. Programme will submit his/her application for enrolment to the Head of the concerned department along with the following documents:

- (i) Enrolment Fee as prescribed by the University from time to time.
- (ii) Self-attested photo copies of Matriculation, Bachelor's Degree, DMC of Master's Degree, Master's Degree, M.Phil/NET Certificate etc.
- (iii) Migration Certificate, if the candidate is not already registered with Sri Guru Granth Sahib World University, Fatehgarh Sahib.
- (iv) NOC from the concerned Employer (in case of employed candidates).

b) On receipt of the required documents and fee, the Head of department will forward the cases to Dean Research, for approval of enrolment of the candidates for Ph.D. programme.

### **18.5 Registration**

a) The student enrolled for Ph.D. course work will submit his/her application through his/her supervisor for registration to the Head of the concerned department on the prescribed form along with the Synopsis (duly checked for plagiarism), after deposit of prescribed registration fee.

b) The student will be required to submit his/her synopsis to the Head of the concerned department through his/her supervisor. It should briefly cover tentative topic of research, introduction, aims and objectives/hypothesis, methodology, plan of work/chapterisation, bibliography, etc.

c) The meeting of the Research Degree Committee (RDC) to consider the Synopsis shall ordinarily be held within 30 days of submission of synopsis by

the candidate.

d) The student may present his/her synopsis for Ph.D. registration during the period of Ph.D. course work. The department will forward the cases for registration of such students to the office of Dean Research only after the student passes the course work. In such cases, the date of Ph.D. registration will be the date of passing the Ph.D. course work. However, in case of candidate who presents his/her synopsis after declaration of the result of course work, the date of registration shall be the date of meeting of the RDC in which his case is recommended for registration.

Notwithstanding anything contained in this ordinance, the student will be required to submit his synopsis for registration not later than six months from the date of passing the Ph.D. course work.

**Note:** Clause 18.5(d) will be applicable for the Ph.D. students of batch 2018 onwards. For earlier batches, previous rule regarding date of registration will be applicable.

e) In case a candidate seeks extension of time for presentation of his/her synopsis, the period for submission of synopsis can be extended by Dean Research by two months, on a request by the candidate on payment of prescribed fee and recommendations of the supervisor and Head of department.

f) The Head of department will invite the candidate to give a presentation on the research proposal before the RDC of the department to which other faculty members may also be invited. After the presentation by the candidate, RDC will formally meet and record its observations/recommendations.

g) The RDC will send its recommendations to the RDB through Dean Research. The Research Degree Board will consider the suitability of the topic of research; the supervisor, the co-supervisor if any, and will recommend the case to Vice Chancellor for final approval. The Research Degree Committee will also inform Research Degree Board about the cases rejected by it, if any.

h) After the case has been approved by the Vice-Chancellor, the candidate will be informed about the registration.

i) The student registered for Ph.D. programme shall be required to appear before the RAC once in six months to make a presentation of the progress of his/her research work for evaluation and further guidance. The six monthly progress reports of the student shall be submitted by the RAC to the office of Dean Research, with a copy to the research scholar. The report will include all the surveys, tours, publications, research work and teaching engagements, if any.

j) In case the progress of the scholar is unsatisfactory, the RAC will record the

reasons for the same and suggest corrective measures. If the candidate fails to implement the suggested corrective measures, the RAC may recommend to the Dean Research, with specific reasons, for cancellation of the registration of the research scholar, and the matter shall be put before the RDB for cancellation of registration.

k) The Ph.D. student will maintain a complete record of research data relating to survey, experiments, analysis etc. and rough drafts of the thesis checked by the supervisor till the issue of notification for the award of degree.

I) Cancellation of Enrolment/ Registration:

The enrolment/ registration of the student may be cancelled, if he/she,

- i) Fails to maintain the required CGPA in the course work as per rules.
- ii) Fails to submit his/her synopsis within the extended period as per ordinance 18.5 (e) above.
- iii) Two consecutive six monthly presentations being graded unsatisfactory by RAC.
- iv) Does not pay the fee/dues in time.
- v) Commits to plagiarism or unethical practices in research.
- vi) Indulges in activities of indiscipline
- vii) Is convicted for any criminal activity/ moral turpitude.

## 18.6 Course Work

- a) The candidates qualifying the entrance test will have to undertake Ph.D. course work during the first semester of the year of admission, before the registration for Ph.D. programme of the university.
- b) A student admitted to Ph.D. shall be required to undertake course work for at least 14 credits in partial fulfillment of the requirements for the award of degree of Doctor of Philosophy (Ph.D.).
- c) The Ph.D. course work will follow credit based grading system. Each Ph.D. student will have to undertake three courses of four credits each and present a seminar of two credits. These will include research methodology/quantitative methods, computer applications and one course of the concerned subject. The detail of credits and the scheme of the course work are given in Annexure-III.
- d) The syllabus for Ph.D. course work will be drawn by the Research Degree Committee and approved by the Academic Council.
- e) A candidate admitted to Ph.D. course work must have attended a minimum of 75% of the lectures delivered in each paper. The shortage in attendance of lectures by the candidate will be condoned as per the rules of the University in force from time to time.

## 18.7 Modification of Title/ Scheme

- a) A candidate may, within one year of his/her registration, modify the scheme of his/her research work with the approval of the Research Degree Committee and on the payment of prescribed fee. Provided that the Research Degree Committee will allow only such modifications to be made which do not involve any major change in the original scheme and scope of the subject.
- b) Date of registration and maximum/minimum period for research will remain unchanged.

## 18.8 Submission of Thesis

### a) Time Limit

- i) In no case, shall a thesis be submitted for evaluation before the expiry of two and a half years from the date of registration or three years from the date of enrolment, whichever is later.

**Note:** Clause 18.8(a)(i) will be applicable for the Ph.D. students of batch 2018 onwards. For earlier batches, previous rule regarding date of registration will be applicable.

- ii) A thesis shall have to be submitted normally within four years of enrolment, subject to the condition in (i) above. In case a candidate wants extension of period beyond four years, he/ she will submit his/ her application to the Head of department along with comprehensive report of work done, reasons for delay and recommendations and comments of the supervisor. The case will be examined by the Time Limit Extension Committee, which may recommend the extension of this period by one year. The candidate should normally be available at the time of meeting of the committee. The recommendations of the committee will be sent through Dean Research to the Vice Chancellor for approval.

After a period of five years from the date of enrolment, on a request made by the candidate, the Vice-Chancellor, on the recommendations of the above committee, may allow further extension in the submission of thesis up to one year. A fee will be charged as prescribed by the University from time to time, for each extension in submission of thesis. The maximum time limit for submission of thesis from the date of enrolment shall be six years.

In exceptional circumstances, the Vice-Chancellor may allow a further extension of six months, if he is satisfied that the research work of the candidate has been delayed due to reasons beyond his/her control.

Provided that the women candidates and persons with disability (at least 40% disability) may be allowed a further relaxation of two years after six years, one year at a time, in the maximum duration for Ph.D., on payment of prescribed fee and recommendations of the above committee.

For each extension, the candidate is required to submit his/her request along with comprehensive report of work done upto that period, after deposit of prescribed fee.

- iii) The registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.

#### **b) Requirements for submission of Thesis**

- i) The candidate will have to give an open seminar on pre-submission paper (duly checked for plagiarism) before the RAC to which other Faculty members in the department and research scholars will be invited, not more than three months before the actual submission of the thesis. The research scholar is also required to submit a summary of the thesis (about 1000 words) along with the pre-submission paper.
- ii) If the candidate fails to submit his/her thesis within three months of the pre-submission seminar, he/she shall have to give pre-submission seminar afresh, after payment of prescribed fee and then submit the thesis within three months of the pre-submission seminar. The registration of the candidate, who fails to submit his/her thesis even in the extended period, will be cancelled.
- iii) The date of the seminar will be fixed by the Head of the department in consultation with the supervisor of the candidate under information to the Dean Research, with at least one week notice.
- iv) A research candidate will be required to publish at least one research paper based on his/ her research work in a refereed journal, and present papers in at least two national/international seminars/conferences before the submission of thesis. The publications/presentations should be after enrolment for Ph.D.
- v) On completion of research work, the candidate shall submit four copies of thesis as per the format given in Annexure IV, together with two CDs to the Head of concerned department, along with the prescribed examination fee, and a certificate from the supervisor, and co-supervisor (Annexure V), if any, that the thesis is fit to be considered for evaluation for the award of Ph.D. degree. The candidate shall also submit a certificate countersigned by the supervisor and co-supervisor, if any, that the thesis is entirely based on his/her own work, and that all ideas and references have been duly acknowledged (Annexure VI).

- vi) The candidate must comply with all the requirements as given in (i) to (v) above, before submission of thesis.
- vii) Head of department will forward the Ph.D. thesis along with the CDs of the soft copy of the thesis, to the office of Dean Research for evaluation. The copies of thesis must reach the office of Dean Research within the period stipulated for the submission of thesis. While forwarding the Ph.D. thesis to the office of Dean Research, the Head of department will ensure that the candidate submits a copy of "No Dues Certificate" complete in all respects including that from the department, Dean Research, Library, Hostel, Sports department and Accounts branch. The office of Dean Research will not accept the thesis unless all the requirements for submission of thesis are complied with.
- viii) Before submission of thesis, the draft thesis will be checked to detect plagiarism in research work, if any, by suitable software. A thesis will be allowed to be submitted only if it meets the University policy/norms regarding plagiarism (Annexure VII).
- ix) A thesis must be based on original research resulting in either a discovery of new facts or a fresh interpretation of known facts and theories. In either case, it should give evidence of the research student's clear understanding of the subject and his/her critical judgment, and it should be well presented.
- x) A research student may incorporate in his/her thesis contents of his/her own work for which no degree other than M. Phil has been awarded by this or any other university.
- xi) The Ph.D. thesis will be written in the language allowed as the medium of examination at the Master's level in the relevant discipline in Sri Guru Granth Sahib World University.
- xii) The CDs of the thesis (with revision, if any) will be sent by Dean Research to the Main Library of the university after the notification of award of degree.

## 18.9 Evaluation of Thesis

- i) A panel of at least eight experts (of the level of University Professor) from reputed institutions, for evaluation of thesis will be prepared and submitted to Dean Research by the Examiners Panel Committee of the concerned department within fifteen days of the pre-submission seminar, as given in Clause 18.8 b(i).
- ii) The thesis shall be referred to two examiners selected by the Vice-Chancellor from the panel which may include some foreign experts, in the concerned specialization.
- iii) The panel of experts should include at least half the names beyond the region

comprising Punjab, Chandigarh, Himachal Pradesh, Jammu & Kashmir, Haryana and Delhi. However, the requirement may be relaxed by the Vice-Chancellor if he is convinced that sufficient number of experts is not available outside the region. Further, the Vice-Chancellor will have the power to add any expert(s) in the panel.

iv) The panel shall include the following information for each expert:

- a) Name
- b) Academic Designation and status
- c) Postal Address
- d) Area of Specialization
- e) Phone number/ Fax No./e-mail, if possible

In case of retired persons, their last designation shall be indicated without which the panel would be considered incomplete.

v) In case the panel of examiners is not received from the Head of the department within fifteen days as mentioned above, Dean Research will convene a meeting of the committee and submit the panel of examiners.

#### **18.10 Evaluation Report**

i) The examiners for evaluation of the thesis will send the evaluation report on the prescribed proforma. They may recommend one of the following:  
 That the degree of Ph.D. be awarded to the candidate  
 OR  
 That the thesis be revised as suggested and resubmitted (the examiner should indicate point by point, the revisions to be incorporated in the thesis)  
 OR  
 That the thesis be rejected  
 In each case, the examiner shall clearly submit to the University his/her critical evaluation, comments and suggestions on the Ph.D. thesis. The examiner may also send at least five questions to be asked from the candidate during viva-voce, if he/she so desires. The questions should be sent in a separate envelope.

ii) When both the reports are received from the examiners, the sealed reports (excluding the questions suggested for viva-voce) will be opened by the Screening Committee of the concerned department.

iii) The Screening Committee will prepare a gist of reports of the examiners and the Dean of Faculty will send the gist of reports within two weeks to Dean Research. In case, both the reports are positive, the case will be put up to the Vice-Chancellor through Dean Research for appointing one of the examiners for conduct of viva-voce of the candidate.

iv) a) If both examiners recommend the revision of the thesis, then the candidate will be advised to resubmit the thesis within prescribed period, after making

necessary revisions.

- b) If both the examiners reject the thesis, then the thesis shall be rejected for the award of Degree.
- c) In case one examiner recommends the award of Degree and the other recommends revision, then the candidate shall be advised to re-submit the thesis after making necessary revisions.
- d) If one examiner recommends award of degree and the other rejects, then the thesis will be sent to the third examiner, to be appointed by the Vice-chancellor from the original panel.
- e) In case the revision of the thesis is recommended by the examiner(s), the candidate will have the right to reply to the objections raised by submitting a written explanation to the examiner(s) through the office of Dean Research. In case the explanation of the candidate is not accepted by the examiner, the candidate will have to submit the revised thesis within the prescribed period.
- f) In case of 18.10 (iv) (a), (c), & (e) above, the revised thesis must be submitted within one year from the date of intimation of the revision of thesis to the candidate. The revised thesis shall normally be resubmitted for evaluation to the same examiner(s) who had recommended revision. In case of revised thesis, the examiner(s) will recommend either acceptance or rejection of thesis. If the examiner(s) recommend award of Degree, then the viva-voce examination may be held.

### **18.11 Viva-voce**

- i) The viva-voce examination of the candidate for the award of Ph.D. degree shall be a public viva-voce where all the members of the RAC, Faculty and research fellows in the Faculty will be invited to be present.
- ii) The examiner conducting the viva-voce of the candidate will consider the reports of all the examiners, ask questions raised in these reports and get the clarifications regarding the comments of the examiners and this fact be mentioned in the viva-voce report.
- iii) The Faculty members and others present during the viva-voce will not ask any question from the candidate or express their opinion about the capability of the candidate etc.

### **18.12 Approval**

- i) The report of the examiners including the report of the viva-voce shall be placed before the Research Degree Board for approval.
- ii) If recommended for the award of Ph.D. Degree, the date of the approval by the Research Degree Board will be considered as the date of award of Ph.D. degree.

### **18.13 Publication of Thesis**

After the award of Ph.D. Degree, a candidate may publish the material contained in

his/her thesis in the form of a book/ monograph etc., after obtaining permission from the Vice-Chancellor, on the recommendation of the Thesis Publication Committee, provided that a request is made by the candidate within three years from the award of Ph.D. degree. Applications received after three years will not be entertained.

#### **18.14 Depository with UGC**

Following the successful completion of the evaluation process and notification for the award of Ph.D. degree, Dean Research shall submit a soft copy of the Ph.D. thesis to the Coordinator for INFLIBNET within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities.

**18.15** In case of any ambiguity or doubt in the interpretation of any clause, the decision of the Vice-Chancellor shall be final.

#### **18.16 Committees and Boards**

##### **(I) Research Degree Board (RDB)**

There shall be a Research Degree Board of the University. The constitution of the Board shall be as follows:

- i) Vice-Chancellor (Chairperson)
- ii) Dean, Academic Affairs
- iii) Dean, Research
- iv) All Deans of Faculties
- v) All Heads of departments
- vi) All Professors of the University
- vii) Two Associate Professors and two Assistant Professors of the University, by rotation according to seniority, provided that they hold a Ph.D. degree.

The tenure of the members of Research Degree Board, other than the ex-officio members, shall be two years.

##### **(II) Research Degree Committee (RDC)**

There shall be a Research Degree Committee for each department. The constitution of the Committee shall be as follows:

- i) Head of the department (Chairperson)
- ii) All Professors and Associate Professors of the department.
- iii) Two Assistant Professors of the department, by rotation according to seniority, provided they hold a Ph.D. degree.
- iv) In case the number of internal members of RDC is less than four, the Vice-Chancellor may nominate the requisite number of Faculty members from the allied departments of the university to make up the number of members to four..

- v) If not already a member, supervisor/co-supervisor will be a special invitee when the case of his/her candidate is considered.
- vi) One or two experts from the same or allied fields from outside the University, to be nominated by the Vice-Chancellor.

The tenure of the members of Research Degree Committee, other than the ex-officio members, shall be two years.

### **(III) Research Advisory Committee (RAC)**

Research Advisory Committee (RAC) will consist of internal members of the Research Degree Committee. The chairperson of the Research Degree Committee will head the committee.

### **(IV) Time Limit Extension Committee**

The Time Limit Extension Committee will consist of the following members:

- a) Head of the concerned department (Chairperson)
- b) Supervisor and co-supervisor, if any
- c) Two senior most Faculty Members of the department holding Ph.D. degree

### **(V) Screening Committee**

The Screening Committee will consist of the following members:

- a) Dean of concerned Faculty (Chairperson)
- b) Head of the concerned department
- c) Supervisor and co-supervisor, if any
- d) One senior most Faculty member of the department holding Ph.D.

### **(VI) Examiners Panel Committee**

The Examiners Panel Committee will consist of the following members:

- a) Head of department (Chairperson)
- b) Supervisor and co-supervisor, if any
- c) Two senior most Faculty members of the department holding Ph.D.

### **(VII) Thesis Publication Committee**

The Thesis Publication Committee will consist of the following members:

1. Dean of the Faculty (Chairperson)
2. Head of the department
3. Supervisor and co-supervisor, if any
4. One senior most Faculty member other than the Head and the supervisor, holding Ph.D.

If any member of a committee is a member in more than one capacity, the

Vice-Chancellor may nominate requisite number of additional members. It is implied that all the members of various Committees/Board must hold a Ph.D. degree. If the number of members in any of the committees prescribed above is less than the required number, additional Faculty members may be nominated by the Vice-Chancellor from allied subjects.

The quorum for the meetings of the Board and all the committees except the RDC provided herein shall be one third of the total strength or three members whichever is greater, including the Chairperson. For the meetings of RDC, one third of the total strength or three members whichever is greater, including the Chairperson and at least one external expert shall form the quorum.

**Annexure I****Procedure for Admission to Ph.D. Programme****1. Structure of Admission Test for Ph.D.**

i. An entrance test will be conducted in each subject for admission to the programme.

ii. The test will comprise of two papers, each of 75 minutes duration:

**Paper-I** (Common for all subjects): This paper will have 60 objective type multiple choice questions. The scope of paper will be General Aptitude, Reasoning, Numerical/ Mental Ability, Indian Education system, Analytical skills/ Research aptitude, Environment, language Proficiency, Teaching Aptitude and any other topic covered in Paper-I of the UGC-NET.

**Paper-II** (For subject opted by the candidate): This paper will have 60 objective type multiple choice questions. The scope of the paper will be limited to the core areas relating to concerned discipline/ subject.

iii. The syllabus of Paper-II will be same as that of UGC- NET

iv. All candidates must appear in the entrance test for admission to Ph.D. programme. However, the candidates who have qualified UGC NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE or have passed M. Phil. programme will be exempted from Paper-II.

v. Qualifying marks in the entrance test is 50 percent in aggregate. A relaxation of 5% marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC(Non-creamy layers)/Differently abled category in the qualifying marks for the entrance test.

vi. All candidates except those who have qualified UGC NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE or have passed M. Phil. programme, will have to appear in both the papers otherwise their candidature will stand cancelled.

vii. There is no negative marking in the Test.

**2. Selection Criteria for Admission**

Weightage of different components for determining merit for admission is as under:

Components	Weightage (Percent)
Marks obtained in the Entrance Test	70
Performance in the Interview/Viva-voce	30
<b>Total</b>	<b>100</b>

**Annexure-II****Format of the outer cover of the Synopsis****TITLE of Synopsis**

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ARIAL, CENTRE, 1.5 LINE SPACING>**

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**A SYNOPSIS**

**Submitted to the Faculty of .....in Partial  
Fulfilment of the Requirements for Registration for the Degree of**

**DOCTOR OF PHILOSOPHY**

**In .....(Name of Subject)**

**Supervisor**

**Submitted by**



**MONTH & YEAR OF SUBMISSION:**

**DEPARTMENT OF .....  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB**

**Sample of the outer cover of the Synopsis**

**ADVERSITY QUOTIENT OF SENIOR SECONDARY SCHOOL  
STUDENTS IN RELATION TO PSYCHOLOGICAL CAPITAL  
AND SOCIAL SUPPORT**

**A SYNOPSIS**

**Submitted to the**

**FACULTY of EDUCATION & INFORMATION SCIENCE**  
**in Partial Fulfilment of the Requirements for Registration**  
**for the Degree of**

**DOCTOR OF PHILOSOPHY**  
**In EDUCATION**

**Supervisor**

Dr. Harneet Billing

**Submitted by**

Ms. Veerpal Kaur



**JULY, 2018**

**DEPARTMENT OF EDUCATION  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB**

## Ph.D. Course Work

1. A student admitted to Ph.D. programme shall be required to undertake course work of at least 14 credits in partial fulfillment of the requirements for the award of degree of Doctor of Philosophy. The course work shall comprise of :

Paper	Title	Credits	Marks
Paper- I	Research Methodology	4	100
Paper- II	Computer Applications in Research	4	100
Paper- III	<i>Subject Related Course*</i>	4	100
Paper-IV	Seminar	2	50

*\*To be allotted by the Department out of the list of available courses. If the number of students in the department is up to 7, only one option will be given. Other option(s) can be given if at least four students opt for it.*

2. Each Ph.D. student will undertake a course on Research Methodology (four credits), which will include Quantitative Methods & Review of latest published research work in relevant field, a course of Computer Applications in Research (four credits). In disciplines where Quantitative Methods is not relevant, the Research Methodology Course will be developed as per the needs of the subject concerned.

3. In addition, each Ph.D. student will be required to present a Seminar before the RAC on the topic, to be allotted by the concerned Head of department.

4. The students shall be awarded letter grades in each course/paper as per the seven point scheme. Each letter grade indicates the level of performance in a course and has a grade point for the purposes of computing the CGPA, as given in the table below:

Letter Grade	Performance	Grade Point	Percentage Equivalent
A <sup>+</sup>	Outstanding	8.50 – 10.00	85 – 100
A	Very Good	7.00 – 8.49	70 – 84.9
B	Good	6.00 – 6.99	55 – 69.9
C	Average	5.00 – 5.99	45 – 54.9
D	Below Average	4.00 – 4.99	35 – 44.9
E	Poor	2.50 – 3.99	25 – 34.9
F	Very Poor	0.00 – 2.49	0 – 24.9

7. To qualify in a course, a candidate is required to obtain a minimum of B grade in internal assessment and external examination, separately.
8. The grade point average (**GPA**) is the weighted average of all the grades awarded to the student for the Ph.D. course work. GPA is calculated on the basis of all the papers the student has passed at the given time as per the formula below:

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i}$$

**C<sub>i</sub>** is the credit of i<sup>th</sup> paper/subject and **G<sub>i</sub>** the grade point for the i<sup>th</sup> paper/subject.

9. The course(s) in which the student has earned below 'B' grade, will have to be repeated.

**Declaration of Result:**

University shall publish a list of candidates who have passed the Ph.D. course work examination and issue Detailed Marks Certificate indicating the grades and grade point average (GPA). No degree will be awarded for passing Ph.D. course work.

**Annexure-IV**

**Format of the outer cover of Thesis**

**TITLE (EXACTLY AS APPROVED BY THE RDC)**

**<Font Style: ALL IN CAPITALS FONT SIZE 16, BOLD, ARIAL,  
CENTRE,1.5 LINE SPACING>**

**< FONT SIZE 14, ARIAL, CENTRE, SINGLE LINE SPACING>**

**A THESIS**

**Submitted to the Faculty of .....in Partial Fulfilment  
of the Requirements for the Award of the Degree of**

**DOCTOR OF PHILOSOPHY**

**in**

**.....(Name of Subject)**



**MONTH & YEAR OF SUBMISSION: .....**

**Submitted by: Name of the candidate in Arial, font size 14 bold Centre**

**NAME OF DEPARTMENT (ARIAL, Font size 16, Bold, Centre)  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
(Arial, Font size 18, Bold, Centre)  
FATEHGARH SAHIB (Arial, font size 16, Bold, Centre)**

On the bone of the Thesis

Ph.D. Thesis title in bold caps, name of the candidate and year of submission.

Sample of the outer cover of Thesis

**STAKEHOLDERS' PERCEPTION AND EXPECTATION  
REGARDING SERVICE QUALITY: A STUDY OF HIGHER  
MANAGEMENT EDUCATION IN PUBLIC AND PRIVATE  
UNIVERSITIES**

**A THESIS**

**Submitted to the Faculty of Commerce & Management  
in Partial Fulfilment of the Requirements for the Award of the Degree  
of  
DOCTOR OF PHILOSOPHY  
in  
MANAGEMENT**



**DECEMBER, 2018**

**Submitted by: AMARINDER SINGH**

**DEPARTMENT OF COMMERCE & MANAGEMENT  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB**

## **GUIDELINES FOR THE PREPARATION OF THESIS**

### **1. GENERAL**

In general, the Thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, etc.). Thesis shall indicate the research scholar's ability to undertake sustained research and present the findings in an appropriate manner.

### **2. ARRANGEMENT OF THE CONTENTS OF THE THESIS**

The Thesis material should be arranged and bound in the sequence given below:

1. Cover Page and Title page (as shown in Sample II)
2. Certificate (as shown in Sample III)
2. Acknowledgements
3. Table of Contents (as shown in Sample IV)
4. List of Tables
5. List of Figures
6. Acronyms used (as shown in Sample V)
7. Chapters
8. Appendices and/or Annexure
9. References

The Tables and Figures should be included subsequently after referring them in the text of the Thesis. The thesis may be printed on both sides of paper.

### **3. FONT**

The Thesis must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (Times New Roman 12 or Calibri 12). As far as possible, the same font should be used for the entire thesis but if necessary, different fonts may be used for Tables, Figures, and Appendices. The spacing in the text of the Thesis should be 1.5 throughout. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries.

Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 10 point in size and must be completely legible. The font size of footnotes and bibliographic entries should be 9 point.

The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to avoid errors bypassed by the spellchecker. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.

#### **4. CHAPTER AND PAGE LAYOUT**

Each Chapter should start on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

#### **5. MARGINS**

A margin of at least 3.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom.

#### **6. CAPTIONS AND NUMBERING (TABLES AND FIGURES)**

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. The figures should be numbered consecutively throughout a chapter, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout a chapter. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

#### **7. APPROPRIATE USE OF HEADINGS AND SUB-HEADINGS**

Headings should be distinguished from the surrounding text by a larger font size, a different font/bold/italics/underlined/or a combination of these. All headings of the same level should follow the same style, and headings at lower levels should be less prominent than those at higher levels.

All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.

**Annexure-V**

Format of Certificate to be given by supervisor(s)

**CERTIFICATE**

This is to certify that this thesis entitled “.....Title of Thesis .....  
..... “ embodies the bonafide work carried out by .....Name of  
Student..... himself/herself under my/our supervision and is worthy of  
consideration for the award of Ph.D. degree in .....Name of Subject..... in the Faculty  
of ..... of Sri Guru Granth Sahib World University, Fatehgarh Sahib.

Co-supervisor's Signature

Supervisor's Signature

Name and Designation

Name and Designation

Date:

Date:

**Annexure-VI**

Format of Declaration to be given by the candidate

## **DECLARATION**

I, ..... Name of candidate....., certify that the work embodied in this Ph.D. thesis is my own bona fide work carried out by me. The matter embodied in this Ph.D. thesis has not been submitted elsewhere for the award of any other degree/diploma. I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis.

I further certify that I have not lifted up some other's work, paragraph, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and have included them in this Ph.D. thesis and cited as my own work. I also declare that I have adhered to all principles of academic honesty and integrity, and have not misrepresented or fabricated or falsified any idea/fact/source in my submission. I understand that any violation of the above will be a cause for disciplinary action by the University.

Date:

Signature of the Candidate

(Name of the Candidate)

Countersigned by

Co-supervisor

Supervisor

Name and Designation

Name and Designation

**Annexure - VII****University Policy on Plagiarism**

The University is committed to maintain ethics and honesty, the two most important components of academic activities in teaching or research. Many times, it is observed that some of the researchers/academicians knowingly or unknowingly publish or present other's work as their own. Such acts affect healthy academic atmosphere in the academic institution, which also harms the reputation of the academic institution as well as the individual. Thus, the University has framed a policy on plagiarism to avoid such type of academic misconduct.

**a) Plagiarism**

Plagiarism consists of any one or all of the following:

- i) Turning in someone else's work as one's own;
- ii) Copying words or ideas from someone else, without giving credit to the original work;
- iii) Failing to put a quotation in quotation marks;
- iv) Giving incorrect information about the source or a quotation;
- v) Changing words but copying the sentence structure of a source without giving credit to the original work.
- vi) Manipulation or misinterpretation of others' work (published or un-published) as one's own by modifying numerical values in figures, tables and illustrations.

**b) Scope**

The synopsis, pre-submission paper and the thesis for Ph.D. will be checked for plagiarism. In addition, the dissertation/thesis/project reports submitted by students of Master programmes (M.Tech./M.Sc.) will also be checked for plagiarism.

**c) Procedure for Plagiarism Check**

The University provides plagiarism check software(s) to detect the similar textual content already published in various information sources.

While submitting the soft copy of the synopsis/pre-submission paper/Ph.D. thesis/Master's programme dissertation for scanning with plagiarism detection software, the Research Scholars and supervisor are solicited to consider the following guidelines:

- i) The CD (or such device) containing the soft copy of the synopsis/pre-submission paper/Ph.D. thesis/Master's programme dissertation has to be in PDF or Word file (or as directed from time to time).
- ii) Thesis covering all the chapters shall be in a single file, excluding preliminary pages such as declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and also succeeding pages such as bibliography, glossary, index, questionnaire, etc.

- iii) In case the percentage of similar content detected is beyond the permitted limit of any plagiarized content, the concerned researcher will have to take appropriate measures under the supervision of his/her guide(s) so as to ensure originality of research output
- iv) The researchers are to acknowledge accurately the right authors and sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.

#### **d) Permitted Level of Plagiarism**

Own published work (appended at the end of the thesis/dissertation) and references with proper citation are excluded from plagiarism check.

The maximum acceptance level of textual similarity shall be:

<b>Faculty</b>	<b>Permitted level of Textual Similarity</b>
Faculty of Basic & Applied Sciences	
Faculty of Engineering & Technology	20%
Faculty of Medical Sciences	
Faculty of Commerce & Management	
Faculty of Languages	
Faculty of Sri Guru Granth Sahib Studies	
a) Faculty of Education and Information Science	30%
Faculty of Law	
Faculty of Social Sciences	
Faculty of Performing Arts	

#### **e) Compliance Statements**

The candidate will submit the signed report generated on the plagiarism checking software of the draft thesis along with a soft copy of the draft thesis for the consideration of Research Advisory Committee. The supervisor and the co-supervisor, if any, must sign the report indicating that the student has indeed run his work through plagiarism checking software.

#### **f) Software Settings**

While performing plagiarism check on the software, the following optional settings may invariably be made to reduce the percentage of textual similarity:

- i) Exclude mathematical, statistical and scientific formulae

- ii) Exclude one's own published work
- iii) Exclude Quotations, methodology, legal quotes, bibliography, phrases etc.
- iv) Exclude the title of the paper, name of the institute, department, author name etc.
- v) Exclude small similarity (less than 1%)

## Chapter - XIX

## RULES RELATING TO THE WORKING OF CONSTRUCTION AND MAINTENANCE WING

These rules will be called 'The Construction and Maintenance Works Rules'.

### 19.1 Definitions

In these rules, the following terms and conditions, unless expressed to the contrary, shall have the meaning assigned to them as hereunder:

- (i) 'Advance payment' means a payment made on a running account to a contractor for the work done by him but not measured.
- (ii) 'On account payment' means a payment made on a running account to a contractor in respect of the work done or supplies made by him & duly measured, and adjustable in final bill.
- (iii) 'Administrative approval' denotes formal acceptance and is in fact, an order of the competent authority to the Executive Engineer of the University to execute a certain work at a stated sum based on rough cost estimates with preliminary plans prepared by him.
- (iv) 'Approved Architect' means the Architect approved by the University Syndicate to carry out the architectural work related to construction & maintenance at the University.
- (v) 'Contract work' is in the form of a written agreement and contains a stipulation as to the quantity and rates of items of work to be done and the time within which it is to be completed. It is generally for completed items of work, i.e. both for material and labour.
- (vi) 'Final payment' means the last payment on a running account made to a contractor on the completion or determination of his contract and in full settlement of the account.
- (vii) 'Hand receipt' is a simple form of voucher intended to be used for miscellaneous payments and advances.
- (viii) 'Issue rate' means the cost per unit of an article borne on the stock account of the construction department, for calculating the amount creditable to the sub-head concerned of the stock account by charge to the account or service concerned on the article being issued.

**Note:** *The issue rate includes carriage and other incidental charges incurred on acquisition, but does not include storage charges.*

- (ix) 'Market rate' when used in respect of an article borne on the stock account of the Construction Department, means the cost per unit at which the article or an article of similar description can be procured, at a given time at the store/godown from the public market.

- (x) 'Piece work' is an agreement in the form of work order (and not a contract) which contains only a specification of the work and rates to be paid for it without specifying quantity' or the 'time limit' within which it is to be executed.
- (xi) 'Storage charges' means the percentage rate levied on all issues of stock to cover expenditure incurred, after acquisition of stores, on work-charged establishment employed on keeping initial accounts, custody of stock and maintenance of stores, godown or yards etc.
- (xii) 'Supervision charges' means the charges levied, in addition to book value and storage charges in respect of stock materials sold to public or other departments.
- (xiii) 'Secured advance' means an advance made on perishable item, on the security of materials brought to site of work, by a contractor whose contract is for completed items of work (i.e. for both labour and material).
- (xiv) 'Technical Expert' means an officer each for civil and electrical works (serving or retired), not below the rank of Superintending Engineer of the State PWD (B & R) or any other related department of State Govt./Centre Govt., by name.
- (xv) 'Technical sanction' is an order of the competent authority sanctioning a properly detailed estimate of cost of a work of construction or repair, proposed to be carried out by the Construction Department. It shall not ordinarily exceed the administrative approval by more than 10%.
- (xvi) 'Work contingencies' indicates the incidental expenses of miscellaneous character which cannot be classified appropriately under any distinct sub-head of work in the estimate, yet pertains to the work as a whole.

## 19.2 Administration

Administration of the maintenance and construction of the University property will be under the immediate charge of Executive Engineer, who will be responsible to the Vice-Chancellor through the Registrar for its efficient working. He will be assisted by S.D.Os and other technical and non-technical staff in the discharge of his duties.

## 19.3 General Rules

No work shall be commenced or liability incurred in connection with it until:

- (i) Administrative approval has been obtained from the Vice-Chancellor.
- (ii) Sanction, either special or general, of the Vice-Chancellor has been obtained, authorizing the incurring of the expenditure.
- (iii) A properly detailed design and estimate has been prepared.
- (iv) Funds to cover the charges during the year have been provided by the competent authority.
- (v) If in any case, on ground of emergency, the Executive Engineer is required to carry out a work or incur a liability, which involves infringement of these rules, the requisition from such authority shall be obtained in writing. On receipt of such a requisition, or on his own responsibility, the Executive Engineer may proceed to carry out the necessary

work. The action shall be later on got regularized through the approval of the competent authority.

#### 19.4 Powers to Sanction Estimates

##### 19.4.1 *Administrative Approval*

- (a) For annual repairs and maintenance of the buildings, roads, landscaping, machinery and tools and plants of the University, the rough cost/detailed estimate shall be sanctioned by the Vice-Chancellor, but the expenditure shall be restricted up to availability of funds under the relevant budget head during the financial year.
- (b) For works other than those listed above, the administrative approval shall be accorded by the Vice-Chancellor, subject to availability of funds under the relevant budget head during the financial year. Such approval shall be obtained by the Executive Engineer through the Registrar and conveyed to Accounts Branch.

##### 19.4.2 *Technical Sanction*

- (a) For the annual repair and maintenance of buildings, roads, landscaping, machinery and plants, the rough cost/detailed estimates shall be prepared and technically sanctioned by the Executive Engineer. Different materials required for maintenance shall be purchased by the Executive Engineer as per routine/priority requirements, following the prescribed procedure.

**Note:** *In case of less than 3 valid quotations, prior approval of the Vice-Chancellor shall be obtained.*

- (b) For additions, alterations, special repairs and new works upto and not exceeding Rs 25,00,000/- the estimates (rough cost/detailed) shall be technically sanctioned by the Executive Engineer. For estimates beyond Rs. 25,00,000/-, the same shall be approved by a committee consisting of the Executive Engineer, the approved architect and the technical expert for the construction wing of the University.

**Note:** *The detailed estimates shall be revised if the excess over the original estimates is more than 10%.*

#### 19.5 The Allotment of Works/Supplies

- 19.5.1** The sanction granted to an estimate must on all occasions be looked upon as strictly limited by the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a definite work shall not, without special authority, be applied to carry out additional works not contemplated in the original estimate or fairly contingent on its actual execution.

Any subsequent development of a work, thought necessary while the work is in progress which is not fairly contingent on the work executed as first sanctioned, shall be covered by a supplementary estimate.

- 19.5.2** The works and supplies up to and not exceeding Rs. 2500000/- in cost shall be allotted to the lowest quotationer/tenderer after calling competitive quotations/tenders by the committee constituted for the purpose. In case the work is to be allotted and supply is to be made from a party other than the lowest contractor/supplier, the reasons for the same shall be

recorded in writing. In any case, the sanction of the Vice-Chancellor shall be obtained before the allotment of work/effecting the purchase. In case of emergent works where quotations are not possible, the Registrar/executive engineer shall be empowered to issue work orders up to Rs. 20000/- (each time), without calling the quotations with the approval of the Vice Chancellor.

#### **19.5.3 Purchase Committees for Works and Supplies**

- (a) For purchases up to and not exceeding Rs. 20,000/-
  - (1) Executive Engineer or S.D.O. as his representative;
  - (2) Sub-Divisional Officer (concerned);
  - (3) Representative of the Registrar.
- (b) For Purchases exceeding Rs. 20,000/- and upto but not exceeding Rs. 500,000/-
  - (1) Executive Engineer;
  - (2) Sub-Divisional Officer (Concerned);
  - (3) Registrar or his representative, not below the rank of the Deputy Registrar.
  - (4) Nominee of the Vice Chancellor
- (c) For Purchases exceeding Rs. 500,000/- but up to and not exceeding Rs. 25,00000/-
  - (1) Registrar
  - (2) Finance Officer
  - (3) Executive Engineer;
  - (4) Sub-Divisional Officer (Concerned);
  - (5) Nominee of the Vice Chancellor

**Note:**

- (i) *The Vice-Chancellor may increase/decrease the members of the Purchase Committees to be constituted under ordinances 19.5.3 (a)/(b)/(c) or may change composition thereof.*
- (ii) *In case purchases are made on DGS & D rates or on the rates approved by C.O.S. Punjab or from any corporation (Central or State) or from a Government Emporium (Central or State) or from Khadi Gram Udyog or from State PWD/ Autonomous Body etc., the requirements of calling tenders/quotations shall be dispensed with.*
- (iii) *In case of less than three valid quotations in case of purchases under ordinances 19.5.2 & 19.5.3, prior approval of the Vice-Chancellor shall be obtained.*

#### **19.5.4 For works and supplies exceeding Rs. 2500000/-, the e - tenders shall be called by the Registrar through public advertisement in at least two newspapers, one English and one vernacular under two bid system i.e. Technical Bid and Financial bid. The technical bids of e-tenders will be opened and evaluated by a committee constituted by the Vice-Chancellor.**

The financial bids will be opened and processed by the tender allotment committee (both

the works and purchases) comprising of the following members:

- (1) Vice-Chancellor;
- (2) Three Members of Syndicate Construction Committee, nominated by Syndicate;
- (3) Registrar

Three members will form the quorum for opening & processing the financial bid of e-Tenders.

In addition, the following will be the special invitees, to assist the technical bid committee and the construction committee in evaluation of technical and financial bids:

- (1) Executive Engineer
- (2) Technical Experts (one each for civil and electrical works)
- (3) Approved Architect of the University.

The tenure of the committee shall be from year to year. Honorarium to the outside technical members shall be determined by the Vice-Chancellor.

The Registrar shall place the proposals before the Committee. The Committee shall make specific recommendations to the Vice-Chancellor, regarding the allotment of work/supplies. In case the Committee recommends a tender other than the lowest, it will record reasons thereof. The recommendations of the Committee will be put up by the Registrar to the Vice-Chancellor for approval, whose decision shall be final.

***Note: In case less than three eligible bids are received by the last date for the receipt of e-tenders, the last date for submission of e-tenders will be extended to allow more bidders to participate for healthier competition. In case, three bids are not received even by the extended date, the committee may decide on the processing of tenders received or the process of physical tendering may be adopted.***

#### **19.5.5 Spot Purchase Committee**

In case of purchases, where no response is received after calling of quotations/tenders or in case of non-standard items or when materials are required urgently and it is considered necessary that calling of quotations/tenders will only delay the works, Spot Purchase Committee/spot Quotation Collection Committee duly constituted by the Vice-Chancellor shall make purchases/collect quotations from the market/ suppliers and make immediate purchases at competitive rates.

In case of spot collection of quotations, the quotations shall be signed by all the members of the committee constituted for the purpose and proceedings recorded. The quotations shall be processed in the office of the Registrar and the case shall be put up to the Vice Chancellor for approval.

#### **19.6 Schedule of Rates**

The works shall be got executed on the rates as given in the Common Schedule of Rates (Vol. I, II, III and IV) of PWD (B & R) Punjab, and at the prevailing ceiling zonal premium in the PWD (B&R) Punjab from time to time/DSR rates. Works of special nature shall be got executed on item rate basis. The Executive Engineer shall be competent to get works done

by engaging labour through Muster rolls/Work Orders/Contracts at full ceiling zonal premium prevalent at that time on the respective common schedule of rates with the approval of the Vice Chancellor. The Vice-Chancellor on specific recommendations of Tender Allotment Committee can allow work at rates higher than prevailing ceiling zonal premium at the time of allotment.

#### **19.7 Estimates for Works**

- (i) Provision shall be made in the estimate for all incidental expenditure which could be foreseen. In addition, a provision shall be made to cover the cost of petty work-charged staff and contingencies which cannot be foreseen, up to 3% of the estimated cost of the work.
- (ii) The detailed estimates shall be prepared by the approved Architects/Executive Engineer on the basis of the plans and details received from the approved Architect.
- (iii) The detailed estimates shall be comprehensively drawn up under specific heads. Necessity and urgency of work, as well as expected time of its completion etc. shall invariably be included in the report.
- (iv) Changes during the execution of work shall be made by Executive Engineer, as considered necessary, on change of design by the Architect or if it is necessary for structural or economy reasons, with the approval of the Vice Chancellor. It shall not be necessary to revise any detailed estimate unless the total expenditure exceeds the original estimate by 10%. Excess beyond 10% over the detailed estimate shall be regularized with the approval of the Vice-Chancellor on the basis of a revised estimate.
- (v) All sanctioned estimates shall be noted by the Accounts Branch and the Construction Office in the 'Register of Works'. Reference to the serial page and number of the estimates register (on which the estimate has been noted) shall be entered on the estimate for cross reference.

#### **19.8 Manner of Execution of Work**

All works, except those to be executed departmentally, shall be entrusted to a contractor on contract basis after inviting quotations/tenders/e-tenders, as the case may be, in accordance with ordinance 5.3 & 5.4 above.

#### **19.9 Notice Inviting Tenders**

Notice inviting tenders, which is an important document, as it forms the basis of contract/agreement, and shall be most carefully drawn up by the approved Architect/office of the Executive Engineer on the basis of the sanctioned estimate and checked by the Sub-Divisional Officer and Executive Engineer personally. It shall be precise, complete and as per PWD schedule of rates/ DSR rates and PWD specifications. Normally, tenders accompanied by earnest money shall be called for the execution of all works and repair intended to be given on contract. Before inviting tenders, the following contract documents shall be prepared so that there may be no ambiguity which might subsequently give rise to complications or go to the extent of vitiating the contract:

- (i) A complete set of drawings showing the general details of the proposed work.

- (ii) A complete specification of the work, unless reference can be made to the relevant para in the Punjab PWD, specification book, shall be noted against each item in the schedule of quantities in the tender calling notice.
- (iii) A list of materials to be issued by the University giving the rates and place of issue.
- (iv) If possible, a schedule of quantities.
- (v) Rates of items of work.
- (vi) A set of conditions of contract.

In fact all conditions and specifications, which subsequently have to find a place in the contract/agreement, shall be clearly brought out in the notice inviting tender.

Authority shall always be reserved to reject any or all the tenders received without assigning reasons and shall be expressly stated in advertisement.

#### **19.10 Calling of Quotations and Tenders**

- (i) No work order shall be necessary for a work likely to result in a payment of less than Rs. 10000/- In such case, it is not necessary to call quotations.
- (ii) For works above Rs.10000/- but less than Rs. 20,000/-, 7 days' notice shall be given. In exceptional and extremely urgent cases, the prior sanction of the Vice-Chancellor shall be obtained to carry out a work/purchase materials without calling quotations for works exceeding Rs. 10000/- but not exceeding Rs. 20,000/-
- (iii) For works exceeding Rs. 20,000/- but not exceeding Rs. 500,000/-, limited enquiry shall be issued, giving 10 days clear notice to the approved contractors/firms for submission of sealed quotations but no advertisement shall be required.
- (iv) For works above Rs. 5,00,000/- but upto and not exceeding Rs. 25,00000/-, advertisement shall be sent through the press giving 2 weeks clear notice for inviting sealed quotations/tenders.
- (v) For works above Rs. 25,00,000/-, advertisement shall be sent through the press giving 2 to 3 weeks clear notice for inviting e-tenders.
- (vi) For emergent works exceeding Rs. 500,000/-, the short term tender/e -tender notice or notice inviting quotations may be sent through the press giving 10 days clear notice.

#### **19.11 Receipt and Opening of Tenders**

- (i) In case of 10 (iv), (v) and (vi) above, the intending contractor or his agent is required to deliver his sealed quotation/tender in person to the Registrar or his office Superintendent or send it by registered post, so as to reach his office before or at the time and place notified in the notice. All tenders shall be opened by the Purchase Committee on the date, time and place indicated in the tender notice in the presence of the intending contractors or their agents who may choose to be present for the purpose.

The earnest money should be in the form of a Bank Demand Draft. In the interest of better competition, the Vice Chancellor may allow such contractors, as are already

working in the University and who have deposited a security on other works, to submit tenders without earnest money; provided it is deposited before the actual allotment of work.

- (ii) The earnest money to accompany a tender/quotation shall be lump sum or upto 2% of the estimated cost.
- (iii) All tenders received shall be initialed by all the members present at the time of opening of the tender/e-tender, of the Committee constituted for the purpose. A comparative statement of tenders received shall be prepared and signed by any three members of this Committee. These tenders shall immediately be entered in the tender register in the presence of the Executive Engineer and signed by him.
- (iv) The contractor shall invariably date and initial corrections in the schedule of quantities, schedule of materials to be issued and specifications and other essential parts of tender documents before submission.
- (v) An ambiguous tender shall be liable to rejection.
- (vi) Normally, no conditional tender shall be accepted and it shall be rejected outright. However, where the conditions mentioned in the tender have no financial implications or where the tender remains the lowest even after accounting for the financial implications of the conditions, the tender may not be rejected but may be considered on merits.
- (vii) The committee shall make its recommendations to the competent authority; provided that if the lowest tender is not recommended for acceptance, the reasons for doing so shall be recorded.
- (viii) When the tender is not accepted, the earnest money shall be refunded or returned and the acknowledgement obtained. The earnest money deposited by the successful tenderer shall become part of the security deposit and as such shall be dealt with accordingly.

## 19.12 Security for Works

- (i). There shall be two methods of collecting the security deposit under the terms of contract agreement:
  - (a) In a lumpsum
  - (b) In instalments
- (ii) The security deposit, whether in lumpsum or by instalments, shall normally be at the rate of 5% of the estimated cost of work or the bills paid including earnest money.
- (iii) The competent authority can allow refund/release of the security deposit against bank guarantee.

## 19.13 Agreements

(i) As soon as a tender is accepted, the contractor shall within 10 days make good the deficiency of the security deposit to be deposited under the notice of the tender before an agreement is entered into. The agreement shall be executed on a stamp paper in proper form which shall be carefully prepared. All pages shall be numbered and all

corrections attested by the executants and witnesses. No abbreviations shall be used and the form approved by the University shall be used for the agreement.

- (ii) Every page of agreement shall be signed at its bottom by the executants. Interlineations, blanks, interpolations, corrections, alterations and erasers shall be avoided but when considered absolutely necessary, they shall invariably be made in ink and attested by the executants. Attestations of every sort shall be so made as to leave the original words legible.
- (iii) All references to specified sums of money, terms of years and so on shall invariably be expressed both in words and in figures.
- (iv) In framing an agreement, the two main objects to be achieved are:
  - (a) Nothing material must be omitted;
  - (b) All that is expressed must be unequivocally worded beyond any possibility of ambiguity and convey clearly what is desired to be conveyed. In laying down specifications, generalities must be avoided.
- (v) The 'Fair Wage Clause' shall invariably be inserted in the agreement.
- (vi) Delays in the execution or renewal of agreements are most objectionable and sometimes result in loss to the University. As far as possible, they shall be executed whether by way of renewal or otherwise, as the case may be, prior to the dates from which they come into force.
- (vii) The penalty to be imposed for delay in execution or defective work shall be mentioned. Where the work is not completed within the stipulated period, compensation shall be levied on the Contractor unless the circumstances in the opinion of Executive Engineer are beyond the control of the contractor. Where the contractor is found negligent and the work and progress in the opinion of the Executive Engineer is unsatisfactory, compensation can be levied even before the expiry of the entire contractual time.

#### **19.14 Extension of Time Limit**

The Executive Engineer shall be competent to recommend extension in time limit after considering the reasons given by a contractor. The approval of the Vice-Chancellor shall be taken through the Registrar to grant extension.

#### **19.15 Custody of Completed Documents**

Four copies of agreements shall be prepared and distributed as under:

- (1) Original with the Registrar,
- (2) One attested copy with the Contractor,
- (3) One attested copy with the Executive Engineer/Sub-Divisional Officer
- (4) One attested copy with the Accounts Branch.

All tenders or quotations received shall be entered in the register of tenders.

#### **19.16 Completion Certificate**

After the contractor has submitted a completion report and the work has been measured and inspected, completion certificate in the prescribed form shall be prepared and signed by both the approved Architect and the Executive Engineer/ the Executive Engineer, as the case may be.

#### **19.17 Refund of Security for Work**

50% of the security received or deducted from the contractor's bill shall be refunded after the issue of completion certificate and the remaining 50% will be refunded after completion of defect liability period which will start from the date of issue of completion certificate, on obtaining a certificate from the Sub-Divisional Officer by the Executive Engineer that no defects have appeared in the work necessitating its forfeiture in whole or in part.

#### **19.18 Measurement Books**

- (i) The measurement book is an initial record of great importance.
- (ii) All entries in the measurement book shall invariably be made in ink. When this is not possible and entries have been made in pencil, the pencil entries shall not be inked over but left untouched. The entries in the contents or area columns shall, however, be made in ink in the first instance.
- (iii) Payments for all works done, otherwise by daily labour, or on lump sum contract and for all supplies, shall be made on the basis of measurements recorded in the measurement books.
- (iv) Measurement shall be recorded at site of work and shall not be copied from some other record.
- (v) In addition to the detailed instructions printed on the measurement book itself, the following points shall, however, be borne in mind while dealing with measurement books:
  - (a) The Sub-Divisional Officer/Executive Engineer shall never sign a bill without referring to the measurement book and seeing that the measurement entries are duly crossed off by drawing in red ink, one diagonal line across each page of measurement book. The number and date of voucher shall be quoted against the item by the Accounts Branch when the bill is passed. They shall not sign in full or permit any contractor to do so on duplicate copies of bills even though duly headed "duplicate".
  - (b) It shall be seen that the date of measurement and the name of contractor is entered at the top of all measurements and that no blank spaces are left in measurement books.
  - (c) All the books shall be numbered in seriatum and a register of these shall be maintained, showing the serial number of each book, the names of Officer/ official to whom issued, the date of issue and the date of return, so that their eventual return to the Construction Office may be watched.
  - (d) All bills will be entered in the measurement books by the junior engineer. Sub-Divisional Officer while giving check and bill order in the measurement book shall

see that the work has actually been done at site according to the measurements entered in the measurement book. He will check 35% of the measurements for all items of work and 100% measurements of hidden work items. No final bill shall be paid unless the Sub-Divisional Officer has checked 100% of all the measurements and the Executive Engineer has also seen the site and personally satisfied himself about the correctness of the bill. If any mistake is found while checking the measurements of the junior engineer, the Sub-Divisional Officer shall correct the same and initial the correction made, with date. If the difference is below 2% or Rs. 5000/-, whichever is less, the payment shall be made, as per corrections made by the Sub-Divisional Officer, on the basis of correct measurements and no action be taken against the junior engineer. However, if the difference in measurements is more than specified above, such action against the officials concerned be taken by the Registrar /Executive Engineer, as is deemed necessary.

- (e) Measurements for excavation in foundations and supplies on road side shall be checked by the Sub-Divisional Officer before concreting the foundations or using the road side material.
- (f) All measurement books shall be submitted to the Construction Office by the Sub-Divisional Officers from time to time so that at least once in six months, the entries recorded in each book may be checked to see that payments of all bills have been made and that reference to payment has been filled in.
- (g) The Executive Engineer will exercise token test check of measurements recorded by the S.D.O./J.E.
- (h) All completed measurement books shall be recorded in the Construction Office and shall not be destroyed till the expiry of the prescribed period for their preservation i.e. 15 years.

#### **19.19 Standard Measurement Books**

- (i) Measurement books may not be used in cases where the maintenance of standard measurement books of building has been authorized for facility of preparing estimates. These books shall also be utilized for the purposes of preparing contractor's bills for annual repairs.
- (ii) The standard measurement books thus maintained shall be numbered in alphabetical series so as to be readily distinguishable from ordinary measurement books.
- (iii) In view of the fact that these books will form the basis of both the annual repair estimates and contractor's bill for work done, they shall be written up either by the Sub-Divisional Officer or the Junior Engineer. This shall be brought up to date under the supervision of the Sub-Divisional Officer with reference to any additions and alterations which may be carried out.
- (iv) When payment is based on standard measurements, the following certificate shall invariably be recorded on the bill in his own handwriting by the Sub-Divisional Officer preparing, examining or verifying it:

"Certified that the whole of the work billed for herein has been actually done and that no portion thereof has been previously billed for in any shape."

#### 19.20 Muster Rolls

- (i) The muster roll, as its name denotes, is a nominal roll or list of labourers employed departmentally on each date on a work and shall be kept in the prescribed form. It is an initial record of labour employed and must be written up daily by the subordinate deputed for the purpose. When the Muster Roll is not maintained by a Junior Engineer, he shall physically check the labour occasionally. The S.D.O. shall also inspect the work without previous notice once or twice a week and check the attendance.
- (ii) The labour employed on daily wages shall be sanctioned by the Registrar at rates not in excess of the rates sanctioned for similar class of employees on regular basis and where no such posts exist, at rates of C.S.R. and sanctioned zonal premium of PWD (B & R) or the minimum rates fixed by the Deputy Commissioner. The Muster Roll shall be submitted weekly or monthly, as may be considered necessary, for payment out of the permanent advance or by drawing regular bills.
- (iii) Muster Roll shall never be prepared in duplicate. It shall be permissible to have one or more Muster Rolls for the same work.
- (iv) The attendance and absence of labourers and the fine, if any levied, shall be recorded daily in Part-I of the Muster Roll in such a way as to facilitate the correct calculations of the net wages of each labourer for the period of payment.
- (v) Every third Muster Roll or first or final Muster Roll, whichever is earlier, shall be a measured roll and consumption statement for it shall be prepared by the Junior Engineer concerned, verified by the S.D.O. and approved by the Executive Engineer. All other rolls shall be unmeasured and their expenditure/progress shall be accounted for in the next measured roll.
- (vi) In case of works un-susceptible to measurement or which are not covered under the C.S.R. rates and specifications, certificate to the effect that the work is un-susceptible to measurement or the item is not covered in the normal rates in the C.S.R., shall be given by the Junior Engineer, to be approved by the Sub-Divisional Officer.
- (vii) The Sub-Divisional Officer shall make the payment in the presence of Junior Engineer concerned and they will record a certificate on the Muster Roll that 'The payment has been made to the actual persons in their presence.'

If any item remains unpaid, the details thereof shall be recorded in the arrear register and payment of arrear made from that register as and when necessary.

**Note:** *When making payment of arrear, suitable note of payment shall also be recorded against the original entries in the register of unclaimed daily wages in such a manner as to guard against second payment.*

#### 19.21 Instructions for preparation of Bills of Contractors and Suppliers

Payment to contractors and suppliers for work done or material supplied shall be made on the following basis:

- (i) Bills shall be prepared on the basis of entries in the measurement book. Full rates, as per agreement etc., shall be allowed only if the quantity of work done is up to the stipulated specification.
- (ii) Before signing the bill, the Sub-Divisional Officer shall:
  - (a) Compare the quantities in the bill with those shown in the measurement book;
  - (b) See that rates are correctly entered and calculations checked; and
  - (c) Compare it with the previous bill, if it is on the running account.
- (iii) When a bill is prepared, the relevant entries in the measurement book shall be scored out by a diagonal red ink line, and where payment is made in the Accounts Branch and endorsement shall be made on the abstract of measurements in the measurement book giving reference to voucher number and date to serve as a check against double payment.

#### **19.22 Payment to Contractors**

- (i) No other payment shall be made to a contractor in respect of any work unless the same has been measured and accounted for in the measurement book. Final payment shall be authorised after the work has been completed to the satisfaction of the Executive Engineer.
- (ii) Running payments shall not be made to a contractor unless the work is estimated to cost more than Rs. 100,000/-
- (iii) Payment shall be made to a contractor on the basis of rates in the agreement. If any of the rates do not exist in the agreement but are available in the Punjab PWD schedule of rates, those shall be followed as per terms of agreement. If such rates are not available either in the agreement or in the Punjab PWD schedule of rates, these shall be decided by a committee consisting of the Registrar, Executive Engineer and the technical advisor, on the basis of analysis of rates and shall be approved by the Vice Chancellor. A copy of the analysis shall also be sent alongwith the bill to the Accounts Branch for record.
- (vii) Reduced rates can be paid to the contractor in running bills, depending on conditions of work. It shall not be necessary to make any analysis for such reduction in rates. However, if any reduced rate is paid in a final bill, an analysis shall be approved by the Executive Engineer for the same.
- (viii) Delays in payments cause rise in the contractor's rates as also delay in execution of work. Running bills of contractors shall, therefore, be normally paid not more than three times in a month. Distribution of time for different offices shall generally be as under:

S. No.	Activity	Time Limit
(a)	Detailed measurements and preparation of bill depending on the magnitude of work of measurements, by the Junior Engineer and checking the same by the Sub-Divisional Officer	Up to 7 days
(b)	Detailed checking of bill including calculations in the Executive Engineer Office.	Maximum 3 days
(c)	Checking in Accounts Branch and Audit Office.	Maximum 4 days each
(d)	Issue of cheque by Accounts Branch	Maximum 2 days

In case of final bills of running accounts, time taken will be commensurate with the number of pages of measurement book to be checked but not more than a week each for Accounts Branch and Audit Office. In case of running first and final bills of contractor/suppliers, time taken will be 4 days each by Accounts Branch/Audit Office.

#### 19.23 Contractor's Bills

The following forms shall be used for the preparation of contractor's bills:

- (i) First and Final Bill;
- (ii) Running Accounts Bill;
- (iii) Final Accounts Bill.

#### 19.24 Advance Payments and Secured Advances

The advance payments to contractors (for work done but not measured) shall be admissible on the following conditions:

- (a) The Sub-Divisional Officer or the Executive Engineer shall certify that not less than the quantity of work paid has actually been done.
- (b) Advance payment previously made for items concerned shall be adjusted as soon as those items are measured or billed for.
- (c) If secured advance has been previously allowed on the security of material and such material has been used on an item, the advance for that item shall not exceed the value of work done less proportionate amount of secured advance on account of material used.

Note:

- (i) The next running bill following the unmeasured bill shall be a measured bill.
- (ii) As a general rule, payments for supplies are not permissible until the same have been received or surveyed in Stores. If payment is permitted on the production of railway receipt, the payment is treated as an advance payment against final settlement on receipt of stores.
- (iii) Secured advance can be allowed to a contractor whose contract is for both labour and materials, subject to the following:

- (a) That an indenture in the proper form has been drawn up securing a lien of the University on the material brought by him to the site of work so as to guard against any loss due to misuse of material or shortage or for want of proper watch, safe custody etc.
- (b) That Sub-Divisional Officer shall certify that the materials have actually been brought to the site of work and are required for use on work for which a contract for finished work has been executed, and the contractor has not previously received any advance on the security of those materials.
- (c) That the materials are of imperishable nature.
- (d) That the amount of secured advance shall be assessed on the market rates, if not known.

**Note:** Secured advances shall be recovered as soon as the materials are utilized and bills for relevant items are prepared. Secured advance shall be allowed as per standard PWD (B & R) rules and its mention in each work/order/contract shall not be necessary.

#### **19.25 Financial Aid to Contractors**

Aid to contractors shall be admissible in the following circumstances only:

- (a) Liabilities on behalf of a contractor may, in the interest of work, be incurred, under intimation to him, in accordance with the items of his agreement (e.g. to engage labourers or contractors or to incur other liabilities to complete the work which the contractor has neglected or failed to do). No other financial aid in any other form is admissible.
- (b) Issue of materials to contractors, whose contract is for complete items (e.g. for labour and materials both) is permissible in the following cases:
  - (i) When it is necessary to retain in the hands of the University, supply of controlled materials.
  - (ii) When in the interest of work, or for utilisation of existing stock, it is desirable to retain the supply of certain other materials by the University, the contract shall specify the materials, the place of delivery and the rate (including storage) and the contractor shall be held responsible to obtain the articles from the university and deductions shall be made from his bill regardless of fluctuation in the market rate or stock issue rate.

#### **19.26 Contractor's Ledger**

- (a) Contractor's ledger is a personal account maintained by the Executive Engineer for each contractor separately in respect of transactions connected with the contract for execution of work or supplies made.

In respect of Petty contractors, however, a single ledger headed "petty contractors" shall be opened.

- (b) The contractor's ledger shall be checked independently once a month in the Executive

Engineer's office and not at the time of preparation of contractor's bill.

- (c) Ledger account shall be checked and balanced monthly.
- (d) Closing balance of each account shall show the amount outstanding under each suspense account.
- (e) Separate account will be maintained for each contractor for each work.
- (f) Balance shall not be allowed to remain outstanding for long time.
- (g) Account of security deposits shall not be included in the ledger account.

#### **19.27 Stock Account**

- (i) Materials received from various sources (viz. Suppliers, Government departments) shall be entered in measurement book after detailed inspection, weighment etc. by the Junior Engineer. Acknowledgement shall be issued to suppliers duly signed by the Sub-Divisional Officer.

For every issue there shall be an intent signed by the Sub-Divisional Officer or an officer authorized to draw materials up to a certain limit.

- (ii) All transactions of receipts and issues shall be recorded in the register of stock receipts/issue in quantities, only in the order of occurrence and shall be submitted through the Sub-Divisional Officer to the construction office every month regularly in the first week of succeeding month.
- (iii) In the construction office, a monthly abstract of receipts and issues shall be prepared and completed in respect of:
  - (a) Value or quantities shown as receipt or issued.
  - (b) Storage charges on materials issued.

#### **19.28 Reserve Stock Limit**

There is a limit on the value of stock up to which the Executive Engineer can keep in his stores, the material required for use on work.

The Executive Engineer shall regulate the purchases of stock in such a way that during any month the value of the balance stock in hand does not exceed the reserve stock, but in case the reserve stock limit is exceeded on account of some special circumstances, it should be got regularized from the Vice-Chancellor. At the same time the excess should be absorbed within six months.

#### **19.29 Tools and Plants**

- (i) Only numerical accounts shall be kept in the proper form.
- (ii) The expenditure on tools and plants shall be charged to the final head 'Tools and Plants.' Special items required for a specific work shall, however, be debited to the work.
- (iii) The register of tools and plants shall be closed yearly.
- (iv) The articles lost or found short shall continue to be borne on the accounts, until

recovered or written off by competent authority. The articles found surplus shall be treated as receipt in the tools and plants accounts but shall not affect the financial account.

### **19.30 Road Material Register**

The account of the road material shall be maintained in proper form in the Road Material Register and shall be checked monthly in the construction office. The physical balance shall be checked by the sub-Divisional Officer once every half yearly in September and March.

### **19.31 Material at Site Account**

- (i) Material at site account is an account of all departmental materials brought to the site of work showing the source and quantities of all receipts and of their issues to the work, as the transactions occur. This account shall be kept both in quantities and values in the case of major estimates, where accounts are kept by sub-heads and only by quantities in other cases (if a minor estimate). The form of this account also provides for record of estimated quantities and values of material so that the actual use of materials can be controlled with reference to estimated requirement on works executed departmentally and also where any or all items of contract are for labour only. In the case of work executed by contractors, whose contract is for completed items of work (i.e., for both labour and materials), the record of the estimated requirements of materials, applies only to the materials the supply of which is retained in the hands of University (materials belonging to a contractor should never be mixed up with the University materials).
- (ii) For departmental works, the Material at Site account shall be maintained by the Junior Engineer in the Form IV register, separately for each work.

### **19.32 Issue of Material to Contractors**

- (i) Material shall be issued to the contractors as per terms of contract. If any material is issued other than that mentioned in the contract, the rates shall be settled before issue and generally it shall be the market price or the cost price plus 5% as storage & supervision charges whichever is more.
- (ii) If any material is found surplus after completion of work, it shall be taken back at rates not higher than those at which it was issued, but storage and supervision charges shall not be refunded.
- (iii) Contractor's receipts are not necessary for labour charges incurred on their account and cost of material issued for replacement of bad work under the agreement.
- (iv) Recoveries of material shall be made from the contractors as early as possible from their next running bills except in case of such material which has not been used and a certificate is given that the material is lying at the site, stating reasons, thereof, briefly.

At the time of preparation of final bill, certificate shall be given by the Junior Engineer / Sub-Divisional Officer Incharge that no recovery is outstanding against the contractor. This shall be verified monthly in the office of the Executive Engineer after checking all the concerned indent books of the Junior Engineer.

(v) Account of materials issued to contractors shall be maintained in stock/form IV register by the Junior Engineer.

### 19.33 Accounts

The first, and final bills, shall be routed through the Accounts Branch and rest of the bills for the work done/supplies made shall be submitted to the Audit office direct by the office of the Executive Engineer.

It shall be the duty of Accounts Branch:

- (i) To check arithmetic calculations in the measurement book;
- (ii) To see that the rates charged in the bill are available in the agreement/work order/notice inviting tender/PWD schedule rates, or analysis for the same has been duly approved by the Executive Engineer;
- (iii) To watch that all recoveries have been correctly made from the contractor as per indents issued;
- (iv) To ensure that entries of all payments shall be noted in the register of works and the bill register and that the measurements shall be stamped checked under the initials of the Superintendent Accounts concerned.

### 19.34 Audit of Bills

In addition to the above, the Internal Auditor shall also see that contractor's ledger is being maintained properly in the University Engineer's office and recoveries from the Contractors' bills are made from their running bills from time to time. The final pass order shall be recorded by the Internal Auditor before the payment is made and cheque issued.

### 19.35 Transfer Entry Book

The transfer entry book shall contain a record of all transfer entries included in Accounts, where no cash transactions are involved e.g. issue of stock to works, work to work transfer of materials, issue from stock or specific work to other department than the construction wing, write back of an erroneous debit or credit etc. The book shall be posted as soon as the transactions become known from advices of debits, transfer orders etc., from the Sub-Divisional Officer.

### 19.36 Work Abstract

To enable the Executive Engineer to discharge his responsibility for the correct maintenance of the account of different works and to have a proper control over expenditure, he shall prepare a monthly account of all the cash and stock transactions. He should see:

- (i) That the outlay is posted correctly;
- (ii) That the cash and stock charges debited and the adjustments made are all bonafide and legitimate;
- (iii) That progress during the month is given;
- (iv) That outstanding for labour, contractors and materials are not of long duration;
- (v) That a comparison of outstanding dues to or from the contractor is made with the

contractor's ledger, in the case of one or two works every month.

#### **19.37 Register of Works**

The register of works shall be maintained in the Executive Engineer's Office. This register shall be a permanent and collective record of expenditure incurred on all works carried out during the year, showing the expenditure month by month compared with the estimate. The object of such a record is to show to the Executive Engineer the rates at which these different kinds of works are carried out and to enable him to watch the expenditure and also to obtain necessary sanction, where ever required.

The register shall be put up by the Construction office to the Executive Engineer along with day books on the 15th of following month for perusal and signatures.

#### **19.38 Monthly Account**

Finally the Executive Engineer's office shall prepare one consolidated account of all transactions effecting the account of works according to the estimates sanctioned.

#### **19.39 Monthly Reconciliation of Works Expenditure**

In the last week of each month, the Executive Engineer's office shall reconcile the expenditure booked in the work register relating to the previous month with that maintained in the Accounts Branch to verify the correctness of the entries made in the work register and reconcile the differences and carry out any adjustment as a result thereof with the approval of the Executive Engineer.

#### **19.40 Permanent Imprest**

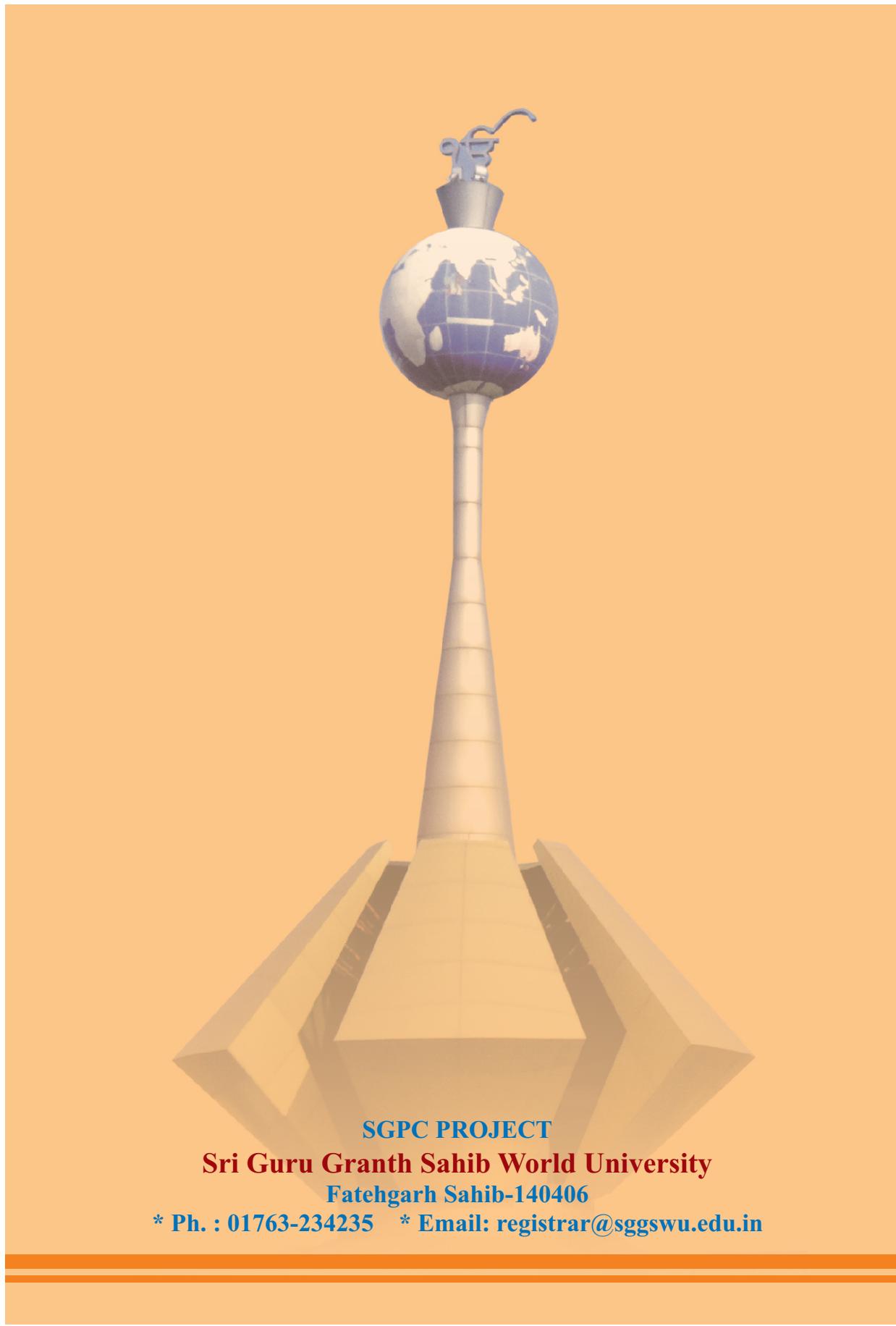
- (i) A permanent imprest of Rs. 10000/- will be placed at the disposal of the Executive Engineer which shall be used for purchases of building materials, and miscellaneous requirements of different departments for repair and maintenance of machinery, furniture etc.
- (ii) The Executive Engineer shall be empowered to make payments up to an amount of Rs. 5000/- from the permanent imprest if there is a condition by the suppliers that payment shall be received from his office.
- (iii) The Executive Engineer would purchase the material in accordance with the rules prescribed for the purpose and maintain up to date accounts thereof.
- (iv) This amount will be open to audit at all times. The Executive Engineer will send all the vouchers for reimbursement at least once in a fortnight.
- (v) Large advances required for cement, steel, timber etc. and in case of regular purchases where the suppliers put up a condition that payment shall be received in lump sum or in running bills and the amount which exceeds Rs. 20,000/- will be applied for separately.
- (vi) At the time of reimbursement against permanent advance of Rs. 10000/-, all the vouchers will be sent to the audit through Accounts Branch and the time limit for passing these vouchers will be four days each by the Accounts Branch/Audit Office.

#### **19.41 Adjustment of Advances**

- (i) At the time of sanction of advances against Stock, annual maintenance & repair works or specific works, only the rough cost estimates shall be seen in the absence of detailed estimates in which the quantity of materials may not be specified, but has been based for making purchases.
- (ii) At the time of adjustment of advance for the purchase of supplies against Stock, annual maintenance & repair works, specific works etc., the consumption statement and the entries of material in the stock register, Form 4 register, may be seen by the Internal Auditor.

#### **19.42 Miscellaneous**

- (i) For any clarification or interpretation of these rules, the decision of the Vice-Chancellor shall be final.
- (ii) Vice-Chancellor may delegate any of the powers vested in him in the foregoing rules to the Registrar or any other officer.
- (iii) Any matter not covered under these rules shall be governed/regulated as per existing rules in Punjab PWD (Buildings and Roads Branch).



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