

UNIVERSITY CALENDAR



**ACT, STATUTES,
REGULATIONS
& ORDINANCES**

**SANT BABA BHAG SINGH
UNIVERSITY**

FOREWARD

The origin of the noble cause of the upliftment of rural folk by providing quality education dates back to 1954 when the first school for girls was established by Sant Baba Bhag Singh Ji in an area adversely affected by Nasrula Choe, a devastating flash flood rivulet.

To carry forward this mission and to cater to the needs of rural education, particularly the girls, various institutes in the field of engineering, education and computer applications, commerce & business were established. To encourage quality education in the surrounding areas, a school from nursery to 10+2 was also established.

Sant Baba Bhag Singh Memorial Charitable Society made a proposal to the State Government for setting up a self-financing University in the State of Punjab on the basis of the Punjab Private Universities Policy, 2010 to make provisions for all the streams of higher education at all levels.

The State Government after considering of the proposal concluded that the Society is capable of establishing and running the University and accepted the proposal for establishment of the University. The Governor of Punjab promulgated an Ordinance under Clause (I) of Article 213 of the Constitution of India on the 11th Day of December, 2014 as:

THE SANT BABA BHAG SINGH UNIVERSITY ORDINANCE, 2014 (Punjab Ordinance No. 8 of 2014)

The Ordinance was subsequently replaced by an Act of the Legislature of the State of Punjab which received assent of Governor of Punjab on 20th Day of January, 2015 as:

THE SANT BABA BHAG SINGH UNIVERSITY ACT, 2014 (Punjab Act No. 6 of 2015)

The Act is the foundation & guiding light for efficient administration of the University. The Statutes, Regulations, Ordinances and other policy matters of the University will be framed based on this.

**(Sant Malkit Singh)
Chancellor
Sant Baba Bhag Singh University**

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ACT

THE SANT BABA BHAG SINGH UNIVERSITY ACT, 2014

(Punjab Act No. 6 of 2015)

AN

ACT

to establish and incorporate a University in the State of Punjab to be known as Sant Baba Bhag Singh University for the purposes of making provisions for instruction, teaching, education, research, training and related activities at all levels in disciplines of higher education including professional, medical, technical, general education, language and literature and to provide for the matters connected therewith or incidental thereto;

Whereas the Sant Baba Bhag Singh Memorial Charitable Society made a proposal to the State Government for setting up a self-financing University in the State of Punjab on the basis of the Punjab Private Universities Policy, 2010 to make provisions for all the streams of higher education at all levels;

Whereas the State Government after due consideration of the said proposal of the aforesaid Society has come to the conclusion that the aforesaid Society is capable of establishing and running the University and accordingly has accepted its proposal for the establishment of the said Private University ;

And whereas in the circumstances referred above, it is deemed expedient to establish the Sant Baba Bhag Singh University for the aforesaid purposes.

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

Short title and commencement.

1. (1) This Act may be called the Sant Baba Bhag Singh University Act, 2014.

(2) It shall come into force at once.

Definitions.

2. In this Act, unless the context otherwise required,-

- (a) 'Academic Council' means the Academic Council of the University;
- (b) 'authorities' means the authorities of the University;
- (c) 'Board of Management' means the Board of Management of the University;
- (d) 'Board of Studies' means a body, to be constituted by the Governing Body;
- (e) 'campuses' means a contiguous area

within which the University is situated;

- (f) 'Chairman' means the Chairman of the Society;
- (g) 'Chancellor' means the Chancellor of the University;
- (h) 'Chief Finance and Accounts Officer' means the Chief Finance and Accounts Officer of the University;
- (i) 'Dean' means a Dean of the University;
- (j) 'Governing Body' means the Governing Body of the University;
- (k) 'institution' means an institution or institute or college or academic centre (by whatever name it may be called) run or managed by the 'University' within the campus;
- (l) 'prescribed' means prescribed by the statutes, ordinances and regulations;
- (m) 'Registrar' means the Registrar of the University;
- (n) 'State Government' means the Government of the State of Punjab;
- (o) 'statutes', 'ordinances' and 'regulations' mean the 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;

(q) 'Society' means Sant Baba Bhag Singh Memorial Charitable Society registered under the Societies Registration Act, 1860 (XXI of 1860);

(r) 'University' means Sant Baba Bhag Singh University established under section 3 of this Act;

(s) 'Vice-Chancellor' means the Vice-Chancellor of the University; and

(t) 'Visitor' means the Visitor of the University.

Establishment of
the University.

3. (1) There shall be established a private University by the name of the Sant Baba Bhag Singh in the State of Punjab.

(2) The University shall be run and managed by the society in accordance with the provisions of this Act.

(3) The University shall be a body corporate by the name mentioned 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 the said name.

(4) The headquarters of the University shall be located at Village Khiala, Post Office Padhiana, District Jalandhar.

(5) The University shall be self-financed and it shall not be entitled to receive any grant or other financial assistance from the State Government.

4. The objects of the University shall be,- Objects of the
University.

(i) to provide for instruction, teaching, education, research and training at all levels in all disciplines of higher education including professional, medical, technical, general education and in any other stream and subject, as per the needs of the industry and the society in general, as may be deemed necessary by the University through

all the modes of education as may emerge or become relevant in future ;

- (ii) to promote the academic aspirations of the rural students ;
- (iii) to undertake industry oriented teaching, training and research, extension programmes and to provide employable skills with a view to contribute to the development of the society ;
- (iv) to provide for research, creation, advancement and dissemination of knowledge, wisdom and understanding ;
- (v) to encourage and motivate leading industrial houses for setting up at the campuses their respective corporate institutes for academia industry nexus;
- (vi) to disseminate knowledge so as to make it accessible to all strata of the society;
- (vii) to promote the Punjabi studies to provide for research in Punjabi Language and Literature and to undertake measures for the development of Punjabi Language, Literature and Culture; and

(viii) to do all such things as may be necessary or desirable to further the objects of the University.

5. The University shall have the following powers and function to be exercised and performed by it or through its officers and authorities, namely:-
- Powers and functions of the University.
- (i) to make provisions and adopt all measures (including adoption and updating of the curricula) in respect of starting courses of study, teaching, training, research, consultancy and granting affiliation relating to the courses through traditional as well as new innovative modes including online education modes;
 - (ii) to conduct examinations for granting or conferring Doctorate, Masters, Degrees, Diplomas and Certificates;
 - (iii) to institute and confer the designation of Professor, Associate Professor, Assistant Professor, Reader, Lecturer or any other equivalent designation, as may be required by the University in its campuses or its institutions and to appoint persons as such;

- (iv) to institute and award fellowships, scholarships, studentships, exhibitions, as may be prescribed;
- (v) to provide for equivalence of the degrees, diplomas and certificates of the students completing their courses partially or in full from any other recognized University, Board or Council or any other competent authority in India;
- (vi) to provide for dual degree, diploma or certificate vis-à-vis other Universities on reciprocal basis;
- (vii) to set up central library, departmental libraries, museums and allied matters;
- (viii) to demand and collect fees and other charges, as may be prescribed;
- (ix) to hold, manage and run the funds of the Society and endowments created in favour of the University;
- (x) to institute and confer honorary degrees, as may be prescribed;
- (xi) to print and publish the works of the academic excellence and to establish chairs of excellence;
- (xii) to take special measures for the

- spread of educational facilities amongst the educationally backward strata of society;
- (xiii) to encourage and promote sports;
- (xiv) to create technical, administrative, ministerial and other necessary posts and to make appointments thereto;
- (xv) to receive grants from the University Grants Commission and other Central or State agencies;
- (xvi) to receive and to raise loans and advances for the University;
- (xvii) to undertake research projects on mutually acceptable terms and conditions in respect of agriculture, industry and business;
- (xviii) to provide consultancy services ;
- (xix) to encourage and promote extra-curricular activities for personality development of the students, teachers and employees of the University;
- (xx) to purchase, acquire and take on lease or mortgage, any immovable or movable property and to sell, lease, mortgage, alienate and transfer any immovable or movable

property belonging to or vested in the University;

(xxi) to prescribe the fee structure for various categories of students;

(xxii) to seek collaboration with other institutions on mutually acceptable terms and conditions;

(xxiii) to fix, determine and provide salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms specified by the University Grants Commission;

(xxiv) to do self-certification, which shall be exempted from obtaining any permission, approval, license, certificate, no objection certificate or authorization from the State Government or any other body set-up by the State Government;

(xxv) to frame statutes, ordinances and regulations for carrying out the objects of the University; and

(xxvi) to perform all such other functions, which may be necessary or desirable in furtherance of the objects of the University.

Jurisdiction of University.

6. (1) The University shall exercise its jurisdiction within its campuses.

(2) The University shall affiliate to it those educational or professional institutions, established, run or managed by the Society within the campus with regard to which a specific decision is taken by the Society.

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

(i) the Visitor;

(ii) the Chancellor;

(iii) the Vice-Chancellor;

(iv) the Registrar;

(v) the Deans of the faculties;

(vi) the Chief Finance and Accounts Officer; and

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

8. (1) The Governor of Punjab shall be The Visitor.
the Visitor of the University.

(2) The Visitor shall preside over the convocation of the University for conferring degrees and diplomas.

(3) The Visitor shall have the right to

call for any information relating to the affairs of the University.

- (4) The Visitor, in consultation with the Chancellor, may cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing to be made by such person, as he may direct in respect of administrative, academic or executive matters of the University.
- (5) The Visitor shall, in every case, give notice to the University of his intention to cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing to be made and the University shall appoint a representative, who shall be present at such inspection, scrutiny, investigation, survey or inquiry or any other such like thing, as the case may be.
- (6) The Visitor may inform the Vice-Chancellor about the results of such inspection, scrutiny, investigation, survey or inquiry and the Vice-Chancellor shall communicate to the Governing Body, the views of the Visitor along with such advice, as the Visitor may have tendered and the action to be taken on such advice.

(7) The Vice Chancellor shall inform the Visitor about the action taken or proposed to be taken by the University with respect to the inspection, scrutiny, investigation, survey, inquiry, or any other such like thing, as the case may be.

(8) If the State Government considers it appropriate in public interest to make inspection, scrutiny, investigation, survey or inquiry, as the case may be, in respect of any matter relating to the University or its institutions, a reference shall be made by the State Government to the Visitor, who shall, in consultation with the Chancellor, cause such inspection, scrutiny, investigation, survey or inquiry, to be made.

9. (1) The Chairman shall be the Chancellor of the University and in the absence of the Visitor, the Chancellor shall preside over the convocation of the University;
- (2) The Chancellor shall be the Chairman of the Governing Body and he shall approve all appointments, nominations, removals, suspensions and reinstatements of the employees

and officers of the University either suo-moto or on the recommendation of the authority concerned of the University;

- (3) The Chancellor may amend or revoke any decision taken by any authority or officer of the University and may exercise his powers either suo-moto or otherwise to do all things to facilitate the smooth functioning of the University;
- (4) The Chancellor shall have the power to do all such other functions, as may be required to do in furtherance to the objects of the University and any matter incidental thereto and the decision taken by the Chancellor shall be final and binding on all concerned of the University.
- (5) If, in the opinion of the Chancellor, any decision of any officer or authority or the University is beyond the power conferred under this Act or the statutes or ordinances or regulations or is likely to be prejudicial to the interests of the University, he shall ask such officer or authority to revise its decision within a period

of fifteen days and in case the officer or authority refuses to revise such decision, wholly or partly or fails to take any decision within a period of fifteen days, the decision of the Chancellor shall be final; and

- (6) If, at any time, upon the representation made or otherwise, it appears to the Chancellor that the Vice-chancellor or any other officer of the University,-
 - (a) has made default in performing any duty imposed upon him under this Act or otherwise; or
 - (b) has acted in a manner prejudicial to the interests of the University; or
 - (c) is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that term of that officer has not expired, by an order in writing and stating the reasons therein, require the Vice Chancellor or the officer to relinquish his office from such date, as may be specified in order. The Vice Chancellor or officer concerned shall be deemed to have

relinquished his office from the date so specified;

Provided that no such order shall be passed, unless the grounds on which such action is proposed to be taken are communicated to that officer and he is given reasonable opportunity of being heard.

The Vice-Chancellor.

10. (1) The Vice-Chancellor shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body.
- (2) No person shall be appointed as Vice-Chancellor, unless he/she possesses such qualifications, as are specified by the University Grants Commission.
- (3) The Vice-Chancellor shall be the overall in-charge of the University, who shall exercise general superintendence and control in the affairs of the University and shall execute the decisions of various authorities of the University.
- (4) In case of the absence of the Visitor and the Chancellor, the Vice-Chancellor shall preside over convocation of the University.

- (5) The Vice-Chancellor shall exercise such powers and perform such functions, as may be prescribed.

11. (1) The Registrar shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body. The Registrar.
- (2) No person shall be appointed as Registrar, unless he possesses such qualifications as are specified by the University Grants Commission.
- (3) The Registrar shall sign all contracts and authenticate all documents or records for and on behalf of the University.
- (4) The Registrar shall be the Member-Secretary of the Governing Body, the Board of Management and the Academic Council but he shall not have the right to vote.
- (5) The Registrar shall exercise such other powers and perform such other functions, as may be prescribed.
12. (1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor in such manner, as may be prescribed. The Chief Finance and Accounts Officer.

(2) No person shall be qualified to be appointed as Chief Finance and Accounts Officer, unless he has passed the Chartered Accountancy Test conducted by the Institute of Chartered Accountants of India.

(3) The Chief Finance and Accounts Officer shall exercise such powers and perform such functions, as may be prescribed.

Other officers.

13. (1) The University may appoint such other officers, as it may Other officers. deem necessary for its smooth functioning.

(2) The manner of appointment of such other officers of the University and their powers and functions shall be such, as may be prescribed.

Authorities of the University.

14. (1) The following shall be the authorities of the University, namely:-

- (a) the Governing Body;
- (b) the Board of Management;
- (c) the Academic Council; and
- (d) such other authorities, as may be declared by the statutes to be the authorities of the University.

15. (1) The Governing Body of the University shall consist of the following persons, namely:-

- (a) the Chancellor; : Chairman
- (b) the Vice-Chancellor; : Member
- (c) three persons nominated by the society, out of whom two shall be eminent educationists ;
- (d) one expert of management of information technology; : Member
- (e) one expert of Finance, nominated by the Chancellor; : Member
- (f) the Secretary to Government of Punjab, Department of Higher Education or his representative not below the rank of Joint Secretary; and : Member
- (g) one eminent educationist nominated by the Secretary to Government of Punjab, Department of Higher Education in consultation with the Chancellor. : Member

(2) The Governing Body shall be the supreme body of the University. It shall

perform the following functions, namely:-

- (a) to provide general superintendence and to give directions for controlling the functioning of the University in accordance with the statutes, ordinances and regulations;
 - (b) to review the decisions of other authorities of the University in case these are not in conformity with the provisions of the statutes, ordinances and regulations;
 - (c) to approve the budget and annual report of the University;
 - (d) to lay down the extensive policies to be followed by the University; and
 - (e) to exercise such other powers, as may be prescribed by the statutes.
- (3) The Governing Body shall meet at least twice in a calendar year.
- (4) The quorum for meeting of the Governing Body shall be five.

The Board of Management.

16. (1) The Board of Management shall consist of the following members, namely:

- (a) the Chancellor or : Chairperson his nominee;

- (b) the Vice-Chancellor; : Member
 - (c) two members of the : Members
Society nominated
by the Society;
 - (d) the Director of the : Member
Directorate concerned
relating to education as
representative of the
State Government ;
 - (e) three persons, who are : Members
not the members of
the Society, nominated
by the Society
 - (f) two persons from : Members
amongst the teachers
nominated by
the Society; and
 - (g) two teachers, nominated : Members
by the Chancellor.
- (2) The Board of Management shall exercise such powers and perform such functions, as may be prescribed.
- (3) The Board of Management shall meet at least twice in a calendar year.
- (4) The quorum for meeting of the Board of Management shall be five.

17. (1) The Academic Council shall

The Academic Council.

consist of the following members, namely:-

- (a) the Vice-Chancellor; Chairperson
- (b) one eminent academician nominated by the State Government as its representative; and
- (c) such other members, : Members as may be prescribed.

(2) The Academic Council shall be the main academic body of the University and it shall, subject to the provisions of this Act, the statutes, ordinances and regulations, coordinate and exercise general supervision over the academic policies of the University.

(3) The quorum for meeting of the Academic Council shall be such, as may be prescribed.

The Finance Committee.

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

- (a) the Vice-Chancellor; : Chairperson
- (b) the Dean, Academic : Member Affairs;
- (c) the Registrar of the : Member University;

- (d) two persons nominated : Members by the Society out of whom one shall be a financial expert; and

- (e) the Chief Finance : Secretary and Accounts Officer.

(2) The members nominated by the Society shall hold office for a period of two years.

19. (1) The Chief Accounts and Finance Officer shall get the annual budget of the University prepared alongwith the requisite documents and submit the same to the Finance Committee for its approval. The Chief Accounts and Finance Officer shall also get the accounts of the annual income and expenditure of the University prepared and get the same audited from the Chartered Accountant so appointed by the Finance Committee in this regard.

Functions of the Finance Committee.

(2) The budget approved by the Finance Committee, alongwith the note with regard to the audit of income and expenditure of the University, referred to in subsection (1), shall be placed before the Chancellor for its approval.

(3) The Finance Committee shall tender advice to the Chancellor on financial matters of the University.

Other authorities.

20. The composition, constitution, powers and functions of authorities under clause (d) of section 14, shall be such, as may be prescribed.

Disqualification for membership of an authority of body.

21. A person shall be disqualified for being a member of any of the authorities or body of the University, if he,-

- (i) is of unsound mind and stands so declared by a competent court; or
- (ii) is an un-discharged insolvent; or
- (iii) has been convicted of any offence involving moral turpitude; or
- (iv) has been punished for indulging in or promoting unfair practice in the conduct of any examination in any form.

Acts or proceedings not to be invalidated due to vacancies.

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

- (a) any vacancy or defect in the constitution of the authority body; or
- (b) any defect or irregularity in nomination or appointment of person acting as member thereof; or

(c) any defect or irregularity in such Ordinance or proceeding not affecting the merits of the case.

23. If any vacancy occurs in any authority or body of the University due to death, resignation or removal of member or due to change of capacity in which he was appointed or nominated, shall be filled in as early as possible by the authority or body which had appointed or nominated such a member:

Filling up of emergent vacancies.

Provided that the person so appointed or nominated as a member of any authority or body of the University in an emergent vacancy shall remain member of such authority or body only for the remaining tenure of the member, in whose place he is appointed or nominated, as the case may be.

24. The authorities or officers of the University may constitute such committees, as may be necessary for performing specific tasks by such committees. The constitution of such committees and their duties shall be such, as may be prescribed.

Committees.

25. (1) The Governing Body may, from time to time, make statutes or may amend or repeal the same.

Power to make statutes.

- (2) The statute or any amendment made therein or repeal thereof shall require the approval of the Chancellor.
- (3) Subject to the provisions of this Act, the statutes may provide for the following matters, namely:-
- (i) the constitution, powers and functions of the authorities and other bodies of the University, as may be constituted from time to time;
 - (ii) the terms and conditions of appointment of the Vice-Chancellor and his powers and functions;
 - (iii) the manner, terms and conditions of appointment of the Registrar and the Chief Finance and Accounts Officer and their powers and functions;
 - (iv) the manner, terms and conditions of appointment of other officers, and teachers and their powers and functions;
 - (v) the terms and conditions of service of the employees of the University;
 - (vi) the procedure for arbitration in case of dispute between University,

- officers, teachers, employees and students;
 - (vii) the conferment of honorary degrees;
 - (viii) the exemption of students from payment of tuition fee and for awarding them scholarships and fellowships;
 - (ix) the policy of admissions, including regulation of reservation of seats;
 - (x) the number of seats in different courses; and
 - (xi) all other matters for which statutes are required to be made under this Act.
- (4) After the approval of the Chancellor, the statutes of the University shall be submitted to the State Government for its approval.
- (5) The State Government shall consider the statutes submitted by the University and shall give its approval without or with such modifications, if any, as it may deem necessary and return the statutes to the University.
- (6) The University shall, with the approval of the Governing Body, communicate its concurrence to the statutes as

approved by the State Government, and if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons thereof.

- (7) After the statutes are finally approved by the State Government, these shall be published in the Official Gazette of the University.
- (8) The statutes so made, shall not be amended without the approval of the State Government.

Power to
make
Ordinances.

26. (1) The Governing Body may, from time to time, amend, or repeal the same.
- (2) Every ordinance or any amendment made therein or repeal thereof, shall require the approval of the Chancellor.
- (3) Subject to the provisions of this Act, the ordinances may provide for the following matters, namely :-
- (i) the admission of students to the University and their enrolment as such;
 - (ii) the courses of study to be laid down for the degrees, diplomas and certificates of the University;

- (iii) the degrees, diplomas, certificates and other academic distinctions;
- (iv) the fees to be charged for the various courses, examinations, degrees and diplomas of the University;
- (v) the conditions for the award of fellowships, scholarships, studentships, medals and prizes;
- (vi) the conduct of examinations, including the terms of office, manner of appointment and the duties of the examining bodies, examiners and moderators;
- (vii) the conditions of hostel facilities for students in the University;
- (viii) taking disciplinary action against the students of the University;
- (ix) the creation, composition and functions of any other body, which is considered necessary for improving the academic standard of the University;
- (x) the manner of co-operation and collaboration with other Universities and institutions; and
- (xi) all other matters which by this Act or the statutes made there under

are required to be provided by the ordinances.

- (4) After the approval of the Chancellor, the ordinances of the University shall be submitted to the State Government for its approval.
 - (5) The State Government shall consider the ordinances submitted by the University and shall give its approval without or with such modifications, if any, as it may deem necessary and return the same to the University.
 - (6) The University shall, with the approval of the Governing Body communicate its concurrence to the ordinances as approved by the State Government, and if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons therefor.
 - (7) After the ordinances are finally approved by the State Government, these shall be published in the Official Gazette of the University.
 - (8) The ordinances so made, shall not be amended without the approval of the State Government.
27. (1) The Governing Body may, from time to time, make regulations or may amend or repeal the same.

- (2) Every regulation or any amendment made therein or repeal thereof, shall require the approval of the Chancellor.
- (3) After the approval of the Chancellor, the regulations of the University shall be submitted to the State Government for its approval.
- (4) The State Government shall consider the regulations submitted by the University and shall give its approval without or with such modifications, if any, as it may deem necessary and forward the same to the University.
- (5) The University shall, with the approval of the Governing Body, communicate its concurrence to the regulations as approved by the State Government and, if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons thereof.
- (6) After the regulations are finally approved by the State Government, these shall be published in the Official Gazette of the University.
- (7) The regulations so made, shall not be amended without the approval

of the State Government.

University to
follow rules
regulations
etc. of the
regulating
Bodies.

28. (1) The University shall be prohibited from conferring any degrees, not recognized by the University Grants Commission or its equivalent body constituted by the Central Government.

(2) It shall be mandatory for the University to follow the University Grants Commission (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003, or any other regulations made for Private Universities by the University Grants Commission or other Regulatory Bodies.

General
Fund.

29. (1) The University shall have General Fund to which shall be credited,-

(a) fees and other charges received by the University;

(b) any income received from consultancy and other work undertaken by the University; and

(c) funds and grants received from any source by the University for research projects from any Government and Non-Governmental funding agencies.

(2) The General Fund shall be utilized for the following purposes, namely,-

(a) for the repayment of the debts including interest charges thereto incurred by the University;

(b) for the upkeep of the assets of the University;

(c) for the payment of the cost of audit of the fund;

(d) for meeting the expenses of any suit or proceedings;

(e) for the payment of salaries and allowances of the officers and employees of the University and for the payment of any benefits to any such officer and employee;

(f) for the payment of travelling and other allowances of the members of the authorities, committee or Board of the University;

(g) for the payment of fellowships, scholarships, assistantships and other awards to the students belonging to economically weaker sections of the society

or research associates or trainees, as the case may be, or to any student eligible for such awards;

(h) for the payment of any expenses incurred by the University;

(i) for acquisition of land or any kind of development work or likewise activities for the purpose of the University;

(j) for the payment of cost of capital and repayment of loans incurred by the Society for setting up and running the University and the investments made therefor;

(k) for the payment of charges and expenditure relating to the consultancy work undertaken by the University; and

(l) for the payment of any expenditure, salaries, taxes, liabilities by the Society for or on behalf of the University.

Annual
Report.

30. The accounts of the income and expenditure of the University shall be audited by the Chartered Accountant of the University, and the same shall be submitted once in a year by the Chief

Finance and Accounts Office to the Governing Body for its approval

31. The University shall prepare and publish Examination a semester-wise or annual, as the case may be, a tentative schedule of Examinations including academic activities to be conducted by the University in the beginning of each academic session, but not later than the 30th day of August in a calendar year.

Explanation:- 'Schedule of Examinations' means the time table giving details about the time, day and date of the commencement of each paper which is part of the scheme of examinations including the details of practical examinations and viva-voce, if any.

32. (1) The University shall strive to declare the results of examinations conducted by it within a period of forty-five days from the last date of the examination of particular course and shall, in any case, not later than sixty days from the said date. Declaration of results.

(2) No examination or the result of an examination shall be held invalid only for the reason that the

University has not followed the Schedule of Examinations.

Convocation.

33. The convocation of the University shall be held in every academic year for conferring degrees, diplomas, certificates or any other academic distinction or for any other purpose in the manner, as may be prescribed.

Disputes concerning authorities and bodies.

34. If any question arises with respect to the appointment or entitlement of any person, to be a member of any authority or other body of the University, the same shall be referred to the Chancellor, whose decision thereon shall be final and binding.

Power to remove difficulties.

35. If any difficulty arises in giving effect to any of the provisions of this Act, the State Government may, in consultation with the Chancellor, by an order published in the Official Gazette, make such provision, not inconsistent with the provisions of this Act, as it may deem necessary for removing such difficulty:

Provided that no such order shall be made under this section after the expiry

of a period of two years from the date of commencement of this Act.

36. No suit or other legal proceeding 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 or the statutes, ordinances or regulations.

Protection of action taken in good faith.

37. Notwithstanding anything contained in this Act and the statutes, ordinances or regulations made thereunder, the Society may, subject to the availability of the funds, discharge all or any of the functions of the University for the purposes of carrying out the provisions of this Act or the statutes, the ordinances and the regulations and for that purpose, may exercise such powers and perform such duties, which by this Act or by such statutes, the ordinances and the regulations, are to be exercised or performed by any authority or officer of the University, until such authority comes into existence or officer is appointed.

Transitory Provisions.

Repeal and
savings

38. (1) The Sant Baba Bhag Singh University Ordinance, 2014 (Punjab Ordinance No. 8 of 2014), is hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the Ordinance referred to in sub-section (1), shall be deemed to have been done or taken under the corresponding provisions of this Act.

H.P.S MAHAL,

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

REGULATIONS

SANT BABA BHAG SINGH UNIVERSITY

DRAFT FIRST STATUTES

1. These statutes may be called Sant Baba Bhag Singh University First statutes.
2. Definitions:- In these and in all the Statutes, Ordinances and Regulations made under the Act, unless the context otherwise requires:
 - i. "Academic Council" means the Academic Council of the University;
 - ii. "Academia-Industry Interface Council" means the Academic Industry Interface Council of the University;
 - iii. "Authorities" means the authorities of the University;
 - iv. "Chancellor" means the Chancellor of the University;
 - v. "Finance Committee" means the Finance Committee of the University;
 - vi. "Board of Management" means the Board Of Management of University
 - vii. "Faculty" means the faculty of the University;
 - viii. "The Chief Finance and Account Officer" means the Chief Finance and Account Officer of the University;
 - ix. "Funds" mean Funds of the University;

- x. "Governing Body" means the Governing Body of the University;
- xi. "Government" means the Government of the state of Punjab;
- xii. "Institution" means any institution or institute or college or school or centre or department (by whatever name it may be called), run or recognized by or affiliated to the University, in and outside the state;
- xiii. "Member" means a member of the authorities;
- xiv. "Notification" means a notification published in the Official Gazette;
- xv. "Prescribed" means prescribed by statutes, Ordinances and Regulations;
- xvi. "President" means the President of Sant Baba Bhag Singh Memorial Charitable Society;
- xvii. "Vice Chancellor" means Vice-Chancellor of the University
- xviii "Visitor" means the Visitor of the University
- xix "Act" means The Sant Baba Bhag Singh University Act 2014, promulgated by the Govt of Punjab

- xx. "Registrar" means the Registrar of the University;
 - xxi. "State" means the State of Punjab;
 - xxii. "Statutes", "Ordinance" and "Regulations" means respectively, the Statutes, Ordinance and Regulations of the University made by it under this Act;
 - xxiii. "Student" means a person enrolled for a course of study in any Department, Institute, School or Centre of the University;
 - xxiv. "Teacher" includes Professor, Associate Professor, Assistant Professor; and any such other person imparting instructions on full time or part time basis in the University or institution;
 - xxv. "Society" means the Sant Baba Bhag Singh Memorial Charitable Society;
 - xxvi. "Sponsoring Body" means Sant Baba Bhag Singh Memorial Charitable Society;
 - xxvii. "University" means Sant Baba Bhag Singh University as incorporated under this Act
- (1) The Governor of Punjab shall be the Visitor The Visitor of the University.
 - (2) The Visitor shall preside over the convocation of the University for conferring degrees and diplomas.

- (3) The Visitor shall have the right to call for any information relating to the affairs of the University.
- (4) The Visitor, in consultation with Chancellor, may cause inspection, scrutiny, investigation, survey or inquiry or any other such like thing to be made by such person, as he may direct in respect of administrative, academic or executive matters of the University.
- (5) The Visitor shall, in every case, give notice to the University of his intention to cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing to be made and the University shall appoint a representative, who shall be present at such inspection, scrutiny, investigation, survey or inquiry or any other such like thing, as the case may be.
- (6) The Visitor may inform the Vice-Chancellor about the results of such inspection, scrutiny, investigation, survey or inquiry and Vice-Chancellor shall communicate to the Governing body, the views of the visitors along with such advice, as the Visitor may have tendered and action to be taken on such advice.

- (7) The Vice-Chancellor shall inform the Visitor about the action taken or proposed to be taken by the University with respect to the inspection, scrutiny, investigation, survey or inquiry, or any other such like thing, as the case may be.
- (8) If the State Government considers it appropriate in public interest to make inspection, scrutiny, investigation, survey or inquiry, as the case may be, in respect of any matter relating to the University or its institutions, a reference shall be made by the State Government to the Visitor, who shall, in consultation with the Chancellor, cause such inspection, scrutiny, investigation, survey or inquiry, to be made.
- (1) The Chairman shall be the Chancellor of the University and in the absence of the Visitor, the Chancellor shall preside over the convocation of the University.
- (2) The Chancellor shall be the Chairman of the Governing Body and shall approve all appointments, nominations, suspensions, removals and reinstatements of the employees and officers of the University either suo-moto or on recommendation of the authority concerned of the University.
- (3) The Chancellor shall be the Chairman of all the Selection Committees for recruitment of Teaching and Non Teaching posts

- (4) The Chancellor may amend or revoke any decision taken by any authority or officer of the University and may exercise his powers either suo-moto or otherwise to do all things to facilitate the smooth functioning of the University
- (5) The Chancellor shall have the power to do all such other functions, as may be required to do in furtherance to the objects of the University and any matter incidental thereto and the decision taken by the Chancellor shall be final and binding on all concerned to the University.
- (6) If, in the option of the Chancellor, any decision of any officer or authority or the University is beyond the power conferred under this Act or the statutes or ordinances are regulations or is likely to be prejudicial to the interest of the University, he shall ask such officer or authority to revise its decision within a period of fifteen days and in case the officer or authority refuses to revise such decision, wholly or partly or fails to take any decision within a period of fifteen days, the decision of the Chancellor shall be final; and

- (7) If, at any time, upon the representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor or any other officer of the University:-
 - (a) Has made default in performing any duty imposed upon him under this Act or otherwise; or
 - (b) Has acted in manner prejudicial to interest of the University; or
 - (c) Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that term of that officer has not expired by an order in writing and stating the reasons therein, require the Vice Chancellor or the officer to relinquish his office from such date, as may be specified in order. The Vice-Chancellor or officer concerned shall be deemed to have relinquished his office from the date so specified; Provided that no such order shall be passed, unless the grounds on which such action is proposed to be taken are communicated to that officer and he is given reasonable opportunity of being heard.
- (8) Provided further that, in the event of any disputes arising out of an interpretation of the Sant Baba Bhag Singh University Act, 2015, the power to resolve such a dispute

- shall remain with the Chancellor. Further, the Chancellor's decision on such disputes shall be final and binding.
- Vice-Chancellor
1. The Vice Chancellor shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body.
 2. No person shall be appointed as Vice-Chancellor unless he possesses such qualifications, as are specified by the University Grants Commission.
 3. The Vice-Chancellor shall be whole time officer of University
 4. The following procedure shall be adopted for the appointment of Vice-Chancellor:
 - a) The Governing Body may either take up the matter on its own or constitute a Search committee of three persons. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
 - b) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall prepare a list of names of candidates for scrutiny; on the

- basis of this list the Committee shall recommend at least three names to the Governing Body in order of preference unless the member of eligible candidates is less than three.
- c) When a list has finally been accepted, the Governing Body may arrange for informal or formal interview with one or more of the prospective appointees and recommend the name to make the final selection by the Chancellor.
 5. The term of office of the Vice-Chancellor shall be three years and he shall be eligible for reappointment.
 6. The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be prescribed by the Chancellor.
 7. The Vice Chancellor may relinquish office by resignation in writing with due notice of one month's addressed to the Chancellor.
 8. When a vacancy occurs, or is likely to occur, in the office of the Vice-Chancellor by any reason, the charge of Vice-Chancellor may be decided by Chancellor till regular appointment on the recommendations of Governing Body.
 - i. The Vice Chancellor shall be the overall Incharge of the University, who shall

exercise general superintendence and control in the affairs of the University and shall execute the decisions of various authorities of the University.

- ii He shall be the principle executive and academic officers of the University and shall be the Chairman of Academic Council.
- iii He shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officer of the University.
- iv Without prejudice to the powers conferred by this act on the appropriate authority of University the Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that behalf.
- v He shall be responsible for the presentation of the budget, the statement of accounts and academic report to the Governing Body.
- vi In any emergency, which in the opinion of the Vice-Chancellor,

requires immediate action to be taken, he shall take such action as he deems necessary and shall at the earliest opportunity, report the action taken to Governing Body for confirmation who or which in the ordinary course would have dealt with the matter, but nothing shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.

- vii Where any action by the Vice-Chancellor affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a reasonable opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appeal to the Governing Body within thirty days of the date on which the action proposed to be taken against him is communicated to him.
- viii He shall give effect to the orders of the Governing Body regarding the appointment, suspension and dismissal of officers, teachers and other employees of the University. Power and duties of Vice-Chancellor
- ix The Vice-Chancellor shall exercise all powers at his/her disposal to maintain

discipline among the students, teaching and non-teaching employees of the University.

- x The V C shall exercise general control of all the institutions of teaching, research and extension under the purview of the university.
- xi He shall be responsible for the close co-ordination and integration of teaching, research and extension education.
- xii The Vice-Chancellor shall have the power to sanction casual leave to the Registrar, Deans, Directors, Heads of Departments, and to the persons holding equivalent posts.
- xiii Invite persons of eminence to deliver extension lectures, and to sanction honorarium within the budgeted provision.
- xiv Depute faculty/staff of the University to attend National or International conferences or for any purpose connected with the University within the budgeted provision.
- xv Allow with the approval of Chancellor, University faculty to accept the offer from other Universities and Institutions as

examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties; Grant permission with the approval of Chancellor, to the University teachers to accept membership of any committees of the State/Central Governments and other Institutions, and attend the meetings without prejudice to their normal duties, and to treat their absence for such purpose as on duty and as per leave rules in vogue.

- xvii Appoint paper setters/examiners/ experts from the panels approved by the Chancellor for the purpose.
- xviii Approve and declare the results of University examinations

Appointment of

The Registrar shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body.

the Registrar

No person shall be appointed as Registrar unless he possesses such qualifications as are specified by the University Grants Commission.

The Registrar shall be whole time officer of University

The following procedure may be adopted for the appointment of Registrar :-

- d) The Governing Body may either take up the matter on its own or constitute a Search committee of three persons. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
 - e) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall prepare a list of names of candidates for scrutiny; on the basis of this list the Committee shall recommend names to the Governing Body in order of preference unless the number of eligible candidates is less than three.
 - f) When a list has finally been accepted, the Governing Body may arrange for informal or formal interview with one or more of the prospective appointees and recommend the name to make the final selection by the Chancellor.
- 5 The term of office of the Registrar shall be three years and he shall be eligible for reappointment.
 - 6 The emoluments and other conditions of service of the Registrar shall be such as may be prescribed by the Chancellor.

- | | |
|---|------------------------------------|
| <ul style="list-style-type: none"> 1 To be the member Secretary of the Governing Body, the Board of Management and the Academic Council but he shall not have the right to vote. 2 The Registrar shall take all actions that are required for efficient functioning of the University offices. Maintain the general discipline of the offices of the University, and shall have disciplinary control over the employees of the University offices to the extent delegated by the Chancellor. 3 Prepare the agenda notes with the approval of the Vice-Chancellor for the meetings of the Governing Body, Board Of Management, Academic Council, maintain the minutes of all the meetings of the Academic Council, Board of Management, Finance Committee and Governing Body. 4 Permit with the approval of Chancellor, non-teaching employees of the University to pursue higher study / training without prejudice to the normal duties in the office and subject to the rules in force. 5 Forward with the approval of Chancellor the applications of teaching and non-teaching employees who are seeking outside employment, as per rules in vogue. 6 Forward research proposals submitted by the faculty to various funding agencies. | Powers &
Duties of
Registrar |
|---|------------------------------------|

- 7 Authenticate the transcripts of certificates, and statement of marks.
- 8 Certify the genuineness of the all certificates issued by the University, and the syllabi of courses offered in the University, now or in the past.
- 9 Issue 'No Objection Certificates' to employees (teaching and nonteaching) for obtaining pass-ports, as per approved guidelines after obtaining the approval of Chancellor.
10. Sanction casual leave to the non-teaching employees. It shall be the duty of the Registrar to :
 - (a) Conduct official correspondence of the University offices, and shall be responsible for the proper maintenance and custody of all the records of the University.
 - (b) Report all correspondence and circulars relating to regulations, reports, clarifications, suggestions etc received from the State and Central Governments and other regulatory bodies, to the Vice-Chancellor for appropriate action
 - (c) Sign all the contracts, agreements and memorandum of understandings (MoU) on behalf of the University

- under the directions of the Chancellor/ Governing Body .
- (d) Issue notices and convene the meetings of the Governing Body, Board of Management Academic Council, under the instructions of the Chancellor.
 - (e) Maintain a register of all the Registered Graduates of the University in a prescribed form.
 - (f) Record and preserve safely the minutes of proceedings of the meetings of all Statutory Authorities, Selection Committees.
 - (g) Perform such other functions as may be prescribed, from time to time, by the Governing Body/Chancellor/ Vice-Chancellor
 - (h) Maintain record of all degrees / diplomas conferred by the University
 - (i) Maintain the record of all students

CHIEF FINANCE AND ACCOUNTS OFFICER

- 1 The Chief Finance and Accounts Officer shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body.
- 2 No person shall be qualified to be appointed as Chief Finance and Accounts Officer, unless he has passed the Chartered Accountancy Test conducted by the Institute of Chartered Accountants of India.
- 3 The Chief Finance and Accounts Officer shall be whole time officer of University
- 4 The following procedure may be adopted for the appointment of Chief Finance and Accounts Officer :-
 - a) The Governing Body may either take up the matter on its own or constitute a Search committee of three persons. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
 - b) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall

prepare a list of names of candidates for scrutiny; on the basis of this list the Committee shall recommend names to the Governing Body in order of preference unless the member of eligible candidates is less than three.

- c) When a list has finally been accepted, the Governing Body may arrange for informal or formal interview with one or more of the prospective appointees and recommend the name to make the final selection by the Chancellor.
- 5 The term of office of the Chief Finance and Accounts Officer shall be three years and he shall be eligible for reappointment.
- 6 The emoluments and other conditions of service of the Chief Finance and Accounts Officer shall be such as may be prescribed by the Chancellor.

Subject to the supervision and control of Chancellor with accountability to the Governing Body Chief Finance and Accounts Officer shall

- (a) Be the custodian of all Securities, Grants, Endowments, and cash of the University,
- (b) Realize and receive all grants or other moneys due to the University from whichever source they may be, and he/

she shall give receipt of discharge to all payments to the University,

- (c) Exercise general supervision over the funds of the university, maintain the accounts of the university and advise it about its financial policy;
- (d) Hold and manage the property and investments of the university including Society and Endowed property
- (e) Ensure that the limits fixed by the Governing Body for recurring and non-recurring expenditure in the budget are not exceeded, and that the moneys are spent for the purposes for which they are granted or allotted,
- (f) Be responsible for the preparation of annual accounts and the budget of the University, and for their presentation to the Finance Committee/Board of Management/ Governing Body
- (g) Responsible for
 - i. proper maintenance and reconciliation of accounts of the University,
 - ii. preparation of annual income and expenditure statement of the respective year,
 - iii. following transparent accounting

procedures, and

- (h) Keeping a constant watch on the cash and bank balances and on the status of investments vis-à-vis the requirements in the university
- (i) Monitoring the progress of revenue collection and advise on the methods of collection employed;
- (j) Preparation of Agenda for Finance Committee Meeting
- (k) Perform such other financial functions as may be assigned by the , Chancellor/ Governing Body, or as prescribed by the Statutes or the Ordinances of the university.

POWERS OF THE: CHIEF FINANCE AND ACCOUNTS OFFICER

Subject to the control of the Chancellor/ Governing Body, and the procedures laid down by the competent authority of the university, the Chief Finance and Accounts Officer shall have the powers to :

- (a) Pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision,
- (b) Submit notes relating to financial matters to Finance Committee and

Governing Body with the approval of the Chancellor,

- (c) Draw money on sanctioned abstract contingent bills for payment,
- (d) Recommend expenditure out of the budgeted provision in respect of university office,
- (e) Recommend issuance of a substitute cheque if the original is lost/missing/damaged, subject to production of identity/indemnity bond,,
- f) Payments for purchases according to rules subject to budget provision.
- (g) Call for explanation for any unauthorized expenditure and/or financial irregularities and suggest disciplinary action against persons at fault,
- (h) Seek information/returns, relating to University Finances and necessary for performing his/her duties., from any University office, center, laboratory and institution,
- (i) Perform such other duties, and exert such other authority, as may be delegated by the Governing Body/ Chancellor for fair and proper conduct in the University

financial matters.

- 1 Governing body of the University shall consist of the following persons, namely:- **The Governing Body**
- a The Chancellor : Chairperson
 - b The Vice- Chancellor : Member
 - c Three persons nominated by the Society, out of whom two shall be Eminent Educationists : Members
 - d One expert of Management or Information Technology : Member
 - e One expert of Finance, nominated by the Chancellor : Member
 - f The Secretary to Government of Punjab, Department of Higher Education or his representative not below the rank of Joint Secretary. : Member
 - g One eminent educationist nominated by the Secretary to Government of Punjab, Department of Higher Education in consultation with the Chancellor : Member
 - h Registrar Secretary : Member

- 2 The Governing Body shall meet at least twice in a calendar year.
- 3 The quorum for meeting of the Governing Body shall be five.
- 4 The tenure of the members of the Governing Body other than the ex-officio member shall be for two years. Such members may be re nominated.
- 5 A member may resign by a letter, addressed to the Chancellor.
- 6 When a vacancy occurs in the Governing Body 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 Governing Body.
- 7 The meeting of the Governing Body shall be held on a date, to be fixed by the Vice-Chancellor with approval of Chancellor.
- 8 Special meeting of the Governing Body may be convened by the Vice Chancellor as and when desired by the Chancellor.
9. The Governing Body shall be the supreme body of the University. It shall perform the following functions, namely

- i To provide general superintendence and to give directions for controlling the functioning of the University in accordance with the statutes, ordinances and regulations
- ii To review the decision of other authorities of the University in case these are not in conformity with the provisions of the statutes, ordinances and regulations
- iii To approve the budget and annual report of the University.
- iv To frame statutes, ordinances and regulations for carrying out the objects of the University.
- v To make, review and approve the broad policies, plans and procedures of the University from time to time and suggest measures for the working improvement and development of the University.
- vi To perform such other functions as may be assigned to it by the Statutes or by the Chancellor provided such functions are consistent with the provisions of the Act.
- vii To advise the Chancellor in respect of any issue that may be referred to him.
- viii To create and appoint the officers, Dean Academic Affairs, Controller of Examination, teachers and other employees of the University in the prescribed manner.

- ix To abolish, re-designate or change the nomenclature of any post including temporary and contractual in the Institute.
- x To establish Institute; Directorate; Centre; Institute; University School; Department.
- xi To constitute committees for smooth functioning of the University.xiiTo hold and control the property and funds of the University, and to give direction on behalf of the University.
- xiii To accept or transfer any property on behalf of the University.
- xiv To administer funds placed at the disposal of the University for specific purposes.
- xv To invest moneys belonging to the University.
- xvi To consider and approve the minutes of the Finance Committee, Board of Management and Academic Council.
- xvii To borrow money for capital improvements and make suitable arrangements for its repayment.
- xviii To approve the collaboration with other institutions on mutually acceptable terms and conditions.

- xxi To approve affiliation of SBBS University to those educational or professional institutions, established, run or managed by the SBBSMC.

- 1. The Board of Management shall consist of the following members, namely:

*Board of
Management:
Constitution*

- a the Chancellor or his nominee : Member
- b the Vice Chancellor : Member
- c Two members of the Society nominated by the Society : Members
- d the Director of the Directorate concerned relating to education as representative of the State Government : Members
- e Three persons, who are not the members of the Society, nominated by the Society : Members
- f Two persons from amongst the teachers nominated by the Society; and : Members
- g Two teachers, nominated by the Chancellor. : Members
- h Registrar : Member
- Secretary

1. *a* The tenure of Members of Board of Management other than the ex-officio members shall be two years. Such members may be re-nominated.
- b* A member of the Board of Management may, by letter, addressed to the Chancellor may resign from his office.
- c* When a vacancy occurs in the Board of Management 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 Board of Management. The member who fills such a vacancy shall hold office for the unexpired portion of the term of the member, who he has replaced

2 The Board of Management shall meet at least twice in a calendar year.

3 The quorum for meeting of the Board of Management shall be five.

*Powers and
Duties of
Board of
Management*

4 The Board of Management shall exercise such powers and perform such functions, as may be prescribed by the Governing Body.

- i* Meetings of the Board of Management shall be held on date as to be fixed by the Vice Chancellor with approval of Chancellor.

- ii* Special meeting of the Board of Management may be convened by the Vice Chancellor as and when desired by the Chancellor.
- iii* The Registrar shall, ordinarily, at least two weeks before each meeting of the Board of Management, 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 with the approval of Chancellor may suspend or modify the operation of this rule.
- iv* 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.
- v* The proceedings shall be circulated by the Registrar after approval of the Chairperson.
- vi* Any other power delegated by the Governing Body.
- vii* To receive financial statements on regular basis and record its observations and submit to the Governing Body.

- viii To recommend creation of non-teaching posts for consideration of the Governing Body.
 - ix To get the approval of Governing Body before the implementation of such decisions of the Board of Management that may be having bearing on the finances of the University.
 - x To advise the Chancellor in respect of any issue that may be referred by him.
 - xi To monitor, control and administer the general activities of the University.
 - xii To perform any other function that may be assigned by the Governing Body/ Chairperson, Board of Management.
 - xiii To consider and recommend the minutes of Selection Committee to the Governing Body for approval.
- The Academic Council*
- i The Academic Council shall be the main academic body of the University and it shall be, subject to the provisions of this Act, the statutes, ordinances and regulations, coordinate and exercise general supervision over the academic policies of the University.

- ii The Academic Council shall consist of the following members, namely:
 - a) The Vice Chancellor : Chairperson
 - b) One eminent academician : Member
nominated by the State Government as its representative
 - c) The Dean, Academics : Member
 - d) The Deans of the constituent : Members
Institutes of the University
 - e) The Director Research : Member
 - f) The Director, Rural : Member
Development and Vocational Studies
 - g) The Head of departments to : Members
be selected by each Institute : Members
 - h) Such other members, as may : Members
be prescribed
 - i) Registrar-Secretary : Member
- iii The quorum for meeting of the Academic Council shall be minimum fifteen.
- iv The 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.

- v Special meeting of the Academic Council shall be held on a date, to be fixed by the Vice Chancellor with approval of Chancellor.
- vi The tenure of the members of the Academic Council other than the ex-officio member shall be two years.
- vii When a vacancy occurs in the Academic Council 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 Academic Council.
- viii The member who fills such a vacancy shall hold office for the unexpired portion of the term of the member, whom he has replaced.

*Powers and
Duties of
Academic
Council*

- 2 i The Vice-Chancellor shall also have the powers to co-opt such Heads of the departments as may be considered necessary, for any particular meeting of the Academic Council.
- ii Establishment and reorganization of Directorate; Centre; Institute; University School; University Polytechnic; Department.
- iii Recommendations for creation of teaching posts.

- iv To frame syllabi, course of studies leading to degree/diploma/certificate for various examination of the university on the recommendations of Board of Studies.
- v To promote research in the University and to secure, from time to time, reports on such research.
- vi To submit proposals and recommend for the conferment of honorary degrees and academic distinctions to the Governing Body for approval of the Chancellor.
- vii To lay down conditions and recommend the awards of gold medals, fellowships, merit certificate, scholarships, prizes, stipends, and fee concessions.
- viii To consider proposals submitted by the Institutes.
- ix To publish syllabi of the prescribed course of study.
- x To recommend institution of degrees/diplomas/certificate to be conferred by the University.
- xi To recognise the degrees of other Universities, equivalent to the corresponding examinations of the Sant Baba Bhag Singh University.

- xii To advise the Governing Body on all academic matters.
- xiii To make regulations regarding the admission of students of University in consonance with the University Grants Commission.
- xiv To make regulations regarding examinations, conducted, by University and the conditions which students shall be admitted to such examinations.
- xv To make recommendations regarding postgraduate teaching and research.
- xvi To make recommendations regarding qualifications to be prescribed for teachers in the University as per UGC recommendations.
- xvii To make regulations for maintenance of discipline and the regulation of conduct of students in the Institutes and Hostels of the University.
- xviii To constitute the committees with specific tasks for smooth functioning of the University
- xix To exercise general supervision over the academic policies and

programmes of the University and to give directions regarding methods of instructions, teaching and evaluation of research or improvements in academic standards.

- xx To consider matters of general academic interest either on its own initiative or on a reference made by Institute or Board of management or the Governing Body and to take appropriate action thereon.
- xxi To recognise person of eminence in their subject to be associated as Research Guide/ Co-Guide in the subjects or in the disciplinary subject.

- (1) The Finance Committee shall consist of the following members, namely:-
- The Finance Committee -its Constitution*
- a) The Vice-Chancellor : Chairperson
 - b) The Dean, Academic Affairs : Member
 - c) The Registrar of the University : Member
 - d) Two persons nominated by the Society out of whom one shall be a financial expert; and
 - e) The Chief Finance and Accounts Officer : Member -Secretary

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*Powers &
Functions of
the Finance
Committee*

- (2) The members nominated by the Society shall hold office for a period of two years. Such members may be re-nominated.
- 1) The Chief Finance and Accounts Officer shall get the annual budget of the University prepared along with the requisite documents and submit the same to the Finance Committee for its approval. The Chief Finance and Accounts Officer shall also get the accounts of the annual income and expenditure of the University prepared and get the same audited from the Chartered Accountant so 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 Chancellor through Board of Management and Governing Body for its approval.
- 3) The Finance Committee shall tender advice to the Chancellor on financial matters of the University whenever required.
- 4) The Finance Committee shall recommend to the Governing Body

to place the University funds in various accounts of the scheduled bank(s).

- 5) To take action and record on drawing the interest upon security/stocks and for transferring any part of such security/stocks with the approval of the Governing Body.
- 6) To recommend any un-invested balance of University account to be invested in Govt. Securities/fixed deposits for approval of Governing Body.
- 7) To recommend sale of any security held in the name of the University with prior sanction of the Governing body.
- 8) The sums received to establish chairs of excellence, Institute and award of fellowships, scholarships, grant of prize, medals or special award to be put up in fixed deposit for approval of the Governing body
- 9) To seek approval of the Governing Body in receiving donations of moveable/immovable property or any other donation and its utilisation.
- 10) To recommend the grant of emoluments, remuneration, honoraria to be fixed in respect of teaching/non teaching employees of the University or any other financial benefit to be granted to any such person/employee.

- 11) To recommend write off losses to the Governing Body for decision;
- 12) To recommend borrowing of funds from banks or other financial institutes and its terms and conditions be settled to fulfil the requirements for finally approval by the Governing Body.
- 13) To recommend the mechanism, ways and means to generate resources for the University.
- 14) To observe that the accounting procedure relating to maintenance of accounts of income and expenditure of the University is followed properly.

1. APPOINTMENT OF DEANS

- (a) There shall be a Dean for each Institute who shall be appointed by the Chancellor from among the senior teachers holding the post of a Professor and in the absence of Professor a Associate Professor in a Department of Teaching under the Institute concerned on rotation basis.
- (b) The Dean shall hold the office for a period of two (2) years from the date of appointment or until he/she superannuates, whichever is earlier.
- (c) In the temporary absence of a Dean of the Institute, or pending filling up

of the vacancy caused in any manner, the Chancellor may, until such time an appointment is made, nominate a senior member of the Institute to exercise the powers and perform the duties of the Dean.

2. DUTIES OF THE DEAN OF AN INSTITUTE:

- (a) Subject to the provisions of the Statutes, the Dean shall function under the overall control of the Vice-Chancellor and assist the Vice-chancellor in maintaining academic standards and coordinating the teaching and research in the Institute,
- (b) The Dean shall preside over the meetings of the Institute concerned,
- (c) The Dean shall have the right to be present and participate in the deliberations of any meeting of any Institute Committee or any Board of Studies under the Institute.
- (d) The Dean shall present the candidates of the concerned Institute for the conferment of Degrees in the Convocation.
- (e) The Dean shall co-ordinate with other Institutes in matters relating to the inter-disciplinary courses and other academic programs
- (f) The Dean shall allocate any work to the members of the Institute, subject to the rules of the University

- (g) The Dean shall be responsible for planning and development of the courses and research activities of the Institute.

3. POWERS OF THE DEAN:

The Dean shall have the following powers to:

- (a) Recommend to the University, in consultation with the concerned faculty, the constitution, structure and academic & administrative responsibilities of the departments in the concerned Institute
- (b) Recommend to the Vice-Chancellor, for granting permission to teachers to attend approved conferences, seminars, workshop etc;
- (c) Recommend to the Vice-Chancellor, in consultation with the Head of the concerned department, the award of research fellowship of the University and UGC to the research scholars of the concerned Faculty
- (d) Recommend to the Vice-Chancellor, the Research proposals submitted by the teachers of the concerned Institute to external funding agencies like UGC, CSIR, ICAR, DST etc.
- (f) Admit and register candidates to Ph.D. courses on the recommendation of the

concerned Admission Committee and with the approval of the Vice-Chancellor.

- (g) Maintain a database pertaining to admissions, registrations, reservation category, research guide, research topic, payment of fees, etc.
- (h) Maintain database on pre-PhD examination, field work/lab work, publications, pre-submission seminars, submission etc related to the research students/scholars
- (i) Grant leave to Research Scholars, cancel Ph.D. registrations, recommend
 - (i) modification of titles for Ph.D..
 - (ii) recommend change of Supervisors,
 - (iii) early submission of thesis / dissertation and (iv) extension of time for submission of thesis / dissertation, all in accordance with university rules,
- (j) Recognize research supervisors on the recommendations of the Research Committee constituted for the purpose, as per university rules,
- (k) To permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as active period of research;

DEAN ACADEMIC AFFAIRS

The Dean of Academic Affairs shall be directly responsible to the Vice-Chancellor for the administration of all teaching programmes in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality of leadership.

The Dean, Academic Affairs shall have the following powers and duties:-

- I. He shall be responsible for the organization and conduct of teaching in all the constituent Institutes of the Sant Baba Bhag Singh University and for that purpose, shall pass such orders as may be necessary in consultation with the Dean of the constituent Institute.
- II. He shall preside over the meetings of Resident Instruction Committee to be constituted with the approval of Vice-Chancellor.
- III. He shall formulate and present policies to the Resident Instruction Committee for its consideration without prejudice to the right of any member to present any matter to the Resident Instruction Committee

- IV. He shall forward the recommendations of the Resident Instruction Committee, to the Vice-Chancellor or the Academic Council as the case may be.
- V. He shall maintain record of the students of Sant Baba Bhag Singh University and also supervise their progress.
- VI. He shall be responsible for the maintenance of academic standards.
- VII. He shall, in consultation with the Heads of departments, exercise control over the teaching load of the members of the faculty.
- VIII. He shall provide, in consultation with the Heads of department, guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension.
- IX. He shall get conducted Academic audit regularly & submit report of Academic Audit to Vice-Chancellor who will place it before Governing Body.
- X. He shall prepare budget for the Academic programmes of the University which shall be incorporated in the budget of the Institutes by the concerned Deans.

- XI. He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of teaching in the University.

HEAD OF DEPARTMENTS

1. APPOINTMENT:

- (a) Each Department of Teaching shall be headed by a permanent teacher of the University, who will be designated as Head of the Department (hereafter called HoD),
- (b) Chancellor is the competent authority for appointing the HoD.
- (c) The term of appointment of a HoD shall be three (3) years. The HoD's appointment is ordinarily for one term.
- (d) The HoD shall be the rank of a Professor/Associate Professor, and will be appointed by rotation, duly following the cadre seniority, from amongst the permanent teachers of the same department in the University.
- (e) If a Professor/Associate Professor is not available in any department of teaching, the Chancellor may appoint an Assistant Professor as Coordinator (hereafter called CoD),

2. DUTIES:

The main duty of the HoD/CoD is to uphold excellence in the Department by way of organizing quality teaching, research and related academic activities. In this endeavor, the HoD/CoD shall perform the following duties:

- (a) Create an atmosphere that is congenial for effective teaching – learning and research in the department,
- (b) Supervise the teaching and non-teaching staff of the department and ensure that they discharge their duties properly and efficiently,
- (c) Maintain order and discipline in the premises of the department,
- (d) Presiding the meetings of the Departmental Committee, and initiate actions on the resolutions of the Committee.
- (e) Frame the time table and allocate the teaching work to the teachers, in consultation with the departmental committee.
- (f) Assign duties to the teaching and non-teaching employees in the department for the smooth conduct of the examinations.
- (g) Maintain and display the attendance records, monitor the progress of the students.

- (h) Maintain properly the furniture, books, stores and other property of all kinds in the department,
- (i) Maintain stock register of all the equipments/apparatus, library books, periodicals.
- (j) Recommend purchase of furniture, equipment, chemicals, glassware, stationery, books and other equipments within the budget allotments made to the department duly following the prescribed procedures.
- (k) Maintain the accounts of expenditure for all the amounts drawn under different Heads.
- (l) Allot the available space in the department judiciously for teaching, research and staff, in consultation with the departmental committee.
- (m) Forward proposals relating to teaching and research and submitted by the faculty in the department with due recommendation.
- (n) Conduct seminars, symposia, conferences, workshops etc. .
- (o) Certify the attendance and progress of research work of the research scholars in the department, and to forward their

claim bill for fellowship and other expenditure incurred for research.

- (p) Implement the directions of the University/ courts pertaining to prevention of ragging, women harassment, and such other anti-social activities,
- (q) Discharge such other duties assigned by the Vice-Chancellor from time to time

3. POWERS OF THE HOD:

The HOD shall have the following authority:

- (a) To send proposals to the Vice- Chancellor through Dean of the concerned Institute for part-time/extra teaching arrangements in the department whenever needed as per the work-load requirement,
- (b) To grant casual leave to the Assistant Professors or equivalent, Administrative/ Technical staff working in the department, and to recommend other leaves to the concerned authorities.
- (c) To recommend to the University/ concerned funding agencies the names of candidates for award of research fellowships/scholarships or any other special awards under the purview of the department.
- (d) To exercise such other powers as may be assigned to him/her by the Chancellor/

*Manner, Terms
& Conditions
of Appointment
of Teachers
and their
Powers &
Functions*

Vice-Chancellor.

Teacher means, a person appointed or recognized by the University for the purpose of imparting instructions or conducting and guiding research or extension programmes and includes a person declared to be a teacher.

The teachers shall include the following:-

- i. Professors
- ii. Associate Professors
- iii. Assistant Professors

All appointments of teaching and research posts shall be made strictly on merit by the Chancellor with the approval of Governing body, on the recommendation of Selection Committee constituted for the purpose, as per UGC guidelines amended from time to time.

The procedure for the appointment of Professors, Associate Professors, other teachers of equivalent rank shall be as under :

The Vice-Chancellor shall have the post advertised with such qualifications as may be laid down by Academic Council.

After advertising the post and receiving the applications, a Scrutiny Committee shall scrutinize all the applications and prepare a list of the candidates to be called for interview. The Chancellor shall appoint a Selection Committee as per UGC

guidelines to make recommendations.

The Selection Committee shall have the following composition :

- I. Chancellor : Chairperson
- II. Vice- Chancellor : Member
- III. Academician to be nominated by the Chancellor : Member
- IV. Three outside experts to be nominated by the Chancellor in the concerned subject/field out of the list approved by the Governing Body . : Member
- V. Dean of the Institutes : Member concerned.
- VI. Head of the Department : Member Concerned.

The quorum in the selection meeting shall be four .

The Selection Committee shall evaluate the qualifications, experience, and report of the outside experts regarding major publications etc. of the candidates.

After interviewing the candidates, the Committee shall recommend, the persons to be appointed in order of merit.

In the case of appointment of Professors, Associate Professors, Assistant Professors and other teachers of equivalent rank, the Chancellor shall on receipt of recommendation of the Selection Committee, consider the same for acceptance and will get the appointments approved from Governing Body. The panel recommended by the Selection Committee shall be valid for a period of six months from the date of interview.

In case there is any representation against such appointment or lack of unanimity in the meeting of the Selection Committee, matter shall be placed before the Governing Body.

A Professor shall work under the control of the Head of the department and shall perform such duties as entrusted to him by the Head of the Department from time to time. He shall be responsible for teaching, and guide in research and extension in the department.

Professors shall have such powers and shall perform such duties as may be assigned to him by statutes and ordinances.

A teacher shall devote his whole time to the services of University and shall not without express permission of the Competent Authority engage directly in any

trade or business what-so-ever or any other work which in the opinion of Competent Authority may interfere with proper discharge of his duties.

For all categories of teaching and research positions in the University, candidates should have passed Punjabi of Matriculation or higher standard or equivalent thereof. If a suitable candidate does not possess qualification in Punjabi, a condition should be put on appointment orders and shall have to pass Punjabi examination within two years otherwise he will be ceased with annual increment.

APPOINTMENTS, TERMS AND CONDITIONS OF SERVICES OF NON TEACHING EMPLOYEES OF THE UNIVERSITY

Classification

1. Non Teaching Employees of the University shall belong to either:-
 - (A) Administrative
 - (B) Technical
 - (C) Supporting
2. Employees may be required to serve in any office or Institute under the University and shall in respect of their day-to-day work be under the administrative control of the head of the office or Institute to which they are posted.
3. All matters affecting their promotion, transfer and other conditions of service

Appointments shall be determined by the Chancellor.

The appointments by promotion shall be made on the basis of seniority -cum-merit. The appointments by direct recruitment shall be made strictly on merit.

Manner of appointment by direct recruitment

The following procedure shall be adopted for making appointment by direct recruitment.

- i The Chancellor may have the post advertised with such qualifications as have been prescribed
- ii After having advertised the post and received applications the Chancellor may appoint a selection committee to make recommendations and approve appointments .
- iii The selection committee will consist of
 - a Chancellor
 - b Vice- Chancellor
 - c Registrar
 - d Any other two persons nominated by Chancellor
- iv The chairman of the Scrutiny committee shall scrutinize all the applications and prepare a list of the candidates to be called for interview.
- v After interviewing the candidates, the

committee shall recommend to the Vice-Chancellor, at least three persons in order of preference.

vi The recommendations of the Selection Committee will be submitted to the Vice Chancellor for approval of the Chancellor.

vii The Selection Committee shall ensure that the criteria evolved by the University are strictly observed.

vii The cases of promotion shall be referred to the Selection Committee and Seniority-cum-merit of the concerned candidates shall be kept in view.

ix The filling of posts through promotion shall be subject to the fulfillment of minimum eligible conditions. The promotion from one post to the higher post shall be carried out only if vacancies in the higher cadre exist.

x For all categories of posts in the University for which matriculation or higher qualification have been prescribed, candidates must have passed Punjabi of matriculation or higher standard.

1 The appointment of Controller of Examination of the University shall be made under the Statute by the Chancellor from amongst the panel of three persons recommended by the Vice Chancellor.

2 No person shall be appointed as Controller of Examination, unless he possesses

requisite qualifications.

- 3 The Vice Chancellor shall have the post advertised with such qualifications as may be prescribed.
- 4 After advertising the post and receiving the applications, the Vice Chancellor shall appoint a selection committee to make recommendations. The Selection shall consist of :
 - i) Chancellor : Chairperson
 - ii) Vice Chancellor : Member
 - iii) At least two : Member
other persons from
outside the
University
nominated by the
Chancellor
- 5 A committee shall scrutinize all the applications and prepare the list of candidates who are qualified shall be called for interview.
- 6 After interviewing the candidates, the committee shall recommend three persons in order of preference.
- 7 The Vice Chancellor shall then submit recommendations of the committee to the Governing Body. The Governing Body shall recommend one name to the chancellor.

8. The

Governing Body shall either accept the recommendations or in case the governing body does not accept the recommendations, the Vice chancellor shall, in due course, present another recommendation.

*Powers &
Duties of
The
Controller
of
Examination*

- i The Controller of Examination shall be the whole time officer of University.
- ii The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the University and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Vice-Chancellor.
- iii He shall be responsible of free and fair conduct of examination.
- iv His responsibility shall be as under:
 - (a) To prepare and announce in advance the Academic Calendar of examinations in consultation with the Dean, Academic Affairs and the Vice Chancellor;
 - (b) To arrange for printing and secrecy of question papers;
 - (c) To arrange to get performance of the candidates at the examinations properly assessed, and tabulate the

results ;

- (d) To arrange for the timely publication of results of examinations ;
 - (e) To re-evaluate and rectify the results, if mistake is discovered in rechecking of answer sheets with the permission of Vice Chancellor;
 - (f) To postpone or cancel examinations, in part or in whole if the circumstances so warrant, and take disciplinary action or initiate any legal proceedings;
 - (g) To take disciplinary action where necessary against the candidates, paper setters, examiners, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - (h) To review from time to time, the results of University examinations and forward reports thereon to the Vice Chancellor.
- v The Controller of Examination shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Vice Chancellor.

ORDINANCES

CHAPTER-1

REGISTRATION AND MIGRATION OF STUDENTS

(A) Registration of Students

- 1.1 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 rendered and every degree taken by him/her. The name of the student shall be registered as it appears on matriculation certificate, unless he has legally changed his /her name afterwards. All the tutees or learners registered under the preceding Ordinance shall be deemed to be the "Students of the University"

- 1.2 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 from 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.

- 1.3 On registration, the student shall be informed through the Head of the University Department of the registration number under which his/her 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.
- 1.4 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.
- 1.5 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/her to forward through the Head of University Department, complete statement of the particulars.
- 1.6 A registered student is entitled to get a certified copy of all the entries against his name on payment of prescribed fee.
- 1.7 A person who applies for permission to appear in an examination as a private candidate shall quote his registration number.
- 1.8 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/her present and proposed names duly sworn, in the presence of a Magistrate by his/her parents or guardian, in case he/she is minor, or by himself /her self in case he is major;
 - (iii) A cutting of the declaration from the newspaper in which the proposed change of name has been advertised.
- 1.9 The change in spellings of the name shall be construed as change of name.
 - 1.10 The change in the name, when allowed, shall be recorded in the register of students, with his /her original name as alias.

(B) SEMESTER ENROLMENT OF STUDENTS

- 1.11 Each academic year will be divided into two regular semesters.
- 1.12 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.
- 1.13 A student may be allowed late enrolment with late enrolment fee by the notified dates.

CHAPTER-2

TUITION FEES AND OTHER DUES

(A) RATES OF FEE AND FEE DEPOSIT

- 2.1 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.
- 2.2 Tuition fee and other fee shall be payable at or before the beginning of each semester as per the dates notified by the University.
- 2.3 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.
- 2.4 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.
- 2.5 Such students can seek re-admission within next fifteen days, on payment of the prescribed re-admission fee, with the permission of the Dean, Academic Affairs.
- 2.6 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.

- 2.7 A Student, when depositing his/her fees, shall quote his/her class and registration number.
- 2.8 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

- 2.9 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

2.10 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

2.11 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.

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

CHAPTER-3

CONTROL AND DISCIPLINE OF THE STUDENT IN THE UNIVERSITY TEACHING DEPARTMENTS AND HOSTELS

3.1 ANY ACT OF DELINQUENCY COMMITTED BY A STUDENT INSIDE OR OUTSIDE THE CAMPUS SHALL BE AN ACT OF VIOLATION OF DISCIPLINE OF THE UNIVERSITY.

Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

- a) Violating the provisions of the University Act, regulations and rules framed from time to time or performing any act which is punishable under any law for the time being in force;
- b) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work.
- c) An act in breach of any undertaking;
- d) Refusal to obey the direction of the University Officers, The proctor (an officer appointed by university for disciplinary functions), Wardens, Teachers or any other authority of the

University;

- e) Use of abusive and derogatory language or damaging or defacing of University property;
- f) Participation in any activity which disturbs the peace in the University or administrative or academic atmosphere of the University;
- g) An act which brings the University into disrepute;
- h) An act of ragging, like actions of teasing, playing a practical joke upon someone or holding comic parades;
- i) Eve teasing or disrespectful behaviour affecting adversely the modesty of any girl student or lady staff.
- j) Indulging in an act of gambling in the University premises, possessing or using any weapons such as knives, iron chains, iron rods, sticks, explosives or fire arms in the University premises.

3.2 DISCIPLINARY ACTION:

The following penalties will be imposed on the students if they perform any of the above mentioned acts.

- a) Written warning and information to the guardian.
- b) Fine as may be warranted by the nature of case.
- c) Suspension from the Class/Department/College/

Hostel/Mess/Library or withdrawal of any other facility of this nature.

- d) Suspension or cancellation of scholarships, fellowships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency.
- e) Recovery of economic/financial loss caused to University property.
- f) Debarring from participation in Sports/NCC/NSS and other such activities.
- g) Disqualifying from holding any representative position in the Class/ College/ Hostel/ Mess/ Sports/Clubs and in similar other bodies.
- h) Hostel shift and Hall/Room shift.
- i) Expulsion from the department/Hostel/Mess/Library/Clubs for a specified period.
- j) Debarring from an examination.
- k) Non-issue of Migration Certificate.
- l) Expulsion from the University for a specified period.
- m) Disqualifying from further studies, or prohibition from future admission or re-admission.
- n) Any student against whom an allegation of misconduct has been made may be suspended

from the rolls of the University by the Vice-Chancellor, pending enquiry or pending trial on a cognizable offence by a court of Law.

3.3 PROCEDURE:

Without any discrimination to the powers of the Vice-Chancellor, the Officers mentioned below are authorized to take disciplinary action by way of imposing penalties as specified:

- Proctor
- Deans of respective department
- Dean, Students Welfare.
- Heads of the Departments
- Any other person employed by the University and authorised by the Vice-Chancellor for the purpose provided that the penalties on the offences relating to Examinations will be dealt with by the relevant bodies.
- 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.
- The Registrar will issue 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 within fifteen days from the date of issue of order.

3.4 OPPORTUNITY TO BE GIVEN BEFORE AWARD OF PENALTY

No penalty, provided in sub-clauses (i), (j), (k), (l), (m) and (n) of Clause 3.2 (PUNISHMENT) shall be imposed without giving the student a reasonable opportunity of being heard.

3.5 REVIEW OF/APPEAL AGAINST THE PENALTY

A review would lie to the Officer issuing the orders within seven days, and an appeal would lie against the orders of the authorities mentioned in these rules (except the Vice-Chancellor) to the Proctorial Board. The Board may also review its decision at its own.

CHAPTER-4

UNIVERSITY EXAMINATIONS

4.1 SEMESTER SYSTEM

Academic Year and Semester

Instead of adopting Annual System of imparting instructions and evaluation in terms of marks, Semester System and evaluation in terms of grades/credit points has been adopted.

The Academic Year shall ordinarily be from July to June. It shall be divided into two semesters of 20 weeks each, including examinations during semester and end semester (minimum 90 working days). The Semester Calendar for each academic session shall be issued by the Registrar's Office during the 2nd Semester of the previous year.

COURSE NUMBERING AND SUBJECT CODE SCHEME

The course numbering scheme and subject code scheme for the different programmes / courses is as under:

COURSE NUMBERING SCHEME

Sr No.	Programme	Number Range
1	Certificate Courses	001 – 099
2	Undergraduate Courses (UG)	101 – 499
3	Post Graduate Courses (PG)	501– 799
4	P G Research/ M. Phil	801– 899

5	Ph.D. (Courses, Seminar, special problem etc.)	901 – 999
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The course numbering will start with three alphabets indicating the discipline to which the course pertains. This will be followed by three digits. The first digit indicates the year of the programme i.e. 1st year, 2nd year, 3rd year and so on whereas the last digit indicates the semester offered (odd or even). For all odd semesters, the 3rd digit will be odd whereas for even semesters the 3rd digit will be even.

SUBJECT CODE SCHEME

The subject code scheme for various programmes will be as under:

University Institute of Engineering & Technology

Sr. No.	Programme	Subject Code
i.	Agricultural Engineering	AGE
ii.	Civil Engineering	CE
iii.	Computer Science and Engineering	CSE
iv.	Electronics and Communication Engineering	ECE
v.	Electrical Engineering	EE
vi.	Mechanical Engineering	ME

University Institute of Computer Applications & Information Sciences

Sr. No.	Programme	Subject Code
i.	Computer Applications	CSA
ii.	Library & Information Sciences	LIS

University Institute of Commerce & Management

Sr. No.	Programme	Subject Code
i.	Management	MGT
ii.	Commerce	COM

University Institute of Sciences & Humanities

Sr. No.	Programme	Subject Code
i.	Physics	PHY
ii.	Chemistry	CHM
iii.	Biochemistry	BCH
iv.	Botany	BOT
v.	Zoology	ZOO
vi.	Punjabi/History and Culture of Punjab	PBI/HCP
vii.	English	ENG
viii.	Mathematics	MAT
ix.	Social Sciences	SSE
x.	Physical Training	PT
xi.	General Proficiency	GPR
xii.	Environment Science	EVS
xiii.	Medical Lab. Science	MLS
xiv.	Agriculture	AGR

University Institute of Education

Sr. No.	Programme	Subject Code
i.	Education	EDU
ii.	Physical Education	PED

Note: In the subject codes there should not be gap in between the alphabets and numbers.

CREDIT SYSTEM

The credit system has been followed for evaluating the performance of the student at the end of semester. Each subject has been assigned Credits and contact hours depending upon the nature of the mode used for coverage of the subject i.e. lectures, tutorials, assignments, quizzes, practical, etc. The credit values for the different academic activities have been adopted as:

Credit Representation

Lectures (L) (hrs/wk/Sem.)	Tutorials (T) (hrs/wk/Sem.)	Practical Work (P) (hrs/wk/Sem.)	Contact (L:T:P)	Credits (L: T: P)	Total contact hrs.	Total Credits
4	0	0	4:0:0	4:0:0	4	4
3	1	0	3:1:0	3:0.5:0	4	3.5
0	0	2	0:0:2	0:0:1	2	1
4	1	0	4:1:0	4:0.5:0	5	4.5
2	0	0	2:0:0	0:0:0	2	*NC
0	0	1	0:0:2	0:0:0	2	*NC

*NC = Non-Credit course

Course Load

The total load for each course depending upon the mode of delivery used for coverage of syllabus lectures, tutorials and practicals alongwith total credit load as well as contact hours in a semester.

4.2 EXAMINATION SYSTEM

Scheme of Examination

The scheme of examination includes two examinations; make up/improvement examination and End of Semester examination.

Examination-I

First examination will be conducted in 8th week after commencement of the semester. The answer sheets will be shown to the student within one week from last date of examination. The question paper will be of 30 marks, weighing fifteen percentages of total absolute marks (100 marks)

Examination-II

Second examination will be conducted in 15th week after commencement of the semester. The answer sheets will be shown to the student within one week from last date of examination. The question paper will be of 30 marks, weighing fifteen percentages of total absolute marks (100 marks)

Examination-III

Examination-III will be a makeup examination for those students who could not appear in Examination-I/ Examination-II due to compelling reasons.

End of Semester Examination

The End of Semester Examination will be conducted in the 18th week after commencement of the semester. End of Semester evaluation will be of 50 marks.

Setting of Question Papers and Evaluation of Answer Sheets:

On the recommendations of Head of Department, Dean of the Concerned Institute shall appoint Board of Examiners for setting the Question Paper for each subject and evaluation of the Answer Sheets.

Format for setting question paper in Examination-I, Examination-II and Examination-III

Question	Marks	Description
Q.1	05 (5*1)	Will consist of five sub parts, each of One mark. (minimum one word or one line)
Q. 2 – Q.5	15 (3*5)	Three questions out of Four, each of five marks(ranging from 300 to 400 words).
Q.6 – Q.7	10 (1*10)	One question out of Two, of Ten marks(ranging from 600 to 800 words).

Format for setting question paper in End of Semester Examination

Question	Marks	Description
Q.1	10 (10*1)	Will consist of ten sub parts each of One mark.(minimum one word or one line)
Q. 2 – Q.6	20 (4*5)	Four questions out of Five each of Five marks.(ranging from 300 to 400 words)
Q.7 - Q.9	20 (2*10)	Two questions out of Three, each of Ten marks.(ranging from 600 to 800 words)

4.3 EVALUATION SYSTEM

The university is following continuous evaluation system. The student will be evaluated for any subject out

of 100 marks. The evaluation system will have the components consisting of continuous assessment during the semester, examinations during semester and End of Semester examination.

Two methods -relative grading or absolute grading- have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades/ credits based on pre-determined class intervals. SBBS University has adopted absolute grading system.

The sub headings for theory subjects and practical subjects and weightage thereof will be as under:

Theory Subjects

The students will be evaluated for any subject, based on continuous performance in various tests, quizzes, library assignments, seminars, special problem, etc. The mode for evaluation during the semester (consisting of Examination-I, Examination-II and assignments, etc.) and End of Semester examination is as under:

Evaluation during Semester & End of Semester:-

Total evaluation during Semester and End of Semester Examination will be of 100 marks (total absolute marks). The weightage of assessment during semester will be of 50 marks, which is fifty percent of the total absolute marks. The End of Semester Examination will also be of 50 marks, which is fifty percent of the total absolute marks.

The distribution of 100 marks is as follows:-

Distribution of weightage for evaluation of theory subjects during semester end of semester

Sub-heading	Percentage	Absolute marks
Examination I	15	15
Examination II	15	15
Examination III For Makeup / improvement	—	—
Assignments, etc.	20	20
End of Semester	50	50
Total	100	100

Practical Subjects

Total evaluation during Semester and End of Semester Examination will be of 100 marks (total absolute marks). Evaluation of the student for practical subjects will be based on continuous assessment during the semester and End of Semester Examination. The weightage for continuous assessment during the semester will be sixty per cent and that for End of Semester examination will be forty per cent.

a) Evaluation During and End of Semester Evaluation

The student will be evaluated for practical subjects based on continuous assessment of the performance of the student in the form of conduct of experiments, performance, presentation and viva voce during the semester. The weightage to the continuous assessment, attendance and record keeping during

the semester will be 60 marks, which is sixty percentages of total absolute marks. The student will be evaluated for practical subjects in the End of Semester Practical Examination based on performance, written examination and viva voce examination. The weightage to the End of Semester examination will be forty per cent. The distribution of marks with percentage is as follows:-

Distribution of weightage for evaluation of practical subjects during and end semester

Sub-heading	Percentage	Absolute marks	Detail
Continuous assessment	40	40	During Semester (60 Marks)
Attendance	10	10	
Practical File	10	10	
Performance	15	15	End of Semester (40 marks)
Written Examination	10	10	
Viva-voce Examination	15	15	
Total	100	100	

Credit Point Average (CPA)

The university has adopted 10-point scale credit system of evaluation as recommended by UGC. The cumulative sum of the marks secured by the student in various examinations, assignments, seminars, quizzes etc. out of 100 will be divided by 10 indicating the Credit Points Average (CPA) secured by the student for that particular

subject. The multiplication of the credit points average earned by the candidate and the credits allocated to that particular subject will indicate the total credit points earned by the student for the subject.

Semester Credit Point Average (SCPA)

The total credit points earned by the student in a particular semester will be the sum of the credit points earned for all the subjects registered during the semester. The Semester Credit Point Average (SCPA) for the semester will be the total credit points earned divided by total credit for which the student has registered.

Cumulative Credit Point Average (CCPA)

Cumulative Credit Point Average earned by the student at the end of any semester will be obtained by dividing the total credit points earned by the student by total credit of the subjects for which the student has registered till that particular semester.

Overall Credit Point Average (OCPA)

The total Credit points earned by the student during the whole programme, divided by the total credit assigned for the programme indicates Overall Credit Point Average of the student.

Minimum Requirement For Passing A Subject

The minimum Credit Point Average to be earned by the student for passing any particular subject is 4.00 for Undergraduate programmes. Any student earning Credit Point Average less than 4.00, will be deemed to have failed in the said subject and will be awarded 'F' grade. He/she

will be allowed to appear in reappear examination, as per reappear policy of SBBS University.

The minimum Credit Point Average to be earned by the student for passing any particular subject is 5.00 for Postgraduate and Ph.D. programmes. Any student earning Credit Point Average less than 5.00, will be deemed to have failed in the said subject and will be awarded 'F' grade. He/she will be allowed to appear in reappear examination, as per reappear policy of SBBS University.

Minimum Requirement For Completion Of Programme

For successful completion of Undergraduate programme, the minimum credit point average requirement is 5.00.

For successful completion of any Postgraduate and Ph.D. programme, the minimum credit point average requirement is 6.00.

Second Division

A student earning OCPA ≥ 5.00 and < 6.00 will be deemed to have secured second division in Undergraduate Programmes.

A student earning OCPA ≥ 6.00 and < 6.50 will be deemed to have secured second division in Post Graduate Programmes.

First Division

A student earning OCPA ≥ 6.00 will be deemed to have secured first division in Undergraduate Programmes.

A student earning OCPA ≥ 6.50 will be deemed to have secured first division in Post Graduate Programmes.

Distinction

A student earning OCPA of ≥ 8.00 for undergraduate programme will be deemed to have passed the programmes with Distinction provided all the subjects (credit as well as non credits) were cleared in first attempt only (without any 'F' grade).

A student earning OCPA of ≥ 8.50 for Postgraduate programme will be deemed to have passed the programmes with Distinction provided all the subjects (credit as well as non credits) were cleared in first attempt only (without any 'F' grade).

Award of Grades/Credit Points

At the end of each semester the instructor in each course shall, in consultation with the Head of the Department grade the students on the basis of cumulative results of different kinds of tests, examinations, performance in the laboratory, library assignments, special problems, seminars and other type of exercises.

From credit points earned for different courses taken by a student in a semester the credit point average of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credits and the accumulated credit points earned.

The sum of the marks awarded to each student in a particular subject out of 100 shall be rounded off to one decimal point and divided by ten to obtain Credit Point Average (CPA) upto two decimal digits. The equivalence between some of Percentage of marks and Credit Point Average is as given in below:

Conversion of Marks to Credit Point Average (CPA)

Marks Obtain (A)	Credit Point Average (CPA)(A/10)
100.0	10.00
99.5	9.95
99.0	9.90
98.4	9.84
98.0	9.80
97.6	9.76
96.0	9.60
95.9	9.59

Submission of Grades/Credit Points

The grades/credit points earned by the student and compilation of result prepared by the Instructor/HoD will be sent to the concerned Dean within fifteen days after conduct of End of Semester Examination. The Dean concerned shall discuss the credit points with the Head of the Department concerned and finalize the result. It shall be the responsibility of the Dean concerned to send the credit points sheets to the Registrar.

The credit points sheet shall be kept as permanent record of the teacher of the department and of the institute for future record.

Abbreviation used in result

In addition to the credit points following abbreviations are also used for the evaluation:-

F	=	Failed
I	=	Incomplete
A	=	Absent
D	=	Detained
RL	=	Result Late
S	=	Satisfactory
US	=	Unsatisfactory

Conversion of Overall Credit Point Average (OCPA) to Percentage Score

The conversion of Overall Credit Point Average (OCPA) to Percent Score will be carried out by multiplication of respective OCPA by a factor of 10.

Formula for Equivalent Percentage = OCPA X 10

4.4 REAPPEAR POLICY**Objectives of the policy**

To enable those students who fail/do not appear due to illness or other reason/poorly perform in regular examinations, to reappear for the same and clear their arrears.

Modus operandi:

a. Applicability	<p>Following students are eligible to appear in the reappear examination:</p> <ol style="list-style-type: none"> A student obtaining less than 40%/50% of maximum marks assigned to an undergraduate/postgraduate course and has been awarded 'F' Grade. A student who is not able to appear for the regular examinations due to exceptional circumstances like hospitalization or death in the family, having been awarded 'F' Grade, provided prior permission has been taken from Controller of Examination (COE)/Vice Chancellor. <p>Note:1. Maximum marks includes both End Semester Examination and Teacher's Continuous Assessment(CA)</p> <p>2. F Grade—Failure in the course.</p>
b. Reappear Exam	<ol style="list-style-type: none"> The candidate shall be allowed to re-appear in the End Semester Examination of the subsequent semester(s), subject to maximum permissible period.

	<ol style="list-style-type: none"> Score of Continuous assessment (CA) with 20% weight age will remain the same as in the last attempt and be carried forward with same weight age. End Semester Examination will carry 80% weight age of the maximum marks assigned to a course. Paper will be set for 50 marks. Duration of the exam will be three hours
c. Maximum permissible time	Two years grace period beyond the normal duration of the programme.
d. Reappear Fee	As prescribed by University.
e. Extension of grace period for exceptional cases:	The Vice Chancellor has the veto power to extend the grace period by one more year to accommodate cases of exceptional situations. During this extended period, such students will not be eligible for ranking.
f. Re-registration in case of failure to clear reappears	If the student is unable to clear the reappears within the maximum permissible time subject to maximum attempts

	<p>allowed, the student has to re-register for the same course as a backlog with regular students whenever offered. And will have to pass all the applicable components of evaluation (Teacher continuous assessment and term end examination). Pro-rata basis.</p>
g. Re-registration fee(per course)	<p>Re-registration Fee per course</p>
	<p style="text-align: center;">Total Fee of Semester No. of the Total Semester</p>
h. Improvement fee	<p>As prescribed by the university.</p>
i. Syllabus	<p>➤ The student shall be examined as per the syllabus which will be in operation during the subsequent semester(s).</p> <p>➤ In case of major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School so</p>

certifies, the examination may be held in accordance with the old syllabus. In such case, request for the same shall be received by Controller of Examination at least 3 weeks prior to commencement of semester.

4.5 DETENTION POLICY

As per the guidelines laid by Sant Baba Bhag Singh University those students who have not fulfilled the attendance criteria for a subject are not eligible to appear for End Semester Examination for that particular subject in that semester. Such students are termed as *Detained* in those subject(s). For removing detention, it is mandatory for the student to surpass minimum percentage of attendance (which is 75% presently) in those subject(s) as per rules of the University.

It is suggested that the detainee student should be allowed to attend the classes of the respective subject(s) when offered again:

A detainee student can re-register himself for the subject in which he/she is detained only when offered again by paying applicable subject fees. The student must have to attend the classes to fulfil the minimum attendance for that subject.

In case the student is detained in more than one subject and wishes to remove his/her detention during the continuation of course, then he/she will only be allowed to

choose maximum two subjects at a time from similar or different semesters as the case may be.

If the student is re-registering himself/herself for more than one detained subject after the duration of course then he/she will be allowed to choose maximum four subjects from entire course (in case the subjects are taught in different semesters) or all subjects (in case the subjects are taught in same semester) at a time.

For such students the maximum duration to get through the course would be considered from the batch he/she was admitted for the first time in the University i.e. the period of completion of degree shall be 4 years for 2 year degree, 5 years for a 3 year degree and 6 years for a 4 year degree programmes.

The examination policy for a detained student is as follows:

The student if re-registering for the whole semester will be evaluated on the basis of marks in Exam-I, Exam-II, Assignments and End Semester Examination.

The student if re-registering for a particular subject will be evaluated according to the Reappear examination criteria.

4.6 GRACE MARKS POLICY

There are cases where students have got re-appear by falling short by just one or two marks in one or more subjects. Considering the same, the university has put in place a mechanism to consider and grant grace marks enabling a student to cross the minimum marks threshold thus qualifying the examination as passed.

1. Grace marks to the extent of 1% of the total weighted marks of the Semester, rounded off to the next whole number, maximum up to 6 marks, wherever applicable, could be considered for the grant.
2. Grace marks can only be given if the student is failing in only one subject. A student failing in more than one subject is not eligible for the grant of grace marks. However, if a student gets re-appear in two courses wherein one course is a non-credit, the second course shall be considered for the grant of grace marks.
3. The Thesis component shall not be considered for the grant of grace marks.
4. The grant of grace marks shall not be applicable to non-credit courses.
5. The grant of grace marks shall not be applicable to bridge courses.
6. The grant of grace marks shall not be applicable to practical courses. However, the practical courses which are examined /evaluated more on the basis of written component like courses of Engineering Drawing, Machine Drawing, etc. shall be considered to grant grace marks.
7. Grace marks shall not be allowed for re-appear examination.
8. The student cannot claim the grant of grace marks as a matter of right.
9. Grace marks benefit given only to the student whose academic performance is satisfactory in other subjects

- and semester results (Final decision will be taken by the committee constituted by the Vice Chancellor).
10. The grace marks application shall be initialized by the HOD/COD of the course/branch for consideration.
 11. The Vice-Chancellor has the right to amend any of these rules or may frame new rules, if required.

4.7 UNFAIR MEANS CASES

UMC.1 In these Ordinances, unless there is anything repugnant in the subject or context:

- (i) "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the roll of university teaching department and registered in reported semester.
- (ii) "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 are explained in UMC-11 to 15
- (iii) "Year" shall mean the academic year, which is further divided into two systems (odd/even)
- (iv) "Answer-book" shall mean a part of answer-book, a supplementary answer-book or part thereof.
- (iv) "Committee" shall mean the standing committee appointed under regulations umc

UMC.2 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 / Controller of examination centre
- (ii) Member of flying squad.
- (iii) Examiner for evaluation of answer books.

UMC.3 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.

UMC.4 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.

UMC.5 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.

UMC.6 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.

UMC.7 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.

UMC.8 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.

UMC.9 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*.

CATEGORIES OF UNFAIR MEANS & PENALTIES

UMC.10 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 any other 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 (UMC) Committee.

UMC.11 The candidate may be disqualified for a period of one year, but the UMC Committee may disqualify that student for one semester as per the gravity of the case. , 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.

UMC.12 The candidate may be disqualified for a period of two years, but the UMC Committee may disqualify that student for one semester as per the gravity of the case, 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 inside 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 destruction of 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.

UMC.13 The candidate may be disqualified for a period of three years, but the UMC Committee may disqualify that student for one semester as per the gravity of the case, 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.

UMC.14 The candidate may be disqualified for a period of four years but the UMC Committee may disqualify that student for one semester as per the gravity of the case 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
 - (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.

UMC.15 The candidate may be disqualified for a period of five years, but umc committee may disqualify that student

for one semester as per the gravity of the case., 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 at 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.

UMC.16 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.

UMC.17 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.

UMC.18 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.

UMC.19 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.

UMC.20 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.

UMC.21 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.

UMC.22 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.

UMC.23 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.

UMC.24 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.

UMC.25 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.

SANT BABA BHAG SINGH UNIVERSITY (UMC PERFORMA)

Form for Reporting Unfair Means Cases (UMC) or Acts of interference on the proper conduct of examinations of the University.

Important: The Centre Superintendent must ensure that all the columns are filled completely. Duly filled Performa is to be dispatched along with, Concerned Answer Sheet Slips caught/Incriminating material duly signed by the student & Superintendent/Invigilator/ Flying Squad/ Observer etc. at following address:

To

Controller of Examinations,

Sant Baba Bhag Singh University,

Khiala (Jalandhar) 144030

(Write "UMC Case" on top of the envelope).

GENERAL PARTICULARS:

- 1 Centre of examination (with building) _____
- 2 Name of the Examination _____
- 3 Name of the candidate _____
- 4 Registration No. _____ Roll No. _____
Session _____
- 5 Subject _____
- 6 Subject Code _____
- 7 Date of Detection _____

8 By Whom Detected (Name and complete particulars) _____

9 No. of handwritten papers detected _____

10 Other incriminating material _____

11 Total No. of papers detected _____

12 Time of detection _____

13 Exact place or part of the body of recovery _____

IMPORTANT: Exact location of the papers and other material recovered must be given (e.g. from the hand/pocket or under the clothes worn by the candidate or from the candidate's answer book or whether "from the seat" etc. Report regarding giving or receiving help by a candidate or misbehavior or indiscipline / disturbance created at the Centre by a candidate (s) be also mentioned here in detail. The time of detection should be clearly mentioned and the report should be free from any sort of ambiguity.

Full Signatures of the Detector:

Name:

Designation

Address:

Mob. No:

Endorsement by the invigilator/supervisor of the row:

Full Signature:

Name :

Designation

Address:

Mob. No:

Report/comments of the centre superintendent:

Full Signature:

Name:

Designation:

Address:

Mob. No:

Statement of the candidate (if the candidate refuses to make a statement, the fact of refusal may please be indicated by the Central Superintendent)

Full Signature:

Name:

Address:

Mob. No:

Detail of documents sent :-

- (1) Answer Books (s) : One or two _____
- (2) Material recovered (No. Of papers) _____
- (3) Copy of the seating plan _____
- (4) Copy of the question paper _____
- (5) Further certified that the candidate was asked to make a statement and to sign the incrimination material recovered from him.

- (1) He made a statement and also signed the incriminating material.
- (2) He refused to make a statement and did not sign the incriminating material.
- (3) He has made a statement but did not sign the incriminating material
- (4) He refused to make a statement but signed the incriminating material.
- (5) He was offered a second Answer Book. He accepted/ refused to accept the second Answer Book.

Signature of the Superintendent

CHAPTER-5

UNIVERSITY LIBRARY

The Administration and Financial control of the Library shall be with the Board of Management of Sant Baba Bhag Singh University. There shall be a Library Committee. The Committee shall be constituted by the Vice-Chancellor with the approval of governing body. The Committee shall consist of some selected members who are responsible for the progress of University and making a well plan policy for the development of library. The Committee shall frame the Rules and Regulations in order to run the library work smoothly.

LIBRARY COMMITTEE

The Library Committee shall consist of the following:

MEMBERS	DESIGNATION
Vice Chancellor or his representative Dean Academics	: Chairperson : Co ChairpersonDean/Director of the Institute or his representative:
Members Head of the Departments or their representative	: Members one Student representative from one of the longer term courses from each institute:
Member Librarian	: Member Secretary

NOTE: Representative, having broader approach to the disciplines taught in the Institute, shall be nominated

- a) The nominated members shall hold office for two years.

- b) One third of the members shall form the quorum.
- c) The Committee shall frame rules for the use of Library for approval of the Academic Council.
- d) The Committee will scrutinize the annual budget estimates of the Library and will make recommendations to the Vice-Chancellor.
- e) The proceedings/recommendations of the Library Committee shall be put up to the Board of Governors through the Vice-Chancellor for its approval.
- f) The Committee shall prepare the Annual Report of Library and forward it to the Board of Governors through the Vice-Chancellor.

RULES & REGULATIONS

The library is primarily intended for the students, staff and faculty of Sant Baba Bhag Singh University, who can make use of library collections, facilities and services in accordance with the rules.

ACQUISITION OF BOOKS

- a) Books can be acquired from any available source and need not be limited to one single agency. Books can also be ordered from abroad. No quotations are needed for the acquisition, as library book is not a store article.
- b) The Librarian/Assistant Librarian shall certify that the prices charged in the bills are the publisher's prices and if the publisher's prices cannot be verified he/she shall certify that the publisher's price list is

not available and the prices charged are correct. In case of rare and out of print book(s), when the original published price has no bearing on the market price, the Librarian shall certify that the cost paid is reasonable.

- c) The Librarian/Assistant Librarian shall also certify that quality and quantity of supply is correct and according to the order.

DISCOUNT RATES

Minimum discount rates for the purchase of book(s) shall be as under:

- | | | | |
|------|---|---|-------------|
| i. | English medium books | : | 20% |
| ii. | Book procured from abroad against specific order | : | 15% |
| iii. | Indian paperback text nature books | : | 15% |
| iv. | Government/Learned Societies/Institutional Publications/short or no discount publications | : | No discount |

All books of foreign origin priced in foreign currency will be procured on the Bank Exchange Rate (Reserve Bank of India) adopted by Indian Nationalized banks.

RECORDS

- a) The following records shall be maintained by the acquisition department:
- i. Accession Register (Annexure-1)

ii. Withdrawal Register (Annexure-2)

- b) Accession Register shall be maintained by the Library for entering the purchased books and other such documents are being kept in the library on more or less permanent basis. Documents shall be entered in these registers in that serial order in which they are added to collection.

- c) The accession number of the document shall be placed on the invoice/bill against the item and shall also be reproduced on the back of the title page and at page no.51. If the document has lesser number of pages, then put it at last page of text.

- d) For other items like CD, maps etc., accession number may be reproduced with indelible ink where it could be clearly seen.

- e) The invoice for document(s) shall carry a declaration from the Librarian/Assistant Librarian that the items have been entered in the accession register and the accession number shall be recorded against each item. This alone shall be considered as proof that the items have been added to the library collection. The following accession registers shall be maintained:

- | | |
|------|--|
| i. | Books purchased |
| ii. | Periodicals (Bound) and Serials |
| iii. | Gift |
| iv. | Project Reports/Theses/Dissertations |
| v. | Non book material (CDs, Maps, Microfilms etc.) |

Note: Reprints, pamphlets, paper photocopies or other ephemeral shall not be accessioned even if they are purchased. If needed to preserve this, may be accessioned only after getting it bound in a handy form.

- f) Withdrawal Register shall give information about books, withdrawn from the stock either because of loan, mutilation or unfitness for use. It shall be a pre-bound register. After the book to be withdrawn is entered in this register, reasons and authority giving the withdrawal number shall be reproduced in the remarks column against the appropriate entry in accession register.
- g) There shall also be a Shelf List which shall carry call number of the documents in addition to the accession number. The Shelf List shall be arranged strictly in order in which the documents are shelved in the library.
- h) Gifts specially requested shall be accessioned. Unsolicited gifts shall be accessioned only if they are of abiding interest to the library which will be ascertained by the university committee. Such unsolicited gifts are either distributed to interested agencies or sold as waste paper at the end of the year. All gifts are accessioned and included in the library collection for stock verification.

PERIODICALS

- a. Subscription for periodicals for which advance payment is to be made shall be placed either direct with the publishers or through a subscription agency. Payment for periodicals and newspapers received

through local vendors shall be made monthly, quarterly or yearly as the case may be on receipt of their invoices/bills. The subscription in advance for periodicals, online as well as hard copy, shall be remitted on receipt of their proforma invoice and shall be checked against their regular invoice at the end of the year.

- b. If any issue has not been received against the order, the agent or the publisher, as the case may be, would be asked to replace it at free of cost or to give credit or to advance the period of subscription by the amount. In such a case, extra payment for purchase of this issue, if available later, will be admissible. For future reference, proper record shall be maintained for the receipt of periodicals and the payment of their invoices.
- c. Periodicals meant to be kept as set, shall be bound on the completion of the volume and will be accessioned in usual way.

FINES AND OVERDUES

- a. The books and other publications which are overdue and on which the fine is to be charged shall be entered in the overdue register (format given at Annexure-3) after the closing time for the return of books, the day they fall due. The amount of fine ultimately charged shall also be entered in that register. If the fine has been remitted or reduced for any reason, it shall be indicated in the register.
- b. Fines regarding late return of books and library property shall be realized by the Library at its

Circulation Counter. Ultimately, the amount realized is to be deposited with the Cashier of the University.

STOCK TAKING OF LIBRARY DOCUMENTS

Random And Sample Stock-Taking of Library books and periodicals shall be done once in every two years under the directions of University Librarian with the help of faculty members drawn from the constituent Institutes, as per procedure laid-down-hereinafter. The list of books, not accounted for, will be prepared and these books shall be considered as missing and if not traced out by the next stock taking, should be written off.

PROCEDURE:

- i. The request for the stock taking of books and periodicals shall be made by the University Librarian to the Deans of constituent Institutes who will depute two teachers for this purpose.
- ii. The committee while undertaking the stocktaking shall conduct sample stock taking under supervision of University Librarian and shall select four disciplines in this behalf.
- iii. This will be completed within 30 days preferably during the semester break.
- iv. The documents found short/missing shall be reported by the Committee in the following format:

Sr.No	Accession No.	Title/Author	Date of Purchase	Cost at Time of Purchase
-------	---------------	--------------	------------------	--------------------------

v. The Committee shall also express its opinion whether losses were on account of negligence or uncontrolled loss due to open access system followed in the university library where loss of 5 (five) books per thousand regarded as normal and reasonable.

vi. University Librarian shall forward the report of random and sample stock taking to the Vice Chancellor along with his observations and recommendations for further necessary action.

GUIDELINES FOR DEPARTMENTAL LIBRARY/ BOOK BANKS ACQUISITION:

- a) Book Banks shall procure multiple copies of textbooks relevant to the course curriculum through the central Library System. The closed access is to be provided. The books shall be issued to the students (only) of the respective institute at the most for one semester.
- b) Student/Faculty shall be encouraged to donate text book(s) for Book Bank(s).
- c) Popular magazines/ Newspapers/ Periodicals will be subscribed in the Central library only.

STOCK TAKING

- a) Stock verification of Institute Book Bank/ Departmental Library shall be done annually with the help of two faculty members, one nominated by the University Librarian and the other by the concerned Dean/Head of Department.
- b) The University Librarian will initiate the stock taking process. The books found short/missing, shall be reported by the committee in the following format:

Sr.No	Accession No.	Title/Author	Date of Purchase	Cost at Time of Purchase
-------	---------------	--------------	------------------	--------------------------

- c) The Committee shall also express its opinion whether the loss is on account of negligence or uncontrolled. Finally, the University Librarian will forward the report of the stock verification to the Vice Chancellor, SBBS University along with his/her observation and recommendation for further necessary action.

NO DUES CERTIFICATE

- a) Each and every student of SBBS University would be required to take No Dues Certificate from Central Library on leaving this University or for appearing in the final examination. For this, the concerned Dean/Head of Department shall be responsible.
- b) All staff members of SBBS University would be required to take No Dues Certificate from Central Library in case of transfer/ change of designation or leaving the university. For this, the concerned Dean/ Head of department shall be responsible.

RULES FOR PUBLIC SERVICES: ACCESS TO DOCUMENTS AND COMPUTER BASED SERVICES

The readers have free access to books and periodicals, which are on the open shelves, Reference books, Theses and Project Reports can be consulted only in the assigned area.

Online Public Access Catalogue and Computer based services are available free of cost to staff and students of Sant Baba Bhag Singh University.

LIBRARY HOURS

Working Days	: 9.00 am to 4.30 pm
1 st & 3 rd Saturday	: 9.00 am to 1.00 pm
Issue/Return Service	: 9.00 am to 4.30 pm
Closed Days	: All Sundays and Holidays notified in the University Calendar

LIBRARY SERVICES

Library members are free to seek assistance of library staff in selecting reading material, checking of references, and searching of misplaced reading etc.

Books and periodicals not available in the library can be requested on loan from other libraries or institutions. The cost of postage on them has to be paid by the member for whom they are borrowed on Inter Library Loan.

MEMBERSHIP

Only Library members, enjoy the privilege of borrowing books. The teachers, students and non teaching staff of the University can enroll themselves as members by filling a prescribed application form and agreeing to abide by the rules. Others can use the library material only with the special permission of Librarian.

Borrower's cards, given to registered members are strictly non transferable and are to be renewed every year. Students found creating indiscipline in the library or misbehaving with the library staff will be debarred from the library for the next fifteen days and in serious cases membership will be cancelled.

In case library membership card is lost or misplaced, duplicate card shall be issued on payment of Rs.200/-for card. Loss of the membership card should be reported immediately at the circulation counter. However the reader still remains responsible for the document(s) issued.

Students or any other person found taking books out of the library without authorization will be punished with a heavy fine and disciplinary action will be initiated.

LOAN PRIVILEGES

On Sunday and holiday, there is no check out and check in of library reading material. Reading material can be loaned out to the departments for its consultation and reference. The Librarian can recall any library reading material at any time if necessity arises. The number of books, a borrower can take except dissertation/thesis/project report, and the period for which one can retain them is as follows:

CATEGORY OF MEMBER	NUMBER OF BOOKS	PERIOD OF LOAN
i Undergraduate Student	4	14 days
ii Postgraduate Student	6	14 days
iii Research Fellow	8	Semester
iv Faculty	8	1 Month (5 for Month +3 for Semester)
v Non teaching staff	5	1 month

As a special case, Periodicals/Reference Books will be issued for overnight only. Documents borrowed for overnight must be returned within an hour of the opening of library on the next working day.

OVERDUE CHARGES

Following overdue charges are recovered for library material retained longer than the period of loan from all borrowers

General Book	Rs. 2.00 per day per document.
Overnight Book/Periodical	Rs. 2.00 per hour per document.

Note: Fine can be reduced or remitted by the Librarian on reasonable ground.

LOSS OF LIBRARY MATERIAL

The following charges are recovered for the loss of library material:

A. BOOK

Replacement or the current price plus Rs. 100/- as processing and binding charges. The cost of complete set may have to be paid for the loss of a single volume if it is not published separately.

In case current price of lost book is not available, the price to be charged from the reader will be @ 10% increase in price every year from the date of its procurement subject to the maximum of five times of its original price. However, the reader is at liberty to replace the same or better edition of lost book.

In case of books whose price is not given in the accession record or not available in any catalogue available in the library, the Librarian is authorized to fix reasonable price.

B. PERIODICAL

i) SINGLE ISSUE OF PERIODICAL

Replacement within three months or the cost of the volume if the single issue is not available.

ii) BOUND VOLUME OF PERIODIAL

Replacement for the volume or four times the cost of volume plus Rs. 200/- as processing and binding charges.

C. LOSS OF LIBRARY MEMBERSHIP CARD

In case library membership card is lost or misplaced, duplicate card is issued on payment of Rs. 200/-. Loss of library membership card should be reported in the library immediately. However, the reader still remains responsible for the document(s) issued on that lost card.

REPROGRAPHIC SERVICES

Photostat service is available to the readers of library @ Re. 1.00 per exposure per copy.

SUGGESTION BOX

Members are free to recommend new books or journals for the library and to suggest improvement in library services by dropping suggestions in the Suggestion Box placed in the Library.

GENERAL

1. Always bring library card while visiting the library. Visitor without library card/ Identity Card may be asked to leave the library
2. No one is allowed to take his/her personal books inside the library
3. Particulars of your personal Laptops and other computer peripherals should be recorded at the Gate Counter

4. Keep all belongings like personal books and other printed material, umbrella, bags files etc. at the property rack, placed outside of the library.
5. The "No Dues Certificate" can be secured from the library after surrendering the library card and clearing all library dues. However, at the end of semester that falls in between of the final semester, No Dues Certificate can be had by returning all overdue books
6. No library reading material would be considered returned until it has been returned properly to the person at the circulation counter
7. Taking books out of the library without authorization, marking or underlining or in any way disfiguring and mutilating books or library property is a misdemeanour which may lead to withdrawal of library privileges or in serious cases to heavy fine and disciplinary action.
8. The last borrower shall be responsible for any damage to the book/periodical etc. unless it has been pointed out at the time of issue
9. Get yourself checked at exit while you go outside
10. Eating/Drinking liquids in the library premises is strictly prohibited to keep away ants, flies and other insects etc.
11. Maintain PIN DROP SILENCE in and around Library premises

ANNEXURE - 1 ACCESSION REGISTER

Date	Accession Number	Author	Title	Ed.	Place & publisher	Year	Pages	Vol.	Source	Bill No. & date	Published Cost	Call Number	Withdrawal No. & date	Remarks
												Class. No.	Book No.	

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ANNEXURE - 2 WITHDRAWAL REGISTER

Date	Sr. No.	Title/ Author	Vol. Ed.	Year	Place & publisher	Accession Number	Cat. No.	Withdrawal Reason	Sanction Ref. No & Date	Payment Amount	RL No. & Date	New Accession Number	Remarks

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[illegible]

ORDINANCE NO. 1 OF 2016

**Ph.D ORDINANCES FOR ELIGIBILITY CRITERIA,
PROCEDURE FOR REGISTRATION OF
CANDIDATES, ALLOTMENT OF SUPERVISORS/
GUIDES AND RESEARCH TOPICS, SUBMISSION
OF THESIS AND ITS EVALUATION FOR THE
AWARD OF DEGREE OF DOCTOR OF
PHILOSOPHY.
(w. e. f. 2016)**

The Rules and Regulations has been prepared keeping in view the "University Grants Commission (minimum standards and procedure for award of Ph.D. degree), Regulation, 2016"

1. MINIMUM QUALIFICATIONS/ELIGIBILITY:

- 1.1 A candidate for the degree of Doctor of Philosophy/ in a subject must, at the time of application, holds a Master's degree in that subject with at least 55% marks or an equivalent grade or M.Phil. degree of the University or any other University incorporated by any law for the time being in force and recognized by the University.
- 1.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

2. CATEGORIES OF Ph.D. CANDIDATES

There shall be two categories of Ph.D. candidates:

- i) Full-time Ph.D candidates
- ii) Part-time Ph.D candidates

3. PROCEDURE FOR REGISTRATION

A. APPLICATION FOR ENROLMENT

- (i) A candidate wishing to enrol as (Full Time/Part Time) for the Ph.D. Degree shall fill the prescribed application form and submit the same along with a fee as per norms of SBBS University.
- (ii) Research student/ Candidate working as a regular employee in any Government Department or Research Development Organization or Public Sector Undertaking or Registered Industry/ Company and also the faculty of a reputed educational institution will be eligible for admission to Ph.D. Programme as a Part-Time scholar provided he/ she has been in continuous service for the last 2 years in the same organization and, should provide a No Objection Certificate (NOC) from the employer stating that (i) He / she is on the regular payroll of the organization, (ii) He/ she is permitted to pursue studies on a part-time basis, and (iii) His/ her official duties will permit sufficient time for research (**Annexure A**). The candidate should also submit a certificate stating that the research facilities exist in his organization (which can be self-certified).

- (iii) Research student working full time (JRF/ SRF/ RA) in a Sponsored R&D project at SBBS University can be admitted to Ph.D. programme six months after joining the project provided his/her Ph.D. topic is related to the project as certified by the Doctoral Advisory Committee (DRC). To be accepted as a Ph.D. student, such a student will have to undergo the same admission procedure as applicable in general.

B. ENTRANCE TEST FOR ENROLMENT

- (i) All the candidates to Ph.D. programme (Full Time/Part Time) shall be admitted through an entrance test conducted twice a year in the months of November and April. The exact date/s of the examination will be notified through SBBSU's website. No separate advertisement will be given for the test date.
- (ii) The discipline wise number of seats available for admission during a particular year will be announced in the advertisement for that year.
- (iii) Separate question papers will be set for candidates of different disciplines of Engineering/Commerce/BusinessManagement/ ComputerApplications/Education/ Physical Education/Natural & Applied Sciences/Social Sciences & Humanities.
- (iv) The question paper will be of MCQ type and of two hours duration. The candidates who secure 50% marks (minimum) will be called for interview.

- (v) Course contents for the test will be based on the fundamental and objective/subjective aspects of the concerned discipline.
- (vi) Candidates who have already passed NET/SLET/GATE/JRF/M.Phil degree [obtained through regular course work and not through distance education mode] will be exempted from entrance test.

C. SELECTION CRITERIA FOR ENROLMENT

- (i) The candidates appeared in test will be made on the basis of merit calculated as per the following criteria:

Criterion	Weight
Marks in Masters programme	10%
Marks in Entrance Test	40%
Interview	50%

In case of test exempted candidates, marks will consider in P.G. and interview

- (ii) At the time of interview, candidates are expected to discuss their research interest / area with interview board. Only the predetermined number of students, based upon the available recognized research supervisors (with concerned specialization/research interest) will be selected for admission to Ph.D. and the list of successful candidates shall be released.
- (iii) Preference will be given for admission to candidates having JRF/any other fellowship from UGC/CSIR/other Govt. agencies.

APPOINTMENT OF SUPERVISOR

- (i) Any regular professor of the concerned University/Institution with at least five research publications in refereed journals and any Associate/Assistant professor of university/Institution with a Ph.D. degree and at least two research publications in refereed journals may be recognized as research supervisor.
- (ii) The maximum number of candidates, those can be registered for enrolment to M.Phil/Ph.D. Degree under a Supervisor/Co-supervisor is as follows:

Assistant Professor	: 4 (Ph.D.) and 1 (M.Phil)
Associate Professor	: 6 (Ph.D.) and 2 (M.Phil)
Professor	: 8 (Ph.D.) and 3 (M.Phil)
- (iii) The successful candidates are required to contact the available recognized research supervisors (with concerned specialization/research interest) from within the SBBS University.
- (iv) Subsequently, the allocation of supervisor shall be approved by the University, based upon the written request (Annexure I) of the candidate endorsed by the supervisor.
- (v) If necessary, Co-supervisor may be appointed from within the same department or of a different department of the University or outside the University. However, a written justification for having a Co-supervisor should accompany the application duly forwarded by the supervisor

and recommended by the RAC (Doctoral Research Committee).

- (vi) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as may be deemed a close relation by the Vice-Chancellor, shall be appointed as Supervisor/Co-Supervisor. A certificate to this effect will be given by the Supervisor/Co-supervisor along with the application for enrolment.

E. REQUEST FOR CHANGE OF THE SUPERVISOR

- (i) Such requests can be entertained only:
- In case the Supervisor has left the service of the University. However, Ph.D. scholars, who are already registered prior to leaving of service by the supervisor, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.
 - In case of extreme hardship, where it becomes almost impossible for a candidate to work with the existing Supervisor. In that case the matter may be placed before the Committee constituted by Director Research / Dean Academics; subject to final approval of the Vice Chancellor.
- (ii) The change of Supervisor shall only be allowed during the first two years after registration. No change will be allowed after that period.

- (iii) If the supervisor proceeds on long leave for three or more than three years, he/she may not be allowed to act as Supervisor. However, Ph.D. scholars, who are already registered prior to proceeding on long leave, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.

4. GUIDELINES FOR CANDIDATES SELECTED FOR ADMISSION

- Candidate shall fill the prescribed application form for provisional registration and submit the same along with a fee of Rs. 10,000/- and Form Fee as applicable, to the University through the Head of Department for Provisional Registration.
- COURSE WORK**
 - After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester. Fee for course work will be as per norms of SBBS University.
 - The course work shall be treated as prerequisite for Ph.D. programme. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced

level courses preparing the students for Ph.D. degree

- (iii) All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- (iv) The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Doctoral Research Committee.

Curriculum: There will be two papers. One paper will be core paper and is compulsory to all candidates. The second paper will be elective based on subject. The elective papers will normally be offered to students by the department depending on the areas of interest of the candidates. The composition of the Course is given as under:

- a. One paper on "Research Methodology" (Compulsory to all candidates)
- b. Review of literature/seminars/conferences/workshops
- c. One paper on advanced level course of relevant subject

The Total credits should be 8-16.

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

- (i) Has been on the rolls of the department throughout the semester preceding the examination.

- (ii) Candidate shall attend a minimum of 75% of the delivered number of lectures in each paper.
- (iii) The candidate shall also submit one-page (maximum) Synopsis/report on the research area, in which he/she intends to work for his/her Ph.D. degree. Based upon this Synopsis/report, the candidate shall be advised to take up course work. Candidate shall complete the prescribed course work at SBBS University for a minimum period of one semester as per the scheme of examination of Ph.D. programme.
- (iv) Specialisation courses shall be recommended by the Committee of Supervisor, Director Research/Coordinator/Head of Department and Dean Academics. The courses should be of post graduation level as per the SBBSU nomenclature. The course work should be completed by the candidate within coming two consecutive semesters, after provisional registration and the candidate must obtain minimum 60% in the allotted course work.
- (v) Provisions of examination policy of the SBBS University will also be applicable to Ph.D. candidates, unless otherwise provided for in Ph.D. Rules and Procedures or by separate notification by the competent authority.
- (vi) All those who are admitted for Ph.D. shall have to pay a fee of Rs. 20,000/- per semester, till the award of the degree. Late fee will be charged as per university norms.

C. Synopsis

- (i) After successful completion of Pre-Ph.D. course work mentioned above, the candidate shall be eligible to

submit a synopsis (Annexure II) of his proposed research work along with the title of thesis (finally decided by the candidate) duly forwarded by the supervisor and Head of the institution where the candidate is working. The synopsis has to be submitted in eight copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy.

- (ii) If he/she does not submit the synopsis within stipulated period, his/her provisional registration shall stand cancelled. However, the candidate with prior permission of Director Research/Dean Academics may apply afresh along with a registration fee of Rs. 10,000/- again within twenty four months from the date of first provisional registration to the university, through the supervisor. No further extension shall be given and the provisional registration shall deem to be cancelled.

Doctoral Research Committee

- (iii) A Doctoral Research Committee (DRC) consisting of the following will evaluate the synopsis of the candidate for registration for Ph.D. :
1. Chancellor / VC Nominee
 2. Director Research (Chairman)
 3. Head of the Department / Coordinator of the Department
 4. Dean Academics
 5. Supervisor/supervisors
 6. One External Subject Expert

(List of minimum six external experts, with complete address, contact numbers and e-mail IDs, to be submitted by the Supervisor to Director Research through the Head of the Department, out of which, the Vice Chancellor shall appoint one examiner.)

- (iv) Copies of the synopsis for registration for Ph.D. Degree will be provided to the Doctoral Research Committee (DRC) members at least fifteen day in advance to the date of DRC meeting or date of presentation of seminar. It is understood that all the deficiencies/improvements to be made in the synopsis will be settled in the meetings of DRC. The quorum for holding the synopsis evaluation will be at least three members from DRC.
- (v) In the seminar/ presentation, the candidate shall be required to present a seminar on the topic of his/her study in the presence of DRC.
- (vi) The DRC, while recommending registration of the candidate for consideration shall send a detailed note about the suitability of the research topic as well as the methodology proposed by the candidate. The note shall include the names and Signature of the members of DRC present in the meeting, the discussions held and its final outcome.
- (vii) A provisional registration will be considered as confirmed and a Letter of Registration will be issued by the Registrar of the university to the candidate, If the DRC approves the synopsis for registration to the Ph.D.
- (viii) In case the DRC does not approve the topic, the case will be referred to Director Research along with

reasons and justifications. In such case the candidate may avail one more opportunity with prior permission of Director Research to resubmit the synopsis (with registration fee), after duly incorporation of suggestions made by the DRC, within six months. In case synopsis is rejected second time, the candidate will have the option to apply for a fresh registration on new topic.

7. CANCELLATION OF REGISTRATION

The registration of a candidate for the Ph.D. programme may be cancelled in the following manner;

(a) Voluntary Cancellation:

The candidate can opt for voluntary cancellation of his/her Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the Guide and Head of Department shall be submitted to the Director Research Committee. The candidate shall personally appear before the Director Research Committee and shall submit a declaration of cancellation under his/her signature. The Director Research Committee shall then endorse the declaration of the candidate contained in his application and forward it to the relevant Research and Recognition Committee. The registration shall stand cancelled from the date of acceptance of the application by the Research and Recognition Committee.

(b) Cancellation for misconduct:

If a candidate after registration, or during the course work, is found to be guilty of commissions and

omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behaviour, insubordination etc., the registration shall be cancelled by the relevant Research Committee by way of punishment on the receipt of report from the Guide and the Head of Department. Before submitting this report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary. Provided also that the involvement of the candidate in a criminal offence involving moral turpitude shall be treated to be a misconduct and registration shall be cancelled with immediate effect on his/her conviction by the Competent Court. In such case there shall be no requirement of offering opportunity of being heard before cancellation of the registration.

8. PROGRESS REPORT

- (i) Every registered candidate shall submit, the progress report of his/her research after every six months in the prescribed form, (Annexure-III).
- (ii) The report will include all the progress aspects, such as surveys, tours, publications, Conferences, research work, etc. The supervisor of the candidate shall endorse the progress of the candidate.
- (iii) Each candidate will be required to make a presentation of the annual progress before the Doctoral Advisory Committee (DRC).
- (iv) If a candidate fails to submit two consecutive

reports, late fee will be applicable with regard to submission of Annual Progress Report shall be Rs. 2,500/-. If a candidate fails to submit three consecutive progress reports, the matter shall be put before Doctoral Research Committee (DRC) for cancellation of the registration.

(v) All the record related to Ph.D. candidates will be maintained by the Director Research.

(vi) A Doctoral Advisory Committee (DRC) consisting of the following will evaluate the presentation of annual progress report of the candidate and give constructive suggestions for the improvement in the research work and to complete other formalities related to the research work of the candidate till the completion of the project:

1. Chancellor / VC Nominee
2. Director Research (Chairman)
3. Head of the Department / Coordinator of the Department
4. Dean Academics
5. Supervisor/supervisors
6. One External Subject Expert

7. TOPIC MODIFICATION (In Case of Major Change)

(i) A candidate may, within one / two year of his/her registration, modify the scheme of his/her

research work with the approval of the DRC, provided that such modifications do not involve any major change in the original scheme and scope of the subject.

(ii) The candidate may apply for the same by depositing a fee as per SBBS University norms and a written justification for the modification, through his/her supervisor.

8. PERIOD REQUIRED FOR SUBMISSION OF THESIS

(i) The minimum period required for submission of thesis (Full Time and Part Time) is three years including course work and maximum period is six years; the period shall be counted from the date of Provisional Registration.

(ii) However, after six years, a candidate may seek extension for further one or two years by paying a fee as SBBS University norms. No further extension shall be allowed.

(iii) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/ Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

(iv) Thesis submission/evaluation charges shall be SBBS University norms and to be paid at the time of thesis submission.

(v) Registration of candidates, who fail to submit

their thesis within the stipulated period as mentioned above or who fail to apply for grant of extension, would automatically stand cancelled.

9. SUBMISSION OF THESIS

- (i) Pre-Submission: If a candidate wants to submit Ph.D. thesis, he/she should inform the office of Director Research through a letter forwarded by his/her supervisor mentioning that he/she intends to submit his/her thesis. For that he/she will also submit five copies of extended abstract of the thesis for pre-submission evaluation.
- (ii) At the time of pre-submission of thesis, a candidate will produce evidence of having published two research papers (relating to the research topic on which he/she has been registered for Ph.D. Degree and the academic work included in the thesis) in referred Journals, with at least one Journal indexed in UGC/SCI / SSCI / SCImago / Scopus / Thomson Reuters.
- (iii) The candidate will give a pre-submission open house seminar before submission of thesis (As per Appendix – 3). Annual progress report needs not to be submitted, once the candidate successfully accomplished his/her pre-submission seminar, however, he/she shall produce rough draft of thesis at the time of presentation. The presentation shall be carried out by the Doctoral Advisory Committee (DRC). A report including the copy of the presentation and recommendation of the DRC will be sent

to the Director Research for further action.

- (iv) Thesis Submission: A candidate must submit the Ph.D. thesis within three months from the date of presentation of pre-submission seminar. In case of non-submission of thesis within the stipulated period, the candidate can seek extension of further three months from the Director Research with a late fee decided by SBBS University norms. No further extension will be permitted.
- (v) Five copies of the thesis shall be submitted in compact bound form along with a soft copy (CD), through his guide and Head of the Place of Research.
- (vi) The final thesis shall be presented in accordance with the following specifications:
 - a. The paper used for printing shall be of A4 Size, Times new roman 12 font size.
 - b. Printing shall be in a standardized form on one side of the paper and with minimum of one and- half spacing.
 - c. A margin of one-and-a half inches shall be on the left hand side.
 - d. The title of the thesis, name of the university, name of the concerned subject in which thesis is submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of

the guide and co-guide, wherever appointed, month and year of thesis submission shall be printed on the title page and the front cover. (For specimen see in Annexure-B)

- (vii) The candidate will not be permitted to submit his/her thesis for the degree unless his/her supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. degree.
- (vi) The thesis should also be accompanied by the certificate of pre-submission seminar (Annexure IV). The thesis shall also include a Certificate of the guide (Annexure V) and a Declaration by the candidate (Annexure VI) that the work reported in the thesis has been carried out by the candidate himself and that the material from other sources, if any, is duly acknowledged. Thesis presented by the candidate must be a part of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work, such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.
- (vii) The candidate may incorporate in his/her thesis, the contents of any work, which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/

she shall not submit his/her thesis on any work, for which a degree has already been conferred on him/her by this or any other University. The candidate may, however, incorporate in his Ph.D. thesis, any work from his/her M.Phil./M.Litt. Dissertation with due reference to the thesis and acknowledgement to the Supervisor, provided the work has been carried out at this University.

- (viii) Provided that in case the work was done through collaboration, a certificate duly signed by all collaborators and counter-signed by the supervisor concerned, to the effect that none of the collaborators has made or will make use of the joint work (published/unpublished) incorporated in this thesis for the award of any degree/diploma of any University/Institution, shall be furnished along with the thesis. Also, he/she has to submit No Objection Certificate (NOC) from the collaborating organization.
- (ix) At the time of submission of thesis, the candidate will give a certificate on the prescribed form that there is no plagiarism in the submitted thesis.
- (x) Along with five copies of thesis, candidate is required to submit a soft copy (in MS word and PDF format) in the form of CD for record in the University Library/UGC-INFLIBNET.
- (xi) Submission of Expert Panel for Thesis Evaluation: Immediately after the approval of

DRC for the submission of final thesis, supervisor would submit a panel of minimum eight examiners, accompanied by four copies of Summary of the thesis and list of the major references. In the panel, at least half of the examiners will be from outside the region i.e., Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Chandigarh and Delhi. The proposed panel should include the full particulars containing designation, area of specialization; Email ID, Complete Address, Contact number etc.

- (xii) The supervisor should preferably recommend only those examiners, whose research work is referred by candidate in his/her research work under evaluation. The persons recommended for the evaluation of the thesis should invariably be Professor or of equivalent rank. The supervisor is required to obtain the prior consent for the evaluation of the thesis from the proposed experts.

10. EVALUATION OF THESIS

- (i) The Vice-Chancellor will appoint two examiners from already submitted panel of examiners for Thesis Evaluation and at least one of them would be from outside the region i.e., Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Chandigarh and Delhi.
- (ii) The examiner will be free to seek clarifications on any matter from candidate's supervisor or

the co-supervisor through Director Research. The Director Research will ensure the secrecy of examiner's identity and the reports submitted by the examiners.

- (iii) The examiner will state in his/her report:
- Whether he/she recommends the award of the degree to the candidate without any changes.
 - Whether thesis is acceptable, subject to the satisfactory answer to the queries raised by the examiner during the final viva-voce examination.
 - Whether he/she recommends re-submission of the thesis after revision. In case an examiner recommends revision of the thesis, he/she will also indicate the nature of changes.
 - Whether he/she recommends rejection of thesis.
- (iv) In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through the Director Research. However, if the examiner is not satisfied with the candidate's defence, the candidate shall be required to carry out necessary revision/modification as finally suggested by the examiner, before his/her case is processed further. It may be added that one

examiner can recommend revision of thesis only once. If a second revision is recommended by the same external examiner, it will be treated as rejection of thesis.

- (v) The candidate, who is required to resubmit the thesis, must do so within one year from the date of receipt of comments of the examiner to him/her by the University, irrespective of his/her submission of defence, unless extension is specially given by the Vice-Chancellor. A resubmitted thesis will be examined by the examiner, who has recommended re-submission unless he/she himself is unable to do so or declines to do so.
- (vi) In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis; on the recommendation of the Vice-Chancellor, the thesis shall be referred to a third examiner appointed by the Vice-Chancellor from out of the original panel of examiners. The third examiner shall not be informed about the recommendations of the two examiners. The recommendations of those two examiners who submit similar recommendations shall be final. This procedure shall also be followed if the examiner, who has suggested modification, rejects the revised thesis.
- (vii) Each examiner shall be given three month's time for the evaluation of thesis. In case report from him/her is not received, he/she may be reminded

through e-mail. After the period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the thesis back to the University. If in due course, the report is received from the first examiner, the report will not be considered.

VIVA-VOCE EXAMINATION

11.

- (i) The candidate is required to appear in an open house viva-voce examination, which shall be compulsory for all the candidates. This will normally be conducted at SBBSU by one of the two external examiners, who have evaluated the thesis.
- (ii) The Director Research/Nominee and the Supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the University. There will be a presentation by the candidate before the following Committee:
 - a. Chancellor / VC Nominee
 - b. Director Research (Chairman)
 - c. Head of the Department / Coordinator of the Department
 - d. Dean Academics
 - e. Supervisor/supervisors
 - f. One External Subject Expert who had evaluated thesis.

The quorum for holding the viva-voce examination will be at least any three members.

- (iii) In case an external examiner communicates that he/she is unable to conduct a viva-voce, the Vice-Chancellor will appoint an examiner and a copy of the thesis will be sent to the 3rd Examiner.
- (iv) In case, a candidate could not defend his/her thesis successfully in the viva-voce board in the first appearance, the board may recommend for reappearance within 30 days.
- (v) A candidate who is not successful in the second viva-voce also, his/her thesis will be rejected.
- (vi) The report about the performance of the candidate in the viva-voce examination shall be recorded by the external examiner(s) only.

12. AWARD OF DEGREE

- (i) If the two examiners of the thesis have recommended the award of the degree, and the viva-voce examiner is satisfied on the basis of performance of the candidate in the oral examination, he/she may recommend the award of the degree.
- (ii) The result of Ph.D. degree of a candidate be deemed to have been notified by Dean Academics and Controller of Examination shall publish the result.

13. DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcement of the award of Ph.D., the

University shall submit a soft copy of the Ph.D. thesis to UGC within a period of 30 days, for hoisting the same in INFLIBNET, accessible to all Institutions/Universities

14. AMENDMENT OF RULES

These guidelines are subject to need based modification by the Competent Authority, depending upon the academic requirements of the University.



Annexure I

Faculty of _____

Subject: _____

SANT BABA BHAG SINGH UNIVERSITY

(Established vide Sant Baba Bhag Singh University Act, 2014)

APPLICATION FORM FOR RECOGNITION OF SUPERVISOR /CO-SUPERVISOR FOR Ph.D. DEGREE

APPLICATION FOR (Please Tick)

- ADDITION OF SUPERVISOR []
- CHANGE OF SUPERVISOR: []
- INCLUSION OF CO-SUPERVISOR: []
- DELETION OF CO-SUPERVISOR: []

1. Name of the Scholar (in Capitals)
2. Father's Name
3. Enrollment No.
4. Department

5. a) Address for Communication
b) Mobile No: E-mail id:
6. Photo Copy of Admission. (Letter should be enclosed)
7. Photo Copy of Tuition Fee paid Receipts (along with admission receipt) to be enclosed: —
8. Name of the Present Supervisor/Co-supervisor: (being changed)
Designation:
Address:
Mobile No: _____ E-mail id: _____
9. Name of the New (Proposed) Supervisor
Name of the New (Proposed) Co-Supervisor: —
Designation:
Address:
Mobile No: _____ E-mail id: _____
10. Synopsis submitted status.....
11. Reasons for Change of Supervisor/Co-supervisor
a) Research Scholar :
b) Reasons and Comments from Supervisor/Co-supervisor duly signed, with Seal & Date.
12. Specialization of New Supervisor/Co-supervisor.
13. I hereby accept to work under the New Supervisor/Co-supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by the University.

Date:

Signature of the Research Scholar

I have No Objection for change of Supervisor

I accept to act as Supervisor

(Signature of Present Supervisor with seal)

(Signature of New Supervisor with seal)

I have No Objection for change/Inclusion/Deletion of Co-supervisor

(Signature of Present Co-Supervisor with seal)

(Signature of New Co-Supervisor with seal)

Note: List of Enclosures:

1. Application letter.
2. Admission Letter.
3. Previous Fee Receipts.

All the above mentioned list of enclosures should be submitted in duplicate.

RESEARCH AND DEVELOPMENT CELL

ACKNOWLEDGEMENT

(Particulars to be filled by the applicant)

Received an application for: .

Name of the applicant

Enrollment No.....

Full postal address.....

Date:

Office stamp:

Receiver's Signature & Designation

Annexure II

Synopsis

1. Excluding Cover Page, the length of a thesis' synopsis should be 6-8 pages including tables and figures in place. Synopsis should be on A4 size paper in Times new Roman 12 size font with 1.5 line spacing. Eight hard copies and a soft copy on CD in word and .pdf format of the synopsis are required to be submitted.
2. Title/Cover Page.
3. Introduction (should not exceed three pages including Figs.):

The Engineering/ Technological/ Scientific/ Used/ Social relevance or importance of the research work should be reported.

4. Brief Literature survey (should not exceed two pages)

5. Problem formulation (should not exceed one page):

Need and significance of proposed research work. The details of the following should be mentioned briefly, clearly and sufficiently a. Research problem b. Research Methodologies

6. Objectives (should not exceed one page):

The objectives and scope of the research work should be clearly mentioned. The conceptual, analytical, experimental and methodological details within which the research has been carried out should be well defined. The future scope should also be mentioned for further research.

7. Methodology/ Planning of work (should not exceed two page)

8. Facilities required for proposed work

9. Proposed Place of work

10. Signature of candidate

11. Duly signed by supervisor

Annexure III

CFOMAT FOR PROGRESS REPORT

Annual Progress report for PhD students

1. Name of the candidate:
2. Enrolment/Registration number:
3. Discipline:
4. Name of the Supervisor:
5. Title of Thesis:
6. Progress report for the session:
7. Research activities performed in the last one year
(Course work in progress/completed, synopsis submitted/defended, Pre-abstract submitted/defended and Thesis submitted/defended)

Semester -I.....

Semester-II.....

Semester -III.....

Semester-V.....

Semester -V.....

Semester-VI.....

Semester -VII.....

Semester-VIII.....

Semester -IX.....

Semester-X.....

8. Brief summary of the research work carried in last one year (300 words) Attach as Annexure if required

9. Research Papers Published in the refereed journals in last one year with Impact Factor

1.

2.

3.

10. Research Papers Published in the Conference Proceedings in last one year.

1.

2.

3.

11. Conferences/Seminars/workshops attended in the last one year

1.

2.

3.

12. Any other achievements (Please attach separate sheets if required.)

1.

2.

3.

It is certified that all information mentioned in the Annual progress report is correct.

Date: _____

Full Signature of the Applicant Signature of the Supervisor with Seal

Note: The Annual Progress reports will be placed before the RC of concerned discipline for approval. The report and further recommendation will be kept in the personal file of the candidate. In the case candidate who does not submit the progress report within the stipulated time, the RC may recommend suitable action, and repletion of such practice might invite cancellation of his/her PhD registration/enrolment.



Annexure IV

Faculty of _____

Subject: _____

SANT BABA BHAG SINGH UNIVERSITY

(Established vide The Sant Baba Bhag Singh University Act, 2014)

Ref. No. _____ Dated: _____

PRE-SUBMISSION CERTIFICATE

This is to certify that Mr. /Ms/ Ku. _____ has presented his/her pre-submission seminar before the expert Committee on _____ in the Subject _____ and Faculty of _____ for the requirement of submission of final Ph.D. thesis as per UGC 2016 regulation.

Date: _____

Place: _____

(Seal and Signature of Guide)

(Forwarded by Head of Department Registrar,

Sant Baba Bhag Singh University,
Village Khiala, Padhiana,
Jalandhar, Punjab-144030.



Annexure V

Faculty of _____

Subject: _____

SANT BABA BHAG SINGH UNIVERSITY

(Established vide The Sant Baba Bhag Singh University Act, 2014)

CERTIFICATE

This is to certify that the work presented in the thesis entitled "....." is the own work of Conducted in the Department of, Sant Baba Bhag Singh University Jalandhar Punjab under my supervision. This work has not been submitted earlier to any University/Institution for any research degree to the best of my knowledge.

Date: _____

Place: _____

Name, Designation

Signature of Research Guide

Annexure VI



Faculty of _____

Subject: _____

SANT BABA BHAG SINGH UNIVERSITY

(Established vide The Sant Baba Bhag Singh University Act, 2014)

DECLARATION/UNDERTAKING

I hereby declare that the research work embodied in the thesis entitled "....." is my own contribution and results of investigations carried out under the supervision ofDepartment ofSant Baba Bhag Singh University from to This research work is original and has not been submitted earlier to any University/ Institution for the award of any diploma or degree.

Date:

Place:

(Name and Signature of Research Student)

Annexure A

No objection certificate from the Employer (for part time candidates only)

Ref. No. _____ Dated: _____

We have no objection to permit Mr./Ms./Mrs. _____ to do his/her Ph.D.

programme at Department of _____ Sant Baba Bhag Singh University Jalandhar Punjab and to fill the 180 day (Course work) residential requirement of research as per SBBS University norms.

Date:

Place:

Signature of the Employer

Forwarded by Head of Institution

Official seal

SANT BABA BHAG SINGH UNIVERSITY*(Established vide Sant Baba Bhag Singh University Act, 2014)***Ph.D. Fee**

All candidates will have to pay fees as prescribed by the SBBS University for Ph.D. degree.

S.NO.	Purpose	Fee
1	Enrolment/Enrolment-cum-Admission Form Fee .	2500
2	Registration Fee	10,000
3	Course work Fee	10, 000
4	Course work Examination Fee	500
5	Per Semester Fee	20, 000
6	Late fees for one year extension (seventh year)	25,000
7	Late fees for two year extension (seventh year)	35,000
8	Topic Modification Fee	10,000
9	Late fees for paying semester fee	2000
10	Late submission of six monthly progress report	500per month
11	Thesis submission/ evaluation fees	15,000
12	Thesis submission Fee if submitted late after due date	10,000

Annexure B**GENERAL INFORMATION FOR THESIS**

Title of research work

A Thesis Submitted To

Sant Baba Bhag Singh University

Padhiana, Jalandhar Punjab-144030 (India)

**FOR**

THE DEGREE OF "DOCTOR OF PHILOSOPHY"
IN

IN FACULTY OF

By

Name of Research Student

*Qualification***Supervisor****Name of Guide****Designation****Department**

S.B.B.S. University Village Khiala, Padhiana
Jalandhar, Punjab-144030 (India)

Month and Year

CHAPTER-7

MIGRATION OF STUDENTS

- 7.1 Migration policy is open to both undergraduate and postgraduate level students.
- 7.2 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.
- 7.3 The migration shall be allowed only within 30 days from the date of start of the relevant semester.
- 7.4 The student seeking migration to the Sant Baba Bhag Singh 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.
- 7.5 The student shall furnish certified copies of transcripts of the papers he has studied and passed.
- 7.6 He shall have to clear papers for which he is declared deficient by the University. A student must have passed all his /her previous semesters. Student having re-appear or provisionally promoted to next semester shall not be considered for migration.
- 7.7 A committee constituted by the Vice-Chancellor shall quantify the credits and grade points to be awarded to him by the Sant Baba Bhag Singh University for the academic evaluation awards he has obtained at the University from where he is migrating. The deficient subject shall have to be covered by student

- as re-appear. The general rules for re-appear as framed by Sant Baba Bhag Singh University shall be applicable for covering the deficient courses.
- 7.8 On joining the Sant Baba Bhag Singh 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.
- 7.9 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.
- 7.10 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.
- 7.11 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 Sant Baba Bhag Singh 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.
- 7.12 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.

7.13 Migration fee : The migration fees shall be as under:
Outmigration fees Rs. 10,000/- for Inter-University Migration. There is no fee for incoming migrants. Fee deposited will not be refundable.

7.14 If the student who has sought migration to the Sant Baba Bhag Singh University is later found to have indulge in any proven incriminating activity in his/her previous university, he/she is liable to disciplinary action, including rustication/removal from the rolls of the university.

7.15 Eligibility

- i) A student must have obtained a minimum of 40% or equivalent grade point corresponding to the SBBS university grading system in his/her previous examination.
- ii) If a student does not fulfill the criterion mentioned above , he/she must have obtained the minimum marks in qualifying exam as prescribed by SBBS university admission rules for that course for that year.
- iii) In case any qualifying test, conducted by any central/state agency, is mandatory for taking admission to a course , the student seeking migration has to show the proof on the basis of which he/she got admitted to the course (in first semester) in previous college / University. In addition to this the condition mentioned above must be fulfilled.

7.16) Procedure

- i) A student seeking migration must have obtained permission from the previous college/University

as well as from the SBBS university. The proof of permission granted must be submitted alongwith application of migration.

- ii) Along with the application for migration , the student need to provide all the necessary documents i.e. syllabi/course schemes etc. required for deciding the course equivalence.
- iii) After migration has been sanctioned, the student needs to deposited the prescribed semester fee within two weeks.
- iv) Migration to/from SBBS university cannot be claimed as a matter of right, it is only the permission granted subject to fulfillment of the above conditions. SBBS university may reject application for migration to/from without assigning any reason.

7.17) The Vice-chancellor has right to amend any of these rules or may frame new rules, if so required.

SANT BABA BHAG SINGH UNIVERSITY, KHALA

Serial No.....

Case No.....

(For office use only)

**APPLICATION FORM FOR INTER UNIVERSITY
MIGRATION CERTIFICATE**

- (i) All the particulars should be filled in by the candidate himself/herself.
- (ii) Read instructions carefully on overleaf before filling in this form.

(iii) No person is entitled to apply on behalf of another person or to receive the Inter University Migration Certificate.

(iv) The office will not be responsible for any delay if the form is found incomplete.

1. Name of the Applicant (Block Letters)

.....

2. Father's Name (Block Letters)

.....

(Spellings of Name & Father's Name should be same as shown in Registration Card)

3. Registration No. of SBBS University

.....

4. Particulars of Last Examination:

Name of Last Exam.....Session/Year.....

Roll No.....Result.....

IMPORTANT NOTE:-ATTESTED PHOTOSTAT COPY OF THE CERTIFICATE OF LAST EXAM. ALONGWITH THIS MIGRATION FORM MUST BE SENT TO THE DEPUTY/ASSTT. REGISTRAR

SANT BABA BHAG SINGH UNIVERSITY, KHIALA

5. Whether disqualified by this University? if so, give the following particulars :-

(i) Examination in which disqualified ____Session/Year ____

Roll No. _____

(ii) Period for which disqualified _____

6. Name of the Institution/College, if still on

Roll _____

Class _____ Roll No. _____

7. Name of the Institution/College last attended _____

Year/Session _____ Class _____ Roll No. _____

8. Name of the University to which the applicant wants to migrate

Name of the Institution/College where the applicant has joined/intends to join

Year/Session _____ Class _____ Roll No. _____

9. Fee remitted Rs. _____

(a) University Receipt No., Book No. and Date

(Also attach original receipt)

(b) OBC Scroll No. _____ Date _____

(c) Postal Order(s) Bank Draft No. & Date _____

[Postal Order(s)/Bank Draft should be drawn in favour of the Registrar, Sant Baba Bhag Singh University, Khiala and should be Payee's A/C]

10. Postal Address

I solemnly declare that: -

- (i) The particulars filled in by me are correct and nothing has been concealed;
- (ii) I did not appear in any other examination thereafter from this University;
- (iii) In case of compartment/re-appear, I will not appear in the compmtt./re-appear subjects of the last examination from Sant Baba Bhag Singh University; and
- (iv) I shall be responsible for the consequences, if the above statements are found incorrect.

Dated _____

(Signature of the Applicant)

FOR OFFICE USEForm and particulars in the M.C. No. _____ M.C.
CheckedM.C. Signed and be issued Checked. Fee received
entered in the Register.

Issue of M.C. is in order

Dealing	Assistant	Supdt.(Regn.)	Asstt./Deputy
Official			Registrar (Regn.)

CERTIFICATE-1

(The Certificate is required when the applicant is studying in a college of this University or had left the college without appearing in the University Examination or whose name has been struck off from the College Rolls.)

Forwarded with the remarks that I have no objection to the issue of the Inter-University Migration

Certificate to the applicant and nothing is due against him/her

Dated _____

Principal/Chairman
(With office stamp)

CERTIFICATE-2

(AFFIDAVIT TO BE SWORN BEFORE A FIRST CLASS MAGISTRATE/NOTARY PUBLIC)

(For applicants who have lost the Original Migration Certificate and require duplicate)

THIS AFFIDAVIT SHOULD BE PREPARED ON SEPARATE STAMP-PAPER

I solemnly declare that Migration Certificate No. _____ Date _____ issued to me by the Registrar, Sant Baba Bhag Singh University, Khiala has been lost and that I did not join any other University on the basis of the same.

Signature (1st Class Magistrate/Notary Public) _____

Signature of the Deponent _____

(Seal of the Court) _____ Address _____

INSTRUCTIONS

1. All the required particulars should be carefully filled in by the applicant himself/herself. This office will not be responsible for any delay in case the form is incomplete.
2. For taking the Inter University Migration Certificate personally, candidate will have to submit a photocopy of personal identification i.e. Identity Card, Driving License, Ration Card etc.
3. Migration fee once paid is not refundable in any case. Mention Name, Address and Class on the reverse of the Bank Draft/Banker Cheques/IPO's etc.
5. Attested Photostat copy of the certificate of last examination passed/failed by the candidate must be sent alongwith this Form.
6. Inter University Migration Certificate to the students who have taken any examination from this University will be issued after the declaration of their result.
7. Under the rules, Inter-University Migration Certificate shall be issued to those candidates who are already registered with this University.
8. In all correspondence with the University for issuance of Inter University Migration Certificate till it is received by candidate, Name, Father's Name, Registration No. particulars of last examination Passed/Failed or appeared and the University Receipt No. and date of the fee remitted must be quoted.
9. Any concealment of the facts is an offence and the candidate shall be held responsible for consequences.

CHAPTER-8**UNIVERSITY HOSTELS**

- 8.1 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.
- 8.2 The hostel accommodation will be allotted to the student, that is subject to availability.
- 8.3 At the time of admission 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.
- 8.4 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 from 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.
- 8.5 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.

- 8.6 The security will be refunded to a boarder on the completion of his/her course and after he/she has cleared all his/her hostel/ mess dues provided the claim for refund is made within one year of the completion of his/her course.
- 8.7 The boarders are required to pay the mess charges on monthly basis, by the dates notified by the University.
- 8.8 The names of boarders absenting themselves without permission for a fortnight or more will be struck off the rolls of the hostel and the possessions of their rooms will be taken by the warden.
- 8.9 The boarders are not permitted to keep any guests for the night without prior permission of the Warden.
- 8.10 The students are not allowed to keep the four wheelers in the hostels.
- 8.11 The students are not permitted to keep room coolers, air conditioners, kettle, electric iron, heater etc. in their rooms.
- 8.12 The students are not permitted to carry/keep lethal weapons in the hostels.
- 8.13 All rooms shall remain open to inspection by Provost/ Warden/ Assistant Warden.
- 8.14 The University authorities may expel any boarder at any time if they are not satisfied with his health or conduct.
- 8.15 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.
- §.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.
- §.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.
- §.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.
- §.19 Part-time/ whole-time job holders would not be given any accommodation in the hostel.

CHAPTER-9

AWARD OF DEGREES

9.1 REQUIREMENT FOR THE AWARD OF DEGREE

- 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.

9.2 ADMISSION TO DEGREES

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

- 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.
- The medal shall be awarded only to the topper in the examination provided he gets at least 6.5 CGPA.
- Medals, prizes and distinctions etc. shall also be awarded to the persons entitled there to at the Convocation.

9.3 AWARD OF MEDALS/PRIZES

- 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.
- 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:

9.4 University Medals

- University Medal would be awarded only when at least ten candidates have appeared in the examination.
- Medal would be awarded only for Bachelors' and Masters' Degree courses. For other courses, only certificate of Excellence will be given to the toppers.
- The medals shall be awarded on the basis of score/grade which is counted for determining the final CGPA of the Candidate.
- 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.
- 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.
- The University Medals shall not be named after any person/donor.

- 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.

9.5 Chancellor's Medal of Excellence

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.

CHAPTER 10

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

- 10.1 These rules shall be applicable to all categories ('A', 'B' & 'C') employees working in the University.
- 10.2 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.
- 10.3 Only the confirmed employees shall be permitted to appear in any examination for improving their qualification.
- 10.4 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.
- 10.5 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.

- 10.6 Departmental permission shall be granted subject to the following:
 - (a) 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.
- 10.7 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 departmental permission.
- 10.8 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.

- 10.9 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.
- 10.10 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.
- 10.11 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-11

LEAVE RULES

RIGHT OF LEAVE

The leave cannot be claimed as a matter of right but can be granted at the discretion of the competent authority to grant leave, 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. It is the responsibility of the competent authority granting the leave to ensure the smooth conduct of University work and at any cost work of the University should not be suffered.

The following kinds of leave would be admissible to permanent faculty and staff of the University:

1. Casual Leave
2. Duty Leave
3. Earned Leave
4. Medical Leave
5. Maternity Leave
6. Paternity Leave
7. Compensatory Leave
8. Extra Ordinary Leave
9. Semester End Vacation

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.

11.1. CASUAL LEAVE

- (i) A whole time employee of the University with less than 20 years of service at the University shall be eligible for 14 days leave (12 casual leave +2 restricted holidays) in each academic year.
- (ii) A whole time employee of the University with more than 20 years of service at the University shall be eligible for 20 days casual leave in each academic year.
- (iii) Casual leave not exceeding three days may be availed of at a time.
- (iv) 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.
- (v) Short day casual leave (2 Hours) can be granted on both sides of lunch break. Three times availed short day casual leave will be treated equivalent to one casual 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. However, the Vice-Chancellor in special circumstances may overlook the limits prescribed in clause (iii) & (ix) of Sr. No. 1

11.2 DUTY LEAVE

- (i) Duty Leave may be granted for:
 - (a) Attending conferences, congresses, symposia, workshops 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, University Grants Commission and 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.
- (v) Special duty leave may be granted on full pay provided that if the teacher is going to participate in sports tournament as a player at state/ national or International level.

11.3 EARNED LEAVE

- (i) Earned Leave admissible to a regular employee of the University shall be:
 - (a) $\frac{1}{36}^{\text{th}}$ of actual service including vacation, plus (for teaching staff).
 - (b) All regular non-vacation employees shall be allowed earned leave on full pay @ $\frac{1}{18}^{\text{th}}$ of actual service.
 - (c) $\frac{1}{3}^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation (for teaching staff only).
- (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 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.
- (vi) Employees of the university 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.

11.4 MEDICAL LEAVE (HALF-PAY/ FULL PAY)

Half-pay leave admissible to a regular employee shall be 20 days for each completed year of service OR Full-pay leave admissible to a regular employee shall be 10 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. Special medical leave may be granted on full pay provided that if the university faculty/ staff get hurt on duty. At a time minimum three day leave should be sectioned.

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

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

Where a employee 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. However, 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/her death.

11.5 MATERNITY LEAVE

- (i) The maternity leave shall be granted only to full time regular employee. Employee appointed on contract/ ad-hoc/ temporary basis shall not be entitled to such leave. Provided that maternity leave under this ordinance shall not be granted to a female employee who has two or more living children.
- (ii) The competent authority may grant to a regular female employee, maternity leave on full pay for the period of 180 days, subject to production of Medical Certificate.

- (iii) Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due.
- (iv) Maternity leave is not debited against the leave account of the employee.

11.6 PATERNITY LEAVE

On request, paternity leave up to a maximum of 07 days may be granted to a male employee during the confinement of his wife. Such leave shall be granted only up to two living children.

11.7 COMPENSATORY LEAVE

Compensatory leave is admissible to the employees of the University whose services are requisitioned on holiday(s) with the prior approval of the Registrar/ Concerned Directors/ Concerned Dean/ Dean Academics/ Vice-Chancellor. Such leave may be availed of by an employee during the same calendar year.

11.8 EXTRA-ORDINARY LEAVE

- (i) A Permanent teacher may be granted extra-ordinary leave:
 - a) When no other leave is admissible
 - b) When other leave is admissible but the employee 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 employee, such as inability to join or rejoin duty due to civil commotion or a natural

calamity, provided that the employee has no other kind of leave to his credit.

- c) Leave taken for pursuing higher studies.
 - d) Leave granted to accept an invitation to a teaching 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 retrospective period(s) of absence without leave into extra-ordinary leave.

11.9 SEMESTER END VACATION

A Permanent teacher may be granted three weeks semester end vacation during summer and two weeks semester end vacation during winter. Teachers appointed on contract/ ad- hoc/ temporary basis shall not be entitled to such vacation.

11.10 LEAVES IN CASE OF CONTRACTUAL, TEMPORARY AND PART-TIME EMPLOYEE

Contractual and Part-time employee of the university shall be entitled only to casual leave, on the pattern of whole-time employee of the university. Such employee shall not be entitled for the grant of earned leave, half pay leave, leave not due, maternity leave and paternity leave, semester end vacation etc.

11.11 OFFICERS COMPETENT TO GRANT LEAVE AND RECORD OF LEAVE

The following officers shall be competent to sanction leave to the employee of Sant Baba Bhag Singh University:

i. Teaching and Research Departments

S. No.	Officer Competent to Grant Leave	Category of Employees	Nature of Leave
1.	Vice-Chancellor	Professors, Deans and Directors	All kinds of leave
2.	1. Heads of respective departments	Staff working in the teaching departments (both teaching & non-teaching except professor)	Casual leave up to three days
	2. Dean Academics	Same as Above & Heads of teaching/ research departments	All kinds of leave and casual leave of more than three days

ii Administrative Departments

S. No.	Officer Competent to Grant Leave	Category of Employees	Nature of Leave
1.	Vice-Chancellor	Registrar, Controller of Examinations, Finance Officer	All kinds of leave
2.	Registrar	Deputy Registrar, Assistant 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

(iii) 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.

11.12 GENERAL GUIDELINES

- (i) Leave granted without pay shall not count towards retirement benefits.

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.

- (ii) Earning of leave except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

Note: (a) 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.

- (b) 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. 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.

- (iii) 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.

- (iv) Overstaying of Leave. If the employee remains absent without leave or overstay 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 overstay 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.

- (v) 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.
- (vi) Conversion of one kind of leave into another kind:
 - (a) 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.
 - (b) 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.
- (vii) 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/she shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave

- (viii) Leave should always be applied on prescribed Proforma and sanctioned before proceeding on leave except in case of emergency with satisfactory reasons.
- (ix) The leave year means an academic year i.e. 1st July to 30th June of the following year.
- (x) Leave Salary
 - (a) An employee on half pay leave is entitled to half the amount of leave salary.
 - (b) An employee on commuted leave is entitled to full leave salary.
 - (c) An employee on extra-ordinary leave is not entitled to any leave salary.

SANT BABA BHAG SINGH UNIVERSITY
Vill. Khiala, P.O. Padhiana-144030 Distt. Jalandhar, Punjab

Leave Application for Faculty

Name & Designation: _____ Dept.: _____

Nature of Leave : Casual/Duty/Academic/Medical/
Earned/RH/ _____

Reason for leave: _____

No. of days: _____ Date: _____

(for half day leave, please specify "first half" or
"second half")

Contact Phone No & address during leave:

Signature of Applicant _____ CoD/ HoD /Dean Institute
(with date) (Signature & Date)

Adjustment of Classes (To be handed over to CoD/HOD)

Name of faculty member: _____ No. of
days: _____ Date: _____

Nature of Leave: _____

Date	Class	Period	Room No/ Lab	Subject. L/T/P	Name of Teacher Substitute	Signature of Substitute

Signature of Applicant

Coordinator /Head of Department /Dean Institute

TA/DA RULES

**1. Chancellor /Members of Society/Members of
Governing Body:**

- Full reimbursement of actual expenditure incurred for the to and fro journey and on accommodation
- DA: Rs.2000 per day.

**2. Visiting Experts/Members of Board of Management
/Academic Council /Finance Committee Etc.:-**

- Actual reimbursement of fare of 2nd Class AC sleeper/AC Executive Chair Car, Actual fare of bus including AC Bus, Travel by Air in Economical Class with the prior approval
- Own Car/Taxi: Rs.10/- per km.
- Rs.2000 /- honorarium

3. Advisor To Chancellor/Vice-chancellor:-

- Actual reimbursement of fare of 2nd class AC Sleeper/AC Executive Chair Car, Actual Fare of bus including AC Bus, Travel by Air in Economical Class with the prior approval
- DA: Rs.800/- at A 1 cities & Rs.400/- at other places
- Local Journey expenses on actual basis.
- Hotel/Guest house expenses on actual basis against receipt.

4. Deans

- a. Actualreimbursement of fare of 2nd Class AC sleeper/AC Executive Chair Car, AC Bus
- b. Own car: Rs.6 per Km.
- c. DA: Rs.600/- at A 1 cities & Rs.300/- at other places
- d. Local journey expenses on actual basis
- e. Hotel charges Rs.1500/- per day at A 1 cities & Rs.1000/- at other places against receipt

5. Professor/Associate Professor/Registrar/Joint Registrar/Cfo/Sr. Tpo/Equivalent

- a. Actualreimbursement of fare of 2nd class AC sleeper/AC Executive chair car /AC Bus
- b. Own Car/Taxi Rs.6/- per km (with the prior approval)
- c. DA: Rs.500/- at A 1 cities & Rs.300/- at other places
- d. Hotel Charges Rs.1200/- per day at A 1 cities & Rs. 800/- at other places against receipt.
- e. Reimbursement of local journey: Rs.4 per km other than own car/Taxi.

6. assistant Professors/Dy. Registrar/Lecturer & Equivalent

- a. Actualreimbursement of fare of 2nd class AC Sleeper/AC Chair Car/AC Bus

- b. Local journey: Rs.4 per km
- c. DA: Rs.400/- at A 1 cities & 200/- at other places
- d. Hotel Charges: 1000/- at A 1 cities & Rs.700/- at other places per day against receipt

7. supdt. /Senior Accountant, Junior Accountant/Other Administrative/Technical Staff & Equivalent

- a. Actualreimbursement of fare of AC Chair Car/ 2nd sleeper/Ordinary Bus
 - b. Local journey: Rs. 4 per km
 - c. DA: Rs. 300/- at A 1 cities & Rs. 150/- at other places
- Hotel Charges: Rs. 800/- at A 1 cities & Rs. 400/- at other places per day against receipt.

8. All Attendants

- a. Actualreimbursement of fare of 2nd Class Sleeper/ ordinary bus fare
- b. Local journey: Rs.4 per km
- c. DA: Rs.200/- at A 1 cities & Rs.100/- at other places against receipt
- d. Hotel Charges: Rs.400/- at A 1 cities & Rs.200/- at other places against receipt

Note: A full daily allowance shall be admissible for journey if the period of absence is eight hours or more from the headquarter (other than Hoshiarpur, Jalandhar, Kapurthala & Phagwara)

9. Driver/Bus Attendant:**A. Drivers on Regular Duty**

- i. When a driver drives the vehicle on regular basis to various places and comes back to the Complex within 10 hours, no TA/DA is admissible
- ii. A Driver when has to park the vehicle at destination other than Complex beyond 25 km for overnight halt and the driver stays at the parking destination he shall be paid a DA at Rs.150/- for overnight stay
- iii. When the driver parks the vehicle at the destination other than Complex for overnight beyond 25 km and the driver comes back to his residence, the driver would be eligible for TA of Rs. 4/- per kilometer over and above 30 kms both ways i.e from the residence or Campus whichever is less, however no TA would be admissible.
- iv. Drivers of small vehicles such as cars etc. shall be treated on regular duty and if he comes back to the destination within 10 hours shall not be paid any DA. If the driver is away from the Complex beyond 25 km for more than 10 hours on duty he shall be eligible for one day's DA. i.e Rs. 150/-

B. Drivers on Other Duties

A driver, when on other duty (other than the regular duty) shall be entitled for one DA if he is

out of station beyond 25 km for more than 10 hours. If such a driver stays overnight outside the station he is eligible for DA of Rs.150/- for each number of days he is out of station.

Note: All the claims should be supported by the receipts.