

# **GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY ACT, 2005**

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## **STATUTES, 2021**



**ISSUED UNDER THE AUTHORITY OF THE  
VICE-CHANCELLOR**

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY  
LUDHIANA (PUNJAB)-141 004, INDIA**



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## FOREWORD

Guru Angad Dev Veterinary and Animal Sciences University (GADVASU) was established at Ludhiana, by an act of the Punjab Legislature No. 16 of 2005, notified in the Punjab Government Gazette on August 9, 2005 and the University started functioning *w.e.f.* April 21, 2006. The erstwhile College of Veterinary Science, Punjab Agricultural University (PAU), Ludhiana was the only college at inception of the University. It had been following the Statutes prescribed in Act and Statutes of PAU, since beginning as notified in section 33 & 34 of the GADVASU ACT, 2005. Over the period, various amendments have been enacted and several new procedures and processes have emerged *w.r.t.* to the smooth functioning of the University like; implementation of Career Advancement Scheme 2009, rules for employment of non-teaching staff, and other rules *viz.* Sabbatical leave and various other leave(s) have been enunciated under one head. The need was also realized to have comprehensive rules and procedures as a living blue print regarding establishment of Human Resources Management Centre, etc. Thus, necessitating of having its own Statutes which has now been conglomerated with the available ACT, 2005 as a road map available for all Faculty and staff for their ready reference and for streamlining the functioning of routine administrative and/or academic pursuits for overall ascendancy of the University.

Dr. Harmanjit Singh Banga, Registrar, Dr. Nirmal Singh, Assistant Librarian, Mr. Devinder Kumar, Deputy Registrar, Mr. Pardeep Kumar, Superintendent, Mr. Arvind Badyal, Sr. Assistant and Mr. Munish Kumar Pandey, Clerk have performed a commendable untiring task of compilation of this ACT, 2005 and Statutes, 2021, taking in its ambit till date available amendments in Statutes for better unbiased handling of cases. I trust, this ACT, 2005 and Statutes, 2021 would serve as a ready reckoner for all the employees of the University, leading to the enhancement of their work efficiency and smooth functioning of official accomplishments for overall hegemony of Guru Angad Dev Veterinary and Animal Sciences University.

  
(Inderjeet Singh)  
Vice-Chancellor

**THE GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES  
UNIVERSITY ACT, 2005**

**(PUNJAB ACT NO. 16 OF 2005)**

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# ACT

PART I  
DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS,  
PUNJAB  
Notification  
The 29<sup>th</sup> July, 2005

**No. 23-Leg./2005**-The following Act of the Legislature of the State of Punjab received the assent of the President of India on the 11<sup>th</sup> July, 2005, and is hereby published for general information:-

THE GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY  
ACT, 2005

**(Punjab Act No. 16 of 2005)**

AN ACT

*to establish and incorporate a University in the State of Punjab to be known as the Guru Angad Dev Veterinary and Animal Sciences University, for the purposes of affiliating and teaching and ensuring proper and systematic instruction, training, research and extension in modern systems of veterinary, animal and fishery sciences and for the matters connected therewith or incidental thereto.*

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

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005  
(SRAVANA 7, 1927 SAKA)**

**CHAPTER-1  
PRELIMINARY**

1. (1) This Act may be called the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005. **Short title and Commencement**

(2) It shall come into force on such date, as the State Government may, by notification in the Official Gazette, appointed in this behalf.

2. In this Act, unless the context otherwise requires:- **Definitions**

(a) “Academic Council” means the Academic Council of the University ;

(b) “Affiliated college” means a college or an institution affiliated to the University ;

(c) “Animal” means the livestock and all other domesticated animals, wild animals and shall include fish, birds, reptiles and all other living animals ;

(d) “Animal science” means breeding, livestock production and management, nutrition of animals, livestock products and feed technology ;

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<sup>1</sup>For Statement of objects and Reasons, see Punjab Government Gazette (Extraordinary), dated the 14 th April, 2005.

<sup>2</sup>The Act came into force on the 9th day of August, 2005,—vide Government of Punjab, Department of Animal Husbandry and Fisheries, Notification No. S.O. 32/P.A. I 6/2005/S.1/2005, dated the 9th August, 2005.



**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
**(SRAVANA 7, 1927 SAKA)**

- (e) “Board” means the Board of Management of the University constituted under Section 11 ;
- (f) “Chancellor” means the Chancellor of the University ;
- (g) “College” means the College of Veterinary Medicine at Ludhiana or any such like College, as may be established and maintained by the University;
- (h) “Dean” means the Dean of the College ;
- (i) “Extension education” means the educational activities concerned with the training of veterinarians, para-veterinary staff, live-stock farmers, home makers and other groups concerned with animal health or welfare or improved animal husbandry practices and various phases of scientific technology related to animal production and marketing and includes demonstration to carry the new technology and innovation to live-stock farms and farm homes through the Department of Animal Husbandry and Fisheries ;
- (j) “Faculty” means the faculty of the University ;
- (k) “Fishery” means the art and science of understanding the biology, commercial exploitation and conservation of aquatic life as well as its surroundings including the constituents of the surroundings ;
- (l) “Hostel” means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of this Act;
- (m) “Library” means a library established or maintained by the University ;
- (n) “Prescribed” means prescribed by the statutes or regulations made under this Act ;
- (o) “Registrar” means the Registrar of the University ;

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
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- (p) “Section” means Section of this Act ;
- (q) “State Government” means the Government of the State of Punjab ;
- (r) “Statutes” and “regulations” means, respectively, the statutes and regulations of the University made under this Act ;
- (s) “University” means the Guru Angad Dev Veterinary and Animal Sciences University established under Section 3 ;
- (t) “University area” means the area falling under the jurisdiction of the University;
- (u) “University Campus” means the area comprised within the local limits of the headquarters of the University or such other colleges and institutions, as may from time to time, be declared as such by the University with the prior approval of the State Government ;
- (v) “Veterinary” means the art and science of Veterinary Surgery and Medicine and includes :-
  - (i) the diagnosis of diseases in, and injuries to animals ;
  - (ii) the giving of advice based upon such diagnosis ;
  - (iii) the medical or surgical treatment of animals ;
  - (iv) the measures taken for prevention and control of livestock diseases ; and
  - (v) zoonoses and epidemiology ; and
- (w) “Vice-Chancellor” means the Vice-Chancellor of the University.

**CHAPTER-II**  
**ESTABLISHMENT OF THE UNIVERSITY**

**Establishment  
of the  
University**

**3.** (1) There shall be established a University by the name of “Guru Angad Dev Veterinary and Animal Sciences University” having jurisdiction in the whole of the State of Punjab.

(2) The University shall be a body corporate by the name specified in sub-section (1) and shall have perpetual succession and common seal. It shall have the power to acquire, hold and dispose of property, both movable and immovable, and shall sue and be sued by the said name.

(3) The headquarters of the University shall be at Ludhiana or at such place, as may be specified by the State government by notification in the Official Gazette from time to time.

(4) The University shall not lease, sell or otherwise transfer any immovable property, which may have been vested in, or acquired by it, without obtaining the prior approval of the State Government.

**Establishment  
of new colleges  
and  
recognition of  
institutions by  
the University**

**4.** On and from the date of establishment of the University, no new college, imparting education in veterinary, animal and fishery sciences, shall be established in the State of Punjab, except as a constituent or affiliated college of the University.

**Objects of the  
University**

**5.** The University shall have the following objects, namely:-

(a) to impart education in different branches of veterinary, animal and fishery sciences as the University may determine from time to time ;

(b) to further advancement of learning and research in veterinary, animal and fishery sciences and other allied sciences and to undertake extension of such specialized knowledge to the needy people ;

(c) to undertake study on marketing strategies of livestock and livestock products, and on conservation of livestock breeds and wild animals ;

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
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- (d) to liaise and establish vital linkages with the concerned department(s), governing Animal Husbandry, Fisheries and Dairy Development of the State Government and Union Government, National and International Research Institutes, specialized in the field of veterinary, animal and fishery sciences with a view to keep abreast of the latest technology ;
- (e) to raise level of veterinary study to international standards; and
- (f) such other objects, as the State Government may, by notification in the Official Gazette, specify from time to time.

**6.** The University shall perform the following functions, namely :-

**Powers and  
functions of the  
University**

- (a) to provide for instruction, training and research in veterinary, animal and fishery sciences ;
- (b) to make provision for dissemination of the findings of research and technical information through extension education ;
- (c) to institute degrees, diplomas and other academic distinctions in veterinary, animal and fishery sciences ;
- (d) to hold examinations and to confer degrees, diplomas and other academic distinctions on persons, who have-
  - (i) pursued a particular course of study ; or
  - (ii) carried out research in the University under the prescribed terms & conditions ;
- (e) to confer honorary degrees or other distinctions in the manner and under the conditions as may be prescribed ;
- (f) to provide for lectures and instructions for field workers, livestock farmers and other persons, not enrolled as regular students of the University and to grant certificates to them, if necessary ;
- (g) to cooperate with other universities, institution(s), organization(s) and other authorities in such manner and for such purposes, as may be determined ;

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
**(SRAVANA 7, 1927 SAKA)**

- (h) to establish and maintain college(s) and institution(s) relating to veterinary, animal and fishery sciences ;
- (i) to affiliate college(s) or institution(s) to the University and to withdraw affiliation there from ;
- (j) to establish and maintain laboratories, libraries, research stations, processing plants and museums for teaching, research and extension education ;
- (k) to institute, suspend or abolish Professorships, Associate Professorships, Assistant Professorships, Teacherships and other teaching research and extension posts in the University and to make suitable appointment(s) thereto ;
- (l) to create, suspend or abolish administrative and other posts and to appoint persons to such posts ;
- (m) to institute or abolish or suspend fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the statutes and to undertake publication of works of merit and research pertaining to research in veterinary, animal and fishery sciences ;
- (n) to establish and maintain hostels for students of the University ;
- (o) to establish and maintain residential accommodation for the employees of the University;
- (p) to fix, demand and receive, such fees and other charges, as may be prescribed ;
- (q) to exercise control over the students of the University and affiliated colleges ;
- (r) to manage and control the movable and immovable properties of the University ;

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
**(SRAVANA 7, 1927 SAKA)**

- (s) to accept, hold and manage any endowments, donations or funds, which may be vested in the University by way of grant, testamentary disposition or otherwise, and to invest the same, in such manner as the University may deem fit:

Provided that no donation from a foreign country, foreign foundation or any individual in such country or foundation shall be accepted by the University, save with the approval of the State Government;

- (t) to accept grants from any institutions or any other authority, recognized by the Government of India and the State Government;
- (u) to borrow money with or without security for such purposes, as may be approved by the State Government, from the Central Government or any other State Government, Indian Council of Agricultural Research or any other incorporated bodies, subject to the provisions of this Act;
- (v) to maintain an employment bureau; and
- (w) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the objects of the University.

7. The College of Veterinary Science, Ludhiana, research stations, veterinary hospitals, fisheries and small animal colony in the Department of Zoology and hostels, attached with the aforesaid veterinary college and all other movable and immovable assets, liabilities and obligations pertaining thereto, shall stand transferred and vested in the University;

**Transfer of college, institution and employees to the University**

Provided that till the facilities are provided in the University, the College of Veterinary Science, Ludhiana, shall continue to share the facilities of library, medical, playgrounds, guest houses, auditoria, clubs, public health services and accommodation for employees or any other facilities available with the Punjab Agricultural University (hereinafter in short called 'existing University'):

Provided further that the students presently pursuing studies with the existing University, shall be permitted to complete the courses and the existing University shall make arrangements for conduct of their examinations:

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
**(SRAVANA 7, 1927 SAKA)**

Provided further that if the existing University, prior to the establishment of the University, has conducted any examination, but the results thereof have yet not been declared, in such cases, the existing University shall declare the results and confer the degrees in due course:

Provided further that the persons under the employment of the College of Veterinary Science, Ludhiana, research station(s) or institution(s) specified above, shall be transferred to the University on the same terms and conditions of service as were applicable to them in the aforesaid college and institution(s), unless and until, such conditions are changed with the consent of such persons:

Provided further that no person, who is employed on deputation in the said college or institution from the State Government, shall be transferred to the University, without the prior approval of the State Government.

**Inspections**

**8.** (1) The Chancellor may cause an inspection to be made by such person, as he may direct, of the University, its buildings, laboratories, and equipment(s) and of any institution maintained by the University, and may cause an inquiry to be made in respect of any matter connected with the administration and the finances of the University.

(2) The Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made, and, on receipt of such notice, the University shall be entitled to appoint a representative, who shall have the right to be present, and be heard, at such inspection or inquiry.

(3) The Chancellor may address the Board of the University with reference to the result of such inspection or inquiry, as the case may be, with such advice, as he may deem appropriate regarding the action to be taken.

(4) The Board shall communicate to the Chancellor about the action, it proposes to take as a result of such inspection or inquiry.

(5) If the Board does not, within a reasonable time, take action, he may, after considering any explanation furnished or representation made by the Board, issue such direction, as he may deem fit, and the Board shall comply with such directions.

**CHAPTER-III  
MANAGEMENT OF THE UNIVERSITY**

**9.** The following shall be the authorities and Officers of the University, **Authorities and Officers of the University**  
namely:-

(a) Authorities of the University-

- (i) Board;
- (ii) Academic Council;
- (iii) Board of Studies; and
- (iv) such other authorities, as may be declared by the Statutes to be the authorities of the University.

(b) Officers of the University-

- (i) Chancellor;
- (ii) Vice-Chancellor;
- (iii) Dean of Post-graduate Studies;
- (iv) Dean of the College;
- (v) Director of Research;
- (vi) Director of Extension Education;
- (vii) Director of Students' Welfare-cum-Estate Officer;
- (viii) Registrar;
- (ix) Comptroller; and
- (x) such other persons in the service of the University, as may be declared by the Statutes to be the Officers of the University.

**10. (1)** The Governor of the State of Punjab shall be the Chancellor. **Chancellor**

(2) The Chancellor shall be the Head of the University and shall, when present, preside at convocation of the University.

(3) The Chancellor shall have such other powers, as are specified in this Act or as may be prescribed.

**11. (1)** The State Government shall, as soon as possible after the commencement of this Act, constitute a Board for the management of the University. **Constitution of the Board**



**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
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- (2) The Board of the University shall consist of-
- (a) the Vice-Chancellor;
  - (b) the Chief Secretary of the State Government;
  - (c) the Financial Commissioner (Development) of the State Government;
  - (d) the Secretaries to the State Government in the Department of-
    - (i) Animal Husbandry, Fisheries and Dairy Development; and
    - (ii) Finance.
  - (e) the Director of Animal Husbandry;
  - (f) the Director of Dairy Development;
  - (g) the Director and Warden of Fisheries;
  - (h) the Deputy Director General(Animal Science) as a representative of the Indian Council of Agricultural Research;
  - (i) one officer, appointed by the Board from amongst the Deans or Directors of the University; and
  - (j) Persons, not being officials, appointed by the State Government from amongst the following categories of persons, namely:-
    - (i) two from amongst the persons, who in the opinion of the State Government, are eminent Veterinary and Animal Science Scientists with the background of research or extension education or development or administration;
    - (ii) two from amongst the persons, who in the opinion of the State Government, are progressive farmers or live-stock breeders, having experience of, and interest in, scientific farming of livestock, poultry, fishery and their improvement;
    - (iii) one from amongst the persons, who in the opinion of the State Government, are distinguished industrialists and businessmen, associated with Veterinary and Animal Husbandry development;

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- (iv) one from amongst the Non-Resident Indians, having ancestral background in Punjab, who in the opinion of the State Government, are distinguished industrialists and businessmen;
- (v) one from amongst the Non-Resident Indians, having ancestral background in Punjab, who in the opinion of the State Government, are eminent veterinarians' and
- (vi) one from amongst the women, who in the opinion of the State Government, are outstanding social workers, preferably with a background of rural advancement and animal husbandry.

(3) The term of office of the members of the Board, other than the official members, shall be two years.

(4) A member of the Board may resign his office by giving a notice in writing, addressed to the Chancellor.

(5) If, for any reason, a vacancy occurs in the office of a member of the Board, the State Government may fill that vacancy by appointing another person of the same category in accordance with the provisions of this Section.

(6) Five members of the Board, shall be a quorum for a meeting of the Board:

Provided that if a meeting of the Board is adjourned for want of a quorum, no quorum shall be necessary at the next meeting for the transaction of the same business.

(7) The Chancellor shall be the Honorary Chairman of the Board and the Vice-Chancellor shall be the working Chairman.

(8) The Members of the Board, shall not be entitled to receive any remuneration for the performance of their functions under this Act, except for such daily and traveling allowances, as may be prescribed.

**12.** No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy in, or defect in the constitution of such Board.

**Vacancies not  
to invalidate  
proceedings of  
the Board**

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005**  
**(SRAVANA 7, 1927 SAKA)**

**Powers and  
duties of the  
Board**

- 13.** The powers and duties of the Board shall be as follows:-
- (a) to approve the budget submitted by the Vice-Chancellor;
  - (b) to hold and control the property and funds of the University and issue any general directive on behalf of the University;
  - (c) to accept or transfer any property on behalf of the University;
  - (d) to administer funds placed at the disposal of the University for specific purposes;
  - (e) to invest moneys belonging to the University;
  - (f) to appoint the Officers, teachers and other employees of the University in the prescribed manner;
  - (g) to specify the form of common seal of the University;
  - (h) to appoint such committees, as it may deem necessary for its proper functioning;
  - (i) to borrow money for capital improvements and make suitable arrangements for its repayment;
  - (j) to appoint the Vice-Chancellor subject to the provisions of section 14;
  - (k) to meet at such times and as often, as the Board may deem necessary:  
Provided that regular meeting of the Board, shall be held at least once in every two months; and
  - (l) to regulate and determine all matters concerning the University in accordance with this Act and the Statutes, and to exercise such powers and to discharge such duties, as may be conferred on or imposed upon the Board by the Act or the Statutes.

**The Vice-  
Chancellor**

- 14.** (1) The Vice-Chancellor shall be a whole-time Officer of the University and shall be appointed by the Board from amongst the distinguished veterinarians in the prescribed manner:

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Provided that where the members of the Board are not unanimous with regard to the selection of the person, proposed to be appointed as the Vice-Chancellor, the appointment, shall be made by the Chancellor:

Provided further that the first Vice-Chancellor of the University shall be the Secretary, Animal Husbandry of the State Government. He shall hold charge till the University starts functioning smoothly or till the Board appoints a regular Vice-Chancellor.

(2) Notwithstanding anything contained in sub-section (1), in the event of the Vice-Chancellor, being not in a position to discharge his functions on account of illness, absence or leave or any other contingency, the Chancellor may, on the advice of the State Government, appoint any person to act as Vice-Chancellor for the disposal of the business during the said event. The person temporarily appointed to discharge the functions of the Vice-Chancellor, shall hold office during the pleasure of the Chancellor. The Chancellor shall determine the emoluments or allowances, payable to the person, so appointed.

(3) The term of office of the Vice-Chancellor, shall be four years and he shall be eligible for re-appointment.

(4) The emoluments and other conditions of service of the Vice-Chancellor shall be such, as may be prescribed and the same shall not be varied to his disadvantage after his appointment.

(5) When a vacancy occurs, or is likely to occur, in the office of the Vice-Chancellor by reason of leave or for any cause, other than the expiry of the term of office, the Registrar shall report the fact forthwith to the Board, and such vacancy shall be filled in accordance with the provisions of sub-section (1).

(6) The Vice-Chancellor may, relinquish office by resignation in writing, addressed to the Board and deliver it to the Secretary of the Board at least two months prior to the date, on which the Vice-Chancellor wishes to be relieved.

**15. (1)** The Vice-Chancellor shall be the principal executive and academic officer of the University and the Chairman of the Academic Council, and shall, in the absence of the Chancellor, preside at a convocation of the University and shall confer degrees on the persons, entitled to receive them.

**Powers and  
duties of the  
Vice-  
Chancellor**

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(2) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline at the University.

(3) The Vice-Chancellor shall convene meetings of the Academic Council, unless he temporarily delegates this power to some other Officer of the University.

(4) Without prejudice to the powers conferred by this Act on the State Government, 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.

(5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.

(6) 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 possible, report the action taken, to the Officer, authority or other body, as the case may be, for confirmation, who or which in the ordinary course, would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure, not duly authorized and provided for in the budget.

(7) Where any action by the Vice-Chancellor under sub-section (6), affects any person in the service of the University to his disadvantage, such action shall not be taken, unless such a person has been given an opportunity of being heard.

(8) The person aggrieved by an action, referred to in sub-section (7), may prefer an appeal to the Board within a period of thirty days from the date, on which the action taken against him, is communicated to him.

(9) Subject as aforesaid, the Vice-Chancellor, shall give effect to the orders of the Board regarding the appointment, suspension or dismissal of Officers, teachers and other employees of the University.

(10) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching, research and extension education.

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(11) The Vice-Chancellor shall exercise such other powers, as may be prescribed.

**16.** The salary and allowances payable to the officers, teachers and other employees of the University shall be such, as may be determined by the Vice-Chancellor with the approval of the Board. **Salary and allowances**

**17. (1)** The Registrar shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board, from amongst the persons, having status not below the rank of a professor of the University and who are academician in the field of veterinary, animal or fishery sciences. **The Registrar**

(2) The Registrar shall receive such remuneration and other emoluments, as may be prescribed and shall not, during the tenure of his office, accept any other remuneration or emolument from any other source.

**18.** The Registrar shall ;

**Powers and duties of Registrar**

- (a) be responsible for the custody of the records and the common seal of the University;
- (b) be the ex officio Secretary to the Academic Council and to the Board and shall place before the Academic Council and the Board all such information, as may be necessary for the transaction of business of the Academic Council or the Board, as the case may be;
- (c) receive applications for admission into the University;
- (d) make arrangements for admission of Non-Resident Indian students, Non-Resident Indian sponsored students, foreign students and industry sponsored students;
- (e) keep a permanent record of all syllabi, curricula and information connected therewith;
- (f) make arrangements for the conduct of such examinations, as may be prescribed and be responsible for the due execution of all processes connected therewith; and
- (g) perform such other duties, as may be prescribed from time to time by the Vice-Chancellor.

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**Comptroller**

**19.** (1) The Comptroller shall be a whole-time Officer of the University and he shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Comptroller shall manage the property and investments of the University and advise it in regard to its financial policy.

(3) The Comptroller shall be responsible to the Vice-Chancellor for all accounts matters of the University including the preparation and presentation of its Budget and statement of accounts.

(4) The Comptroller shall receive such remuneration, as may be prescribed. He shall not, during the tenure of his office, receive any remuneration or other emoluments from any other source.

(5) The Comptroller shall,-

(a) ensure that expenditure, not authorized in the budget, is not incurred by the University, except by way of investment; and

(b) disallow any expenditure, not warranted by the terms of any Statutes or for which provision is required to be made by the Statutes, but has not been so made.

(6) All moneys belonging to the University, shall be kept in a Scheduled Bank, as approved by the Board.

**Director of  
Students'  
Welfare-  
cum-Estate  
Officer**

**20.** (1) The Director of Students' Welfare-cum-Estate Officer of the University shall be a whole time Officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The aforesaid Director shall have the following duties, namely:-

(a) to make arrangements for the housing of students;

(b) to make programmes of students' counselling;

(c) to arrange for the employment of students in accordance with the plans, approved by the Vice-Chancellor;

(d) to supervise the extra-curricular activities of students;

(e) to assist in the placement of graduates of the University and;

(f) to organize and maintain contact with the Alumni of the University.

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(3) He shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens, play-grounds and other properties of the University.

**21.** (1) The college shall have a Dean, who shall be a whole-time Officer and shall be appointed by the Vice-Chancellor with the approval of the Board.

**Dean of college**

(2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning the college.

(3) The Dean shall be responsible for the organization and the conduct of resident instruction of the college.

(4) The Dean of Post Graduate Studies shall be responsible for the organization and the conduct of postgraduate resident instruction.

(5) The Dean shall act as liaison officer with national and international organizations or agencies or individuals for education, research and employment.

**22.** (1) The Librarian of the University shall be appointed by the Vice-Chancellor with the approval of the Board and shall be incharge of the library.

**The Librarian**

(2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

**23.** (1) The Academic Council shall consist of the following members, namely:-

**Constitution of  
the Academic  
Council**

- (a) the Vice-Chancellor;
- (b) the Dean/Deans of the College/Colleges;
- (c) the Dean of Post-Graduate Studies;
- (d) the Director of Extension Education;
- (e) the Director of Research; and
- (f) five senior-most Heads of the Departments of Colleges to be nominated by their respective Deans

(2) The term of office of the members, specified in clause (f) of sub-section (1), shall be two years.



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**Powers of the  
Academic  
Council**

**24.** (1) The Academic Council shall be incharge of the academic affairs of the University and shall, subject to the provisions of this Act and the Statutes, superintend, direct and control and be responsible for the maintenance of standards of instruction, education and examinations and other matters, connected with the obtaining of degrees and shall exercise such other powers and perform such other duties, as may be prescribed.

(2) Without prejudice to the generality of the foregoing power, the Academic Council shall have the power:-

- (a) to advise the Vice-Chancellor on all academic matters, including the control and management of the library;
- (b) to co-opt at its meetings such Heads of Departments, as it may consider necessary;
- (c) to make recommendations to the Vice-Chancellor for the institution of the Professorships, Associate Professorships, Assistant Professorships and Teacherships and other teaching posts and with regard to the duties and emoluments thereof;
- (d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching, research and extension;
- (e) to make regulations regarding the admission of students to the University;
- (f) to make regulations regarding examinations to be conducted by the University and the conditions on which students shall be admitted to such examinations;
- (g) to make regulations relating to the courses of study leading to degrees, diplomas and certificates;
- (h) to make recommendations regarding post-graduate teaching, research and extension;
- (i) to make recommendations regarding the qualifications to be prescribed for teachers in the University;
- (j) to exercise such other powers and perform such other duties, as may be conferred or imposed on it by or under the provisions of this Act.

**CHAPTER IV  
COLLEGE AND INSTITUTIONS**

**25. (1)** The college shall comprise such Departments, as may be prescribed. **Composition of College**

(2) There shall be a Head of each Department, who shall be responsible to the Dean, for resident instruction; to the Director of Research, for research; and to the Director of Extension Education, for extension education.

(3) The Head of each Department shall be selected by the Vice-Chancellor and be appointed by him with the approval of the Board.

(4) The duties, powers and functions of the Heads of Departments shall be such as may be prescribed.

**26.** Subject to the provisions of this Act and the statutes, the Veterinary, Animal Science and Fishery Institutions in the State shall be affiliated to the University, which shall be responsible for research, both fundamental and applied. **Veterinary, Animal Science and Fisheries Institutions**

**27. (1)** There shall be a Director of Research in the University, who shall be responsible to the Vice-Chancellor and who shall be appointed by the Vice-Chancellor in consultation with the Dean and with the approval of the Board. **Director of Research**

(2) The Director of Research shall be a whole time officer, trained in Veterinary and Animal Sciences and shall initiate, guide and co-ordinate the research programmes of the University and its institutions.

**28. (1)** The University shall be responsible for- **Extension Education**

(a) the veterinary, animal husbandry and fisheries extension functions, which are primarily educational in nature; and

(b) imparting training to the Extension Officers for the National Extension Blocks and Instructors for the Extension Training Centres.

(2) All Extension Specialists, in relation to any subject matter, shall be the members of the staff of their respective subject matter sections in the University and work in co-ordination with the Departments of Animal Husbandry, Fisheries, Dairy Development and Co-operatives.

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(3) The Director of Extension Education shall be a whole-time Officer, technically trained in Veterinary and Animal Science and shall be appointed by the Vice-Chancellor in consultation with the Dean and with the approval of the Board.

(4) The Director of Extension Education shall be responsible to the Vice-Chancellor and shall prepare programmes for assisting farmers and housewives in applying results of scientific investigations to the solution of their problems.

**CHAPTER-V  
SERVICES**

**Retirement  
and other  
conditions of  
service**

**29.** The age of retirement and other conditions of service of every officer, teacher or other employee of the University shall be such, as may be prescribed.

**Provident  
Fund**

**30.** The University shall constitute gratuity and provident fund for the benefit of its Officers, teachers and other employees in such manner, and subject to such conditions, as may be prescribed.

**Appointment  
of technical  
staff**

**31.** Subject to the provisions of this Act, the members of the technical staff of the University, shall be selected by the Head of the Department in consultation with the members of the Department concerned, who will further be recommended by the Dean or the Director of Research or the Director of Extension Education, as the case may be, and shall be appointed by the Vice-Chancellor with the approval of the Board.

**Temporary  
arrangements**

**32.** The Vice-Chancellor may, until such time, the authorities of the University are duly constituted, temporarily appoint any Officer of the University as authorized by this Act to appoint.

**CHAPTER-VI  
STATUTES AND REGULATIONS**

**Statutes**

**33.** Subject to the provisions of this Act, the Statutes may provide for the following matters namely:

- (a) the constitution, powers and duties of the authorities of the University;
- (b) the election, appointment and continuance in office of the members of the authorities of the University and of the Officers, teachers and other employees of the University

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including the filling up of vacancies and all other matters relating to these authorities and Officers, teachers and other employees for which it may be necessary or desirable to provide;

- (c) the designation, the manner of appointment, the powers and the duties of the Officers of the University;
- (d) the classification and the manner of appointment of teachers;
- (e) the constitution of gratuity or provident fund or both for the benefit of Officers, teachers and other employees of the University;
- (f) the institution of degrees and diplomas;
- (g) the conferment of honorary degrees;
- (h) the establishment, amalgamation, sub-division and abolition of Departments of the University;
- (i) the establishment and the abolition of hostels maintained by the University;
- (j) the Institution of fellowships, scholarships, medals and prizes;
- (k) the maintenance of a register of graduates;
- (l) the admission of students to the University and their enrolment and continuance as such;
- (m) the courses of study to be laid down for degrees and diplomas of the University;
- (n) the conditions under which students shall be admitted to the degree, diploma or other courses and the manner in which the examinations are to be held and the eligibility for the award of degrees and diplomas;
- (o) the conditions of residence of the students of the University and the levy of fees for residence in hostels maintained by the University;
- (p) the recognition and supervision of hostels not maintained by the University;

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- (q) the number, qualifications, emoluments and other conditions of service of Officers, teachers and other employees of the University and the preparation and the maintenance of record of their services and activities;
- (r) the fees which may be charged by the University;
- (s) the remuneration and allowances, including travelling and daily allowances, to be paid to the persons employed on the business of University;
- (t) the conditions for the award of fellowships, scholarships, medals and prizes, stipends and fee concessions; and
- (u) all other matters which by this Act, are to be or may be provided for by the Statutes.

**Statutes  
how made**

**34.** (1) The statutes, made under the Punjab Agricultural University Act 1970, and in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, and subject to such adaptations and modifications as may be notified by the State Government, be the first Statutes of the University.

(2) The Board may, from time to time, make new or additional Statutes and may amend or repeal the same.

(3) The Academic Council may propose to the Board, the draft of Statutes and such draft shall be considered by the Board at its next meeting.

Provided that the Academic Council shall not propose the draft of any statutes or any amendment therein, affecting the status, powers or constitution of any authority of the University, until such authority has been given an opportunity to express its opinion upon the proposal, and any opinion so expressed, shall be considered by the Board.

(4) The Board may consider any such draft, as is referred to in sub-section (3), and pass the proposed statutes or reject or return it to the Academic Council, for re-consideration, either in whole or in part, together with any amendment, which it may suggest.

(5) Any member of the Board may-

- (a) propose to the Board, the draft of any statute and the Board may, either accept or reject the proposal, if it relates to a matter, not falling within the purview of the Academic Council;

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- (b) In case, such a draft relates to a matter, which is within the purview of the Academic Council, the Board shall refer it for consideration to the Academic Council, which may, either report to the Board that it approves or does not approve the proposal, which, then, shall be deemed to have been rejected by the Board or submit the draft to the Board in such form, as the Academic Council may, approve; and
- (c) the provisions of clause (b) shall apply in the case of the draft, submitted by any member of the Board under clause (a) to the Board, as they apply in the case of a draft, presented to the Board by the Academic Council.

**35. (1)** Any authority of the University, may, make regulations, **Regulations** consistent with this Act and the statutes for-

- (a) laying down the procedure to be observed at its meetings and the number of members required to form a quorum;
- (b) providing for all matters, which by this Act and the statutes, are to be provided for by the regulations; and
- (c) providing for any other matter, solely concerning the authority and not provided by this Act and the statutes.

(2) Every authority of the University shall make regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be transacted at such meetings and for keeping of records of the proceedings of the meetings.

(3) The Academic Council may, subject to the provisions of the statutes, make regulations, providing for courses of study, system of examinations and degrees and diplomas of the University after receiving drafts of the same from the Board of Studies concerned.

(4) The Academic Council may not alter a draft received from the Board of Studies, but may reject or return it to the Board of Studies for further consideration together with the suggestions of the Academic Council.

(5) The Board of Studies may direct that amendment may be made, in such manner, as it may specify.

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(6) Notwithstanding anything contained in this section, the regulations made under the Punjab Agricultural University Act, 1970, and in force immediately before the commencement of this Act, shall, in so far as they are not inconsistent with the provisions of this Act, and subject to such adaptations and modifications, as may be notified by the State Government, be the first regulations of the University

**CHAPTER-VII**  
**FINANCE, ACCOUNT AND AUDIT**

**General fund**

- 36. (1)** The University shall have a general fund to which shall be credited
- (a) income from fees, endowments and grants and properties of the University;
  - (b) contributions or grants from the State Government and the Central Government on such conditions, as may be imposed by that Government; and
  - (c) other contributions, grants, donations and benefactions.

**Other funds**

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

**Constitution of Finance Committee**

**38. (1)** The University shall constitute a Finance Committee consisting of the following members namely:-

- (a) the Vice-Chancellor;
- (b) the Comptroller;
- (c) a member chosen by the Board from amongst the official members; and
- (d) a member chosen by the Board from amongst the non-official members.

(2) The powers and duties of the Finance Committee shall be as follows:-

- (a) to examine the annual accounts of the University and to advise the Board thereon;
- (b) to examine the annual budget estimates and to advise the Board thereon;

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- (c) to review the financial position of the University from time to time;
- (d) to make recommendations to the University on all matters relating to the finances of the University; and
- (e) to make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.

(3) The accounts and the balance sheet shall be submitted by the Vice-Chancellor through the Board to the State Government, which shall cause them to be audited by the Examiner, Local Fund Accounts.

(4) The accounts, when audited, shall be printed and copies thereof together with audit report, shall be submitted by the Vice-Chancellor to the Board, which shall forward them to the State Government with such comments, as it may deem fit. The State Government shall cause a copy of the audited accounts together with its comments thereon, to be laid before the State Legislature.

**39.** The State Government shall have the power to order special audit of the accounts of the University by such Auditors or Agency, as it may direct.

**Power of  
State  
Government  
to direct audit**

**CHAPTER VIII  
MISCELLANEOUS**

**40.** (1) On the commencement of this Act, the assets and liabilities of the existing University, relating to veterinary, animal sciences and fisheries shall stand transferred to, and shall vest in the University in accordance with the following principles, namely:-

**Division of  
assets and  
liabilities**

- (a) any asset of existing University, which immediately before the commencement of this Act, is related to veterinary and animal sciences, fisheries and small animal colony, including agricultural land used for fodder or feed production, dairy and poultry farms, fisheries and every right to such property, shall stand transferred to, and shall vest in the University;
- (b) the land of the experimental area of existing University, adjoining the Immunology (Tick Borne Diseases) Building shall stand transferred to the University;



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- (c) any asset of existing University relating to Non-Resident Indian Students fee, revolving funds under the veterinary, animal sciences, fisheries and Small Animal Colony and every right to such property, shall stand transferred to, and shall vest in the University; and
- (d) all teaching, research, extension schemes related to veterinary, animal and fishery sciences in existing University shall stand transferred alongwith incumbents, budget and assets to the University.

(2) The liability existing on the assets of the existing University on the commencement of this Act, shall be shared between existing university and the university in proportion to the assets, shared by both the universities.

(3) Every other liability of the existing University relating to veterinary, animal sciences and fisheries, if subsisting on such commencement, shall be the liability of the University.

(4) The cash balances whether in the form of cash, bank or security deposits and reserve funds, held by the existing University, immediately before the commencement of this Act, shall, after deducting all the liabilities of existing University up to such commencement, be apportioned between existing University and the University in the ratio of seventy: thirty.

(5) The contracts made before the commencement of this Act, shall be deemed to have been made by the concerned universities to which the subject matter or assets involved in the contract, has been shared after such commencement.

(6) Every share, debenture, bond and other investment made by existing University, shall be valued on the basis of average market value thereof, gained during one year immediately before the commencement of this Act, and the value so determined, shall be apportioned between existing University and the University in the raito of seventy: thirty.

(7) Every borrowing made by existing University before the commencement of this Act, shall, if the liability is subsisting on such commencement, be repaid together with the interest accrued thereon by existing University;

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(8) The provident fund, pension fund, Death-cum-retirement gratuity, ex-gratia grant and other benefits and accruals thereto of every officer or other employee of the existing University, shall stand transferred to the University to which he has been allocated and posted on the date of the commencement of this Act.

**Explanation:** For the purposes of this section, "asset" shall be deemed to include all property movable and immovable, rights, powers, authorities and privileges, and all other rights and interests arising out of such property, as were immediately before the commencement of this Act, in the ownership, possession, power or control of existing University, and all books of accounts, registers, records and all other documents of whatever nature relating thereto, shall also be deemed to include all obligations of whatever kind then subsisting, of existing University.

**41.** If at the commencement of this Act, any suit, appeal or other proceeding of whatever nature, is pending by or against the existing University, the same shall not abate or be discontinued or be in any way prejudicially affected by reason of the re-organization of existing University, but such suit, appeal or other proceeding, may be continued, prosecuted or enforced by or against the concerned University to which the subject matter of such suit, appeal or other proceeding pertains after the re-organization.

**Legal  
proceedings**

**42.** In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar, and all process in such suits and proceedings shall be issued to, and be served on him.

**Authentication  
of pleadings**

**43. (1)** Same as otherwise provided in section 7, all officers and other employees of the existing University, who are holding offices in, or in connection with the existing University relating to Veterinary and Animal Sciences, Fisheries and Small Animals' Colony, shall become the officers or other employees of the University.

**Transfer of  
employees**

(2) The employees of the Central Offices of the existing University's administration i.e. Registrar, Comptroller, Director Students' Welfare, Estate Officer, Dean Postgraduate Studies, Director of Research, Director of Extension Education, Librarian, University Hospital or any other centralized offices or facilities dealing with veterinary, animal science, fisheries and related activities along with budget, shall stand transferred to the University.

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(3) Every officer or other employee, transferred to the University from the existing University, shall, on and from the commencement of this Act, hold his office or service in the same rank or designation in the University on the same terms and conditions and with the same rights to pension, provident fund, gratuity and other matters, as would have been admissible to him, if the existing University had not been re-organized.

(4) Notwithstanding anything contained in the Industrial Disputes Act, 1947, or any other law for the time being in force, the transfer of the services of any officer or other employee from the existing University to the University shall not entitle such officer or other employee to any compensation, and no such claim shall be entertained by any court, tribunal or authority.

**Membership of  
the University  
bodies**

**44.** (1) All casual vacancies among the members (other than ex-officio members) of any authority or body of the University, shall be filled, as soon as possible, by the person or body, who or which appointed or nominated the member, whose place became vacant, and the person appointed or nominated to a casual vacancy, shall be a member of such authority or body for the remaining period of the term for which the person, whose place he fills, would have been a member.

(2) A person, who is a member of any authority of the University, and represents another body, whether of the University or not, shall retain his seat on that authority so long as, he continues to be a member of the body, by which he was appointed or nominated, and thereafter, till his successor is duly appointed or elected.

(3) No act or proceeding of any authority or body of the University shall be invalid by reason merely of the existence of any vacancy or defect in the constitution of such authority or body.

(4) If any question arises whether any person has been duly appointed as, or is entitled to be, a member of any authority of the University, subordinate to the Board or whether any decision of the University is in accordance with this Act and the statutes, the same shall be referred to the State Government, whose decision thereon, shall be final.

**Annual Report**

**45.** (1) The Annual Report of the University, shall be prepared under the directions of the Vice-Chancellor and be submitted to the Board atleast one month before the annual meeting, at which, it is to be considered.

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(2) The Board shall, after consideration of the Annual Report, forward a copy thereof to the State Government.

(3) On receipt of a copy of the Annual Report referred to in sub-section (1), the State Government shall cause a copy of such Report, together with its comments thereon, to be laid before the State Legislature.

(4) Notwithstanding the re-organization of the existing University, the Annual Report of the University for the year 2005-06, shall be prepared under the directions of the Vice-Chancellor of the University, and the Board of the University shall, after consideration of the Annual Report, forward a copy thereof to the State Government.

**46.** Any reference to the existing University in any law, other than this Act, or in any contract or other instrument, shall be construed:-

**Construction of references to the existing University in any document**

(a) if such reference relates to any asset or property of the existing University, as a reference to the existing University ; and

(b) in any other case, as a reference to the University.

**47. (1)** Notwithstanding anything contained in this Act, the State Government, if it considers appropriate in public interest, may, by an order, published in the Official Gazette, issue policy directions to the University or annul any proceeding of the University, which, in its opinion are not in conformity with the provisions of this Act and statues :

**Power to issue directions**

Provided that before annulling any proceedings of the University, the State Government shall call upon the University to show cause why such an order should not be made and the University shall be given an opportunity to explain its view point with regard thereto.

(2) Every order passed under sub-section (1), shall, as soon as may be, laid before the State Legislature.

**48.** Any obligation incurred, before the commencement of this Act, by the existing University to confer any degree or other academic distinction, to any person or to grant any copy of any degree, diploma, certificate, marks sheet or other document to any person shall, on such commencement, be the obligation of the University.

**Obligations to be discharged by University**

**PUNJAB GOVT. GAZ. (EXTRA.), JULY 29, 2005  
(SRAVANA 7, 1927 SAKA)**

**Power to remove  
difficulties**

49. (1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as may appear to be necessary for removing the difficulty:

Provided that no order shall be made under this section, after the expiry of a period of two years from the date of commencement of this Act.

(2) Every order made under this section, shall be laid, as soon as may be, after it is made, before the State Legislature.

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

## CHAPTER II

### STATUTES REGARDING THE POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY

#### **Powers & Duties of the Board of Management**

1. The Board shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have the powers:-
  1. (1) to declare by Statute other college(s)/institute(s) in the State of Punjab as constituent or affiliated college(s)/ institute(s) of the University under Section 4 and Section 26 of the Act.
  - (2) The Board shall publish an annual report containing:-
    - a) a review of the progress made in different spheres of activities of the University.
    - b) the amounts of receipts and disbursements and the purpose for which they were made.
    - c) the number of officers, teachers and other employees and position and remuneration of each, the number of students in the several sections and classes and the course of instruction pursued in each; and
    - d) an estimate of the expenses for the next/following year.
  - (3) The Board shall submit to the State Government legislative proposals which it considers necessary for the betterment and promotion of Veterinary and Animal Sciences, Fishery, Dairy Sciences and Animal Biotechnology based on the results of research conducted in the University and its integration with academics and further dissemination through extension activities.
  - (4) All questions to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any question, and if the votes be equally divided he shall have a second or casting vote.

#### **ACADEMIC COUNCIL**

#### **Manner of selection of a member of the Academic Council under Section 23(1)(f) of the Act**

2. (1) The Vice-Chancellor shall appoint five senior-most Heads of Departments nominated by respective Deans as members of the Academic Council, under Section 23(1)(f) of the Act.  
The term of office of the members shall be for two years or till the member(s) ceases to be the Head of the Department or upto superannuation whichever is earlier. On expiry of the term of a member, another Head of Department shall be appointed as the Member of the Academic Council on the recommendation of the respective Dean of the College, and every subsequent vacancy shall be filled in by rotation, in the same manner.  
The Vice Chancellor shall also have the power to co-opt such Heads of Departments, as may be considered necessary, for any particular meeting of the Academic Council, under sub-section (2)(b) of Section 24 of the Act.
- (2) All questions to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present. The co-opted member(s) shall not have the right to vote.  
The Chairman of the Academic Council shall be entitled to vote on any question and, if the votes be equally divided, he/she shall have a second or casting vote.

**Powers & Duties of  
the Academic  
Council**

3. The Academic Council shall exercise all the powers and perform all the duties conferred on it under Section 24 of the Act and shall also have power:-
- (a) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
  - (b) to recognize the examinations of the recognized universities, equivalent to the corresponding examinations of the Guru Angad Dev Veterinary and Animal Sciences University.
  - (c) to propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;
  - (d) to make proposals for consideration of the Board regarding distribution of new grants by the State Government to the Colleges/Institutes for the development of teaching, research and extension education, whenever the University is consulted by the Government on such matters;
  - (e) to approve or reject any subject proposed for the thesis by a candidate for the Degree of Doctor of Philosophy in various disciplines of Veterinary and Animal Sciences, Dairy Science & Technology, Fisheries, Animal Biotechnology and other allied sciences;
  - (f) to promote research within the University and to require report(s) on such research from the personnel employed thereon;
  - (g) to advise the Board on proposals of new expenditure on University's teaching, research and extension education;
  - (h) to recommend to the Board, the making of grants to Departments or Colleges/Institutes which contribute to University's teaching, research and extension education;
  - (i) to make regulations regarding the holding of convocation;
  - (j) to make regulations for maintenance of discipline and the regulation of conduct of the students in the colleges and hostels of the University; and
  - (k) to make regulations regarding agreement(s)/ Memorandum of Understanding (MoUs) at institutional level for academic collaboration viz. admissions, exchange of students, initiating dual degree programmes and/or exchange of faculty for meeting the trinity mandate of the University.

**Constitution of  
Committees**

4. The Academic Council shall constitute the following Committees:
- (i) A Committee on Students' Welfare with the Director Students' Welfare-cum-Estate Officer as ex-officio Chairman. This Committee shall include all the Deans and one representative from amongst the teachers to be nominated by the Vice-Chancellor. The Committee shall advise the Vice-Chancellor regarding:
    - a) the allocation of funds other than Amalgamated Fund for various students' welfare activities;
    - b) the formulation of rules to regulate the conduct of students;
    - c) the formulation of procedure for taking punitive action against a student on charges of indiscipline or misconduct;
    - d) all matters relating to the welfare of students.
  - (ii) There shall be a Research Advisory Committee consisting of the following members:-

1. Vice-Chancellor	Chairman
2. Registrar	Member
3. Deans of constituent Colleges	Members
4. Dean, Post Graduate Studies	Member
5. Director of Extension Education	Member
6. Director of Animal Husbandry, Punjab	Member
7. Director of Dairy Development, Punjab	Member

- |     |   |                  |
|-----|---|------------------|
| 8.  | Director and Warden of Fisheries, Punjab                                | Member           |
| 9.  | Three outside experts to be nominated by the Vice-Chancellor as members | Members          |
| 10. | Director of Research  | Member Secretary |

The incumbent of posts mentioned at Sr. Nos. 6, 7 and 8 will be ex-officio members. However, their nominees will not be allowed to represent them in the meeting of the Research Advisory Committee.

The Director of Research shall obtain the panel of eminent outside experts from the Heads of different departments and submit the list to the Vice-Chancellor for nomination of three experts from amongst them as mentioned at Sr. No. 9.

The Committee shall advise the Vice-Chancellor regarding:-

- (a) the allocation of funds for research;
  - (b) the conditions for accepting grants; and
  - (c) other matters concerning the research programmes of the University.
- (iii) There shall be an Extension Education Advisory Committee consisting of the following members:

- |     |  |                  |
|-----|--|------------------|
| 1.  | Vice-Chancellor  | Chairman         |
| 2.  | Registrar  | Member           |
| 3.  | Deans of constituent Colleges  | Members          |
| 4.  | Dean, Post Graduate Studies  | Member           |
| 5.  | Director of Research   | Member           |
| 6.  | Director of Animal Husbandry, Punjab   | Member           |
| 7.  | Director of Dairy Development, Punjab  | Member           |
| 8.  | Director and Warden of Fisheries, Punjab   | Member           |
| 9.  | One or two outside experts to be nominated by the Vice-Chancellor as member(s)                     | Member(s)        |
| 10. | One or two progressive farmers to be nominated by the Director of Extension Education as member(s) | Member(s)        |
| 11. | Director of Extension Education  | Member Secretary |

The incumbent of posts mentioned at Sr. Nos. 6, 7 and 8 will be ex-officio members. However, their nominees will not be allowed to represent them in the meeting of the Extension Education Advisory Committee.

The Director of Extension Education shall obtain the panel of eminent outside experts from the Head, Department of Veterinary and Animal Husbandry Extension Education and submit the list to the Vice-Chancellor for nomination of one or two experts from amongst the proposed panel, as mentioned at Sr. No. 9.

The Committee shall advise the Vice-Chancellor regarding:-

- (a) the co-ordination of University Extension Education Programme with the State and National Programme;
- (b) the allocation of funds for extension education work; and
- (c) ways and means of increasing the effectiveness of University's extension education programme;
- (iv) such other committees as may be considered necessary.



## **BOARD OF STUDIES**

### **Constitution of Board of studies**

5. (1) There shall be a Board of Studies as per sub-section (a)(iii) of Section 9 of the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005.
- (2) The Board of Studies shall be constituted for each constituent college/institute of the University and where there is more than one college/institute in a branch of learning, there may be one Board of Studies for all colleges in the concerned branch of learning.
- (3) The Deans of various colleges shall be the Chairman of the respective Boards of Studies and the Heads of Departments of concerned college(s) shall be member(s) thereof.
- (4) Where there is a Board of Studies for more than one college in a branch of learning, the Deans shall act as Chairmen of the Board of Studies by rotation, according to seniority for a period of one year each.
- (5) The Vice-Chancellor may nominate member(s) to the Board of Studies such other teacher(s) of related subject(s) or sciences from the same or other college(s), as he may deem fit.
- (6) All questions to be considered in a meeting of the Board of Studies shall be decided by a majority of votes of the members present. The Chairman of the Board of Studies shall be entitled to vote and if the votes be equally divided, he/she shall have a second or casting vote.
- (7) Five members or 50% of the total strength of members whichever is less shall form a quorum at the meeting of a Board of Studies.

### **Powers & Duties of the Board of Studies**

6. The powers and duties of Board of Studies shall be as follows:
  - (i) propose to the Academic Council, courses of study for the various programmes of instructions offered in different faculties of the University ;
  - (ii) propose to the Academic Council, the curricula of the University and advise the Council with respect to all questions referred to it regarding the syllabi for various undergraduate and postgraduate programmes ;
  - (iii) review from time to time standards of teaching and evaluation of students and guide students' scholastic programme in the faculty concerned ;
  - (iv) propose new rule(s) or change(s) in the existing rules to the Academic Council ; and
  - (v) to recommend to Academic Council regarding number of students to be admitted each year in various colleges, as envisaged in Clause 1(2) in Chapter XIII of the Statutes.

### CHAPTER III

#### STATUTES REGARDING THE DESIGNATION, MANNER OF APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS OF THE UNIVERSITY

**Manner of  
appointment of  
Officers of the  
University  
Appointment  
of the Vice-  
Chancellor**

1. All appointments of the Officers of the University shall be made strictly on merit.
2. The following procedure shall be adopted for the appointment of the Vice-Chancellor:-
  - (a) The Board may either take up the matter on its own or elect a screening Committee of three persons. The committee shall select its own Chairman. 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 Board in order of preference unless the number of eligible candidates is less than three.
  - (c) The Board may ask the committee to consider additional prospects or engage in further deliberations.
  - (d) When a list has finally been accepted, the Board may, if it deems necessary, arrange for informal or formal interviews with one or more of the prospective appointees and make the final selection as provided in sub-section (1) of Section 14 of the Act.
  - (e) Where the Board fails to appoint the Vice-Chancellor in the manner prescribed in Section 14 of the Act within 2 months of the receipt of intimation of the vacancy, the matter shall be reported to the Chancellor with a request to make the appointment.

**Powers and Duties  
of the Vice-  
Chancellor**

The Vice-Chancellor shall exercise the powers as given under Section 15 of the Act under various statutes framed therein.

**Appointment  
of Registrar,  
Dean(s), Director  
of Research,  
Director of  
Extension  
Education and  
University  
Librarian**

3. (1) (a) The posts of Registrar, Deans of the College(s), Dean, Postgraduate Studies, Director of Research, Director of Extension Education and University Librarian, shall be on whole time basis for a tenure of four years or upto superannuation of the incumbent whichever is earlier. A person selected shall not be eligible for appointment for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under clause 3(2). The appointment of Registrar, Dean/Director, University Librarian can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded in writing and a new Registrar, Dean/Director, University Librarian shall be appointed according to the procedure prescribed in the Statutes.
- (b) A person appointed as Registrar, Dean/Director, University Librarian shall draw a special allowance of Rs.1000/- p.m. The Registrar, Dean/Director shall be entitled to rent free accommodation.
- (c) The Registrar, Dean/Director, University Librarian may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

- (2) The following procedure shall be adopted for the appointment of Registrar, Deans of the College(s), Dean, Post-graduate Studies, Director of Research, Director of Extension Education, University Librarian and other similar posts on teaching/research/extension side which may be declared Officer(s) of the University under Section 9(b)(x) of the Act:-
- (a) The Vice-Chancellor shall have the post advertised with such qualifications as may be prescribed by the competent authority.
  - (b) After advertising the post and receiving the applications, the Vice-Chancellor shall constitute a Selection Committee to make recommendations.
  - (c) The Selection Committee shall consist of the following:-
    - (i) Vice-Chancellor Chairman
    - (ii) At least three other persons from Members  
outside the University nominated by the  
Vice-Chancellor

(No Officer from the University shall be nominated as member of the Selection Committee)

- (d) The Chairman of the Committee shall scrutinize all the applications and prepare a list of candidates who may be either called for interview or considered in absentia. He/she may also include in such a list name(s) of any person(s) who have not applied.
- (e) After interviewing the candidates or considering them in absentia, as the case may be, the Committee shall recommend as far as possible three persons in order of preference.
- (f) The Vice-Chancellor shall then submit a single recommendation for consideration of the Board of Management. However, the Board of Management may also approve the panel recommended for appointment which shall be valid for a period of six months from the date of interview.
- (g) The Board shall either accept the recommendation or in case the Board does not accept the recommendation, the Vice-Chancellor shall, in due course, present another recommendation.

**Appointment of  
Director Students'  
welfare-cum-Estate  
Officer**

- 3 (3) (a) The post of Director Students' Welfare-cum-Estate Officer shall be on whole time basis for a tenure of four years or till the superannuation of the incumbent whichever is earlier. A person selected will not be eligible for appointment for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under Clause 3(4). Further, the appointment of Director Students' Welfare-cum-Estate Officer can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Director Students' Welfare-cum-Estate Officer shall be appointed according to the procedure prescribed under clause 3(4).
- (b) A person appointed as Director Students' Welfare-cum-Estate Officer shall draw a special allowance of Rs.1000/- per month and rent free accommodation.
  - (c) A person appointed as Director Students' Welfare-cum-Estate Officer may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.
- 3 (4) The procedure for the appointment of Director Students' Welfare-cum-Estate officer shall be as under:-

- (i) The Director Students' Welfare-cum-Estate officer shall be selected out of the Professors of the University who will apply in response to the notification issued by the University.
- (ii) The Selection Committee shall consist of the following:
  - (i) Vice-Chancellor Chairman
  - (ii) At least three other persons from Members  
outside the University nominated by the  
Vice-Chancellor

(No Officer from the University shall be nominated as member of the Selection Committee)

- (iii) The Selection Committee shall examine the biodata and evaluate academic capability, educational contributions and administrative ability of the applicant Professors in the University including the outgoing Director Students' Welfare-cum-Estate Officer eligible on the date preceding six months of expiry of the tenure of the present Director Students' Welfare-cum-Estate Officer or the date on which the position falls vacant and recommend the name of the most suitable person for appointment as Director Students' Welfare-cum-Estate Officer. The selection will be made on merit. The Vice-Chancellor shall then submit the recommendations of the Selection Committee for consideration of the Board of Management.  
The word 'Professor' wherever occurring in these Statutes includes persons conducting teaching/research/extension and having status and pay scale equivalent to that of Professor.

**Appointment of  
Comptroller  
and similar Officer  
level posts on non-  
teaching side**

- 4 (a) The procedure prescribed in Clause 3(2) of the Statutes, shall also be followed in making appointments of the Comptroller and other similar posts on non-teaching side which may be declared 'Officers' of the University under Section 9(b)(x) of the Act.
- (b) The person appointed as Comptroller shall draw a Special allowance of Rs. 2000 and Rent Free accommodation.

Provided that the post(s) will be filled up on tenure basis for a term of four years or till the superannuation of the incumbent, whichever is earlier. The person appointed to the respective post may, after the expiry of his/her original term, be reappointed by the Vice-Chancellor with the approval of the Board of Management. The person so re-appointed shall be considered to be in continuous service from the date of his/her appointment for the first term. A person selected will not be eligible for appointment for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under clause 3(2).

**Powers &  
Duties of the  
Registrar**

- 5. In exercise of his/her duties under Section 18 of the Act, the Registrar shall:
  - (a) issue notices and maintain the minutes of all meetings of the Academic Council and the Board of Management and of Committees appointed by them;
  - (b) conduct the official correspondence of the Academic Council and the Board;
  - (c) be responsible for registration of students of the University;
  - (d) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
  - (e) be responsible for maintaining all students' records;

**Powers and Duties  
of the Deans of  
Colleges**

- (f) obtain the grades of the students from the instructors through the Deans and issue semester reports and transcripts;
6. (1) The Dean(s) of the College(s) shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.
- (2) In the absence of a Dean being on leave for a long period the Vice-Chancellor may give the charge of the post of Dean to a suitable official as adhoc arrangement.
- (3) The Dean of a College shall:-
- (i) be responsible for the organization and conduct of teaching in the Departments comprising the College and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;
  - (ii) be responsible for the due observance of the Statutes and Rules relating to the College;
  - (iii) preside over the meetings of the respective Board of Studies of the College;
  - (iv) formulate and present policies to the Board of Studies of the College for its consideration, without prejudice to the right of any member to present any matter to the respective Board of Studies;
  - (v) submit reports to the Vice-Chancellor on the work of the College regarding resident instructions;
  - (vi) be responsible for use of the buildings and rooms of the College and for the equipment of the College;
  - (vii) serve as the medium of communication for all official business of the College with other authorities of the University, the students and the public;
  - (viii) normally represent the College in conferences and where necessary, he may designate representatives from amongst the staff of the College for specific conferences on resident instructions;
  - (ix) prepare the budget of the College;
  - (x) exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Dean, Post Graduate Studies, Director of Research and Director of Extension Education on work load assignments of joint teaching - research or teaching - extension personnel;
  - (xi) be responsible for maintaining discipline, law and order in the College and for the discharge of his/her duties, he/she may award suitable punishment e.g. fine/rustication/expulsion etc., to the student(s) for act(s) of indiscipline and misdemeanor;

Notwithstanding anything contained in the Statutes, the Vice-Chancellor within six months of the date of the order or penalty may, on his own motion or otherwise, call for the records of any enquiry and may:-

- (a) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed, or
- (b) remand the case to the Dean or to any other authority directing to make such further enquiry as it may consider proper in the circumstances of the case, or
- (c) pass such other orders as he/she may deem fit.

**Powers and  
Duties of  
Director of  
Research**

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the student(s) concerned has/have been given a reasonable opportunity of making a representation against the penalty imposed.

(xii) perform such other duties and functions as assigned to him/her by the Vice-Chancellor.

7. (1) The Director of Research shall coordinate all research in the University in co-operation with the Deans. While his/her dealings would be mainly with the staff concerned with research in Departments of Colleges, he/she shall be directly responsible to the Vice-Chancellor for the initiation, guidance and coordination of the research programme of the University and its outlying Stations.
- (2) All research programmes shall be conducted within the respective departments by members of the staff and graduate/ postgraduate students of the department.
- (3) The Director of Research shall:-
- (i) be responsible for initiation, organization and conduct of research programmes of the University and for that purpose, shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned;
  - (ii) exercise administrative control over:
    - (a) research staff,
    - (b) research funds allotted for the purpose, and
    - (c) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
  - (iii) prepare in consultation with the Heads of Departments the budgetary needs of research of different Departments of the University;
  - (iv) be the principal liaison officer for dealing with aid-granting agencies, such as I.C.A.R., State & Central Agencies, Commodity Committee and private institutions, etc;
  - (v) formulate and present policies to the Research Advisory Committee for its consideration;
  - (vi) be responsible to publish regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems;
  - (vii) formulate research policies and programmes of the University, in close consultation with the Deans and Director of Extension Education;
  - (viii) assume leadership in development and maintenance of research productivity of a high level by:-
    - (a) promotion of self-improvement on the part of research personnel;
    - (b) stimulation of a wholesome, aggressive *esprit de corps*; and
    - (c) development of an attitude in the minds of the faculty/staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of Veterinary and Animal Sciences, Fisheries, Dairy Science and Biotechnology research;
  - (ix) represent the University in conferences regarding research;
  - (x) be responsible for managing the intellectual property of the University through various instruments of intellectual property rights and commercialization of technologies developed by the University;
  - (xi) be responsible for developing memorandum of understanding pertaining to research with national/international agencies and private organizations;

**Powers and Duties of Director of Extension Education**

(xii) perform such other duties and functions as assigned to him/her by the Vice-Chancellor.

8. (1) The Director of Extension Education shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.
- (2) The Director of Extension Education shall supervise and control the field activities of the extension subject-matter specialists at outstations who shall otherwise hold academic rank and be members of the staff of the departments.
- (3) The Director of Extension Education shall be directly responsible to Vice-Chancellor for effecting close collaboration and coordination of the extension education activities of the University with those of the Department of Animal Husbandry, Dairying, Fisheries and other Developmental organizations and Industries, etc.
- (4) The Director of Extension Education shall:-
- (i) be responsible for initiation, organization and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;
  - (ii) exercise administrative control over:-
    - a) Extension Education staff;
    - b) Extension Education funds allotted for the purpose; and
    - c) All physical properties, facilities and materials assigned by the University for the pursuit of extension programmes;
  - (iii) assess, in consultation with Heads of Departments, the budgetary needs of extension education of different Departments of the University;
  - (iv) be the principal liaison officer for dealing with such agencies as the Departments of Animal Husbandry, Dairy Development, Fisheries, Co-operation, Block Development and Panchayat Officers of the Government and other Development organizations and Industries etc., in the matter of extension education;
  - (v) formulate and present extension education programmes to the Extension Advisory Committee, for its consideration;
  - (vi) guide and supervise the working of the Information Section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful implementation of the extension educational programmes;
  - (vii) formulate the extension policies and programmes of the University, in close consultation with the Deans of Colleges and Director of Research;
  - (viii) assume leadership in the development and maintenance of effective and productive extension educational programmes through-
    - a) promotion of self-improvement on the part of extension personnel; and
    - b) inculcation in them a missionary spirit for dedicated service to the livestock farmers and pet-owners of the State.
  - (ix) represent the University in conferences regarding extension education;
  - (x) perform such other duties and functions as assigned to him/her by the Vice-Chancellor.

**Powers & Duties of Director Students' Welfare - cum -Estate Officer**

- 9 (1) The Director of Students' Welfare-cum-Estate Officer shall be directly responsible to the Vice-Chancellor.
- (2) The Director of Students' Welfare-cum-Estate Officer shall:-
- (i) make arrangements for the boarding and lodging of students;
  - (ii) direct the programme(s) of student counselling;

- (iii) arrange for the part-time employment of students in accordance with the plan approved by the University;
- (iv) assist in the placement of graduates of the University;
- (v) obtain travel facilities for holidays, study tours of students;
- (vi) communicate with the guardians of students concerning the welfare of students;
- (vii) exercise general control and supervision over the physical education programmes and other co-curricular activities of students;
- (viii) be responsible for custody, maintenance and management of all the buildings, lawns, gardens, playgrounds and other properties of the University and its outstations, other than the land comprising the agricultural farms;
- (ix) be responsible for maintenance of fire protection services;
- (x) be responsible for preparation of the maintenance budget of the University;
- (xi) maintain accounts relating to the maintenance work in his/her charge on prescribed form;
- (xii) maintain an up to date record of all the immovable properties of the University including land and buildings in co-operation with the Heads of Departments, and at outstations;
- (xiii) be responsible for procurement/disposal of immovable property of the University and at outstations after it has been approved by the Board of Management;
- (xiv) be responsible for construction and maintenance of utility services;
- (xv) maintain the architectural and constructional services of the University;
- (xvi) be responsible for all the construction work of the University;
- (xvii) prepare the annual construction budget and a periodical report showing the progress of works under construction;
- (xviii) maintain accounts relating to the works in his/her charge on prescribed forms;
- (xix) perform such other duties and functions as assigned to him/her by the Vice-Chancellor.

**Powers and Duties of Comptroller**

10. Comptroller shall be responsible to the Vice-Chancellor to ensure that :-
- (i) expenditure, not authorized in the budget, is not incurred without appropriate sanction;
  - (ii) all money belonging to the University are kept in a scheduled bank approved by the Vice-Chancellor;
  - (iii) all the accounts of the University are properly kept, adjusted and audited;
  - (iv) the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;
  - (v) income and fee due to the University are collected & deposited in the University Account and salaries and other amount(s) due to the staff and others are paid promptly;
  - (vi) notices are issued and the minutes of all meetings of the Finance Committee are maintained and shall conduct the official correspondence of the Finance Committee;
  - (vii) development plans are prepared;
  - (viii) dealings with the Government, with the authority responsible for auditing of the accounts of the University, Commodity Committee(s) and other aid-granting agencies regarding financial and accounts matters, are on correct lines;
  - (ix) perform such other duties and functions as assigned to him/her by the Vice-Chancellor.



- Powers & Duties of the Dean Postgraduate Studies**      11
- (1) The Dean, Postgraduate Studies shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme(s) at the Post-graduate level 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.
  - (2) The Dean, Postgraduate Studies shall:-
    - (i) be responsible for the organization and conduct of postgraduate teaching in the constituent colleges/institutes of the Guru Angad Dev Veterinary and Animal Sciences University and for that purpose, shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges, Director of Research and Director Extension Education and Head of Departments/ institution(s) where such consultation is considered necessary;
    - (ii) be responsible for the maintenance of proper standards of postgraduate instructions;
    - (iii) be responsible for the coordination of Research of the postgraduate students in collaboration with the Director of Research and its integration with the general research programme of the University;
    - (iv) preside over the meetings of the postgraduate committee/ Resident Instruction Committee and be a member of the Research Advisory Committee and Extension Education Advisory Committee;
    - (v) assist in the placement of postgraduates of the University;
    - (vi) formulate and present policies to the postgraduate committee for its consideration without prejudice to the right of any member to present any matter to the postgraduate committee;
    - (vii) forward the recommendations of the postgraduate committee to the Vice-Chancellor or the Academic Council as the case may be;
    - (viii) maintain record of the postgraduate students and also supervise their progress;
    - (ix) exercise control over the teaching load of postgraduate faculty in consultation with the Heads of Departments, in accordance to the University calendar;
    - (x) provide 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 and skill development approach besides imparting hands on training, in consultation with the Heads of Departments;
    - (xi) prepare budget for the postgraduate programme of the University which shall be incorporated in the budget of the constituent colleges by the concerned Deans;
    - (xii) perform such other duties and functions as assigned to him/her by the Vice-Chancellor.
- Powers & Duties of the University Librarian**      12
- (1) The University Librarian shall be responsible to the Vice-Chancellor for the maintenance of all libraries of the University and its constituent colleges and for the organization of their services.
  - (2) The University Librarian shall:-
    - (i) have general overall supervision of the University Library, libraries of constituent colleges/institutes and departmental libraries or collections, and Library personnel;
    - (ii) prepare the Library budget for the University Library including Department collections;
    - (iii) have the responsibility of receiving and accessioning all library materials;

- (iv) have the responsibility of initiating the purchase requisitions for all library materials;
- (v) have the responsibility of renewing in time subscriptions to journals;
- (vi) prepare a library newsletter at quarterly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
- (vii) initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students, faculty and staff;
- (viii) be responsible for the implementation, maintenance and expansion of Information Technology/ networking services in the University campus;
- (ix) be responsible for introduction, sensitization and implementation of state-of-the-art technologies to support the academic, research and extension mandate of the university;
- (x) be responsible for maintenance and updating of the website of the University;
- (xi) arrange library hours which will permit maximum library use by both students and faculty; and
- (xii) arrange for constituent colleges/institutes, departments and selected research sub-stations, small collections of volumes and journals that are in almost constant use by the staff and postgraduate students for their reference.

## CHAPTER IV

### STATUTES REGARDING THE CLASSIFICATION, MANNER OF APPOINTMENTS, POWERS AND DUTIES OF TEACHERS OF THE UNIVERSITY

- Definitions**
1. In these Statutes, unless the context otherwise requires:-
    - (a) 'Act' means the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005 and amended from time to time.
    - (b) 'Teacher' means a person appointed or recognized by the University for the purpose of imparting instructions or conducting and guiding research or extension education programmes and includes a person declared to be a teacher.
    - (c) Words and expression not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.
- Classification of teachers**
2. **The 'teachers' shall include the following:-**
    - (i) Professors-cum-Heads of Department(s)/ equivalent
    - (ii) Professors/Associate Professors/Assistant Professors and equivalent
    - (iii) Director of Livestock Farms
    - (iv) Director of Clinics
    - (v) Controller of Examinations
    - (vi) Director, Centre for One Health
    - (vii) Persons conducting and guiding research
    - (viii) Persons conducting and guiding extension education
    - (ix) Deputy Librarian/ Assistant Librarian
    - (x) Assistant Director Physical Education
    - (xi) Any other employee of the University declared as 'teacher' by the Vice-Chancellor on the recommendations of the Academic Council
- Manner of appointment**
3. All appointments of teachers of the University under these statutes shall be made by the Vice-Chancellor, strictly on merit based on score card and interview.
- Additional Director of Research**
- 4(1) The Board of Management in its 51<sup>st</sup> meeting held on 06.08.2021 vide item No. A 51.04 approved the following 'Selection Procedure' and 'Minimum Eligibility Criteria' for the post of Additional Director of Research:
    - 1 Procedure for the appointment of Additional Director of Research
      - (a) (i) The post of Additional Director of Research shall be on whole time basis for a tenure of four years. A person selected shall not be eligible for appointment for more than two terms. In case, the Additional Director of Research proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post of Professor and new Additional Director of Research shall be appointed as per procedure in these Statutes The appointment of Additional Director of Research can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Additional Director of Research shall be appointed according to the procedure prescribed in the Statutes.
      - (ii) A person appointed as Additional Director of Research shall draw special allowance of Rs. 800/- per month.
      - (iii) A person appointed as Additional Director of Research may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.
    - (b) The procedure for appointment of Additional Director of Research shall be initiated at least six months before the expiry of the term of the present Additional Director of Research, and shall be as under:

- (i) An Additional Director of Research shall be selected out of the Professors working in the University/its outstations, by internal circulation of the post within the University.
- (ii) After notifying the post and receiving the applications, the Vice-Chancellor shall appoint a selection committee to make recommendations.
- (iii) The Selection Committee shall consist of the following:
  - (a) Vice-Chancellor (preferably) Chairman
  - (b) Director of Research Member
  - (c) At least two other persons from outside the University nominated by the Vice-Chancellor Members
- iv) The Selection Committee shall examine the research and educational contribution, academic capability and administrative ability of all the candidates and recommend the name of the most suitable person for appointment as Additional Director of Research by interviewing the candidates.
- v) The Selection Committee shall make its recommendation to the Vice-Chancellor, who may approve or disapprove his/her appointment as the Additional Director of Research on behalf of the Board of Management. However, the Vice-Chancellor may also approve the panel recommended for appointment which shall be valid for a period of six months from the date of interview. The outcome of the selection procedure will be informed to the Board of Management.
- vi) A teacher whose superannuation date falls within one year of submission of application, shall not be considered for appointment as the Additional Director of Research.
- vii) A professor to whom powers of the Additional Director of Research have been delegated by the Vice-Chancellor shall be deemed to have been appointed on regular basis in accordance with these Statutes from the date on which they started exercising such powers.
- viii) A teacher is required to have passed the departmental examination in accounts meant for teachers, before appointment as Additional Director of Research.

**Note:** The word ‘Professor’ wherever occurring in these Statutes includes persons conducting teaching/ research/extension education and having status and pay scale equivalent to that of ‘Professor’.

- (c) Notwithstanding anything contained in clause 8 of the Statutes regarding Number, Qualifications, Emoluments and other conditions of Service of Officers and other employees of the University, not being Teachers and the Preparation and the Maintenance of Record of their service and Activities (Part A) (applicable to teachers also vide Clause 9 of the Part B of the corresponding Statutes for teachers) the seniority of Additional Directors of Research shall be determined according to their seniority on the post of professor and equivalent.

2 Minimum eligibility criteria:

- (i) Ph.D. in any Branch of Veterinary Science/Animal Science/Fisheries/Dairy Sciences/Allied Sciences.
- (ii) 12 years’ experience in teaching/research/extension out of which five years must be as Professor or equivalent.
- (iii) a) Administrative experience in responsible teaching/ research/ extension posts and ability to organize and supervise the work of others.

**Additional Director  
of Extension  
Education**

4(1) (a)  
B

b) Substantial contributions to teaching/research and scholarship as evidenced by the teaching innovations/quality of papers published in professional journals of repute, adoption of results of research/extension education.

(iv) Matric level certificate of Punjabi language (if not, the candidate is required to pass the same within one year of appointment).

(a) Appointment of Additional Director of Extension Education:

(i) The post of Additional Director of Extension Education shall be on whole time basis for a tenure of four years. Person selected shall not be eligible for appointment for more than two terms. The appointment of Additional Director of Extension Education can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Additional Director of Extension Education shall be appointed according to the procedure prescribed in the statutes.

(ii) A person appointed as Additional Director of Extension Education shall draw a special allowance of Rs. 1000/- per month.

A person appointed as Additional Director of Extension Education may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

(b) The procedure for appointment of Additional Director of Extension Education shall be as under:

(i) The Additional Director of Extension Education shall be selected out of the Professors of the University who will apply in response to the notification issued by the University.

(ii) The Selection Committee shall consist of the following:

(i) Vice-Chancellor Chairman

(ii) At least three other persons from Members  
outside the University nominated by the  
Vice-Chancellor

(No Officer from the University shall be nominated as member of the Selection Committee).

(iii) The Selection Committee shall examine the biodata and evaluate academic capability, educational contributions and administrative ability of Professors in the University including the outgoing Additional Director of Extension Education eligible on the date preceding six months of expiry of the tenure of the present Additional Director of Extension Education or the date on which the position falls vacant and recommend the name of the most suitable person for appointment as Additional Director of Extension Education. The selection will be made on merit.

After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make its recommendation to the Vice-Chancellor, who may approve or disapprove his/her appointment as Additional Director of Extension Education on behalf of the Board of Management. The outcome of the selection procedure will be informed to the Board of Management.

**Note :** The word 'Professor' wherever occurring in these Statutes includes persons conducting teaching/research/extension and having status and pay scale equivalent to that of professor.

**Director of  
Livestock Farms**

4(1) (a)  
C

(a) Appointment of Director of Livestock Farms:

(i) The post of Director of Livestock Farms shall be on whole time basis for a tenure of four years or till the superannuation of the incumbent whichever is earlier. A person selected will not be eligible for

appointment for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under Clause (b). Further, the appointment of Director of Livestock Farms can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Director of Livestock Farms shall be appointed according to the procedure prescribed hereafter.

- (ii) A person appointed as Director of Livestock Farms shall draw a special allowance of Rs. 1000/- per month.
  - (iii) A person appointed as Director of Livestock Farms may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.
  - (iv) He/she shall exercise administrative and financial powers of Head of the Department or as may be delegated by the Vice-Chancellor.
- (b) The procedure for the appointment of Director of Livestock Farms shall be as under:-
- (i) The Director of Livestock Farms shall be selected out of the Professors of the University who will apply in response to the notification issued by the University.
  - (ii) The Selection Committee shall consist of the following:
 

(a) Vice-Chancellor (preferably) or any other person nominated by him	Chairman
(b) Dean of the College concerned	Member
(c) Director of Research	Member
(d) Director of Extension Education	Member
(e) Dean, Postgraduate Studies	Member

To adjudge the administrative capability and know the vision of a candidate, the Selection Committee shall conduct the personal interview and examine the biodata, evaluate academic capability, educational contributions and administrative ability of Professors in the University including the outgoing Director of Livestock Farms eligible on the date preceding six months of expiry of the tenure of the present Director of Livestock Farms or the date on which the position falls vacant and recommend the name of the most suitable person for appointment as Director of Livestock Farms. The selection will be made on merit. The Selection Committee shall make its recommendation to the Vice-Chancellor, who may approve or disapprove his/her appointment as Director of Livestock Farms on behalf of the Board of Management. The outcome of the selection procedure will be informed to the Board of Management.

**Controller of Examinations**

- 4(1) (a) Appointment of Controller of Examinations:  
D
- (i) The post of Controller of Examinations shall be on whole time basis for a tenure of four years or till the superannuation of the incumbent, whichever is earlier. A person selected will not be eligible for appointment for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under Clause (b). Further, the duties of Controller of Examinations assigned to a Professor or equivalent can be withdrawn by the Vice-Chancellor even before the completion of tenure for reasons to be recorded in writing and the same shall be assigned to a new Controller of Examinations in accordance with the procedure laid under Clause (b).

- (ii) The person appointed as Controller of Examinations shall draw a special allowance of Rs. 1000/- p.m. as long as he holds this charge.
- (iii) The Controller of Examinations may relinquish the charge assigned to him/ her at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.
- (b) The Controller of Examinations shall be selected out of the Professors and/or equivalent of the University who will apply in response to the notification issued by the university.
  - (i) The Selection Committee shall consist of the following:-
 

(a) Vice-Chancellor	Chairman
(b) Registrar	Member
(c) At least two other persons nominated by the Vice-Chancellor	Members
  - (ii) To examine the academic capabilities, educational contributions, administrative ability/ capacity to provide leadership in organizing entrance tests/ supervising examinations at college/ University level, the Selection Committee shall conduct the personal interview of the candidates from amongst the Professors and equivalent (including the previous Controller of Examinations) eligible for the post on the date preceding six months of expiry of the tenure of the present Controller of Examinations or the date on which the position falls vacant and recommend the name of the most suitable person for assigning the duties of Controller of Examinations.
  - (iii) The Selection Committee shall make its recommendation to the Vice-Chancellor, who may approve or disapprove his/her appointment as Controller of Examinations on behalf of the Board of Management. The outcome of the selection procedure will be informed to the Board of Management.

**Heads of  
Departments**

- 4(2) The Board of Management in its 51<sup>st</sup> meeting held on 06.08.2021 vide item No. 51.03 approved the procedure for appointment of Heads of Departments. The procedure for appointment of Heads of Departments, shall be initiated at least six months before the expiry of the term of the present Head, and shall be as under:
- (i) (a) A Head of Department shall be selected out of the Professors in the concerned disciplines of that department as well as Professors of the same discipline working in other departments or at outstations of the University and where atleast one such Professor is in position in the University, the post shall be filled from within the University by internal circulation only.
  - (b) In case no Professor level teacher is available as per (a) above. The post shall be filled through an open advertisement for a suitable candidate of the concerned discipline for a term of four years on deputation.
  - (ii) The post of Head of the Department shall be a tenure post and the term of appointment of the Head of the Department shall be four years.
  - (iii) A Professor will not be eligible for appointment as Head of Department for more than two terms. In case, the Head of Department proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post of Professor or to his parent organization in case of direct recruitment; and new Head of Department shall be appointed as per procedure in these Statutes. Further, the appointment of Head of Department can also be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before completion of his/her tenure for reasons to be recorded and new Head of Department be appointed as per prescribed procedure.

Provided further that in case one or more eligible candidates apply for the post of Head of the Department, the selection will be made through selection committee according to statutory provision. The Vice-Chancellor may approve or disapprove his/her appointment as Head of the Department on behalf of the Board of Management. The outcome of the selection procedure will be informed to the Board of Management.

Further, if all Professors in a Department have worked as Heads of Department for two terms, the position will be notified amongst all the Professors of the Department/ outstations and the person selected will be authorized to act as Head of Department till further orders or till any other Professor become eligible whichever is earlier. The Head of the Department will be paid a special allowance @ Rs. 500/- p.m. as long as he/she holds this charge.

- (iv) The Selection Committee for selection of the Head of Department shall consist of the following:
- |     |   |          |
|-----|---|----------|
| (a) | Vice-Chancellor (preferably) or any other person nominated by him | Chairman |
| (b) | Dean of the College concerned                                     | Member   |
| (c) | Director of Research  | Member   |
| (d) | Director of Extension Education                                   | Member   |
| (e) | Dean, Postgraduate Studies  | Member   |
- (v) The Selection Committee shall examine the research and educational contribution, academic capability and administrative ability of all the candidates and recommend the name of the most suitable person for appointment as Head of Department by interviewing the candidate(s) along with score card on seniority-cum-merit basis.
- (vi) The Selection Committee shall make its recommendation to the Vice-Chancellor, who may approve or disapprove his/her appointment as the Head of Department on behalf of the Board of Management. The outcome of the selection procedure will be informed to the Board of Management.
- (vii) A teacher whose superannuation date falls within one year of submission of application, shall not be considered for appointment as the Head of Department
- (viii) A teacher appointed as Head of the Department may relinquish this position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.
- (ix) All professors to whom powers of the Heads of Departments have been delegated by the Vice-Chancellor shall be deemed to have been appointed on regular basis in accordance with these Statutes from the date on which they started exercising such powers.
- (x) A teacher is required to have passed the departmental examination in accounts meant for teachers. However, in case of direct recruitment, a candidate is required to have passed the departmental examination in accounts/any equivalent examination conducted in the concerned organization of the candidate, for his/her appointment as HoD. In the event of non-availability of such candidate, a candidate without having passed the departmental examination can be considered for appointment subject to the condition that he/she shall have to pass the required test within 6 months from date of joining as HoD or otherwise decided by the Vice-Chancellor.

**Note:** The word 'Professor' wherever occurring in these Statutes includes persons conducting teaching/ research/extension education and having status and pay scale equivalent to that of 'Professor'.



- Appointment of Director School of Animal Biotechnology** 4(3) Notwithstanding anything contained in these Statutes, the post of Director, School of Animal Biotechnology shall be tenurial post for a term of four years and shall be filled up from amongst Professors and equivalent working in the disciplines in Veterinary and Animal Sciences/ Fisheries/ Dairy Science and Technology in Guru Angad Dev Veterinary and Animal Sciences University. The candidate, however, should have strong background in Animal Biotechnology and who had made significant teaching/research/extension contributions in the area of “Animal Biotechnology”. The contribution should be within the broad framework of objective(s) of School of Animal Biotechnology supported by the projects/programmes carried, courses taught, laboratories developed and number of publications in the journals of repute. The provisions regarding appointment of Heads of Departments contained in Clause 4(2) of the Statutes *ibid* as well as provisions in Clause 11 of these Statutes shall apply *mutatis mutandis* to the post of Director, School of Animal Biotechnology. He/she will exercise administrative and financial powers of the Head of Department or as may be delegated by the Vice-Chancellor.
- Appointment of Director, Centre for One Health** 4(4) “Notwithstanding anything contained in these Statutes, the post of Director, Centre for One Health shall be tenurial post for a term of four years and shall be filled up from amongst Professors and equivalent working in Veterinary Public Health and Zoonoses disciplines in Guru Angad Dev Veterinary and Animal Sciences University and who had made significant teaching/research/extension contributions in the area of “Veterinary Public Health and Zoonoses” & “Veterinary Public Health and Epidemiology”. The contribution should be within the broad framework of objective of Centre for One Health supported by the projects/programmes carried, courses taught, laboratories developed and number of publications in the journals of repute. The provisions regarding appointment of Heads of Departments contained in Clause 4(2) of the Statutes *ibid* as well as provisions in Clause 11 of these Statutes shall apply *mutatis mutandis* to the post of Director, Centre for One Health. He/She will exercise administrative and financial powers of the Head of Department or as may be delegated by the Vice-Chancellor”
- Director of Clinics** 4(5) For the overall management of the Veterinary Hospital and all other Clinical and Para-Clinical Units, the post of the Head, Department of Teaching Veterinary Clinical Complex (TVCC) be designated as the post of Director of Clinics. Whereas, for academic pursuits pertaining to Veterinary Council of India (VCI), the designation ‘Head, Department of TVCC’ be used. A person appointed as Director of Clinics shall draw a special allowance of Rs. 1,000/- per month. However, the provisions regarding appointment of Heads of Departments contained in Clause 4(2) of the Statutes *ibid* as well as provisions in Clause 11 of these Statutes shall apply *mutatis mutandis* to the post of Director of Clinics. He/She will exercise administrative and financial powers of the Head of Department or as may be delegated by the Vice-Chancellor.
- Professors, Associate Professors and other teachers of equivalent ranks** 5 The procedure for the appointment of Professors, Associate Professors and other teachers of equivalent rank shall be as under:
- (I) The Vice-Chancellor shall have the post advertised with such qualifications as may be laid down by him on the recommendations of the Academic Council.
  - (II) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.
  - (III) The Selection Committee shall have the following composition :
    - (a) Vice-Chancellor Chairman
    - (b) An academician to be nominated by the Chancellor Member

- (c) Three outside experts in the concerned subject/field out of the list approved by the Board of Management on the recommendations of the Vice-Chancellor Members
- (d) Dean/Director concerned Member
- (e) Director of Research Member
- (f) Director of Extension Education Member
- (g) Head of the Department concerned Member

(At least four members including two outside experts must constitute the quorum).

- (IV) The Chairman of the Selection Committee or his/her nominee shall scrutinize all the applications and prepare a list of the candidates who shall be either called for interview or considered in absentia. Based on score card, 10 eligible candidates for each post shall be called for interview.
- (V) The Selection Committee shall evaluate the qualifications, experience etc. of the candidate at the time of interview. However, weightage of interview shall not exceed 15% of the total marks. A candidate must earn at least the minimum score in interview as approved by the Vice-Chancellor to qualify for appointment to the post.
- (VI) After interviewing the candidates or considering them in absentia, as the case may be, the committee shall recommend, as far as possible, at least three persons in order of preference.
- (VII) In the case of appointment of Professors and Associate Professors and other teachers of equivalent rank, the Vice-Chancellor shall, on receipt of recommendations of the Selection Committee consider the same for acceptance. Where the Vice-Chancellor decides to accept the recommendation of the Selection Committee, he will on behalf of the Board of Management, approve the appointment. The panel recommended by the Selection Committee shall be valid for a period of six months from the date of interview.

Provided that if there is any representation against such appointment, addressed to the Vice-Chancellor or when there is lack of unanimity in the meeting of the Selection Committee, the matter along with dissenting note if any, will be placed before the Board of Management.

**Appointment of Assistant Professor and other teachers of equivalent ranks**

6

Appointment of Assistant Professors and other teachers of equivalent ranks:

- (I) The Vice-Chancellor shall have the post advertised with such qualifications as may be laid down by him on the recommendations of the Academic Council.
- (II) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.
- (III) The Selection Committee will consist of:
  - (a) Vice-Chancellor Chairman
  - (b) An academician to be nominated by the Chancellor Member
  - (c) Three outside experts in the concerned subject to be invited from the list approved by the Board of Management on the recommendations of the Vice-Chancellor Members
  - (d) Dean/Director concerned Member
  - (e) Director of Research Member
  - (f) Director of Extension Education Member
  - (g) Head of the Department concerned Member

(At least four members including two outside experts must constitute the quorum).

- IV) The Chairman of the Selection Committee or his nominee shall scrutinize all the applications and prepare a list of the candidates who shall be either called for interview or considered in absentia. The Selection Committee shall evaluate the qualifications, experience, publications, etc. of the candidate. Based on score card, 10 eligible candidates for each post shall be called for interview.
- (V) The Selection Committee shall evaluate the qualifications, experience etc. of the candidate at the time of interview. However, weightage of interview shall not exceed 15% of the total marks. A candidate must earn at least the minimum score in the interview as approved by the Vice-Chancellor to qualify for appointment to the post.
- (VI) After interviewing the candidates or considering them in absentia, as the case may be, the Committee shall recommend as far as possible, at least three persons in order of preference.
- (VII) The Vice-Chancellor will, on receipt of recommendations of the Selection Committee, consider the same for acceptance. Where the Vice-Chancellor decides to accept the recommendations of the Selection Committee, he will, on behalf of the Board of Management, approve the appointment. The panel recommended by the Selection Committee shall be valid for a period of six months from the date of interview.

The Selection Committees for the posts of Assistant Librarian/ Assistant Director of Physical Education/ Public Relation Officer-cum-Editor, Punjabi shall be the same as that of Assistant Professor, except that the concerned expert in Library and Information Science, Physical Education etc., as the case may be, shall be associated with the Selection Committee.

**Duties,  
responsibilities &  
powers of  
Additional Director  
of Research**

7

- (A) The Additional Director of Research shall officially and functionally work under the control of the Director of Research and shall perform the following duties :-
  - (a) He shall monitor and review the progress of different research schemes and provide coordination among the researchers in the College(s).
  - (b) He shall scrutinize new research projects and review of synopsis of research projects of the postgraduate programme of the College(s).
  - (c) He shall be Member-Secretary of the College Project Review Committee where the Dean of the College concerned is the Chairman.
  - (d) He shall work in close co-operation with the Dean of the College concerned and the Dean of the College will be associated with the finalization of his Annual Progress and Assessment Reports.
  - (e) He shall compile materials for the Annual Research Report at the College level.
  - (f) He shall perform such other duties as entrusted to him by the Director of Research from time to time.

**Duties,  
responsibilities &  
powers of  
Additional Director  
of Extension  
Education**

7

- (B) The Additional Director of Extension Education (ADEE) shall officially and functionally work under the control of Director of Extension Education (DEE) and shall perform the following duties:-
  - (a) He/she shall monitor and review the progress of different extension schemes/projects and provide coordination amongst the extension personnel in his/her sphere of duty.
  - (b) He/she shall scrutinize new extension projects in his/her sphere of duty.
  - (c) He/she shall represent the Director of Extension Education on the Selection Committees for the posts of Associate Professor and/or equivalent and Assistant Professor and/or equivalent on teaching and research side in his/her sphere of duty. However, for the posts of

		Professor and/or equivalent/ Associate Professor and/or equivalent and Assistant Professor and/or equivalent level posts on extension side in his/her sphere of duty, he/she shall be co-opted as member of the Selection Committee.
		(d) He/she shall represent the Director of Extension Education in the Selection Committee in respect of Group 'B', Group 'C' and Group 'D' technical posts, lower than the rank of Superintendent in his/her sphere of duty.
		(e) He/she shall compile materials for the Annual Extension Reports regarding his/her sphere of duty.
		He/she shall perform such other duties as entrusted to him/her by the Director of Extension Education from time to time.
<b>Duties, responsibilities &amp; powers of Director Livestock Farms</b>	8	<p>He/she shall be responsible to oversee the effective management including purchases, of all existing and future animal and agricultural farms at the main campus, Guru Angad Dev Veterinary and Animal Sciences University.</p> <p>He/she shall be responsible for the smooth running of work pertaining to various teaching and research schemes including Experiential Learning, RF, ICAR and NP, etc. under the control of Directorate of Livestock Farms and/or where support of farms is necessary.</p> <p>He/she shall perform such other duties as may be entrusted to him/her by the Vice-Chancellor from time to time.</p>
<b>Duties and Responsibilities of Director of Clinics</b>	9	<p>The Director of Clinics shall have the following Duties and Responsibilities:</p> <p>(a) He/she shall have technical and administrative control of Veterinary Hospital/ Veterinary Clinics in the University.</p> <p>(b) He/she shall be responsible for the overall management of the Veterinary Hospital and all other Clinical Units such as Primary Unit, Indoor Unit, Large Animal Clinics, Small Animal Clinics, Diagnostic Unit, etc.</p> <p>(c) He/she shall supervise the Clinical Work of all Clinical Departments viz. Departments of Veterinary Surgery and Radiology, Veterinary Medicine, Veterinary Gynaecology &amp; Obstetrics and Teaching Veterinary Clinical Complex (with Veterinary Pathology staff associated). Heads of these clinical departments shall be answerable to him/her for all work related to the diagnostics, therapeutics and surgical interventions. He/she shall also be a technical member of the committee for writing Annual Confidential Report of Teaching and Non-teaching staff of all four Clinical Departments.</p> <p>(d) He/she shall be responsible for the modernization and strengthening of the facilities for treatment of animals to support teaching and training at different levels and also to co-ordinate clinical research efforts in the campus of the University.</p> <p>(e) He/she shall coordinate clinical work related to all exigencies in the state of Punjab. He/she shall be responsible for sending team of clinical experts to outstations within state of Punjab and coordinate their activities. For all outbreaks, he/she shall coordinate with the In-charge of Animal Disease Research Centre.</p> <p>(f) He/she shall identify field problems related to management of sick animals in different areas of Punjab and also design an integrated approach for solving the clinical problems.</p> <p>(g) He/she shall be responsible for charting out the duty allotment of the hospital staff, both routine and off-time duties, which will be manned by the staff of the department of Clinics as well as staff of the Clinical Departments.</p>

<b>Duties, responsibilities &amp; powers of Controller of Examinations</b>	10	<p>(h) He/she shall be answerable to the Dean College of Veterinary Science for all works related to Veterinary Hospital and associated Units.</p> <p>(i) He/she shall perform such other duties as directed by the Vice-Chancellor to be carried out by him/her from time to time.</p> <p>The Controller of Examinations shall work under the direct control and supervision of the Registrar and shall be responsible for the conduct of entrance/ various other tests to be conducted by the University of different programmes such as external examinations of the colleges, departmental examinations for teachers and non-teaching staff and examinations pertaining to recruitment. He shall have the following powers and duties:-</p> <ol style="list-style-type: none"> <li>a) He/she shall prepare the budget for all the examinations to be conducted by the University.</li> <li>b) He/she shall be responsible for initiating the purchase requisitions for all the materials required for examinations.</li> <li>c) He/she shall, in collaboration with the Deans and the Registrar, be responsible for the co-ordination and conduct of all the examinations.</li> <li>d) He/she shall maintain the records of all the examinations.</li> <li>e) He/she shall submit the results of all examinations to the Registrar.</li> <li>f) He/she shall perform such other duties as may be entrusted to him/her by the Vice-Chancellor from time to time for effective conduct of examinations.</li> </ol>
<b>Duties, responsibilities &amp; powers of the Heads of Departments/ Director, Centre for One Health</b>	11	<p>The Head of the Department/ Director, Centre for One Health shall be responsible for the resident teaching to the Dean of the concerned College, for research to the Director of Research, for extension education to the Director of Extension Education and for postgraduate teaching to the Dean, Post-graduate Studies of the University.</p> <p>He/she shall have the following powers and duties:</p> <ol style="list-style-type: none"> <li>(i) He/she shall be responsible for the organization and conduct of resident teaching, research and extension education of his/her Department/Centre for One Health and for that purpose shall pass such orders as may be necessary in consultation with the Deans/Directors.</li> <li>(ii) He/she shall tender advice to the Deans and Directors on all matters pertaining to his/her field in respect of teaching, research and extension.</li> <li>(iii) He/she shall submit to Deans/Directors concerned the budgetary needs of his/her Department.</li> <li>(iv) He/she shall recommend to the appropriate Dean/Director, the work load of each faculty/staff member with respect to teaching, research and/or extension education.</li> <li>(v) He/she shall assume responsibility for all the University properties and facilities assigned to his/her Department/Centre for One Health.</li> <li>(vi) He/she shall recommend to the Dean(s) and Director(s), proposals for making improvement in the working of his/her Department/ Centre for One Health.</li> </ol>

## **CHAPTER IV-A**

### **STATUTES REGARDING APPOINTMENT OF TEACHERS BY PROMOTION BASED ON MERIT**

Abolished w.e.f. 03-03-99 as per notification No. Acad.IAU.2001/300 Dt. 1-3-2001  
(of the Punjab Agricultural University).

## CHAPTER IV-B

### STATUTES REGARDING CAREER ADVANCEMENT OF TEACHERS

#### Career Advancement

1. These Statutes shall apply to Assistant Professor/ equivalent for the grant of senior/selection grade and promotion to the post of Associate Professors/ equivalent, with effect from 1-1-1986.
2. (i) The career advancement of a teacher will be made on his/her own post without addition to the number of faculty positions on the basis of assessment/screening of his/her performance through the prescribed procedure.  
(ii) A teacher will be allowed career advancement only if he/she is found suitable by the assessment/ screening committee.  
(iii) A teacher, who has not been found suitable for career advancement after assessment/ screening, shall be entitled to offer himself/herself for re-assessment/screening after a lapse of 2 years from the date of eligibility of last assessment/screening.  
(iv) There will be no higher or lower limit on the number of percentage of teachers allowed career advancement.
3. The career advancement of Assistant Professor/ equivalent as Assistant Professor (senior scale)/ selection grade and promotion as Associate Professor/equivalent will be made by the Vice- Chancellor in the manner prescribed hereinafter.
4. When a teacher, who is allowed career advancement, leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding the Classification, Manner of Appointment and Powers and Duties of Teachers of the University.

#### Eligibility for Career Advancement

5. (i) An Assistant Professor and equivalent will be placed in the senior scale Rs. 3,000-5,000 if he/she has:
  - (a) Completed 8 years of service after regular appointment. Provided that candidates who at the time of their recruitment as Assistant Professor/ equivalent possess Ph.D./M.Phil. degree will be given benefit of three/one years' service for placement in senior scale. The Assistant Professors/equivalent who acquire Ph.D./M.Phil. degrees subsequently will also be eligible for similar benefit.
  - (b) Participated in two refresher courses/summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by University Grants Commission/Indian Council of Agricultural Research and  
(The condition at (b) above will not be operative till necessary provision in this behalf are adopted by this University).
  - (c) Consistently satisfactory performance appraisal reports.
- (ii) An Assistant Professor/equivalent in the senior scale will be eligible for promotion to the post of Associate Prof./equivalent if he/she has :
  - (a) completed 8 years of service in the senior scale, provided that this requirement will be relaxed if the total service of the teacher is not less than 13 years.
  - (b) Obtained a Ph.D. degree.
  - (c) Made some mark in the areas of scholarship and research as evidenced by self-assessment reports, quality of publications, contributions to educational innovation, design of new courses and curricula etc. (This will not apply to teachers working on Library/Sports side).

- (d) Participated in two refresher courses/summer institute each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified after placement in the senior scale.

(The condition at (d) above will not be operative till necessary provisions in this behalf are adopted by the University) and

- (e) Made significant contributions to the development of Library/ Physical Education as evidenced by self- assessment reports, physical activities etc. as the case may be.

(This requirement is applicable to the teachers working on Library/Sports side only).

- (f) Consistently good performance appraisal reports.

**Note:** The term 'service' used in these Statutes shall mean service rendered as Assistant Professor/ equivalent in the University after regular appointment.

Provided that eligibility service for placement in senior/selection grade/promotion shall be counted as under:

- (i) A teacher possessing Ph.D./M.Sc. degree must have rendered at least two years/four years' service, respectively in the University and the remaining on equivalent or higher post or grade in other University/Institution of higher learning subject to the satisfaction of the Vice-Chancellor.
- (ii) The period of adhoc service against a leave/deputation/lien vacancy of one year or more followed by regular appointment shall be taken into account provided the adhoc appointment is made by adopting prescribed procedure of selection for regular appointments.
- (iii) The period spent on extraordinary leave for non- academic purposes shall not be taken into account.
- (iv) The period spent on outside academic assignment and/or post-doctoral fellowship/scholarship/training etc. within the country or abroad on equivalent or higher post/grade subject to a maximum of four years will be counted.
- (v) The period of leave for doing Ph.D. or higher studies will be counted as service.
- (vi) The service rendered by a teacher as Lecturer/equivalent in the scale of Rs. 700-1300 and Rs. 700-1600 w.e.f. 01-01-1973 shall be counted.
- (vii) If a teacher fails to submit his/her Annual Progress and Assessment Report in a particular year by the due date, that year will not be counted as service for the purpose of determining eligibility for grant of senior/ selection grade and/or promotion.

**6** The Assistant Professors/equivalent in the senior scale who do not have Ph.D. degree and who do not meet the scholarship and research and research standards of an Associate Professor but have completed 16 years' service and fulfil the other criteria mentioned in Clause 5(ii) above and have a good record in teaching/research/extension will be placed in the selection grade of Rs. 3700-5700 subject to the recommendations of the Assessment Committee. They will be designated as Assistant Professor/equivalent in the selection grade. They can offer themselves for a fresh assessment after obtaining Ph.D. and fulfilling other requirements for promotion as Associate Professor/equivalent and if found suitable will be given the designation of Associate Professor/equivalent.

**Procedure**

**7** Every teacher who fulfils the criteria regarding eligibility for placement in senior/selection grade or promotion will furnish information regarding his/her bio-data and service in the University in the prescribed proforma as per Annexure of Chapter IV-A of the Statutes to the Head of the



Department two months before the date of eligibility. In case the teacher fails to submit his bio-data within the stipulated period, his/her eligibility date for placement in the senior/selection grade or promotion shall be deferred for the corresponding period. On the receipt of complete biodata of the teacher, the Head of the Department, after certifying the correctness of the particulars in the proforma, shall forward the same within two weeks to the Dean/ Director concerned. The Dean/Director concerned, after certifying the correctness of the particulars of the teacher, shall send the case along with the panel of experts, where required, to the Registrar within two weeks thereafter. The Registrar will place the information received from the Dean/ Director concerned, preferably within two months, before the Assessment Committee comprising of Dean of the College, Director of Research or Director of Extension Education, Dean, Postgraduate Studies and Head of the Department to consider the suitability of the teacher for placement in senior scale. However, for selection grade or promotion, the Assessment Committee will include one outside expert member nominated by the Vice-Chancellor, in addition to the above committee.

- 8 (i) The Committee will adopt the following criteria for assessment of the teachers.
- (a) Professional performance in relation to the duties and tasks assigned. The emphasis will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.
  - (b) Spirit of co-operation and team work.
  - (c) Organizational abilities/attributes.
  - (d) Personal/behavioural abilities/attributes.
- (ii) The Assessment Committee will take into consideration the following factors while making its recommendations :
- (a) Material furnished in the assessment proforma submitted by the teacher concerned.
  - (b) Teaching/Research/Extension work done by the teacher.
  - (c) Confidential Character Rolls/Annual Progress and Assessment Reports of the teacher concerned.
  - (d) Personal discussions with the teacher concerned except for placement in senior scale.
  - (e) Any other additional information the Assessment Committee may like to call for from the teacher.

On receipt of the recommendations of the Assessment Committee, the Vice-Chancellor will consider the same for acceptance. He may, however, if he considers it necessary, refer the recommendations back to the Committee for reconsideration. Where, the Vice-Chancellor decides to accept the recommendations of the Assessment Committee, he will, on behalf of the Board of Management, approve the placement in the senior scale/selection grade/promotion by upgrading the post presently held by the concerned teacher. Where, however, the Vice-Chancellor differs with the recommendations of the Assessment Committee, he shall place the same along with his comments before the Board of Management for approval of his proposal or otherwise.

## **CHAPTER IV-C**

### **STATUTES REGARDING CAREER ADVANCEMENT OF TEACHERS W.E.F 27.7.1998**

The Board of Management (of Punjab Agricultural University) in its 191<sup>st</sup> meeting held on 19.12.2000 decided to adopt the scheme of “Career Advancement of Teachers” as formulated by the ICAR for State Agricultural Universities (Annexure-I) circulated vide their letters No. 21(10)-99/Per. IV dated 19.7.2000 and 6.12.2000 in toto w.e.f. 27.7.1998. The Board also authorized the Vice-Chancellor to notify necessary amendments/clarifications on the scheme made by the ICAR from time to time.

Further, the Board of Management (of Punjab Agricultural University) in its 194<sup>th</sup> & 195<sup>th</sup> meetings held on 28.05.2001 and 30.07.2001, respectively, approved the procedure (Annexure-II) for the proper implementation of this scheme.

## SCHEME FOR CAREER ADVANCEMENT OF TEACHERS EFFECTIVE FROM 27.7.1998.

- |                             |          |  |
|-----------------------------|----------|--|
| <b>Career Advancement</b>   | <b>1</b> | <p>(a) Minimum length of service for eligibility to move into the grade of Lecturer (Sr. Scale)/Asstt. Professor (Senior Scale) would be four years for those with Ph.D. and five years for those with M.Phil. and six years for others as Assistant Professor/Lecturer and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/Lecturer (Selection Grade)/Associate Professor/Reader, the minimum length of service as Lecturer (Sr. Scale) /Assistant Professor (Senior Scale) shall be uniformly five years.</p> <p>(b) For movement into grades of Associate Professor/Reader and above, the minimum eligibility criteria would be Ph.D. Those teachers without Ph.D. can go up to the level of Assistant Professor (Selection Grade) /Lecturer (Selection Grade).</p> <p>(c) An Associate Professor /Reader with a minimum of eight years of service will be eligible for consideration for appointment as Professor.</p> <p>(d) The Selection Committees for Career Advancement shall be the same as those for direct recruitment for each category.</p> <p>(e) The existing scheme of Career Advancement for non-academic staff, namely, Asstt. Director of Physical Education/ Asstt. Registrar, Asst. Librarian would continue.</p>   |
| <b>Eligibility Criteria</b> | <b>2</b> | <p>2.1 A Lecturer /Asstt. Professor will be eligible for placement in a senior scale through a procedure of selection, if he/she has:</p> <p>(i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil. and Ph.D. degrees.</p> <p>(ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR. (Those with Ph.D. degree would be exempted from one refresher course)</p> <p>(iii) Consistently satisfactory performance appraisal reports.</p> <p>2.2 Lecturer (Selection Grade)</p> <p>Lecturers/Asstt. Professors in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader/Associate Professor, and have a good record in teaching, and preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader/Associate Professor. They will be designated as Lecturer/Asstt. Professor in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as Reader/Associate Professor and if found suitable, could be given the designation of Reader/Associate Professor.</p> <p>2.3 Reader/Associate Professor (Promotion)</p> <p>A Lecturer/Asstt. Professor in the Senior Scale will be eligible for promotion to the post of Reader/Associate Professor if he/she has:</p> <p>(i) Completed 5 years of service in the Senior Scale.</p> <p>(ii) Obtained a Ph.D. degree or has equivalent published work.</p> <p>(iii) Made some mark in the areas of scholarship and research as</p> |

**Professor  
(Promotion)**

- evidenced e.g. self-assessment, reports of referees, quality of publications, contribution in educational innovation, design of new courses and curricula and extension activities.
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuous education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR and
- (v) Possesses consistently good performance appraisal reports.
- 2.4 Promotion to the post of Reader/Associate Professor will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.
- 2.5 In addition to the sanctioned positions of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader/Associate Professor to that of Professor after 8 years of service as Reader/Associate Professor. The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader/Associate Professor to Professor, the following method of promotion will be followed.
- The candidate should present herself/himself before the selection committee with the following documents:
- (a) Self-appraisal reports (required).
- (b) Research contribution/books/articles published.
- (c) Any other academic contributions
- The best three written contributions of the teacher (as defined by him/her) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.
- (d) Seminars/Conferences attended.
- (e) Contribution to teaching/ academic environment/ institutional corporate life.
- (f) Extension and field outreach activities.
- The requirement of participation in orientation/refresher courses/ Summer institutes, each of at least 3 to 4 weeks duration, and consistently 'Satisfactory' performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale) to Lecturer (Selection Grade)/ Asstt. Professor (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2002.
- The requirement for completing these courses would be as follows:-
- (i) For Lecturer/Asstt. Professor to Lecturer (Senior Scale)/Assistant Professor (Sr. Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- (ii) Two refresher courses for Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale) to Lecturer (Selection Grade)/Asstt. Professor (Selection Grade)
- (iii) The senior teachers like Reader/Associate Professors/Lecturers (Selection Grade)/Asstt. Professors (Selection Grade) and Professor may opt to attend two Seminars/Conferences in their subject area and present paper as one aspect of their promotion/selection to higher level or attend refresher course to be offered by ASCs for this level.

		2.6	If the number of years required in a feeder cadre are less than those stipulated in notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years. This situation is likely to arise as in the earlier scheme, the number of years required in feeder cadre were much more than those envisaged under this notification.
<b>Counting of Past Service</b>	<b>3</b>		<p>Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organization, e.g. CSIR, ICAR, UGC, DRDO, ICSSR, ICHRI and as a UGC Research Scientist, should be counted for placement of Lecturer in Senior Scale/Selection Grade provided that:</p> <ul style="list-style-type: none"> <li>(i) The post was in an equivalent grade/scale of pay as that of the post of Lecturer.</li> <li>(ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.</li> <li>(iii) The candidate who apply for direct recruitment should apply through proper channel.</li> <li>(iv) The concerned Lecturers possessed the minimum qualifications prescribed by the UGC.</li> <li>(v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government /Institution's regulations.</li> <li>(vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided: <ul style="list-style-type: none"> <li>(a) the ad-hoc service was of more than one year duration</li> <li>(b) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and</li> <li>(c) the incumbent was selected to the regular post in continuation to the ad-hoc service, without any break.</li> </ul> </li> </ul>
<b>Merit Promotion</b>	<b>4</b>		Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of professor w.e.f. 1.1.1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.
<b>Professor of Eminence</b>	<b>5</b>		<ul style="list-style-type: none"> <li>(i) The proposal relating to Super time scale for Professor of Eminence will be taken up after the scheme in respect of UGC is finalized and implemented.</li> <li>(ii) Meritorious teachers who may not have M.Phil/Ph.D./M.Tech. but who have made outstanding contributions would be rewarded and recognized as per the scheme to be approved by MHRD/ICAR.</li> </ul>
<b>Redressal of Anomalies</b>	<b>6</b>		Anomalies arising after implementation of this order/notification shall be brought to the notice of ICAR which will be considered in consultation with DOPT/Deptt. of Expr., Ministry of Finance.

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVANCEMENT SCHEME**

**ASSISTANT PROFESSOR AND EQUIVALENT TO ASSISTANT PROFESSOR AND EQUIVALENT  
(SR. SCALE)**

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Discipline : \_\_\_\_\_
4. Deptt./Office : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date from which M.Phil/Ph.D. degree acquired : \_\_\_\_\_
7. Date of Joining the University : \_\_\_\_\_
8. Date of Joining the present Deptt. : \_\_\_\_\_
9. Date of joining in the present post/grade (Rs. 8000-13500) : \_\_\_\_\_
10. i) Date of completion of 6 years service in the grade of Rs.8,000-13,500 (other than those who are not having Ph.D degree) : \_\_\_\_\_
- ii) Date of completion of 4 years service in the grade of Rs.8,000-13,500 in case of Ph.D. degree holders. : \_\_\_\_\_

11. Details of work performance project wise:

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Sr. No.	Targets set	Targets achieved
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12. Participation in Refresher Courses/Summer Institute:

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Sr. No.	Title of the Course	Duration	Name of the organizing Institution
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13. Awards/distinctions received, if any:

14. Publication/technology generated, if any:

15. Constraints experienced in meeting targets of research/teaching/extension, if any.

\_\_\_\_\_  
Signature of the Scientist

Verified that the information furnished by the Scientist is correct.

\_\_\_\_\_  
Signature of the Head of the Deptt.

Countersigned

Dean/Director

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER  
ADVANCEMENT SCHEME**

**ASSISTANT PROFESSOR AND EQUIVALENT (SR. SCALE) TO ASSISTANT PROFESSOR  
AND EQUIVALENT (SELECTION GRADE)**

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Discipline : \_\_\_\_\_
4. Deptt./Office : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date of Joining the University : \_\_\_\_\_
7. Date of Joining the present Deptt. : \_\_\_\_\_
8. i) Date from which scale of Rs.8,000-13,500 is held : \_\_\_\_\_
- ii) Date on which scale of Rs.10,000-15,200 is held : \_\_\_\_\_
- iii) Date on which completed 5 years in grade of Asstt. Prof. (Sr. Scale Rs. 10,000-15,200) : \_\_\_\_\_
9. Areas in which the Scientist has made some mark including the specific achievements in Research/Teaching/Extension/Corporate Life:
  - a) Research
  - b) Patents applied/obtained or implementable Technology generated
  - c) Courses designed and taught
  - d) Transfer of Technology
  - e) Projects/proposals processed
  - f) Monitoring of Projects/Schemes/activities including utilization of funds
  - g) Corporate Life

10. Published work during the assessment period.

i) Research Publications

Sr. No.	Name(s) of Authors in order (Sole/Sr./Co-author)	Title of the Paper (Vol. No. & Issue No.)	Name of the Journal

i) Other Publications/Presentations in Conferences/Seminars

11. Participation in Refresher Courses/Summer Institutes:

Sr. No.	Title of the Course	Duration	Name of the organizing Institution



12. Participation in Seminars/Symposia/Workshop/Conference etc.

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Sr. No.	Name of the Seminars/ Symposia/Workshop/ Conference	Name of the Organizing Institution
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13. Awards/distinctions received, if any:

14. Constraints experienced in meeting targets of research/teaching/extension/institute corporate life, if any:

\_\_\_\_\_  
Signature of the Scientist

Verified that the information furnished by the Scientist is correct.

\_\_\_\_\_  
Signature of the Head of the Deptt.

Countersigned

Dean/Director

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER  
ADVANCEMENT SCHEME**

**ASSISTANT PROFESSOR AND EQUIVALENT (SR.SCALE) TO ASSOCIATE  
PROFESSOR AND EQUIVALENT**

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Discipline : \_\_\_\_\_
4. Deptt./Office : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. i) Date from which Ph.D. degree acquired : \_\_\_\_\_
- ii) Details of published work in case of those not holding Ph.D. degree. : \_\_\_\_\_
7. Date of joining the University : \_\_\_\_\_
8. Date of joining the present Department : \_\_\_\_\_
9. i) Date from which scale of Rs. 8,000-13,500 is held : \_\_\_\_\_
- ii) Date from which scale of Rs.10,000-15,200 is held : \_\_\_\_\_
- iii) Date on which completed 5 years in grade of Asstt. Prof. (Sr. Scale Rs.10,000-15,200) : \_\_\_\_\_

10. Areas in which the Scientist has made some mark including the specific achievements in research/teaching/extension`

- a) Research
- b) Patents applied/obtained or implementable Technology Generated.
- c) Courses designed and taught
- d) Transfer of Technology
- e) Projects/proposals processed
- f) Monitoring of Projects/Schemes/activities including utilization of funds

11. Published work during the assessment period:

i) Research Publications

Sr. No.	Name(s) of Authors in order (Sole/Sr./Co-author)	Title of the Paper (Vol. No. & Issue No.)	Name of the Journal
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ii) Other Publications/Presentations in Conferences/Seminars

12. Participation in Refresher Courses/Summer Institutes:

Sr. No.	Title of the Course	Duration	Name of the Organizing Institution
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13. Participation in Seminar/Symposia/Workshop/Conference etc.

Sr. No.	Name of the Seminar/Symposia/Workshop/Conference	Name of the Organizing Institution
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14. Awards/Distinctions received, if any:

15. Constraints experienced in meeting targets of research/teaching/extension, if any:

\_\_\_\_\_  
Signature of the Scientist

Verified that the information furnished by the Scientist is correct

\_\_\_\_\_  
Signature of the Head of the Deptt.

Countersigned

Dean/Director

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER  
ADVANCEMENT SCHEME**

**ASSOCIATE PROFESSOR AND EQUIVALENT TO PROFESSOR AND EQUIVALENT**

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Discipline : \_\_\_\_\_
4. Deptt./Office : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date from which Ph.D.  
degree acquired : \_\_\_\_\_
7. Date of joining the University : \_\_\_\_\_
8. Date of joining the present  
Department : \_\_\_\_\_
9. Date of joining in the grade of  
Assoc. Prof. (Rs.12,000-18,300) : \_\_\_\_\_
10. i) Date from which scale of  
Rs. 8,000-13,500 is held : \_\_\_\_\_
- ii) Date from which scale of  
Rs.10,000-15,200 is held : \_\_\_\_\_
- iii) Date from which scale of  
Rs. 12,000-18,300 is held : \_\_\_\_\_

11. Specific achievements in Research/Teaching/Extension:

- a) Research
- b) Patents applied/obtained or implementable Technology generated
- c) Courses designed and taught
- d) Transfer of technology
- e) Projects/proposals processed
- f) Monitoring of Projects/Schemes/activities including utilization of funds

12. Published work during the assessment period:

i) Research Publications

Sr. No.	Name(s) of Authors in order (Sole/Sr./Co-author)	Title of the Paper (Vol. No. & Issue No.)	Name of the Journal
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ii) Other Publications/Presentations in Conferences/Seminars

13. Participation in Seminar/Symposia/Conference etc.

Sr. Name of the Seminar/Symposia  
No. Workshop/Conference

Name of the Organizing  
Institution

---

14. Extension & field outreach activities

Sr. Duties/Tasks assigned  
No.

Achievements

---

15. Books/bulletin/articles published

16. Indicate three best contributions made (research/teaching/extension/  
corporate life)

17. Awards/distinctions received, if any.

18. Participation in Refresher Courses/Summer Institutes, if any.

19. Constraints expressed in meeting targets of research/teaching/  
extension institute/ corporate life, if any:

\_\_\_\_\_  
Signature of the Scientist

Verified that the information furnished by the Scientist is correct

\_\_\_\_\_  
Signature of the Head of the Deptt.

Countersigned

Dean/Director

**DECISIONS TAKEN BY THE BOARD OF MANAGEMENT (OF PAU) AT ITS 194<sup>th</sup> & 195<sup>th</sup> MEETINGS HELD ON 28.05.2001 & 30.07.2001, RESPECTIVELY**

- (i) A teacher who has not been found suitable for career advancement after assessment, shall be entitled to offer himself/herself for re-assessment after a lapse of two years/ (one year w.e.f. 28.10.2003) from the date of eligibility of last assessment.
- (ii) Extraordinary leave availed of by a teacher for the purposes other than for higher academic pursuits and on medical grounds shall not be treated as qualifying service for the grant of any benefit.
- (iii) The period spent on outside academic assignment on deputation within the country or abroad on equivalent or higher post/grade and the period spent on training subject to a maximum of four years will be counted.
- (iv) An Assistant Professor acquiring Ph.D. degree during service may be placed in senior scale with minimum of four years' service and promoted as Associate Professor from the date of acquiring Ph.D. degree with a minimum of nine years' service as Assistant Professor/Assistant Professor (Sr. Scale).
- (v) If a teacher fails to submit his/her annual progress and assessment report in a particular year by the due date, that year will not be counted as service for the purpose of determining eligibility for the grant of senior/selection grade and/or promotion.
- (vi) On receipt of the recommendations of the Assessment Committee, the Vice-Chancellor will consider the same for acceptance. He may, however, if he considers it necessary, refer the recommendations back to the Committee for reconsideration. Where the Vice-Chancellor decides to accept the recommendations of the Assessment Committee, he will, on behalf of the Board of Management approve the placement in the senior scale/selection grade and promotion by upgrading the post presently held by the concerned teacher. Where, however, the Vice-Chancellor differs with the recommendations of the Assessment Committee, he shall place the same along with his comments before the Board of Management for approval of his proposal or otherwise.

## CHAPTER IV-D

### STATUTES REGARDING CAREER ADVANCEMENT OF TEACHERS W.E.F. 01.01.2009

The Board of Management in its 13<sup>th</sup> meeting held on 30.09.2009 decided to adopt the scheme of "Career Advancement of Teachers" as formulated by the ICAR for State Agricultural Universities w.e.f. 01.01.2009. The Vice-Chancellor is authorized to notify necessary amendments/ clarifications on the scheme made by the ICAR from time to time. The career advancement scheme effective from 01.01.09 shall be as under:-

- A**
- 1.1 A Scientist with completed service of four years, possessing Ph.D. degree in the relevant discipline shall be eligible for RGP of Rs. 7000/-.
  - 1.2 A Scientist possessing M.Phil/M.Tech/M.Sc (Ag.)/M.V.Sc./M.F.Sc. degree shall be eligible for RGP of Rs. 7000/- after completion of five years' service as Scientist.
  - 1.3 A Scientist who does not have Ph.D. or M.Phil. degree shall be eligible for RGP of Rs. 7000/- after completion of six years' service as Scientist.
  - 1.4 A Scientist with completed service of five years in the RGP of Rs. 7000/- shall be eligible, subject to other requirements as may be laid down by ICAR, to move up to RGP of Rs. 8000/-.
  - 1.5 A Scientist on completion of three years of service in the RGP of Rs. 8000/- and possessing a Ph.D. degree in the relevant discipline shall be eligible, subject to other conditions as may be laid down by ICAR, to move to the pay band of Rs. 37400-67000/- with RGP of Rs. 9000/- and shall be designated as Senior Scientist.
  - 1.6 A non-Ph.D. Scientist on completion of 3 years of service in the RGP of Rs. 8000/- shall be eligible, subject to other conditions as may be laid down by ICAR, to move to the pay band of Rs. 37400-67000/- with RGP of Rs. 9000/- and shall continue to be designated as Scientist. On acquiring Ph.D. degree, the Scientist shall be designated as Senior Scientist.
  - 1.7 A Senior Scientist on completion of three years of service in the RGP of Rs. 9000/- and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed/designated as Principal Scientist, subject to other conditions as may be laid down by ICAR. The pay band for the post of Principal Scientist would be Rs. 37400-67000/- with RGP of Rs. 10000/-.
  - 1.8 The upward movement of Scientists as per para 1.1 to 1.7 would be in accordance with evaluation procedure such as the score card system etc.
  - 1.9 On placement at each higher stage of RGP under the CAS, pay fixation will be done as per Rule 13 of CCS (RP) Rules, 2008.
- B**
- 2.1 Guidelines for Career Advancement Scheme effective from 1.1.2009 for promotion of teachers, circulated vide Memo No. GADVASU/E-II/2014/14088-14127 and GADVASU/E-II/2014/19925-64 dated 01.08.2014 and 25.11.2014, respectively of the office of the Registrar, are given below:
  - 2.2 The teachers who qualify to be considered for promotion under the new Career Advancement Scheme (CAS) from stage 1 to stage 2, grant of pay scale of Rs 15600-39100+AGP 7000/-; stage 2 to stage 3, grant of pay scale of Rs 15600-39100+AGP 8000/-; stage 3 to stage 4 as Assistant Professor & equivalent without Ph.D with AGP Rs 9000/- and Associate Professor & equivalent with Ph.D degree with AGP Rs 9000/- in the pay scale of Rs 37400-67000/-; stage 4 to stage 5 as Professor & equivalent in the pay scale of Rs 37400-67000+ AGP 10,000/- and stage 5 to stage 6, grant of pay scale of Rs.37400-67000/- +AGP 12000/- respectively will have to fulfill the under mentioned service qualifications and other conditions and should apply in the prescribed application proforma:

Sr No	Promotion of teachers	Service Qualifications	Other conditions
1	Assistant Professor/ equivalent with AGP Rs. 6000/- to Assistant Professor/ equivalent with AGP Rs. 7000/-	Assistant Professor/equivalent with AGP Rs. 6000/- and completed 4 years' service with Ph.D.	1) Two training courses of 2-3 weeks duration 2) Consistently good AP & AR

**or**

		5 years' service with M.V.Sc./M.Phil./M.Tech./M.F.Sc./M.Sc.(Agri)/any professional Master programme with 4 years duration Bachelor's degree	during the period of assessment.
		<b>or</b>	
		6 years' service for others (Not covered above)	
2	Assistant Professor/ equivalent with AGP Rs 7000/- to Assistant Professor/ equivalent with AGP Rs. 8000/-	Assistant Professor/ equivalent with 5 years completed service in AGP Rs. 7000/-	1) One training courses of 2-3 weeks duration 2) Consistently good AP & AR during the period of assessment.
3	Assistant Professor & equivalent with AGP Rs. 8000/- to Assistant Professor & equivalent without Ph.D. with AGP Rs. 9000/- or Associate Professor & equivalent with Ph.D. degree with AGP Rs. 9000/-	Assistant Professor/ equivalent with 3 years completed service in AGP Rs. 8000/-	1) One training course of one week duration. At least 3 publications from the date a teacher is placed in AGP Rs 7000/- or equivalent. 2) Consistently good AP & AR during the period of assessment.
4	Associate Professor & equivalent with AGP Rs. 9000/- to Professor & equivalent with AGP Rs. 10000/-	Associate Professor/ equivalent with 3 years completed service in AGP Rs. 9000/- and possessing Ph.D. degree in the relevant subject	1) At least 5 publications from the date a teacher is placed in AGP Rs 8000/- or equivalents. 2) Consistently good AP & AR during the period of assessment.
5	10% Professor & equivalent of total sanctioned posts with scale of Rs. 37400-67000/- with AGP Rs. 10000/- to Professor & equivalent with scale of Rs. 37400-67000/- with AGP Rs. 12000/-	Ten years' service in stage 5 in the University only	1) Consistently good AP & AR during the period of assessment.



The teachers who qualify for promotion on 01.07.2010 or thereafter and have already submitted their biodatas & not yet finalized, shall apply in the new API proforma for various stages.

The teachers who are not found suitable for career advancement after assessment shall be entitled to offer themselves for reassessment after the lapse of one year from the date of last eligibility.

For the teachers whose promotion fall between 01.01.2009 to 30.06.2010, the old proforma (without the new API score based criteria) will continue to be applicable.

The API scores as per API based proforma will be awarded and verified by the concerned administrative Head of Department by constituting the appropriate committee from amongst the following committees before forwarding the application of the teacher for promotion:-

1. At GADVASU Campus: (a) Head of Department, (b) Chairman of concerned Departmental Teaching/ Research/ Extension Committee, (c) Technical Head of Department (in case of teacher is working in other than parent department, (d) Project Incharge (wherever applicable)
2. For Regional Research Stations: (a) Director, RRTC, (b) Head of Department of relevant discipline, (c) Scheme Incharge (other than NP/Plan schemes/Senior most Professor level teacher, if there is no section/scheme incharge).
3. For KVKs: (a) Deputy Director, KVK (b) Head of Department of relevant discipline (c) Head, Department of Veterinary and Animal Husbandry Extension Education.

All such eligible teachers up to the date of issue of circular, should submit their applications/biodatas (10 copies) of relevant period of assessment for promotion in the appropriate new proforma through their concerned controlling officer. The administrative Head of the Department/Director/Deputy Director, KVK should forward the applications of the teachers for promotion collectively within a period of 21 days along with duly signed verification report by the committee through their concerned controlling officer.

The teachers who have become eligible for different stages shall submit their biodata within two months from the date of issue of this circular as per new Career Advancement Scheme in the new API Proforma. The teachers whose eligibility fall afterwards shall submit their biodata within two months from the date of eligibility. A teacher who fails to submit his/her biodata within the stipulated period, his/her eligibility date for promotion in the next higher stage shall be deferred for the corresponding period. The bio-data submitted by the teachers/scientists for placement/promotion under Career Advancement Scheme should be printed on both sides of the paper.

The administrative Head of the Department/Deputy Director, KVKs should forward the applications of the teachers along with duly signed verification report by the committee through their controlling officer. While forwarding the applications, it should be ensured that the information submitted by the teacher (in the prescribed API proforma without any alteration) is correct and complete in all respects and the publications submitted by him/her pertain to the relevant period of assessment (except item No. V in Application Form).

1. The AP & AR file of the teacher will be supplied to the Head of the department by the concerned Controlling Officer for verification and screening of the bio-data, to be returned within a week's time after doing the needful.
2. The period of study leave (maximum 3 years) and training/fellowship (maximum 1 year) etc. will be excluded while calculating the scores, and teacher needs to score proportionately for the remaining period only. The period will be considered in terms of completed half years, provided that the period upto three months will be ignored and the period more than three months shall be counted as equal to six months.
3. The term "contact hour" shall be replaced by "credit load hour" in the score card for courses taught.

4. The promotion of 10% Professor & equivalent of total sanctioned posts with scale of Rs.37400-67000/- with AGP of Rs.10000/- to Professor & equivalent with scale of Rs. 37400-67000/- with AGP of Rs.12000/-, is deferred till further orders.
5. In case there is only one Professor in the department, then the Head of the department will get a different committee constituted from the concerned Controlling Officer for processing his/her case under new Career Advancement Scheme.

2.3 Career Advancement Scheme effective from 01.01.2009 in the discipline of Library Science and Editor Punjabi-cum-Public Relation Officer is as under:

The Assistant Librarians/Editor Punjabi-cum-Public Relation Officer who qualify to be considered for promotion under the new Career Advancement Scheme (CAS) from stage 1 to stage 2, grant of pay scale of Rs 15600-39100+AGP 7000/-; stage 2 to stage 3, grant of pay scale of Rs 15600-39100+AGP 8000/- respectively, will have to fulfill the under mentioned service qualifications & other conditions and should apply in the prescribed application proforma :-

<b>Sr No</b>	<b>Promotion of teachers</b>	<b>Service Qualifications</b>	<b>Other conditions</b>
<b>1</b>	<b>Stage 1 to Stage 2</b>		
	i) Assistant Librarian with AGP Rs. 6000/- to Assistant Librarian with AGP Rs. 7000/-	Completed 4 years service in the AGP of Rs. 6000/- with Ph.D.	1) Two training courses of 3-4 weeks duration
		Or	2) Consistently good AP & AR during the period of assessment.
	ii) Editor Punjabi-cum-Public Relation Officer with AGP Rs. 6000/- to Editor Punjabi-cum-Public Relation Officer with AGP Rs. 7000/-	5 years' service with M. Phil.in the concerned discipline	3) Minimum API score of 70 out of 100 over the assessment period
		Or	
		6 years' service who are without Ph.D./M.Phil.	
<b>2</b>	<b>Stage 2 to Stage 3</b>		
	i) Assistant Librarian with AGP Rs. 7000/- to Assistant Librarian with AGP Rs. 8000/-	Completed 5 years of service in the AGP of Rs. 7000/-	1) Two training courses of 3-4 weeks duration in case of Assistant Librarians and one training course of 2-3 weeks duration in case of Editor Punjabi-cum-Public Relation Officer
	ii) Editor Punjabi-cum-Public Relation Officer with AGP Rs. 7000/- to Editor Punjabi-cum-Public Relation Officer with AGP Rs. 8000/-		2) Consistently good AP & AR during the period of assessment.
			3) Minimum API score of 70 out of 100 over the assessment period.

1. The employees who have qualified for promotion on the date of issue of circular shall apply in the new API proforma for various stages.

2. The employees who are not found suitable for career advancement after assessment shall be entitled to offer themselves for reassessment after the lapse of one year from the date of last eligibility.

3. The API scores as per API based proforma will be awarded and verified by the concerned administrative Officer/ Head of Department by constituting the following concerned committee before forwarding the application of the employees for promotion:-

<b>Screening Committee for the post of Assistant Librarian</b>		<b>Screening Committee for the post of Editor Punjabi-cum-Public Relation Officer</b>	
1) University Librarian	Chairman	1) Director of Extension Education	Chairman
2) Professor level teacher (nominated by University Librarian)	Member	2) Head, Deptt. of VAHEE	Member
3) Deputy/Assistant Librarian (nominated by University Librarian)	Member	3) Professor level teacher (nominated by DEE)	Member

4. All such eligible employees up to the date of issue of circular, should submit their applications/biodatas (10 copies) of relevant period of assessment for promotion in the appropriate new proforma through their concerned controlling officer within two months from the date of issue of this circular. The administrative Officer/ Head of the Department should forward these applications for promotion collectively within a period of 21 days along with duly signed verification report by the committee through their concerned controlling officer.

5. The cases of those employees, whose date of eligibility for promotion falls after the date of issue of the circular, shall submit their biodata within two months from the date of eligibility. An employee who fails to submit his/her biodata within the stipulated period, his/her eligibility date for promotion in the next higher stage shall be deferred for the corresponding period.

6. The bio-data submitted by the employees for placement/promotion under Career Advancement Scheme should be printed on both sides of the paper.

7. The administrative Officer/ Head of the Department should forward these applications along with duly signed verification report by the committee through their controlling officer. While forwarding the applications, it should be ensured that the information submitted by the employee (in the prescribed API proforma without any alteration) is correct and complete in all respects and the publications submitted by him/her pertain to the relevant period of assessment (except item No. 4 in Application Form).

8. A committee comprising of the following will assess the work of Assistant Librarians/Editor Punjabi-cum-Public Relation Officer for placement in the Grade Pay of Rs. 7000/- and Rs.8000/- in the pay scale of Rs.15600-39100/-:

<b>Assessment Committee for the post of Assistant Librarian</b>		<b>Assessment Committee for the post of Editor Punjabi-cum-Public Relation Officer</b>	
1) University Librarian	Chairman	1) Director of Extension Education	Chairman
2) Director of Research	Member	2) Director of Research	Member
3) Director of Extension Education	Member	3) Dean, Postgraduate Studies	Member
4) Dean, Postgraduate Studies	Member	4) Head, Deptt. of VAHEE	Member
5) Dean of College (if applicable)	Member		

## CHAPTER V

### STATUTES REGARDING THE APPOINTMENTS OF EMPLOYEES OF THE UNIVERSITY OTHER THAN OFFICERS AND TEACHERS

- Classification** 1 Employees of the University other than Officers and Teachers shall belong to either:-
- (a) The University cadre; or
  - (b) the Cadre of the University Officers under whom the post is administratively placed.
- Each cadre shall consist of:
- Group A: All the posts in grade pay of Rs. 5000/- and above and all the posts existing in Group –A (irrespective of monetary limits of grade pay) will remain in Group –A.
- Group B: All the posts ranging between the grade pay of Rs. 3800-4999/-.
- Group C: All the posts ranging between the grade pay of Rs. 1900-3799/-.
- Group D: All the posts below the grade pay of Rs. 1900/-.
- University Cadre** 2 (1) Employees borne on the University cadre may be required to serve in any office or institution 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 institution to which they are posted. Irrespective of the authority mentioned in Part-I of the Schedule, the Head of Department and University Officer in charge of that office/institution shall be the competent authority to transfer them within the office/institution, to inflict punishment of censure, suspension, and recovery of charges and stoppage of increment. These Officers/Heads of Departments shall also be competent to issue certificates regarding completion of probationary period or to extend the period of probation of such employees.
- (2) The University cadre shall consist of such employees as are mentioned in Part-I of the schedule.
- Cadre of the University Officers under whom the post is administratively placed**
- (1) Employees borne on the cadre shall work under the administrative control of the concerned University Officer. All matters affecting their promotion, transfer and other conditions of service shall be determined by the concerned Officer in accordance with the relevant Statutes framed under the Act.
- (2) This cadre shall consist of such employees as are mentioned in Part-II of the schedule.
- Note:* For purposes of this Statutes; pay shall include all allowances except local compensatory allowance and house rent.
- Appointments** 4 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.
- 5 (1) (i) The appointment of group ‘A’ employees excepting those mentioned in schedule Part-IV (a & b) shall be made by the Vice-Chancellor on behalf of the Board of Management. Seventy five percent (75%) of the posts shall be filled by promotion, if suitable persons are available subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned, and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment.
- In the case of group ‘A’ employees mentioned in schedule Part-IV(a), appointment shall be made by the Vice-Chancellor. Seventy five percent (75%) of the posts shall be filled by promotion, if suitable

persons are available, subject to the requirement of passing the prescribed departmental examination/ test, if any, for the post held by the employees concerned and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment.

- (ii) In case of group 'A' employees mentioned in schedule Part-IV(b), the appointment shall be made by the Vice-Chancellor by 100% promotion subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned.

Provided that an employee who has attained the age of 55 years and put in 30 years' service in the same Cadre in the University and is exempted by the Vice-Chancellor from passing the departmental examination/ test(s) prescribed for the post held by him/her will be considered for promotion but such employee can avail only one promotion after the age of 55 years. Exemption from passing the departmental examination/ test(s) cannot be claimed as a matter of right.

- (2) *Manner of appointment by promotion* – In the case of promotion to group 'A' posts against 75% quota, seniority and merit of the candidate concerned will be kept in view by the appointing authority in each case. The cases of promotion to group 'A' posts shall be referred to the same selection committee constituted for direct recruitment. Merit for the purpose of promotion means 'Good' record including confidential reports without any adverse/advisory remarks. However, an employee inflicted penalty of **CENSURE will be eligible for promotion.**

- (3) *Manner of appointment by direct recruitment* – The following procedure shall be adopted for making appointment to group 'A' posts by direct recruitment.

(i) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed and/or invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.

(ii) (A) After having advertised the post and received the applications and/or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may appoint a selection committee to make recommendations and approve appointment in respect of group 'A' employees mentioned in Schedule Part-IV(a) and on behalf of the Board of Management in respect of other group 'A' employees. However, if there is any representation against appointment addressed to the Vice-Chancellor in respect of appointments made by him on behalf of Board of Management or when there is lack of unanimity in the meeting of a Selection Committee, then the matter may be brought before the Board.

Provided the Vice-Chancellor may accept the recommendations of the Selection Committee for appointment by promotion of group 'A' employees (except those mentioned in Schedule Part-IV) on behalf of the Board of Management and approve their promotion. However, such cases may be brought before the Board for information.

- (B) Ordinarily the selection committee will consist of the following:
- (a) The Registrar
  - (b) The Comptroller
  - (c) The Dean, Post-graduate Studies
  - (d) Any other person or persons nominated by the Vice-Chancellor

- (iii) Where the Vice-Chancellor finds that it is not possible to appoint a committee as above, or where the nature of the post warrants it, he may constitute an ad-hoc selection committee.
  - (iv) The Chairman of the committee with the help of a Screening Committee to be appointed by him shall scrutinize all the applications, suggestions and recommendations received and prepare a list of the candidates who shall be either called for interview or considered in absentia. He may also include in such a list person(s) who have not applied or have not been recommended by the person(s), institutions and agencies to whom the matter had been referred.
  - (v) After interviewing the candidates or considering them in absentia, as the case may be, the committee shall recommend to the Vice-Chancellor, as far as possible, at least three persons in order of preference.
  - (vi) After receiving the recommendation of the selection committee, the Vice-Chancellor may, if he considers it necessary, request the committee to consider additional names or to review or reconsider its recommendations. He may also, if he considers it necessary, himself interview persons recommended by the committee and/or others whom he considers to be suitable.
  - (vii) The recommendations of the selection committee will be submitted to the Vice-Chancellor for approval. However, if there is any representation against appointment addressed to the Vice-Chancellor in respect of appointments made by him on behalf of the Board of Management or when there is lack of unanimity in the meeting of a Selection Committee then the matter may be brought before the Board.
- 6 (1) (a) The appointment of group 'B' employees excepting technical posts shall be made by the Vice-Chancellor by 100% promotion subject to the requirement of passing the departmental test(s), if any, prescribed for the said post.

Provided that an employee who has attained the age of 55 years and put in 30 years' service in the same cadre in the University and is exempted by the Vice-Chancellor from passing the departmental examination/test(s) prescribed for the post held by him/her will be considered for promotion but such employee can avail one promotion only after the age of 55 years. Exemption from passing the departmental examination/test(s) cannot be claimed as a matter of right.

- (b) The appointment of group 'B' technical employees falling under G-I to G-II categories shall be made by the Vice-Chancellor by 100% promotion provided they possess prescribed qualifications for the post held under reconstituted lower group.

The appointment of group 'B' technical employees in G-III category excepting those mentioned in Schedule Part-V shall be made by 100% promotion from amongst the employees in G-IV category provided they possess prescribed qualifications for the post held under reconstituted lower group.

Provided that an employee who has attained the age of 55 years and put in 30 years' service in the same cadre in the University and is exempted by the Vice-Chancellor from passing the departmental examination/test(s) prescribed for the post held by him/her will be considered for promotion but such employee can avail one promotion only after the age of 55 years. Exemption from passing the departmental examination/test(s) cannot be claimed as a matter of right.

Provided that if suitable persons are not available for promotion for the posts mentioned in sub-clause (a & b) above the posts may be filled up by direct recruitment from the open market for which the employees of the University shall also be eligible.

- (2) The procedure for selection to group 'B' posts by direct appointment shall, as far as possible, be the same as prescribed above in the case of group 'A' employees.
- (3) The cases of promotion shall be referred to the Selection Committee constituted in Schedule Part-III. Seniority-cum-merit of the concerned candidates shall be kept in view by the selection committee/appointing authority in each case.

**Note:** Where the lower post from which the promotion is to be made is provided in two or more colleges/Directorates or Offices, as the case may be, instead of formulating the seniority list of lower post for the purpose of promotion, the post to be filled shall be notified with the prescribed qualifications within the University and the Selection Committee shall consider the applications of the eligible and qualified applicants on seniority-cum-merit basis.

6. (A) 1. The appointment of group 'D' employees with lowest pay scales and group 'C' ministerial posts shall be made by the concerned officers of the University by direct recruitment in the manner specified in Part-III of the Schedule.

The appointment of group 'C' employees in initial entry scales of pay with maximum ranging between Rs. 7000-9200 (unrevised) other than group 'C' technical employees shall be made by the Vice-Chancellor by 100% promotion subject to requirement of passing the prescribed departmental examination/test(s), if any, for the post held by the employee concerned.

The appointment of group 'C' technical employees falling in G-III category mentioned in Schedule Part-V shall be made by the Vice-Chancellor. Seventy five percent (75%) of the vacancies shall be filled up by promotion, provided they possess prescribed qualifications for the post held under reconstituted lower group and 25% by direct recruitment from open market, the employees of the University being eligible for appointment.

2. The appointment of group 'C' employees (except group 'D' posts with lowest pay scales, ministerial posts and technical posts in G-IV category) shall be made by the concerned officers of the University in the ratio of 75% by promotion and 25% by direct recruitment.
3. The appointment of Group 'C' technical employees falling in G-IV category shall be made by the concerned Officers of the University 75% by promotion from amongst the employees of the University who fulfill the qualifications prescribed for the posts, by circulating the same within the University in the manner specified under note below Clause 6 of the statutes *ibid* and 25% by direct recruitment from open market, the employees of the University being eligible for appointment.

Provided that if suitable persons are not available for promotion against promotion quota, the post may be filled by direct recruitment from the open market for which the employees of the University shall also be

eligible for appointment, in the manner specified in Part-III of the Schedule.

4. The cases of promotion shall be referred to the Selection Committee constituted in Schedule Part-III. Seniority-cum-merit of the concerned candidates shall be kept in view by the Selection Committee/appointing authority in each case.
- (B) Notwithstanding anything contained in clause 6 & 6(A) above, suitable persons for the posts of Secretary, Private Secretary and Gunman to Vice-Chancellor shall be selected by the Vice-Chancellor from amongst the employees of the University in such manner as the Vice-Chancellor decides. They will continue to work in their own pay scales and draw the same pay. However, they will be paid the special allowance, if any, attached with the post of Secretary, Private Secretary and gunman to the Vice-Chancellor. The persons selected shall be liable to reversion to their previous position or to their parent cadres at the discretion of the Vice-Chancellor.



## PART-I

### THE UNIVERSITY CADRE

1. Employees under the Vice-Chancellor:
  - (i) Secretary to Vice-Chancellor
  - (ii) Private Secretary to Vice-Chancellor
  - (iii) All other Officers/employees provided in the budget meant for the office of the Vice-Chancellor but not included at serial Nos.2 to 5.
2. Employees under the Registrar:
  - (i) Deputy Registrar
  - (ii) Assistant Registrar
  - (iii) Administrative Officer
  - (iv) Superintendent
  - (v) Ministerial posts
  - (vi) Daftaries, M. Boys, Sweepers and Chowkidars provided in the University Administration Scheme
  - (vii) Bus, Jeep, Car and Truck Drivers
  - (viii) Medical officers and other staff under them such as Dispensers, Compounders, Nurses etc.
  - (ix) Any other post brought on the schedule under the orders of the Vice-Chancellor
3. Employees under the Comptroller:
  - (i) Accounts Officer
  - (ii) Assistant Accounts Officer
  - (iii) Accounts Officer (Purchase Cell)
  - (iv) Assistant Accounts Officer (Purchase Cell) and his/her staff
  - (v) Any other post brought on the schedule under the orders of the Vice-Chancellor
4. Employees under the Director of Students' Welfare-cum-Estate Officer:
  - (i) Assistant Estate Officer
  - (ii) Security staff and other watch and ward staff and sanitary staff under them including Chowkidars and Sweepers
  - (iii) Architectural, Engineering & Maintenance staff
  - (iv) The Staff sanctioned in connection with:
    - (a) Arrangements for housing and messing of students
    - (b) Programme of Student Counselling
    - (c) Physical Education Programme in the various constituent Colleges of the University
  - (v) Any other post brought on the schedule under the orders of the Vice-Chancellor.
5. Employees under the University Librarian:
  - (i) Staff sanctioned in the various libraries in the Departments, Colleges and the University.
  - (ii) Any other post brought on the schedule under the orders of the Vice-Chancellor.

## **PART-II**

1. Employees under the Deans of the constituent Colleges:
  - (i) Group 'B', 'C' & 'D' employees provided in the budget sanctioned for the constituent colleges concerned but not included in Part-I of the Schedule.
  - (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.
2. Cadre of the Director of Research:
  - (i) Group 'B', 'C' & 'D' employees provided in the budget sanctioned for the research schemes but not included in Part-I of the Schedule and (1) above.
  - (ii) Any other post brought on the schedule under the orders of the Vice-Chancellor.
3. Cadre of the Director of Extension Education:
  - (i) Group 'B', 'C' & 'D' employees sanctioned in the budget under extension education schemes but not included in Part-I of this Schedule and (1) and (2) above.
  - (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.

PART III

(Selection Committee and Mode of Selection for Appointment of group 'B', 'C' and 'D' employees)

Sr. No.	Designation of the post	Appointing authority	Constitution of selection committee	Mode of selection
1.	All Ministerial posts other than Steno-typists, Stenographer, Clerks and Group 'B' & 'C' employees under the Registrar and Vice-Chancellor.	Vice-Chancellor	1. Registrar 2. Comptroller 3. Two other persons to be nominated by the Vice-Chancellor	Procedure for selection shall be the same as prescribed in the Statutes for 'A' group employees.
<b>Posts under the Registrar</b>				
2.	Clerks, Typists and Steno-typists	Registrar	1. Registrar 2. Two other persons to be nominated by the Vice-Chancellor	<p>2 (a) The Registrar shall advertise the posts and arrange test(s). After receipt of applications, the University will prepare a score card, based on the criteria approved by the Vice-Chancellor. Based on score card, 10 eligible candidates for each post shall be called for test(s).</p> <p><b>CLERKS</b> The candidates will have to qualify type writing test in English and Punjabi with a speed of 30 w.p.m. each on computer. However, 8% mistakes will be permissible. The candidates who will pass these test(s) shall be appointed on the basis of merit list of the score card.</p> <p><b>TYPISTS</b> The candidates will have to qualify type writing test in English and Punjabi with a speed of 40 w.p.m. each, on computer. However, 8% mistakes will be permissible. The candidates who will pass these tests shall be appointed on the basis of merit list of the score card.</p>

				<p><b>STENO-TYPISTS</b></p> <p>With regard to the steno-typists, a competitive test in English shorthand consisting of a passage of 400 words at a speed of 80 w.p.m. to be transcribed at the speed of 15 w.p.m. and Punjabi shorthand test consisting of 200 words at a speed of 50 w.p.m. to be transcribed at the speed of 10 w.p.m. on computer shall be held. However, 8% mistakes will be permissible. A score card, as per criteria approved by the Vice-Chancellor will be prepared and appointment(s) will be made on merit basis.</p> <p><b>SENIOR SCALE STENOGRAPHERS:</b> The post of Senior Scale Stenographer is in the line of promotion of Steno-Typist(s) and shall be filled up by 100% promotion on seniority-cum-merit basis, subject to the qualifying of Stenography test in four paras (two in Punjabi and two in English language) containing 250 word each as follows:</p> <p>(a) The passage in Punjabi shall be dictated at a speed of 100 w.p.m. in Punjabi language required to be transcribed these (at typewriter/computer) at speed of 20 w.p.m.; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 w.p.m. in English language required to be transcribed these (at typewriter/computer) at speed of 12 w.p.m.</p> <p>The candidates committing not more than 4 percent mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>
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				<p>2. (b) Group 'C &amp; D' employees of the University whose scale of pay is identical to/less than that of Clerk will be considered for appointment as Clerk provided:</p> <p>(i) They are matriculate with Punjabi</p> <p>(ii) They have worked in the University for at least five years and qualify type writing test in English and Punjabi with a speed of 30 w.p.m. on computer. However, 8% mistakes will be permissible.</p> <p>(iii) The candidates will be required to complete the training course of 120 hours on use of personal computer at their own level within a year of appointment failing to which their probation period will be extended.</p> <p>(iv) Their work and conduct is good.</p> <p><b>Note:</b> The vacancies shall be filled in the ratio of 75:25 i.e. 75% from open market and 25% from amongst the group 'C &amp; D' employees.</p>
<b>Posts under the University Librarian</b>				
3	(i) 'B' Group posts	Vice-Chancellor	<p>1. Librarian</p> <p>2. Two other persons to be nominated by the Vice-Chancellor</p>	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.
	(ii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	<p>1. Librarian</p> <p>2. Two other persons to be nominated by the Vice-Chancellor</p>	-do-
	(iii) 'C' Group technical employees falling in G-III category in schedule Part-V	Vice-Chancellor	-do-	-do-

	(iv) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Librarian	-do-	-do-
	(v) 'C' Group technical employees falling in G-IV category	Librarian	-do-	-do-
	(vi) 'D' Group employees	Librarian	-do-	-do-
<b>Posts under the Registrar</b>				
4	(i) Group 'B' employees	Vice-Chancellor	1. Registrar 2. Comptroller 3. Two other persons to be nominated by the Vice-Chancellor	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.
	(ii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	1. Registrar 2. Comptroller 3. Any other person nominated by the Vice-Chancellor	-do-
	(iii) 'C' Group technical employees falling in G-III category in Schedule Part-V	Vice-Chancellor	-do-	-do-
	(iv) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Registrar	-do-	-do-
	(v) 'C' Group technical employees falling in G-IV category	Registrar	-do-	-do-
	(vi) 'D' Group employees	Registrar	1. Registrar 2. Comptroller 3. Any other person nominated by the Registrar	-do-

<b>Posts under the Director Students' Welfare-cum-Estate Officer</b>				
5	(i) 'B' Group employees	Vice-Chancellor	1. Director students' Welfare-cum-Estate Officer 2. Registrar 3. Any other Officer nominated by the Vice-Chancellor	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.
	(ii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	1. Director Students' Welfare-cum-Estate Officer 2. Two other persons nominated by the Vice-Chancellor	-do-
	(iii) 'C' Group technical employees falling in G-III category in schedule Part-V	Vice-Chancellor	-do-	-do-
	(iv) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Director Students' Welfare-cum-Estate Officer	-do-	-do-
	(v) 'C' Group technical employees falling in G-IV category	Director Students' Welfare-cum-Estate Officer	-do-	-do-
	(vi) 'D' Group employees	Director Students' Welfare-cum-Estate Officer	1. Director Students' Welfare -cum- Estate Officer 2. Two other Officers/ Group-A employees nominated by the Director Students' Welfare-cum-Estate Officer	-do-

<b>Posts under the Comptroller</b>				
6	(i) 'B' grade employees  Other than Store-keeper	Vice-Chancellor	1. Comptroller 2. Registrar 3. Any other Officer/ Group-A employee nominated by the Vice-Chancellor	The procedure for selection shall be the same as prescribed in the Statutes for group 'A' employees so far as possible.
	ii) Store-keepers	Vice-Chancellor	-do-	The post of Store Keeper is in the line of promotion of Store cadre and is filled up by 100% promotion on seniority-cum-merit basis from amongst the Store Mates working in the University. However, whenever it becomes necessary to fill up this post by direct recruitment from the open market, the Registrar shall advertise the post and arrange test. The University will prepare a score card, based on the criteria approved by the Vice-Chancellor. As per score card, the eligible candidates shall be called for written test. The syllabus of which shall be such as may be approved by the Vice-Chancellor. The appointments shall be made on the basis of final merit list prepared on the basis of aggregate marks obtained by them in the written test and score card.
	(iii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	1. Comptroller 2. Any two persons nominated by the Vice-Chancellor	The procedure for selection shall be as prescribed in these Statutes for group 'A' employees so far as possible.
	(iv) 'C' Group technical employees falling in G-III category in Schedule Part-V	Vice-Chancellor	1. Comptroller 2. Any two persons nominated by the Vice-Chancellor	-do-



	(v) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Comptroller	-do-	-do-
	(vi) 'C' group technical employees falling in G-IV category	Comptroller	-do-	-do-
	(vii) Store Mate	-do-	-do-	<p><b>75% from open market:</b> The Registrar shall advertise the post and arrange test. The university will prepare a score card, as per criteria approved by the Vice-Chancellor. As per score card, eligible candidates shall be called for written test. The syllabus of which shall be such as may be approved by the Vice-Chancellor. The candidates who will pass the written test shall be appointed on the basis of final merit prepared on the basis of score card and written test.</p> <p><b>(b) 25% from amongst the group 'C' &amp; 'D' employees:</b> Group 'C' &amp; 'D' employees whose scale of pay is identical to/less than that of Store Mate will be considered for appointment as Store Mate provided :</p> <ul style="list-style-type: none"> <li>i) They are Matriculates</li> <li>ii) They have worked in the University for at least <b>five</b> years and qualify the General English &amp; Punjabi test with at least 40% marks.</li> <li>iii) Their work and conduct is <b>good</b>.</li> </ul>
	(viii) 'D' Group employees	Comptroller	<ol style="list-style-type: none"> <li>1. Comptroller</li> <li>2. Any two persons nominated by the Comptroller</li> </ol>	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.

**Posts under the Deans**

7	(i) 'B' group employees	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Dean of the constituent college concerned.</li> <li>2. Dean, Postgraduate Studies</li> <li>3. Director of Research</li> <li>4. Director of Extension Education</li> <li>5. Any other teacher/ person nominated by the Vice-Chancellor.</li> </ol>	The procedure for selection shall be as prescribed in these Statutes for group 'A' employees.
	(ii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Dean concerned</li> <li>2. Head of the Deptt. in which the vacancy exists.</li> <li>3. Any other Group-A employee nominated by the Vice-Chancellor.</li> </ol>	-do-
	(iii) 'C' Group technical employees falling in G-III category in Schedule Part-V	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Dean concerned</li> <li>2. Head of the Deptt. in which the vacancy exists.</li> <li>3. Any other Group-A employee nominated by the Vice-Chancellor.</li> </ol>	-do-
	(iv) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Dean	-do-	-do-
	(v) 'C' Group technical employees falling in G-IV category	Dean	-do-	-do-

	(vi) 'D' Group employees	Dean concerned	<ol style="list-style-type: none"> <li>1. Dean concerned</li> <li>2. Head of the Deptt. in which the vacancy exists.</li> <li>3. Any other Group-A employee nominated by the Dean concerned.</li> </ol>	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.
<b>Posts under the Director of Research</b>				
8	(i) 'B' group employees	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Director of Research</li> <li>2. Dean, Postgraduate Studies.</li> <li>3. One Dean or Director nominated by the Vice-Chancellor.</li> <li>4. Head of the Deptt. under whom the vacancy exists.</li> </ol>	The procedure for selection shall be the same as prescribed in the Statutes for group 'A' employees so far as possible.
	(ii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Director of Research</li> <li>2. Head of the department under whom the vacancy exists.</li> <li>3. Any other person nominated by the Vice-Chancellor.</li> </ol>	-do-
	(iii) 'C' Group technical employees falling in G-III category in Schedule Part-V	Vice-Chancellor	-do-	-do-
	(iv) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Director of Research	-do-	-do-
	(v) 'C' Group technical employees falling in G-IV category	Director of Research	-do-	-do-

	(vi) 'D' Group employees	Director of Research	<ol style="list-style-type: none"> <li>1. Director of Research</li> <li>2. Head of the department under whom the vacancy exists.</li> <li>3. Any other Officer nominated by the Director of Research.</li> </ol>	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.
<b>Posts under the Director of Extension Education</b>				
9	(i) 'B' group employees	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Director of Extension Education.</li> <li>2. Dean, Postgraduate Studies.</li> <li>3. One Dean or Director nominated by the Vice-Chancellor.</li> <li>4. Head of the department under whom the vacancy exists.</li> </ol>	The procedure for selection shall be the same as prescribed in the Statutes for group 'A' employees so far as possible.
	(ii) 'C' Group employees (other than 'C' Group technical employees)	Vice-Chancellor	<ol style="list-style-type: none"> <li>1. Director of Extension Education.</li> <li>2. Head of the department under whom the vacancy exists.</li> <li>3. Any other person nominated by the Vice-Chancellor.</li> </ol>	-do-
	(iii) 'C' Group technical employees falling in G-III category in Schedule Part-V	Vice-Chancellor	-do-	-do-
	(iv) 'C' Group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Director of Extension Education	-do-	-do-

	(v) 'C' Group technical employees falling in G-IV category	Director of Extension Education	-do-	-do-
	(vi) 'D' Group employees	Director of Extension Education	<ol style="list-style-type: none"> <li>1. Director of Extension Education.</li> <li>2. Head of the Department under whom the vacancy exists.</li> <li>3. Any other teacher nominated by the Director of Extension Education.</li> </ol>	The procedure for selection shall be as prescribed in these statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor.

## **PART-IV**

(a)

### **Sr. No. Name of the post**

1. Deputy Registrar
2. Accounts Officer
3. Executive Engineer
4. Assistant Registrar
5. Assistant Accounts Officer
6. Admn-cum-Accounts Officer
7. Sub-Divisional Engineer
8. Assistant Estate Officer
9. Welfare Officer
10. Security Officer
11. Superintendent Girls/ Boys Hostel
12. Any other post of Group 'A' brought in the schedule under the orders of the Vice-Chancellor.

(b)

1. Superintendent
2. Personal Assistant
3. Assistant Store Officer
4. Any other post of Group 'A' brought in the schedule under the orders of the Vice-Chancellor.

## **PART-V**

1. Fisheries Sub-Inspector/ Agricultural Sub-Inspector
2. Fisheries Supervisor
3. Milk Recording Supervisor
4. Live Stock Supervisor
5. Stock Assistant
6. Hatchery Mechanic
7. Extension Demonstrator
8. Demonstrator
9. Investigator
10. Fieldman
11. Budder
13. Any other post brought in the schedule under the orders of the Vice-Chancellor.

## CHAPTER VI

### STATUTES REGARDING THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY NOT BEING TEACHERS AND THE PREPARATION AND MAINTENANCE OF RECORD OF THEIR SERVICE AND ACTIVITIES

#### PART-A

- Definitions** 1 In this statute unless the context otherwise requires:-
- (a) **“Appointing Authority”** means the authority competent to make appointments to various categories of posts according to the Statutes made under sub-section (c) and (d) of **Section 33 of the Act**.
  - (b) **“Duty”** includes service as a probationer or apprentice provided that such service is followed by confirmation without a break.
  - (c) **“Earned leave”** means leave earned in respect of period spent on duty.
  - (d) **“Employees”** for the purpose of this Statute means Officers and other employees of the University not being teachers and includes Officers and other employees on foreign service with the University.
  - (e) **The term Group ‘A’, ‘B’, ‘C’ & ‘D’** used in this Statute shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than Officers and teachers.
  - (f) **“Leave”** includes earned leave, maternity leave, paternity leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, hospital leave, child care leave and extraordinary leave but does not include casual leave.
  - (g) **“Pay”** means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him/her substantively or in any officiating capacity including grade pay, special pay or a personal pay, if any, but not other allowances.
  - (h) **“Service”** means the whole period of continuous service including periods spent on leave and
  - (i) **“Average pay”** means the average monthly pay earned during the 10 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
- Age of Entry/Age of retirement** 2
- (a) A person whose age is less than 18 years may not ordinarily be appointed to any post in the University.
  - (b) All employees of the University shall retire from its service on the afternoon of the last day of the month in which they attain the age of 60 years provided that nothing in this clause shall apply to the Vice-Chancellor or to any technical or scientific personnel appointed for a specific period under a contract and provided further that the Vice-Chancellor may re-employ any employee upto the age of 63 years. Even after that date University may re-employ such person(s) on contract basis at the most for a period of two years.
  - (c) Notwithstanding anything contained in sub-clause (b), employees of the Punjab Government who were taken by the University in its service and who were treated as on foreign service shall retire from service in accordance with the rules prescribed by the Punjab Government for the retirement of its employees provided that the University may re-employ any of such employees on its own terms and conditions.
  - (d) (i) An employee of the University who has completed 20 years qualifying service, may retire from service voluntarily by giving notice of three months in writing to the Vice-Chancellor.
- Voluntary/  
Pre-mature  
Retirement**

Provided if an employee, while on leave, intends to seek voluntary retirement without resuming duties he/she will be allowed to retire voluntarily from the date he/she proceeded on leave, if he/she had completed 20 years qualifying service on that date. In that case the leave already sanctioned to him/her would stand cancelled automatically and the amount of leave salary, if any, paid to him/her, would be recovered from him/her in addition to salary in lieu of three months' notice.

- (ii) The notice of voluntary retirement given under (i) shall require acceptance by the Vice-Chancellor, who may generally give acceptance in all cases except those in which disciplinary/ judicial proceedings are pending or contemplated against the employee concerned for the imposition of a major penalty.
- (iii) Where the Vice-Chancellor does not refuse to grant permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said notice. The employee who has elected to retire and has given the necessary notice to that effect to the appropriate authority, shall be precluded from withdrawing his/her notice except with the specific approval of the Vice-Chancellor provided that the request for withdrawal shall be made before the intended date of his/her retirement.
- (iv) An employee who retires under sub-clause (d) (i) above shall be allowed gratuity as admissible under the rules in recognition of the service rendered by him/her. While granting gratuity to a University employee retiring voluntarily under these provisions, his/her qualifying service as on the date of intended retirement shall be increased by the period from the date of voluntary retirement till the date of superannuation subject to maximum of 5 years, so however, that the total qualifying service of the employee so increased shall not in any case exceed 25 years.

Provided that gratuity of employee retiring under these provisions shall be based on the emoluments as per provisions of the Pension Statutes or the Punjab Civil Service Rules, Vol. II and the increase in his/her qualifying service shall not entitle him/her to any notional fixation of pay for purpose of calculating gratuity.

- Note:**
- 1. A notice of less than three months may also be accepted by the Vice-Chancellor in deserving cases.
  - 2. If an employee retires while he/she is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.11(d) of the Punjab Civil Services, Volume I, Part I.
  - 3. In computing the notice period of three months referred in sub-clause (d)(i), the date of service of notice and the date of its expiry shall be excluded.

- (e) An employee who has been declared completely and permanently incapacitated for the discharge of duties due to physical or mental unfitness will, if he/she is on duty be invalidated and retired from the service from the date of his/her relief of his/her duties which should be arranged without delay on receipt of the medical certificate or if he/she is on leave at the time of submission of medical certificate, he/she shall be invalidated from service on the expiry of already sanctioned leave which will not be extended in any case. Such an employee will, however be entitled to the service benefits as mentioned in Rule II.2 of Chapter 2 (General Provisions Relating to Grant of Pension) of Statutes regarding Pension and Provident Fund and Pension Rules (Part-A) subject to



production of medical certificate as provided in the Pension Statutes *ibid.*

- (f) The Vice-Chancellor shall, if he is of the opinion that it is in the University interest to do so, have the absolute right, by giving an employee prior notice in writing, to retire that employee on the date on which he/she completes 25 years of qualifying service or attains 50 years of age or any date thereafter to be specified in the notice.

Provided that where at least three months notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his/her pay and allowances, at the same rates at which he/she was drawing them immediately before the date of retirement, for a period of three months, or as the case may be for the period by which such notice falls short of three months.

<b>Number of Posts</b>	3	The number of posts of employees of the University shall be such as may be determined by the Vice-Chancellor with the approval of the Board provided that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.
<b>Emoluments</b>	4	<p>(1) The grades of pay of employees of the University shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the University already holding such a post.</p> <p>(2) The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increments, if it deems fit.</p> <p>(3) An employee of the University may be permitted to accept remuneration/allowance for work done other than on the business of the University, on such terms and conditions as may be approved by the Vice-Chancellor.</p>
<b>Qualifications</b>	5	<p>(1) The Academic and other qualifications of Officers and group 'A' employees of the University, excepting those mentioned in the Schedule Part-IV of Chapter V, shall be such as may be laid down by the Vice-Chancellor with the approval of the Board provided that the Vice-Chancellor may with the approval of the Board appoint a person not possessing the approved qualifications of an Officer or group 'A' employee of the University.</p> <p>The academic and other qualifications of group 'A' employees of the University shall be such as may be laid down by the Vice-Chancellor with the approval of Board of Management provided the Vice-Chancellor may appoint a person not possessing approved qualifications for such employees.</p> <p>(2) The Academic and other qualifications of group 'B' 'C' &amp; 'D' employees of the University shall be such as may be laid down by the appointing authority with the approval of the Vice-Chancellor provided that the appointing authority may with the approval of the Vice-Chancellor, appoint a person not possessing the approved qualifications of group 'B', 'C' &amp; 'D' employees of the University.</p>
<b>Medical certificate of fitness on first entry into the University Service</b>	6	<p>(1) All employees of the University shall on the first appointment to a post in the University be examined (unless exempted by the competent authority or under the provisions of the Statute) by one of the Medical Officers of the University. In order to continue in the University service, the employee must be declared medically fit by the Medical Officer concerned. Before being examined by the Medical Officer, he/she shall</p>

be required to make a declaration in form I attached to this Statute. The Medical Officer of the University examining the employee shall furnish a certificate about the health of the employee in form II. The employees shall be examined by the Medical Officer of the University before their joining the service. The Vice-Chancellor may exempt any employee from producing a certificate of fitness. The fees that different categories of the employees will be required to pay for getting themselves examined by the University Medical Officer, shall be as prescribed by the University.

In case of doubt, the Vice-Chancellor may constitute a panel of doctors to examine an employee for medical fitness. This may be done either on the receipt of the report of the Medical Officer or on an application made by the concerned employee.

- (2) The standard of medical fitness shall be as may be prescribed by the Vice-Chancellor.
- (3) An employee of the University not found medically fit by the Medical Board or the Medical Officer or any other medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employment of the University. The employee concerned shall have a right of appeal to an Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee concerned shall be borne by the employee himself/herself unless he/she is declared fit by the Appellate Medical Board.
- (4) The following classes of employees shall be exempted from producing medical certificate of fitness:
  - (i) Any employee appointed in a temporary vacancy for a period not exceeding six months; and
  - (ii) All employees on deputation with the University.

## Probation

- 7 (1) Except, when otherwise provided in the Act or Statutes or in the special terms of an appointment on fixed tenure or contract or deputation which will be governed by the terms of that appointment or deputation, all employees of the University recruited by direct appointment, shall remain on **probation for a period of two years**. As per notification No. 1/11/2017-1PP1/1054135/1 dated 31.08.2017 of the Personnel Department, Government of Punjab, probation period as above shall be applicable to the employees whose recruitment process had been initiated before 05.09.2016, even if the employee reported on duty after 05.09.2016. **However, in case of employees, whose recruitment has been made after 05.09.2016, the probation period shall be of three years.** In case of employees recruited otherwise, **probation shall be of one year.**

Notwithstanding anything contained in this, period of probation may be extended or reduced by the Vice-Chancellor.
- (2) Any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation. In case, the leave availed by an employee during the probation period exceeds six months, the probation period shall be extended by the period of leave availed for more than six months (Notified by the Personnel Department, Government of Punjab vide No. 1/04/2018-1PP1/63 dated 20.06.2018)
- (3) The above provision shall also be applicable in the case of teachers.
- (4) The Head of Department or Controlling Officer of an employee shall send to the appointing authority, at least two months before the date of the expiry of the probationary period, a report about the work and conduct of

the employee, appointed on probation, with a definite recommendation for his/her confirmation in the service or otherwise.

- (5) If during the period of probation, the work and conduct of an employee is, in the opinion of the appointing authority, not satisfactory, it may dispense with his/her services if the appointment is by way of direct recruitment or he/she may be reverted to his/her former post if the appointment is by way of promotion, or extend the period of probation and pass such orders as would have been passed by it on the expiry of the first period of probation, provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.
- (6) On the satisfactory completion of the period of probation, the appointing authority shall issue a declaration in favour of the employee indicating the satisfactory completion of the period of probation. Such an employee may be confirmed on the availability of a substantive vacancy. Such an employee will be treated as permanent employee even without being confirmed.

**Seniority of the members of the service**

8

The seniority *inter se* of the employee shall be determined by the dates of their continuous appointment to the posts:

Provided that in the case of employees appointed directly, the order of merit determined by the selecting authority shall not be disturbed and persons appointed as a result of an earlier selection of the same post shall be senior to those appointed as a result of a subsequent selection.

Provided that the Seniority of the reserved category persons and the general category persons on promotion in the higher grade shall be governed by their panel position i.e. w.r.t. *inter se* seniority in the lower grade, as per instructions issued by the Punjab Govt. for its employees from time to time, with the approval of the Vice-Chancellor.

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:

- (a) an employee recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) an employee recruited by promotion shall be senior to a person recruited by transfer;
- (c) In the case of employees recruited by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred; and
- (d) In the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

**Explanation:** Service rendered by Government employees on foreign service with the University shall count for seniority provided such employees resign Government jobs and agree to be regularly absorbed in the service of the University.

**Note:** (i) This rule shall not apply to persons appointed on purely provisional basis.

(ii) In the case of employees whose period or probation is extended under clause 7(5) of these statutes, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

The final decision with respect to determination of seniority of the employees shall lie with the Vice-Chancellor.

<b>Pension and Provident Fund</b>	9	Employees of the University who are covered under the Pension Scheme shall subscribe to General Provident Fund and those who are not covered under the aforesaid scheme shall subscribe to the Contributory Provident Fund and employees appointed on or after 1.1.2004 shall be covered under the Restructured Defined Contributory Pension Scheme also called New Pension Scheme (NPS).
<b>Death-cum.- Retirement Gratuity</b>	10	The Vice-Chancellor or any Officer to whom powers have been delegated by him may sanction gratuity to the University employees as per provisions contained in the Pension Statutes. However, the cases of Death-cum-Retirement Gratuity not covered in these Statutes shall be regulated in accordance with the rules framed by the State Govt. from time to time for its own employees. For any doubt or clarification, the decision of the Vice-Chancellor shall be final.
<b>Ex-Gratia Grants and other benefits</b>	11	If an employee of the University dies while in service, the family of the deceased shall be entitled to ex-gratia grant and other benefits as per provisions in the Pension Statutes. However, the cases of Ex-gratia grants and other benefits not covered in these Statutes shall be regulated in accordance with the rules framed by the State Govt. from time to time for its own employees with the approval of the Vice-Chancellor. The ex-gratia grant and other benefits shall be sanctioned by the Vice-Chancellor on the recommendations of the concerned officer under whom the employee was working at the time of death.
<b>Penalties</b>	12	<p>(i) Penalties (i) The following penalties may, for good and sufficient reason, be imposed upon any employee of the University:</p> <p><b>Minor penalties:</b></p> <p>(a) Censure;</p> <p>(b) Withholding of promotion;</p> <p>(c) Recovery from his/her pay of the whole or part of any pecuniary loss caused by the employee to the University by negligence or breach of orders;</p> <p>(d) Withholding of increments of pay without cumulative effect;</p> <p><b>Major penalties:</b></p> <p>(e) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time-scale of pay or lower grade pay slab for a specified period, with further directions as to whether or not the University employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his/her pay;</p> <p>(f) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the University employee to the time-scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding conditions of restoration to the grade or post of service from which the University employee was reduced and his/her seniority and pay on such restoration to that grade, post or service;</p> <p>(g) Compulsory retirement;</p> <p>(h) Removal from service which shall not be a disqualification for future employment under the University;</p> <p>(i) Dismissal from service which shall ordinarily be a disqualification for future employment under the University.</p> <p>Provided that where it is proposed to take action as mentioned at (e), (f) and (g) above, in case of an employee on foreign service, a recommendation to that effect shall be made to the parent</p>

Department or Government and the parent Department or Government may take such action as it considers necessary on such recommendations.

- (ii) Except, where otherwise laid down in this Statute, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc. In the event of any such order of punishment by the competent authority, the employee concerned shall have the right to appeal to the next higher authority whose decision shall be final.
- (iii) No penalty of dismissal, removal or reduction shall be imposed unless the employee has been given a reasonable opportunity of show cause notice against the action proposed to be taken in this regard.
- (iv) The grounds on which it is proposed to take action under clause 12(i) (e), (f), (g), (h) & (i) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the employee concerned and he/she shall be required within reasonable time to state in writing whether he/she admits the truth of all or any of the charges, what explanation or defense, if any, he/she has to offer and whether he/she desires to be heard in person. If he/she so desires or if the appointing authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted.

The person charged shall be entitled to cross-examine the witnesses, to have such witnesses called as he/she may wish, provided that the officer conducting the enquiry may for reason(s) to be recorded in writing refuse to call any witness. The proceeding(s) shall contain sufficient record of the evidence and statement of the findings and the grounds thereof.

When it is proposed to take action under clause 12(i)(a), (b), (c) and (d), no order shall be passed imposing a penalty on an employee unless he/she has been given an adequate opportunity of making any representation that he/she may desire to make, and such representation, has been taken into consideration.

Provided that this condition shall not apply in a case where an order based on facts has led to his/her conviction in a criminal court or an order has been passed superseding him/her for promotion to a higher post on the ground of his/her unfitness for that post on account of the existence of unsatisfactory record.

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.

- (v) No employee who is called upon to produce his/her defense as to charges which form the subject of any enquiry against him, shall be allowed to engage a counsel unless the presenting officer holds a law degree.
- (vi) After the enquiry against an employee has been completed and after the punishing authority has arrived at a provisional conclusion in regard to penalty to be imposed, the accused employee shall, if the penalty proposed is major penalty be supplied with a copy of the report of the enquiry authority and be called upon to show cause within reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him/her. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.
- (vii) In the case of an appeal against an order under clause 12(i), the appellate authority shall consider:

- (a) whether the facts on which the order was passed have been established.
- (b) whether the facts established afford sufficient ground for taking action.
- (c) whether the penalty is excessive, adequate or inadequate, and after such consideration shall pass such orders as it thinks proper.

Notwithstanding anything contained in the above Statutes, the Vice-Chancellor or the appellate authority within six months of the date of the order, either on his own motion or otherwise, call for the records of an inquiry and review any order made under the Statutes and may:-

- a) confirm, modify or set aside the order; or
- b) confirm, reduce, enhance or set aside the penalty imposed by order, or impose any penalty where no penalty has been imposed; or
- c) remit the case to the authority which made the order or to any other authority directing to make such further enquiry as it may consider proper in the circumstances of the case; or
- d) pass such other orders as it may deem fit.

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the University employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the major penalties or to enhance the penalty imposed by the order sought to be reviewed any of the penalties specified in these clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in the Statutes and after giving a reasonable opportunity to the University employee concerned of showing cause against the penalty proposed.

**Allowances during suspension**

- 13 (1) Notwithstanding the provisions of Clause 12 above, the competent authority may also place an employee under suspension under the following circumstances:-
- (a) where a disciplinary proceeding against him/her is contemplated or is pending, or
  - (b) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.
- (2) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary, dearness allowance (if any) and other allowances which an employee would have drawn if he had been on leave on half pay.

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows:-

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee;
- (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been

		prolonged due to reasons to be recorded in writing directly attributable to the employee.
	(3)	No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment, business, profession or vocation.
<b>Leave during suspension</b>	(4)	A suspended person shall not be entitled to any leave for the period of suspension.
<b>Pay on re-instatement after suspension</b>	14	When an employee who was suspended is finally reinstated, he/she shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of his/her dismissal, payment of the allowance shall be made in accordance with the rules relating to Civil Servants of the Punjab State Government.
<b>Increment</b>	15	<p>(1) An increment shall ordinarily be drawn as a matter of course but the competent authority may withhold increment if the conduct of employee has not been good or his/her work not found satisfactory.</p> <p>(2) The service rendered on a temporary post shall count for an increment, provided the post carries the same time scale salary.</p> <p>(3) The service during the period of demotion, and the period spent on extraordinary leave without pay, shall not count for an increment, except when such leave is taken for higher studies, or on medical grounds. The service during the period of deputation/foreign service will count for an increment provided the foreign employer or the employee himself pays contribution of pensionary funds as and if applicable/CPF, leave salary and death-cum-retirement gratuity as contained in Punjab CSR Volume –I, Part-I.</p> <p><i>Note:</i> The period of extra-ordinary leave taken to join an assignment in any other institution will not be treated as the period of deputation/foreign service.</p> <p>(4) An employee on study leave shall continue to draw annual increments regularly during the period of study leave as well as leave of the kind due taken for study purpose preceding and/or succeeding study leave.</p>
<b>Grant of annual increment(s) during study leave/leave of the kind due</b>		
<b>Acceptance of work outside the University</b>	16	An employee shall devote his/her whole time to the service of the University and shall not, without express permission of the competent authority, engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his/her duties.
<b>Lien</b>	17	The competent authority may allow an employee of the University to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his/her post for more than two years unless otherwise decided by the Vice-Chancellor.
<b>Acceptance of remuneration/honorarium</b>	17(A)	No employee of the University shall arrange/negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the competent authority.
<b>Declaration of age</b>	18	An employee shall make a declaration of his/her age to the appointing authority at the time of his/her entry into service based on his/her Matriculation Certificate and in the case of non-Matriculantes, such other documentary proof as may be accepted by the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be

binding on him/her and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

**Resignation or termination of services**

- 19 (1) The service of an employee shall be liable to termination on any of the following grounds:
- (a) Gross negligence in the discharge of duty;
  - (b) Misconduct;
  - (c) Insubordination or any breach of discipline;
  - (d) Any act prejudicial to the University or its property;
  - (e) Conviction in a Court of law for offence involving moral turpitude; and
  - (f) Guilty of activity which is anti-secular and which tends to create communal disharmony.
- (2) If a temporary employee, after the expiry of the period of agreement, wishes to resign from service, he/she shall give one month's notice in writing to the University. If the employee fails to give such notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him/her in lieu of such notice, unless otherwise ordered by the Vice-Chancellor. Provided that if an employee while on leave resigns from his/her post without returning to duty, the resignation will be effective from the date he/she proceeded on leave and the leave salary, if any, paid to him/her will be recovered in addition to salary in lieu of the notice period as per rules.
- (3) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one month's salary.
- (4) The University can terminate the services of a permanent employee at any time by giving him/her 3 calendar months notice or by paying him/her 3 months salary in lieu of notice.
- (5) A permanent employee shall be required to give three months notice in case he/she desires to be relieved or he/she shall pay to the University three months salary in lieu of such notice, unless otherwise ordered by the Vice-Chancellor.
- (6) An employee, before leaving the University service, shall hand over the charge of his/her post to a duly authorized employee and shall return to the University all books, apparatus, furniture etc. issued to him/her for his/her personal use and shall pay, in full, all the charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he/she fails to do so, the head of the institution or the office in which he/she is employed, shall recover the amount due from him/her, on account of the above items, from his/her last salary or from the University contributions to his Provident Fund.
- (7) An employee, who is in the occupation of residential accommodation of the University, shall be in the status of licensee and shall, on leaving the service of the University, vacate the residence allotted to him/her by the University after permissible period of retention of accommodation.
- (8) An employee who has resigned from the University service may be allowed to withdraw the resignation with the approval of the Vice-Chancellor as per rules applicable to Civil Servants of the Punjab State Government.

**Withdrawal of resignation**

**Leave**

- 20 (1) The authority competent to grant leave and hereinafter to be known as the competent authority shall be:-
- (a) Chancellor in the case of Vice-Chancellor;
  - (b) The Vice-Chancellor in the case of all Officers of the University;



- (c) The Deans of the constituent colleges and the Directors in the case of group 'A' employees working under their administrative control and all employees working under their direct control;
- (d) The Registrar, Comptroller, DSW-cum-Estate Officer, University Librarian and other Officers in the case of employees borne on the University Cadre and working under their administrative control;
- (e) The Heads of Departments in the case of group 'B','C' & 'D' employees working under their administrative control;
- (f) Professor or equivalent or group 'A' employee(s) authorized by the Head of Department/Officer in the case of group 'C' & 'D' employees working in the Department/office.

Provided that the Vice-Chancellor at his discretion, for any special reason, may review the orders passed by the competent authority mentioned in sub-clause (c) to (f) above.

#### **Earned Leave**

- (2) (a) The earned leave admissible to an employee of the University shall be 1/11<sup>th</sup> of the period spent in the service of the University. Earned leave can be accumulated to any extent by the employees who have adopted the old leave rules but the maximum earned leave that may be given to such employees at a time shall not exceed 120 days if spent in India and 240 days if the entire leave so granted is spent outside India.  
The earned leave can be accumulated up to 360 days effective from 20.6.1989 and 450 days effective from 18.11.1997 for those employees who have adopted new leave rules and there will be no restriction on availing earned leave at any time. However, the earned leave to be sanctioned at a time should not exceed 360 days.
- (b) Leave preparatory to retirement may be allowed up to 180 days on full pay provided it is due.

#### **Half pay leave**

- (3) (c) Every employee will be entitled to 20 days half pay leave for each completed year of service. It can accumulate to any extent and can be sanctioned as much as is due at a time on private affairs.

#### **Commutated leave**

- (4) (d) Half pay leave can be commuted to full pay on the following grounds:
  - i) On medical grounds: At least for 15 days at a time and up to 240 days during entire service. Commuted leave for less than 15 days is not permissible.
  - ii) For higher studies: Up to 90 days during entire service, may be in one spell or more than one spells.

#### **Extraordinary Leave**

- (5) The competent authority may at its discretion, for any special reason grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months.  
Provided further that the maximum total period for which such leave may be granted shall not ordinarily exceed two years. In special cases such leave may be granted up to three years.  
The period of extra-ordinary leave shall not count towards pension and gratuity except if it is availed of for higher studies with permission of the competent authority or if it is on medical grounds.

#### **Overstay of Leave**

- (6) If an employee overstays his/her leave for more than 15 days, it shall be considered as an act of misconduct for which his/her services are liable to be terminated provided that before passing the final order, he/she shall be afforded an opportunity by serving charge-sheet, holding inquiry, if necessary and issuance of show cause notice either through a messenger or through registered post or by publishing notice in a newspaper.
- (7) Leave account of each employee of the University shall be maintained.

- (8) Leave cannot be claimed as a matter of right.
- (9) (i) An employee on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.  
(ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (i) above.  
(iii) An employee on extraordinary leave is not entitled to any leave salary.
- Casual Leave**
- (10) (i) Casual leave admissible to an employee of the University shall be 20 days in the year. It cannot, however, be combined with any other leave but can be combined with holidays, provided that the total period including holidays does not exceed 16 days at a time.  
(ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency.  
(iii) The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent, provided that the Vice-Chancellor shall himself be competent to sanction his own casual leave.  
(iv) Compensatory leave due till month of November will be sanctioned to the employees during that particular year and the compensatory leave earned in December, may be given during the next calendar year.
- Restricted holiday**
- (11) The Restricted Holiday is, for all intents and purposes, a holiday like any other gazetted holiday. The employees may not be bound to get their applications for such leave sanctioned before availing of the restricted holiday, but they shall have to inform the leave sanctioning authority before hand about their intention to avail such leave. However, such an employee can be called to attend office, if it becomes necessary due to administrative exigencies, but ordinarily an employee should not be refused to avail restricted holiday. The adhoc and other employees with short service may be allowed one Restricted Holiday if the total service is less than 6 months and 2 holidays if it exceeds 6 months service. The employee can send application for Restricted Holiday from his/her home and does not bind on him/her to get it sanctioned before hand.
- Special casual leave**
- (12) A male University employee, whose wife undergoes a non-puerperal tubectomy operation, may be granted special casual leave up to 7 days to look after his wife subject to the condition that the concerned male employee produces a certificate from the University Medical Officer (prescribed medical authority in case of employee serving in outstation) to the effect that the presence of the University employee is essential for the period of leave to look after his wife during her convalescence after operation. This decision will apply to the employees borne on regular and work charged establishment.
- Leave for anti-rabid treatment**
- (13) An employee of the University who has been bitten by a rabid animal may be granted casual leave up to 15 days for anti-rabid treatment. If in a special case leave for more than 15 days is necessary, and the appointment of a suitable substitute is found necessary, one month's additional leave on average pay or earned leave as the case may be, granted which shall not be debited against the leave at the credit of the employee. When, however, no substitute is engaged, the entire period of 1½ month leave should be treated as casual leave. Any leave required in excess of 1½ month may be granted under the ordinary leave rules applicable to the employee concerned.
- Quarantine Leave**
- (14) A quarantine leave as provided under the Punjab Government rules may also be given to the employees of the University.

- Other leave** (15) Other leave mentioned in clause 1(f) of these Statute may be granted to an employee at any time according to the rules of the Punjab State Government and subject to such limitations as competent authority may, in each case in which such leave is applied for, determine.
- Hospital Leave** (17) (i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of his/her official duty.  
(ii) Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary.  
(a) equal to leave salary while on earned leave for the first 120 days of any period of such leave; and  
(b) equal to leave salary during half pay leave for the remaining period of any such leave.  
This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible, provided that the total period of leave after such combination, shall not exceed 28 months.  
The above provision shall also be applicable in the case of teachers.
- Maternity Leave** (18) (i) The competent authority may grant to a female employee maternity leave on full pay for a period not exceeding 180 days. The grant of leave shall be so regulated that the date of confinement falls within the period of leave. Further, the leave may be extended by the grant of leave of the kind due with Medical Certificate of the University Medical Officer (prescribed medical authority in case of employees serving at outstations). Maternity leave is not debited against the leave account.  
Maternity leave will not be admissible to a female employee who has two or more children. She may, however, be granted leave of the kind due.  
Leave on account of miscarriage/abortion shall be admissible only in those cases where a woman employee has only one living child. The others having two or more children shall not be entitled to avail of the concession but, if required, can be sanctioned leave of the kind due, on the production of medical certificate. The total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire service career of the female employee.  
*Note:* Leave in continuation to maternity leave may also be granted in case of illness of a newly born baby subject to the female employee producing a medical certificate from the University Medical Officer or other prescribed medical authority as the case may be, to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.
- Paternity leave** (19) As per notification issued by the Additional Secretary Finance (B), Govt. of Punjab, Department of Finance (Finance Personnel-II Branch), Chandigarh vide letter No. 1/10/98-3PF.2/3187, dated 9-4-2002, paternity leave is applicable to the employees as under :  
"The male employee (with less than two surviving children) on his request, may be granted, paternity leave for maximum 15 days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused."
- Leave for Vasectomy** (20) The University employees who undergo Vasectomy operation under the Family Planning Scheme, shall be granted three days special leave,

immediately after the operation for taking rest, on production of a certificate to the effect that the employee concerned has undergone operation. This special leave may, however, be extended upto six days in special cases where it is considered necessary, on medical advice.

#### **Child Care Leave**

- (21) The Child Care Leave for female employees shall be granted as per provisions of Child Care Leave notified by the Personnel Department, Government of Punjab vide No. 6/26/2011-6PP3/2046 dated 22.12.2011 and circulated by the Registrar vide No. GADVASU/E-1/12/3815-53 dated 11.04.2012, which are as under:
- a) The female employees having minor children (less than 18 years) can avail child care leave maximum up to one year (365 days) during their entire service.
  - b) This leave can be availed to look after maximum up to two children and their needs, i. e. to appear in exams or in case of their illness. Documentary proof will have to be submitted to avail such leave.
  - c) During this leave, leave salary will be admissible as in the cases of earned leave.
  - d) Such leave can be availed in one or more spells but the same cannot be availed in more than three spells in one calendar year.
  - e) This leave will not be granted for less than 15 days.
  - f) In case a female employee remains absent un-authorizedly and applies for child care leave, she will not be given benefit of this leave under any circumstances.
  - g) This leave will not be debited to the leave account but the account of the leave will be maintained in the prescribed proforma and entry will be made in the service book of the female employee concerned.
  - h) This leave cannot be claimed as a matter of right as per provision in Rule 8.15 of Punjab Civil Services Rules Volume-I, Part-I.
  - i) This leave is to be sanctioned like earned leave. The prior permission of the competent authority will be mandatory before proceeding on leave.
  - j) The competent authority may refuse to grant leave and the leave already granted can also be cancelled in the public interest.

The following types of female employees will not be entitled for such leave:

- a) Against whom disciplinary proceedings are pending or are under suspension.
- b) Those who are under probation, but due to some medical reasons where the minor children need immediate care then the leave granting authority may grant child care leave keeping in view the request of the female employee on merit but the medical certificate should be countersigned by the Civil Surgeon (Chief Medical Officer of the University).
- c) Those working as daily paid labour/ work charged and on contract basis.

#### **Extra-ordinary leave to the wives of Defence Services Personnel**

- (22) Extra-ordinary leave up to a period of six months at a time may be sanctioned to the wives of Defence Services Personnel working in the University while their husbands are posted to family stations subject to the limit of three years extra-ordinary leave during entire service of the employee concerned.

#### **Study leave to non-teaching employees**

- (23) The non-teaching employees may be granted study leave for pursuing higher studies, if it is beneficial to the University and not for merely personal interests of the employee, provided the applicant(s) have completed the minimum service of 5 years for being eligible for the grant

of study leave. The study leave shall be granted by the Vice-Chancellor, subject to the following conditions:

- a) Study/ training should be related to the job requirement of the employee concerned.
- b) Study leave may be sanctioned to not more than three non-teaching employees in a particular year.

However, no employee shall on account of any academic or other qualifications acquired by him/her in course of his/her employment, by availing such kind of leave, claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade.

**Note I:** The rules prescribed under Clause 21(3) of Chapter-VII (Part-B) of the Statutes shall be applicable to non-teaching employees also.

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| <b>Record of Service</b>                            | 21 | <ol style="list-style-type: none"><li>(1) There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his/her service in the University. The file shall contain in particular, a Service Book giving a history of his/her service from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The Service Book shall also contain Leave Account Form for the employee showing a complete record of all leave (except casual leave) earned as well as unearned taken by him/her.</li><li>(2) A confidential reports file shall also be maintained for each employee.</li></ol>   |
| <b>Writing of Confidential Reports of employees</b> |    | <ol style="list-style-type: none"><li>(3) Reports should be written regularly and kept up to date.<ol style="list-style-type: none"><li>i) The reports should be written once a year for the period from 1st June to 31st May.</li><li>ii) The report should be written in the first week of June and a certificate should be furnished by all the reporting authorities to the Registrar by 30th June that the Confidential Reports have been recorded by the due date. The time schedule prescribed by the University should be adhered to. Every officer concerned should fully give the correct date and year while signing the reports.</li><li>iii) When a reporting authority cannot write the confidential Reports of certain employees within the stipulated period, he/she should obtain prior approval of the Final Accepting Authority for extension in the period for writing the report explaining reasons for not writing the report by the prescribed date.</li></ol></li></ol>  |
| <b>What the reports should contain</b>              |    | <ol style="list-style-type: none"><li>(4) The reports should be written in the prescribed form except in the case of grade "A" employees and officers of the University for whom no form is prescribed. While writing the Confidential Reports it must be stated in each case whether the officer or official concerned has been able to discharge the duties of his/her office satisfactorily, whether the person is intelligent, able, conscientious, hardworking and quick in the dispatch of business and whether he/she is regular and punctual in his/her work.<ol style="list-style-type: none"><li>a. If the person reporting upon has to control an establishment under him/her, it should be stated whether he/she is able to supervise their work effectively, is able to maintain discipline and whether his/her relations with his/her subordinates are satisfactory. It should be stated whether he/she is accessible, hears and deals with the complaints properly and is courteous in his/her behaviour.</li><li>b. A special mention should be made regarding the integrity of an employee. It should be clearly stated if the employee is suspected of corruption or is believed to be corrupt and the reasons for holding this opinion should also be stated.</li></ol></li></ol> |

- c. The practice of making non-committal remarks like ‘No Complaints’ should cease.
- d. The column “Defects, if any” should not be left blank as a matter of course. If an employee has shown a marked defect in his/her work or tendency towards indiscipline and if verbal or written warnings have not improved him/her, the defect must be pointed out in this column. Of course, a single incident or lapse on the part of a subordinate should not be taken as an evidence of bad behaviour/work unless that lapse is frequent or continue and indicative of inefficiency persistent laziness or insubordination. A subordinate should be given a chance to improve but if he/she fails to improve in spite of advice (verbal/written), the defects should be clearly brought out in the report.
- e. The reporting authority should be guided solely by consideration of merit, justice and fair play. No personal considerations, approaches of any kind should be allowed to intervene and their conscience alone should be their guide in this matter.
- f. Very slight defects should be brought to an employee’s notice verbally in the way of advice and guidance and need not find mention in Annual Confidential Report unless they are of a type which have been more than once brought to the subordinate’s attention but which he/she nevertheless persists in. Remediable defects should also be pointed out during the year so that the employee concerned may make an effort to improve and to remove those defects.
- g. Where a pending enquiry finds mention in the Confidential Report of an employee, it should be ensured that the result of enquiry is also recorded in the C.R. file.

**Who is to write the reports**

- (5) The authority who is to initiate the reports, Second Reporting Authority and the Final Accepting Authority as well as the authority who is to take up the follow up action and the authority who is to maintain C.R. files shall be as approved by the Vice-Chancellor.

**Minimum period for which a reporting authority should have seen the work of an employee before recording remarks**

- (6) No reporting authority should record his/her remarks in the Confidential Report of an employee under him/her unless he/she has seen his/her work and conduct **for at least three months**. If he/she has served less than three month’s period, the opinion of the officer under whom he/she has previously served for at least three months should be obtained. The period of three months means, the period for which the reporting authority has actually seen the work of the employee. Besides recording leave (casual leave is treated on duty), the period of suspension when an employee does not attend to his/her duties, is not to be counted in calculating in this period of three months.

**Procedure to be followed where a reporting authority is related to the Officer to be reported upon**

- (7) a) When the reporting authority is the first reporting authority, he/she should be competent to record his/her remarks but while doing so he/she should clearly mention that he/she is related to the employee and bring out the exact nature of relationship.
- b) If the reporting authority is not the original reporting authority, he/she need not normally write a remarks. If, however, he/she feels that for some reasons he/she must enter some remarks, he/she should, while doing so, act as above.

**Recording of remarks on the occasion of relinquishment of charge by the reporting authority**

- (8) A reporting authority may, if he/she had not **done so previously within six months**, record remarks on the Confidential Reports of the employees subordinate to him/her within two months of his/her relinquishing charge of his/her post.
  - a) An officer under suspension is not competent to record Confidential Reports for the work and conduct of his/her previous subordinates.

<b>Communication of comments/ remarks</b>	b) An officer who has retired from service of the University or reverted back from deputation to the University will not be competent to record remarks in the Confidential Reports of subordinates who had worked under him/her.
<b>Procedure to be followed in respect of persons on foreign service</b>	(9) The grading/comments/remarks/advisory remarks etc. should be communicated to the employee concerned within one month of the acceptance of report.
<b>Representation against adverse remarks</b>	(10) An attested copy of the report should be supplied to the parent department of the official on foreign service as soon as it is recorded. The original reports should, however, be sent to the parent department on reversion of the employee.
	(11) (i) A representation should not be entertained unless it is received within 30 days from the date of communication of remarks to the employee. This time limit should be followed rigidly and time barred representations should be rejected. The employees should not be allowed to put up representations whenever they think the situation is favourable to them, and post-facto attempts to clean up C.R. files must be resisted. The representation against adverse remarks needs to be addressed to the appellate authority.
	(ii) Ordinarily, the representation against adverse remarks, if any, should not be taken notice on. In case where the adverse remarks made are not bonafide or are based on a patent error of fact, an examination of the representation shall be called for and these should not be turned down automatically.
	a) Where the preliminary examination of a representation does not <i>prima-facie</i> establish that the adverse remarks are malafide it should be turned out automatically. However, if it appears <i>prima-facie</i> that the remarks are not bonafide or that these are based on a clear error of fact, the representation should be examined on merit. If, as a result, it is felt by the Final Accepting Authority that the adverse remarks should be turned down, he/she should place the report after obtaining orders of the Appellate Authority. In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or were based on a patent error of fact, and, therefore, deserve expunction, after obtaining orders of the Appellate Authority the remarks should be pasted over, so that they cannot be deciphered, under proper attestation. The reporting officer may also be informed and suitably warned where of malaise intention is indicated.
	b) The representations or explanations against the adverse remarks should not be added to the Confidential Reports. The representations against adverse remarks should not contain absurd and baseless allegations against the reporting officers. If an employee has a genuine complaint against any officer, he/she should send his/her application separately through proper channel so that suitable action be taken thereon in the normal course. In case any employee, in future, makes such allegations in his/her representation which can be construed as indiscipline or misconduct, not only his/her representation will summarily be rejected but he/she will also be liable to disciplinary action in contravention of the University Employees' Conduct Rules.
<b>Nature of documents to be placed in C.R. files</b>	(12) i) All orders imposing any of the penalties enumerated in the relevant Statutes. ii) A copy of the orders granting advance increment(s). iii) Warnings should not be placed in the C.R. files without previous approval of the appointing authority.

- iv) Other communications of the nature of advice or conveying displeasure: Orders of the appointing authority should be obtained in each individual case as to whether or not, a copy should be placed in the Confidential Reports.
- v) When an official is placed under suspension, the facts should be recorded in the C.R. files. Similarly, the final result of disciplinary proceeding should also be duly recorded.

**Documents which are not to be placed in C.R. files**

- (13) Letters of appreciation of any major event of work done or special contribution made by the employees towards the implementation of a particular scheme or successful conclusion of a special campaign will not be placed on the Confidential Reports file without special permission of the appointing authority.

**Index**

- (14) An index, should form part of each Confidential Report and entries therein should be completed before any new documents are filed.

**Writing of Confidential Reports of Assistants, Superintendents and Administrative Officers**

- (15) The Comptroller will be the 2<sup>nd</sup> Reporting Authority in case of those Superintendent(s), Assistant Account Officer(s) and Account Officer(s) who deal with the accounts matter in addition to his/her administrative matters. The Controlling Officers of these officers will send their reports to the Comptroller who will record his/her remarks regarding the maintenance and supervision of accounts matter only on these reports and forward the same to the Registrar. Similarly, the Confidential Reports of Assistants dealing with accounts will be sent by the concerned controlling officers to the Comptroller who will record his/her remarks and will send the same to the Registrar.

**Confidential Reports of those responsible for non-adjustment of temporary advances and non-settlement of Audit Paras and requisitions**

- (16) Names of the officials responsible for the non-settlement of temporary advances and non-settlement of audit paras/requisitions should be indicated in the forwarding letters, mentioning the duties entrusted to each individual while sending the reports to the Controlling Officer/Comptroller.

**Delay in Communicating the comments/remarks/adverse Remarks**

- (17) It should be the responsibility of the Officer/Head of the Department concerned to communicate the comments/remarks/adverse remarks to the concerned officials without any unjustified delay beyond the stipulated period. The competent authorities should make occasional check of the confidential reports entrusted to their custody to ensure that comments/remarks/adverse remarks have actually been conveyed to the officer/official concerned.

The practice of recording non-committal remarks in the confidential reports such as 'Should improve', 'Improvement expected' 'There is scope for improvement' should be avoided. Report should be recorded by the competent authority in his/her own hand as far as possible. If typed, it should be in a manner that no scope of interpolation is left.

**Special instructions for writing reports of 'A' Grade employee**

- (18) No form is prescribed for writing reports of 'A' grade employees. However, while writing these reports, the reporting authority must state whether the Officer or official concerned has been able to discharge the official duties satisfactorily. Whether the person is intelligent, able, conscientious, hard-working and quick in the dispatch of business and whether he/she is regular and punctual in his/her work. If he/she has to control an establishment under him/her, it should be stated whether he/she is able to supervise their work effectively, is able to maintain discipline and whether his/her relations with the subordinates are satisfactory. It should be stated whether he/she is accessible, hears and deals with complaints properly and is courteous in his/her behaviour.



**Preparation of duplicate Confidential Reports**

- (19) The Confidential Report of the employee should be written in duplicate (not photostat) and one copy thereof should be kept by the Controlling Officer/Registrar as per the following instructions :
- i) The duplicate copies of the confidential reports up to the Sr. Assistants level (including reports of Field/Laboratory/Technical staff) should be retained by the Controlling Officers, i.e. Deans, Directors and other Officers of the University;
  - ii) The duplicate copies of the confidential reports of the Superintendents and above, should be sent to the Registrar, for record.

**Over-writing or fluid marks**

- (20) While writing the Confidential Reports, any over-writing or fluid mark must be signed by the officer who has written remarks.

**Remarks and grading in the Confidential Reports**

- (21) Generally, the remarks recorded in the different column of the report are not in commensurate with the overall grading given in the report. Therefore, the reporting authority should pay special attention to this effect that the remarks given in different column of the report should be completely in consonance with the overall grading of the report. However, no mud-slinging on the reporting authority should be made by the official making representation against the adverse remarks recorded in the Confidential Report.

**Adjudging the suitability of Officers/officials for promotion/career progression etc. where adverse remarks have been expunged or more than one Confidential Reports has been received during a year**

- (22) Where adverse remarks recorded in a confidential report of an officer/ official have been expunged by the competent authority without affecting the grading of an officer/official in such cases 'Grading' recorded in the C.R. shall stand. However, if while expunging the adverse remarks, the competent authority has also expunged the grading of an Officer/official for a particular year, such a C.R. should be ignored and the C.R. for the previous year should be taken into account and if even such a C.R. is not available, the competent authority should take into account the C.R(s) of the lower grade/post to complete the number of the C.Rs required to be considered. If this is also not possible, all the available C.Rs should be taken into account.

Where the officer/ official reported upon has held additional charge under two or more reporting authorities, the comments of the reporting officer who has seen the work of additional charge held by the officer/ official reported upon (for a period of not less than three months during the period under report) should be invited while recording the C.Rs. Such an Officer should submit his/her remarks in a brief note direct to the next higher authority i.e. reviewing/accepting authority, looking after the normal work of the officer/official reported upon who before adding his/her own remarks as reviewing/accepting authority should take both the sets of remarks i. e. those recorded by the reporting officer who has seen the normal work of the officer/official as well as those recorded by an officer who has seen the additional work of the officer/official into consideration.

**Regarding advisory remarks entries in the Confidential Reports of the employees**

- (23) No advisory remarks should be made part of Confidential Report of an employee. Such remarks may be communicated to the employee separately as and when required to provide him/her an opportunity to improve his/her working.

**Acceptance of Confidential Reports of Drivers**

- (24) The confidential reports of Jeep/Car drivers may be accepted by the concerned Deans/Directors/other Officers.

**Writing of Confidential Reports by Officer going to retire on 30th April or 31st May**

- (25) An officer who has retired from service or reverted back from deputation to the University will not be competent to record remarks in the confidential reports of subordinates who had worked under him/her.
- i) An officer who is retiring from the University on 30th April or 31st May of the year may be allowed to write the confidential reports of the employees concerned one week in advance from the date of his/her retirement instead of writing the same in the first week of June. However, the accepting authority may accept the C.Rs after the 31<sup>st</sup> of May after taking into account the report of the officer who has written the report before his/her retirement.
  - ii) If the Head of the Department/Supdt./AAO/AO concerned has retired from the University service prior to 30<sup>th</sup> April of the year, the confidential reports may be written direct by the Dean/Director/Officer concerned.

**Filing of property return** 22

All group 'A' and 'B' employees must file property return before 30<sup>th</sup> of April each year with respective controlling officer(s).

**Travelling and Daily Allowances** 23

- (i) The employees of the University shall be entitled to travelling and daily allowances as prescribed by the Punjab Government for its own employees till such time as the Board prescribes its own rates.
- (ii) Notwithstanding anything contained in (i) above, the persons invited to attend the meeting of a University Body or of a Selection Committee and an Examiner, who conducts viva-voce examination, may be paid T.A/D.A. in cash/cheque or through e-transfer by RTGS/NEFT etc. according to the rates admissible before the performance of return journey on his/her giving a certificate that the return journey will be performed in the manner as claimed in the bill.

**Foreign tours by the Vice-Chancellor** 24

- (a) The Vice-Chancellor will undertake foreign tours with the prior permission of the Chancellor and inform the Board of Management in its next meeting.

*Note:* In emergent cases, however, the Vice-Chancellor may seek the *post facto* approval of the Chancellor and inform the Board in their next meeting.

**General** 25

- (1) An employee of the University may be called upon to perform any extra work as may be assigned to him/her in the interest of the University.
- (2) Official information obtained in course of employment must not be communicated by any employee to any outsider or to the Press without the permission of competent authority.
- (3) The Vice-Chancellor shall be competent to allot such type of residential accommodation to an employee of the University as he deems fit, provided that the employee shall vacate such accommodation when called upon to do so by the Vice-Chancellor.
- (4) Any matter regarding conditions of service not covered by the provisions of this Statutes may be decided in accordance with the rules laid down by the Punjab Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board, or under the powers which may be delegated to him by the Board, may deem fit.
- (5) An employee of the University, notwithstanding any other provision contained in the Statute, may be required to pass such tests as may be prescribed by the Vice-Chancellor from time to time whether during the period of probation or thereafter. The Vice-Chancellor may, however, exempt an employee from passing such test/tests.
- (6) The first annual increment to an employee during the period of probation shall be allowed in the normal course unless withheld by the competent authority but the second annual increment shall be withheld till he/she passes prescribed tests.

- (7) The character and antecedents of the employee of the University shall be got verified by the head of office under whom he/she is posted on his/her first appointment.
- (8) An employee who has retired from the University service on superannuation, voluntary retirement, retired on the ground of compensation pension, invalid pension, resigned, dismissed or terminated, may submit his/her representation concerning service conditions/matters within four years of his/her retirement/resignation/dismissal/termination, as per applicable pension rules of the University.

## SCHEDULE

### Form-I

#### Candidate's Statement and Declaration

The candidate must make the statement required below prior to his/her Medical Examination and must sign the declaration appended thereto. His/her attention is specifically directed to the warning contained in the Note on the next page.

1. State your name (in full block letters)
2. State your age and place of birth.
3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement of suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting and attacks rheumatism appendicitis?  
OR  
(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?
4. When were you last vaccinated?
5. Have you or any of your near relation been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity?
6. Have you suffered from any form of nervousness due to over work or any other cause?
7. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board, within the last three years?
8. Furnish the following particulars concerning your family

Father's age, if living and state of health	Father's age at death and cause of death	Number of brothers living, their age and state of health	Number of brothers dead, their age at death and cause of death

Mother's age, if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition.

Candidate's Signature \_\_\_\_\_

**Note:** The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information, he/she will incur the risk of being removed from the service of the University.

FORM-II

I hereby certify that I have examined \_\_\_\_\_(Name of employee) who has been employed by the University as \_\_\_\_\_ on a provisional basis and whose signature is given below and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except \_\_\_\_\_ which in my opinion is not a disqualification for the function he/she is required to perform. His/her age according to his/her own statement is \_\_\_\_\_years and by appearance about \_\_\_\_\_ years. He/she has been vaccinated within the last 12 months or has been revaccinated within the last 12 months, or has already had small-pox and shows obvious scars thereof.

Marks of identification

Impression of left hand thumb and fingers

Signature of applicant

Signatures of the Doctor  
(with stamp)

## CHAPTER VII

### STATUTES REGARDING THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY AND THE PREPARATION AND MAINTENANCE OF RECORD OF THEIR SERVICE AND ACTIVITIES

#### PART-B

<b>Definitions</b>	1	<p>In this Statute, unless the context otherwise requires:-</p> <p>(a) "<b>Appointing authority</b>" means the authority competent to make appointments to various categories of posts according to the Statutes made under sub-section (d) of Section 33 of the Act.</p> <p>(b) "<b>Duty</b>" includes service as a probationer or apprentice provided that such service is followed by confirmation without a break.</p> <p>(c) "<b>Earned Leave</b>" means leave earned in respect of period spent on duty.</p> <p>(d) "<b>Leave</b>" includes earned leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, maternity leave, paternity leave, study leave, hospital leave, child care leave, extraordinary leave and sabbatical leave but does not include casual leave provided that a teacher on study leave shall continue to draw full pay plus allowances (including non-practicing allowance) as admissible, inclusive of annual increments regularly during the period of study leave as well as leave of kind due taken for study purpose preceding and/or succeeding study leave.</p> <p>(e) "<b>Pay</b>" means the amount drawn monthly by a teacher as the pay which has been sanctioned for the post held by him/her substantively or in an officiating capacity and includes special pay, grade pay or a personal pay or non-practicing allowance, if any, but not other allowances;</p> <p>(f) "<b>Service</b>" means the whole period of continuous service including period spent on leave; and</p> <p>(g) "<b>Average monthly salary</b>" as prescribed under sub-clause (i) of clause 1 to Part "A" of this Statute.</p>
<b>Age of entry/ retirement</b>	2	<p>The rules prescribed under clause 2 to Part 'A' of this Statute shall apply to the teachers also.</p>
	3	<p>Teachers of the University including teachers of the Dairy, Fisheries and Animal Husbandry Departments of the Punjab Government transferred to the University on foreign service and other teachers on foreign service from other institutions with the University shall be governed by the conditions of service laid down in the succeeding clauses.</p>
<b>No. of posts</b>	4	<p>The number of posts of teachers shall be such as may be recommended by the Academic Council and determined by the Vice-Chancellor with the approval of the Board and provided further that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.</p>
<b>Emoluments</b>	5	<p>(1) The grades of pay of teachers shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting a teacher already holding such a post.</p>

		(2)	The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increments if it deems fit.
		(3)	A teacher may be permitted to accept remuneration/allowance for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-Chancellor.
<b>Qualifications</b>	6		The academic and other qualifications of teachers shall be such as may be laid down by the Vice-Chancellor with the approval of the Academic Council provided for reasons to be recorded in writing, the Vice-Chancellor may appoint a person not possessing the prescribed qualifications.
<b>Medical certificate of fitness on first entry into University service</b>	7		The rules prescribed under clause 6 to Part 'A' of this Statute shall apply to the teachers also except that the standard of medical fitness for extension workers shall be as prescribed by the Punjab Government for its employees of corresponding status.
<b>Probation</b>	8		The rules prescribed under clause 7 to Part 'A' of this Statute shall apply to the teachers also.
<b>Seniority</b>	9		The rules prescribed under clause 8 to Part 'A' of this Statute shall apply to the teachers also.
<b>Contributory Provident Fund/GPF/NPS</b>	10		The rules prescribed under clause 9 to Part 'A' of this Statute shall apply to the teachers also.
<b>Death-cum-retirement gratuity</b>	11		The rules prescribed under clause 10 to Part 'A' of this Statute shall apply to the teachers also.
<b>Ex-gratia grants and other benefits</b>	12		The rules prescribed under clause 11 to Part 'A' of this Statute shall apply to the teachers also.
<b>Authorities empowered to impose penalties</b>	13		The rules prescribed under clause 12 to Part 'A' of this Statute shall apply to the teachers also.
<b>Allowance and leave during suspension</b>	14		The rules prescribed under clause 13 to Part 'A' of this Statute shall apply to the teachers also.
<b>Pay on reinstatement after suspension</b>	15		The rules prescribed under clause 14 to Part 'A' of this Statute shall apply to the teachers also.
<b>Increment</b>	16	(a)	The rules prescribed under clause 15 to Part 'A' of this Statute shall apply to the teachers also.
		(b)	A teacher on study leave shall continue to draw annual increments regularly during the period of study leave as well as leave of the kind due taken for study purposes preceding and/or succeeding study leave.
<b>Acceptance of work outside the University, patent right, remuneration for research work for outside authority, etc</b>	17	(1)	(i) A teacher shall devote his/her whole time to the service of the University and shall not, without express permission of the competent authority engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his/her duties. This shall not, however, apply to any work of a University or a Board or Public Service Commission or to work in connection with any academic and scientific conference or congresses.
		(ii)	No employee of the University shall arrange/negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources without getting prior permission in this regard from the Vice-Chancellor.
		(iii)	The total remuneration that shall be allowed to a teacher as well as Deans, Director of Research and Director of Extension Education

for undertaking examination work of Colleges/Universities/Boards/Institutions/Public Service Commission shall be as follows during a year :

<i>Amount of remuneration</i>	<i>Teacher's share</i>	<i>University's share</i>
For the first Rs.10,000/-	Whole amount	Nil
From Rs. 10,001/- to Rs. 24,000/-	Rs.10,000/- plus 50% of the amount exceeding Rs.10,000/- and upto Rs.24,000/-	50% of the amount exceeding Rs.10,000/-
From Rs. 24,001/- and above	Rs. 10,000/- plus 50% of the amount exceeding Rs.10,000/- upto Rs.24,000/-	50% of the amount exceeding Rs. 10,000/- up to Rs. 24,000 plus whole amount exceeding Rs. 24,000/-

However, no remuneration to the University teachers will be admissible for doing examination work of this University except the remuneration paid in connection with the University Entrance Examination for admission to various programmes.

## Patent

- (2) (i) If any teacher makes any invention or discovers any process in the laboratories or workshops of the University and if Intellectual Property Right (IPR) Cell of the University and the Vice-Chancellor are of opinion that application should be made to Government for the grant of patent of such invention or process, then, the University will get assignment from the member of the staff concerned on prescribed proforma approved by the Vice-Chancellor. The cost of securing such patent shall be borne by the University or any other agency deemed fit by the Board of Management on mutually agreed terms and conditions. Any royalty, emoluments or remuneration or income accruing from the sale or commercial exploitation of such patent shall be received by the University and University shall pay such amount to the inventor(s) as may be determined by the Vice-Chancellor based on the Intellectual Property Rights (IPR) policy of the University.

What amount of expenditure will be regarded as high in this connection shall be determined by the Board of Management.

- (ii) In case the University does not wish to apply for the grant of a patent, the inventor concerned may, with the permission of the Vice-Chancellor, apply for a patent solely in his/her own name provided that before doing so, he/she shall pay to the University the entire sum spent by the University on the invention or process.
- (3) Without the prior permission of the competent authority no teacher shall undertake private tuition with or without remuneration.
- (4) In the case of any specific testing, research work or consultancy service being entrusted to the University by any outside authority for which a fee is paid by such authority and the work being found acceptable by the Vice-Chancellor on the recommendation of the Dean of the constituent college concerned or the Director of Research, as the case may be, the Vice-Chancellor shall determine the amount to be paid to the teacher after meeting all expenses for carrying out the said testing, research work or consultancy service.

- Lien** 18 The rules prescribed under clause 17 to Part 'A' of this Statute shall apply to the teachers also.
- Declaration of age** 19 The rules prescribed under clause 18 to Part 'A' of this Statute shall apply to the teachers also.
- Resignation or termination of service** 20 The rules prescribed under clause 19 to Part 'A' of this Statute shall apply to the teachers also.
- Leave** 21 (1) The authority competent to grant leave, hereinafter to be known as the competent authority, shall be:
- (a) The Vice-Chancellor in case of teachers/employees visiting abroad.
  - (b) The Deans of the constituent colleges and the Directors in case of Professor or equivalent /Associate Professor or equivalent and study leave in case of Assistant Professor or equivalent.
  - (c) The Head of Department in case of Assistant Professor or equivalent except study leave.
  - (d) The University Librarian in case of Deputy/Assistant Librarians and study leave in case of Assistant Librarian.

Provided that the Vice-Chancellor, at his discretion or for any special reason, may review the orders passed by the competent authority mentioned in these Statutes.

- (a) The rules prescribed in Section 20 of Part 'A' of this Statutes shall apply to the teachers also.
- Extra-ordinary leave** (2) (b) The competent authority may, in its discretion, for any specific reason, grant a teacher extra ordinary leave of absence, but such leave shall be without pay and shall not exceed two years in his/her entire career except for higher studies for which separate rules exist.
- (c) A University teacher may be granted academic leave by the Vice-Chancellor on the terms and conditions contained in the guidelines issued by the University Grants Commission/ICAR from time to time. However, while granting this leave, it will be ensured that the work of the University does not suffer in any way. The current limit is of 10 academic leaves during a year.

Provided further that the maximum period for which extraordinary leave is granted to a teacher for taking up outside assignment must not exceed five years during his/her entire service in the University.

Provided also that a teacher on outside assignment may be granted extension in extraordinary leave beyond the prescribed limit if the period between expiry of his/her leave and his/her retirement is less than two years provided he/she shall not join back during the remaining period of his/her service.

Irrespective of the provision contained in sub-clause (5) of clause 20 to Part 'A' of this Statute, if a teacher, who has been granted extraordinary leave to take up an outside assignment, fails to rejoin duty on the expiry of his/her leave, his/her services will be deemed to have been terminated from the date of expiry of leave.

Provided further that the maximum period for which extraordinary leave is granted to a teacher/scientist for taking up outside assignment must not exceed five years during his/her entire service in the University; provided that the Vice-Chancellor may allow leave to teachers not exceeding two months in a spell of three years in cases where he is satisfied that the assignment is of advisory/consultancy nature to foreign Governments/Institutions/International Organizations and shall bring recognition to the University and such leave shall not count towards maximum period of five years.



## Study leave

- The teacher(s) who have joined their post(s) after discontinuing Ph.D. studies be allowed E.O.L. for a maximum period of one year including the summer break after completing one year of service in the University, provided that the concerned teacher has completed the course work and 75% research and has also successfully completed the comprehensive examination as applicable.
- (3) A teacher desiring to prosecute higher studies may, if he/she has served for not less than five years, be granted study leave on full pay plus allowances as admissible for period(s) ordinarily not exceeding two years but in special cases up to three years in all and provided that he/she spends the entire period in study or research at the University; or other institution or in any approved manner and provided further that the teacher executes a bond to serve the University for a period of three years after his/her return to duty, as per Annexure-I.

Provided that in the event of the teacher concerned resigning or retiring from service without re-joining after the expiry or termination of the period of study leave or at any time within a period of three years or the actual period of total leave (inclusive of leave of the kind due) availed of by him/her to complete the course of study, whichever is more, after his/her return to duty, he/she shall forthwith refund to the University or as may be directed by the University on demand all moneys paid to him/her or expended on his/her account towards study leave, as per terms and conditions of the bond together with interest thereon and damages from the date from which his/her resignation is accepted/services terminated or voluntary retirement is allowed, at the rate for the time being in force on University loans out of GPF/CPF or any other contributory fund as applicable.

Provided further that where a teacher has served for a period of not less than half the period of bond on return from study leave/leave of the kind due, recovery equal to half the amount of study leave shall be made. However, the period of extra-ordinary leave, if any, availed immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period. While calculating the amount of recovery only the period of study leave and not leave of kind due will be taken into consideration.

Provided further, if the teacher/employee concerned fails to arrange two sureties on the bond agreement, he/she may alternatively furnish either a guarantee by the scheduled bank or a fidelity bond of an insurance company for the amount which might become refundable to the University in the event of his/her leaving the University service prior to fulfilling the bond obligations.

In addition to Clause (3) above, the following guidelines of Ph.D. programme approved by the Board of Management in its 45<sup>th</sup> meeting held on 05.02.2020 vide Item No. 45.05, shall also be applicable for grant of study leave to the teachers serving at Guru Angad Dev Veterinary and Animal Sciences University for pursuing Ph.D. from this University:

- a) The programme will be known as 'GADVASU in-service Ph.D. programme'.
- b) The teachers/scientists working in Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana will be eligible for the 'GADVASU in-service Ph.D. programme'.

- c) The teacher/scientist should have completed at least three (3) years of service in the University prior to proceeding on leave for 'GADVASU in-service Ph.D. programme'.
- d) During the course work, including comprehensive examination, the teacher/scientist shall be granted study leave with full pay and allowances for a period of three (3) semesters. However, the duration may be extended to a maximum of four (4) semesters with permission of the Dean, Postgraduate Studies. In case, the candidate is not able to finish the course work including comprehensive examination within period of four (4) semesters, he/she will be granted leave of the kind due or EOL, as may be applicable.
- e) After completion of course work and passing the comprehensive examination, the teacher/scientist shall join back his/her duties and the research/dissertation work shall be done at Guru Angad Dev Veterinary and Animal Sciences University within a minimum of five (5) semesters. This period however, may be extended to a maximum of seven (7) semesters for research/dissertation work with permission of the Dean, Postgraduate Studies. Any further extension shall require the permission of the Vice-Chancellor of the University and he/she will be granted leave of the kind due or EOL as may be applicable. In addition to the research for dissertation, the teacher/scientist shall continue to perform normal academic duties in the department during this period.
- f) The programme of work shall be submitted before the end of first semester and synopsis of research work prepared in consultation with the advisory committee shall be submitted to the Dean, Postgraduate Studies before the end of second semester.
- g) Admission procedure/allotment of Major Advisor/formation of advisory committee/course, comprehensive examination, progress of research work and dissertation evaluation etc. will remain the same as per the existing rules and regulations of the University. Similarly, any other issue(s) of in-service Ph.D. programme shall also be dealt with as per the existing rules and regulations of the university. However, the teacher/scientist can register for maximum of 10 research credit hours per semester.
- h) The teacher/scientist shall have to execute a bond to serve the University for a period of one and half times of the time spent for the period of study leave during Ph.D. programme (course work with full pay and allowances) as per existing format. The bond period shall start immediately after submission of Ph.D. dissertation.
- i) The existing rules for provisions of in-service Ph.D. for GADVASU scientists/teachers will also continue to remain applicable. The teachers/scientists will have the choice to opt for new 'GADVASU In-service Ph.D. programme' or the existing in-service Ph.D. programme.

**Note:** (i) If an in-service Ph.D. teacher/scientist intends to visit another institute or laboratory for research work, he/she may be allowed a maximum of forty five (45) days in one or more slots for which he/she will have to avail leave of kind due, with no financial liability on the University.

(ii) The concerned Deans/ Directors while granting study leave under these guidelines should clearly mention this in his/her orders.

**BOND FOR EMPLOYEES OF THE GURU ANGAD DEV VETERINARY AND  
ANIMAL SCIENCES UNIVERSITY PROCEEDING ON STUDY LEAVE**

This bond is executed this day of \_\_\_\_\_ 20\_\_\_\_ by  
\_\_\_\_\_ S/o \_\_\_\_\_, resident of \_\_\_\_\_ in the  
District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Deptt. of  
\_\_\_\_\_ hereinafter called the Executant or the first party and  
S/Sh. \_\_\_\_\_ S/o \_\_\_\_\_ resident of  
\_\_\_\_\_ hereinafter called surety, or the  
second party and \_\_\_\_\_ S/o resident of  
\_\_\_\_\_ hereinafter called surety, or the third party and, the Guru  
Angad Dev Veterinary and Animal Sciences University through \_\_\_\_\_  
hereinafter called the University or the fourth party.

2. Whereas the University has granted, the first party study leave for the period from \_\_\_\_\_ to \_\_\_\_\_ under the study leave rules as contained under sub-clause (3) of clause 21 of the Statutes Part 'B' (regarding service conditions of University teachers, issued under Section 33 of the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005 and other rules applicable to him/her in consideration of which the first party has executed the instant bond in favour of the University.

And whereas in consideration of granting study leave/leave of the kind due to the first party, the second and the third party have agreed to stand as irrevocable sureties for the due performance of the contract by the first party in favour of the University i.e. the fourth party.

3. And whereas in the event of granting extension of study leave/ leave of the kind due to the first party at his/her request, the second and third party shall continue as irrevocable sureties for the due performance of the contract by the party of the first part in favour of the University i.e. the fourth party in the same manner and to the same extent as at the conclusion of the originally sanctioned study leave. The liability of the sureties shall be joint several and co-extensive with that of the first party.

Now this bond witnesses as follows:

- (i) that the Executant i.e. the first party undertakes to serve University i.e. the fourth party for a period of three years after his/her return to duty.
- (ii) that in case the Executant i.e. the first party does not rejoin duty on the completion of study leave, he/she shall be liable to pay the amount mentioned hereinafter, after the admissible time of study or at the option of the University when the first party rejoins duty.
  - a) that in the event of the Executant i.e. the first party resigning or retiring from service or services terminated without rejoining after the expiry or termination of the period of study leave or at any time within the period of three years or the actual period of total leave (inclusive of leave of the kind due) availed of by him/her to complete the course of study, the Executant i.e. the first party shall refund for the full bonded period the amount paid towards study leave together with interest from the date when the resignation is accepted/services terminated or voluntary retirement allowed, at the rate indicated in the following sub-clause.
  - b) that the Executant i.e. the first party has served for a period not less than half the period of bond on return from study leave/leave of the kind due, recovery equal to half the amount of study leave shall be made. However, the period of extra-ordinary leave, if any, availed of immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period.

- c) that the Executant i.e. the first party does hereby bind himself/herself and is ready to pay to the University i.e. the fourth party on demand the bond amount and the interest thereupon at a rate of \_\_\_\_\_% or at such rate of interest not higher than that for the time being in force on University loans in the event of violation of the conditions incorporated hereunder, out of GPF/CPF or any other contributory funds, as and if applicable.
- d) that where Executant i.e., first party shall also be liable to reimburse to the University i.e. the fourth party as damages the costs (administrative, legal etc.) incurred towards effecting any financial recoveries as indicated in the instant bond.
- (iii) that in the event of extension of study leave/leave of the kind due, the period of the bond shall stand extended automatically for the period specified in clause (i) above and the sureties already furnished shall also continue for the extended period of the bond as irrevocable sureties.
- (iv) that the decision and the statement of account regarding the expenses incurred by the University on any account in conformity with the terms & conditions of the bond filled whatsoever shall be final and binding on the party of the first part.
- (v) that all rules applicable to the study leave as may be amended from time to time shall be duly binding upon the party hitherto including sureties.
- (vi) that in case the party of the first part fails to complete his/her higher studies during the maximum permissible period of five years, the amount paid to him/her as salary during study leave shall be recovered from him/her, in the like manner as if he/she violated the terms & conditions of the instant bond i.e. from him/her or from his/her sureties jointly & severally.

The Executant i.e. the first party and the sureties i.e. the second and third party have signed this bond after reading, understanding, admitting the same to be correct and binding.

Accepted for and on behalf of the

**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY**

Sureties

1. \_\_\_\_\_  
Executant i.e. First Party

2. \_\_\_\_\_  
Surety i.e. Second Party

Witnesses

1. \_\_\_\_\_  
Surety i.e. Third Party

2. \_\_\_\_\_  
University i.e. Fourth Party

## Casual Leave

- (4) (i) Casual leaves admissible to a teacher of the University shall be 20 days in a year. It cannot however, be combined with any other leave but can be combined with holidays provided that the total period including holidays does not exceed 16 days at a time. Casual leave to teachers shall not ordinarily be permissible during the academic term;
- (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency;
- (iii) The authority competent to grant casual leave shall be the immediate superior of the teacher.

## Leave to visit abroad

- (5) In case any employee applies for leave to visit abroad on visitor visa, he/she will be given leave of the kind due as per rules. Subsequently, this leave can be granted after serving for at least one year after re-joining the duty. However, in emergent circumstances, if the employee wishes to visit abroad again within the period of less than one year, detailed justification should form part of the case while submitting the same for concurrence of the Vice-Chancellor.

All cases of leave for visiting abroad in respect of the employees (including teachers) should be put up to the Vice-Chancellor through the Registrar for concurrence before the leave is sanctioned. The teachers/employees who proceed abroad are required to give an undertaking in the requisite proforma for ensuring their return to the University after expiry of leave. In case any teacher/ employee fails to join back duties after expiry of leave period, action to accept his/her resignation be initiated promptly failing which the matter will be viewed seriously and action against the defaulting Head of the Deptt./D.D.O. shall be initiated.

- 21 (A) A teacher of the University prosecuting higher studies leading to Ph.D. degree may be granted extra-ordinary leave to the extent that the duration of the study leave plus extraordinary leave and also leave of the kind due plus extraordinary leave shall not exceed five years.

## Sabbatical Leave

- (B) The sabbatical leave may be granted for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad duly approved by the University from time to time to enable the academic and scientific staff to enhance their professional competence.
- (a)(i) Sabbatical leave may be granted to all categories of the teachers/scientists of the University after completion of 3 years of regular service in the University.
- (ii) This leave would be granted to the scientist/faculty member of the University after a minimum service of 3 years in the University, provided the scientist/faculty member concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding 3 years from the proposed leave starting date.
- (iii) The scientist/faculty member must have at least five years' service left before superannuation after completion of the sabbatical leave.
- (iv) The sabbatical leave will be limited to a maximum period of one year, during the entire career of a scientist/faculty member. This period of one year may be split into 2 or more slots. He/she shall be eligible to avail this leave again after a gap of 3 years from his/her return from the previous sabbatical leave.
- (v) The scientist/faculty member desirous of availing sabbatical leave should apply in the prescribed proforma (Annexure-II).
- (vi) The scientist/faculty member concerned will furnish the letter of acceptance from the host organization for undertaking the

- proposed study, research, training/teaching or related professional activities.
- (vii) Application for sabbatical leave shall be duly recommended and forwarded by the Head of the Department concerned to the Dean/Director concerned at least six months in advance. The offer from the host institution should also be attached while applying for sanction of the leave.
  - (viii) The Vice-Chancellor, Guru Angad Dev Veterinary and Animal Sciences University will be the competent authority to grant sabbatical leave.
- (b)(i) During the period of sabbatical leave within the country, the scientist/faculty member will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving the University on a regular position, had he/she not proceeded on sabbatical leave.
- (ii) For all intents and purposes, the period of sabbatical leave will be treated as a period spent on duty without entitlement of T.A. and D.A.
  - (iii) The scientist/faculty member will be eligible to receive subsistence allowance including travel expenses from an institution abroad in addition to the salary, provided he/she is spending the period of sabbatical leave in a foreign university/laboratory/institute.
- (c) (i) The sabbatical leave cannot be combined with any other kind of leave.
- (ii) The scientist/faculty member before proceeding on sabbatical leave will give undertaking that he/she would utilize the leave for the purpose(s) for which the sabbatical leave has been sanctioned and would not accept any full time commercial employment during the period of sabbatical leave and that he/she would refund the salary and other emoluments paid to him/her during the period of his/her sabbatical leave in case he/she resigns within three years after availing the leave to join institution(s) outside National Agricultural Research System.
  - (iii) During the period of sabbatical leave, the scientist/faculty member will continue to retain residential accommodation that may have been provided to him/her by the University on the same terms and conditions as are applicable to other University employees.
  - (iv) The host institution within the country shall provide all the facilities including office space, laboratory, transportation and suitable accommodation to the concerned scientist/faculty member.
  - (v) The scientist/faculty member on sabbatical leave shall be allowed to avail any kind of fellowship/scholarship/travel grant obtained from any national/international organization.
  - (vi) On the completion of sabbatical leave, the scientist/faculty member will submit a detailed report on the work done and objectives accomplished. A copy of the report will be forwarded by the Head of Department to the sponsoring institution along with his/her comments.
  - (vii) The scientist/faculty member may also be permitted to avail additional facilities, if any, on the pattern of the ICAR.

**Undertaking w.r.t earned leave or half-pay leave for going abroad**

If a teacher wants to go on earned leave or half-pay leave for going abroad, he/she may be asked to give an undertaking that he/she is not going on immigration and that he/she will not undertake any job without the prior permission of the competent authority and that if he/she is

found infringing this undertaking he/she would render himself/herself liable to the termination of his/her services.

- |   |    |     |  |
|---|----|-----|--|
| <b>Record of service</b>  | 22 | (1) | In addition to rules prescribed under clause (1) of Section 21 to Part 'A' of this Statute, the following rules shall apply to the teachers:   |
| <b>Writing of Annual Progress and Assessment Reports</b>                          |    | (2) | <ol style="list-style-type: none"><li>1. The report of the Head of the Department shall be recorded by Deans and Directors jointly. The Dean of the College concerned, the Dean, Postgraduate Studies, Director of Research and Director of Extension Education will meet, discuss the work of the Head of the Department and come to some conclusions on the subject. The opinion so formed should be recorded and signed by all the Deans and Directors concerned. A Dean or Director disagreeing with or wishing to add to the majority view would be at liberty to do so. This report will be submitted to the Vice-Chancellor who will then record his remarks.</li><li>2. The Head of Department or other scheme incharges working in the Professor's rank should not record any comments in the annual progress and assessment report of other Professor level teacher as these remarks are ought to be recorded by the Committee of Deans/Directors and Heads of Department concerned.</li><li>3. The Head of the Department will initiate reports of Associate Professors in his/her department and submit the same to the concerned Dean/Director. For teachers, it will be submitted to the Dean, Postgraduate Studies and the Dean of the college concerned, for Research Workers it will be submitted to the Director of Research and for Extension Education workers it will be submitted to the Director of Extension Education. The Deans/Directors concerned will record their opinion and forward the same to the Vice-Chancellor for his remarks.</li><li>4. The reports submitted by Assistant Professors will be put up to the immediate superior not below the rank of Associate Professor who will record his/her remarks and send it to the Head of the Department. The Head of the Department will record his/her opinion and send it to the concerned Deans/Directors for acceptance. In case of teachers working on teaching side who teach undergraduate classes, the Dean of the College will be the accepting authority. For those who teach postgraduate students also the report will go to both the Dean of the College concerned and the Dean, Postgraduate Studies.</li></ol> |
| <b>Minimum period required to watch work and conduct before recording remarks</b> |    | (3) | Annual Progress and Assessment Reports should be recorded in accordance with the instructions contained on the proforma itself i.e. period of six months is to be taken into account. However, if during a particular year no immediate superior/Principal Investigator/Project Leader has observed the work of a teacher for a period of six months, the instructions circulated by the Registrar in this respect, shall apply.   |
|   |    | (4) | Constraints and difficulties, if any, that a teacher may have experienced in the execution of his/her work during the period under report may be spelt out by him/her on a separate sheet and attached with the Annual Progress and Assessment Report.   |
| <b>Communication of comments/ remarks/ adverse/advisory remarks</b>               |    | (5) | The grading/comments/remarks/adverse remarks recorded in the Annual Progress and Assessment Report of teachers be communicated to them through the department concerned within one month of the acceptance of Annual Progress and Assessment Report. If any teacher has to make representation against the adverse remarks, he/she should do so within 30 days of the receipt of the communication conveying him/her such remarks.   |
| <b>Use of printed proforma for writing reports</b>                                |    | (6) | Only printed proforma approved by the Academic Council should be used for writing the Annual Progress and Assessment Report of teachers.   |

- Duplicate copies of reports**
- (7) Duplicate Annual Progress and Assessment Reports of teachers be maintained in the office of Registrar. The Dean/Director/Officer concerned shall be responsible for providing duplicate copy of Annual Progress and Assessment Reports of teachers to the O/o the Registrar.
- Schedule for AP & AR**
- (8) The report will cover the period from 1<sup>st</sup> August to 31<sup>st</sup> July every year. The following schedule shall be followed for writing of AP & AR:  
 Part I and II Upto 12th August of the year  
 (to be filled in by the teacher himself/herself)  
 Para 1 of Part III Upto 17th August of the year.  
 Para 2 of Part III Upto 22 and August of the year.  
 Para 3 of Part III Upto 26th August of the year.  
 Para 4 of Part III Upto 31st August of the year.
- In view of prevailing situations, the Vice-Chancellor may grant relaxation in aforementioned schedule for writing of AP & AR.
- Provided that if a teacher fails to submit his/her AP & AR in a particular year by the due date, that year will not be counted as service for the purpose of determining eligibility for career advancement under CAS. However, as per merit of the case, the decision of the Vice-Chancellor regarding condoning of the period of late submission of AP & AR shall be final.
- Writing of reports with a sense of objectivity**
- (9) The Annual Progress and Assessment Reports should be written with a sense of objective, truthful and vivid reflection of the work and conduct of the teacher concerned.
- The report of teachers appointed on contract basis against lien/leave vacancies**
- (11) The Annual Progress and Assessment Reports are also to be written/submitted by teachers appointed on contract basis against leave/lien vacancies. Where the teachers do not submit their Annual Progress and Assessment Reports at all, the same committee which is to record comments on his/her report, will meet and record its opinion about his/her work and conduct independently, in the absence of information which the teacher is required to furnish in Part I and II of the AP & AR proforma. The report of the teacher be put up to the authority competent to accept his/her Annual Progress and Assessment Report. However, the report will not be considered as having been submitted by the teacher.
- Self appraisal report against satisfactory remarks**
- (12) In case of Professor level teacher, the teacher concerned may represent to the following committee against “Satisfactory Grading” in his/her Annual Progress and Assessment Reports :
1. Dean of the College concerned
  2. Dean, Postgraduate Studies
  3. Director of Research
  4. Director of Extension Education
  5. Head of the Department.
- The concerned Dean/Director will act as Convener of the Committee. If the representation is by the Professor-cum-Head of the Department, then Head of the Department will not be associated with the Committee. The Committee will submit its recommendations to the Vice-Chancellor for final orders.
- Maintenance of AP & AR files**
- (13) The Annual Progress & Assessment Report files in respect of teachers shall henceforth be maintained by the Dean/Director concerned.



<b>Review of working of teachers who do not submit AP &amp; AR</b>	(14)	Where the teachers do not submit their Annual Progress and Assessment reports at all, the same committee which is to record comments on his/her report, will record its opinion about his/her work and conduct independently, in the absence of information which the teacher is required to furnish in Part I and II of the report. This report will then be put up to the authority competent to accept. However, this report will not be considered as having been submitted by the teachers.								
<b>Self-appraisal reports-detailed reasons for recording satisfactory/unsatisfactory performance</b>	(15)	The committees constituted to assess the performance of the teachers may give detailed reason for recording satisfactory/unsatisfactory performance in Part III of the Annual Progress and Assessment Report which shall be conveyed to the teacher concerned by the Controlling Officer after acceptance.								
	(16)	<p>In cases where teachers' performance has been graded as 'Satisfactory' in AP &amp; ARs, it should be communicated to the concerned teacher for his/her information so that he/she can show improvement. However, the teacher concerned can represent to the following Standing Committee:</p> <table border="0"> <tr> <td style="padding-left: 2em;">1. Concerned Dean/Director</td> <td style="padding-left: 5em;">Chairman</td> </tr> <tr> <td style="padding-left: 2em;">2. Dean, Postgraduate Studies</td> <td style="padding-left: 5em;">Member</td> </tr> <tr> <td style="padding-left: 2em;">3. Head of department concerned</td> <td style="padding-left: 5em;">Member</td> </tr> <tr> <td style="padding-left: 2em;">4. Scheme Incharge</td> <td style="padding-left: 5em;">Member</td> </tr> </table> <p>The committee after examining the representation will submit its recommendations to the Vice-Chancellor for final orders.</p>	1. Concerned Dean/Director	Chairman	2. Dean, Postgraduate Studies	Member	3. Head of department concerned	Member	4. Scheme Incharge	Member
1. Concerned Dean/Director	Chairman									
2. Dean, Postgraduate Studies	Member									
3. Head of department concerned	Member									
4. Scheme Incharge	Member									
<b>Grant of incentives to the NSS functionaries</b>	(17)	Due credit be given to the co-curricular activities being done by a teacher while assessing his/her Annual Progress and Assessment Report.								
<b>General guidelines for writing AP &amp; ARs</b>	(18)	<p>The following guidelines require strict compliance while accepting the annual progress and assessment reports of the Assistant Professor/Associate Professor/Professor level teachers:</p> <ol style="list-style-type: none"> <li>1. The AP &amp; ARs are to be received in the department and receipt numbered by affixing the stamp of the department as these are to be submitted by the teacher concerned by the 12th of August every year. The mentioning of receipt number and date is mandatory for verification of the fact.</li> <li>2. The AP &amp; ARs up to Part II are to be signed by teacher concerned on every page.</li> <li>3. Use of white fluid and cutting is not desirable in AP &amp; ARs.</li> <li>4. The committee members while assessing the work of the teacher concerned are to put dated signatures on the printed columns followed by rubber stamps.</li> <li>5. Every column of AP &amp; ARs is to be filled clearly whether applicable or not.</li> </ol>								
<b>Filing of property return</b>	23	The rules prescribed under clause 22 to Part 'A' of this Statute shall apply to the teachers also.								
<b>Travelling &amp; daily allowances</b>	24	The rules prescribed under clause 23 to Part 'A' of this Statute shall apply to the teachers also.								
<b>General</b>	25	<p>(1) The rules prescribed under clause 25 to Part 'A' of this Statute shall apply to the teachers also.</p> <p>(2) No teacher shall on account of any further academic or other qualification acquired by him/her in the course of his/her employment claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade or cadre unless the same is specially sanctioned by the Vice-Chancellor with the approval of the Board of Management upon the consideration of his/her acquired qualifications.</p>								

**(ANNEXURE-II)**  
**GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY**  
**APPLICATION FOR GRANT OF SABBATICAL LEAVE**

1. Name of the scientist/ faculty member \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Scale of pay \_\_\_\_\_
4. Name of the Department/ College \_\_\_\_\_
5. Official address \_\_\_\_\_  
\_\_\_\_\_
6. Residential address \_\_\_\_\_  
\_\_\_\_\_
7. Date of entry in the University \_\_\_\_\_
8. Date of superannuation \_\_\_\_\_
9. Length of service in the University up to the proposed date of commencement of leave desired.  
\_\_\_\_\_  
\_\_\_\_\_
10. Are you prepared to serve the University for more than 5 years before superannuation after availing the leave?  
\_\_\_\_\_
11. Arrangement made at the departmental level to look after the work assigned to the scientist/ faculty/ member proceeding on leave.  
\_\_\_\_\_
12. Have you availed deputation/assignment/study leave of one year or more in the preceding ten years  
Yes/No  
\_\_\_\_\_
13. Give statement of deputation in preceding ten years (Add Annexure if space is inadequate)  
\_\_\_\_\_  
\_\_\_\_\_
14. Have you availed sabbatical leave earlier?  
If yes, indicate the date and period of that leave.
15. Title of the proposed programme for availing the sabbatical leave  
\_\_\_\_\_
16. Give a brief resume of the approved programme (Add Annexure if space is inadequate)  
\_\_\_\_\_  
\_\_\_\_\_
17. Name and address of the host institution.  
\_\_\_\_\_

18. Has the host institution approved the proposed programme? Yes / No  
If yes, please attach the letter of acceptance.
19. Name and full address of the supervisor/coordinator in the host institution
20. Are you in receipt/likely to receive any scholarship/fellowship/assistantship/any other assistance (Please specify) during the leave? Yes / No
- If yes, indicate the name of the organization, its full address and emoluments and duration of Scholarship/ Fellowship/Assistantship/any other assistance (please specify) during the year.
- 
21. Does the scientist/faculty member want to retain the residential accommodation in the University during the period of sabbatical leave? Yes / No
- If yes, name the contact person at the residence and also relationship with him/her.
22. Name of the nominee authorized to receive your salary and other emoluments during the leave period.

### Undertaking

I \_\_\_\_\_, hereby give this undertaking to fully abide by the sabbatical leave rules and to return the salary and other emoluments received by me during the period of leave in case the conditions of the sabbatical leave are violated by me while on sabbatical leave. I shall also abide by the service conduct rules of the Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana. I shall not seek voluntary retirement for 5 years after my return from leave.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(in capital Letters)

23. Recommendations of Head of the Department/Dean/Director of Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana

To

The Vice-Chancellor  
Guru Angad Dev Veterinary And Animal Sciences University  
Ludhiana

## **CHAPTER VIII**

### **STATUTES REGARDING PENSION AND PROVIDENT FUNDS (PART-A) & RESTRUCTURED DEFINED CONTRIBUTORY PENSION SCHEME- NEW PENSION SCHEME (PART-B)**

- A. The Statutes, rules/regulations relating to Pension and Provident Funds have been printed separately, As Part-A in the form of a booklet under Section 30 of the Act.
- B. The Statutes, rules/regulations relating to Restructured Defined Contributory Pension Scheme- New Pension Scheme have been printed separately, as Part-B of the aforementioned booklet.

## CHAPTER IX

### STATUTES REGARDING INSTITUTION OF DEGREES AND DIPLOMAS AND CONFERMENT OF HONORARY DEGREES

#### Grant of Degrees

- 1 The University shall grant following degrees :-
- (i) (a) Bachelor of Veterinary Science and Animal Husbandry (B.V.Sc. & A.H.)
  - (b) Bachelor of Dairy Technology [B. Tech. (Dairy Technology)]
  - (c) Bachelor of Fisheries Science (B.F.Sc.)
  - (d) Bachelor of Technology [B.Tech.(Biotechnology)]
  - (ii) (a) Master of Veterinary Science (M.V.Sc.)
  - (b) Master of Veterinary Science (Animal Biotechnology) [M.V.Sc.(Animal Biotechnology)]
  - (c) Master of Science (Biotechnology) [M.Sc. (Biotechnology)]
  - (d) Master of Science Biotechnology with specialization in Animal Biotechnology [M.Sc. (Biotechnology) with specialization in Animal Biotechnology]
  - (c) Master of Fisheries Science (M.F.Sc.)
  - (d) Master of Technology (M.Tech.-Dairy Technology/Dairy Engineering/Dairy Microbiology/Dairy Chemistry)
  - (e) Master of Science [M.Sc.-Agricultural Economics (Animal Husbandry)]
  - (f) Master of Science [M.Sc. (Biochemistry)]
  - (iii) Doctors of Philosophy (Ph.D.) in various disciplines of Veterinary and Animal Sciences, Fisheries, Dairy Science & Technology and Animal Biotechnology.
  - (iv) Diplomas for the following courses:-
    - (a) Diploma in Veterinary Science and Animal Health Technology
  - (v) Any other degree/diploma course introduced by the University from time to time.

#### Conferment of Honorary Degree

- (1) The University shall, subject to confirmation by the Chancellor, have the power to confer honorary degrees and other academic distinctions on the recommendations of the Academic Council.
- (2) All proposals for the conferment of honorary degrees shall be made to the Committee consisting of the Vice-Chancellor and the Deans and, if accepted by the Committee, shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation.

#### Convocation

- (1) All degrees, diplomas and honorary degrees shall be conferred by the University either at convocation or in absentia.
- (2) A convocation for conferring degrees shall be held as far as possible once every year on a date to be fixed by the Chancellor.

## **CHAPTER X**

### **STATUTES REGARDING THE COURSES OF STUDY TO BE LAID DOWN FOR DEGREES AND DIPLOMAS OF THE UNIVERSITY**

1. The Academic Council shall lay down courses of study in various subjects both for undergraduate and postgraduate levels.
2. The authority to alter or abolish a particular course of study shall also lie with the Academic Council.
3. The details of courses to be offered by the University in various subjects shall be published for the information of all concerned.

## CHAPTER XI

### STATUTES REGARDING THE INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

**Institution of  
Fellowship and  
Scholarship, etc.**

The number and value of Fellowships and Scholarships to be annually awarded shall be determined by the Board either on its own initiative or on the recommendation of the Academic Council or any member of the Board of Studies of a College.

## CHAPTER XII

### STATUTES REGARDING THE CONDITIONS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES, STIPENDS AND FEE CONCESSIONS

1. The Academic Council shall, with the approval of the Vice-Chancellor, lay down the conditions for the award of the following recognitions and incentives for study, research and for distinction in sports and co-curricular activities to the students of the University:-
  - (a) *Fellowship*- for postgraduate studies and research;
  - (b) *Scholarships*- for undergraduate studies and for distinction in sports activities;
  - (c) Medals and prizes for meritorious academic pursuit and outstanding performance in co-curricular activities of the University;
  - (d) Stipends and fee-concessions for financially handicapped students and in-service candidates taking up postgraduate studies.
2. Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular fields and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes, stipends and fee concessions.

Provided that in the undergraduate programmes, where admission is based on entrance examination, the merit scholarships will be awarded in the first year of class on the basis of merit of the students in the entrance examination.
3. The Dean of a College on the recommendation of the concerned Head of the Department and subject to the prescribed conditions may award scholarships and fee concessions to the eligible students. The Dean of a College shall also have the authority to withdraw or diminish the recommendation if the student fails to fulfill the prescribed obligations.
4. The Vice-Chancellor, on the recommendation of the Dean of a College and/or the Director of Research/ Director of Extension Education, may award fellowships for postgraduate studies and for conduct of research in India or study abroad. The grant of stipends to in-service candidates for postgraduate studies shall also be made by the Vice-Chancellor on the recommendation of the Dean of a College and/or the Directors of Research/Director of Extension Education.

## CHAPTER XIII

### STATUTES REGARDING THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH

#### **Admission of students in Colleges**

- 1 (1) Students shall be admitted each year to various degrees/diplomas of the University in the following colleges/institute(s):
  - (I) College of Veterinary Science, Ludhiana
  - (II) College of Dairy Science & Technology
  - (III) College of Fisheries
  - (IV) College of Animal Biotechnology
  - (V) College of Veterinary Science, Rampura Phul
  - (VI) Veterinary Polytechnic, Kaljharani, Bathinda
  - (VII) Such other college(s) as may be established by the University after the commencement of the Act.
  - (VIII) Such Central Government Institutions of Veterinary and Animal Sciences Research, technical and extension education in the State of Punjab as may desire to be integrated as Colleges of the Guru Angad Dev Veterinary and Animal Sciences University.
  - (IX) Affiliated college(s) of the University complying with the norms prescribed by Guru Angad Dev Veterinary and Animal Sciences University in adherence to the VCI guidelines.
- (2) The number of students to be admitted each year in various colleges shall be approved by the Academic Council on the recommendation of the Board of Studies.
- (3) Applications for admission to various colleges shall be received by the Registrar not later than the prescribed date and on forms approved for the purpose.
- (4) Admission requirements to various degrees, diplomas, etc. shall be such as laid down by the Academic Council upon recommendation of the Board of Studies concerned.

#### **Maintenance of discipline etc.**

- 2 The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of Studies and regular payment of dues of the University.



## **CHAPTER XIV**

### **STATUTES REGARDING THE CONDITIONS UNDER WHICH STUDENTS SHALL BE ADMITTED TO THE DEGREE, DIPLOMA OR OTHER COURSES AND THE MANNER IN WHICH THE EXAMINATIONS ARE TO BE HELD AND THE ELIGIBILITY FOR THE AWARD OF THE DEGREES AND DIPLOMAS**

1. The conditions under which students shall be admitted to the Degree, Diploma or other Courses shall be such as are laid down by the Academic Council on the recommendations of the Boards of Studies.
2. The examinations shall be held on a continual basis providing for formal mid-term and final tests.
3. Detailed procedure of examination and conditions of eligibility for the award of Degrees and Diplomas, in the light of the provisions under clause 2 above shall be laid down by the Academic Council on the recommendations of the Boards of Studies of the respective colleges.

## **CHAPTER XV**

### **STATUTES REGARDING THE CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND THE LEVYING OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY**

1. Applications for accommodation in a hostel maintained by the University shall be submitted to the Director of Students' Welfare-cum-Estate Officer on such form and date as may be approved by the Vice-Chancellor for the purpose.
2. Regulations for allocation of room space, provision of reasonable amenities, and responsibility of the students in the proper upkeep of hostel properties and observance of discipline shall be laid down by the Vice-Chancellor on the recommendations of the Director of Students' Welfare-cum-Estate Officer.
3. Subject to the prescribed regulations, the Director of Students' Welfare-cum-Estate Officer shall be the authority to decide the allocation of room space to the applicants; provided that representation against such allotment shall be considered by a Committee consisting of the Deans and Director of Students' Welfare-cum-Estate Officer to be appointed by the Vice-Chancellor.
4. Every student residing in a University hostel shall deposit a mess security of an amount which may be laid down by the Vice-Chancellor. He/she shall also have to pay hostel fees and other dues at such rates as may be prescribed by the Board on the recommendations of the Finance Committee.
5. Supervision of the affairs of each hostel shall be entrusted to a teacher/group 'A' employee designated as Hostel Warden for a prescribed period.
6. A Committee of hostel wardens and representative student residents - one from each hostel shall be set-up under the chairmanship of the Director Students' Welfare-cum-Estate Officer to ensure satisfactory standards of hostel residence. The Committee shall hold a consultative status.

## CHAPTER XVI

### STATUTES REGARDING THE ESTABLISHMENT AND THE ABOLITION OF HOSTELS MAINTAINED BY THE UNIVERSITY

- |   |   |   |
|---|---|---|
| <b>Establishment and abolition of hostels</b> | 1 | The Board shall, on the recommendation of the Vice-Chancellor, establish hostel for all students of the University. No hostel shall be abolished without the approval of the Board.           |
|   | 2 | No student of the University shall be permitted to reside outside the hostel maintained by the University except with the permission of the Director of Students' Welfare-cum-Estate Officer. |

## CHAPTER XVII

### STATUTES REGARDING THE RECOGNITION AND SUPERVISION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY

1. In addition to the hostels maintained by the University, students may also be allowed to reside at such privately maintained places as would provide living comforts, sanitation and proper atmosphere for study.
2. The minimum conditions as in clause (1) above shall be laid down in detail by the Director of Students' Welfare-cum-Estate Officer with the approval of Vice-Chancellor and shall serve as criteria for recognition of these places as fit for residence of the University students.
3. The Director of Students' Welfare-cum-Estate Officer shall issue a formal certificate of recognition to the persons maintaining a building as a hostel or a lodge for residence of students. The certificate shall be displayed properly in the premises of that building.
4. The Director of Students' Welfare-cum-Estate Officer shall pay frequent personal visits to these places to satisfy himself/herself that the minimum conditions in regard to livability, sanitation and atmosphere for study are observed and maintained by the owners and the students.
5. A list showing the location, nature and cost of accommodation available in the recognized places shall be maintained in the office of the Director of Students' Welfare-cum-Estate Officer for guidance of students.
6. An up-to-date list showing the residential address, room number etc., of each student of the University, living in private recognized hostels, shall be maintained by the Director of Students' Welfare-cum-Estate Officer.

## CHAPTER XVIII

### STATUTES REGARDING THE ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS

- |  |   |   |
|--|---|---|
| <b>Establishment and amalgamation etc. of the Department</b> | 1 | Without prejudice to the powers of the Academic Council as defined in clause (d) of sub-section (2) of Section 24 of the Act, the establishment, abolition or amalgamation of Departments in the University and its Constituent Colleges shall be determined by the Academic Council. |
|  | 2 | Action taken under clause (1) shall be reported to Board of Management for information.   |

## **CHAPTER XIX**

### **STATUTES REGARDING LEVYING OF FEES BY THE UNIVERSITY FOR ANY PURPOSE EXCLUDING HOSTEL FEES GOVERNED BY THE STATUTES (CHAPTER XV)**

1. The University fees, other than Hostel fees, shall be classified in the following main categories:
  - (a) University admission fee;
  - (b) Tuition fee;
  - (c) University re-admission fee;
  - (d) Re-admission fee for NRI students;
  - (e) Fee for verification of certificates of qualifying Examination;
  - (f) Library service fee;
  - (g) Computer fee;
  - (h) Medical Examination Fee;
  - (i) College Laboratory Development fee;
  - (j) Migration fee for the students migrating from & to Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana;
  - (k) Contribution to such educational, social and recreational funds as may be specified; and
  - (l) Any other fee prescribed from time to time.
2. The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the Board upon the recommendations of the Vice-Chancellor, Academic Council and the Finance Committee.

## **CHAPTER XX**

### **STATUTES REGARDING THE REMUNERATION AND ALLOWANCES INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY**

1. The remuneration and allowances to persons employed on the business of the University shall comprise:-
  - (i) Fees to examiner;
  - (ii) Remuneration to persons engaged on supervising the conduct of examinations;
  - (iii) Persons specially invited on the business of the University;
  - (iv) Travelling and Daily Allowances to be paid to outsiders and to officers, teachers and other employees of the University; and
  - (v) Remuneration to be paid for conduct of entrance test other than routine examination duties.
2. The Board on the recommendations of the Vice-Chancellor and the Finance Committee shall make regulations on the matters mentioned in clause 1 of this Statute.

## CHAPTER XXI

### STATUTES REGARDING PERSONS WHO ARE DECLARED AS OFFICER(S) OF THE UNIVERSITY

- 1 The following shall be the officer(s) of the University in addition to the officers mentioned in Section 9(b) of the Act:
  - (a) University Librarian;
  - (b) Any other Officer as per provisions contained in this clause.

## CHAPTER XXII

### STATUTES REGARDING THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

<b>Definition</b>	1	The terms Group 'A', Group 'B', Group 'C' & Group 'D' used in the Statues shall carry the same meaning as assigned to them in the statutes relating to the appointment of employees of the University other than officers and teachers.
<b>Powers of officers, teachers &amp; other employees of the University</b>	2	The financial and administrative powers of the officers of the University shall be such as are prescribed herein after in the Statutes.
<b>Powers of the Vice-Chancellor</b>	3	<p>The Vice-Chancellor shall have the powers:-</p> <ul style="list-style-type: none"><li>(a) to sanction recurring and non-recurring expenditure chargeable to contingencies;</li><li>(b) to countersign his own T.A. bill, subject to the provisions of the Punjab T.A. Rules;</li><li>(c) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of Officers of the University;</li><li>(d) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University, etc., and such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus including instructions on 'black out' and other security or civil defense measures;</li><li>(e) to take a decision to file and defend suits, appeals, revisions and other legal proceedings etc., in courts of law and to engage counsel for this purpose on behalf of the University.</li></ul>
<b>Powers of Registrar</b>	4	<p>The Registrar shall exercise all the powers of a Drawing, Disbursing and Collecting Officer in respect of employees under him/her referred to in Part-I of the Schedule to the Statutes relating to the appointment of other employees of the University (hereinafter referred to as the Schedule) and shall also have the powers: –</p> <ul style="list-style-type: none"><li>(a) to incur expenditure chargeable to contingencies as under:<ul style="list-style-type: none"><li>(i) non-recurring expenditure up to Rs 1,50,000/- in each case;</li><li>(ii) recurring expenditure up to Rs 60,000 per annum in each case;</li></ul></li><li>(b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of all the employees working under him/her;</li><li>(c) to sign cheques for payment of sanctioned pay and allowances of the Comptroller.</li></ul>
<b>Powers of the Comptroller</b>	5	<p>The Comptroller shall have the powers:-</p> <ul style="list-style-type: none"><li>(a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all the employees under him/her referred to in Part-I of the Schedule;</li><li>(b) to open and operate necessary accounts on behalf of the University in a Scheduled Bank approved by the Board of Management, with the approval of the Vice-Chancellor.</li><li>(c) to sign cheques for payment of sanctioned pay and allowances of all the Officers, teachers and other employees of the University and also other cheques;</li><li>(d) to draw pay and other allowances of employees of the University Cadres of University administration; and/ or other offices/ departments/ colleges/ outstations.</li></ul>

		(e) to delegate powers mentioned in sub-clause (b) and (c) above to group 'A' employees working under the Comptroller.
<b>Powers of Deans</b>	6	(1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of employees under him/her referred to in Part-II of the schedule of the Statutes regarding the appointment of employees. (2) The Deans shall also have the powers:- (a) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them; (b) to open and maintain Personal Ledger Accounts relating to various funds of the college; and (c) to open and operate necessary accounts on behalf of the University, in a Scheduled Bank approved by the Board of Management, with the approval of the Vice-Chancellor.
<b>Powers of other Officers of the University</b>	7	The Director of Research, Director of Extension Education, Director of Students' Welfare-cum-Estate Officer and University Librarian, shall, with respect to employees working under them, exercise the powers of Drawing, Disbursing and Collecting Officers and shall also have the powers:- (a) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of all the employees of Group 'A', 'B', 'C' & 'D' working respectively under them; (b) to open and maintain Personal Ledger Accounts relating to various funds; and (c) to open and operate necessary accounts on behalf of the University, in a Scheduled Bank approved by the Board of Management, with the approval of the Vice-Chancellor.
<b>Powers of Heads of Departments</b>	8	(1) With respect to the staff employed in connection with the teaching, research and extension education work, the Heads of the Departments shall exercise the powers of Drawing, Disbursing and Collecting Officers. They shall have the power to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of teachers as well as employees of group 'B', 'C' & 'D' working under them. (2) To open and operate necessary accounts on behalf of the University, in a Scheduled Bank approved by the Board of Management, with the approval of the Vice-Chancellor.
<b>Delegation of Powers of D.D.O.</b>	9	The Drawing and Disbursing Officers may delegate their powers to Group 'A' employees not below the rank of Superintendents working under them.

## CHAPTER XXIII

### DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS BY THE BOARD OF MANAGEMENT TO THE OFFICERS/EMPLOYEES OF THE UNIVERSITY

- Definitions**
- 1 (a) The terms Group 'A', Group 'B', Group 'C' & Group 'D' used in this Statute shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than Officers and teachers.
- (b) The teachers shall be classified as Professor or equivalent (This will include Additional Director in the pay scale of Professors but who are not Officers of the University), Associate Professor or equivalent and Assistant Professor or equivalent.
- 2 The Officers, teachers and other employees of the University may exercise such administrative powers as are specified in Part 'A' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an Officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he considers necessary.
- 3 The Officers, teachers and other employees of the University may exercise such financial powers as are specified in Part 'B' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an Officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he/she considers necessary and provided further that no expenditure shall be incurred which is not provided in the Budget approved by the Board of Management and that expenditure in excess of the powers specified may be incurred (up to the amount provided for in the budget) with the approval of the sanctioning authority after obtaining the concurrence of the Comptroller.
- Delegations of powers by the Vice-Chancellor**
- 4 The Vice-Chancellor may delegate to an Officer, teacher or any other employee of the University such powers as he considers necessary which have been delegated to the Vice-Chancellor by the Statutes.

**SCHEDULE**

**PART 'A'**

**Statement showing the delegation of administrative powers by the Board of Management to Officers, teachers and other employees of the Guru Angad Dev Veterinary and Animal Sciences University.**



**DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Deans/ Directors/Director Students Welfare-cum-Estate officer</b>	<b>Head of Deptt.</b>	<b>Prof. or equivalent, Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorized by Heads of Deptts. concerned or group 'A' employees specially authorized by DSW-cum-EO</b>
1.	Powers to make officiating Appointments	Upto 6 months in respect of Officers of the University, group 'A' employees and all teachers	Nil	Nil	Nil	Nil
2.	Powers to permit charge of group 'A', 'B' & 'C' employees to be made elsewhere than at headquarters	Full powers	Nil	Nil	Nil	Nil
3.	Powers to effect transfer of Officers, technical and ministerial staff	Full powers	Full powers in respect of group 'B', 'C' & 'D' employees under their respective charge	Full powers in respect of Asstt. Prof. & equivalent and group 'C' & 'D' technical employees within their jurisdiction  <b>DSW-cum-EO:</b> Full powers in respect of group 'B', 'C' & 'D' technical employees under him/her	Full powers in respect of group 'C' & 'D' technical employees. In respect of Asstt. Prof. & equivalent, full powers if transfer does not exceed two months duration	Nil
4.	Powers to sanction honoraria to the employees	Full powers	Non-recurring upto Rs. 100 in each case subject to an annual limit of Rs. 500/-	Non-recurring upto Rs. 100 in each case subject to an annual limit of Rs. 500/-	Nil	Nil
5.	Powers to permit acceptance of fee for outside work by the employees in accordance with the provisions of the Statute Part 'B' under clause (q) of Section 33 of the Act	Full powers	Nil	Full powers	Nil	Nil

**DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/ Director</b>	<b>Head of Deptt./ Executive Engineer</b>	<b>Prof. or equivalent, Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorized by Heads of Deptts. concerned or group 'A' employees specially authorized by DSW-cum-EO</b>
6.	Powers to permit Officers, teachers and employees to attend outside the State conferences and meetings and other business of the University	Full powers	Upto ten days excluding journey days for staff working under them	Upto ten days excluding journey days for staff working under them		Nil
7.	Powers to allow daily allowance at a place of training	Full powers	Nil	Nil	Nil	Nil
8.	Powers to declare controlling authority in respect of T.A. of Officers, teachers and employees of the University	Full powers	Nil	Nil	Nil	Nil
9.	Powers to fix headquarters of any post within the State	Full Powers	Nil	Nil	Full powers in respect of group 'B', 'C' & 'D' staff employed in field survey and investigation schemes	Nil
10.	Powers to sanction reimbursement of cost of medical treatment to Officers, teachers, employees and their families	Full Powers	Upto Rs. 100/- in each individual case for staff working under them	Upto Rs. 100/- in each individual case for staff working under him	Upto Rs. 50/- in each case for staff working under them	Nil
11.	Powers to sanction house rent allowance equivalent to 10% of pay or the actual rent paid whichever is less to persons entitled to rent-free accommodation	Full powers	Nil	Nil	Nil	Nil

**DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/ Director</b>	<b>Head of Deptt./ Executive Engineer</b>	<b>Prof. or equivalent, Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorized by Heads of Deptts. concerned or group 'A' employees specially authorized by DSW-cum-EO</b>
12.	Powers to send officers/officials for short training	Full powers	Nil	Full powers in respect of Asstt. Prof. & equiv. and group 'C' & 'D' employees working under them upto a period of 10 days excluding journey days	Full powers in respect of group 'C' & 'D' employees working under them up to a period of 10 days excluding journey days	Nil
13.	Stoppage/release of increments of teachers and other employees	Full Powers	Full powers in respect of posts for which competent to make appointments	Full powers in respect of posts for which competent to make appointments		Nil
14.	Shifting of headquarters of all Asstt. Prof. & equivalent	Full powers	Nil	Full powers	Nil	Nil
15.	Purchase of movable and immovable property	Full powers	Rs. 20,000/- in respect of staff working under them.	Rs. 20,000/- in respect of staff working under them	Rs. 500/- in respect of staff working under them	Nil
16.	Acceptance of resignation of officers, teachers and other employees of the University	Full Powers	Full powers in respect of employees to whom they are competent to make appointments	Full powers in respect of employees for whom they are competent to make appointments		Nil
17.	To censure employees, to order recovery of charges and to suspend	Full Powers	Nil	Nil	Nil	Nil

**DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM**

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Dean/ Director	Head of Deptt./ Executive Engineer	Prof. or equivalent, Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorized by Heads of Deptts. concerned or group 'A' employees specially authorized by DSW-cum-EO
18.	To allow employees to complete their period of probation or to withhold this sanction	Full Powers	Full Powers in respect of group 'B', 'C' and 'D' employees working in their offices	Full Powers in respect of Prof./Assoc. Prof./Asstt. Prof. or equivalent and group 'B', 'C' and 'D' employees working in their offices	Full Powers in respect of Assoc. Prof./ Asstt. Prof. or equivalent and group 'B', 'C' and 'D' employees working under them.  <i>Note:</i> Where an Associate Prof. or equivalent exercise the powers of head of Deptt., the cases of completion of probationary period of Assoc. Prof. and equivalent in that Deptt. Shall be decided by the concerned Dean/Director	Nil
19.	To sanction loans from C.P.F./G.P.F.	Full Powers	<b>Comptroller:</b> Full Powers	Nil	Nil	Nil

**SCHEDULE**

**PART 'B'**

**Statement showing the delegation of financial powers by the Board of Management to officers, teachers and other employees of the Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana**

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Dean/Director (Except D.R)/DSW-cum-EO	Director of Research	Head of Deptt.	Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO
1.	Purchase of books, periodicals maps etc., for official use	Full Powers	Rs. 500/- a year	Rs. 500/- a year	Full powers to the extent of budget provision.	Rs. 500/- a year	Nil
2.	To make local purchase of stationery for office in case of urgency	Ditto	Rs. 1,000/- a year	Rs. 500/- a year	Rs. 1,000/- a year	Rs. 200/- a year	Rs. 50/- a year
3.	To give out urgent printing work to a private press	Ditto	Rs.100/- in each case subject to the limit of Rs. 500/- a year	Rs. 100/- in each case subject to the limit of Rs. 500/- a year	Full powers subject to no objection from PAU press	Rs. 50/- in each case with limit of Rs. 250/- a year	Nil
4.	(a) To rent or lease buildings or lands for University work	Ditto	Nil	<b>DSW-cum-EO:</b> Rs. 200/- per mensem in each case	Rs. 1,000/- p.m. in each case	Rs. 100/- per mensem in each case	Nil
	(b) To rent out University residential and office building and shops	Upto Rs. 200/- in each individual case	Nil	Nil	Nil	Nil	Nil
5.	To sanction permanent advance to a subordinate officer	Full powers	Upto Rs. 100/- in each case	Full Powers with concurrence of the Comptroller	Full Powers with concurrence of the Comptroller	Nil	Nil
6.	To sanction creation of temporary posts	Posts for which competent to appoint under the Statute regarding appointment of employees and teachers of the university.		Posts for which competent to appoint under the statutes regarding appointment of employees and teachers of the university		Nil	Nil
		For a period not exceeding one year	Upto a period not exceeding six months	Upto a period not exceeding six months			
7.	To authorize urgent repairs of buildings of the campus	Full powers	Nil	<b>DSW-cum-EO:</b> Rs. 5,000/-	Rs. 3,000/- in each case subject to no objection from DSW-cum-E.O.	Upto Rs. 500/- in each case	Nil

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
8.	To sanction purchase of stores and articles of a capital nature such as scientific instruments and machinery (including livestock)	Ditto	Nil	Rs. 10,000/- in each case	Rs. 20,000/- in each case	Rs 2,000/- in each case	Nil
9.	To sanction estimates for manufacture and repairs in workshops controlled by the University	Full Powers	Nil	Rs. 10,000/- in each case	Rs. 10,000/- in each case	Rs. 2,000/- in each case	Rs. 500/- in each case
10.	To sanction purchase of stores required for the manufacture and repairs undertaken by the Workshop.	Ditto	Nil	Rs. 10,000/- in each case	Rs. 10,000/- in each case	Nil	Nil
11.	Contracts for sale of farm or garden produce	Ditto	Nil	Upto Rs. 30,000/- in a year	Rs. 2,00,000/- in a year	Upto Rs. 5,000/- in a year	Upto Rs. 1,000/- in a year
12.	To dispense with earnest or security money when plant and machinery, implements, spares, etc. are supplied and erected by the firms of undoubted financial standing and repute	Ditto	Nil	Nil	Full Powers	Nil	Nil
13.	To sanction the purchase and manufacture of office furniture and necessary estimates thereof	Ditto	Rs. 1,000/- a year	Rs. 1,000/- a year	Rs. 10,000/- a year	Rs. 250/- a year	Rs. 50/- a year
14.	To sanction hiring of furniture	Ditto	Rs. 250/- for offices under him and Rs. 100/- for his own office not more than a period of 2 months in a year	Rs. 250/- not more than a period of 2 months in a year	Rs. 2,000/- a year	Rs. 25/- a month not exceeding one month in a year	Rs. 10/- a month not exceeding one month in a year

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
15.	To sanction the purchase of tents and chowldaries	Ditto	Rs. 1,000/- in each case	Full Powers with concurrence of Comptroller	Full Powers with concurrence of Comptroller	Rs. 250/- in each case	Nil
16.	To sanction purchase of type-writers, duplicators and calculating machines	Ditto	Nil	Nil	Rs. 20,000/- for offices under him including purchase for his own office	Nil	Nil
17.	To dispose of through a commission agent or by auction or otherwise, stocks (as distinct from surplus stock) of articles manufactures in workshop.	Ditto	Nil	Rs. 100/- in each case	Rs. 1,500/- in each case	Nil	Nil
18.	To sanction refund of revenue	Full Powers	Rs. 1,000/- in each case	Full Powers with concurrence of the Comptroller	Full Powers with concurrence of the Comptroller	Nil	Nil
19.	To write of losses arising from stores of any kind (including machinery, implements, bullocks, horse, miscellaneous articles, etc. purchased from farm or any other grants) which deteriorate or become surplus or unserviceable to the extent that they must be sold or written off	Ditto	Nil	Upto Rs. 500/- in each case	Upto Rs. 2,000/- in each case	Upto Rs. 100/- in each case	Nil



**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
20.	(i) To write off irrecoverable dues of seed stores, farms and gardens in cases in which recovery is not practicable	Ditto	Upto Rs. 500/- in each case (for Registrar only)	Rs. 200/- in each case	Rs. 1,500/- in each case	Nil	Nil
	(ii) To write off storage losses in farm produce due to dryage, damage by weevils, rats, fire, white-ants, rains, etc.	Ditto	Nil	1% of total stock subject for a maximum of Rs. 250/-	1% of total stock subject to a maximum of Rs. 2,000/-	Upto the limit prescribed for each item	Nil
Note: The prescribed limits as referred to above and under Head of Deptt. are given in Annexure to this schedule.							
21.	To write off value of losses due to petty thefts, weighments and in transit	Ditto	Full powers	Up to 10% of total the stock	Up to 10% of total the stock	Nil	Nil
22.	To write off losses due to dryage plants and grafts	Full Powers	Nil	Nil	Nil	Up to 5% of total stock	Up to 2% of total stock
23.	To sanction expenditure on demonstration of implements, improved seeds, fertilizers, etc.	Ditto	Nil	Rs. 200/- in each case	Rs. 1,500/- in each case	Rs. 100/- in each case	Rs. 100/- in each case
24.	To sell at a reduced rate surplus stock (seed, plants and grafts)	Ditto	Nil	Upto 1 Lb. of seed of each kind and value not exceeding Rs. 50/- in each case	10 Lb of seed of each kind and value not exceeding Rs. 500/- in each	Upto 1 Lb of seed of each kind and value not exceeding Rs. 50/- in each case	Nil
25.	To sanction re-appropriation and transfer of funds from one minor head of scheme to another	Ditto	Nil	Nil	Nil	Nil	Nil

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
26.	To sanction payment of demurrage, wharfage charges	Full Powers	Rs. 500/- in each case	Rs. 500/- in each case	Rs. 500/- in each case	Nil	Nil
27.	To sanction expenditure in connection with Civil Suits instituted with the sanction of Vice-Chancellor	Ditto	Rs. 500/- in each case	Rs. 500/- in each case	Rs. 1,000/- in each case	Nil	Nil
28.	To sanction expenditure on book-binding (including other binding work)	Ditto	Rs. 100/- in each case	Rs. 100/- in each case	Rs. 500/- in each case	Rs. 50/- in each case	Rs. 20/- in each case
29.	To sanction hiring of Typewriters for existing and new offices	Ditto	Upto six months	Upto six months	Upto one year	Upto six months	Nil
30.	To sanction purchase of bicycles for the use of their own offices as well as for the subordinate offices	Ditto	Full powers	Full powers	Full powers	Full powers	Nil
31.	To sanction supply of liveries, summer clothing to employees of the University	Ditto	Ditto	Ditto	Ditto	Ditto	Nil
32.	To sanction expenditure for prizes and awards	Ditto	Nil	Upto Rs. 2,000/- per function	Upto Rs. 2,000/- per function	Nil	Nil
33.	To sanction scholarships or stipends in the Colleges	Ditto	Nil	Full powers as laid down in prospectus of the institution or scheme	Full powers as laid down in prospectus of the institution or scheme	Nil	Nil

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
34.	To remit late fee, fines imposed on students	Ditto	Nil	Full Powers according to the prescribed rules	Full Powers according to the prescribed rules	Nil	Nil
35.	To sanction expenditure connected with fruit, vegetables and other agricultural and livestock shows	Ditto	Nil	Rs. 1,000/- in each case	Rs. 1,000/- in each case	Nil	Nil
36.	To sanction employment of skilled or unskilled labour on daily and monthly wages	Full powers	Nil	Full powers at rates published as reasonable by D.C. concerned and subject to the condition that the period of employment does not exceed 12 months at a time in the case of a monthly paid labour  <b>DSW-cum-EO:</b> Full powers as per common schedule of rates Vol. I 1962 issued by the Chief Engineer, PWD (B&R) for employment of labour on daily & monthly wages chargeable to works			Nil
37.	To fix limits of security deposits of University employees and to prescribe method of recovery thereof	Ditto	Nil	Nil	Nil	Nil	Nil
38.	To fix sale rates agricultural, dairy and poultry products, nursery plants, bacterial culture, agril. tools, implements, machinery and their prints etc.	Ditto	Nil	Full powers provided that the rate fixed are not less than the prevailing market rates.	Full powers provided that the rate fixed are not less than the prevailing market rates.	Nil	Full powers in respect of perishable commodities rates are not less than the prevailing market rates
39.	To fix rates of commission payable to commission agents, etc. on sales of agricultural production etc.	Ditto	Nil	Full Powers	Full Powers	Full Powers subject to control of Dean/Director	Nil

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/Librarian</b>	<b>Dean/Director (Except D.R.)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
40.	To lay down scales for the issue of concentrates fodder, etc. for feeding livestock	Ditto	Nil	Full powers  <b>DSW-cum-EO: Nil</b>	Full powers	Ditto	Nil
41.	To declare animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost, etc. as surplus to requirement	Ditto	Nil	Full Powers	Full Powers	Upto Rs. 5,000/- in each case	Upto Rs. 1,000/- in each case
42.	To declare animals, agricultural produce, nursery plants, fruits trees, F.Y.M. compost etc. as unserviceable	Ditto	Nil	Rs. 2,000/- in each case	Rs. 5,000/- in each case	Upto Rs. 1,000/- in each case	Nil
43.	(a) To sanction sale of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost declared surplus by competent authority at book value or market value, whichever is greater	Full powers	Nil	Upto Rs. 10,000/- in each transaction subject to any condition imposed by the competent authority	Upto Rs. 10,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Upto Rs. 5,000/- in each transaction subject to any condition imposed by the competent authority	Nil
	(b) To sanction sale of animals declared surplus by the competent authority below the book value	Full powers	Nil	Nil	Nil	Nil	Nil
44.	To sanction sale by public auction of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. declared surplus or unserviceable by competent authority	Ditto	Nil	Upto Rs. 10,000/- in each transaction subject to any condition imposed by the competent authority	Upto Rs. 1,00,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Upto Rs. 5,000/- in each transaction subject to any condition imposed by the competent authority	Nil
45.	To sanction disposal by sale or otherwise of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. declared unserviceable by the competent authority	Ditto	Nil	Upto Rs. 1,000/- in each transaction subject to any condition imposed by the competent authority	Upto Rs. 5,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Upto Rs. 500/- in each transaction subject to any condition imposed by the competent authority	Nil
46.	To sanction sale of seeds and seedlings at market rates	Ditto	Nil	Full Powers	Full Powers	Full powers subject to control of Dean/Director	Nil

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R.)/ DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
47.	To sanction write off of books, periodicals and maps lost or rendered unserviceable	Ditto	Upto Rs. 100/- in each case	Upto Rs. 100/- in each case	Upto Rs. 200/- in each case	Upto Rs. 75/- in each case	Nil
48.	To write off the value of animals died or destroyed	Full powers	Nil	Upto Rs. 1,000/- in each case	Upto Rs. 2,000/- in each case	Nil	Nil
49.	To fix rates of depreciation in respect of articles of stores and livestock, etc.	Ditto	Nil	Full powers with the concurrence of the Comptroller	Full powers with the concurrence of the Comptroller	Nil	Nil
50.	To approve mortality in young nursery etc.	Ditto	Nil	Full powers	Full powers	Full powers	Nil
51.	To approve mortality in mature plants	Ditto	Nil	Ditto	Ditto	Nil	Nil
52.	To declare articles of stores or stock surplus or unserviceable	Ditto	Upto book value of Rs. 500/- in each case	Full powers with the concurrence of the Comptroller	Full powers with the concurrence of the Comptroller	Upto book value of Rs. 250/- in each case	Nil
53.	To sanction sale of articles of stores/stock declared surplus or unserviceable by the competent authority	Ditto	Upto Rs. 500/- in each transaction	Ditto	Ditto	Upto Rs. 3,000/- in each transaction	Nil
54.	To sanction expenditure on service postage stamps for use in offices and institutions	Ditto	Upto Rs. 5,000/- at any one time	Full powers with the concurrence of the Comptroller	Full powers with the concurrence of the Comptroller	Upto Rs. 2,000/- at any one time	Upto Rs. 2,000/- at any one time
55.	To sanction expenditure on ordinary postage stamps (foreign postage)	Ditto	Upto Rs. 500/- per annum	Ditto	Ditto	Upto Rs. 200/- per annum	Upto Rs. 100/- per annum
56.	To sanction write off finally of irrecoverable values of stores or public money lost by fraud or negligence of individuals or similar cases	Ditto	Upto Rs. 1,000/- in each individual case	Upto Rs. 1,000/- in each individual case	Upto Rs. 1,500/- in each individual case	Upto Rs 500/- in each individual case	Nil

**DELEGATION OF FINANCIAL POWERS BY THE BOM**

<b>Sr. No.</b>	<b>Nature of the powers delegated</b>	<b>Vice-Chancellor</b>	<b>Registrar/ Comptroller/ Librarian</b>	<b>Dean/Director (Except D.R.)/DSW-cum-EO</b>	<b>Director of Research</b>	<b>Head of Deptt.</b>	<b>Group 'A' employees specially authorized by Head of Deptt. or by DSW-cum-EO</b>
57.	To sanction expenditure on entertainments, functions etc.	Full Powers	Upto Rs. 200/- in each case	Upto Rs. 200/- in each case	Upto Rs. 200/- in each case	Nil	Nil
58.	To sanction contingent expenditure not otherwise provided for in these delegation orders	Ditto	Upto Rs. 5,000/- in each case	Upto Rs. 5,000/- for any one item	Upto Rs. 20,000/- in each case	Upto Rs. 2,000/- for any one item	Upto Rs. 500/- for any one item
59.	Powers to sanction printing of technical reports	Ditto	Nil	Full powers with the concurrence of the Comptroller	Full powers with the concurrence of the Comptroller	Nil	Nil
60.	To review liveries, etc. at the University expense before the prescribed period	Ditto	Nil	Nil	Full Powers	Nil	Nil
61.	Waiving of the discrepancies relating to stores received short or found damaged in respect of overseas consignments received in an unopen and outwardly good conditions	Ditto	Nil	Nil	Upto the value of Rs. 1,000/- in each case	Nil	Nil
62.	To sanction the waiving in half or whole of recoveries of charges pointed out by Audit	Ditto	Nil	Nil	Upto Rs. 500/-	Nil	Nil
63.	To grant compensation to employees under workmen's compensation Act	Ditto	Nil	Nil	Nil	Nil	Nil
64.	To sanction overtime allowance to ministerial staff, Peons, Daftries, Drivers, etc., for whom it is admissible	Ditto	Full powers in respect of employees in whose case they are appointing authorities.	Full powers in respect of employees in whose case they are appointing authorities.	Full powers in respect of employees working under him/her.	Full powers in respect of employees in whose case they are appointing authorities.	

**Note:** The powers delegated in this schedule are subject to provisions of funds in the budget, scales fixed and procedure prescribed.

**ANNEXURE referred to in note below Sr. No. 20 (ii) of Schedule Part-B showing percentages of normal shortage in stores due to dryage and other reasons.**

<b>Sr. No.</b>	<b>Commodity</b>	<b>Percentage of shortage</b>
1.	Wheat	1.5% in plains and 2.5 % in hilly areas
2.	Cotton Seed	3%
3.	Barley, Bajra and Jowar	2%
4.	Mash, Mung, Moth and other pulses	2%
5.	Maize	3%
6.	Gram	2
7.	(a) Japan Rape Seed (b) Sarson Seed (c) Mustard (Rai) Seed (d) Rocket (Taramira) Seed (e) Sesamum (Til) Seed (f) Toria Seed	2.5%
8.	Hempseed (San)	2%
9.	Makechari Seed	2%
10.	Berseem Seed	3%
11.	(a) Chari Seed (b) Gowara Seed (c) Lucerne Seed (d) Methi Seed (e) Oats Seed (f) Senji Seed (g) Shaftal Seed	2%
12.	Jowar, Bajra and Maize Karby	10%
13.	Bhusa	5% to 8%
14.	Gur	3%
15.	Shakar	3%
16.	Rice	1.5%
17.	Sugarcane	15%
18.	Groundnut	5%
19.	Potatoes	10%
20.	Colocacia (Arue)	10%
21.	Caster Seed	3%
22.	Soybeans	3%
23.	Palak Seed	4%
24.	Tomato	6%
25.	Cabbage	5%
26.	Cauliflower	5%
27.	Tobacco	3%
28.	Paddy (unhusked)	5%
29.	Arhar Seed	2%
30.	Sudan Grass	2%
31.	Cow Peas	2%

## CHAPTER XXIV

Statement showing delegation of administrative and financial powers by the Vice-Chancellor in exercise of powers conferred on him vide Clause 4 (Chapter XXIII) of the Statues issued under Section 33 & 34 of the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005.

### SCHEDULE PART-A

#### DELEGATION OF ADMINISTRATIVE POWERS

Sr. No.	Nature of Powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-EO/ University Librarian	Head of Dept.	Professor & equivalent specially authorized by Head of Dept.	Deputy Registrar/ Assistant Registrar	Accounts Officer (SPO)/Accounts Officer (O/o the Comptroller)
1.	Powers to make officiating appointments	Nil	Nil	Nil	Nil	Nil	Nil
2.	Powers to permit charge of group 'A', 'B' & 'C' employees to be made elsewhere than at headquarters	Nil	Nil	Nil	Nil	Nil	Nil
3	Powers to effect transfer of officers & technical and ministerial staff	Full powers in respect of group 'B', 'C' & 'D' employees under their respective charge	Full Powers in respect of Professor/Assoc. Prof./Asstt. Prof. or equivalent and group 'B', 'C' & 'D' employees within their jurisdiction	Full powers in respect of Asstt. Prof. & equivalent within their jurisdiction	Nil	Nil	Nil
4	Powers to sanction honoraria to the employees	Non-recurring up to Rs.1,000/- in each case subject to an annual limit of Rs. 2,000/-	Non-recurring up to Rs.1,000/- in each case subject to an annual limit of Rs. 2,000/-  <b>DSW-cum-EO:</b> Full powers subject to the budget provision in respect of the National Sports Organization and National Service Schemes	Non-recurring up to Rs.500/- in each case subject to an annual limit of Rs.1,000/-	Nil	Nil	Nil



Sr. No.	Nature of Powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-EO/ University Librarian	Head of Dept.	Professor & equivalent specially authorized by Head of Dept.	Deputy Registrar/ Assistant Registrar	Accounts Officer (SPO)/Accounts Officer (O/o the Comptroller)
5	Powers to permit acceptance of fees for outside work by the employee in accordance with the provisions of the Clause 17 of the Statutes Part 'B' (Chapter-VII)	Full powers for staff under them	Full powers	Non-Recurring up to Rs. 500/- in each case	Nil	Nil	Nil
6	Powers to permit Officers, teachers and employees to attend outside the State conference and meetings and other business of the University	Up to ten days excluding journey days for staff working under them	Up to 45 days excluding journey days for staff working under them	Up to 30 days excluding journey days for staff working under them	Up to Ten days excluding journey days for staff working under them	Nil	Nil
7	Powers to allow daily allowance at a place of training	Full Powers in respect of staff working under them	Full Powers in respect of staff working under them	Up to Ten days excluding journey days for all staff working under them	Nil	Nil	Nil
8	Powers to declare controlling authority in respect of T.A. of Officers/ teachers and employees of the University	Full powers	Full powers	Full powers	Nil	Nil	Nil
9	Powers to fix head quarter of any post within the State	Nil	Nil	Nil	Nil	Nil	Nil
10	Powers to sanction reimbursement of cost of medical treatment to Officers', teachers, employees and their families	Up to Rs. 30,000/- in each individual case for staff working under them  <b>Comptroller:</b> Full powers, except in case of Officers of the University	Up to Rs. 30,000/- in each individual case for the faculty and staff working under them	Up to Rs. 20,000/- in each case for staff working under them	Up to Rs. 10,000/- in each case for staff working under them	Upto Rs. 1,000/- in case of staff working under him/her <b>Assistant Registrar:</b> Up to Rs. 500/- in each case for staff working under him/her	Upto Rs. 500/- in case of staff working under him/her

<b>Sr. No.</b>	<b>Nature of Powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-EO/ University Librarian</b>	<b>Head of Dept.</b>	<b>Professor &amp; equivalent specially authorized by Head of Dept.</b>	<b>Deputy Registrar/ Assistant Registrar</b>	<b>Accounts Officer (SPO)/Accounts Officer (O/o the Comptroller)</b>
11.	Powers to sanction house rent allowance equivalent to 10% of pay or the actual rent paid whichever is less to persons entitled to rent-free accommodation	Nil	Nil	Nil	Nil	Nil	Nil
12	Powers to send Officers, officials for short training	Full Powers in respect of group 'B', 'C' and 'D' employees working under them up to a period of 30 days excluding journey days	Full powers in respect of staff working under them for a period of four months excluding journey days	Full powers in respect of staff working under them for a period not exceeding three months excluding journey days	Nil	Nil	Nil
13	Stoppage/release of increment of teachers and other employees	Full powers in respect of posts for which competent to make appointments	Full powers in respect of posts for which competent to make appointments	Full powers in respect of posts for which competent to make appointments	Nil	Nil	Nil
14	Shifting of headquarters of teachers/employees	Nil	Full Powers	Nil	Nil	Nil	Nil
15	Purchase of moveable & immovable property	Nil	Nil	Nil	Nil	Nil	Nil
16	Acceptance of resignation of Officers, teachers and other employees of the University	Full powers in respect of employees to whom they are competent to make appointments		Full powers in respect of employees to whom they are competent to make appointments	Nil	Nil	Nil

Sr. No.	Nature of Powers delegated	Registrar/ Comptroller	Dean/Director/ Librarian	Head of Dept.	Professor & equivalent specially authorized by Head of Dept.	Deputy Registrar/ Assistant Registrar	Accounts Officer (SPO)/Accounts Officer (O/o the Comptroller)
17	To censure employees, to order recovery of charges and to suspend	Full Powers in respect of group 'B', 'C' and 'D' employees working in their offices	Full Powers in respect of Asstt. Prof. and equivalent and Group 'B', 'C' and 'D' employees working in their offices	Full Powers in respect of Asstt. Prof. and equivalent and Group 'B', 'C' and 'D' employees working in their offices	Nil	Nil	Nil
18	To allow employees to complete their period of probation or to withhold this sanction	Full Powers in respect of group 'B', 'C' and 'D' employees working in their offices	Full Powers in respect of Prof./Assoc. Prof./Asstt. Prof. or equivalent and group 'B', 'C' and 'D' employees working in their offices	Full Powers in respect of Assoc. Prof./ Asstt. Prof. or equivalent and group 'B', 'C' and 'D' employees working under them  <i>Note:</i> Where an Associate Prof. or equivalent exercise the powers of Head of Deptt., the cases of completion of probationary period of Assoc. Prof. and equivalent in that Deptt. shall be decided by the concerned Dean/Director	Nil	Nil	Nil
19	To sanction loans from C.P.F./G.P.F.	<b>Comptroller:</b> Full Powers	Nil	Nil	Nil	Nil	Nil

**SCHEDULE PART-B**

**DELEGATION OF FINANCIAL POWERS**

<b>Sr. No.</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health /Controller of Examinations/ and equivalent</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	To sanction purchase of books, periodicals, maps etc. for official use	Full powers to the extent of budget provision	Full powers to the extent of budget provision	Rs. 15,000/-	Rs.2,000/- a year in each scheme	Rs. 1,000/-a year
2.	To make local purchase of stationery for office	Rs. 20,000/- a year for his/her own office	Rs. 25,000/- in each case for offices/departments under his/her control Rs. 20,000/- a year for his/her own office	Rs. 10,000/- a year for his/her own office	Rs. 1,000/- a year	Rs. 2,000/- a year
3.	To give out printing work	Rs. 50,000/- a year	Rs. 1,00,000/- a year	Rs. 25,000/- a year	Rs. 3,000/- a year	Nil
4.	To rent or lease buildings or lands for University work	Rs. 5,000/- per month in each case	Rs. 5,000/- per month in each case	Rs. 5,000/- per month in each case	Rs.1,000/- per month in each case	Nil
5.	To sanction permanent advance to a subordinate office	<b>Comptroller:</b> Full Powers	Full powers with the concurrence of Comptroller	Nil	Nil	Nil
6.	To sanction creation of temporary post(s)	<b>Registrar:</b> Post for which competent to appoint under the Statutes  Up to a period not exceeding six months with permission of the Vice-Chancellor	Post for which competent to appoint under the Statutes  Up to a period not exceeding six months with permission of the Vice-Chancellor	Nil	Nil	Nil

Sr. No	Nature of powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-Estate Officer/University Librarian	Head of Deptt./ Director, Centre for One Health/ Controller of Examinations/ and equivalent	Prof. & Equivalent specially authorized by University Administration	AO and equivalent
1	2	3	4	5	6	7
7.	To authorize repairs of buildings of the campus	Rs.20,000/- in each case	Rs. 1,00,000/- in each case subject to No Objection from D.S.W.-cum-E.O.	Rs.20,000/- in each case subject to No Objection from D.S.W.-cum-E.O.	Rs.2,000/- in each case subject to No Objection from DSW-cum-E.O.	Nil
8.	To sanction purchase of store and articles of capital nature such as scientific instruments, apparatus and machinery (including livestock)	Rs. 2,00,000/- in each case	Rs.2,00,000/- in each case	Rs. 1,00,000/- in each case	Rs. 30,000/- in each case	Nil
9.	To sanction estimate to manufacture and repair of articles of capital nature	Rs. 75,000/- in each case	Rs.75,000/- in each case	Rs. 30,000/- from local market and Rs. 50,000/- from authorized dealer/company in each case	Rs. 5,000/- in each case	Nil
10	To sanction purchase of stores required for the manufacture and repairs of articles of capital nature	Rs. 75,000/- in each case	Rs. 75,000/- in each case	Rs. 30,000/- from local market and Rs. 50,000/- from authorized dealer/company in each case	Rs. 5,000/- in each case	Nil
11	To enter into contract for sale of farm produce or any other produce	Nil	Rs.75,000/- a year <b>Director of research:</b> Rs.1,00,000/- a year	Rs. 50,000/- a year	Rs.10,000/- a year	Nil

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-Estate Officer/University Librarian	Head of Deptt./ Director, Centre for One Health/ Controller of Examinations/ and equivalent	Prof. & Equivalent specially authorized by University Administration	AO and equivalent
1	2	3	4	5	6	7
12	To dispense with earnest or security money when machinery, implements, spares, etc. are supplied and erected by the firms of undoubted financial standing and repute	<b>Comptroller:</b> Full powers	Full powers	Nil	Nil	Nil
13	To sanction the purchase and manufacture of the office furniture and necessary estimate thereof	Rs. 30,000/- a year	Rs.50,000/- a year	Rs. 30,000/- a year	Rs. 2,000/- a year	Nil
14	To sanction hiring of furniture	Rs. 20,000/- a year	Rs. 20,000/- a year	Rs. 5,000/- a year	Rs. 1,000/- a year	Nil
15	To sanction the hiring of tents and Chowldaries	Rs. 2,000/- in each case	Full powers with the concurrence of Comptroller	Rs. 15,000/- in each case	Rs. 500/- in each case	Nil
16	To sanction purchase of computer, printer, scanner, photocopier, binding machine, etc.	Rs. 1,00,000/- in each case	Rs. 1,00,000/- in each case	Rs. 50,000/- in each case	Rs. 5,000/- in each case	Nil

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-Estate Officer/University Librarian	Head of Deptt./ Director, Centre for One Health/ Controller of Examinations/ and equivalent	Prof. & Equivalent specially authorized by University Administration	AO and equivalent
1	2	3	4	5	6	7
17	To dispose off through a commission agent or by auction otherwise stocks (as distinct from surplus stock) of articles manufactured in workshop	Nil	Rs.2,000/- in each case	Rs. 1,000/- in each case	Nil	Nil
18	To sanction refunds of revenue	<b>Registrar:</b> Rs. 5,000/- <b>Comptroller:</b> Full Powers	Full powers with the concurrence of Comptroller	Nil	Nil	Nil
19	To write off losses arising from stores of any kind (including machinery, implements, bullocks, horses, miscellaneous articles, etc.) purchased from farm or any other grant which deteriorated to become surplus or unserviceable to the extent that they must be sold or written off	Rs. 3,000/- in each case	Rs. 7,500/- in each case	Rs. 3,000/- in each case	Rs. 1,500/- in each case	Nil
20.	i) To write off irrecoverable dues of seed stores farms and gardens in cases in which recovery is not practicable	Rs. 1,500/- in each case	Rs. 2,500/- in each case	Rs. 1,500/- in each case	Rs. 500/- in each case	Nil
	ii) To write off losses of stores due to unusual occurrence e.g. damage by weevils, rats, white-ants, rains etc.	Nil	1% of total stock subject to a maximum of Rs. 2,000/-	1% of total stock subject to a maximum of Rs. 2,000/-	1% of total stock subject to a maximum of Rs. 1,000/-	Nil

<b>Sr. No.</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health/Controller of Examinations/ and equivalent</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
21	To write off losses due to petty thefts, weighments (including packaging/ processing) and in transit	Full powers	Upto 10% of total stock	Upto 5% of the total stock	Nil	Nil
22	To write off dry-age in plants and grafts	Nil	Upto 7.5% of the total stock	Nil	Nil	Nil
23	To sanction expenditure on demonstration of implements, improved seeds, fertilizers, etc.	Nil	Nil	Nil	Nil	Nil
24	To sanction at a reduced rate surplus stock (poultry, meat, fish, dairy items, etc.)	Nil	Rs. 2,000/- in each case	Rs. 1,000/- in each case	Nil	Nil
25	To sanction re-appropriation and transfer of funds from one minor head of scheme to another	Nil	Nil	Nil	Nil	Nil
26	To sanction payment of demurrage/wharfage charges	Rs. 2,000/- in each case	Rs. 3,000/- in each case	Rs. 1,000/- in each case	Nil	Nil
27	To sanction expenditure in connection with civil suits instituted with sanction of the Vice-Chancellor	Rs. 15,000/- in each case	Rs. 3,000/- in each case	Rs. 750/- in each case	Nil	Nil
28	To sanction expenditure on book binding (including other binding works)	Rs. 5,000/- in each case	Rs. 5,000/- in each case	Rs. 5,000/- in each case	Nil	Nil



<b>Sr. No.</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health/ Controller of Examinations/ and equivalent</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
29	To sanction purchase of bicycle, scooter, motorcycle for the use of their own offices as well as for the subordinate offices	Rs. 70,000/-	Rs.70,000/-	Nil	Nil	Nil
30	To sanction supply of liveries renewed summer clothing to employees of the University	Full powers	Full powers	Rs.15,000/-	Nil	Nil
31	To sanction expenditure for prizes and awards	Rs. 15,000/- per function	Rs.15,000/- per function	Rs. 2,000/- per function	Nil	Nil
32	To sanction scholarship or stipend in the colleges	Full powers as laid down in prospectus of the institute or scheme	Full powers as laid down in prospectus of the institute or scheme	Nil	Nil	Nil
33	To remit late fee fines imposed on students	Full powers according to prescribed rules	Full powers according to prescribed rules	Nil	Nil	Nil
34	To sanction expenditure connected with dairy, fisheries and livestock shows etc.	Nil	Rs. 50,000/- in each case	Rs. 15,000/- in each case	Nil	Nil

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-Estate Officer/University Librarian	Head of Deptt./ Director, Centre for One Health/ Controller of Examinations/ and equivalent	Prof. & Equivalent specially authorized by University Administration	AO and equivalent
1	2	3	4	5	6	7
35	To sanction employment of skilled and unskilled labour on daily and monthly wages	Nil	Nil	Nil	Nil	Nil
36	To fix limits of security deposits of University employees and to prescribe method of recovery thereof	<b>Registrar:</b> Full powers, limit of security in each case to be fixed in consultation with the Comptroller	Nil	Nil	Nil	Nil
37	To fix sale rate of dairy, poultry and fishery products, etc.	Nil	Nil	Nil	Nil	Nil
38	To fix rates of commission payable to commission agents on sale of meat/meat products/ poultry & fish, etc.	Nil	Full powers	Full powers subject to concurrence of Dean/Director	Nil	Nil
39	To lay down scales for the issue of concentrate fodder etc. for feeding livestock	Nil	Full powers	Full powers subject to control of Dean/Director	Nil	Nil
40	To declare animals, nursery plants, fruit trees, FYM compost, etc. as surplus to requirements	Nil	Full powers	Rs. 20,000/- in each case	Nil	Nil
41	To declare animals, agricultural produce, nursery plants, fruit trees, FYM compost etc. as unserviceable	Nil	Rs. 50,000/- in each case	Nil	Nil	Nil

<b>Sr. No.</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health/ Controller of Examinations/ and equivalent</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
42	To sanction sale of animals declared surplus by competent authority at book value or market value whichever is greater	Nil	Up to Rs. 2,00,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Rs. 1,00,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Nil	Nil
43	To sanction sale by public auction of animals declared surplus or unserviceable by competent authority	Nil	Up to Rs. 2,00,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Rs. 1,00,000/- in each transaction subject to any condition imposed by the Vice-Chancellor	Nil	Nil
44	To sanction disposal by sale or otherwise of animals/agricultural produce, nursery plants, fruits trees, FYM compost, etc. declared unserviceable by the competent authority	Nil	Rs. 15,000/- in each transaction (subject to any condition imposed by the Vice-Chancellor)	Up to Rs. 5,000/- in each transaction (subject to any condition imposed by the Vice-Chancellor)	Nil	Nil
45	To sanction sale of seeds and seedlings at market rates	Nil	Full powers	Full powers subject to concurrence of Dean/Director	Nil	Nil
46	To sanction write off of books, periodicals and maps lost or rendered unserviceable	Rs. 5,000/- in each case	Rs. 5,000/- in each case	Rs. 1,000/- in each case	Nil	Nil
47	To write off the value of animals died	Nil	Full Powers with the concurrence of Comptroller	Nil	Nil	Nil
48	To fix rates of depreciation in respect of articles of stores & livestock	Nil	Full powers with the concurrence of Comptroller	Nil	Nil	Nil

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Dean/Director/DSW-cum-Estate Officer/University Librarian	Head of Deptt./ Director, Centre for One Health/Controller of Examinations/ and equivalent	Prof. & Equivalent specially authorized by University Administration	AO and equivalent
1	2	3	4	5	6	7
49	To approve mortality in young nursery, etc.	Nil	<b>DSW-cum-EO:</b> Full Powers	Nil	Nil	Nil
50	To approve mortality in mature plants	Nil	<b>DSW-cum-EO:</b> Full Powers	Nil	Nil	Nil
51	To declare article of stores or stock surplus or unserviceable	Upto book value of Rs. 20,000/-in each case	Full powers with the concurrence of Comptroller	Rs.5,000/- in each case	Nil	Nil
52	To sanction the sale of articles of stores declared surplus or unserviceable by competent authority	Upto Rs. 20,000/- in each case	Full powers with the concurrence of Comptroller	Upto Rs. 5,000/- in each case	Nil	Nil
53	To sanction expenditure on service postage stamps	Full powers	Full powers	Rs. 10,000/- in each case	Nil	Nil
54	To sanction expenditure on ordinary postage stamps (foreign postages)	Full powers	Full powers	Rs. 2,500/- per annum	Nil	Nil
55	To sanction write off finally of irrecoverable value of stores or public money lost by fraud or negligence of individuals or similar cases	Rs. 2,500/- in each case		Rs.2,500/- in each case	Nil	Nil
Remarks: Provided that the loss does not disclose a defect of the prescribed system or procedure requiring amendment						

<b>Sr. No</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health/Controller of Examinations/ and equivalent</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
56	To sanction expenditure on entertainment for offices	Rs. 2,000/- in each case with an annual ceiling of Rs. 10,000/-	Rs. 2,000/- in each case with an annual ceiling of Rs. 10,000/-	Rs. 500 in each case with an annual ceiling of Rs. 4,000/-	Nil	Rs. 300/- in each case with an annual ceiling of Rs. 2,500/-
57	To sanction purchase of store and articles of consumable nature such as chemicals, glassware, plastic ware, etc.	Rs. 1,50,000/-	Rs. 1,50,000/- for other items Rs. 2,00,000/- for purchase of diesel and fertilizers only	Rs. 50,000/- for other items Rs. 75,000/- for purchase of diesel and fertilizers only	Nil	Nil
58	To sanction printing of technical/scientific/financial reports	Rs. 15,000/-	Rs. 20,000/-	Rs. 15,000/-	Nil	Nil
59	To renew liveries etc. at the University expenses before the prescribed period	Full powers	Full powers	Nil	Nil	Nil
60	To waive off the discrepancies relating to stores received short or found damaged in respect of overseas consignments received in an unopen and outwardly good condition	Up to the value of Rs. 5,000/- in each case	Up to the value of Rs. 5,000/- in each case	Nil	Nil	Nil
61	To sanction the waiving in half or whole of recoveries of charges pointed out by audit	Up to Rs. 1,000/-	Up to Rs. 1,000/-	Nil	Nil	Nil

<b>Sr. No.</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health/Controller of Examinations/ and equivalent *Head of KVK</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
62	To grant compensation to employees under workmen's compensation Act	Nil	Nil	Nil	Nil	Nil
63	To sanction overtime allowance to ministerial staff, peons, daftries, drivers, etc. for whom it is admissible	Nil	Nil	Nil	Nil	Nil
64	To write off food items such as dairy, fisheries and meat products consumed/served in exhibitions, food festivals, University functions and official meetings, etc.	Rs. 5,000/- in each case	Rs. 5,000/-in each case	Nil	Nil	Nil
65	To sanction expenditure on registration charges to teachers/ SRF/JRF/ RA/ Ph.D. Scholars/Non-teaching staff	Rs. 25,000/- excluding Himself/herself	Rs. 25,000/- excluding himself/herself	Rs. 15,000/- excluding himself/herself	Nil	Nil
66	To sanction expenditure on refreshment for meetings/ trainings/workshops/HRM activities, functions, etc. conducted by the University	Rs. 50,000/-	Rs. 50,000/-	Rs. 10,000/-  *To exercise powers within prescribed limit of funding agencies	Nil	Nil
67	To sanction expenditure on Annual Maintenance Contract (AMC) of office/laboratory equipment(s), etc.	Rs. 75,000/-	Rs. 75,000/-	Rs. 30,000/-	Nil	Nil

<b>Sr. No.</b>	<b>Nature of powers delegated</b>	<b>Registrar/ Comptroller</b>	<b>Dean/Director/DSW-cum-Estate Officer/University Librarian</b>	<b>Head of Deptt./ Director, Centre for One Health/Controller of Examinations/ and equivalent</b>	<b>Prof. &amp; Equivalent specially authorized by University Administration</b>	<b>AO and equivalent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
68	To sanction expenditure on electrical repairs/fixtures, amenities and any other sundry items	Rs. 20,000/- a year	Rs. 20,000/- a year	Rs. 10,000/- a year	Nil	Nil
69	To sanction contingent expenditure not otherwise provided for in these delegation orders	Rs. 1,50,000/- Registrar: Full powers in respect of advertisement in various newspapers and for payment of electricity charges only	Rs. 1,50,000/-	Rs.50,000/-	Nil	Nil

**Note:** The powers delegated in this schedule are subject to provisions of funds in the budget, scales fixed and procedure prescribed.

## CHAPTER XXV

### STATUTES REGARDING THE CONFERMENT OF EMERITUS PROFESSORSHIP, PAYMENT OF HONORARIUM TO EMERITUS PROFESSORS AND OTHER CONDITIONS OF APPOINTMENT

- i) The Board of Management may, on the recommendations of the Academic Council, confer Emeritus professorship on distinguished retired men of science or letters. The professor level teacher/scientist who has significantly contributed in teaching/research/extension education shall be eligible for such appointments. Emeritus Professorship shall be offered to a teacher who can work in some fields of specialization under which senior scientific manpower is inadequate and scientific knowledge in that particular field of specialization needs to be immediately enhanced. Preference will be given to the scientists/teachers who have worked in strategic and emerging areas from the stand point of the Animal Husbandry and Animal Health.
- ii) The honour thus conferred shall be enjoyed by the person concerned initially for a period of two years and extendable for another term of two years based on the quality and quantum of work carried out as Emeritus Professor. The maximum duration of emeritus professorship shall be five years, that too after due assessment of the work done. Emeritus Professor shall work in a department.
- iii) The guidelines for selection of Emeritus Professors shall be as under:
  - (a) Past national and international level contributions/achievements of the scientist in Research/teaching/extension education and/or in the corporate and activities of the University.
  - (b) Capacity and ability of the teacher/scientist to carry out advanced research and the quality of proposed technical programme of work which the scientist shall pursue.
  - (c) In case of teachers superannuating from the University, relevant record/annual progress report of the teachers/scientist for the last 5 years will be considered.
  - (d) The scientific benefit that the University will derive if a particular person is appointed as Emeritus Professor.
  - (e) Capacity of the teacher/scientist to contribute towards the overall development of teaching/research/extension education programme of the department.
  - (f) Ability of the scientists/teacher to work in cooperation with other scientists and create homogenous/congenial conditions for the department.
  - (g) Weightage shall be given to the scientists having externally funded projects in hand.
  - (h) Total number of Emeritus professorships in the University shall be less than 4 at any given time.
- iv) The following committee will identify the eminent scientist in selected fields where technical manpower is not available and the selection will be need based and after the identification of teachers/scientists, the committee will process the case.

Vice-Chancellor	Chairman
Dean, Post Graduate Studies	Member
Dean of the concerned college	Member

The committee may also contact some scientists/teacher (from the University or outside) who can significantly contribute in the development of strategic or frontier areas of science and scientific manpower.

The recommendations of this committee shall be placed by the Registrar before the Academic Council/Board of Management for getting approval.

- v) No Emeritus Professor by virtue of his/her position shall be entrusted any administrative duties nor shall he/she hold any office which may enable him to enjoy ex-officio position in the University.
- vi) An Emeritus Professor shall be free to carry on research at the campus of the University, in which case he/she shall be provided with all reasonable facilities for research in no case lower than those provided to the Professor appointed by the University; provided always that when such facilities involve the setting up and equipping laboratories, or any similar places for work,



it shall be open to the Board of Management to decline these or to arrange for facilities in any of the constituent college or department of the University.

- vii) All Emeritus Professorship(s) shall pertain to particular subject(s) and shall bear designation in the subject.
- viii) It shall be open to an Emeritus Professor to accept and guide research work of students studying for the Ph.D. degree of the University provided that in all such cases, the Academic Council shall prescribe the procedure to be followed by the Professor concerned. He/she shall also be free to hold seminars and give lectures.
- ix) Emeritus Professor may be paid such honorarium as fixed by the Board of Management in individual cases. However, the total honorarium should not exceed Rs. 50,000/- per month in addition to technical/office facilities. He may be paid T.A./D.A. on the basis of last pay drawn at the time of retirement.
- x) The Emeritus Professor after completion of each year shall submit the report about the work done to the Dean, Postgraduate Studies through Head of the Department.

## CHAPTER XXVI

### STATUTES REGARDING THE GRANT OF TRAVELLING AND DAILY ALLOWANCES TO MEMBERS OF THE BOARD OF MANAGEMENT

1. Non-official members of the Board shall be entitled to travelling and halting allowances for attending meetings relating to the business of the University at the rates mentioned below:
  - (a) For all journeys performed by rail, one and a half first class fare each way from the member's permanent place of residence or from any other place from which the journey is actually performed whichever is less or the actual fare if the journey is performed by air travel or by rail in air conditioned accommodation shall be admissible.
  - (b) For all road journeys performed in the interest of University, T.A. shall be admissible according to the mode of conveyance actually used.
  - (c) Mileage allowance at Rs. 9.00 per kilometer will be paid for journey by car/taxi between stations connected by rail or otherwise for all journeys performed in the interest of the University business.
  - (d) Daily allowance at Rs. 2500/- per day for the actual day(s) of work.
2. The official members of the Board as specified in the Guru Angad Dev Veterinary and Animal Sciences University Act, 2005 under sub-section 2(b), (c), (d), (e), (f), (g), (h) and (i) of Section 11 shall be entitled to travelling and halting allowances for attending meetings relating to the business of the University, at the rates admissible to them under the rules framed by their respective Government/Institution(s).
3. Bills for travelling and halting allowances shall be submitted to the Comptroller who, after making necessary scrutiny, shall make the payment.
4. All cases of doubt or disagreement shall be decided by the Vice-Chancellor and his decision shall be final.

## CHAPTER-XXVII

### HANDING OVER THE CHARGE

- Charge of the Head of the Department during leave/tour** 1 (a) In all eventualities i.e. in the case of proceeding on leave/tour etc. and on the expiry of term of the existing Head of Department, the charge should be given to the senior most Professor level teacher in the discipline of the department who has not worked as Head of Department earlier.
- (b) The charge of the Head of the Department may be given to the 2<sup>nd</sup> senior most Professor level teacher in the discipline of the department in case the first senior most Professor level teacher in the department is not interested to act as officiating Head during the leave/tour period and on the expiry of the term of the existing Head of the department subject to the following conditions:
- i) He/ she has not worked as Head of the Department earlier.
  - ii) He/ she should not have been awarded any punishment during the last five years.
  - iii) No enquiry should be pending/contemplated against him/her.
- Charge of the Head of the Department where all professors have already worked as head of the department** 2 Where all professors in the department have worked as Head of the Department, the charge of the Head of Department during leave/tour etc. and on the expiry of the term of the existing Head of Department may be given to the senior most professor level teacher in the discipline of the department.
- Charge of the Head of the Department where only professor level teacher is working** 3 In the department in which the only Professor is acting as Head, the concerned Head of Department should send immediately information regarding joining of 2<sup>nd</sup> professor level teacher in his/her department through the concerned Dean. Similarly, the information regarding expiry of the term of the Head of Department should invariably be sent six months before expiry of the term of the Head of Department so that immediate action may be taken to make selection of the Head of Department in consonance with the procedure laid down in the Statutes.
- Charge of the post of Deans of the Colleges during leave/tour period** 4 The following procedure be followed for handing over the charge of the post of Dean of the College during leave/tour of the regular incumbent:
- 1. Senior-most Dean in the University may be given the charge of the post of Dean of the respective college.
  - 2. In case the charge of the post of Dean cannot be given to the senior-most Dean on account of his/her being not available, then the senior-most Professor of the College may be given the charge of the post of Dean subject to the following conditions :
    - i) He/she should have remained Head of the Department on a regular basis for a minimum period of 2 years.
    - ii) He/she should not have been awarded any punishment during the last 5 years.
    - iii) No enquiry should be pending/contemplated against the person.
- Delegations of powers of Deans/Heads of Departments** 5 Such teachers who are asked by the Dean/Director/Heads of Departments to look after the day to day work in their absence when they are on tour/leave should attend to the routine work only and should not exercise administrative or financial powers for which specific orders/delegation from the Vice-Chancellor will be required.
- Relaxation in term of Head of the Department** 6 The Vice-Chancellor may grant relaxation up to one year in term of appointment of a Head of the Department if the incumbent is due to retire during the period.

## CHAPTER-XXVIII

### ESTABLISHMENT OF HUMAN RESOURCE MANAGEMENT CENTRE

- 1 The main impetus is to channelize the human resource vis-à-vis through Human Resource Management (HRM). In the light of this fact, since HRM is a continuous and a planned process with bearing of HRM in education, research and extension activities of the various constituent colleges of Guru Angad Dev Veterinary and Animal Sciences University has been quite big. The scientists and the teachers have been availing all available opportunities to keep abreast with the latest knowledge and skills for keeping up academic standards in their respective colleges. The process has to go on with accelerated emphasis with harnessing of various activities with greater zeal embarking upon both Managerial and Operational activities:

#### A. Managerial functions:

- i. Planning,
- ii. Organizing,
- iii. Directing,
- iv. Coordinating and
- v. Controlling

#### B. Operative functions:

- i. Manpower planning,
- ii. Restructuring of office staff,
- iii. Facilitation of recruitment,
- iv. Placement,
- v. Orientation of teaching and non-teaching employees,
- vi. Training and Development,
- vii. Compensation,
- viii. Motivation and
- ix. Grievance handling

#### Vision

- 2 (a) To assist the University Administration for continuous growth and development of human resources of the University by identifying the strengths and gaps and providing an objective mechanism for monitoring this.
- (b) To identify the training needs of various categories of employees under emerging automation scenario and organize short term and medium-term training and development programmes.
- (c) To provide and generate employment opportunities for students in consultation with Incharge, Placement Cell of the University.
- (d) To evolve measures to address the need of encouragement, motivation, appreciation, etc. of human resources.
- (e) To formulate uniform qualifications and score card in consultation with concerned Deans/Directors.
- (f) Promote a culture of trust, tolerance, knowledge sharing and team work
- (g) Develop a professional environment on the principles of fairness, equality and mutual trust
- (h) Cherish excellence by creating a dynamic and challenging work environment.

#### Mandate/ Activites

- 3 (a) In this context, it is highly imperative that suitable impetus on HRM training programmes for fine tuning the scientific and technological skills of the faculty and technical staff get due accent by having the right person in right place so that there are minimum square pegs at round holes.

- (b) Adequate Hands-on Training for efficient job performance and chiseling their abilities for better capacity building for present and future generation(s).
- (c) Proper coordination for the team to work as well-oiled Unit
- (d) To facilitate good working ambience and climate change in offices as per Gender requirements
- (e) Promotion of adoption of innovative and best practices by employees in office work.
- (f) Encouragement of adoption of automation in official work for better efficacy and accuracy in official work.
- (g) Job Placements of students of the university through campus and off-campus selection processes, in consultation with Placement Officer.
- (h) Internship/ Student Ready Programmes and/or any other such trainings of students at various industries and research institutes and Industry Interaction Programme.
- (i) Personality development/Soft-skills/ Performance Effectiveness Programme(s) for students and staff.
- (j) Preparatory Programmes for competitive examinations and other educational options.
- (k) Guidance in Entrepreneurship Development/ Career Counselling.
- (l) Any other activity aimed at empowerment of human resources of the University.
- (m) For furthering continuing education in the areas of their specialization
- (n) Supporting health and wellness of employees through better redressal of their problems.
- (o) Organization of training programmes/orientation programmes/workshops/seminars for continuous professional development of employees.
- (p) To create a repository of all state agencies/ central Govt. promotional schemes to facilitate the stakeholders in the livestock sector.

**Director of Human Resource Management Centre**

4

**(1) Job Duties and Responsibilities:**

The Director of Human Resource Management Centre shall have the following Duties and Responsibilities:

- (a) He shall have technical and administrative control of HRM Centre in the university and shall be responsible for the overall management of the Human Resource activities of the University.
- (b) He shall supervise the activities of staff deployed in various offices and be responsible to support teaching and training at different levels and also to co-ordinate various research/extension efforts in the campus of the University.
- (c) He shall identify various problems related to management and design an integrated approach for solving the emergent problems.
- (d) He shall perform such other duties as directed by the Vice-Chancellor to be carried out by him from time to time.

**Administrative set up**

- (2) This whole setup will be under the overall administrative control of the Registrar.

**Administrative and Financial Powers**

- (3) The provisions regarding appointment of Heads of Departments contained in Clause 4(2) as well as provisions in Clause 11 of the Statutes given under Chapter IV shall apply *mutatis mutandis* to the post of Director of HRM. He/she shall exercise administrative and financial powers of Head of Department as may be delegated by the Vice-Chancellor". However, special funds be allocated to the Directorate of HRM by the Comptroller, GADVASU, by creating a revolving fund to meet day to day exigencies with special powers to Director, who can utilize funds to meet such

exigencies. The funds so used may be got audited as per university protocols.

**Selection Criteria**

- (4) The post of Director of HRM shall be on whole time basis for tenure of four years. A person selected shall not be eligible for appointment for more than one term. The appointment of Director can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Director shall be appointed according to the procedure prescribed in the Statutes. The post will be filled by advertising the post through internal circulation as per the norms of the post of Controller of Examinations, GADVASU.

A person appointed as Director shall draw special allowance of Rs. 500/- p.m.

A person appointed as Director of HRM Centre may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

**Qualifications for the post of Director of HRM**

- (5) The post shall be filled up from amongst Professors and equivalent working in any constituent College of Guru Angad Dev Veterinary and Animal Sciences University who has made significant teaching/research/extension contributions.

The person should preferably be:

- (a) Ph.D. from any discipline(s) of Veterinary/Animal Sciences/ Fishery/Dairy Science/Animal Biotechnology.
- (b) Should have experience in teaching/research/extension work of at least 5 year as professor or equivalent. Substantial contributions should be within the broad framework of objective of the subjects enlisted at point 1, related to teaching/teaching innovations/courses taught, labs developed/research/extension activities as evidenced from the projects/programmes undertaken and the number of quality publications in professional journals of repute, adoption of research/extension education.
- (c) Matric level certificate of Punjabi (if not, the candidate is required to pass the same within one year of appointment).

**Selection Procedure:**

- (6) The following procedure shall be adopted for the appointment of Director of HRM Centre:

- (a) The Vice-Chancellor shall have the post advertised through internal circulation with the prescribed qualifications.
- (b) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.

- (c) The Selection Committee shall consist of the following:

Vice-Chancellor (preferably) or any other person nominated by him	Chairman
Registrar	Member
Any Dean of constituent college to be nominated by the Vice-Chancellor	Member
Director of Research	Member
Director of Extension Education	Member
Dean, Postgraduate Studies	Member

- (d) The Chairman of the Committee shall scrutinize all the applications and prepare a list of candidates who shall be either called for interview or considered in absentia. He may also include in such a list names of any person/persons who have not applied.

- (e) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make its recommendation to the Vice-Chancellor, who may approve or disapprove his/her appointment as Director of Human Resource Management Centre. The outcome of the selection procedure will be informed to the Board of Management.

## CHAPTER XXIX

### INTELLECTUAL PROPERTY RIGHTS

#### **PART A: GENERAL POLICY ON INTELLECTUAL PROPERTY RIGHTS (Approved by the Vice-Chancellor vide No. VCR-890 dated 25.07.2018).**

##### **Preamble and Objectives**

1 1.1 **Preamble:** Guru Angad Dev Veterinary and Animal Sciences University (GADVASU) was established at Ludhiana by an act of the Punjab Legislature No. 16 of 2005 notified in the Punjab Government Gazette on August 9, 2005 and it started functioning w.e.f. April 21, 2006 for promoting livestock production, health and prevention of the disease(s) through integrated teaching, research and extension Programme(s). The research activities of the faculty and students of the University are pivotal to the creation of new knowledge and innovations, achieving its mission and to create National and International leadership in Veterinary and Animal Sciences. The promotion of research sponsored by public and private sources and transfer of research result to public application are fundamental to the Intellectual Property Rights (IPR) policy of this University and the regulations that follow.

##### 1.2 **Objectives:**

- a. To encourage the University faculty and researchers to engage in innovative research and development; resulting in developing intellectual properties vis-à-vis patents for transfer, to application for the benefit of the University faculty, researchers, research sponsors, livestock trade, industry and other members of the State and Nation.
- b. To facilitate for the timely disclosures of invention(s) to the University by its faculty and researchers in order that protection of the intellectual property may be sought.
- c. To allow the faculty and researcher(s) of the University, maximum scientific and professional freedom consistent with this policy and any obligation to research sponsor(s) with a win-win situation at both ends.
- d. To provide incentive to the teacher(s) and researcher(s) of the University to participate as full partners with the University in creations of inventions, protection of intellectual property, and transfer of the intellectual property to commercial application.
- e. To provide transparent guidelines for the protection of intellectual property of the University, and for the licensing and transfer of this for commercial application, for the benefit of the public and/or entrepreneurs.
- f. To encourage Public-Private Partnership in technology generation, transfer and benefit sharing on mutually agreeable terms.

##### **Intellectual Property Rights (IPR) Policy**

2 2.1 Management of IPR:

##### **A. Legal Framework of IPR Policy:**

The IP rights accruing to Guru Angad Dev Veterinary and Animal Sciences University in various forms would be embodied in the following Indian Acts, as amended from time to time.

- i) The Copyright Act, 1957 as amended in 1983, 1984, 1992, 1994 and 1999 along with rule(s) 1958 and the International copyright order 1999, 2000 (Copyright Act).
- ii) The Patent Act, 1970 as amended in 1999, 2002, 2004 (ordinance), 2005 and 2006 along with rules 2005 (Patent Act).
- iii) The Trade Mark Act, 1999 along with rules 1999 (Trade Mark Act).
- iv) The Design Act, 2000 along with Rules 2001 (Designs Act)
- v) The Geographic Indication of Goods (registration and protection) Act, 1999 along with rules 2002 (GI Act) 184



- vi) The Semiconductor Integrated Circuits Layout – Design Act, 2000 along with rules 2001 (IC Layout – Design act).
- vii) The Protection of Plant Varieties and Farmers Rights Act, 2001 along with rules 2003 (PPV & FR Act).

The biological diversity act, 2002 alongwith rules 2004, (Biodiversity Act) specifies procedure for access to biological /genetic materials for Animal research and their IPR protection.

Of the various IPRs covered under the respective IPR Acts, GADVASU will have the most common recourse to patents and copyright. Protection of undisclosed information (trade secrets) will be through entering into suitable confidentially agreement on case to case basis.

**B. Responsibility and Authority for managing Intellectual Property:**

The responsibility and authority for management of IPR under this policy, as well as implementation of the regulations that follow, is hereby assigned to the Director of Research, Guru Angad Dev Veterinary and Animal Sciences University, implemented through Technology Marketing and IPR Cell (herein after referred as IPR Cell) reporting directly to the Director of Research. An appointed IPR Advisory committee shall advise the IPR Cell from time to time. The Director of Research, or his/her designee(s) as authorized in writing, is the only University official with authority to execute research agreements, license agreements or other official documentation required for implementation of this policy and regulations.

**2.2 Ownership:**

Except as stipulated in the policy, Guru Angad Dev Veterinary and Animal Sciences University shall be the owner of all invention(s) and creative work including software, designs and any other created at the University.

**(a) Joint Ownership**

**(i) Collaborative Research:** IP generated by Guru Angad Dev Veterinary and Animal Sciences University under collaborative/ sponsored research projects will be jointly owned by the University and its collaborators/partners on mutually agreed terms. The University through Director of Research, will ensure that in all future collaborative/sponsored activities, the contract should have clause favouring the University as the owner in partnership for the intellectual property developed during the course of such contract.

**(ii) Post Graduate Research:** IP generated in research by post graduate scholars in the University will, in principle, be jointly owned on mutually agreeable terms in the following cases:

- a) If the terms and conditions of scholarship/fellowship from the external funding agency, so warrants.
- b) If the post graduate research is conducted with prior permission at institution(s) outside Guru Angad Dev Veterinary and Animal Sciences University.
- c) If the post graduate research is conducted with prior permission with the inter-departmental collaboration and/or in a project in consortia mode outside Guru Angad Dev Veterinary and Animal Sciences University with multidisciplinary involvement.

**(b) Inventions, Designs, and other creative work:**

Ownership in case of invention(s), design(s) and other creative work created by Guru Angad Dev Veterinary and Animal Sciences University personnel without use of the significant University resources and not connected with profession, for which deployed at the University, shall be

owned by both Guru Angad Dev Veterinary and Animal Sciences University and the inventor. Guru Angad Dev Veterinary and Animal Sciences University shall be the owner of all invention(s) including software, designs and other created work by team(s) of GADVASU and non-GADVASU personnel; associated with any activity of the University. Non-GADVASU personnel who create inventions including software, designs or any other invention at Guru Angad Dev Veterinary and Animal Sciences University, but without intellectual contribution of GADVASU personnel/use of GADVASU resources, shall be the owner of such Invention(s).

**(c) Copyrightable Work:**

Ownership of copyright of all copyrightable work shall rest with the author(s) with following exceptions:

- a) If the work is produced during the course of sponsored and/or collaborative activity, specific provisions related to IP made in contracts governing such activity shall determine the ownership of IP.
- b) Guru Angad Dev Veterinary and Animal Sciences University shall be the owner of the copyright of work, including software, created by the University personnel with use of the University resources.
- c) Guru Angad Dev Veterinary and Animal Sciences University shall be the owner of the copyright on all teaching material developed by the University personnel as part of any of the academic programmes at the University. However, the authors shall have the right to use the material in his/her professional capacity. As the traditional exception, the University shall not claim ownership of copyright on books and publications authored by the University personnel.
- d) Guru Angad Dev Veterinary and Animal Sciences University shall be the owner of copyright of work produced by non-GADVASU personnel associated with any activity of GADVASU with the intellectual contribution of GADVASU personnel. However, the authors shall have the right to use the material in his/her professional capacity.
- e) Guru Angad Dev Veterinary and Animal Sciences University shall be the owner of copyright of any thesis/dissertation, emanating of research work of the student.

**1. Trade Marks/ Service Marks:**

Ownership of trade mark(s)/service mark(s) created for Guru Angad Dev Veterinary and Animal Sciences University shall be with the University. In case of Guru Angad Dev Veterinary and Animal Sciences University, the University shall retain a non-exclusive, free irrevocable license to copy/use IP for teaching and research activities, consistent with confidentially agreements wherever entered into by the University.

**2. Geographical Indications (GI):**

As such GI pertains to communities, therefore Guru Angad Dev Veterinary and Animal Sciences University will have no claim on any type of GI except for a fodder variety developed by the University using a GI.

- 2.3
- a) For sponsored and/or collaborative work the provisions of the contract pertaining to disclosure of creative work will be applied.
  - b) For all other invention(s) produced at Guru Angad Dev Veterinary and Animal Sciences University, if the inventor(s) wish to protect the Invention(s) they produced, they shall be required to disclose the creative work to the IPR Cell at the earliest date using an Invention Disclosure Form.
  - c) Disclosure is a critical part of the IP protection and it formally documents claims of inventorship, the date of the invention and other

**Disclosure,  
Confidentiality and  
Assignment of Rights**

details of the invention. The inventor(s) shall assign the rights of the disclosed invention to the University.

- d) All GADVASU personnel and non-GADVASU personnel associated with any activity of Guru Angad Dev Veterinary and Animal Sciences University shall treat all IP related Information which has been disclosed to the IPR Cell and/or whose rights are assigned to GADVASU or whose rights rest with GADVASU personnel, as confidential. Such confidentiality shall be maintained through nondisclosure agreement till the date as demanded by the relevant contract, if any between the concerned parties unless such knowledge is in the public domain or is available to the public.
- e) Benefit Sharing: The percentage of benefit sharing in case single/multiple authorship as sole/multiple authors be decided, at the time of signing the confidentiality agreement.

### **Assessment of Innovation for protection**

- 2.4 To facilitate assessment, an IP Assessment Committee (IPAC) shall be formed by the Director of Research consisting of chairperson, members of the Technology marketing & IPR Cell (hereby referred to as IPR Cell) and at least three additional faculty members with domain expertise or familiarity/experience in areas relative to the creative work. The creator(s) would be free to suggest names of faculty (not more than 2) who are qualified to evaluate the creative work who may be invited by the Director of Research to be a part of the IPAC. In case of disagreement on the patent ability of the invention, the matter will be presented before IPR Advisory Committee.

The IPAC shall assess the disclosure and shall make recommendations to the Director of Research about the patentability of the invention according to the provisions of this policy. The IPAC may make one of the following recommendations:

- i) That Guru Angad Dev Veterinary and Animal Sciences University shall take the responsibility of protection of the IP, in such case, the University will initiate appropriate processes.
- ii) That Guru Angad Dev Veterinary and Animal Sciences University shall not take the responsibility of protection of the IP, in which case, the rights to the disclosed invention shall be promptly reassigned to the inventor(s). The inventor may then choose to protect the creative work on their own. The inventor will be required to either file the application for protection of IPR or shall submit the research results for publication within two months falling which the IPR Cell will put the research results on the website of the University.
- iii) The inventor shall have to attach “Initial Patent Search” document that nothing on the contemplated IPR which is sought on invention that nothing is in public domain.
- iv) The inventor shall have to provide “Provisional Specification” and file “Complete Specifications” along with abstract within one year of filing provisional specifications for the case to be considered by IPAC.

### **Filing of IP applications in foreign countries**

- 2.5 Within six months of filing the complete IP application in India, Guru Angad Dev Veterinary and Animal Sciences University shall, based on available information decide on the suitability of protection of the invention in foreign countries. If the University opts not to undertake such protection in any specific country requested by the inventor(s), the University shall assign rights of the IP in that country to the creator(s) for the purpose of such protection.

### **Renewal of IP Rights:**

A decision on the renewal of IP rights will be taken by the IPR Advisory Committee. If Guru Angad Dev Veterinary and Animal Sciences University decides not to renew the IPR in any country, then it will assign the rights of the IP in that country to the creator(s) upon a request to that affect from the creator(s). In case of patents, the process of re-assignment will be completed in a period of three months before the due date for its renewal.

In all cases where IP rights in any specific country have been re-assigned to the inventor(s), the University shall not claim any share of proceeds earned through that IP in that country.

## **Negotiation of License Management for Technology Transfer**

- 2.6 a) In accordance with the principles set forth in the IPR Policy, the University strongly encourages the development of Industry relations that grant to a third party the right to use, develop and otherwise make commercial application of GADVASU-owned inventions. The IPR Cell has the primary responsibility for negotiating license agreements with parties interested in commercializing GADVASU-owned Inventions.
- b) Final terms of license agreement for a University-owned invention must be approved by the Vice-Chancellor on recommendations of the Director of Research. Only the Director of Research, with the help of empaneled patent attorneys, has the authority to execute license agreements on behalf of the University.
- c) Guru Angad Dev Veterinary and Animal Sciences University encourages the development of start-up ventures in which one or more of the University inventors intend to participate personally. In the later scenario, an entity owned in whole or in part by an inventor may gain license right to the invention under negotiated terms similar to those that might be offered to any company.

## **Agreements when there is more than one institution - Collaborative Institution Agreement**

- 2.7 The Institution to Institution agreement will be negotiated by the IPR Cell of the University with the appropriate authorities of other party. Inventor will assist the IPR Cell to gain an assessment of the relative contributions of Guru Angad Dev Veterinary and Animal Sciences University to the IPR and to assist the IPR Cell in its negotiation with the third party, but ultimately, the IPR Cell will negotiate. If additional help is required by the IPR Cell, it can request the experts from within and outside the University.

## **Obtaining of IPR**

- 2.8 If Guru Angad Dev Veterinary and Animal Sciences University opts to protect the creative work, it shall provide an IPR Advisor/Patent attorney for drafting the IP application as appropriate. The University shall pay, if required for access to the relevant IP information databases and other associated costs. The inventor(s) shall conduct IP searches, study the prior art and provide the necessary inputs to assist in the drafting of the IP application. The University shall bear all costs of drafting and filing an Indian IP application. If Guru Angad Dev Veterinary and Animal Sciences University chooses to file IP applications in other countries, then it shall bear the cost of application and other associated costs. The University shall be free to enter into agreements with overseas/domestic Institutions for funding for protection and licensing/commercialization of the IP with mutually agreed terms and conditions

## **Revenue Sharing**

- 2.9 The revenue sharing among researchers will depend upon the path followed for the protection of the invention. In case the protection/commercialization has been sought through an external agency like NRDC, not more than 30% of the royalty should be shared with external agency. Rest of the royalty, income, emoluments or remuneration accrued from the commercialization of the invention will be distributed among the inventors, University and partners as per the following pattern:

	<b>Head</b>	<b>Amount</b>
1.	Revenue (Commercial benefits accrued from licensing fees/royalties)	A
2.	Service Tax/other levels, sharing with NRDC and/or other agencies	B
3.	GADVASU	C = 30% of A
4.	Net revenue to be shared as incentive (A-B-C)	X

**Amount X will be shared as under**

	<b>Stakeholder Category</b>	
1.	GADVASU Scientists and team members	60%
2.	*GADVASU technology Marketing & IPR Cell	15%
3.	Department (GADVASU)	25%

\*To establish revolving fund for IP activities and to meet expenses to protocol IP. However, this revolving fund will have to be provided the need based support from the funds from the University i.e. funds as C.

Co-creators of IP shall sign at the time of disclosure, a distribution of IP Earnings Agreement, which shall specify the percentage distribution of earnings from IP to each co-inventor. The inventors may at any time by mutual consent revise the distribution of IP earnings Agreement.

**Infringements, Damages, Liability and Indemnity Insurance**

- 2.10 a) As a matter of policy, Guru Angad Dev Veterinary and Animal Sciences University shall, in any contract between the licensee and the University, seek indemnity from any legal proceedings including without limitation manufacturing defects, production problems, design guarantee, upgradation and debugging obligation.
- b) Guru Angad Dev Veterinary and Animal Sciences University shall also ensure that the University personnel have an indemnity clause built into the agreements with licensee(s) while transferring technology or copyrighted material to licensees.
- c) Guru Angad Dev Veterinary and Animal Sciences University shall not infringe IP of any other organization within and outside India.
- d) Guru Angad Dev Veterinary and Animal Sciences University shall retain the right to engage or not, in any litigation concerning patents and license infringements.

**Conflict of Interest**

- 2.11 a) The inventor(s) are required to disclose any conflict of interest or potential conflict of interest(s). If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company.
- b) A license or an assignment of rights for a patent to a company in which the inventors have a stake shall be subject to the approval of the Director of Research taking into consideration this fact.

**Dispute Resolution**

- 2.12 In case of any disputes between Guru Angad Dev Veterinary and Animal Sciences University and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Vice-Chancellor of Guru Angad Dev Veterinary and Animal Sciences University. Efforts shall be made to address the concerns of the aggrieved party. The Vice-Chancellor's decision in this regard would be final and binding.

**Jurisdiction**

- 2.13 All agreements to be signed by Guru Angad Dev Veterinary and Animal Sciences University will be subject to jurisdiction of Ludhiana City.

**Management of Biological Material**

- 2.14 Traditional knowledge and biological resources, any exchange of biological material must respect the governing laws of the donor or recipient countries. Biological Diversity Act, 2002 aims to regulate access to biological resources of the nation, to further respect and protect knowledge of traditional communities to facilitate protection and

rehabilitation of threatened species and involvement of government institutions in implementation.

Some inventions can be adequately protected without patents such as: a) Plant varieties/Animal breeds/microbial strains. These will be protected under the protection of Plant Variety and Farmers Rights Act or by registration with NBPGR/NBAGR/culture depositories. b) the community rights are safe guarded through international disclosure of biological origin used in patent application or transfer agreement of the biological material.

## Right to Review Publications

2.15 In order to ensure that no patent opportunities are missed any agency supporting or collaborating in research may also be granted the right to review manuscripts prior to publication or public disclosure. This right of review does not include the right to alter publications, except to the extent necessary to remove any company owned confidential information. The company generally will have the right to ask the University to delay publication for a reasonable period of time (usually not more than 90 days) sufficient to allow patent action to be taken.

## Right to Review the Policy

2.16 As and when required, Guru Angad Dev Veterinary and Animal Sciences University will review and bring about necessary changes in the IPR policy in light of changing scenario.

## Glossary

3 For the purposes of implementing this regulation, the technical terms are defined as follows:

3.1 **Invention:** A process/method, device, plant, germplasm or other biological material, composition of matter or other discovery that reasonably appears to qualify for protection under the Trade Related Aspects of Intellectual Property Rights (TRIPS) within the framework of World Trade Organization (WTO).

3.2 **Patent Rights:** is an exclusive right granted by a country to the owner of an invention to exclude others from making, using or selling an invention within that country, provided the invention satisfies following conditions stipulated by the law:

a) *Novelty:* An invention will be considered novel if it does not form a part of the global state of the art;

b) *Inventiveness* (sometimes called “non-obviousness”): A patent application involves an inventive step if the proposed invention is not obvious to a person skilled in the art i.e. skilled in the subject matter of the patent application; and

c) *Usefulness:* An invention must possess utility for the grant of patent. No valid patent can be granted for an invention devoid of utility.

3.3 **Copyright or Copyrightable Work:** An original work of authorship which has been fixed in a tangible medium of expression, from which it can be understood, reproduced or otherwise communicated either directly or with the aid of machine or device, such as books; software and other computer programmes; sound recordings, literary, artistic, dramatic and musical works; cinematographic films. A copyrightable work may be the product of a single author or a group or others who have collaborated on the creation of the work.

3.4 **Industrial Designs:** A design used in commerce that is new and differs significantly from known designs or combinations of known designs. Design protection promotes market competition and encourages creativity by protecting aesthetically attractive products ranging from technical instruments, appliances, house wares, textiles and other goods.

3.5 **Trademarks (Including Service Marks):** A distinctive work, artistic design, graphic symbol or combinations of words and graphic design that distinguishes and identifies the goods or services of one party from those of another party, examples being computer programmes.

- 3.6 **Geographical Indications (GI):** GI identify a food, biological material or other good as originating in a region or locality or territory of a member country through a given quality, reputation or other characteristic of the goods. (GIs may not be directly used by the University system) but IPR Cell can provide data and other information available from their libraries to associations seeking GI registration for products. The University will file a registration for GI if a plant variety of other good was developed by and is owned by the University.
- 3.7 **Trade Secrets:** Assume an important role with increasing awareness about IP system in the universities. The freedom and open environment prevents universities from keeping true trade secrets as defined in law (statutory and case law). Trade secrets are not the same as temporary or limited confidentiality, but have true legal requirements. Which universities typically cannot maintain. Therefore this IPR policy will not cover trade secrets.
- 3.8 **Tangible Research Property:** Tangible items produced in the course of research, including but not limited to such items as biological materials, compare databases, prototype machines or devices to improve agricultural processes. Tangible research property may be protected by contract, such as a material transfer agreement, defining the rights of the recipient of the Tangible Research Property. Furthermore, Tangible Research Property may be associated with one or more intangible properties, such as trademarks, patent rights or PVP applications and/or certificates.
- 3.9 **Intellectual property:** Collectively, all forms of intellectual property of the University included in the specific definitions provided above.
- 3.10 The IPR Cell is the entity within GADVASU that provides the day to day management of the University owned intellectual property and implementation of these regulations with tasks such as but not limited to receiving and maintaining disclosure if invention files, interfacing with the external agency in the patent application process, and encouraging the faculty to file disclosures of invention under confidentiality. Additionally, the IPR Cell is the entity primarily responsible for technology transfer tasks, such as' negotiating license agreements with prospective commercialization partners. The objectives of the IPR Cell are:
- a. To access and facilitate the inventive work for creation of intellectual property.
  - b. To generate awareness among the faculty, students, creator/group of creators and societies regarding the value of their ideas/IPK/Genetic wealth.
  - c. To help such group/groups for submission of proposals for creation and protection of IP.
- 3.11 **IPR Advisory Committee:** An IPR Advisory Committee shall be established to guide and advise the IPR Cell. The committee shall be comprised of the Vice Chancellor as its Chairman, Director of Research as Secretary; Dean, Postgraduate Studies; Director Extension Education; Registrar; Dean of constituent colleges and two senior most professors as members.
- 3.12 **Technology Marketing & IPR Committee:** will be constituted as under:
- |   |          |
|---|----------|
| Director of Research                              | Chairman |
| Coordinator of Research/nominee of concerned Dean | Member   |
| Concerned Head of Department                      | Member   |
| Concerned Scientist(s)                            | Member   |
| Incharge IPR cell                                 | Member   |

## **PART B: GUIDELINES PROTECTING IPR FROM POSTGRADUATE STUDENTS' THESIS**

**(Approved by the Vice-Chancellor vide No. VCR-1063 dated 28.11.2019)**

### **Intellectual Property Rights**

- 4 Intellectual property generated in the research by postgraduate students in Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana will be protected as per following guidelines:
  - 1 In case, the Scientists/Inventors believe that the result findings from postgraduate students' thesis/ dissertation can qualify for IPR protection, the case must be initiated by Major Advisor of the student at least three months prior to submission of the rough draft of thesis/ dissertation.
  - 2 In such cases, the research work viz. results/outcomes/methodologies, etc. of the invention(s) which are to be protected should not be put in public domain or nowhere should it be presented even in the form of presentation/full paper or any hard or soft form etc., till the filing of the IPR application.
  - 3 The confidential agreement shall be signed by the Student, Major Advisor, Advisory Committee, Head of the Department, Dean of the constituent colleges, Dean Postgraduate Studies, Director of Research and Incharge, IPR Cell to keep the confidentiality of such research work/ intellectual property.
  - 4 The matter regarding patent must be discussed in a special meeting of Advisory Committee to assess/deliberate on the research findings for comments/recommendations thereof. The meeting to assess the merits of the case with regard to research to be patented shall be held in confidentiality. During the presentation, the inventors may hide or code their key methodologies and findings. The matter guidelines with regard to conditions laid down by the funding agency shall be followed, if the research is funded by some extramural research project(s).
  - 5 The major advisor of the student will initiate the case in form of a self-explanatory note with comments/recommendations of the Advisory Committee, Head of the Department and it will be sent to the Dean, Postgraduate Studies.
  - 6 The Dean, Postgraduate Studies on receipt of the written request will forward the case to be patented to the Director of Research for further evaluation and recommendation.
  - 7 In light of aforesaid points, the Director of Research may recommend the case to IPR Advisory Committee or may constitute an IP Assessment Committee (IPAC) for evaluation of thesis/dissertation. The IPAC shall be formed by the Director of Research consisting of a Chairperson (Director of Research), Incharge & members of the IPR Cell and at least three additional faculty members with domain expertise or familiarity/ experience in areas related to the innovative work, but not involved in the work. The Director of Research will nominate the third member. The inventor(s) would be free to suggest names of faculty members (not more than two) who are qualified to evaluate the innovative work to be invited by the Director of Research. In meetings, student/advisor have to present their work for which IP protection is sought. During presentation before the IPAC, the inventor(s) may hide or code key methodologies and findings. After presentation, the IPAC will give the comments/suggestions/recommendations etc., for filing the patent(s) from the thesis/dissertation/research work of postgraduate students. After recommendation of the Director of Research or IPAC comments, the case will be discussed in IP Advisory Committee for comments/suggestions/recommendations.
  - 8 If IPR Advisory Committee recommends the case for filing of patent and submission of thesis/dissertation/research work, then the Director of Research will forward the case to the Dean, PGS along with its comments/recommendations.



- 9 The major advisor will simultaneously start the procedure for filing the patent(s) (provisional or complete) by self-drafting under the guidance of IPR Cell of the University or may hire some agency for its processing (with the permission of the competent authority). The Director of Research will initiate procedure for permission of the competent authority to file IPR as per University guidelines.
- 10 If case for filing patent is not recommended, then the routine procedure for thesis/dissertation seminar, submission of rough draft and final theses/dissertation will be followed and all contents will be disclosed.
- 11 If IPR protection of the work is still in process, student will present a thesis seminar as a result seminar in the department. The results/outcomes/methodologies of the research work to be protected will be presented in coded form. The rough thesis/dissertation will also contain the results and discussion of the research findings to be patented in the coded form. All the intricate details about the coded product/analytes should be submitted in a sealed cover to the Dean, PGS along with a copy of rough draft of the thesis/dissertation and also to the Director of Research.
- 12 After a gap of minimum 10 days from submission of rough thesis, student will submit final thesis with patentable contents in coded form and also complete thesis with all details (in sealed envelope) to the Dean, PGS.
- 13 After receiving comments from the Director of Research regarding permission to file the patent, the Dean, PGS may forward the case to the Vice-Chancellor/Academic Council for permission for internal evaluation of thesis/dissertation and conduct of internal viva-voce examination for awarding the degree to the student, by constitution of a standing committee consisting of the Dean, PGS (Chairman), the Director of Research, concerned Dean, Major Advisor of the student, Advisory Committee of the student and Incharge of IPR Cell. Thereafter, the Dean, PGS will issue an order in this regard and the information for the same will also be sent to the Registrar.
- 14 After internal viva-voce examination, the student shall submit the hard bound copy of the thesis/dissertation with patentable contents in coded form and complete thesis/dissertation with all details (in sealed envelope) to the Dean, PGS.
- 15 Publication of research work will be done after its protection or successful filing of the patent.
- 16 Complete thesis/dissertation with full data will be put in public domain after successful filing and receipt of patent application number from NRAC or grant of the patent or rejection of patent by the patent issuing authority, as the case may be.
- 17 A policy decision on Grant of Degree Certificate will be taken on this account subject to approval of Academic Council.
- 18 The mandatory requirement of submission of research papers for thesis/dissertation requirement will be considered at par with the permission to filing of patent application.