



Phone : 73020

## Constitution

OF

### Arya Vidya Parishad Panjab (Regd.)

Gurudutt Bhawan, Chowk Kishanpura  
JALANDHAR CITY.

UNDER

Arya Pratinidhi Sabha Panjab, Jalandhar (Regd.)

Latest amended Version approved by the Registrar of  
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President)	Principal	Advocate
	(Registrar)	(Gen. Secretary)

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## AMENDED CONSTITUTION

OF

ARYA VIDYA PARISHAD, PUNJAB (Regd.).

Head Office : Kishanpura Chowk, Jalandhar City.

1. Name :

The Parishad formed in pursuance of clause 28 (a) of the Rules and Regulations of the Arya Pratinidhi Sabha, Panjab (Regd.) shall be called the Arya Vidya Parishad, Panjab.

2. Regd. Office :

The Registered office of the Arya Parishad, Panjab shall be based at GURUDUTT BHAWAN, CHOWK KISHANPURA, JALANDHAR CITY.

3. The Aims & Objects :

- To organise, control and supervise the Schools and Colleges affiliated to the Arya Pratinidhi Sabha (Pb.) or institutions being run in the Arya Samaj affiliated to the Sabha.
- To frame Rules and Regulations, to popularise Vedic Culture and ideals by making the schools and colleges the medium of such propaganda.

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- c) To create & provide facilities for the training of teachers and for improving educational standards, fostering discipline & by framing Rules and Regulations and by-laws for Arya Smajist Educational Institutions.
- d) To bring uniformity in the administration of all Institutions affiliated to the Parishad and in service conditions of their employees.
- e) To make arrangements for introducing Dharamshiksha in all the Educational Institutions affiliated to the Parishad.
- f) To approve Dharamshiksha Books for the schools and colleges affiliated to the Parishad and to get them published.
- g) The Parishad will have affiliated and associated Institutions under its control.

#### 4. General Body :

The General Body of the Arya Vidya Parishad, Punjab shall consist of the following 45 members :-

- a) Office-bearers of the Arya Pratinidhi Sabha, Punjab (Registered). 15
- b) Distinguished persons appointed by the Antrang Sabha of the Arya Pratinidhi Sabha (Pb.) Regd. 10
- c) Principals of the colleges affiliated to the Vidya Parishad and appointed by the Antrang Sabha, Punjab. 03

- d) Heads of the Boys schools affiliated to the Vidya Parishad and appointed by the Antrang Sabha of the Arya Pratinidhi Sabha Punjab. 4
- e) Heads of the Girls Schools affiliated to the Parishad and appointed by the Antrang Sabha of the Arya Pratinidhi Sabha, Punjab. 3
- f) Those elected by the Antrang Sabha of the Arya Pratinidhi Sabha, Punjab out of the representatives of the Managing Committees. 10

#### 5. Executive Committee :

In order to conduct the affairs of the Parishad properly, there shall be an executive committee comprising 21 members (including the 15 Ex-officio office-bearers of the sabha). The remaining 6 members shall be appointed by the Antrang Sabha of the Arya Pratinidhi Sabha out of the General Body of the Arya Vidya Parishad Punjab.

Following shall be the powers and functions of the executive committee :-

- a) To constitute the local managing committees for the management and control of educational institutions under the control of the Vidya Parishad.
- b) To appoint and remove the Principals, Vice-Principals, Head Masters and Head Mistresses of the schools and colleges affiliated to the Parishad.
- c) To transfer the employees of an institution affiliated to the sabha from one institution to the other.
- d) To consider appeals against the decisions of the Local Managing Committees.

- e) To frame Rules & Regulations and to make necessary amendments/alterations for the working and functioning of the sub-committees appointed by it.
- f) To constitute sub-committees out of its members & other distinguished persons, to discuss special issues and to achieve certain objects.
- g) In the event of deliberate and constant defiance and disobedience of the orders of the Parishad, in case of disorder in the Management which is detrimental to the cause of Institution, the Executive Committee shall have the power to replace it by an other committee (according to the Delhi Pattern Grant-in-aid Scheme in case of schools) for the Management and control of such institution. The executive committee can remove a member/members (including office-bearers) of the local Managing committee even before the expiry of such period
- h) To veto any decisions arrived at and resolutions passed by the Local Managing Committee of an Educational Institution affiliated with the Parishad.
- i) To appoint and remove the employees of the Parishad.
- j) To arrange for the inspection of Income and Expenditure etc. of any educational institution affiliated to the Parishad. To appoint Inspectors, Auditors for the said purpose on such terms and conditions as deemed fit by the Parishad.

- k) To approve appointments, suspensions, removals & other punishments proposed for all types of employees working in the Educational Institutions affiliated to the Parishad.

6. Office Bearers :

- a) President ; President of the Arya Pratinidhi Sabha (Pb.)
  - b) Sr. Vice President : Sr. Vice President of the Arya Pratinidhi Sabha, Punjab.
  - c) General Secy. : General Secretary of the Arya Pratinidhi Sabha, Punjab.
  - d) Registrar : Elected by the Antrang Sabha of the Arya Pratinidhi Sabha, Punjab.
7. In the event of a vacancy occurring in the Arya Vidya Parishad, the same shall be filled by the Antrang Sabha of the Arya Pratinidhi Sabha, Punjab.
8. The Antrang Sabha of Arya Pratinidhi Sabha, Punjab shall have the power to determine the composition, constitution and powers of the Vidya Parishad from time to time. The General Body of the Vidya Parishad shall meet at least once a year to decide the following matters :-
- a) To approve the annual report and Income-Expenditure statement of the Vidya Parishad.
  - b) To approve the annual Budget of the Parishad and its various departments for the next year.
  - c) To discuss and decide matters already notified.



d) To review the decisions of the Executive Committee of the Arya Vidya Parishad, Punjab.

9. Powers and functions of the Arya Vidya Parishad, Punjab.

The Arya Vidya Parishad, Punjab shall have the following powers and functions :

- a) To determine the policies for the working of its Educational Institutions and Managing Committee.
- b) To make Rules and Regulations for managing the affairs of the Arya Vidya Parishad and working of sub-committees appointed by it.
- c) To appoint sub-committees out of its members and other learned members of the Parishad for the discussion of special issues and for achieving certain objectives
- d) At least, three meetings of the Executive-Committee of the Parishad shall be called during a year out of which one in the month of March shall be for the following purposes : -
  - 1) To approve the Budget and Income and Expenditure of the Parishad.
  - 2) To discuss and pass the annual report.
  - 3) To discuss the requisite amendments/alterations of Rules and Regulations received by the Parishad, to accomplish the aims and objects of the Parishad.
  - 4) To consider the suggestions received by the Parishad, to accomplish the aims and objects of the Parishad.

5) To hear and decide appeals against the decisions of sub-committees of the Parishad.

6) To approve the Budget and Income/Expenditure of the schools and the Colleges affiliated to the Parishad.

10. Local Managing Committee :

The Executive Committee of the Arya Vidya Parishad, Punjab, shall appoint Local Managing Committees specifying office bearers for the management and control of schools and colleges affiliated to the Sabha, in conformity with Rules, Regulations and instructions of the Punjab School Education Board/Education Department and the Universities concerned. But 2/3 of its members shall be from the Arya Samaj affiliated to the Arya Pratinidhi Sabha, out of which 1/3 of the members, may be from the founder Arya Samaj of the concerned institution.

- a) And atleast one nominee of the Arya Pratinidhi Sabha, Pb. out of its General Body shall be the Ex-officio member of the Local Managing Committee of every Institution affiliated to the Parishad.
- b) The Institutions affiliated to the Vidya Parishad shall send quarterly financial statements to the President, Arya Vidya Parishad, Punjab on the specified proformas.
- c) The Local Managing Committee shall have to get prior approval of the President of the Vidya Parishad before incurring an expenditure of more than Rs. 50,000/- at a time.

- d) No interview for the appointments of teachers/ Heads/Principals shall be considered valid unless it is presided over by the President of Vidya Parishad or his nominees.
- e) The interviews shall be held at the Registered Head office of the Parishad.
- f) The President of the Parishad has the powers to take action against those institutions/Managing Committee/Principals who defy the rules of the Parishad.
11. The following shall be office bearers of the Local Managing Committee having powers appended thereto :—

**President :**

To preside over the meetings of the Local Managing Committees and Sub-Committees appointed by them. To look after the interests of the institution in every respect, to exercise over all control over the affairs of the Managing Committee and to serve as a Liaison officer between the Sabha/Parishad and the Managing Committee headed by him. He can also allow or disallow any matter, not already included in the agenda for discussion in the meeting when held.

**Secretary or Manager :**

In case of colleges, there shall be one post of Secretary and in case of Schools there shall be one post of Manager who shall manage the affairs of the institution with the co-operation of its head and implement the decisions of the Managing Committee.

12. The meeting of Local Managing Committee shall be held when called by its Secretary/Manager with the approval of the President. 1/3 of total strength of its members personally present shall form the quorum.
13. Ordinarily, a written notice of atleast 36 hours is essential for holding meetings of the Local Managing Committee except in emergent circumstances, when even a notice of 24 hours will suffice.
14. No appointment of a near/blood relative of a member of the Managing Committee shall ordinarily be made in that Institution without prior written approval of the Vidya Parishad, Punjab.
15. The Executive Committee of Vidya Parishad can also remove a member from the Managing Committee who remains constantly absent for 3 consecutive meetings of the Managing Committee.
16. The Local Managing Committee or an attorney appointed by it or a Sub-Committee appointed by it, shall have the power to fight the cases filed by or against the Local Managing Committee. The Local Managing Committee shall send intimation about such cases to the Vidya Parishad.
17. The Local Managing Committee of every Institution shall get all the appointments, suspensions, removals or other punishment of employees, approved by the Executive Committee of the Arya Vidya Parishad before hand.
18. The members of the Local Managing Committee shall normally be nominated for a period of three years. In case of a vacancy occurring before this period, it will be



filled by the Executive Committee of Arya Vidya Parishad, Punjab. If deemed necessary, the Executive Committee can change or dissolve the Local Managing Committee even before the expiry of this period.

19. All the matters shall be decided by the majority of votes. In case of equal votes on both sides, the President shall exercise his casting vote.
20. All the proceedings of the Executive Committee of the Parishad, Local Managing Committee and all the committees and sub committees, appointed by it, shall generally be recorded in Hindi.
21. Appeals can be filed against the decisions of the Local Managing Committee, before the Executive Committee and against those of the Executive Committee before the Arya Vidya Parishad. No Managing Committee can go direct to a court of law against the decisions of the Arya Vidya Parishad, but can file an appeal against it with the Antrang Sabha of the Arya Pratinidhi Sabha Punjab, whose decisions shall be final and binding.
22. The President of the Arya Vidya Parishad, shall preside over the meetings of the Parishad and its Executive Committee and shall keep a close watch over the working of the Parishad. In the absence of the President, the Sr. Vice President/General Secretary of the Parishad shall preside.
23. It will be the duty of the General Secretary of the Parishad to call meetings of the Executive Committee and the parishad as and when desired by the President, to record their proceedings and to manage the office of the Parishad.

24. It shall be the duty of the Registrar to implement the decisions of the Vidya Parishad and the Executive Committee. He shall have the power to inspect the institutions & make necessary recommendations to the President for implementation. The Registrar shall also report to the President from time to time regarding the working of various institutions under the Vidya Parishad and he shall have the powers to take necessary action & to recommend disciplinary action against any defaulter.
25. The Registrar shall have the power to spend upto 1000/- Rupees at a time for the cause of the Vidya Parishad.
26. The Executive Committee of the Parishad can remove a person from the membership of Local Managing Committee, if his/her retention is against the interest of the Institution.
27. The High Schools, senior Secondary/Model schools and colleges affiliated/associated to the Vidya Parishad shall have to pay Rs. 1,000/-, Rs. 2000/- and Rs. 3,000/- respectively as affiliation fee every year before 31st of March failing which necessary action as deemed fit shall be taken against the Managing Committee.
28. Service conditions, leave and conduct rules for the employees of the colleges shall be framed according to the Universities concerned and instructions received from time to time and in case of schools present rules shall remain in force till the formation of new rules or as directed by the Education Department.
29. The quorum for holding the meetings of the Parishad and the Executive Committee shall be 14 (Fourteen) and 7 (Seven) respectively.

30. Except in emergent circumstances, a notice of at least 15 days, shall be given for holding meetings of the Parishad and the Executive Committee respectively.
31. The Local Managing Committee of the Schools under the Arya Vidya Parishad shall be constituted according to Delhi Pattern or according to the instructions of the D. P. I./authority concerned of the Punjab Government or the Directions of the Punjab Govt. issued from time to time.

**Constitution of Managing Committee Under Delhi Pattern Scheme.**

- a) Nominated by the Executive Committee of the Arya Vidya Parishad, Punjab. At least one member shall be a representative of the Arya Pratinidhi Sabha, Punjab to be nominated by the President. 9
- b) Head of the school Ex-officio. 1
- c) Representatives of the Teachers (Seniority according to the length of service) 2
- d) Chairman of Parent Teacher Association Ex-officio. 1
- e) Educationist nominated by the Executive Committee of the Arya Vidya Parishad, Punjab managed/controlled by the Arya Vidya Parishad, Punjab. 1
- f) D. E. O. of the district or his nominee, Ex-officio. 1
- g) Educationist (out of a panel of three personnels) recommended by the Executive Committee of the Arya Vidya Parishad, Punjab managed/controlled by the Arya Pratinidhi Sabha, Punjab. 1

32. The Arya Vidya Parishad, Punjab managed and controlled by Arya Pratinidhi Sabha, Punjab will run the institutions under its direct control or affiliated/associated to the Sabha keeping in view the instructions of the Education Department/Punjab School Education Board or the University concerned issued from time to time.
33. The General Secretary of the Arya Vidya Parishad, Punjab managed/controlled by Arya Pratinidhi Sabha, Punjab (Regd) or his nominee or a Sub-Committee appointed by him is authorised to defend the suits filed against the Arya Vidya Parishad, Punjab and/or file fresh suits on behalf of the Arya Vidya Parishad, Punjab.
34. Annual Inspection :

Every Institution affiliated/associated to the Vidya Parishad shall be annually inspected by an inspection team appointed by the Vidya Parishad.

Sd/-	Sd/-	Sd/-
Virender Ashwani K. Sharma	Ashwani K. Sharma	Advocate
President	Registrar Arya Vidya Parishad Punjab Jalandhar	General Secretary



## B. L. M. GIRLS COLLEGE, NAWANSHAHR.

### CODE OF CONDUCT FOR STUDENTS

#### • GENERAL

The students are to abide by the follow mentioned guidelines. They should:

- Maintain regularity, punctuality and discipline.
- Wear elegant and decent dresses in the college.
- Carry Identity Cards on daily basis.
- Show courtesy and patience while dealing with the Office staff.
- Access College Notice Boards for the latest updates.
- Refrain from using cell phones in No-Cell-Phone-Zones.
- Refrain from ragging.
- Refrain from damaging College Property.
- Stay away from the Reception Area.

#### • LIBRARY

The students are to abide by the following Library Rules:

- While inside the library, a student should be in possession of Library-Cum-Identity Card.  
A book shall be issued only on the presentation of this card.
- Books are issued for a period of days mentioned in the due date slip.
- Students who fail to return the books on the due date shall pay a fine of Rs. 2/- per day, per book for the period beyond the date.
- Reference books, rare books and periodicals shall not be issued.
- If a student loses or otherwise damages a book, she shall pay double the cost of that book along with 10% handling charges as fine.
- If a student loses or damages an old edition of a book, she would have to deposit triple the cost of the book along with 10% handling charges.
- Students are advised to check the books before getting them issued.
- Use of the Library is restricted to bona-fide students only.
- Students visiting the Library should deposit their belongings at the property counter.
- Students should observe silence while in the reading halls.
- Loss of Identity card should be immediately reported to the librarian and duplicate card should be obtained on payment.



**(B) PRINCIPALS OF COLLEGES***(Maintained by the University)*

1. In these Ordinances "Principal" will mean Principal of a College (day or evening) maintained by the University.

2.1 The appointment to the post of Principal shall be made according to the provisions of the Act/Statutes.

2.2 Subject to the provisions contained in this Chapter, the terms and conditions of service of the Principals shall be the same as of other Class 'A' officers of the University.

3. Save as otherwise provided in this Chapter, provisions contained in the Statutes/Regulations for University teachers shall apply to the Principals.

4. The duties of a Principal shall be:

- (i) To function as the executive head of the College and exercise general control over its working.
- (ii) To coordinate the activities of the teaching departments in the College with a view of maintaining the academic standards at the level prescribed by the University.
- (iii) To ensure wholesome teacher-student relations and to promote the welfare of the students within available resources of the Colleges.
- (iv) To endeavour, through curricular, co-curricular and extra-curricular activities, to make the College responsive to the needs and requirements of the community it serves.
- (v) To create healthy interest among the students and their parents/guardians in the growth and development of the College. The Principal shall also be expected to participate in the teaching at the College.
- (vi) The amalgamated fund of the college shall be utilized by the Principal in accordance with the ordinances contained in Part-A Chapter XV(v) of the Calendar Vol. III.

**(B) SERVICE AND CONDUCT OF COLLEGE TEACHERS**

The following Ordinances in regard to Service and Conduct of Teachers shall apply to all the teachers employed in non-Government affiliated Colleges including those already in service unless otherwise specified.

In these ordinances:

- (i) "College" means affiliated College under private management;
- (ii) "employee" means a teacher including the Principal, Librarian, Director of Physical Education and other persons imparting instruction and recognized as teacher by the University, in the service of Non-Govt. Colleges.

**(1) Service Ordinances**

1.1 The appointment of every employee in a non-Government College affiliated to this University shall be on a written\* contract on per form prescribed by the University from time to time. (Appendix D)

1.2 Procedure for appointment of Principals/teachers of privately managed/aided colleges:

- (A) The appointment of a College Lecturer will be made by a Selection Committee consisting of the following members:
  - (a) Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
  - (b) A nominee of the Vice-Chancellor.
  - (c) A subject expert to be nominated by the Vice-Chancellor.
  - (d) Principal of the concerned College.
  - (e) Head of the Deptt. of the College concerned.

\* A private management, if it retaining a number of colleges, shall have the right to transfer the services of any teacher to another similar College or to other management provided it does not affect his emoluments and personal activities.

(f) A nominee of the D.P.I.

(g) A subject expert to be nominated by the D.P.I.

The quorum for the meeting would be 5 of which atleast one representative of the University and one representative of the D.P.I. must be present.

(B) The appointment of College Principal will be made by Selection Committee consisting of the following members:-

- 1 Chairperson of the Governing Board as Chairperson.
- 2 One member of the Governing Board to be nominated by the Chairperson.
- 3 Two Vice-Chancellor's nominees, out of whom one should be an expert.
- 4 D.P.I./Nominee
- 5 One expert out of a list of persons (to be provided by the D.P.I.) consisting of Principal or Professor who are known educationists to be appointed by the Chairman of the Governing Body

At least four members, including two experts, should constitute the quorum.

The process of selection shall involve the following:-

- 1 Assessment of aptitude for teaching and research.
- 2 Ability to communicate clearly and effectively.
- 3 Ability to analyse and discuss.
- 4 Optional. Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.

1.3 Recruitment to the posts of Lecturers in the colleges shall be made out of the candidates who possess qualifications prescribed by the University Grants Commission/State Govt. as adopted by the University from time to time

2 Every employee in an Arts and Science College shall be paid atleast the minimum pay-scale as laid down by the University.

3.1 The employee will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work is found satisfactory. It would be obligatory on the part of a Managing

Body to notify to the teacher in writing before the expiry of one year's probationary period, whether he had been confirmed or his period of probation had been extended and in the absence of such a notice the teacher would be deemed to have been confirmed.

The probationary period, in no case, will be extended beyond two years from the date of appointment.

3.2 The period for which a lecturer has worked against a leave vacancy on ad-hoc basis due to an appointment made by the Principal or on a temporary basis against a leave vacancy due to an appointment made by the properly constituted Selection Committee will not count towards the probationary period, if such a person is appointed on a regular basis against a substantive post by the duly constituted Selection Committee unless the Selection Committee makes a specific recommendation to that effect in their proceedings.

4 No college teacher shall be required to teach for more periods than laid down by the University, apart from such co-curricular activities as may be assigned to him by the Principal.

The Principal of a College located in a rural area, may, however, allot to a teacher additional teaching work not exceeding six periods per week over and above the maximum number of periods prescribed by the University for the whole of the academic session or a part thereof on payment of proportionate additional salary, provided that no such additional salary will be admissible to a teacher who is assigned additional teaching periods, for a period of two weeks or less.

5 The Principal and the teachers of a College shall be paid their salary regularly, but in no case later than the tenth of the month following that for which the salary is due.

6.1 Annual increments shall be drawn as a matter of course and shall not be withheld without assigning specific reasons in writing and the teacher shall have the right of appeal to the Vice-Chancellor.

6.2 The annual increment shall be allowed with effect from the first day of the month in which it falls due, instead of the actual date

#### Crossing of Efficiency Bar

7.1 An increment shall be drawn as a matter of course, unless it is withheld. But where an efficiency bar is prescribed in the time

\* Refer to Chapter Teaching Periods



scale the increment next above the efficiency bar shall not be given to an employee working in Non-govt. affiliated colleges without the specific sanction of authority empowered to withhold increment. This authority should vest with the Governing Body of the College, which is the appointing authority.

7.2 Withholding of increments or promotion including stoppage of efficiency bar is a penalty whether the stoppage at efficiency bar be on ground of unfitness or otherwise. Therefore, an order stopping an employee at an efficiency bar will be appealable to Vice-Chancellor.

7.3 ACRs should be written in the proper form prescribed by the Department by the Principal of every lecturer regularly and proper record should be maintained by the Principal.

7.4 All adverse remarks written in the ACRs should be communicated to the lecturers concerned, so that he/she may be able to file an appeal and reports regarding his/her work and conduct should be placed before the committee constituted by the managing committee for this purpose. He/She should also be given an opportunity to improve his/her work and conduct.

7.5 The following members will constitute committee for consideration of cases for crossing the efficiency bar of the lecturers:

- (1) President, Secretary, nominee of the Managing Committee of the College.
- (2) Principal of the College.

7.6 All cases involving crossing of an efficiency bar will be initiated three months before the date on which an employee has to cross the efficiency bar and all such cases shall be decided by the Governing Body of the institution before the said date.

7.7 The committee shall consider the last three A.C.Rs. of the lecturers alongwith the special report from the Principal.

7.8 If the committee desires over all assessment of the lecturer concerned from the date of his/her joining service it may also be considered in case the last three ACRs are not satisfactory.

7.9 In the orders of stoppage at an efficiency bar, it will specifically be stated whether the order will have cumulative or non-cumulative basis.

7.9.1 Normally the employees may be allowed to cross the

efficiency bar, where there is good reason to show that he is fit to cross it i.e. he has acquired the requisite standard of efficiency.

7.9.2 As the efficiency of his service and the standard of education depends to a great extent on the quality of officials-teaching staff at the top, it is essential that each case is dealt with care and the crossing of efficiency bar is not regarded as mere matter of form.

7.9.3 Cases of stoppage of efficiency bar on ground of unfitness should be reviewed at the expiry of one year from the date of orders.

8. An employee whether permanent or on probation or appointed temporarily shall be entitled to summer vacation salary as under:

- |   |  |
|---|--|
| (i) Those who complete nine months' service                                 | ..full salary  |
| (ii) Those who complete service for three months or more but less than nine | ..proportionate salary on the basis of full salary for nine months |

Provided that no employee who has served for less than three months will be entitled to any summer vacation salary.

Provided further that if an employee leaves service of his own accord, he shall not be entitled to summer vacation salary or any portion thereof.

Provided further that an employee who retires from service on attaining the age of 60 years or on the expiry of the period of any extension granted to him thereafter or on completing the period of his re-appointment for a specified period on contract basis beyond the age of 60 years will not be entitled to summer vacation salary or any portion thereof.

9.1 The Principal, being the Head of the Institution will exercise general control over the teaching departments and will head the departments for their smooth and proper functioning.

The Principal of the Non-Government colleges affiliated to this University shall be paid special allowance per month as prescribed by the University from time to time, for administrative work.

9.2 There shall be a Head of the Department for each subject provided the number of teachers in the subject is atleast four. The Head of the Department shall be appointed by the Principal on the

basis of seniority in the same college, provided he/she is unconditionally approved by the University for teaching Post-graduate/Degree classes as the case may be.

9.3 If an eventuality arises, the Principal may appoint the next senior person in the Department as Head of the Department, in the interest of the college work.

10.1 (a) The service record of Principal/Teacher and the Annual confidential report of his work and conduct shall be maintained regularly by the Managing Committee/Principal. The person concerned shall be informed in writing in case there is an adverse report.

(b) Every employee shall have the right to inspect his service book during the first quarter of the financial year and his signatures will be obtained in confirmation of his having inspected the service book.

A certified copy of the service book shall be supplied to the employee if asked for by him on payment of copying fee as may be prescribed.

10.2 Every affiliated Non-Government College shall prepare a seniority list on the basis of persons in position as on 1-11-1966 and supply the same to the University. Such lists shall be brought up to date every year as on April 1.

10.3.1 A person in a senior scale shall always be senior to the persons in the lower scale.

Under the scheme of revision of pay scales w.e.f. 1.1.86, the relaxation in service of 8/16 years for placement in senior/selection scale by one year/three years in respect of those possessing M.Phil/Ph.D. Research Degrees as the case may be (it being only an incentive for the higher qualifications) will not affect the inter-se-seniority of Lecturers.

10.3.2 The seniority of a person in a grade will be determined as under :

- (i) (a) Length of service in the scale (from date of joining) subject to confirmation from the date of appointment;
- (b) If the probationary period is extended and a person is not confirmed from the date of appointment, then seniority will be determined with effect from the date of confirmation.

- (c) If the date of joining and confirmation is the same, a person given the higher start will be considered as senior.
- (ii) If the starting salary is also the same, then the person old in age shall be senior.
- (iii) In case of appointment made by direct recruitment, a person placed at No. 1 in order of merit shall be senior to a person placed at No. 2 and so on.
- (iv) The candidates who have been ranked at No. 1 by the Selection Committee in various subjects shall be grouped together and the elder member shall be senior to others. Similarly, candidates ranking at No. 2, 3 etc., shall be taken from the different subjects and grouped together and the elder number shall be senior to a younger number. In case, two or more candidates have the same date of approval in the same group, the candidate who joins first, shall be senior to others.

10.3.3 A Managing Committee having more than one college shall have one consolidated list of seniority.

10.3.4 For the purpose of determination of seniority, a college having Arts, Science and Commerce faculties shall be treated as one Unit, and a College having a Professional Faculty shall be considered as a separate Unit.

11.1 The age of superannuation of Principal/Teacher in an affiliated college shall be 60 years.

Provided that the Principal/Teacher will be entitled to seek voluntary retirement in accordance with the Punjab Govt. rules prevalent from time to time.

11.2 The date of retirement of an employee shall be the afternoon of the last day of the month in which the actual date of his retirement falls.

11.3 A person who, after having served in other affiliated colleges/University in the Punjab State/Chandigarh joined another affiliated College(s) shall be allowed the benefit of previous service while calculating gratuity at the time of retirement, superannuation or pre-mature retirement, as the case may be.

11.4 The person above 60 years of age may be appointed in non-government unaided Education and Law Colleges Principal/Lecturer on contract basis upto the age of 62 years.



12. The governing body of a Non-Government College shall include on its management, in addition to the Principal, who shall be an Ex-officio member, two representatives of teachers elected by teachers of not less than five years standing, provided that (i) the two representatives so elected shall be of not less than ten years standing and (ii) if two teachers of ten years standing are not available on the staff of the college, one representative shall be elected of not less than five years standing. Provided further that if no teacher even of five years standing is available in a College, a teacher who happens to be the senior most on the staff, shall be invited by the Governing Body to serve on it. The term of office of such representative shall be the same as for the remaining members of the Governing Body, provided that in no case it shall exceed three years.

The standing of a teacher for the above purpose should be with respect to the college which he is to represent on the managing committee.

Provided further that the teaching experience gained by a teacher while working in different colleges admitted to the privileges of the Universities in Punjab and Chandigarh under the same management shall be counted towards the total teaching experience for the purpose.

The election will be through secret ballot by simple majority vote and an eligible teacher will have as many votes as the number of vacancies to be filled up.

Provided further that a casual vacancy shall be filled by election within three months of the vacancy occurring and the member so elected shall continue for the rest of the term of the outgoing member. Election shall be conducted by the Principal.

13.1. Subject to what is contained in Ordinances 15, 16 and 17 infra, the Governing Body of a Non-Government College shall be entitled to determine the engagement of a permanent employee after giving him three months' notice in writing or on payment of three months salary in lieu of notice, for a good cause. Provided that in case of moral turpitude or misconduct, the Governing Body shall have the right to suspend the employee with immediate effect.

The period of suspension shall not exceed six months within which the case must be decided. During the period of suspension, the employee shall be paid subsistence allowance in accordance with the Punjab Govt. Rules prevalent from time to time. If ultimately the

employee is removed from service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

13.2. A copy of the order of suspension together with a copy of the charge sheet shall be sent within a week to the Registrar/Dean, College Development Council, who may direct that the teacher shall not be placed under suspension.

13.3. If a Principal/Teacher including the one appointed temporarily or on probation is dismissed or removed from service, the College shall send an intimation to the University, giving reasons etc. within two weeks.

14.\* A permanent employee may, at any time, terminate his services by giving the Governing Body three months' notice in writing or three months' salary in lieu thereof. However, if he/she is on extra-ordinary leave without pay, he/she must inform the management at least three months prior to the expiry of leave that he/she would not be rejoining the college, and in case he/she fails to give this information, he/she shall be liable to pay three months' salary to the college. The aforesaid information given three months prior to the expiry of leave will be treated as valid resignation notice.

15.\* During the period of probation and when an employee is holding a temporary appointment, the notice period required on either side shall be one month.

16. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the provisions of the Punjab Affiliated Colleges (Security of Service of Teachers) Act, 1974.

17. All colleges shall follow the general pattern of the Standard Provident Fund Rules as adopted by the Punjab Education Department (Appendix III), but the contribution of an employee of a non-Government affiliated college as well as the management of the college shall not be less than 10% of his pay and shall commence w.e.f. the date of confirmation of the employee.

Note : Provided that where a higher rate of Provident Fund already prevails, it will not be reduced without the consent of the University.

\* The period of summer vacation shall count towards notice period and the salary in lieu of notice shall not be in addition to the summer vacation salary. For the teacher shall be entitled to the summer vacation salary, as admissible under the rules in vailty in lieu of the notice period, whichever is higher.

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18. In addition to the benefits of Provident Fund, the Governing Body of the College would grant to every teacher, at the time of retirement or death (if it is earlier) for efficient and faithful service rendered, gratuity calculated at the rate of half the pay last drawn for each completed year of service.

## (II) Leave Ordinances

19. A leave account shall be maintained by the Head of the Institution.

20. A College teacher shall be entitled to:

- a) Leave in accordance with the Punjab Govt. Rules prevalent from time to time.
- b) Duty leave for attending meetings of the University bodies and educational seminars organised by the University and/or the University Grants Commission.
- c) The teachers of affiliated Colleges whose services are requisitioned by the University for examination duty, including evaluation and re-evaluation work be treated on duty by the college concerned.

21. A teacher who has put in five years service may be given study leave on such terms as may be settled between him and the management mutually.

## Privilege Leave

22. (1) Eight days' privilege leave for every completed year spent on duty may be granted by the Governing Body of Colleges to the lecturers of private colleges affiliated to the Guru Nanak Dev University, Amritsar.
- (2) Eight days' privilege leave for every completed year spent on duty may be granted to the Principals by the Governing Body of the private colleges affiliated to the Guru Nanak Dev University, Amritsar.

In addition to above para 2 the privilege leave to the Principals who attend the duty at their colleges with prior permission during vacation may also be granted by the Governing Body at the rate of following proportion :-

- (i) With 10 years service or less @ 1/24 of the duty period during vacation.

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- (ii) With more than 10 years service but not exceeding 20 years @ 1/18 of the duty period during vacation.
- (iii) With over 20 years service @ 1/12 of the duty period during vacation.

(3) The privilege leave so granted to the Principals of the private colleges affiliated to the Guru Nanak Dev University, Amritsar will be credited to the leave account of the individuals on the condition that they will not be entitled to the benefit of gratuity encashment in lieu thereof at any stage.

## (III) Conduct Ordinances

23. (i) No employee shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes or subjects of the Indian Union, or to disturb public peace.
- (ii) No employee shall stand for elections to Parliament, State Legislature or Local Bodies without the prior permission of the Managing Committee.

24. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct, participate in editing or managing of any newspaper or any periodical or act as correspondent of a newspaper.

25. No employee shall in any manner criticise adversely or public the administrative actions of the Managing Committee of the College.

26. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance of good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or any other person to whom he is not authorised to communicate document or information.

27. (i) No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by organising or holding private coaching classes in any manner.

For this purpose as and when a complaint is received by the University, the Vice-Chancellor shall appoint a committee including the Principal of the concerned college. The committee shall submit report to the Vice-Chancellor.



If established that the complaint is genuine, the University may recommend to the Managing Committee of the concerned college to initiate disciplinary action against the defaulting teacher in terms of the Service Security Act for the college teachers. The University may also withdraw the approval of the concerned teacher.

Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character with prior permission subject to the condition that his official duties do not thereby suffer, but he/she shall undertake or shall discontinue such work, if so directed by the Principal and in the case of the Principal if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/Deemed to be Universities/Institutes of National importance including Public Service Commissions and other Statutory Bodies.

Provided that no permission shall be necessary for examination work of this University or other Indian Universities for which additional enrolments are expected, the previous permission of the Managing Committee shall be necessary.

- (ii) No employee in an affiliated College shall write a guide or a help book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.

28. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.

29. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

30. No employee shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions

- (a) its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
- (b) it is not in any way connected with any political party or organization or does not engage in any political activity.

## (IV) General

31. (i) Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- (ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/Managing Committee of his College, subject to such conditions as may be laid down by the University.
- (iii) If a teacher, who is assigned an examination duty, either by the Local Controller of examination (Co-ordinator) or the University Office, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.
- (iv) No employee in a College shall apply for any other job, post or scholarship without the previous sanction of the Principal of his College or in case of the Principal, without the previous sanction of the Managing Committee. Provided persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
- (v) Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the leave Ordinances.
- (vi) No employee shall take part in any activity which in the judgement of Principal is calculated to lead to indiscipline in the College.

32. Consequent upon conversion of the Regulations into Ordinances relating to the Service and Conduct of Teachers of Non-Government Affiliated Colleges by the Syndicate vide its Resolution No. 31 dated 12.4.1975 and subsequently approved by the Senate on 13.7.1975; any act done or any action taken under the Regulations till the date of conversion shall be deemed to have been done or taken and validated under the Ordinances as if this Ordinance was in force from 25.10.1970.

## APPENDIX I

Agreement Form for College Teachers in a Non-Government College

An Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_

hereinafter known as the First Party and the Governing Body or Managing Committee of the \_\_\_\_\_ College through its Chairman, Secretary, hereinafter known as the Second party

WHEREAS the Second Party has engaged the First Party to serve the \_\_\_\_\_ College as \_\_\_\_\_

SUBJECT TO THE TERMS AND CONDITIONS HEREINAFTER SET OUT

1. That this agreement shall take effect and commence from the day of \_\_\_\_\_ 20 \_\_\_\_\_ and shall be determinable as hereinafter provided.
2. That the First Party is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs. \_\_\_\_\_ in the U.G.C. pay scale. The period of probation may be extended further by one year, but the total period of probation shall in no case exceed two years.
3. In case the Second Party is managing a number of colleges, it shall have the right to transfer the First Party to any other similar Institution in the same assignment, provided it does not adversely affect his emoluments and future prospects.
4. That the annual increments shall be granted on the recommendations of the Principal and shall not be withheld without assigning specific reasons in writing and further the First Party shall have the right of appeal to the Vice-Chancellor.
5. That the First Party shall subscribe to and be entitled to the benefit of the standard Provident Fund Rules as are followed by the Punjab Education Department and gratuity in accordance with the ordinances laid down by the Guru Nanak Dev University *infra*
6. Except in cases where the First Party is employed in a

temporary vacancy upto the beginning of the long vacation, the First Party shall be entitled to the full summer vacation salary, provided he has continuously worked for nine months immediately before and upto the commencement of the summer vacation. Provided further that if the First Party leaves service of his own accord, he shall not be entitled to summer vacation salary or a portion thereof.

7. That the First Party shall be entitled to leave in accordance with the Ordinances laid down by the Guru Nanak Dev University *infra*.
8. That the First Party shall not be required to teach for more periods than laid down by the Guru Nanak Dev University *infra* apart from such co-curricular activities as may be assigned by the Second Party through the Principal of the College. However, if the First Party is given some extra teaching work for a month or more, he shall be paid proportionately for that.
9. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month following the month for which his salary is due.
10. That the First Party shall not take part in any activity which, in the judgement of the Principal, is calculated to lead to indiscipline in the College.
11. That the First Party shall devote his whole time to the duties of his appointment and shall not engage, directly or indirectly, in any trade, occupation or business, whatsoever, or without the sanction, in writing, of the Second party, to engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which, in the opinion of the Second Party, is likely to interfere with the duties of his appointment.
12. That the First Party shall at all times maintain absolute integrity and devotion to duty.
13. That the First Party shall not take any part in, subscribe to in aid of, or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union, or to disturb public peace.
14. That the First Party shall not stand for elections to Parliament/State Legislature/Local Bodies without the prior permission of the Managing Committee.



15 That the First Party shall not, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical.

16 That the First Party shall not, in any document publish anonymous or in his own name or in the name of any other person or in any communication to the Press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the Managing Committee of his College.

17 That the First Party shall, except in accordance with any general or special order of the Managing Committee, or in the performance, in good faith, of the duties assigned to him communicate directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.

18 That the First Party shall not write a guide or a help-book or cheap notes, and shall follow the procedure laid down by the University in case he intends to publish any book.

19 That the First Party shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.

20 That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the college.

21 That the First Party shall not be a member, representative or office bearer of any association representing or purporting to represent teacher or any class of teaching profession, unless such association satisfies the following conditions :

- (a) its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees as the case may be,
- (b) it is not in any way connected with any political party or organisation or does not engage in any political activity.

22 That the First Party shall not apply for any other job, post or scholarship without the previous sanction of the Principal of his

College or in case of the Principal, without the previous sanction of the Managing Committee.

23 That the First Party shall not absent himself from his duties without having first obtained the permission of the Principal or in the case of the Principal, of the Managing Committee. Leave in all cases must be applied for and sanctioned before it is availed.

24 That the Second Party shall not be entitled summarily to terminate/dismiss/retrench/reduce the rank of the First Party for misconduct except in accordance with the provisions of the Punjab Affiliated Colleges (Security of Service) Act, 1974.

25 The First Party may, if it so wishes, terminate his engagement with the Second Party, by giving the Second Party three months' notice in writing or pay the second party a sum equivalent to three months' salary in lieu thereof.

The Second party may not, if it so decides, realise such sum from the First Party in any particular case.

26 If the First Party is holding a temporary appointment or is on probation, then the said notice for either party shall be one month only.

27 On the termination of this agreement for whatever cause, the First Party shall deliver to the Second Party, all books, apparatus, records, and such other articles belonging to the said College or to the Second Party or to the University, as may be in his possession or charge.

## APPENDIX II

### (I) Provident Fund for College Employees

1. In the following Ordinances :
  - (i) "Depositor" means an employee on whose behalf a deposit is made under these Ordinances
  - (ii) "Interest" means the interest which is paid on a deposit at a Government Savings Bank or Co-operative Bank approved by the Registrar of Co-operative Societies under the rules in force for such institutions or on government securities.
  - (iii) "Family" means :
    - (a) In the case of a male subscriber, the wife or wives (wherever applicable) and children of the subscriber

and the widow or widows and children of a deceased son of the subscriber

- (b) In the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

2. These ordinances shall apply to all employees holding non-pensionable posts in Non-Government affiliated colleges. The Provident Fund will be deducted from the date of confirmation of the employee.

3. The control of the fund shall vest in the Registrar, Guru Nanak Dev University. The Registrar may, however, delegate his power under this ordinance to such officers as he may appoint in this behalf.

Every subscriber must on joining the fund sign a certificate in token of acceptance of the ordinances in form "C" appended to these ordinances.

4. The Governing Body shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his pay under the preceding ordinance. Such contribution shall be credited to the fund, month by month, in favour of such employee together with the amount deducted from his/her pay. The contribution will be charged in the college accounts to the sub-head "Provident Fund"

- 5.(i) The sum credited to the depositors monthly under ordinances 4 and 5 in the Provident Fund Ledger maintained by the College Governing Body, shall be paid duly into the Post Office Savings\* Bank or into a Co-operative Bank approved by the Registrar of Co-operative Societies or into a class 'A' Scheduled Bank. Such payment should, whenever possible, be made into the bank between the 1st and 4th of each month in order that interest may accrue. The bank account for each individual contributors shall be kept separately in the name of the President/Secretary of the college on behalf of the contributor and separate pass book should be issued in each case.
- (ii) Moneys cannot be withdrawn from such bank except as provided in ordinances 8, 10 and 16.

\* This includes Postal Certificates and National Savings Certificates.

- (iii) Accounts of investments made under this ordinance shall be maintained in form 'D' annexed hereto.

Note : Notwithstanding Ordinance 5(ii) above, total deposit or part thereof may with the consent of the contributors and the Registrar or such Officers appointed by him in this behalf be withdrawn and invested in Government securities or in the Deposit Receipts drawn on a nationalised Bank or any class Scheduled Bank or a Co-operative Bank approved by the Registrar of Co-operative Societies.

6. Every depositor shall be required to nominate in Form appended the person or persons he desires to be beneficiaries. Beneficiaries entitled upon his death to the balance to his credit in the fund provided that where such depositor has wife or children, his wife or children shall be nominated as beneficiaries in preference to any other person or persons.

The Governing Body will not be bound by or recognise an assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations of a depositor who dies before retirement.

7. The deposits and contributions, with full interest thereon at the credit of any employee, or such part of them as he may be entitled to may, with the sanction of the Registrar or such officer appointed by him in this behalf be withdrawn by the Committee from the Post Office Savings Bank or approved Co-operative Bank Government Securities in the following cases :

- (i) On the demise of the depositor, when the amount shall be paid to the beneficiaries nominated by him or, if no nominated beneficiary survives him, to his legal heir or heirs.
- (ii) On his retirement or physical unfitness for further service, when the amount shall be paid to the depositor himself. (An employee granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leave).
- (iii) On his resignation when (subject to the provisions of Ordinance 10) he shall receive :
- (a) After less than three years' service his own deposit together with 5 percent of the balance in the fund standing to the credit of his account.



- Note: (1) The term "service" or "completed service" occurring in this Ordinance means the length of such service from the date of joining the Provident Fund.
- (2) This balance will consist of the Committee's contribution (which includes any grants from Government for this purpose), together with interest on such contribution.
- (3) "His own deposits" means the money deposited by the employee and the full interest earned on it.
- (b) After three years' completed service his own deposits together with 30 per cent of the balance as on pre page.
- (c) After four years' completed service his own deposits together with 40 per cent of the balance as on pre page.
- (d) After five years' completed service his own deposits together with 50 per cent of the balance as on pre page, and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent of the full balance in the fund to the credit of his account.
- (iv) If an employee's services are dispensed with through no fault of his own, e.g., owing to reduction of establishment he shall be paid the full balance of his credit without any reduction.
- (v) To make temporary advances as provided in Ordinance 16.
8. In case an employee resigns with a view to take up an appointment in the University college or is transferred to another college, which has a Provident Fund, the balance at the credit of his Provident Fund Account, notwithstanding anything contained in Ordinance 7, may be allowed to be transferred to the University/Institution he joins, if he so desires.
9. While determining the quantum of the management's contribution payable to an employee whose Provident Fund money has been previously transferred from another college, his total service in various affiliated colleges with effect from the date of his joining the Provident Fund will be taken into account.
10. If an employee is dismissed or leaves a college in contravention of a written agreement, the Governing Body may with

the consent of the Registrar or such Officer appointed by him in this behalf pay to him only his own deposits together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or part of any further sum to which he would ordinarily be entitled under Ordinance 8. The depositor's own deposits cannot be forfeited.

11. A separate account with the bank concerned shall be opened in the name of the Governing Body for depositing any sum of money withheld from an employee under the preceding Ordinances. The account shall be called the "Employees Provident Fund Account". Money at the credit of his account may, with the approval of the Registrar or such Officer appointed by him in this behalf, be utilised for compassionate allowances and gratuities to destitute employees of the college and their widows and dependents.

12. A separate account in Form A appended, shall be kept and written up in the office of the College Governing Body for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor every year as soon as possible after the close of the financial year to which the account relates.

13. Amounts credited or debited to the Provident Fund shall, on the same day, be posted into the Provident Fund Ledger, in form B appended, in full detail. The figures for column 8 of the Ledger must be calculated yearly upto 31st March and the net balance of each amount entered in columns 5 and 9, but the figures in these columns should be compared once a year with the Savings Bank Pass Book. Great care should, therefore, be taken to make the monthly calculation according to the rules in force in the Post Office or in Co-operative Bank approved by the Registrar of Co-operative Societies or in the Class 'A' Scheduled Bank as the case may be. The Provident Fund Ledger should have separate pages for each month's transactions.

14. No voluntary deposits from employees will be credited to the Provident Fund.

15. Employees are not entitled to subscribe to the Provident Fund while absent on leave without pay.

16.1. When the pecuniary circumstances of a depositor are such that drawing of an advance from the Provident Fund is necessary, the Governing Body with the approval of Registrar may, if satisfied, sanction

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the advance for any one of the following approved purposes:

Purposes (approved for which advances from CPF are admissible)	Limit in terms of monthly salary amount upto which admissible	No. of monthly instalments in which recoverable
(a)(i) Purchase of house, or	(a) (i) to (iii) 24 months' salary	(a) (i) to (iii) 96 monthly instalments
(ii) Construction of house, or		
(iii) Land for a house		
(b)(i) Depositor's own/son's marriage	(b) (i) 10 months' salary	(b) (i) 40 monthly instalments
(ii) Depositor's Daughter or dependent sister's marriage	(ii) 18 months' salary	(ii) 72 monthly instalments
(iii) Depositor's daughter or dependent sister or depositor's own betrothal (in case of woman depositor)	(iii) 3 months' salary	(iii) 12 monthly instalments
(c)(i) Purchase of a Motor car	(c) (i) 12 months salary or the cost of vehicle whichever is less	(c) (i) 48 monthly instalments
(ii) Purchase of a Motor Cycle or a Scooter	(ii) 6 months' salary or the cost of vehicle whichever is less	(ii) 24 monthly instalments
(d)(i) To meet the cost of education of the depositor himself or of any person actually dependent on him	(d) (i) & (ii) 9 months' salary	(d) (i) & (ii) 36 monthly instalments

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in the following types of courses.

- (1) for education outside India whether for academic, technical, professional or vocational courses.
- (2) For medical, engineering and other technical or specialized courses in India beyond the High school stage, provided that the course of study is of not less than one year
  - (i) To meet the cost of Overseas passage of the subscriber, if the travel subsidy is not allowed by the sponsor
- (c) To pay life Insurance premium (Non-refundable)
- (f)(i) To meet expenses on the illness of the depositor or dependent members of his family (f)(i) 6 months' salary (f) (i) & (ii) monthly instalments
- (ii) To meet any other expenses considered reasonable by the Governing Body with the approval of the Registrar.
  - (b) (a) Up to 3 months' Salary-Governing Body with the approval of the Registrar
  - (b) Beyond 3 months & upto 6 months' salary-with the approval of the Vice-Chancellor



Provided that the amount of advance shall not exceed 75% of the amount standing at the credit of the depositor on the last day of the preceding month.

Note: (1) 'Salary' for the purpose of advance (refundable as well as non-refundable) from Provident Fund shall mean pay plus allowances excluding City Compensatory and House Rent Allowance.

Note: (2) The term 'Family' used in this Ordinance shall have the following meaning :

"Family" means a depositor's wife or husband as the case may be, residing with him and dependent upon the depositor and legitimate children and step-children residing with and wholly dependent upon the depositor. It includes in addition parent, sisters and minor brothers, if residing with and wholly dependent upon the depositor.

N.B. (a) The term 'legitimate children' in this Ordinance does not include adopted children except those adopted under the Hindu Law.

(b) The term 'Child/Children' used in this Ordinance includes major sons and unmarried daughters so long as they are residing with and wholly dependent on the parent (the depositor) and subject to the condition being fulfilled, it includes widowed daughter also.

(c) Not more than one wife is included in the term 'family' for the purpose of these Ordinances.

(d) An adopted child shall be considered to be a legitimate child, if under the personal law of the depositor, adoption is legally recognised as conferring on it the status of a natural child.

Note: (3) No employee shall be entitled to an advance out of Provident Fund unless he has contributed to the fund for a period not less than 3 years.

16.2 The grant of advance out of Contributory Provident Fund

will be further subject to the following conditions for all depositors (Attested copies of the documents mentioned may be furnished for purpose of securing the loan) :-

(i) for the purchase of a house or land for a house, the letter of allotment from the authority such as Government, Improvement Trust, Housing Board/Housing Society etc. will be submitted alongwith the application. In the case of a deal through private source(s) all the papers relating to the purchase will be submitted within 3 months of the settlement of the deal failing which the entire amount alongwith interest thereon shall become refundable, immediately in lumpsum.

(ii) For the construction of a house, documentary proof in support to his title to the land being exclusively in the name of the depositor and/or his spouse shall be supplied. Title of land should be clear and free from encumbrances. An attested copy of allotment order of the plot or registration deed of land or copy of intqal/jamabandi etc. should be attached.

(iii) If the land/plot is in urban area, an attested copy of the plan sanctioned by the Estate office/Municipal Committee/Notified Area Committee/Improvement Trust/Municipal Corporation shall be furnished. In the case of land in rural area such verification from the local gram panchayat shall be made available.

(iv) In case the validity period of the plan has already expired it should be got re-validated clearly indicating the period up to which it is valid.

(v) It should be certified that the applicant has no other plot/house exclusively in his name or in the name of any member of his family.

(vi) The advance for construction of a house will be allowed in 4 instalments on the verification by the prescribed authority regarding the progress of construction in the following manner :

(A) first instalment equal to 20 per cent of the advance admissible for starting the construction.

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- (B) second instalment equal to 20 per cent of the advance admissible after the house has been brought to the plinth level;
- (C) third instalment equal to 30 per cent of the advance admissible when the house has been completed up to the roof level;
- (D) fourth instalment equal to 30 per cent (viz. balance) after the roofs have been completed.
- (E) while submitting application for advance for the purposes enumerated in Ordinance 16.1 (b) the date of marriage will be indicated and if the marriage/betrothal is not solemnised within 6 months of drawal of advance the entire amount will become refundable in lumpsum alongwith interest due thereon.
- (F) for the purpose of motor-car/scooter/motor cycle the documents relating to purchase, registration/insurance will be submitted within 2 months of the grant of advance for verification, failing which the entire amount shall become refundable in lumpsum alongwith interest due thereon.
- (G) for the advance in respect of Ordinance 16.1 under clause (d) (i) and (ii) the letter of admission/grant of fellowship will be submitted with the application. For advance in respect of (d) (i) (2) the amount will be released annually according to the duration of the course or the special requirement thereof.
- (H) for advance in respect of purposes in Ordinances 16.1 under clauses (e) and (f) the requisite proof in support of the need to the satisfaction of the Registrar/Vice-Chancellor as the case may be shall be submitted.

## 16.3 Wrongful use of advance

Notwithstanding anything contained in the P.F. Ordinances, if the sanctioning authority is satisfied that money drawn as an advance

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from the fund under these Ordinances has been utilised for purpose other than that for which sanction was given, on drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the fund, or in default be repaid by recovery by deduction in one sum from the emoluments of the subscriber even if he be on leave. If the total amount repaid be more than half the subscriber's emoluments, recovery shall be made in monthly instalments of the moiety of emoluments till the extra amount is repaid by him.

16.4 During the period that depositor is on full salary, the amount of such advance must be repaid by compulsory deduction from salary for the month following the one in which advance was drawn by equal instalments during the period prescribed in Ordinance 16.1.

A subscriber may at his option, make repayment in a greater number of instalments than that prescribed. Each instalment shall be a number of whole rupees the amount of the advance being raised or reduced, if necessary, to arrive at the fixation of such instalments. After the completion of repayment of the capital the depositor shall pay in the next month(s) the amount of interest at the rate then in force that would have been credited to him if he had not drawn the advance.

16.5 When an advance is sanctioned under Ordinance 16.1 before payment of last instalment of any previous advance is complete, the balance of any previous advance not recovered, shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

17. Notwithstanding anything contained in ordinance 16.1, employees who have put in 12 years service may be permitted to draw advance from their Provident Fund on Non-refundable basis on condition that the advance shall not exceed 75% of the amount standing at the credit of the depositor on the last day of the preceding month.

- (a) (i) Purchase of built up house; )
- (ii) Construction of house, and ) 24 months' salary
- (iii) Land for house. )



- (b) (i) Son's marriage—5 month's salary
- (a) Daughter's marriage—12 month's salary

The employee of Non-Govt affiliated colleges may refund the whole or a part of the advance taken by him/her.

**Note :** The conditions for grant of advance on non-refundable basis out of Provident Fund Account will be the same as for advance for refundable basis.

The rules and procedure applicable for advancing loan from the current Account for construction/purchase of house should apply mutatis mutandis to the grant of loan on non-refundable basis from the Provident Fund.

18. For building his own house or for purchase of a built up house, an employee in addition to the privileges contained in Ordinance 2 may be given a loan not exceeding 75% of the amount standing to his credit bearing interest payable to the employee on the Provident Fund from time to time recoverable in fifteen years or by the date of retirement the amount of instalments to be regulated accordingly.

Provided that the employee shall be required to execute an Indemnity Bond alongwith two sureties.

19. On a depositor leaving a college, his account shall be closed and unless the amount to which he is entitled under these Ordinances is withdrawn, within one year, it shall be written off as a dead account and repaid only under the order of the Registrar or such Officer appointed by him in this behalf.

20. When an account becomes 'dead', the balance at the credit thereof must be credited to the Employees' Provident Fund Account of the college as miscellaneous receipt.

**FORM 'A'**  
**PROVIDENT FUND LEDGER**

Name of account		Name of subscriber		Folio number of establishment check register	
19	19	1	2	3	4
Deposits	Contributions	Total	Withdrawals	Monthly balance on which interest is calculated	Monthly balance of withdrawals on which loss of interest is calculated
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
Opening balance	..	..	..	..	..
April	..	..	..	..	..
May	..	..	..	..	..
June	..	..	..	..	..
July	..	..	..	..	..
August	..	..	..	..	..
September	..	..	..	..	..
October	..	..	..	..	..
November	..	..	..	..	..
December	..	..	..	..	..
January	..	..	..	..	..
February	..	..	..	..	..
March	..	..	..	..	..
Total					
Interests for	19	-19			
Balance on 31st March			19		

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FORM 'B' (1)

PROVIDENT FUND LEDGER

CREDIT

Date of receipt	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	College committee contribution	Interest	Total	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
				Rs.	Rs.	Rs.	Rs.	Rs.	

When Payments are made, the date of payment and the amount will be entered in the column of remarks

FORM 'B' (2)

REGISTER OF DEBITS PROVIDENT FUND

DEBITS

Date of receipt	Number of depositor	Name	Appointment	Service	Opening balance	Withdrawn	Credited to committee	Paid to depositor	Closing balance	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
					Rs.	Rs.	Rs.	Rs.	Rs.	

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FORM 'C'

(TO BE FILLED IN AND SIGNED BY EVERY SUBSCRIBER ON ADMISSION TO THE FUND).

I hereby agree to abide by the Provident Fund Ordinances down in Appendix to the Ordinances' contained in the

Guru Nanak Dev University Calendar 1986, Vol. III "ORDINANCES TO GOVERN SERVICE AND CONDUCT OF EMPLOYEES NON-GOVERNMENT AFFILIATED COLLEGES"

Dated \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Name of College \_\_\_\_\_

Town or District \_\_\_\_\_

Witness :

Signature \_\_\_\_\_

Address \_\_\_\_\_



ORDINANCES

FORM 'D'

PROVIDENT FUND INVESTMENT ACCOUNT

\_\_\_\_\_ College

Serial No	Date of Purchase	Description of investment	Number and date of sanction of the Registrar's office	Amount	Place where securities are lodged	Remarks (give date when cashed)

PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

\_\_\_\_\_ College

Serial No in Provident Fund Investment account	Instalment of interest due	Instalments of Interest received		Remarks
	Date	Date of receipt of Amount	Date of credit in the Amount Post-Office Savings Bank or to the employee's account.	

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FORM 'E'

PROVIDENT FUND FOR EMPLOYEES OF AFFILIATED COLLEGES UNDER PRIVATE MANAGEMENT

Depositor No \_\_\_\_\_

FORM FOR DECLARATION

(For \_\_\_\_\_ Subscriber)

I hereby declare that in the event of my death the amount at my credit in the Employees' Provident Fund of \_\_\_\_\_ College \_\_\_\_\_ shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to the person whose name is given in column 5.

1	2	3	4	5	6	7
Name and address of the nominee or nominees	Relationship with the subscriber	whether major or minor, if minor, state his age	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column No. 5	Remarks

\*Here state unmarried, married or widower

Two witnesses to signature of subscriber

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Signature of Subscriber \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Occupation of Subscriber \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Address of Subscriber \_\_\_\_\_

Station \_\_\_\_\_

Dated \_\_\_\_\_

17. Service records of each employee of the college shall be maintained by the Principal's office on the printed service books prescribed for the purpose. Personal files of the employees shall be maintained by the Principal's office. Confidential reports of each employee shall be written every year in the month of April by the Principal or the person authorised by the Principal in this behalf.

#### APPOINTMENT ETC.

18. When considering the appointment and promotion to a higher scale of pay, due consideration will be given to the recommendation of the Principal regarding qualifications, good conduct, efficiency, integrity, faithfulness and willingness to work in the discharge of his duties in the post.

19. The holder of a post the pay of which is changed, shall be treated as if he were transferred to a post on the new pay, provided that he may, at his option retain, his old pay until the date on which he has earned his next increment or any subsequent increment in the old scale or until he vacates his post or agrees to draw pay on that time scale. The option once exercised shall be final.

20. An increment shall ordinarily be drawn, as a matter of course, unless it is withheld. An increment may be withheld from an employee by the college authorities if his conduct has not been good or his work has not been satisfactory.

When it is proposed to withhold the annual increment of an employee, no order shall be passed imposing this penalty unless the employee concerned has been given an adequate opportunity to make any representation that he may desire to make and such representation has been taken into consideration.

The increment can be stopped only by the appointing authority.

21. Where an efficiency bar is prescribed in a time-scale the increment next above the bar shall be given to an employee on ground of efficiency alone by the appointing authority on the recommendation of the Principal.

- i) On each occasion on which an employee is allowed to cross an efficiency bar which had previously been enforced against him, he should come on to the time-scale at such stage as the authority competent to declare the bar removed may fix for him, subject to the pay admissible according to his length of service.

- ii) the case of an employee held up at the efficiency bar should be reviewed annually by the withholding authority.
- iii) when it is proposed to stop an employee at the efficiency bar, no order shall be passed imposing this penalty, unless the employee concerned has been given an adequate opportunity to make any representation that he may desire to make and such representation has been taken into consideration.

An employee can be stopped at the efficiency bar only by the appointing authority.

22. The authority which orders the transfer of an employee as a penalty from a higher grade to a lower grade of post may allow him to draw pay, not exceeding the maximum of the lower grade of post which it may think proper.

23. If an employee is, on account of misconduct or inefficiency, reduced to a lower grade or post or to a lower stage in his time scale, the authority ordering such reduction determines the period for which it shall be effective.

24.
  - i) The services of a temporary employee may be terminated by the appointing authority without assigning any reason and giving any notice.
  - ii) the services of an employee on probation are liable to be terminated at any time by notice of one month in writing either by the employee to the appointing authority or by the appointing authority to the employee provided that the services of any such employee may be terminated by payment to or by the college, as the case may be, of an amount equal to his salary for one month, or for the period by which such a notice falls short of one month.
  - iii) The services of a permanent employee may be terminated by a notice of three months or payment of salary for such period as the notice falls short of three months, or without notice on payment of three months' salary, if the post in which he was confirmed is abolished.

25. An employee who is given notice of termination of services



5. Where a person appointed to a post on probation is, during his period of probation, found unsuitable for holding that post or his work is not found satisfactory during the period of probation, the appointing authority may:

- (i) in the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; or
- (ii) in the case of a person appointed by direct recruitment, terminate his services or extend his period of probation by not more than one year. When the services of an employee are terminated during the period of probation no reason need be assigned.

6. Every person appointed to a substantive post by promotion or by direct recruitment shall, on satisfactory completion of his period of probation, be eligible for confirmation in the post.

7. An employee will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work and conduct are found satisfactory by the Principal.

The probationary period will, in no case, be extended beyond two years from the date of appointment of an employee. The confirmation will be done by the Principal if he is the appointing authority, and on the recommendation of the Principal when the confirmation is to be done by the Managing Body. It would be obligatory on the part of the Managing Body to notify to the employee concerned in writing before the expiry of two years' probationary period whether he has been confirmed. In the absence of such a notice, the person concerned would be deemed to have been confirmed.

8. Every employee shall at all times maintain absolute integrity and devotion to duty.

9. Every employee shall abide by and comply with the rules of the college and all orders and directions of his superior authorities issued from time to time.

10. Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

11. Every employee shall endeavour to promote the interests of the college and shall not act in any manner harmful to the college.

12. No employee shall, except with the previous sanction of

the Principal, wholly or in part or conduct or participate in editing or managing of any newspaper or other periodical publication.

13. No employee shall, in any Radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any other public utterance, make any statement of fact or opinion:

- (i) which has effect of any adverse criticism of any decision of his superiors or any current or recent policy or action of the college authorities;
- (ii) which is capable of embarrassing the relation between his services in the college (Provided that nothing in this Ordinance shall apply to the statement or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him); and
- (iii) which involves personal attacks and insinuation against his superiors.

14. No employee shall, except in accordance with the general or special order of the Principal or in the performance in good faith of the duties assigned to him, convey directly or indirectly an official document or information to any person to whom he is not authorised to convey such documents or information.

15. An employee shall devote his whole time to the service of the college and shall not without express permission of the Principal, engage directly or indirectly in any trade or business, whatsoever, or any other work which, in the opinion of the Principal may interfere with the proper discharge of his duties.

15.1. If a member of the ministerial or menial staff who is assigned an examination duty, either by the local controller of examination (co-ordinator) or by the University Office, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action as the Managing/Governing body of his institution may decide.

16. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the college.

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rank except after an enquiry in which he has been informed of the charge/s against him and given a reasonable opportunity of being heard in respect of those charges.

- (4) (i) The penalty of dismissal or removal from service shall not be imposed unless the same is approved by the Director of Public Instructions (Colleges), Punjab hereafter referred to as Director.
- (ii) Where after the enquiry referred to in Para 30(3) it is proposed to impose the penalty of dismissal or removal from service the proposal shall be referred to the Director alongwith the relevant record and intimation about the proposal having been so referred, shall be sent to the employee concerned also simultaneously.
- (iii) The employee may, within a period of thirty days of receipt of the intimation referred to in Ordinance 30.4(ii) make a representation against the proposed penalty to the Director who may, after examining the record and giving to the parties an opportunity of being heard, by an order in writing, give his approval to the imposition of the proposed penalty of dismissal or removal from service, as the case may be, or refuse to give approval if the proposal is found to be malafide or any way of victimisation or not warranted by the facts and circumstances of the case.
- (iv) Any party aggrieved by an order of the Director under Ordinance 30.4 (iii) may file an appeal to the District Judge who may, after giving to the parties an opportunity of being heard, pass such order as he may deem fit.
- (5) (i) Where after the enquiry referred to in Ordinance 30(3) it is proposed to impose the penalty of reduction in rank the employee shall be given a reasonable opportunity of making representation on the penalty, proposed to be imposed and no order of reduction in rank shall be passed unless such an opportunity has been given.

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- (ii) An employee against whom an order of reduction in rank is passed may within the prescribed period in the prescribed manner, file an appeal to the District Judge and the District Judge may, after examining the record and giving to the parties an opportunity of being heard, set aside the order of reduction in rank if the same is found to be malafide or by way of victimisation or not warranted by the facts and circumstances of the case.

(6) The provision contained in Ordinance 30(J), 4 & 5 shall not apply:

- i) to the termination of services of any employee who is appointed for a temporary period only;
- ii) to the termination of services of any employee appointed on probation, during or at the end of the period of probation on account of his work or conduct being unsatisfactory; and
- iii) to an employee who is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge.

31. If an employee on probation wishes to resign from service, he shall give one month's notice in writing to the college. If an employee fails to give such a notice, the college shall recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice unless otherwise directed by the competent authority.

32. If the college authorities decide to relieve an employee on probation, one month's notice shall be given to him or in lieu of which he shall be paid one month's salary.

33. A permanent employee shall be required to give the college one month's notice in case he desires to be relieved or he shall pay to the college three months' salary in lieu of such notice unless otherwise directed by the college authorities.

34. An employee, before leaving the college service, shall hand over the charge of his post to a duly authorised employee and shall return to the college all books, apparatus, furniture etc. issued to him and shall pay up in full all the charges due from him for occupation.



under Ordinance 24 above may be granted, during the period of notice, such earned leave as may be admissible to him and where the leave so admissible and granted is more than ninety days, his services shall be terminated on the expiry of such leave.

#### SUSPENSION

26. Subject to the provisions of the following Ordinances, an employee of the college may be suspended by the appointing authority from his post, pending enquiry and disposal of any charge brought against him. Provided that the period of suspension shall not ordinarily exceed six months, before the expiry of which a decision shall be taken. Provided further that in case the meeting of the appointing authority is not to be held shortly and the circumstances warrant immediate action of suspension, the authorities of the college may take any action in anticipation of sanction of the appointing authority and may suspend an employee and report the matter to the appointing authority for its approval.

27. In all cases of suspension a charge-sheet shall be given to the employee ordinarily within fifteen days of his suspension and he shall be allowed 15 days to explain his conduct.

28. During the period of his suspension, the employee concerned shall receive subsistence allowance at the rate of one half of his pay plus allowance admissible under the rules on that pay i.e. half pay.

29. If an employee under suspension is completely exonerated of the charge/s brought against him, he shall

- a) be re-instated to his original post and entitled to all benefits that he may have earned, had he not been suspended; and
- b) draw all emoluments minus the emoluments already drawn for the entire period of his suspension.

30. The following penalties may, for a good and sufficient reason, be imposed upon an employee—

#### (i) Minor penalties :

- i) Censure.
- ii) Withholding of increments or promotion, including stoppage at an efficiency bar, if any.
- iii) Recovery from pay of the whole or part of any pecuniary

loss caused to the college by negligence or breach of orders.

#### (2) Major Penalties

- i) Reduction to a lower post or time scale or to a lower stage in the time scale.
- ii) Removal from service of the college which does not disqualify him from future employment.
- iii) Dismissal from service of the college.

If ultimately a non-teaching staff member is removed from service on account of serious misconduct or moral turpitude, notice for removal shall not be required nor will any salary be paid in lieu thereof.

#### Serious Misconduct :

Serious misconduct for this purpose shall include :

- a) Participation in strike, abetting, instigating or acting in furtherance of the same.
- b) Disobedience of any order, non-compliance of rules or habitual neglect of work.
- c) Theft, fraud or dishonesty in connection with college property.
- d) Wilful damage to the college property.
- e) Wilful absence from duty without proper permission.
- f) Wilful absence from duty after the expiry of leave.
- g) Refusal to accept a charge-sheet, order or any other communication.
- h) Conviction on a criminal charge.
- i) Misbehaviour, use of abusive language or insolence, and
- j) An act involving 'Moral Turpitude'

"The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellow men or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals."

- (3) No employee shall be dismissed or removed or reduced in

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suspended is re-instated, the authority competent to order the re-instatement shall consider and make specific order:

- (a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty, and
- (b) whether or not the said period shall be treated as a period spent on duty.

(3) When the employee has been fully exonerated or, in case of suspension if it is established that it was wholly unjustified, the employee shall be given full pay and allowances to what he would have been entitled, had he not been dismissed, removed or suspended, as the case may be. In other cases, the employee shall be given such proportion of pay and allowances as the competent authority may prescribe. In case an employee is re-instated but he is not exonerated, he may, at his option, be granted leave of the kind due to him for the period of his suspension.

(4) If an employee overstays his leave he shall forfeit all his salary during the period of remaining so absent, and if he overstays his leave for more than one week or remains absent without leave for more than a week his office shall be liable to be declared vacant.

(5) (A) **Casual Leave :**

Casual leave may be granted to an employee as under :-

- (i) With service up to 10 years 10 days in a year.
- (ii) With service between 10 and 20 years 15 days in a year.
- (iii) Exceeding 20 years 20 days in a year.
- (iv) All women employees shall be entitled to 20 days casual leave every year irrespective of number of years of service put in by them.

Note: (1) Casual leave shall always be applied for and got sanctioned before it is availed of. In case of urgency, however, this can be waived off at the discretion of granting authority.

(2) The authority competent to grant casual leave shall be the Principal in case of employees working under his administrative control.

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(3) Sundays or other college holidays falling within the period of casual leave shall not be counted as casual leave.

(B) **Summer Vacation/Privilege Leave :**

An employee shall be entitled to half the summer vacation given to teachers. If an employee is not permitted by the Principal to be absent during the summer vacation, he may be granted privilege leave to compensate for the days for which he was prevented from proceeding on leave by a written office order.

The Laboratory Staff working in the Non-Government Colleges affiliated to this University will be entitled to 3 days privilege leave a year as admissible in the Government Colleges.

(C) **Medical Leave :**

The college shall follow the sick leave rules as prescribed by the Punjab Government. Sick leave will be granted on production of a medical certificate from a Registered Medical Practitioner or other authority as the college management may prescribe.

(D) **Maternity Leave :**

Women employees shall be entitled to Maternity leave according to the rules laid down by the Punjab Government.

Note : 1. Maternity leave can be Pre-fixed or Suffixed with Maternity leave and Summer Vacation.

2. All the non-teaching employees of the college shall be allowed holidays as notified by the Principal but they shall not be entitled to Autumn and Winter Recess.

(6) The Principal may, at his discretion, sanction, leave without pay or on half pay (as the case may be) to an employee of the college whom leave is not due at the time of sanction of the leave if he is satisfied that the employee would continue in the service of the college and such leave shall then be adjusted, as and when the employee has earned that leave in due course of time.

(7) In case of necessity, leave without pay may be granted subject to the condition that no employee can be granted such leave for more than two years during the whole period of his service. Provided that in the case of leave without pay the annual increments of the employee shall be deferred by the period spent on leave without pay.



of residential quarters, Municipal taxes, water and electricity charges, etc. If he fails to do so, the Principal shall recover the amount due from him on account of the above items from his last salary or from the college contribution to his Provident Fund.

35. An employee who is in occupation of residential accommodation of the college shall be in the status of a licensee and shall on leaving the service of the college vacate the residence allotted to him by the college.

36. No employee of the college shall apply for any post any where except through the Principal, who may forward or refuse to forward the application. In a year, not more than one application will be forwarded. Only applications of confirmed employees who had completed at least three years' service shall be forwarded by the Principal.

37. In case a permanent employee secures an appointment elsewhere after compliance with ordinance 36, he can be permitted to proceed on leave without pay for such period as the appointing authority may determine and such period shall not ordinarily exceed 14 months.

#### AGE OF RETIREMENT

38. (1) All whole-time paid members, except persons appointed on contract basis and employees falling under categories mentioned in Ordinance 1 (i) & (ii) shall retire on reaching the age of 60 years.
- (2) All whole-time employees falling under Ordinance 1 (iii) will retire on reaching the age of 60 years. Extension may however, be allowed up to the age of 65 years on the recommendations of the Principal and on production of a certificate of physical fitness from a Medical Officer of the rank of an Assistant Surgeon after every two years.
- (3) A non-teaching employee will however be entitled to seek voluntary retirement at the age of 45 years or after having put in 15 years of regular service.

#### GENERAL

39. (1) A private management, if it is running a number of colleges, shall have the right to transfer the services

of any employee to another similar College on the same assignment, provided it shall not affect his emoluments and prospects adversely. This condition must be mentioned in the letter of appointment.

- (2) Every college shall prepare a seniority list on the basis of persons in position as on 1st January. Such list shall be brought up to date every year.
- (3) All colleges shall follow the general pattern of the standard Provident Fund Rules as adopted by them for the members of the teaching staff, provided that the subscription by an employee, and the contribution of the college towards the Provident Fund of an employee, shall not be less than 10% of his pay.
- (4) Every member of the non-teaching staff shall be entitled to benefits of Provident Fund and gratuity on the same basis as admissible to the teaching staff in the college.
- (5) The salaries will be paid by the college regularly every month and in no case later than the 10th of the month following the one for which salary is due.
- (6) The working hours for Class III employees shall be 42 hours per week of 6 working days and for Class IV employees 48 hours per week of 6 working days. The total span of duty for Class IV employees should not exceed 12 hours on any particular day.

The working hours include half an hour's interval for lunch to be fixed by the Principal according to his convenience.

#### LEAVE

40. (1) Leave cannot be claimed as a matter of right. Leave is earned only by duty.
- (2) (i) An employee, who resigns or is discharged from the employment of the college cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority re-appointing him.
- (ii) If an employee who is dismissed or removed or

**Laboratory Staff for each Science Department :**

(1) With one Laboratory	Junior Lecture Asstt. (JLA)	
(2) With two Laboratories	Senior Lecture Asstt. (SLA)	1
	Junior Lecture Asstt. (JLA)	1
	Laboratory Attendants	2
	Storekeeper (for Chemistry or Physics)	1
	Mistry	1
	Mali/Animal Collector (for Botany/ Zoology Lab, respectively)	1

(3) If the number of Laboratories in the Department is more than two, the additional staff will be provided proportionately.

The norms for Agriculture Department, Laboratories etc. in a college having Agriculture Faculty will be suggested separately and will be in addition to the above norms.

Note : Various categories of the technical staff working in the Laboratories of private colleges shall be treated as vocational staff.

**Hostels :**

Hostel Superintendent/s will be appointed on the basis of the following enrolment in the pay scales as prescribed by the D.P.I./ Punjab Government from time to time.

1. Upto 300 students : one (Supdt. Grade-II)
2. Above 300 students : one (Supdt. Grade-I)

Note: (i) Where there is Evening shift and the Non-teaching staff of the day college is willing for being drafted to work for the Evening shift, they shall be entitled to additional 50 per cent of salary which they draw from their work in the day College.

(ii) For duty on Sunday/Holidays, it shall be permissible to grant compensatory leave to the employees.

(iii) No employee will accept any private work. If, however, any such work is undertaken for another employee in the college, it shall be with the express permission in writing of the Principal and on proper payment.

(iv) All future appointments will be made in accordance with the qualifications laid down by the govt. for similar scales in the University.

**(B) Qualifications :**

The minimum educational qualification for appointment in various categories of the following non-teaching staff shall be as prescribed by the D.P.I./Punjab Government from time to time.

- (i) Supdt. (Selection Gr.) General
- Supdt. (Selection Gr.) Accounts
- (ii) Supdt. Gr. I
- Supdt. Gr. II
- (iii) Supdt. Gr. II
- Supdt. Gr. III
- Supdt. Gr. IV
- (iv) (a) Clerk
- (b) Typist
- (c) Steno-typist
- (v) Senior Laboratory Assistant (SLA)
- (vi) Store-keeper
- (vii) Mistry/Electrician
- (viii) Dispenser
- (ix) Junior Lecture Assistant (JLA)
- (x) Laboratory Attendant
- (xi) Daftri
- (xii) Peon
- (xiii) Chowkidar/Security Guard

**(C) Pay-Scales :**

Minimum pay-scales for the different categories of the following non-teaching staff shall be as prescribed by the D.P.I./ Punjab Government from time to time.

- (i) Supdt. (Selection Grade)
- (ii) (a) Supdt. Gr. I (for colleges having student strength more than 2000)



ORDINANCES  
FORM 'B' (1)  
PROVIDENT FUND LEDGER  
CREDIT

Date of receipt	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	College committee contribution	Interest	Total	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
				Rs.	Rs.	Rs.	Rs.	Rs.	

When Payments are made, the date of payment and the amount will be entered in the column of remarks

FORM 'B' (2)  
REGISTER OF DEBITS PROVIDENT FUND  
DEBITS

Date of receipt	Number of depositor	Name	Appointment	Service	Opening balance	Withdrawn	Credited to committee	Paid to depositor	Closing balance	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
					Rs.	Rs.	Rs.	Rs.	Rs.	

ORDINANCES  
FORM 'C'

(TO BE FILLED IN AND SIGNED BY EVERY SUBSCRIBER ON ADMISSION TO THE FUND).

I hereby agree to abide by the Provident Fund Ordinance laid down in Appendix to the Ordinances' contained in Chapter \_\_\_\_\_ of the Guro Nanak Dev University Calendar 1986, Vol. III "ORDINANCES TO GOVERN SERVICE AND CONDUCT OF EMPLOYEES IN NON-GOVERNMENT AFFILIATED COLLEGES"

Dated \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Name of College \_\_\_\_\_

Town or District \_\_\_\_\_

Witness :

Signature \_\_\_\_\_

Address \_\_\_\_\_

Cash payment in lieu of unutilised privilege leave on the death of an employee of Non-Govt. affiliated college, while in service.

In case an employee of Non-Govt. affiliated college dies while in service the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) that the deceased employee would have got, had he gone on earned leave that would have been due and admissible to him but for his death on the date immediately following the date of death and in any case not exceeding leave salary for 120 days, shall be paid to his family, subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity.

(iv) SERVICE AND CONDUCT OF NON-TEACHING STAFF IN NON-GOVT. COLLEGES

The following Ordinances to govern Service and Conduct of Non-teaching staff in Non-Govt. Colleges admitted to the privileges of Guru Nanak Dev University, Amritsar, shall apply to all the members of the Non-teaching Staff Employees in non-government colleges including those already in service, unless otherwise specified.

In these Ordinances :-

- (i) 'College' means an affiliated college under private Management.
- (ii) 'Employee' means a member of the Non-Teaching Staff in the Service of a non-government college.
- (iii) 'Appointing Authority' means the Managing Body or the person authorised.

General Ordinances of Service :

1. Non-Teaching Staff in non-government affiliated colleges shall be divided under the following categories :-

- (i) Ministerial Staff.
- (ii) Lecture-Assistant, Laboratory Technician, Laboratory Assistant, Store-Keeper, Mistry/Electrician, Dispenser
- (iii) Daftries, Peons, Bearers, Chowkidars, Laboratory Bearers, Malis and other employees in the similar pay scales.

Appointments to the posts under category 1 (i & ii) shall be made after due advertisement.

2. No person shall be appointed in the college service, whose age is less than 18 years.

3. No person shall be substantively appointed in the college service unless he is medically fit. The character and antecedents of employees should be got verified by the Principal from the Deputy Commissioner of the district concerned.

4. Every person appointed to a substantive post, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year.



## 41. Norms, Qualification and Pay Scales

(A) Norms : Every Arts/Science College will have the following minimum ministerial, technical and supporting staff for students' Enrolments :

	Upto 300	from 301 to 800	from 801 to 1500	from 1501 to 2000	More than 2000
	1	2	3	4	5
<b>Ministerial Staff</b>					
Accounts/Fee clerk	1	(office incharge)			
Misc. clerk	1	1	1	1	1
Typist/Steno typist	1	1	1	1	1
Supdt. Gr. IV	-	1	1	-	-
Supdt. Gr. III	-	-	-	1	1
Supdt. Gr. II	-	-	-	-	2*
Assistant (A/Cs)	-	-	-	-	1
Assistant (Genl.)	-	-	-	-	1
Accounts Clerk	-	1	1	1	1
Fee/Fund Clerk	-	1	3	3	3
Supdt. Gr. II	-	-	-	1	-
Supdt. Gr. I	-	-	-	-	1
Supdt. Gr. II	-	-	-	1	-
Supdt. Gr. I	-	-	-	-	1
Stenographer	-	-	-	1	1
Supdt. Gr. III	-	-	-	-	1+1 Clerk for every 500 students beyond the strength of 1500 or part thereof not less than 200

\*one of the Supdts. will work in General Office & the other in Accounts Office and designated Supdt. Gr. II (General), & Supdt. Gr. II (Accounts)

A College with a strength of more than 2000 students and also providing teaching in at least three faculties or in at least three subjects at the post-graduate level will appoint in addition to the above staff an Administrative Officer and a Finance Officer to be designated as Supdt. (Selection Grade) (General) and Supdt. (Selection Grade) (Accounts)

## Other Supporting Staff

	1	2	3	4	5
Principal's Orderly	1	1	1	1	(In addition to the staff in Column-3)
Peon's	1	2	3	3	additional staff shall be provided proportionately
Night Chowkidar	1	1	1	1	
Day Chowkidar	1	1	1	1	
Cum-Cleaner					
Safai Karamchari	1	1	2	2	
Mali	1	1	2	2	(The number of malis to be appointed will also depend upon the total area of Lawns, Play grounds etc. It will also be according to the norms laid down for Govt. Colleges)

In addition to the above staff, the following additional staff will also be appointed in the Non-Govt. affiliated colleges where necessary in the opinion of the University. Their pay scales will also be decided by the University.

1. Landscape Officer
2. Overseer (Works)
3. Security Officer
4. Resident Medical Officer

**(v) MEDICAL OFFICER IN AN AFFILIATED COLLEGE**

1. Each College shall appoint a qualified Medical Officer either whole-time or part time to look after the health of its students.
2. Every student on the rolls of a College shall pay such annual medical fee as may be fixed from time to time. The fee shall be utilised only for the purposes of annual medical examination and medical assistance to students. The Principal may, however, exempt any student from payment of such fee.
3. A part-time Medical Officer in a College shall be paid honorarium per mensem at the prescribed rate.

**(vi) UTILIZATION OF BUILDING FUND**

1. Every student of a non-government affiliated college shall subscribe to the Building Fund at the prescribed rate per annum at the time of his admission to the College.
2. The Building Fund shall be kept under a separate head of the Amalgamated Fund and shall be operated by the Principal.
3. The Fund shall be maintained in a proper way and subject to audit scrutiny.
4. The Fund may be utilized for the construction of additional class rooms, laboratories, student centre, hostel, expansion of library building, improvement of the existing building, for special repairs, etc., with the approval of the management.  
If the fund is to be utilized for any purpose other than construction, special permission of the Vice-Chancellor shall be necessary.
5. In case a grant is obtained from the University Grants Commission, Government or from any other source for building purpose, this Fund may also be utilized for construction of the building, if necessary.
6. The Fund shall be administered by the Principal in consultation with a Committee consisting of two senior members of the staff and two students representatives.
7. The Fund shall not be utilized for payment of bills of any building constructed before the institution of the Fund.
8. The plans and estimates of the proposed building should be prepared by a qualified Engineer before taking in hand the construction.
9. When the building is complete, a certificate endorsed by the Architect/Engineer should be sent to the Managing Committee for information and record.
10. At the time of the routine inspection of the College the Inspection Committee may inspect the Building Fund Accounts and ensure that the Fund is properly maintained and utilized.



## ORDINANCES

- (b) Supdt. Gr. II (for colleges having students strength 1501 to 2000).
- (iii) (a) Supdt. Gr. II (for colleges having students strength more than 2000).  
 (b) Supdt. Gr. III (for colleges having students strength 1501-2000).  
 (c) Supdt. Gr. IV (for colleges having students strength below 1500).
- (iv) Supdt. Gr. III (for colleges having students strength more than 2000).  
 Stenographer (for colleges having students 1501 and above).
- (iv-a) Assistant (General) Assistants (Accounts) (for colleges having students strength more than 2000).
- (v) Clerk/Typist  
 (vi) Senior Lecture Assistant (S.L.A.)  
 (vii) Store-keeper  
 (viii) Mistry/Electrician  
 (ix) Dispenser  
 (x) Junior Laboratory Assistant (J.L.A.)  
 (xi) Restorer  
 (xii) Daftri  
 (xiii) Library Attendant  
 (xiv) Laboratory Attendant  
 (xv) Animal Collector, Mali, Safai Karamchhari, Peons & Chowkidars  
 (xvi) Orderly to Principal

Note : (i) If the existing pay-scales were better for the present incumbents they would be allowed to continue to draw pay in the existing pay-scales.

## ORDINANCES

## (ii) Accelerated Increment(s) :

The Governing Body shall grant accelerated increment(s) to non-teaching employees on a time scales of pay as under :-

**Ministerial Staff upto & Including the Head Clerk/Accountant**

- a) For passing B.A. (full), M.A., LL.B. Examination(s), one increment for each of these examinations upto maximum of three increments, even if an employee passes more than 3-examinations.
- b) Employees drawing pay in the Pay-scale the minimum of which is below Rs. 400/- (the old grade) for passing Honours in O.T., M.L. examination, one increment.

(1) Class IV Employees falling under categories mentioned in Ordinance I (iii) entitled to uniforms, blankets, turbans and aprons as under :-

- (i) Permanent employees;  
 (ii) Those who are not permanent but are working against permanent posts—after completion of 6-months' service,  
 (iii) Those who are not permanent and are working against temporary posts—after completion of one year's service, if security equal to one month's salary has been deducted by the Principal's Office.

(2) Children & dependents of non-teaching employees when studying in the college will be entitled to tuition fee concession.

**Library Staff :**

- The service conduct and leave ordinances as applicable to members of non-teaching staff will be applicable to the library staff.
- The strength of the Library staff and their pay-scales etc., shall be determined according to the fixed norms.