Effective and Efficient functioning: Different Sub-Committees

G.H.G. Khalsa College Gurusar Sadhar Distt Ludhiana (Punjab)
OFFICE ORDER NO. 08 DATED 12-10-2020

The following sub committees are constituted for the year 2020–21

1. Advisory Committee
   Prof. Gurpreet Kaur - Convener
   Prof. Tejinderpal Singh - (Co-Convener)
   Prof. Inderjit Singh
   Prof. S.K. Gupta
   Prof. Major Singh
   Dr. Gurmeet Singh
   Dr. Paramjit Kaur
   Ms. Prabhjot Kaur M.Sc. Physics 3rd Sem, Roll No. 4502 (Student Representative)
   Ms. Shivali Jain M.Sc. Chem. 3rd Sem. Roll No. 4311
   Mr. Sukhvi Singh M.Sc. Math 3rd Sem. Roll No. 4113
   Ms. Sandeep Kaur B.Sc. 5th Sem. Roll No. 703
   Ms. Tanisha M.A. English 3rd Sem. Roll No. 2705

2. Library Committee
   Prof. Gurpreet Kaur
   Dr. Gurmeet Singh
   Prof. Tejinderpal Singh
   Prof. Tejinder Singh
   Dr. Rajwant Singh
   Prof. Inderjit Singh
   Prof. S.K. Gupta
   Dr. Rajinder Singh
   Prof. Parveen Ansari
   Dr. Paramjeet Kaur
   Prof. Shikha Jain
   Dr. Baljit Singh Virk
   Prof. Tarsem Singh
   Dr. Sonia Ahuja
   Prof. Kanwaljit Kaur
   Prof. Vishavpreet Kaur
   Prof. Manmeet Kaur
   Prof. Karamjeet Kaur
   Librarian
   Mr. Bhavanpreet Singh M.P.Ed. 3rd Sem Roll No. 6627 (Student Rep.)
   Mr. Jasnoor Singh B.A.B.Ed. 5th Sem Roll No. 6301
   Mr. Abhish Garg B.Com. 3rd Sem Roll No. 1204
   Mr. Nanak Singh M.P.Ed. 3rd Sem Roll No. 6513

3. Research Advisory Committee
   Dr. Gurmeet Singh (Convener)
   Prof. Paramjit Kaur (Co-Convener)
   Dr. Baljit Singh
   Dr. Sohan Singh
   Dr. Vaneet Dhir
   Dr. Nitish Dhingra
   Dr. Anubhuti Modgil
   Dr. Umritnderpal Singh

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**Cultural Committees**

Dr. Rajinder Singh - Convener
Prof. Major Singh (Co-Convener) Bhangra
Dr. Baljit Singh Virk Bhangra
Prof. Priyanka Singla Fine Arts
Dr. Sonia Ahuja Music Items
Prof. Sofia Singh Art & Craft Items
Prof. Navjot Singh & Prof. Gursharan Kaur Creative Writing/Poem Recitation/Literary
Prof. Jasbinder Kaur & Prof. Shikha Jain Quiz
Prof. Kanwaljit Kaur (Punjabi) Theatrical Items

**Socio Religious Committee**

Prof. Harpreet Kaur Tiwana (Convener)
Dr. Paramjeet Kaur (Co-convener)
Dr. Sonia Ahuja
Dr. Sohan Singh
Prof. Shelka
Prof. Inderjeet Singh Khalsa (B.P.Ed.)
Ms. Navdeep Kaur M.A. Punjabi 3rd Sem. Roll No. 5101 (Student Rep.)
Ms. Daljit Kaur B.A.B.Ed. 7th Sem, Roll No. 6407 -do-
Ms. Manjot Kaur B.Sc. 5th Sem. Roll No. 707 -do-

**Discipline Committee**

Prof. Inderjit Singh Convener
Prof. Tejinder Singh (Co-Convener)
Prof. Tejinderpal Singh
Prof. Major Singh
Dr. Paramjeet Kaur
Dr. Sohan Singh
Dr. Anubhuti Modgil
Prof. Aarti Sharma
Dr. Sonia Ahuja
Dr. Baljinder Singh
Mr. Abhishek Sharma M.Sc. Physics 3rd Sem Roll No. 4511 (Student Rep)
Mr. Vishal Jaiswal M.Sc. Chemistry 3rd Sem Roll No. 4320 -do-
Mr. Jashandeep Singh M.P.Ed. 3rd Sem Roll No. 6606 -do-
Mr. Bheem Sen B.P.Ed. Roll No. 5365 -do-

**Examination Committee/Examination Grievance Redressal Committee**

Prof. S.K. Gupta Convener
Prof. Major Singh (Co-Convener)
Prof. Parveen Ansari
Prof. Tarsem Singh
Prof. Aarti Sharma
Dr. Manohar Lal
Prof. Pawanveer Singh

**Editorial Board - Gurusar**

Dr. Rajinder Singh
Prof. Jasbinder Kaur
Dr. Gurmeet Singh
Prof. Navjot Singh
Dr. Sonia Ahuja
Dr. Anubhuti Modgil
Dr. Sohan Singh
Dr. Vaneet Dhir

Chief Editor & Editor in Hindi Section
Editor Science Section
Editor Punjabi Section
Editor English Section
Editor Dharmic Section
Editor Planning Forum
Editor Miscellany Section
Editor Research Section
**Chief Tutors / Mentors**
Prof. Gurpreet Kaur
Prof. Major Singh

**Canteen Committee**
- Prof. Harpreet Kaur Tiwana - Convener
- Prof. Jasbinder Kaur (Co-Convener)
- Prof. Anjana Kumari (Co-Convener)
- Prof. Shubra Gupta
- Prof. Pawanveer Singh
- Prof. Vishavpreet Kaur

Ms. Harssimran Kaur B.Com 5th Sem Roll No. 1405 (Student Rep)
Ms. Manpreet Jolly M.Com 3rd Sem Roll lNo. 4704 -do-
Ms. Karampal Kaur B.A. 5th Sem Roll No. 2373 -do-

**Advisor Foreign/Other State Students**
- Prof. Tejinderpal Singh - Convener (Co-Convener)
- Prof. Shikha Jain
- Prof. Priyanka Singla
- Dr. Suneeta Devi

**Sports Committee**
- Prof. Tejinder Singh - Convener (Co-Convener)
- Prof. Inderjit Singh (Physics Dept.)
- Prof. S.K. Gupta
- Dr. Manohar Lal
- Dr. Suneeta Devi
- Dr. Baljinder Singh

**Land Scaping**
- Prof. Jasbinder Kaun (Co-Convener)
- Prof. Shikha Jain
- Prof. Namrita Singh Ahluwalia
- S. Jaswinder Singh (Engineer)

**Student Aid Fund/Scholarship/Fee Concession Committee**
- Prof. Gurpreet Kaur Convener (Co-Convener)
- Prof. Tejinder Singh
- Prof. Major Singh
- Prof. Tejinderpal Singh
- Prof. Tarsem Singh
- Dr. Sohan Singh

**Purchase Committee (for purchase of General Items)**
- Prof. Inderjit Singh Convener
- Prof. S.K. Gupta (Co-Convener)
- Prof. Tejinder Singh
- Prof. Tarsem Singh
- Prof. Shelka

**Amalgamated Fund Committee**
- Prof. Tejinderpal Singh Convener (Co-Convener)
- Prof. Parveen Ansari (Co-Convener)
- Prof. Vaneet Dhir
- Mr. Manish Kapila - Accountant

**Central Student Association**
- Prof. Parveen Ansari - Convener (Co-convenor)
- Dr. Paramjeet Kaur
- Dr. Gurmeet Singh
- Dr. Parveen Ansari
- Dr. Paramjeet Kaur

[Signature]
Central Student Association—continued
Dr. Vaneet Dhiri
Prof. Aarti Sharma
Dr. Uminderpal Singh
Prof. Vishavpreet Kaur

B) Student Representative
List Attached.

Anti Ragging Committee
Prof. Tejinder Singh - Convener
Dr. Gurmeet Singh (Co-Convener)
Prof. Shikha Jain
Dr. Baljit Singh
Prof. Preeti Saini
Prof. Sofia Singh
Prof. Navjot Singh
Warden & Hostel Supdt. Boys Hostel & Warden & Hostel Supdt. Girls Hostel

Press Committee/Media Committee
Dr. Sohan Singh (Convener)
Prof. Shubhra Gupta (Co-Convener)
Prof. Gursharan Kaur (English Dept.)

College Development Planning Board
Prof. Inderjit Singh - Convener
Prof. Tejinderpal Singh Co-Convener
Prof. S.K. Gupta
Prof. Major Singh
Prof. Tarsam Singh
S. Balvir Singh Bedi - Office Supdt.
Sh. Manish Kapila - Accountant

Collegiate Student Grievance Redressal Committee (CSGRC)
Principal Jaswant Singh - Chairperson
Prof. Gurpreet Kaur Convener
Prof. Harpreet Kaur Tiwana Co-Convener
Prof. Major Singh Member
Dr. Paramjit Kaur - do-
Prof. Aarti Sharma - do-
Ms. Deepika Goyal M.Sc. Physics 3rd Sem Roll No. 4501 (Student Rep)
Ms. Nancy Bansal M.Sc. Math 3rd Sem Roll No. 4107 - do-
Ms. Harjinder Kaur B.A. 5th Sem Roll No. 2311 - do-
Ms. Gurkirat Kaur BBA 5th Sem Roll No. 3601 - do-

Women/Sexual Harassment Redressal Cell
Prof. Shikha Jain - Convener
Dr. Paramjit Kaur (Co-Convener)
Prof. Anjana Kumari
Prof. Aarti Sharma
Dr. Sonia Ahuja
Prof. Shubhpreet Kaur
Ms. Rajwinder Kaur M.A. (English) 3rd Sem Roll No. 2708 (Student Rep)
Ms. Simranjeet Kaur BCA 5th Sem Roll No. 3004 - do-
Ms. Kamaljeet Kaur M.Sc. (IT) 3rd Sem Roll No. 3906 - do-
Ms. Ishatreet Kaur B.Sc. 5th Sem Roll No. 805 - do-
| 23 | Red Ribbon Club               | Prof. Aarti Sharma (Convener) | Prof. Preeti Saini (Co-Convener) |
|    |                              | Prof. Amritpal Singh          |
|    |                              | Prof. Navjot Singh            |
|    |                              | Dr. Arun Kumar               |
|    |                              | Prof. Manmeet Kaur           |
| 24 | Equal Opportunity Cell for Disable Person | Dr. Baljit Singh (Convener) |
|    |                              | Prof. Tarsem Singh (Co-Convener) |
|    |                              | Prof. Shikha Jain            |
|    |                              | Dr. Rajesh Kumar             |
| 25 | Internal Committee for Students with Disabilities | Prof. Major Singh (Convener) |
|    |                              | Dr. Baljit Singh (Co-Convener) |
|    |                              | Prof. Shubhpreet Kaur        |
|    |                              | Dr. Baljinder Singh          |
|    |                              | Mr. Satwinder Singh (Common Room Care Taker Boys) |
| 26 | Committee for Research Minor Projects for P.G. Students | Dr. Nitish Dhingra (Convener) |
|    |                              | Dr. Anuradha Bhandari (Co-Convener) |
|    |                              | Dr. Vaneet Dhir              |
|    |                              | Dr. Umrinderpal Singh        |
| 27 | Adoption of Best Practices Committee | Prof. Vaneet Dhir (Convener) |
|    |                              | Prof. Manmeet Kaur B.Voc (Food Processing & Quality Management) |
|    |                              | Prof. Karamjit Kaur B.Voc (Med Lab Technology) |
| 28 | Career Counseling Guidance & Placement Cell | Prof. S.K. Gupta (Convener (Coordinator)) |
|    |                              | Dr. Paramjit Kaur            |
|    |                              | Prof. Shikha Jain            |
|    |                              | Dr. Vaneet Dhir              |
|    |                              | Prof. Tarsem Singh           |
|    |                              | Dr. Nitish Dhingra           |
|    |                              | Prof. Aarti Sharma           |
|    |                              | Prof. Preeti Saini           |
|    |                              | Dr. Manhar Lal               |
|    |                              | Dr. Baljinder Singh          |
|    |                              | Prof. Gursharan Kaur         |
|    |                              | Prof. Vishavpreet Kaur       |
|    |                              | Dr. Rajesh Kumar             |
|    |                              | Dr. Umrinderpal Singh        |
|    |                              | Prof. Bohar Singh            |
|    |                              | Prof. Manmeet Kaur           |
|    | Kulwinder Kaur               | M.Sc. Chem 3rd Sem 4301      | Student Rep |
|    | Ms. Amandeep Kaur            | M.Sc. Math 3rd Sem 4103      | -do-        |
|    | Ms. Preeti Kumari            | B.A. 5th Sem 2345            | -do-        |
|    | Ms. Ishatreet Kaur           | B.Sc. 5th Sem 805            | -do-        |
Green Committee
Prof. Inderjit Singh - Convener
Prof. Jusbinder Kaur - Co-Convener
Prof. Shikha Jain
Prof. Vishavpreet Kaur

Annual Report Preparation Committee
Dr. Sohan Singh (Convener)
Prof. Amritpal Singh - Co-Convener

Learning Management System Committee
Dr. Umrinderpal Singh - Convener
Prof. Tarsem Singh - Co-Convener
Dr. Rajesh Kumar
Prof. Bohar Singh

Incharge Prospectus
Dr. Sohan Singh

All concerned to note please.

Principal
G.H.G. Khalsa College
Gurusar Sadhar (Ludhiana)
In continuation to this office order No. 08 dated 12-10-2020, the list of the list of students representatives in Central Student Association is as under:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Student</th>
<th>Class</th>
<th>Roll No.</th>
<th>Mobile No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Kirandeep Kaur</td>
<td>M.Sc. Phy. 3rd Sem</td>
<td>4507</td>
<td>98159-02712</td>
</tr>
<tr>
<td>2</td>
<td>Gurdeep Singh</td>
<td>M.Sc. Chem 3rd Sem</td>
<td>4302</td>
<td>86999-03100</td>
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<tr>
<td>3</td>
<td>Maninder Kaur</td>
<td>M.Sc. Math 5th Sem</td>
<td>4101</td>
<td>88726-09432</td>
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<tr>
<td>4</td>
<td>Tarandeep Singh</td>
<td>M.A. Hist 3rd Sem</td>
<td>4904</td>
<td>98550-38733</td>
</tr>
<tr>
<td>5</td>
<td>Ratika</td>
<td>M.A. English 3rd Sem</td>
<td>2704</td>
<td>79738-85488</td>
</tr>
<tr>
<td>6</td>
<td>Hardeep Singh</td>
<td>M.A. Punjabi 3rd Sem</td>
<td>5104</td>
<td>90412-89049</td>
</tr>
<tr>
<td>7</td>
<td>Gurpreet Singh</td>
<td>M.P.Ed. 3rd Sem</td>
<td>6609</td>
<td>99156-86154</td>
</tr>
<tr>
<td>8</td>
<td>Monika Bansal</td>
<td>M.Com 3rd Sem</td>
<td>4713</td>
<td>97805-65053</td>
</tr>
<tr>
<td>9</td>
<td>Komal Verma</td>
<td>M.Sc. (IT)3rd Sem</td>
<td>3902</td>
<td>98764-35741</td>
</tr>
<tr>
<td>10</td>
<td>Karanvir Singh</td>
<td>BCA 5th Sem</td>
<td>3005</td>
<td>84277-74560</td>
</tr>
<tr>
<td>11</td>
<td>Aashish Sethi</td>
<td>B.Com.5th Sem</td>
<td>1456</td>
<td>62392-69129</td>
</tr>
<tr>
<td>12</td>
<td>Sumit Goyal</td>
<td>BBA 5th Sem</td>
<td>3608</td>
<td>99158-53236</td>
</tr>
<tr>
<td>13</td>
<td>Arjun Dev</td>
<td>B.P.Ed. 5th Sem</td>
<td>5327</td>
<td>72982-14487</td>
</tr>
<tr>
<td>14</td>
<td>Kamalpreet Kaur</td>
<td>B.A.5th Sem</td>
<td>2313</td>
<td>73555-65813</td>
</tr>
<tr>
<td>15</td>
<td>Arashdeep Singh</td>
<td>B.Sc. 5th Sem</td>
<td>803</td>
<td>98157-83638</td>
</tr>
<tr>
<td>16</td>
<td>Maninderpal Singh</td>
<td>B.Voc. (FPQM)5th Sem</td>
<td>6013</td>
<td>82843-84860</td>
</tr>
<tr>
<td>17</td>
<td>Gurpreet Singh</td>
<td>B.Voc. (MLT)5th Sem</td>
<td>3301</td>
<td>84273-65022</td>
</tr>
<tr>
<td>18</td>
<td>Tanvir Kaur</td>
<td>B.Sc.(BT)5th Sem</td>
<td>3301</td>
<td>99151-34041</td>
</tr>
<tr>
<td>19</td>
<td>Manpreet Kaur</td>
<td>M.P.Ed. 3rd Sem</td>
<td></td>
<td>98771-99418</td>
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<tr>
<td>20</td>
<td>Anilu Rani</td>
<td>B.P.Ed. 5th Sem</td>
<td>5350</td>
<td>89687-04730</td>
</tr>
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</table>
Name of the Newspaper: The Times of India
Date: 23-9-2020  Day: Wednesday
Page No.: 7
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GHG KHALSA COLLEGE
Gurusar Sadhar, Dist.: Ludhiana(Punjab) 141104
NAAC Accredited 'A' Grade, Postgraduate, Multi-Faculty College, Estd. 1948

PRINCIPAL REQUIRED
Applications on the prescribed Performa, available with the college, are invited for the post of Principal on regular basis under Grant-in-Aid scheme from eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./State Govt./NCTE/Panjab University, through registered post/speed post or in person so as to reach the Secretary, Managing Committee, with a copy to the Dean, College Development Council, Panjab University, Chandigarh within 30 days from the publication of the advertisement. The candidates are also required to submit 9 photocopies of the prescribed proforma to the college while sending their application.

Secretary

01624-275227 | ghgkhalsacollege@gmail.com | www.ghgcollegesadhar.org
Name of the Newspaper: The Tribune
Date: 23-9-2020
Day: Wednesday
Page No.: 3
Column No.: 3

PRINCIPAL REQUIRED

Applications on the prescribed Performa, available with the College, are invited for the post of Principal on regular basis under Grant-In-Aid scheme from eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./State Govt./NCTE/Panjab University, through registered post/speed post or in person so as to reach the Secretary, Managing Committee, with a copy to the Dean, College Development Council, Panjab University, Chandigarh within 30 days from the publication of the advertisement. The candidates are also required to submit 9 photocopies of the prescribed proforma to the college while sending their application.

Secretary
CHAPTER VIII (E)

CONDITIONS OF SERVICE AND CONDUCT OF TEACHERS
IN NON-GOVERNMENT AFFILIATED COLLEGES

1. In these regulations -
   (i) 'college' means a college under private management affiliated to this University.
   (ii) 'teacher' shall include, Principal, Director of Physical Education, Tutor, Demonstrator, Instructor and Librarian in the service of a non-Government college affiliated to this University.

(ii) SERVICE RULES

2.1. The appointment of a teacher to a non-Government college affiliated to the Panjab University shall be on a written contract as per form prescribed by the University from time to time (prescribed form given in Vol. III of the Calendar).

Vacancies against permanent posts shall ordinarily be filled substantively within three months.

After an institution has been in existence for three years, not more than one-fifth of the number of teaching staff shall be on temporary basis.

2.2. Every teacher in an Arts and/or Science college shall be paid at least the minimum pay-scale as laid down by the University.

2.3. A teacher will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work and conduct are found satisfactory. It would be obligatory on the part of a Governing 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 absence of such a notice the teacher would be deemed to have been confirmed.

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

3.1. No teacher shall be required to teach for more periods than the number laid down by the University in addition, he shall undertake such extra-curricular activities as may be assigned to him by the Principal.

3.2. If a teacher is given some extra teaching work temporarily, he shall be paid an allowance for the additional work according to the rates as may be determined by the Syndicate from time to time.

4.1. Every teacher shall be paid his salary regularly, but in no case later than the 10th of the month following the for which salary is due.

4.2. Annual increments shall be granted by the Governing Body to each teacher on the recommendation of the Principal and to the Principal on the recommendation of the Chairman of the Governing Body. Annual increment shall not be withheld without assigning any specific reason in writing and in case the Governing Body does not revise the order within 15 days of the teacher/Principal's representation, he shall have the right of appeal to the Vice-Chancellor.

Annual increment shall be given to every teacher on the 1st day of the month in which it falls.

4.3. A teacher appointed temporarily or on probation shall be entitled to summer
within a week to the Registrar who may direct that the teacher shall not be placed under suspension.

9.3. The period of suspension shall not exceed three months within which the case must be decided.

9.4. During the period of suspension the suspended teacher shall be paid half the pay plus allowances as subsistence allowance.

9.5. If ultimately the teacher is removed from service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

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

11.1. A permanent teacher may, at any time, terminate his engagement by giving the Governing Body three months’ notice in writing or three months’ salary in lieu thereof.

11.2. During the period of probation and when a teacher is holding a temporary appointment, the notice period required on either side shall be one month.

11.3. The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the summer vacation salary, but the teacher shall be entitled to the summer vacation salary, as admissible under the rules, or salary in lieu of notice period, whichever is higher.

12.1. For the benefit of the employees every college shall establish a Provident Fund for which it shall follow the general pattern of the Provident Fund Rules as may be laid down by the Syndicate.

12.2. Every whole time employee of the college appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the college Provident Fund.

12.3. The rate of subscription of an employee shall be 10 per cent of his +salary. He may, however, be permitted to subscribe towards non-contributory Provident Fund, provided the total subscription towards Provident Fund, i.e., contributory (10 per cent) as well as non-contributory shall not exceed 60% of the monthly +salary of the subscriber.

The contribution of the college towards the Provident Fund of a teacher shall be 10 per cent of his +salary and this shall be contributed at the end of each month. The college shall pay interest and the amount of such interest shall be placed monthly in the credit of each depositor.

When the calculation involves paice amounting to less than 50 it shall be ignored and when it amounts to 50 paice or more, full rupee shall be deducted.

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

The monthly rate of +salary of a teacher during any college year shall be taken to be that at which he draws +salary for the month of the college year.

N.B. - The College year is from 1st April to 31st March.

13.1. (i) In addition to the benefits of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body, a gratuity of a sum equivalent to one fourth of his "**Pay**" last drawn for each completed six monthly period of qualifying

* To take effect from the year 1964-65.
+ Salary for CPP deductions) means "Pay" plus all allowances, excluding house rent allowance.
** "Pay" as defined by the Punjab Govt. from time to time.
service subject to 16 1/2 (sixteen and half) times the **'Pay'** provided that in no case the gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees.

In the event of death of a teacher while in service the gratuity shall be subject to a minimum of 12 times the **'Pay'** of the teacher drawn at the time of his death provided that in no case shall it exceed the amount as fixed by Punjab Govt. from time to time for its employees.

(ii) A teacher shall have the option to be governed by the old provisions unless he opts to be governed by the new Regulations within one year from the date the amended regulations come into force.

13.2. A teacher who has put in not less than 20 years' qualifying service may, giving three months' notice in writing to the appropriate authority be permitted to retire from the service voluntarily. The appropriate authority may in special cases reduce or waive the period of notice.

13.3. A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

13.4. A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement, on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing provisions of Regulations. Such acceptance may generally be given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the teacher concerned for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal of service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the teacher concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Governing Body shall be obtained. Even where the notice of voluntary retirement given by a teacher requires acceptance by the appropriate authority, the teacher giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the Governing Body issues an order to the contrary before the expiry of the period of notice.

13.5. While granting gratuity to a teacher retiring voluntarily, weightage of up to five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of up to five years will, however, be subject to the condition that the total qualifying service after allowing the weightage should not in any event exceed 30 years of service.

**Explanation:** Qualifying service means continuous service rendered to the College by a teacher other than in a temporary or ad hoc capacity.

(ii) LEAVE RULES

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

15. A teacher shall be entitled to leave as per rules in the University Calendar.

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**'Pay'** as defined by the Punjab Govt. from time to time.
16.1. No teacher shall take part in, subscribe to, 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.

16.2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.

17. No teacher shall, except with the previous permission of the Governing Body own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

18. No teacher shall in any manner criticise adversely in public the administrative actions of the Governing Body of his college.

19. No teacher shall, except in accordance with any general or special order of the Governing Body 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.

20.1. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition.

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, subject to the condition that his official duties do not thereby suffer but he 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/Institutes of National importance including Public Service Commissions and other statutory bodies when the total emoluments accruing from such work do not exceed Rs.10,000/- per annum, and for all examination work for which additional emoluments are expected, the previous permission of the Principal or the Governing Body as the case may be, shall be necessary.

20.2. No teacher shall appear in an examination without the prior permission of the Principal.

20.3. No teacher 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.

21. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his college.

22. No teacher 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.

23. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions:
AFFILIATED COLLEGES

(a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, 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.

(iv) GENERAL

24.1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

24.2. Unless in any case it be expressly provided for, the whole time of a teacher 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/Governing Body of his college, subject to such conditions as may be laid down by the University.

24.3. No teacher in a college shall apply for any other job 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 Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

24.4. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

24.5. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.
Proforma for appointment for the post of Assistant Professor / Associate Professor/ Principal in the Colleges affiliated to Panjab University, Chandigarh.

Name of the College ________________________________

Note:

a. Attach nine Xerox copies of this form with the original and send a copy to the Dean College Development Council, P.U, Chandigarh-14.
b. Separate application forms must be filled for separate posts.
c. Applications received after due date or incomplete are liable to be rejected.

Advertisement No.............................. Date..............

1. Application for Appointment as ____________________________ in ____________________________

2. [UGC] Pay Scale __________________ Minimum Pay Acceptable __________________

   Name (in block letters) ____________________________________________

3. Father's Name (in block letters) ______________________________________

4. Present postal address (in block letter)

   Telephone: ___________ Pin Code: ____________

   a) Nationality ____________________________________________

   b) Whether belongs to SC/ST/Ex-servicemen/Handicapped (attach proof)

   c) Marital Status [ ] Married [ ] Unmarried

5. a) Date of Birth [ ] [ ] [ ] [ ] [ ] [ ] [ ]

   b) Age as on the last date for submission of completed application for:

   years: [ ] [ ] Months: [ ] [ ] Days: [ ] [ ]

6. a) Educational qualification (from Matriculation onwards)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Univ./Board</th>
<th>Year &amp; Month of passing</th>
<th>Marks Obtained/Total Marks</th>
<th>Percentage/Division</th>
<th>Subjects</th>
<th>Position in Univ. &amp; College if any</th>
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</thead>
<tbody>
<tr>
<td>Matric</td>
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<tr>
<td>BA /B.Sc./B.Com</td>
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<tr>
<td>M.Com/M.A/M.Sc.</td>
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<td>B.Ed.</td>
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<tr>
<td>M.Ed.</td>
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<tr>
<td>M.Phil.</td>
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<tr>
<td>Ph.D. (with title)</td>
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<td>UGC (NET/SLET)</td>
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<tr>
<td>Any other Exam (Specify)</td>
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Scanned with CamScanner
7. Research publication (separate detailed list of publication to be attached as Annexure, for each)

<table>
<thead>
<tr>
<th>Publications</th>
<th>Published/Accepted for publication</th>
<th>Nos</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Paper in International Journals / Articles</td>
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<td></td>
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<tr>
<td>2. Paper in Indian Journals / Articles</td>
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<tr>
<td>3. Papers in Conference/Symposium &amp; Seminars etc.</td>
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<tr>
<td>4. Books</td>
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</table>

8. (a) Have you ever been prosecuted/sentenced by the court of Law, if so give detail?

(b) Have you ever dismissed from service? if so, give detail

9. List of previous employment in order (Starting with most recent post held).

<table>
<thead>
<tr>
<th>Name &amp; Address of College/Institution</th>
<th>Date of Joining /Leaving</th>
<th>Designation</th>
<th>Nature of Job</th>
<th>Basic Pay P M &amp; grade</th>
<th>Reason for Leaving</th>
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</thead>
<tbody>
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</table>

10. Total experience (Attach Annexures for details)

11. (a.) Present Basic Pay Rs. _______   (b) Pay Scale Rs. _______

12. Period required for joining the post

15. Any other relevant information

16. List of Certificates & testimonials (Attested Copies)

   (i) __________ (ii) __________ (iii) __________ (iv) __________

   (v) __________ (vi) __________ (vii) __________ (viii) __________

   **CERTIFICATE**

   a) Certified that the contents given in the application forms and the documents attached therewith are true and correct to the best of my knowledge.

   Place: ____________________________

   Dated: ____________________________

   (Signature of the applicant)

   **Check List:**

   1. Does the candidate fulfill essential qualification? Yes/No
   2. Does the candidate have the required minimum experience? Yes/No
   3. Eligible/Not Eligible.
   4. Special remarks (for Non-Eligibility)

   **Signature of Dealing Official**
Effective and Efficient functioning: Score Card of Academic and Research Performance for Recruitment

<table>
<thead>
<tr>
<th>Academic Record</th>
<th>Research Performance</th>
<th>Assessment of Domain Knowledge</th>
<th>Teaching Skills</th>
<th>Final Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>Master's</td>
<td>Degree</td>
<td>Degree</td>
<td>NET only - 10 marks</td>
</tr>
<tr>
<td>Degree</td>
<td>Degree</td>
<td>Masters' thesis</td>
<td>Ph.D. (if applicable)</td>
<td>10 marks</td>
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<tr>
<td>Thesis/Project</td>
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<tr>
<td>marks obtained</td>
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<tr>
<td>in Master's</td>
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<tr>
<td>degree</td>
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<tr>
<td>multiplied by</td>
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<td>0.13</td>
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<td>(i.e. out of 15)</td>
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<tr>
<td>Bachelor's</td>
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<td>degree</td>
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<td>marks obtained</td>
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<td>by</td>
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<tr>
<td>0.65 (i.e. out of 10)</td>
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</table>

Colleges other than Education & Physical Education

- Marks for M.Phil. to be counted only if it is awarded by a University, which is recognized by the UGC or the course is approved by the Distance Education Council. No credit for M.Phil. is to be given to a Ph.D. in case of an approved Assistant Professor/Lecturer having only M.Phil. (Non-NET and Non-Ph.D.) fee or she will be awarded marks obtained in M.Phil. multiplied by 0.05 (i.e. out of 5).
- Maximum upto 150 reduced to 10 on division by 15.
- If mark for each half year (semester) of teaching of Undergraduate classes only and 1 mark for each half year (semester) for teaching Undergraduate as well as Post-graduate classes or only Post-graduate classes, upon a maximum of 10 marks (more than four and a half months will be taken as a semester).
- 1 mark for each half year (semester) of teaching of Undergraduate classes only and 1 mark for each half year (semester) for teaching Undergraduate as well as Post-graduate classes or only Post-graduate classes, upon a maximum of 10 marks (more than four and a half months will be taken as a semester).
- Presentation directly relevant to the subject appealing for interview.
Effective and Efficient functioning: Suggestion/Complaint Boxes
Sudhar, Punjab, India
SH 13, Sudhar, Punjab 141104, India
Lat N 30° 46' 23.1096"
Long E 75° 39' 3.64644"
07/01/21 11:13 AM
Suggestion/Complaint Box

Sudhar, Punjab, India
SH 13, Sudhar, Punjab 141104, India
Lat N 30° 46' 27.95772"
Long E 75° 39' 5.35572"
15/12/20 12:48 PM