

Chapter-I

Academic Bodies and Officers of the University

Academic Council

Definitions

"Academic Council" shall mean Academic Council of the University.

1. The Academic Council shall be the Academic Body of the University and shall consist of the following members:
 - i. The Vice-Chancellor: Chairperson
 - ii. The Deans of Faculties
 - iii. Directors of the Constituent Colleges
 - iv. All Professors of the University and its Constituent Colleges
 - v. The Heads of the Departments of University and of the Constituent Colleges of the University
 - vi. The Principals of ten colleges affiliated to the University by rotation: Members
Provided that no Principal shall be nominated by the Board on the recommendations of Vice Chancellor again unless all others have been nominated at least once as member of the Academic Council;
 - vii. Two eminent industrialists to be nominated by the Board.
 - viii. Two eminent technologists to be nominated by the Board.
 - ix. Two Alumni to be nominated by the Board on the recommendations of Vice Chancellor.
 - x. Two members from civil society to be nominated by the Board.
 - xi. Registrar of the University shall be the Member-Secretary of the Academic Council.

Members mentioned at serial numbers (vi), (vii), (viii), (ix), (x) and (xi) to be nominated by the Board for a period of two years.

Dean (Academic Affairs), Dean (Research & Development), Dean (Student Welfare), Director (College Development Council), Controller of Examinations of the University shall be special invitees (on need basis) to all the meetings of Academic Council. They shall participate and contribute towards achieving the goals of the University on academic matters.

Quorum of the Academic Council shall be one third of the membership.

- 1.1(i) On the expiry of the term of members listed at (vi) to (xi) another member shall be appointed by the Board on the recommendation of Vice Chancellor as member of the Academic Council and any other subsequent vacancy shall be filled in by rotation.

- (ii) The Vice Chancellor shall also have the power to co-opt any other member as he may consider necessary, for any particular meeting of the Academic Council.
- (iii) All resolutions in a meeting of the Academic Council shall be decided by majority of votes of the members present. The co-opted member and special invitees shall not have the right to vote. The Chairman of the Academic Council shall, besides entitled to vote with first instance and, if the votes are equally divided, he shall have a second or casting vote.

1.2 Standing Committee of Academic Council

Since the Academic Council meets only once in a year. Urgent Academic issues may be decided by Standing Committee of Academic Council subject to ratification by the Academic Council.

Standing Committee of Academic Council shall consist of.

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| (i) Vice Chancellor; | Chairperson |
| (ii) Dean, Academic Affairs | |
| (iii) Dean of Faculties | |
| (iv) Deans of University | |
| (v) Director, College Development Council; | Special Invitee |
| (vi) Directors of University and Constituent Colleges | |
| (vii) Registrar* | |
| (viii) Controller of Examination of the University | |
| (ix) Dean, Research & Development; | Special Invitee |
| (x) Five Professors of the University (by rotation for a tenure of two years) | |
| (xi) Two Principals from Constituent/ Affiliated colleges (by rotation for a tenure of two years). | |
| (xii) Two Head of Departments (by rotation for a tenure of two years). | |

* Registrar shall be the convener.

1.3 Powers and Functions of Academic Council

Academic Council shall exercise all the powers and perform all the duties assigned on it by the Act and shall also have the following powers:

- i. Academic Council shall have control and be responsible for the maintenance of academic standard of instructions, education, examination including development and revision of curriculum within the University and shall exercise such other powers and perform such other duties, as may be conferred or imposed upon it by regulations.
- ii. It shall advise the Board on all academic matters.
- iii. To recommend degrees, diplomas and certificates to be conferred by the University;
- iv. To recognize the degree, diploma and certificate of the recognized Universities as equivalent to the corresponding degree, diploma and certificate of the Maharaja Ranjit Singh Punjab Technical University, Bathinda.



- v. To propose to the Board the institution of awards, medals etc. to be awarded to the students of University, its constituent and affiliated colleges.
- vi. To promote research within the University and seek reports from the teaching and research faculty
- vii. To make regulations regarding the holding of convocation; and
- viii. To make regulations for maintenance of discipline and the regulation of the conduct of the students in the Departments of University/constituent colleges/affiliated colleges and hostels of the University.

2. Faculties

2.1 The University shall have the following faculties:

- i. Faculty of Engineering and Technology
- ii. Faculty of Pharmaceutical Sciences & Technology
- iii. Faculty of Commerce and Management
- iv. Faculty of Sciences
- v. Faculty of Hospitality and Tourism Management
- vi. Faculty of Architecture and Planning
- vii. Faculty of Humanities and Social Sciences
- viii. Such other faculties as may be constituted by the Board on the recommendation of Academic Council from time to time.

2.2 Each faculty shall consist of the following members:

- i. Dean of Faculty: Chairman
- ii. All Heads/Chairpersons of the Departments of the concerned faculty in the University and its constituent colleges: Ex-officio members
- iii. All Professors from the Teaching Departments of the University and its constituent colleges and Professors from the Department of Distance Education in the concerned Faculty: Ex-officio members
- iv. Two Associate Professors and Two Assistant Professors by rotation according to seniority from the University Departments and its constituent colleges in the concerned faculty
- v. One Associate Professor and One Assistant Professor by rotation according to seniority from concerned Faculty of Department of the Distance Education
- vi. One Professor, One Associate Professor and One Assistant Professor by rotation according to seniority from the concerned Faculty of the affiliated colleges.
- vii. Two eminent industrialists to be nominated by the Board.
- viii. Two eminent technologists to be nominated by the Board.
- ix. Two Alumni to be nominated by the Board.
- x. Two students of the University to be nominated by the Vice Chancellor.
- xi. Four persons at least two of whom shall be from outside the university having knowledge of the concerned Faculty to be nominated by the Vice Chancellor in consultation with the Dean of the concerned Faculty.

All members of the Faculty other than ex-officio members shall have a term of two years. Quorum for the faculty meeting will be one third of the Committee members.

- 2.3 Each faculty shall conduct such programmes and courses of studies as may be assigned to it by the Board.

2.4 Deans of the Faculties

- 2.4.1 A Professor of a University Department/Constituent College of Studies in the Faculty shall, by rotation according to seniority, be designated as the Dean of the Faculty, and ratified by the Board.

Provided that, if in any Faculty there is no University Professor, the senior most University Associate Professor may be appointed to act as the Dean.

- 2.4.2 If there is no University Professor or Associate Professor in the Faculty, the Principal of the College, admitted to the privileges of the University, in the Faculty, shall be the Dean of the Faculty.

Provided that, if there are more than one such Colleges in the Faculty, the Principals of the Colleges who are members of the Faculty may be appointed as the Dean of the Faculty by rotation according to seniority.

Provided further that, if there is no Principal of a College as member of the Faculty, the Faculty shall elect its own Dean.

- 2.4.3 The Dean of the Faculty once appointed under clause 2.4.1 or 2.4.2 shall hold office for a period of two years commencing from July 1st of the relevant year.

2.5 Powers and Functions of the Faculty

- i. The Faculties shall have such powers and shall perform such duties as may be assigned to them by the Act and Regulation. Faculties may also consider and make such recommendations to the Academic Council on any matter pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council.
- ii. A Faculty may consider recommendations of the Board of Studies with regard to the following matters and recommend to the Academic Council and/or the Board of Studies, as the case may be, for modifications, if any, suggested by the Faculty.
 - (a) Syllabi and courses of study to be completed by candidates for the examinations of the University.
 - (b) Minimum qualifications required for the admission to various courses of study.
 - (c) Other conditions to be complied with by candidates to qualify for admission to degrees, diplomas, certificates and marks of honours.
- iii. Consider any other matter that may be referred by the Academic Council and/or the Board.

- iv. The recommendations of the various Faculties regarding outlines of tests, syllabi and courses of reading in each paper for the examination in various Faculties shall be referred to the Academic Council, but the Academic Council shall not alter them without referring them back to the Faculty for reconsideration.
- v. In the absence of recommendations by the Faculties, the Academic Council may prescribe in the month of December of every year the same outlines of tests, syllabi and courses of reading for the admission of next year or take such action as it may deem fit.

3. Board of Studies

3.1 The Board of Studies shall be constituted for each discipline and shall comprise of the following members:

- i. Head/Chairperson of the Teaching Departments of the University, in case there is no Teaching Department in the University then Head/Chairperson of the Department in the Constituent College/Affiliated College offering the course in case it is not offered by University/Constituent Colleges, by rotation according to the seniority shall be the Chairperson of Board of Studies for a term of two years.
- ii. All Professors; and Two Associate Professors, and two Assistant Professors from each Department by rotation according to seniority.
- iii. All Professors; and One Associate Professor, Assistant Professor of the subject concerned from the Department of Distance Education.
- iv. One Professor; and two Associate Professor, two Assistant Professor from the Constituent and affiliated colleges by rotation according to seniority for a term of two years.
- v. Two Professors to be nominated by the Vice Chancellor from the allied disciplines.
- vi. Two experts to be nominated by the Vice-Chancellor from outside the University
- vii. One eminent industrialist to be nominated by the Vice-Chancellor.
- viii. One eminent technologist to be nominated by the Vice-Chancellor.
- ix. One Alumnus of the Department to be nominated by the Vice-Chancellor.
- x. One student of the concerned Department to be nominated by the Vice-Chancellor.

3.1.1 All agenda items considered in a meeting of the Board of Studies shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote and if the votes be equally divided he shall have a second or casting vote

At the meeting of the Board of Studies one third of total members shall form a quorum.

Note: In case of new programme/department, the Vice Chancellor may constitute adhoc Board of Studies for a term not exceeding two years.



The Board of Studies shall exercise all the following powers and functions:-

- ### 3.3 Revising Committee

(i) Vice-Chancellor.

(ii) Dean, Academic Affairs.

(iii) Four members of the Academic Council nominated by the Academic Council.

(iv) Registrar.

(v) Controller of Examination

Member-Secretary

3.3.3 The tenure of the Revising Committee shall be two years commencing from July 1.

The following shall be the officers of the University:

- ## Appointments, Powers, and Duties of the Officers

The Governor of Punjab shall be the Chancellor of the University

4.2 Vice Chancellor

4.2.1 The Vice-Chancellor of the University shall be appointed by the Chancellor as per guidelines of the University Grants Commission on the advice of the State Government from the panel of persons recommended by the Board through a Search Committee to be notified by the State Government. The members of this Committee shall be nominated by the Board:

- 4.2.2 The Vice-Chancellor shall hold office for a term of three years which may be extended by the Chancellor, on the advice and recommendations of the Board for further period of three years.
- 4.2.3 The Chancellor shall determine the amount of remuneration and other conditions of service of the Vice-Chancellor: provided that such terms and conditions shall not be altered to the disadvantage of the Vice Chancellor during his/her term of office.
- 4.2.4 In case of illness or absence or leave of the Vice Chancellor or in any other contingency, the senior most Dean of the University shall act as Vice-Chancellor.
- 4.2.5 The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general control over its affairs in accordance with the Act and Regulations and give effect to the decisions of the authorities of the member of the Board of University. He/She shall be ex-officio member of the Board and the Chairperson of Academic Council and the Finance Committee.
- 4.2.6 It shall be the duty of the Vice Chancellor to ensure that the provisions of this Act Regulations are faithfully observed and he shall have all powers necessary for this purpose.
- 4.2.7 If, in the opinion of the Vice-Chancellor, an emergency has arisen which requires immediate action to be taken, the Vice Chancellor shall take such action as he deems necessary with the approval of Chairman of the Board and shall report the same for confirmation at the next meeting to the authority, which in the ordinary course, would have dealt with the matter.
Provided that where any such action taken by the Vice Chancellor is not approved by the authority concerned, he may refer that matter to the Chancellor, whose decision thereon be final.
Provided further that where any such action taken by the Vice Chancellor affects any person in the service of the University, such person shall be entitled to make an appeal to the Board, within a period of thirty days from the date on which he receives notice of such action.
- 4.2.8 The Vice Chancellor shall exercise such other powers as may be prescribed by the Act and Regulations.
- 4.2.9 The Vice Chancellor shall exercise such other powers as may be prescribed by the Board from time to time.

4.3 Dean, Academic Affairs

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Dean Academic Affairs. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Dean



Academic Affairs for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

4.3.1 The duties and functions of the Dean, Academic Affairs shall be to

- 1 (a) Co-ordinate, supervise and approve on behalf of the Vice Chancellor admission of students to various courses made by the Admission Committees in their respective Departments. He/she may ask for such information as he/she considers proper to satisfy himself/herself that the admissions are made in accordance with the prescribed policy and procedure.
- (b) Recommend to the Vice Chancellor modification in admission policy and procedure as and when these may become necessary either on his/her own or on the basis of recommendations made by Heads of the Departments/Deans of Faculties/Admission Committees in various Departments.
2. Arrange for adequate and proper accommodation for various University Departments/Classes, subject to overall constraints.
3. Circulate to the teaching Departments each year the academic calendar, list of holidays and periods of closure of Departments or suspension of classes under special circumstances.
4. (a) Ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the Departments shall send to him/her class-wise and teacher-wise timetable at the beginning of each semester;
- (b) Ensure that the discipline and routine work in all departments is maintained in accordance with the decision and directions of the University.
- (c) Exercise control in respect of matters specified in 4(a) and (b) over the functioning of the University teaching departments through the Heads of the departments.
5. (a) Sanction casual leave and special casual leave to the Heads of the Department and special casual leave to other members of the teaching staff;
- (b) Sanction duty leave not exceeding 3 days at a time (6 days in case of University work) to the teaching staff including Heads of the Departments.
6. (a) Communicate approval to the proposals of Head of Departments for Guest Speakers after these are perused and formally approval by the Vice Chancellor.



- (b) Forward to the Vice Chancellor with his/her recommendation the proposals of Heads of Departments for appointment of Visiting Fellows and Visiting Professors under the UGC schemes or other similar arrangements.
7. Formulate proposals in consultation with the Dean, Research & Development, and other Deans and to recommend to the Vice Chancellor ways and means for improving academic standards of the University.
8. Approve the award of University Fellowships and Scholarships (except for M.Phil/Ph.D scholars and other Research/Projects Fellowships) on the recommendations of Heads of the Departments/concerned committees.
9. Communicate approval to the proposals of Heads of the Departments for deputing delegates from the University to faculty improvements programmes, after these are recommended by concerned HOD, Dean and formally approved by the Vice Chancellor.
10. Dean Academic Affairs shall coordinate, supervise and facilitate the signing of MoUs with other Institutions.
11. Recommend to the Vice Chancellor amendment in University statutes in consultation with Dean Research and Deans of the Faculties (if necessary), relating to undergraduate and Postgraduate teaching programmes.
12. Dean Academic Affairs shall continue to be a member of the Board of Research Studies (BORS) and other academic bodies/forums/committees.
13. In the absence of the Vice Chancellor, the Dean Academic Affairs shall Chair the meeting of Academic Council/standing committee of Academic Council.
14. Academic Section shall be under the direct control of the Dean Academic Affairs.
15. Dean Academic Affairs shall carry out any other function be assigned by the Vice Chancellor.

4.4 The Registrar

- 4.4.1 The Registrar shall be appointed by the Board on the recommendations of Vice Chancellor, after following the selection procedure, for a period of three years which may be extended by another term of three years and shall be a whole-time administrative officer of the University.

Provided that the term of office of the Registrar shall be three years or up to the age of sixty years whichever is earlier.



4.4.2 The terms and conditions of service of the Registrar shall be such as may be prescribed by the Board.

4.4.3 The Registrar shall be ex-officio Secretary of the Board and Academic Council.

4.4.4 It shall be the duty of the Registrar to:

- a. be custodian of the records, common seal and such other property of the University.
- b. keep the minutes of all meetings of the Board and Academic Council;
- c. conduct the official correspondence of the Board and Academic Council;
- d. arrange for and superintend the examinations of the University through Controller of Examination;
- e. Submit to the Chancellor copies of the agenda of the meetings of authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
- f. maintain service books of the staff employed in the University and its Constituent Colleges, and such other relevant records as may be necessary;
- g. perform such other duties as may from time to time be assigned to him by the Board/ Vice Chancellor.

4.5 Controller of Examination

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Controller of Examination. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Controller of Examination for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

4.5.1 He shall exercise his powers and discharge his duties under the immediate direction of the Registrar/Vice Chancellor and the general control of the Board, to arrange for and superintend the examinations.

4.6 Dean, Student Welfare

The Board, on the recommendation of the Vice chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Dean, Student Welfare. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Dean, Student Welfare for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

4.6.1 The duties and functions of the Dean, Student Welfare shall be to

1. Co-ordinate the admission of students in various halls of residence, approved hostels, and approved lodges of the University.
2. Advise the Vice Chancellor on the appointment of the Wardens to the Halls of Residence, approved Hostels and approved Lodges of the University.

3. Supervise and control the residents of all students by co-coordinating the activities of the Wardens.
4. Deal with the matters of management, overall discipline and conditions of living in the halls of residence, approved hostels, and approved lodges of the University.
5. Co-ordinate the activities of the different bodies concerning student welfare.
6. Arrange for and coordinate the elections of the Office bearers and other representatives of the University Students Union and other student bodies on the Campuses as per the rules of the University.
7. Advise the University on the nomination of student representatives on various bodies of the University.
8. Supervise and/or organise the co-curricular and sports activities of the Students and Research Scholars in the Campuses.
9. Issue the travel concession to the students and recommend the educational tours/ excursions of the students.
10. Supervise and/or organise the career guidance and other counselling facilities for the welfare of the students.
11. Supervise and/or organise such programmes and activities which shall strengthen the students-teacher relationship, student-administration and student-society relationships.
12. Maintaining a ragging free campus in compliance with UGC regulations (2009).
13. Act as Proctor of the University.
14. Ensure discipline in and outside the University.
15. Organization of extra-curricular activities.
16. Organizing students counselling and other related activities.
17. Liaison with parents/guardians about the progress and problems of the students in consultation with Dean, Academic Affairs.
18. Issue conduct certificates to the students.
19. Coordinate merit cum means scholarships and other scholarships.
20. Undertake such other duties and responsibilities relating to discipline and the welfare of the students as directed by the Vice Chancellor from time to time.

4.7 Dean, International Students

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Dean, International Students. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the



Dean, International Students for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

4.7.1 The duties and functions of the Dean of International Affairs shall be to

- (i) lay down guidelines and coordinate for admission of foreign students to University Departments, Constituent Colleges and all the institutions affiliated to the University;
- (ii) counsel, coordinate and review admission of foreign students in the constituent colleges and affiliated colleges to the University and maintain record/ particulars of each student;
- (iii) maintain liaison with Dean Academic Affairs, Dean of Student Welfare as well as Directors of constituent colleges and affiliated colleges in regard to the Welfare of Foreign Students;
- (iv) maintain close liaison with the Indian Council of Cultural Relations (ICCR) in regard to their programmes for the Foreign Students; and
- (v) perform such of the duties as 'may be prescribed by the Board/Vice Chancellor from time to time.

4.8 Dean, Alumni Relations

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Dean, Alumni Relations. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Dean, Alumni Relations for performing the duties attached to this office shall be as determined by the Board at the time of appointment. The quantum and nature of the remuneration payable to the Dean, Alumni Relations for performing the duties of this office shall be fixed by the Board.

4.8.1 The Dean, Alumni Relations shall be the ex-officio Secretary of the University Alumni Association. He will maintain regular and up-to-date accounts of the Association and of the Department of Alumni Relations.

4.8.2 The University Alumni Association shall

- (i) provide a forum for the Alumni of the University for exchange of ideas and views on educational, cultural, social and academic problems of the day;
- (ii) set up branches of the Association at suitable places in India and abroad;
- (iii) promote contacts between various members of the Association by arranging meetings, etc., and also to enroll members; and
- (iv) prescribe and collect membership fees and receive subscriptions. etc., and manage the funds so collected.
- (v) facilitate and supervise for arrangement of Alumni meet at University/ College/ Department level.

4.9 Dean, Research & Development

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Dean, Research & Development. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Dean, Research & Development for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

The duties and functions of Dean, Research & Development shall be to:

1. work to facilitate and promote quality research in the University, Constituent Campus and recognized research centres and laboratories.
2. coordinate supervise and recommend to the Vice Chancellor for approval of admissions of students to Ph.D/D.Sc./D.Lit./DLL/PDF/any other research programmes in various faculties.
3. recommend to Vice Chancellor in consultation with Dean, Academic Affairs and Deans of the Faculties modification, amendment in the statutes governing the admission of students of Ph.D/D.Sc./D.Lit./DLL and other research programmes for placement before relevant statutory bodies (if necessary).
4. coordinate and facilitate for timely Board of Research Studies meeting in various faculties.
5. coordinate and facilitate submission of research project proposals to various funding agencies by Principal Investigators and would also be responsible for their internal monitoring. For this purpose a Project and Planning Cell would be created which would function under Dean, Research & Development the Cell would be responsible for timely disposal of all matters, including financial issues related to research projects, fellowships and scholarships.
6. recommend to the Vice Chancellor, recurring and non-recurring expenditure provided under the sanctioned research project(s).
7. responsible to sign the utilization certificates of research projects and timely submission of utilization certificates to concerned funding agencies.
8. provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives/other initiatives to the Vice Chancellor for the purpose.
9. liaison with relevant international, national/regional agencies/ organizations/ groups/individuals for financial support and promotion of quality research in the University.

10. make efforts to position the University in a manner that it carries out research on problems of immediate concern to the State of Punjab and contribute towards the sustainable development of the State.
11. scrutinize and recommend the research proposals received from various University Departments/Centres/Institutes and other related research programmes to the Vice Chancellor for approval.
12. supervise and promote the quality of Research Journals published by the University.
13. recommend as Chairperson of a committee (to be formed by the Vice Chancellor) for allocation of plan and non-plan research grants received by the University to various departments/research centres based on their need and contribution.
14. identify thrust areas of research in the University in consultation with Deans of the Faculties and HODs and ensure achievements in the identified areas.
15. prepare an annual research report and identify the initiatives to be taken for promoting/maintain quality of the research work.
16. keep track of research/visiting schemes advertised by various funding agencies, both national and foreign, and shall sensitize the University faculty and other stakeholders including research scholars/students to the need for making use of these schemes which would promote his/her individual talent and professional career.
17. In the absence of the Vice Chancellor, the Dean, Research & Development shall chair the meetings of Board of Research Degree Board and other committees relating to research.
18. responsible to sign the utilization certificate for funds sanctioned under various sponsored projects.
19. communicate approval to the proposals of Heads of the Departments for deputing delegates from the University to conferences, seminars and workshops after these are recommended by concerned HODs, Deans of Faculties and formally approved by the Vice Chancellor.
20. responsible for effective utilization of grants from Centre/State agencies for development of research related infrastructure.
21. responsible for timely purchase/procurement of scientific equipment in consultation with a duly constituted purchase/technical committee to be nominated by the Vice Chancellor.
22. supervise and carryout any other work related to the Research & Development to be assigned by the Vice Chancellor.
23. any other responsibility as entrusted upon by Vice Chancellor.



4.10 Dean, College Development Council

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Dean, College Development Council. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Director, College Development Council for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

College Development Council

The College Development Council will be a recommendatory body and will act as an academic guide to the college system on the one hand, and will ensure interaction between the academic facilities in the University departments and the teachers in the colleges on the other.

1. It will coordinate and determine the standards of teaching in the affiliated colleges.

The College Development Council shall consist the following members:

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| (i) | Vice Chancellor; | Chairman |
| (ii) | Principal Secretary,
Department of technical Education & Industrial Training, Punjab | |
| (iii) | Dean Faculty (Engineering & Technology) | |
| (iv) | Dean Faculty (Pharmacy) | |
| (v) | Dean Faculty (Commerce & Management) | |
| (vi) | Dean Faculty (Sciences) | |
| (vii) | Dean Faculty (Hospitality & Tourism Management) | |
| (viii) | Dean Faculty (Architecture & Planning) | |
| (ix) | Dean Faculty (Humanities & Social Sciences) | |
| (x) | Director, College Development Council, IKG PTU, Jalandhar | |
| (xi) | Five Principals/Directors of Colleges (2 year term, by rotation) | |
| (xii) | Two Teachers from the University
to be nominated by the Vice Chancellor (2 years term, by rotation) | |
| (xiii) | Two Teachers from private Colleges to be nominated by Vice Chancellor
(2 years term, by rotation) | |
| (xiv) | Dean, College Development Council | |
| (xv) | Registrar; | Member- Secretary |

2. The college Development Council may meet twice in an academic year.
3. The quorum for the meeting shall be one third (1/3) of the total members of the Council.

The functions of College Development Council

1. The College Development Council shall serve as an academic guide to the college system on the one hand and on the other hand to ensure availability and use of facilities in the University Departments to the teachers in the colleges.
2. The College Development Council will take all steps as it may think fit for promotion, coordination and raising the standard of education in colleges.

For the purposes of performance of its functions it will-

- (i) Function as a policy making body in regard to proper planning and integrated development of colleges;
- (ii) Get surveys conducted of all affiliated colleges with a view to preparing and maintaining an up-to-date profile on each college affiliated to the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled up for the development of colleges and make such information available to the UGC and other concerned bodies.
- (iii) Advise the University on all matters relating to development of affiliated colleges such as provision of adequate facilities – academic and physical– for raising thereof learning, teaching and research standard and its periodical evaluation for enabling the University to maintain reasonable continuity of policy in regard to the development of colleges.
- (iv) Prepare perspective plan for the development and opening of new colleges to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;
- (v) Recommend to the University in regard to rationalization and implementation of University policy on affiliation of colleges;
- (vi) Help the University in the implementation of the regulations framed by the UGC regarding minimum standard of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level;
- (vii) Help in the selective development of colleges, to remove regional imbalances and also assist the colleges to realize their potential and in identification of colleges for autonomous status.
- (viii) Evaluate and assess the impact of UGC grants utilized by the Colleges for the improvement of various development projects;
- (ix) Ensure close and continued contact and other interactions between the academic faculties at the University teaching departments and at the colleges and to perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education.



- (x) The council shall also perform any other duty as assigned by the Vice Chancellor.

4.11 Director, Internal Quality Assurance Cell (IQAC)

The Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Director, Internal Quality Assurance Cell. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Director, Internal Quality Assurance Cell for performing the duties attached to this office shall be as determined by the Board at the time of appointment.

As per the guidelines of National Assessment and Accreditation Council (an Autonomous Institution of University Grants Commission), the Internal Quality Assurance Cell (IQAC) for the University and its Constituent Colleges shall consist of following member:

- | | |
|---|------------------|
| 1. Vice Chancellor; | Chairman |
| 2. Two Senior Administrative Officers | |
| 3. Two Professors and two Associate Professors | |
| 4. One Member from Board | |
| 5. Two Nominees by the Vice Chancellor from local society, Students and Alumni | |
| 6. Two Nominees by the Vice Chancellor from Employers/Industrialists/stakeholders | |
| 7. Director, Internal Quality Assurance Cell | Member-Secretary |

4.12 Director, Sports

To be appointed as per UGC qualifications. However in case of non-availability of regular Director Sports, the Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Director, Sports. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Director, Sports for performing the duties attached to this office shall be as determined by the Board at the time of appointment. The Director, Sports of the University shall conduct the Sports activities through Sports Executive Committee of the University.

Sports Executive Committee

Sports Executive Committee is constituted to plan, conduct its inter-college games/competitions and prepare teams for participation in inter-varsity sports tournaments and other sports related activities for all its affiliated/constituent colleges for a term of one year.

Permanent members:

- | | |
|---------------------|----------|
| 1. Vice Chancellor; | Chairman |
| 2. Registrar | |



3. Finance Officer

4. Director, Sports;

Member-Secretary

Nominated Members

Four Sports Personalities from outside the University to be nominated by the Vice Chancellor on recommendations of Director Sports.

Principal/Director

Two Principals/Directors of the constituent and affiliated college from West Zone*.

Two Principals/Directors of the constituent and affiliated college from East Zone*.

DPE/Sports Officer

Two nominated members of the constituent and affiliated college from West Zone*.

Two nominated members from the constituent and affiliated college from East Zone*.

The nominated members shall be appointed for the period of 02 years.

Quorum of the Committee shall be one third of the total members.

4.13 Director, Youth Welfare

To be appointed as per UGC/approved qualifications. However, in case of non-availability of regular Director, Youth Welfare, the Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors of the University to hold the office of the Director, Youth Welfare. The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Director, Youth Welfare for performing the duties attached to this office shall be as determined by the Board at the time of appointment. The Director, Youth Welfare shall coordinate all the cultural activities involving the students of the University including constituent and affiliated colleges.

Cultural Executive Committee

The Cultural Executive Committee of the University is constituted to plan and conduct its Inter-University Cultural competitions/Youth Festivals and prepare teams for participation in Inter-Varsity cultural competitions and other cultural activities for its constituent and affiliated colleges. The cultural executive committee shall have the following members.

Permanent Members:

1. Vice Chancellor;

Chairman

2. Registrar

3. Director, Youth Welfare (Ex-Officio).

4. Coordinator, NSS, GZSCCET, Bathinda (Ex-Officio).

Nominated Members:

Two Principals/Directors of the constituent and affiliated colleges from West Zone*.

Two Principals/Directors of the constituent and affiliated colleges from East Zone*.



Cultural Coordinators:

Two nominated members from affiliated/constituent colleges from West Zone*.

Two nominated members from affiliated/constituent colleges from East Zone*.

Two Personalities from Cultural Field to be nominated by the Vice Chancellor:

The Director, Youth Welfare shall be Ex-officio member secretary of the Committee. The nominated members shall be appointed for the period of two years. Quorum of the Committee shall be one third of the total members.

4.14 Programme Coordinator, National Service Scheme (NSS)

To be appointed as per UGC/approved qualifications. However, in case of non-availability of regular Programme Coordinator, National Service Scheme (NSS), the Board, on the recommendation of the Vice Chancellor, may, from time to time appoint one of the senior Professors/Associate Professors of the University to hold the office of the Programme Coordinator, National Service Scheme (NSS). The term of appointment shall be for two years which may be renewed for one year more. The amount and nature of the allowance to be granted to the Programme Coordinator, National Service Scheme (NSS) for performing the duties attached to this office shall be as determined by the Board at the time of appointment. The Programme Coordinator, National Service Scheme (NSS) shall coordinate all the NSS activities involving the students of constituent and affiliated colleges.

National Service Scheme (NSS)

Advisory committee may be constituted to coordinate the activities of National Service Scheme (NSS) to plan and conduct of activities under National Service Scheme (NSS) in the University Main Campus and its constituent and affiliated colleges.

Permanent Members:

1. Vice Chancellor; Chairman
2. Additional Dy. Commissioner, Bathinda (his/her representative)
3. Registrar
4. Secretary, Youth Services, Punjab
5. Director, Regional Centre, NSS, Chandigarh

Nominated Members:

6. Coordinator, NSS of a State University from Punjab.
7. Faculty members of University (03)
8. Two Principals/Directors of the constituent and affiliated colleges from West Zone*.
9. Two Principals/Directors of the constituent and affiliated colleges from East Zone*.
10. Two Students Representatives of the constituent/affiliated colleges (One from West Zone and One from East Zone)*.

11. Two Programme Officers of the constituent/affiliated colleges (One from West Zone and One from East Zone)*.
12. State Liaison Officer
13. Five representative members
 - (i) Secretary, Red Cross, Bathinda
 - (ii) CO, NCC UNIT 20Pb BN, Bathinda
 - (iii) Assistant Director Youth Services, Bathinda
 - (iv) Incharge, Blood Bank, Civil Hospital, Bathinda
 - (v) Head, Sahara Jan Sewa (NGO)
14. Finance Officer.
15. Programme coordinator; Member-Secretary

The nominated members shall be appointed for the period of two years.

Quorum of the Committee shall be 07 members including Chairman of the committee.

***Zones:**

West Zone: Districts of Ferozepur, Fazlika, Faridkot, Muktsar, Bathinda, Mansa

East Zone: Districts of Patiala, Fatehgarh Sahib, Sangrur, Moga, Barnala