

INFORMATION HANDBOOK
UNDER
RIGHT TO INFORMATION ACT, 2005



PANJAB UNIVERSITY
(Estd. Under the Panjab University Act VII of 1947 – enacted by
the Government of India)
CHANDIGARH - 160014

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established for, constituted by or under the constitution or by law made by the Parliament or any State Legislature or by notification issued by the appropriate government. It includes body owned, controlled for substantially financed by the government.

In accordance with the provisions contained in Section 2(i) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Panjab University and related information.

This Information Handbook is divided into 17 manuals.

Manual 12 provides information on the manner of execution of subsidy programme. This Programme per se is not applicable to the University.

MANUAL 1

Section 4(1)(b)(i)

Objective

The University has been incorporated for the purposes, among others, of making provision for imparting education in Arts, Letters, Science and the learned professions and of furthering advancement of learning, the prosecution of original research, with power to appoint University Professors, Readers and Lecturers, to hold and manage educational endowments, to erect, equip and maintain University Departments, colleges, libraries, laboratories and museums, to make regulations relating to the residence and conduct of students and to do all such acts as tend to promote study and research.

Vision

To emerge as a premier educational institution engaged in quality teaching, research, consultancy and developing intellectual capital for societal needs and nation building.

Brief History

Panjab University has a long tradition of pursuing excellence in teaching and research in Science and Technology, Humanities, Social Sciences, performing Arts and Sports. For more than a century, it has served various societal needs with distinction. The glorious traditions of the University, established during the period of more than 124 years of its long service to the nation, since its inception in 1882 at Lahore (now in Pakistan), are a source of inspiration for the present generations of the faculty and students to achieve and continue to excel in their academic endeavors. By virtue of its age, experience, achievements and philosophy, the Panjab University is a University of national character and stature, in so far as it has drawn both its faculty and students from all over the country. Its faculty includes some of the most distinguished scientists and academicians in arts and humanities. The University continues to attract celebrated scholars from abroad to visit and interact with the faculty and students.

Panjab University, with its 54 teaching and research departments on the main campus located at Chandigarh, has 170 affiliated colleges spread over Punjab and Chandigarh, a Regional Centre at Muktsar, a Regional Centre and an Extension Library at Ludhiana and V.V.B.I.S. & I.S. (Vishweshvaranand Vishva Bandhu Institute of Sanskrit and Indological Studies) at Hoshiarpur. The Panjab University has established a University Institute of Engineering & Technology in 2002. Besides this, the University has also established new Swami Sarvanand Giri P.U. Regional Centre, Bajwara, Hoshiarpur, and Dr. Harvansh Singh Judge Institute of Dental Sciences and Hospital, Chandigarh. The admissions to these two institutions have begun from the academic session 2006-07 as such.

The main campus at Chandigarh is spread over 550 acres in Sectors 14 and 25. Sector 14 having the main academic and administrative buildings, besides a health centre, a sports complex, hostels and residential area. The University is essentially a residential campus. Mainly students hail from the neighbouring states of Haryana, Himachal Pradesh, Jammu & Kashmir besides Punjab and Chandigarh. The presence of a good number of students from the rest of the country provides a national character to the University. The campus acquires an international colour as many students from the SAARC countries, the Middle East, Africa and South and South East Asia also seek admission to various courses.

The Central A.C. Joshi Library of Panjab University has a holding of over 6.4 lac books and 623 periodicals, some of which are rare collections of the 19th century. The University Library has been recognized as one of the six national centres for data information- distribution in the UGC's INFLIBNET programme. Besides, the National Board of Higher Education in Mathematics provides special support for the library of mathematics department.

The Indian Council of Social Science Research has setup its North-Western Regional Centre on the Panjab University Campus. The Centre runs a library, a seminar complex and a guest house for the visiting scholars under its study-grants programme.

The Gandhi Bhawan on the University campus attracts scholars as well as tourists from all over the world for its wonderful architectural form, its library and auditorium.

The Panjab University has four museums and the department of Indian Theatre has its own theatre lab, which is unique in the country. The University has a Botanical Garden and a Garden of Medicinal plants on the campus.

Duties of the University

To conduct academic programmes for the preparation of under-graduate and postgraduate examinations in various faculties available in the University, and to undertake activities that are contributory to this object.

Main activities/functions of the University include

1. To establish specific Centers/Chairs for specialized studies in any branch of learning.
2. To encourage excellence in teaching and research with the help of UGC and DST, Government of India by covering a large number of departments under various programmes such as SAIF/DRS/COSIST/CAS and FIST respectively.
3. To arrange academic interaction special lectures, symposia, workshops, seminars and conferences through different departments at local, regional, national and international levels.

4. To sign the memorandum of understanding with a number of reputed universities, national and international, for providing latest education to the students.

Services being provided by the University

The University does not provide services as interpreted for the purposes of Service Tax and the Consumer Protection Act. However, it facilitates the following:

1. The University offers facilities for pursuing undergraduate courses in arts, science, commerce, engineering, medical, law, education, fine arts, dental sciences through its affiliated and university maintained departments/ colleges/institutes.
2. The University offers facilities for pursuing post-graduate courses and research in arts, science, commerce, engineering, medical, law, education and fine arts through its departments, schools, centres and institutes.
3. The University may undertake various research/special studies/projects especially finances for this purpose by external agencies/bodies other than the Panjab University.
4. The University offers postgraduate research programmes leading to different degrees. The University has special Chairs in different areas exclusively for research. The research findings are disseminated through books, research papers and journals. In addition to the journals of some individual departments, the University publishes research bulletins for Science, Social Sciences and Arts. These interdisciplinary research journals are refereed and internationally circulated. The University has introduced a test for enrolment for Ph.D. and has also provided some research fellowships.

Organizational and Administrative Chart

As indicated in Annexures I and II.

Expectation of the University from the public for enhancing its effectiveness and efficiency

The University expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the University.

Arrangements and methods made for seeking public participation/contribution

Public involvement in the affairs of the University is through nomination by the Chancellor (Vice-President of India) on the Senate of the University from various walks of public life. In addition to this, the public involvement is through the election of ordinary fellows of the Senate from the Registered Graduate Constituency. These provisions have been made under Section 13 (1) (j) on pages 5-6 of the Panjab University Calendar, Volume I, 2005 of the Panjab University Act. People from public life are invited to faculties in their respective fields of specializations.

Public involvement in the affairs of the University is through nomination of people from various walks of public life on its various administrative bodies. Viz., 39 in the University Senate, 2 Ex-officio members in the Syndicate and 5 in the Academic Council under the extant provisions in the Panjab University Act, Statutes and Ordinances of the University. People from public life are invited to the faculties in their relevant fields of specialization.

Mechanism available for monitoring the services delivery and public grievances resolution

Subject to the provisions of the Panjab University Act, the higher authority of the University is vested in the Senate which consists of –

(a) Chancellor, (b) Vice-Chancellor, (c) Ex-Officio Fellows and (d) Ordinary Fellows.

The Vice-Chancellor is the principal executive and academic officer of the University and exercises general control over its affairs in accordance with the statutes, rules and regulations.

The Syndicate is the executive authority of the University.

Address of the University

- Office of the Vice-Chancellor, Panjab University, Sector 14, Chandigarh – 160014
- Office of the Dean of University Instruction, Panjab University, Sector 14, Chandigarh – 160014
- Office of the Dean, Student Welfare, Panjab University, Sector 14, Chandigarh -160014
- Office of the Dean, College Development Council, Dewan Anand Kumar Hall, Panjab University, Sector 14, Chandigarh – 160014
- Office of the Registrar, Dewan Anand Kumar Hall, Panjab University, Sector 14, Chandigarh – 160014.

Working hours of the University

- Office hours: 9.00 a.m. to 5.00 p.m. (Monday to Friday)

MANUAL 2

Section 4(1)(b)(ii)

Powers and duties of the officers and employees

The Vice-Chancellor is the principal executive and academic officer of the University and exercises general control over its affairs in accordance with the statutes, rules and regulations.

The Registrar is a whole-time paid officer of the University appointed by the Senate. He is the incharge of the administration of the University acting under the

immediate control of the Vice-Chancellor and shall represent the University in all legal proceedings except where the Senate otherwise resolves to the contrary.

The powers of the other authorities like Senate, Syndicate, Academic Council, the Board of Finance, the Faculties and the Board of Studies etc. are given in Chapter 2 (A) from pages 28-59 of Panjab University Calendar, Volume I, 2005. The Administrative Officers of the University work as per directions issued by the Administrative bodies/the Vice-Chancellor/the Registrar of the University. The Panjab University Act and regulations framed thereunder is available on the University website (www.puchd.ac.in). For any information related to colleges/centers, their respective websites may be accessed.

MANUAL 3

Section 4(1)(b)(iii)

Procedure followed to take a decision on various matters

Decisions in various matters are taken by the appropriate authorities of the University as per the procedure laid down under various ordinances, regulations and rules of the University.

MANUAL 4

Section 4(1)(b)(iv)

Norms set by the University for discharge of its functions

Norms and standards for various activities of the University are set by the competent authority such as Senate, Syndicate. The Syndicate is the executive body and monitors the progress and achievements of the performance. The Syndicate, subject to the control of the Senate has the power of management of the revenue, property and all administrative affairs of the University.

The Academic Council is the highest academic body of the University. It is responsible for maintenance of standards of instruction, education and examination of the University and other academic matters. The detailed functions of the Academic Council are given under Regulation 8 at pages 44-45, Panjab University Calendar, Volume 1, 2005.

The Senate is the supreme authority of the University, has the power to review the recommendations of the Syndicate and the Academic Council. The annual report of the University, Budget etc. are presented to the Senate at its annual meetings.

MANUAL 5
Section 4(1)(b)(v)

Rules, regulations and instructions used

- Panjab University Act, VII of 1947 as amended up to 3-5-1984.
- Section 72 of Panjab Reorganization Act 1966.
- Govt. of India Notification,
 - dated 1-11-1966
 - dated 30-08-1967
 - dated 29-6-1968
 - dated 9-07-1968
 - dated 12-09-1969
 - dated 6-12-1969
 - dated 25-5-1970
 - dated 25-4-1972
 - dated 27-4-1973
 - dated 3-5-1984
 - dated 27-10-1997
- Regulations for
 - (A) (i) Senate
 - (ii) Syndicate
 - (iii) Finance
 - (iv) Academic Council
 - (v) Faculties
 - (vi) Board of Studies
 - (vii) University Sports Committee
(Men and Women)
 - (B) Election of Ordinary Fellows:
- Regulations for appointment and Duties of Registrar and other Administrative Officers.
- Regulations for
 - (A) (i) Dean of University Instruction
 - (ii) Dean of Student Welfare

- (iii) Dean of Foreign Students
 - (iv) Dean of Alumni Relations
- (B) Appointment of Wardens of University Hostels.
- Regulations for
 - (A) University Teachers
 - (B) Additional Provisions for Professors and Readers
 - (C) The Vishveshvaranand Vishwa Bandhu Institute of Sanskrit and Indological Studies, Hoshiarpur.
- Regulations for
 - (A) Conditions for Service of University employees
 - (B) Revised Regulations Governing leave to Teachers of the University.
- Regulations for
 - (A) Register of Students
 - (B) Students of the University Teaching Departments
 - (C) Academic Session and dates of its terms
 - (D) Residence, Health, Welfare, Conduct and Discipline of Students
 - (E) Department of Youth Welfare Activities.
- Regulations for
 - (A) Affiliated Colleges
 - (B) Publication of Books by Teachers of Affiliated Colleges
 - (C) Affiliated Colleges with Evening Classes including conditions for such permission
 - (D) Admission and Migration of Students and Tuition Fees
 - (E) Conditions of Service and Conduct of Teachers in Non-Government affiliated Colleges
 - (F) Autonomous Colleges
- Regulations for Publication Bureau
- Regulations for Panjab University employees (Pension)
- Regulations/rules/instructions regarding (all the courses of study: Undergraduate/Postgraduate/Research).
- Service and conduct rules for non-teaching employees are given in Chapter IV, from pages 67-118 of Panjab University Calendar, Volume III, 2005.

- The relevant rules pertaining to the University employees also contained in Chapter IV from pages 44-141 of Panjab University Calendar, Volume III, 2005.
- Fundamental rules and supplementary rules of the Govt. of India/Punjab Government except where the University has its own provisions with regard to teaching and nonteaching staff.

MANUAL 6

Section 4(1)(b)(vi)

Official documents and their availability

- Minutes of the Syndicate, Senate, Board of Finance and Academic Council printed and published from time to time.
- Various admission brochures and annual reports.
- University Calendar – Vol. I dealing with Statutory provisions.
- University Calendar-Vol. II dealing with Regulations for various University examinations.
- University Calendar Vol. III containing Rules.
- Annual Report of the University.
- University Annual Budget.
- Audit Reports.
- There is a time lag between the approved versions and their printed versions. Can be accessed on website www.puchd.ac.in.

NB: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the Syndicate/Senate/Academic Council/Finance Board etc. until these are printed, remain confidential and not available in the public domain.

MANUAL 7

Section 4(1)(b)(vii)

Mode of public participation

Various statutory bodies of the University, namely the Senate, Syndicate and Academic Council comprising eminent people from society and representatives of public who directly participate in the affairs of the University.

- (a) The Panjab University Senate has the following representation from the public:

The Senate consists of 85 ordinary fellows out of which 46 are elected from different constituencies as under:

- Registered Graduates Constituency: 15
- Professors on the staff of Teaching Departments: 2
- Readers and Lecturers on the staff of Teaching Departments: 2
- Principals of Technical & Professional Colleges: 3
- Heads of affiliated Arts Colleges: 8
- Professors, Senior Lecturers and Lecturers of affiliated Colleges: 8
- Various faculties: 6
- Punjab Legislative Assembly: 2

These ordinary fellows are elected from amongst themselves.

- Remainders nominated by the Chancellor, Panjab University (Vice-President of India) : 39

- (b) Syndicate is the executive body of the University and has the following representations:

- Vice-Chancellor - the Chairman

Ex-Officio members

- Director, Public Instruction (Colleges), Punjab
- Director, Public Instruction (Colleges), Chandigarh, U.T.

Elected members:

- Ex-Officio or ordinary fellows elected by the fellows assigned to the following faculty in proportion indicated against each:
 1. Faculty of Languages: 2
 2. Faculty of Arts: 3
 3. Faculty of Science: 3
 4. Faculty of Law: 2
 5. Faculty of Medical Sciences: 2
 6. Faculties of Dairying, Animal Husbandry & Agriculture, Education, Business Management and Commerce, Engineering & Technology, Design & Fine Arts and Pharmaceutical Sciences: 3

- The Registrar acts as Secretary.

- (c) The Academic Council consists of the following:

- (a) The Vice-Chancellor, as Chairman

- (b) The Dean of University Instruction
- (c) One Principal of a University Evening College, by rotation.
- (d) Two Principals of affiliated Colleges of Education having M.Ed. classes, by rotation.

Explanation:

The order of rotation is determined on the basis of the date of grant of affiliation for the Master's degree course.

- (e) The Deans of the Faculty of Arts, Languages, Science, Business Management and Commerce, Education and Design & Fine Arts – Ex-Officio.
- (f) Dean, College Development Council – Ex-Officio
- (g) The University Professors (including the Director-Professor, V.V.B.I.S. & I.S., Hoshiarpur, and those designated by the Syndicate as Professors in the subjects which are taught in the University teaching departments in the Faculties of Arts, Science, Business Management and Commerce, Languages, Education and Design & Fine Arts.

Provided that if in any subject, there is no Professor, the Chairman/Head of the University teaching department concerned, shall be a member.

- (h) The Principals/Directors of such Arts and Science Colleges/University Postgraduate Regional Centres as undertake teaching up to Master's degree in two or more subjects.
- (i) Fifteen teachers (as defined in Regulations 2.1, 2.2 and 2.3) in the affiliated colleges, elected from amongst themselves.
- (j) Fifteen Principals of affiliated colleges (as undertake classes defined in Regulation 2.1) elected from amongst themselves.
- (k) Two University Lecturers (one from the Science Faculty and one from other Faculties) to be nominated by the Syndicate, by rotation.
- (l) Five fellows of the University elected by the Senate.
- (m) Not more than two University Readers, nominated by the Syndicate.
- (n) Three nominees of the Vice-Chancellor.
- (o) The Syndicate appoints the Registrar or the Deputy Registrar as Secretary of the Academic Council.

a. The members included in (i), (j), (k), (l), (m) and (n) shall be elected or nominated, as the case may be, by January 31, every alternate year. These members hold office for two years beginning February, Election of (i), (j) and (k) is held in accordance with the Rules approved by the Syndicate from time to time (for present Rules, see Calendar, Volume III).

Provided that –

- (A) A person who, in one way or the other, is involved in publication of cheap notes, guides or help books shall not be eligible to be a member of Academic Council.
- (B) A person shall not be eligible to seek election, if whether by himself or by any person or a body of persons in trust for him or for his benefit or on his account he has any share or interest in –
 - (i) a firm engaged in printing, publishing or selling books to or for the use of the University or students or any of its courses;
 - (ii) A contract for supply of goods to the University;
 - (iii) Execution of any works of the University.
- (C) A member does not continue to hold his office if he incurs any of the disqualifications mentioned at (A) or (B) above.

Note: The detailed information can be had from the University Website as contained under Section 13 of the Panjab University Act VII of 1947, as amended up to 3.5.1984, on pages 5-6 for the Senate, for the Syndicate and the Academic Council, the information is available on pages 34, 42-43 respectively of the Panjab University Calendar, Volume I, 2005.

MANUAL 8

Section 4(1)(b)(viii)

Senate, Syndicate, Board of Finance, Academic Council, Faculties, Board of Studies and University Sports Department (men and women) etc. under the University

- Senate as provided in Regulation under Section 11 (2) and 31 (2) of the Panjab University Act, 1947.
- Syndicate as provided in Regulations under Section 20 and 31(2) (c) of the Panjab University Act, 1947.
- Board of Finance as provided in Regulations under Section 31 (2) (r) of the Panjab University Act, 1947.
- Academic Council: Regulations as provided in Chapter II (A) (iv) of the Panjab University Act, 1947

- Faculties: Regulations as provided under Section 19 (1) and (2) and Section 31 (2) (c) and (n) of the Panjab University Act, 1947.
- Board of Studies: Regulations as provided under Section 31 (2) (d) of the Panjab University Act, 1947.
- The Panjab University Sports Committee: Regulations as provided in Chapter II (A) (vii).
- Election of Ordinary Fellows: Regulations as provided under Sections 13, 14, 15 and 31(2)(a) of the Panjab University Act.
- Research Board: Information to be had from Deputy Registrar (General).
- Joint Research Board: as provided in Regulation 7.1, page 181, P.U. Calendar, Vol. II, 2005.
- Research Board (Engineering & Technology) as provided in Regulation 3, pages 425-426, P.U. Calendar, Vol. II, 2005.

MANUAL 9

Section 4(1)(b)(ix)

Directory of officers and employees

It is available in print form as well as on the Panjab University Website.

MANUAL 10

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and the State Government respectively and adopted by the University.

MANUAL 11

Section 4(1)(b)(xi)

Budget allocated to each agency

The budget and financial estimates are as recommended by the Board of Finance and the Syndicate and presented before the Senate for final approval.

MANUAL 12

Section 4(1)(b)(xii)

Manner of execution of subsidy programme

Not applicable.

MANUAL 13

Section 4(1)(b)(xiii)

(a) Concessions granted by the University

Various concessions that are available to various categories of students in admission to various courses are given in the Handbook of Information and Rules for Admission, available on Panjab University website i.e. www.puchd.ac.in.

(b) Concessions availed by the University

University avails of concessions on Excise and Custom duties on the Procurement of equipment, chemicals, etc. for academic projects and laboratories.

MANUAL 14

Section 4 (1)(b)(xiv)

Information available in electronic form

Panjab University Act as well as all the Regulations & rules as contained in the Panjab University Calendar I, II and III are available on the University Website www.puchd.ac.in.

MANUAL 15

Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information:

Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the Website www.puchd.ac.in.

Some of the publications (University Calendar, syllabi of various courses offered in the university/colleges etc.) are priced and can be obtained by paying the stipulated amount.

Unpriced information for general public is disseminated occasionally through press releases, advertisements etc. The same is also available on the University website – www.puchd.ac.in.

MANUAL 16
(Section 4(b)(xvi))

Public Information Officers:

List of Public Information Officers/Assistant Public Information Officers is available on Panjab University Website: <https://rti.puchd.ac.in/>.

MANUAL 17
Other information
Section 4(1)(b)(xvii)

Details of Fees payable for seeking information under RTI Act – 2005

The requisite fee for seeking information must be deposited in cash under the proper Fee code as given below. If the payments are being made by DD or Bankers cheque, the Fee code must be mentioned at the back of the DD/BC along with other particulars.

Fee code: M 0170

Fee for providing information under sub-Section (4) of Section 4 and sub-Sections (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely:

- (i) rupees two for each page in A-3 or smaller size paper;
- (ii) actual cost or price of a photocopy in large size paper;
- (iii) actual cost or price for samples or models;
- (iv) price fixed for a publication or rupees two per page of photocopy for extracts from the publication;
- (v) DVD Fee charges- Rs. 125/- per DVD;
- (vi) no fee for inspection of records for the first hour of inspection and fee of rupees 5 for each subsequent hour or fraction thereof; and
- (vii) so much of postal charge involved in supply of information that exceeds fifty rupees.

Exemption from payment of fee

No fee under Rule 3 and Rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted alongwith the application.

Mode of payment of fee

Fee under these rules may be paid in any of the following manner, namely:-

- (a) by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, Panjab University, Chandigarh,
- (b) by cash in State Bank of India, Extension Counter, Panjab University, Chandigarh, in Fee Code: **M0170**.
- (c) through online fee portal of Panjab University, Chandigarh at <https://payonline.puchd.ac.in>.

NOTE: The amended updated copies of Panjab University Calendar Volume I, II & III are available on the Official Website of Panjab University, Chandigarh i.e. www.puchd.ac.in.

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