

PANJAB UNIVERSITY, CHANDIGARH

From

To

The Registrar
Panjab University
Chandigarh-160 014

The Members of the Faculties of
Languages, Arts, Science, Medical
Sciences, Education, Business
Management & Commerce, Design
& Fine Arts, Law and Dairying,
Animal Husbandry & Agriculture

No. ST-1897-1986

Dated: 18.02.2019

Subject: Election of Undergraduate and Postgraduate Boards of Studies
for the term 1.4.2019 to 31.3.2021.

Dear Sir/Madam,

In accordance with the provisions of Regulation 1.1, Chapter II(A)(vi) at page 52 of the Panjab University Calendar, Volume-I, 2007, there shall be two separate Boards of Studies: one for the Undergraduate courses and the other for the Postgraduate courses. The subjects for which the two Boards are to be constituted are listed as under:

English, Hindi, Punjabi, Sanskrit, Economics, History, Political Science & Civics, Philosophy, Psychology, Public Administration, Sociology, Bio-Chemistry, Botany, Chemistry, Mathematics, Microbiology, Zoology, Physics, Statistics, Geography, Commerce, Police Administration, Biochemistry, Biotechnology, Bioinformatics, Microbiology, Fashion Design, Fine Arts, Computer Science and Application, Defence & Strategic Studies, Home Science, Law, Library Science, Music (Vocal and Instrumental) and Dance, Physical Education and Agriculture.

The Boards for Undergraduate courses will deal with all examinations up to B.A./B.Sc./B.Com. (General & Honours) and the Boards for Postgraduate courses will deal with all the M.A./M.Sc./M.Com./ other Master's level courses/examinations including Postgraduate Diploma Courses of one year duration excluding M.Phil. and Honours School courses at the University Teaching Departments.

The election to these Boards shall be held in accordance with the provisions of the relevant Regulations which are being quoted hereunder :

1.3 The Boards in the above subjects shall be elected every alternate year in the month of March and shall assume office from the first of April following.

2.1 Each Board of Undergraduate Studies shall consist of-

- (i) to (iii) xxx xxx xxx
- (iv) 6 teachers from affiliated Colleges with teaching experience of 10 years, and in the case of Ph.D. degree holders of 5 years, engaged in teaching the following classes who shall be elected every alternate year by the Faculty concerned in the manner laid down in the Regulations:

- * (i) Pre-University
- ** (ii) Pre-Engineering/Pre-Medical
- *** (iii) B.A./B.Sc.. Parts I, II and III
- *** (iv) B.Com. Parts I, II and III

- (v) xxx xxx xxx

- Note: 1. The teaching experience as a Research scholar/Demonstrator/Part-time teacher with at least 10 periods a week, shall be counted towards teaching experience provided he is working as a whole time teacher at the time of election.
2. A Demonstrator is not a teacher for this purpose.

2.2 Each Board of Postgraduate Studies shall consist of-

- (i) to (iii) xxx xxx xxx
- (iv) Head of the Department and one teacher, by rotation, from the affiliated College with teaching experience of 10 years and in the case of Ph.D. degree holder of 5 years whose **fifty percent of the teaching work is with the Postgraduate and Honours classes in the subject concerned.** If the number of affiliated Colleges in two, there shall be Head of the Department and one teacher, by rotation, from each College. If the number of affiliated Colleges is three or more, five teachers with requisite qualifications who shall be elected every alternate year by the Faculty concerned in the manner laid down in Regulations.
- (v) and (vi) xxx xxx xxx

* It includes 11th (10+1) class.
** It includes B.Sc. Part I (Non-Medical) and 12th (12+2) class.
*** It includes 1st Year of B.A./B.Sc./B.Com., under the +3 system.

2.3 The Board of Studies in Medicine shall consist of-

- (a) xxx xxx xxx xxx
- (b) Five members to be elected in accordance with the Regulations.
- (c) xxx xxx xxx xxx

2.4 For the Board of Studies in Medicine, the following shall be eligible to seek election:

A teacher of the M.B.B.S. class and/or a postgraduate class in the Faculty of Medical Sciences of 10 years' standing and in the case of Ph.D. degree holder of 5 years' standing, or a former teacher who has taught the subject dealt with by the Board for 20 years or more.

2.5 The Board of Studies in Education shall consist of:

- (a) to (d) xxx xxx xxx
- (e) Ten members to be elected from amongst the Principals and whole-time teachers of the Colleges of Education/whole-time teachers of the Department of Education, Panjab University and whole-time teachers teaching the subject of Education in affiliated Colleges, in accordance with the procedure laid down in the Regulations.
- (f) xxx xxx xxx xxx

2.6 For the Board of Studies in Education, the following shall be eligible to seek election :

- (i) a teacher of an affiliated College of Education; or
- (ii) a teacher teaching the subject of Education in an affiliated College on whole time-time basis; or
- (iii) a teacher of the University Department of Education, with at least 10 years' standing and in the case of Ph.D. degree holder of five years' standing.

PERSONS DESIROUS OF SEEKING ELECTION TO THE BOARD/S IN ACCORDANCE WITH THE REGULATIONS QUOTED ABOVE, MAY CAREFULLY READ THE FOLLOWING PROVISIONS OF REGULATION 2.7 AT PAGES 54-55 OF THE PANJAB UNIVERSITY CALENDAR, VOLUME I, 2007:

2.7(i) A person shall not be eligible to become a member/seek election, if whether by himself or by and 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-

- (a) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (b) a contract for supply of goods to the University;
 - (c) execution of any works of the University.
- (ii) 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 a Board of Studies.
- (iii) A person shall not be eligible to seek election to a Board of Studies-
- (a) if he is shown as author, co-author or collaborator of a book prescribed for a university examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or
 - (b) if he is found after proper enquiry to be the writer of such book, though his name does not appear as in author, co-author or collaborator.

This shall not apply to a person who prepared a book at the instance of the University and did not receive and royalty for the same.

Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

- (iv) No one shall be eligible to seek election to more than two Boards of Studies.
- (v) No one shall propose his own name for election to a Board of Studies.
- (vi) A member shall not continue to hold office if he incurs any of the disqualifications mentioned in (i), (ii) and (iii) above.

2.8 and 2.9 xxx xxx xxx xxx

2.10. A teacher as described in Regulation 2.1(iv) and 2.2(iv) may be proposed by a member of the electing Faculty, as a candidate for election to the Boards of Studies in the subject taught by him together with a statement of his qualification. It shall not be necessary to have these proposals seconded, **but it shall be necessary to append the consent in writing of the person proposed.**

2.11. xxx xxx xxx xxx xxx

2.12 If the names proposed do not exceed the maximum number of members of the Boards then no election shall be held and the proposed candidates shall be declared by the Registrar to be duly elected as members of the Boards of Studies concerned.

2.13. The Faculty shall have the authority to accept the withdrawal of a candidate on the floor of the House.

There would be no election to Postgraduate Boards of Studies in the following subjects as the number of Colleges affiliated for M.A./M.Sc. in these subjects is not more than two:

1. Geography
2. Sanskrit
3. Police Administration
4. Biochemistry
5. Microbiology
6. Fashion Design
7. Computer Science & Applications
8. Defence & Strategic Studies
9. Law
10. Library Science
11. Physical Education
12. Agriculture

Boards of Postgraduate Studies in the following subjects would be elected in accordance with Regulation 2.2(iv) at page 53 of the Calendar, Volume I, 2007:

1. Botany
2. Biotechnology
3. Bioinformatics
4. Commerce
5. English
6. Economics
7. Fine Arts
8. Hindi
9. History
10. Home Science
11. Punjabi
12. Political Science
13. Public Administration
14. Sociology
15. Chemistry
16. Mathematics
17. Music (Vocal)
18. Physics
19. Zoology

The sitting members are not automatically eligible for re-election. Their names have to be proposed if they want to seek re-election, and they must be eligible under the Regulations, in force.

If you desire to propose any person for election to any Board in the Faculty or Faculties of which you are a member, you may kindly fill in and complete the enclosed form and **send it to Professor Karamjeet Singh, Registrar-cum-Returning Officer, Panjab University, Chandigarh-160 014, by name, under a registered cover, or deliver it personally in his office during office hours only so as to reach him by 4.00 p.m. on or before Tuesday, 5th March 2019.**

A separate proposal form is to be filled in and completed for each Board of Studies. If more forms are required, these may be got xeroxed at your end.

The **scrutiny of nomination papers would be done on Friday, 8th March 2019 at 10.00 a.m.** in the office of the Registrar-cum-Returning Officer, Panjab University, Chandigarh. The list of persons, whose nominations are found to be valid, would be pasted on the University Notice Board on the same day, i.e., 8th March 2019, itself.

A candidate can withdraw his name by making a written request to the Returning Officer & Registrar so as to reach him latest by **Wednesday, 20th March 2019, 4.00 p.m.**

The Faculties will meet at **Chandigarh on Saturday, 30th March, Sunday 31st March and Monday, 1st April 2019 at 9.00 a.m.** respectively to elect the respective of Boards of Studies in the various subjects. The election will be held by the **System of Single Transferable Vote.** A list containing the names and qualifications of the candidates seeking election will be supplied in the meeting of the Faculty concerned.

The following papers are enclosed:

1. Nomination form (one copy)
2. List of members of the Faculties

Yours faithfully,

Sd/-

(Karamjeet Singh)

Returning Officer & Registrar
Panjab University, Chandigarh

Encls: As above

Endst. No ST- 1987-2186

Dated: 18.02.2019

Copy of the above forwarded to the Principals of all the Colleges affiliated to the Panjab University and Heads/Chairpersons of University Teaching Department/s concerned (without enclosures) for information and circulation amongst the faculty members.

Sd/-

(Karamjeet Singh)

Returning Officer & Registrar
Panjab University, Chandigarh

PANJAB UNIVERSITY, CHANDIGARH

**NOMINATION FORM FOR ELECTION TO BOARDS OF UNDERGRADUATE/
POSTGRADUATE STUDIES FOR THE TERM 1.4.2019 TO 31.3.2021.**

I propose the name of _____ (in Capital Letters)
(Qualifications) _____
(Designation) _____
(Subject/Class being taught) _____
(Full Address) _____
to –

- (i) **Undergraduate Board of Studies** in _____. The above person is a teacher in the subject of _____ and has worked as such _____ years as on 29.3.2019 i.e. from _____ to _____.
(Date) (Date)

.....
(Signature)
Full Name _____
(In CAPITAL LETTERS)
Member of the Faculty of _____

Dated: _____

- (ii) **Postgraduate Board of Studies** in _____. The above person is a teacher in the subject of _____ and has worked as such _____ years as on 29.3.2019 i.e. from _____ to _____.
(Date) (Date)
and 50% of his teaching work has been with Postgraduate and Honours classes during the said period in the subject concerned.

.....
(Signature)
Full Name _____
(In CAPITAL LETTERS)
Member of the Faculty of _____

Dated: _____

(iii) BOARD OF STUDIES IN EDUCATION

The above person is –

- (a) a teacher of an affiliated College of Education with _____ years' standing; or
- (b) a teacher teaching the subject of Education in an affiliated College on whole-time basis with _____ years' standing; or

- (c) a teacher of the University Department of Education with _____ years' standing.

.....
 (Signature)
 Full Name _____
 (In CAPITAL LETTERS)
 Member of the Faculty of _____

 Dated: _____

(iv) BOARD OF STUDIES IN MEDICINE

The above person is –

- (a) A teacher of the M.B.B.S. class and/or a Postgraduate class in the Faculty of Medical Sciences with _____ years' standing; or
- (b) A former teacher having taught the subject, dealt with by the Board, for 20 years or more.

.....
 (Signature)
 Full Name _____
 (In CAPITAL LETTERS)
 Member of the Faculty of _____

 Dated: _____

Please score out (i), (ii) (iii) or (iv) above which is/are not applicable.

- Notes: 1. This form must be sent to Professor Karamjeet Singh, Registrar-cum-Returning Officer, Panjab University, Chandigarh-160 014, **BY NAME, UNDER REGISTERED COVER OR DELIVERED PERSONALLY IN HIS OFFICE DURING OFFICE HOURS ONLY SO AS TO REACH HIM BY 4.00 P.M. ON OR BEFORE TUESDAY, 5th MARCH 2019.**
2. For Regulations regarding qualifications etc. for seeking election to Boards of Undergraduate/Postgraduate Studies, kindly see the forwarding letter.

IMPORTANT:

- 3. The enclosed certificate must be got filled in by the person being proposed for election and sent along with the nomination form.
- 4. Separate Nomination Form must be used for election to Undergraduate and Postgraduate Boards of Studies.

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PANJAB UNIVERSITY, CHANDIGARH

CERTIFICATE TO BE FILLED IN BY THE PERSON BEING PROPOSED FOR ELECTION

IMPORTANT: 1. This certificate must be filled in by every person seeking election to the Boards of Studies.

2. The certificates which are not relevant may be scored out.

1. I hereby agree to stand for election to Undergraduate/Postgraduate Board of Studies in _____.

My qualifications are _____.

Whether holds Ph.D. degree or not, say Yes/No: _____.

Subject taught _____.

2. (a) **Certificate for Boards of Undergraduate Studies in English, Hindi, Punjabi, Sanskrit, Economics, History, Political Science & Civics, Philosophy, Psychology, Public Administration, Sociology, Bio-chemistry, Botany, Chemistry, Mathematics, Microbiology, Zoology, Physics, Statistics, Geography, Commerce, Police Administration, Biotechnology, Bio-Informatics, Fashion Design, Fine Arts, Computer Science & Applications, Defence & Strategic Studies, Home Science, Law, Library Science, Music (Vocal and Instrumental) and Dance, Physical Education (UG) and Agriculture.**

I certify that I am a teacher of an affiliated College in the subject of the respective Board with _____ years' teaching experience as on 29.3.2019 and am teaching the following classes:

1. Pre-University (Now 11th (10+1) year class)
2. Pre-Engineering/Pre-Medical, B.Sc. Part I (Non-Medical/Medical) (Now called 12th (10+2) year class)
3. B.A./B.Sc. First Year, Second Year and Third Year
4. B.Com. First Year, Second Year and Third Year
(These include B.A./B.Sc./B.Com. 1st Year under the +3 system)
(Please score out which is not applicable)

I am/have been teaching the subject of _____ in the various Colleges/University Teaching Departments as under:

<u>Name of the College/Department</u>	<u>Period (Please give dates)</u>
1. _____	From _____ to _____
2. _____	From _____ to _____
3. _____	From _____ to _____

(Please indicate the exact date/month/year of joining and leaving the respective College/Department)

Dated: _____

.....
(Signature)

Full Name _____
(In CAPITAL LETTERS)

Father's Name: _____

Full Address: _____

(b) Certificate for Postgraduate Boards of Studies in Commerce, English, Economics, Hindi, History, Punjabi, Political Science, Public Administration, Sociology, Bio-Informatics, Biotechnology, Chemistry, Mathematics, Physics and Zoology:

I certify that I am a teacher of an affiliated College in the subject of the Board with _____ years' teaching experience and 50% of my teaching work has been with Postgraduate and Honours classes during the said period in the subject concerned.

I am/have been teaching the subject of _____ in the various Colleges/University Teaching Departments as under:

<u>Name of the College/Department</u>	<u>Period (Please give dates)</u>
1. _____	From _____ to _____
2. _____	From _____ to _____
3. _____	From _____ to _____

(Please indicate the exact date/month/year of joining and leaving the respective College/Department).

Dated: _____

.....
 (Signature)
 Full Name _____
 (In CAPITAL LETTERS)
 Father's Name: _____
 Full Address: _____

(c) CERTIFICATE FOR BOARD OF STUDIES IN MEDICINE:

I certify that –

- (i) I am a teacher of the M.B.B.S. Class and/or a Postgraduate class in the Faculty of Medical Sciences with _____ years' standing; or
- (ii) I am a former teacher having taught the subject, dealt with by the Board, for 20 years or more.

I am/have been teaching the subject of _____ in the various Colleges/University Teaching Departments as under:

<u>Name of the College/Department</u>	<u>Period (Please give dates)</u>
1. _____	From _____ to _____
2. _____	From _____ to _____
3. _____	From _____ to _____

(Please indicate the exact date/month/year of joining and leaving the respective College/Department).

Dated: _____

.....
 (Signature)
 Full Name _____
 (In CAPITAL LETTERS)
 Father's Name: _____
 Full Address: _____

(d) Certificate for Board of Studies in Education:

I certify that –

- (i) I am a teacher of an affiliated College of Education with ____ years’ teaching experience; or
- (ii) I am a teacher teaching the subject of Education in an affiliated College on whole-time basis with ____ years’ standing; or
- (iii) I am a teacher of the University Department of Education with ____ years’ standing.

I am/have been teaching the subject of _____ in the various Colleges/University Teaching Departments as under:

<u>Name of the College/Department</u>	<u>Period (Please give dates)</u>
1. _____	From _____ to _____
2. _____	From _____ to _____
3. _____	From _____ to _____

(Please indicate the exact date/month/year of joining and leaving the respective College/Department).

Dated: _____

.....

(Signature)

Full Name _____

(In CAPITAL LETTERS)

Father’s Name: _____

Full Address: _____

3. (i) I solemnly declare that –

- (a) I by myself or by any person or a body of persons in trust for me for my benefit or on my account, have not 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 of any of its courses;
 - (ii) a contract for supply of goods to the University;
 - (iii) execution of any works of the University.
- (b) I am not, in one way or the other, involved in publication of cheap notes, guides or help-books;
- (c) I am not an author, co-author or collaborator of any book prescribed for a Panjab University examination.

NOTE: This shall not apply to persons who prepared a book (i) for the M.A. Course or (ii) at the instance of the University, and did not receive any royalty for the same.

(d) I am not residing outside the territorial jurisdiction of the Panjab University.

(ii) I further undertake that, if elected as a member of the Board of Studies, I shall inform the Registrar, Panjab University, Chandigarh, under a Registered Cover, as and when I incur any of the above disqualifications.

Dated: _____

.....
(Signature)

Full Name _____
(In CAPITAL LETTERS)

Father's Name: _____

Full Address: _____

**4. CERTIFICATE TO BE SIGNED BY THE PRINCIPAL OF THE COLLEGE/
CHAIRMAN/HEAD OF THE UNIVERSITY TEACHING DEPARTMENT:**

Certified that the person being proposed is a teacher and has been teaching _____
(indicate subject) to degree/postgraduate classes for the last _____ years in the College/
University Teaching Department as on 29.3.2019.

It is also certified that he/she continues to teach the subject at my College/Department.

.....
(Signature)

Full Name _____
(In CAPITAL LETTERS)

Principal, _____

College _____

Chairman/Head of the Department
of _____

Dated: _____

(Seal)

.....