



Sri Guru Ram Das University of Health Sciences, Sri Amritsar

(Established under Punjab Act No. 43 of 2016)

STATUTES

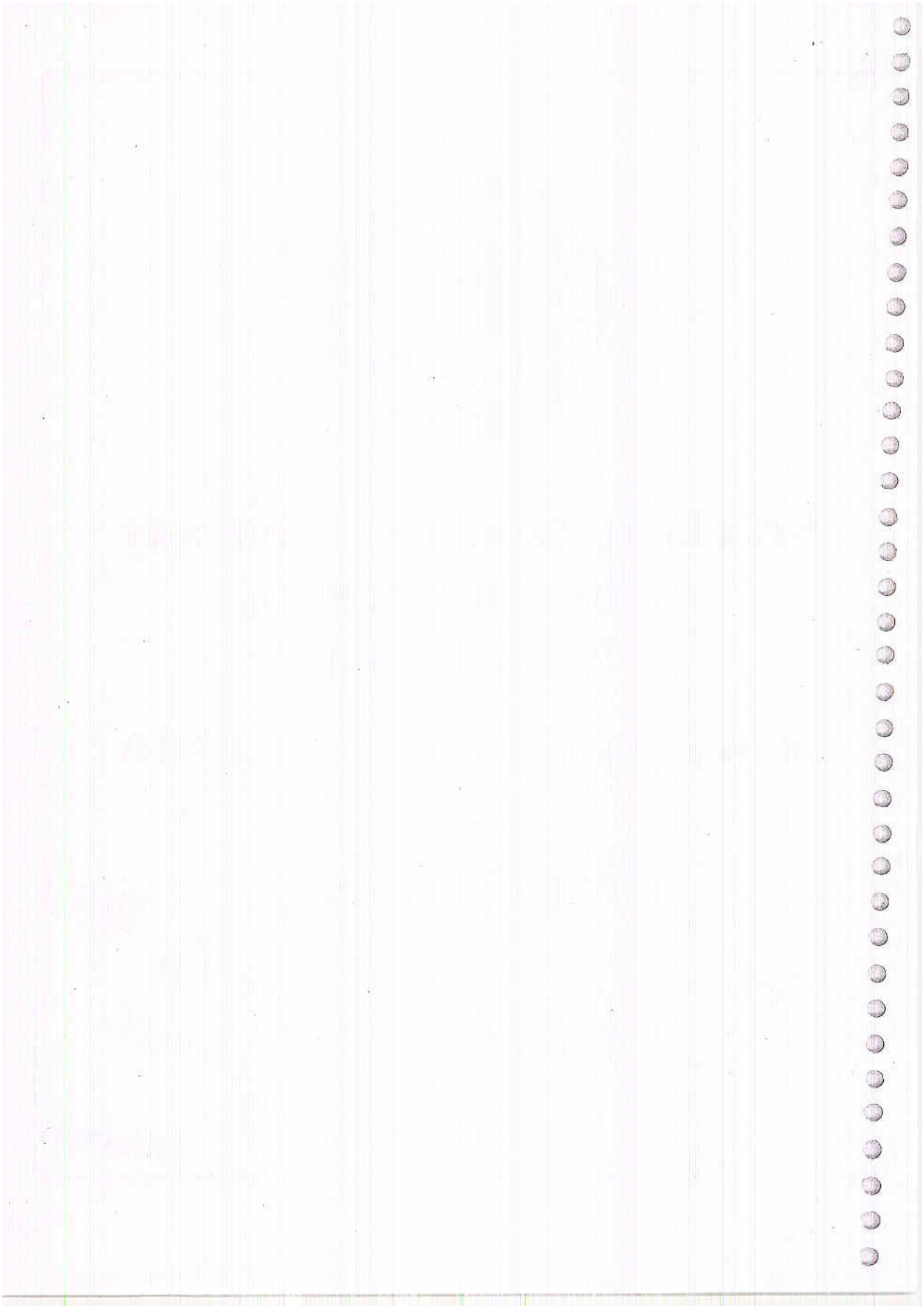
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STATUTES

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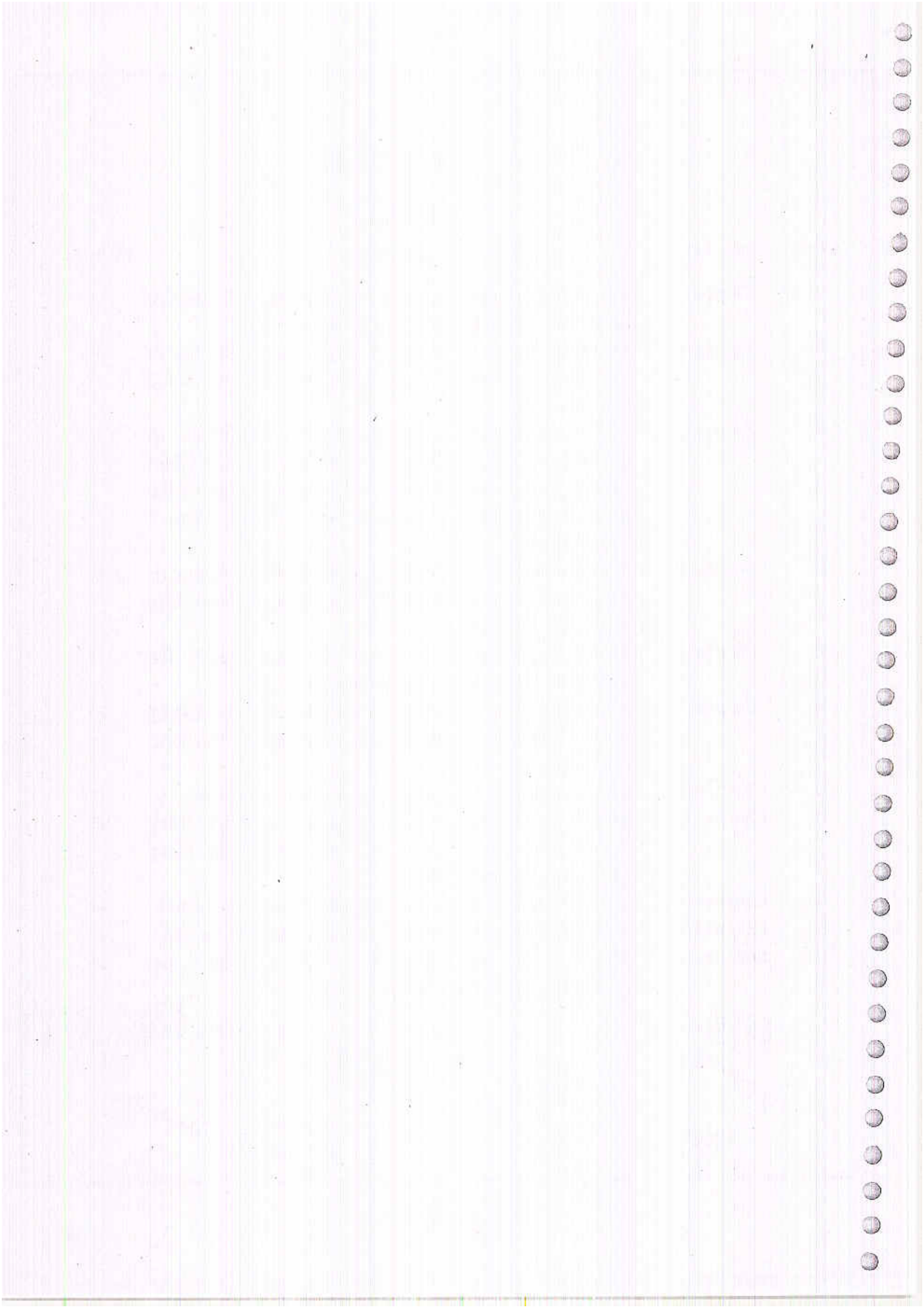
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CHAPTER - 1

STATUTES REGARDING THE CONSTITUTION, POWERS AND DUTIES OF AUTHORITIES AND OTHER BODIES OF THE UNIVERSITY

In terms of the clause 15, 26 (3) (i) and definition clause 2(h), (i), (o), (u) of the Sri Guru Ram Das University of Health Sciences, Act, 2016, the regulations and procedures related to the powers and duties of the Authorities and other Bodies of the University are defined as below

THE GOVERNING BODY

1) The Governing Body of the University shall consist of the following persons,

- i. The Chancellor; : *Chairman*
- ii. The Vice-Chancellor; : *Member*
- iii. Three persons nominated by the Trust, out of whom : *Member*
two shall be eminent educationists in medical/ health
sciences.
- iv. Director Research and Medical Education (DRME) : *Member*
or his representative not below the rank of Joint
Director;
- v. One expert of Finance, nominated by the Chancellor; : *Member*
- vi. The Secretary to Government of Punjab, Department : *Member*
of Higher Education or his representative, not below
the rank of Joint Secretary;
- vii. The Secretary to Government of Punjab, Department : *Member*
of Medical Education and Research or his
representative, not below the rank of the Joint
Secretary; and
- viii. One eminent educationist nominated by the : *Member*
Secretary to Government of Punjab, Department of
Higher Education in consultation with the
Chancellor

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The Governing Body shall be the supreme body of the University. Dean Colleges shall be the ex-officio members of the Governing body. It shall perform the following functions:

- i. To provide general superintendence and to give directions for controlling the functioning of the University in accordance with the statutes, the ordinances and the regulations;
- ii. To review the decisions of other authorities in case these are not in conformity with provisions of this Act, the statutes, the ordinances and the regulations;
- iii. To approve the budget and annual report of the University;
- iv. To lay down the extensive policies to be followed by the University;
- v. To make/amend any statutes, ordinances, regulations and also empowered to delegate any of its powers.
- vi. To recommend to the Foundations, the voluntary liquidation of the University, if such situation arises when smooth functioning of the University does not remain possible in spite of all efforts; and to submit recommendations/proposals including legislative proposals, which it considers necessary for betterment and improvement of medical education based on facts and figures/research conducted in the University.
- vii. Power to make any rules, regulations, statutes and ordinance in the residuary power for the purpose of achieving the objectives of the act etc or any other reason.
 - 2) The Governing Body shall meet at least twice in a calendar year.
 - 3) The quorum for meeting of the Governing Body shall be five members.
 - 4) The Governing Body shall have the power to call special invitees to the meetings, their tenure and conditions shall be prescribed by the Chancellor.
 - 5) The Governing body with the approval of the Chancellor is empowered to create/dissolve any other authorities of the University under section 14 and section 21 of the Act.
 - 6) All questions to be considered in a meeting of the Governing Body shall be decided by a majority of votes of the members present. The Chairman of the Body shall be entitled to vote on any question and if the votes are equally divided, he shall have the right of casting vote.
 - 7) The Governing Body may from time to time makes statues or amend or repeal the

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- 8) The statutes or any amendment made therein or repeal thereof, shall require the approval of the Chancellor.

STANDING COMMITTEE OF GOVERNING BODY

The Standing Committee is the Sub -Committee of the Governing Body, is composed of four Members who are appointed by the Hon'ble Chancellor to serve for a term of two-years. Registrar and Dean Collèges shall be the ex-officio members of the standing committee. The term of the standing committee and its member(s) may be extended by the Chancellor for another two years.

The Standing Committee shall be broadly representative of the Governing Body. Any decision taken by the Standing Committee shall be deemed to be unanimously passed by the Governing Body/Chancellor.

Governing Body shall meet at such intervals as may be decided by the chairman concerned. Registrar shall be the Member Secretary of the Governing Body.

All members of the Governing Body except the ex-officio members shall hold the office for the period of five years.

THE BOARD OF MANAGEMENT

The Board of Management shall consist of the following persons:

- i. The Chancellor or his nominee; : *Chairperson*
- ii. The Vice-Chancellor; : *Member*
- iii. Two members of the Trust nominated by the Trust; : *Member*
- iv. The Director of the Directorate concerned relating to medical education (DRME) as representative of the State Government; : *Member*
- v. Three persons, who are not the members of the Trust, nominated by the Trust; : *Member*
- vi. Two persons from amongst the teachers nominated by the Trust; and : *Member*
- vii. Two teachers, nominated by the Chancellor. : *Member*

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The Board shall exercise all the powers and perform all the duties conferred on it by the Act, the Statutes and the Regulations. Dean Colleges and Controller of Examination shall be the ex-officio members of The Board. It shall also have the following powers:

- i. To delegate to any officer or authority of the University any of the powers conferred on it by the Act or by the Statutes to be exercised with such restrictions and conditions as it may deem fit to impose with the approval of the Governing Body/Chancellor.
- ii. To make recommendations from time to time to ensure that proper standards of teaching and research are maintained.
- iii. All questions to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any question and if the votes are equally divided, he shall have the right of casting vote.
- iv. The notice of meeting of Board of Management shall be ordinarily sent to the members at least 07 days before the date of the meeting to be held except in case of an emergency meeting.
- v. The Board of Management shall have the power to call special invitees to the meetings with the approval of the Chancellor.
- vi. The Board of Management shall meet at least twice in a calendar year.
- vii. The quorum of meetings of the Board of Management shall be five members. The Chairman is entitled to exclude any member from being present in the meeting suo-moto which he determines to be detrimental in the interest of the University. The Chancellor shall have the power to co-opt any other person(s) on the Board of Management, their tenure and conditions shall be as prescribed by the Chancellor. The Board of Management shall meet at such intervals as may be notified by the Chairman. Registrar shall be the Member Secretary of the Board of Management. All members of the Board of Management except the ex-officio members shall hold office for the period of five years.

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THE ACADEMIC COUNCIL

- 1) The Academic council shall be the academic body of the University and shall consist of the following members:
 - i. The Vice Chancellor; : *Chairman*
 - ii. one eminent academician from the field of medical and Health Sciences nominated by the State Government as its representative; and : *Member*
 - iii. such other members, as may be prescribed. : *Member*
- 2) Registrar, Dean Colleges and Controller Examinations shall be the ex-officio members of the academic council. All members of the academic council other than ex-officio members shall hold office for a period of five years.
- 3) The Chancellor shall have the power to co-opt any other person(s) on the Academic Council; their tenure and conditions shall be as prescribed by the Chancellor.
- 4) Academic Council subject to the provisions of the Act, the Statute and the Ordinances, shall have control on general regulations and be responsible for the maintenance of standards of instructions, education and examinations within the University. It shall also have the right to advise the Governing Body on all academic matters.
- 5) The Academic Council shall exercise all the powers and perform duties conferred on it by the Act, the Statues and the Regulations and shall perform following functions:
 - i. To make recommendations to the Governing Body regarding the creation, maintenance and/ or abolishing of the teaching posts / Departments in the University.
 - ii. To promote research within the University, and to secure from time to time reports on such research.
 - iii. To recommend to Governing Body the formulation or modification or revision of schemes for organization or reorganization of faculties and the assignment of teaching/ research departments and subjects to such faculties.
 - iv. To approve the syllabus of courses for various examinations on the recommendation of Board of Studies / Faculty.
 - v. To make regulations regarding admission to various academic programmes run by the University, including admission capacity, fee structure, etc.
 - vi. To recognize diplomas and degrees and Certificates of other Universities and

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- Institutions and to determine their corresponding value in relation to the diplomas and degrees and Certificates of Sri Guru Ram Das University of Health Sciences;
- vii. To fix, subject to any conditions accepted by the Governing Body, the time, mode and conditions of competition for Fellowships, Scholarships, and other prizes and to award the same.
 - viii. To approve Academic Calendar including the conduct of examinations.
 - ix. To make recommendations regarding the conferment or grant of Degrees, Diplomas, Certificates, licenses, titles and marks of honour by Sri Guru Ram Das University of Health Sciences.
 - x. To take initiative to start the Distance Education in the University as per norms of the State Govt./ UGC /any other Statutory Bodies from time to time.
 - xi. To recommend to the Governing Body of the University for starting New Courses in the University and to ask concerned BOS to prepare curriculum for the same as per requirement.
 - xii. To take steps to improve the standard of Education in the University and to establish the Center of Excellence in coordination with IQAC (Internal Quality Assessment Cell) /as per the University Act.
 - xiii. To take initiative to start the "External Student" Program/ Scheme in the University as per norms of the State Govt./ /UGC/ any other Statutory Bodies from time to time.
- 6) The Quorum of the meeting of Academic council will be minimum of five members. The Chairman is entitled to exclude any member from being present in the meeting suo-moto which he determines to be detrimental in the interest of the University. Academic Committee shall meet at such intervals as may be notified by the chairman concerned. Registrar shall be the Member Secretary of the Academic Council. All members of the Academic Council except the ex-officio members shall hold the office for the period of five years.

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THE FINANCE COMMITTEE

- 1) The Finance Committee shall consist of the following members:
- i. The Vice Chancellor; : *Chairman*
 - ii. The Dean; : *Member*
 - iii. The Registrar; : *Member*
 - iv. Two persons nominated by the Trust out of whom : *Member*
one shall be a financial expert; and
 - v. The Chief Finance and Account Officer : *Member*

The members nominated by the Trust shall hold office for a period of two years. All other members shall hold the office for a period of five years.

- 2) Any special invitee with the permission of the Chair, to become the member of Finance Committee. The Chairman is entitled to exclude any member from being present in the meeting suo-moto which he determines to be detrimental in the interest of the University.

Functions: The Finance Committee shall exercise all functions stipulated in the Act (Section 19). The functions of the Committee will also include:

The Chief Accounts and Finance Officer shall get the annual budget of the University prepared along with requisite documents and submit the same for approval to the Governing Body/Chancellor.

- i. The Chief Accounts and finance Officer shall also get the accounts of the annual income and expenditure of the University prepared and shall get the same audited from the Chartered Accountant so appointed by the Finance Committee in this regard.
- ii. The budget approved by the Finance Committee along with the note with regard to the audit of income and expenditure of the University, referred to in sub-section (1) of section 19 of the Act, and shall be placed before the Chancellor for its approval.
- iii. The Finance Committee shall tender advice to the Chancellor on financial matters of the University.
- iv. To review all matters related to finances of the University.
- v. To suggest ways and means to generate income.
- vi. To manage cash flows of the University and maintain the required balance between cash inflows and outflows.

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- vii. The Finance Committee will send proceedings of the meeting to the Chancellor, for any amendment and for approval.

The Chancellor shall have the power to co-opt any other person(s) on the Finance Committee: their tenure and conditions shall be as prescribed by the Chancellor.

In case of unavailability of suitable Chartered Accountant, a Chief Finance and Account officer (who is not a Chartered Accountant) may be temporary appointed as Chartered Accountant till the availability of a suitable Chartered Account by the Chancellor.

The Quorum of the meeting of Finance Committee will be one third of total members or three members, whichever is lower. The Finance Committee shall meet at such intervals as may be notified by the chairman concerned.

STATUES REGARDING THE OTHER BODIES OF THE UNIVERSITY

In terms of the section 21, section 26 (3) (i) and definition clause 2(h), (i), (o), (u) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures related to the other bodies of the University are defined as below

BOARD OF STUDIES

- 1) A Board of Studies shall be constituted by the Vice Chancellor for each programme/ Course.
- 2) The Board of studies shall consist of a minimum of seven members including Dean Colleges and Registrar. The members shall be academicians and / or experts from reputed Institutes/ University/Specialty or Super-Specialty hospitals/ nursing homes/ research laboratories / industry from the relevant field of specialization.
- 3) Board of Studies shall perform following functions:
 - a) To prepare study scheme and syllabus of the courses and scheme of examination.
 - b) To prepare detailed instructions for the paper -setter in the light of guide lines giver by the academic Council from time to time.
 - c) To recommend panel of paper-setters, examiners and moderators for different subjects/ fields of specializations.
 - d) To consider the complaints of students relating to question papers and reports of examiners to take corrective measures, if any.
 - e) To suggest measures for improvement of the standard of teaching and assessment and

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to review the style and standard of question papers.

- f) To advice on any other matter assigned to it by Vice-Chancellor from time to time.
- 4) All members of the Board of studies except the ex-officio members shall hold the office for the period of five years.

OTHER COMMITTEES

In terms of the clause 24 of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulation and procedures related to other Committees of the University are defined in terms of the clause 25 of the Sri Guru Ram Das University of Health Sciences Act, 2016. The authorities or officers of the University may constitute such committees, as may be necessary for performing specific tasks by such committees. The constitution of such committees and their duties shall be such, as may prescribed by the Government Body/ Chancellor from time to time.

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Chancellor

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CHAPTER - 2

STATUTES REGARDING THE MANNERS, TERMS AND CONDITIONS OF APPOINTMENT OF THE VICE-CHANCELLOR AND HIS POWERS AND FUNCTIONS

In terms of the clause 10 and 26 (3) (ii) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulation and procedures related to the Manners, Terms and Conditions of Appointment of the Vice-Chancellor and his Powers and Functions are defined as below:

THE VICE CHANCELLOR

- The Vice chancellor shall be appointed by the Chancellor from a panel of three to five persons recommended by the governing body and shall, subject to the provision contained under the University Act, hold office for a term of three years.
- Provided that a Vice-Chancellor shall continue to hold the office even after expiry of the term till new Vice-Chancellor joins. However, in any case this period shall not exceed one year.
- No person shall be appointed as Vice-Chancellor unless he or she possesses such qualification as may be prescribed by the Universities Grants Commission or its equivalent body so created by the Central government.
- The Vice-Chancellor shall be the Principal executive and academic officer of the University and ex-officio Chairperson of the Governing body, Board of Management, the Academic Council and Finance Committee and shall preside, in the absence of the Chancellor, any convocation for conferring degrees.
- The Vice Chancellor shall be the Ex-officio Chairman of the Academic Council. He may be present at and address any meeting of any authority or anybody of the University, but he shall not be entitled to vote unless he is a member of such authority or body. It shall be the duty of the Vice Chancellor to see that the Act, Statues, Ordinances and Regulations are duly observed, and he shall have all powers necessary to ensure such observance. The Vice Chancellor shall have the power to convene or cause to be convened meetings of the Academic Council. The Vice Chancellor shall have such powers and functions as may be assigned to him by the Chancellor;

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- The Vice Chancellor shall establish norms relating to consultancy undertaken by or within the University in any field of expertise. The Vice Chancellor may take any such action in the interest of University which he deems fit with the consent of the Chancellor; The Vice Chancellor shall have the overall supervision and control over all activities of the University and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:
 - a) To develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
 - b) To recommend to the Chancellor on all matters relating to holding of annual and special convocation, or special meeting in honor of any distinguished individual or for commemoration of any event;
 - c) To make proposals for Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University;
 - d) To institute/authorize inquiries into incidents, situations or affairs of the University;
 - e) To call for information from any officer, teacher, member of ministerial staff or student of the University;
 - f) To require reports from all bodies/Committees/ Councils/Boards and the University constituted under these Statutes, with the exception of the Board of Management.

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CHAPTER - 3

STATUTES REGARDING THE MANNERS, TERMS AND CONDITIONS OF APPOINTMENT OF THE REGISTRAR, DEAN COLLEGES, THE CHIEF FINANCE OFFICER AND ACCOUNTS OFFICER, CONTROLLER OF THE EXAMINATIONS AND DEPUTY REGISTRAR AND THEIR POWERS AND FUNCTIONS

In terms of the clause 11 to 13, 26 (3) (iii) and definition clause 2(h), (i), (o), (u) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulation and procedures related to the Manners, Terms and Conditions of Appointment of the Registrar, Dean Colleges, Chief Finance Officer, Controller of Examinations, Deputy Registrar and Accounts Officer and their Powers and Functions are defined as below:

THE REGISTRAR

The appointment of the Registrar shall be made by the Chancellor from the panel of three names given by the Governing Body. He shall work directly under the superintendence, direction and control of the Vice-Chancellor. Appointment of the Registrar shall be for a term of five years and he shall be eligible for re-appointment. The qualifications and experience for the purpose of selection of the Registrar shall be as approved by the State Government. The term of appointment of Registrar shall be five years provided that a person shall not be appointed as Registrar for more than two terms.

No person shall be appointed as Registrar unless he or she possesses 15 years of experience out of which 8 years must be as associate professor or above/such qualification as may be prescribed by the Universities Grants Commission or its equivalent body so created by the central government. Registrar shall be member secretary of Governing Body, Board of Management, Finance Committee and Academic Council without any right to vote. The Registrar shall:

- Be custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charge;
- Issue all notices convening meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;
- Arrange for secretarial and other administrative assistance to all University bodies.

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established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of those bodies and submit them to the Chancellor/ Vice Chancellor for approval and thereafter circulate them among the members of the respective bodies;

- Keep the minutes of all the meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University.
- Conduct official correspondence on behalf of the Board of Management and Academic Council;
- Represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- Upon the direction or with the prior approval of the Chancellor/Board of Management, initiate any legal proceeding on behalf of the University or take all necessary action to protect the interests of the University in any legal proceeding;
- Represent the University in all proceedings instituted on behalf of or against the University;
- At the directions or with the prior approval of the Chancellor, sign, verify and file all necessary papers before the Courts/ Tribunal/ Arbitrator etc., co-ordinate with advocates or other legal consultants and when necessary, represent and/ or appear before any Court, Tribunal, Arbitrator or Government authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per legal advice to prosecute or defend the matter to protect the interest of the University and report to the Chancellor;
- On the direction or with prior approval of the Chancellor, appoint/authorize any officer who may be given special charge of all or any matters referred to under this clause;
- Perform such other functions as may be required, from time to time, by the Board of Management and Chancellor;

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THE DEAN COLLEGES

The appointment of the Dean Colleges shall be made by the chancellor from the penal of three names given by the Governing Body.

No person shall be appointed as Dean Colleges unless he or she possesses Postgraduate medical degree with ten years of experience out of which five years must be after Post graduation. The Dean Colleges shall be Ex-officio member of Governing Body, Board of Management, Finance Committee and Academic Council without any right to vote. The Dean shall have the power to approve all appointment of officers, teachers and other employees of the University. Also he shall have the power to terminate/remove any officer/ teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the university: Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard. The Dean Colleges shall have the power to recommend the purchase of required infrastructure and equipment in the affiliated colleges to Chancellor/Governing body for final approval. The Dean shall investigate into any incident which includes academic, administrative and disciplinary matters related to university, including student and faculties, in consultation with the Chancellor; The Dean shall give directions to any student, teacher, officer, or any other employee of the University; and to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chancellor. The Dean shall have power to take disciplinary action against such employees of the University as may be specified in the orders of the Board of Management/Chancellor and to suspend them pending to inquiry, to administer warning to them or to impose on them the penalty of censure or the withholding of increment. The Dean Colleges shall have

- To ensure adherence to the ordinances as approved by the Governing body and the Board of Management;
- To issue necessary directions for implementation of the ordinances and other decisions;
- To Plan expansion of academic programmes;
- To supervise the registration of students;
- To supervise the declaration of results and award of medals and degrees;
- To maintain academic records as per the requirement under rules;
- To take care of campus development and renovation works and utilization of funds with

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- respect to all plans and other developmental schemes;
- To ensure discipline in and outside the institute and organization of extra-curricular activities.

THE CHIEF FINANCE AND ACCOUNTS OFFICER

The appointment of the Chief Finance and Accounts Officer shall be made by the chancellor. No person shall be qualified to the appointment as Chief Finance and Accounts Officer unless he or she is a Chartered Accountant.

Subject to the control of the Board of Management/Chancellor/Vice Chancellor, the Chief Finance and Accounts Officer shall:

- Hold and manage the property and investments including Trust and endowed property;
- Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all money is utilized on the purposes for which they are budgeted;
- Prepare and submit to the Chancellor/Vice Chancellor quarterly, half-yearly and annual cash-flow projections and status of accounts for these period for the consideration of the Board of Management;
- Be responsible for preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
- Keep a constant watch on the state of the cash and bank balance and on the state of investment;
- Have the accounts of the University regularly audited by an internal auditor and also arrange for the external audit (statutory audit) of the University accounts, and file the reports with the respective authorities.

THE CONTROLLER EXAMINATIONS

The Controller of Examinations shall be appointed by the Chancellor on the recommendation of a Selection Committee comprising the three nominees of the Chancellor. Controller of Examinations shall be Ex-Officio member of Board of Management and Academic Council without any right to vote. The Controller of Examinations shall:

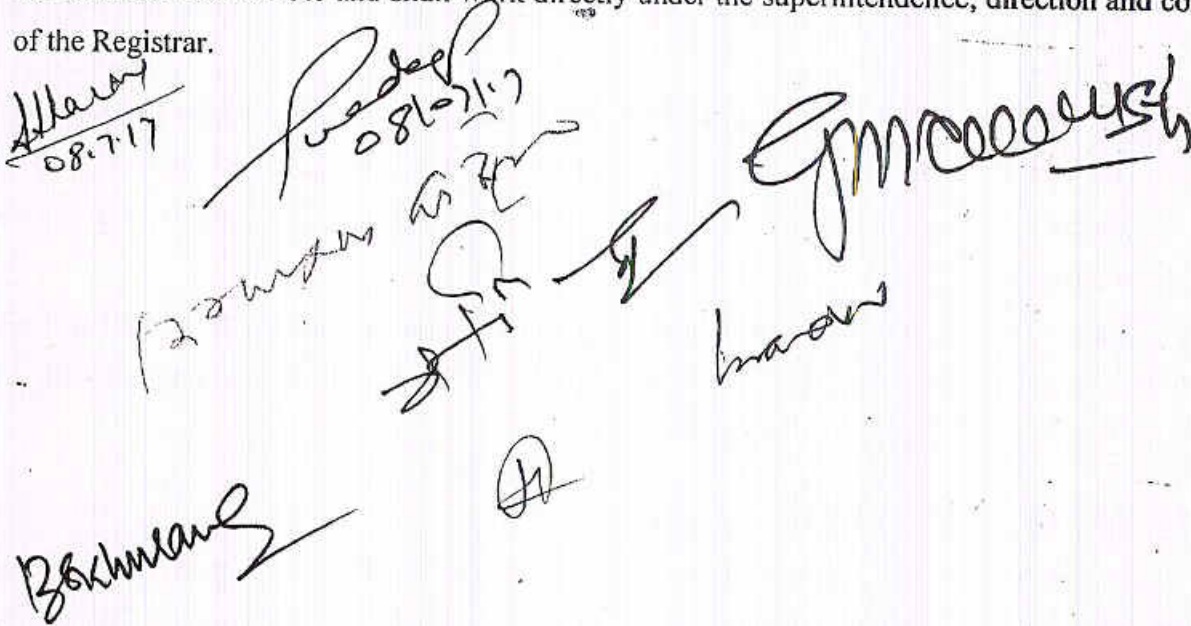
- take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process, from preparation of question-papers to the declaration of results;

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- Control the conduct of all University examinations and supervise all necessary arrangements in accordance with the manner prescribed by the Ordinance on Examinations;
- Call faculty from any office or college under the University for any information or returns, that he may consider necessary for the performance of his functions and to discharge his responsibilities;
- Notwithstanding anything contained in these Statutes, the Ordinance and the Regulations, perform such other functions, administrative or academic, as may be specified, from time to time, by the Board of Management, Chairperson or the Chancellor; and
- Appoint examiners from the panel prepared by the Board of Studies and approved by the Academic Council.

DEPUTY REGISTRAR

The appointment of the Deputy Registrar shall be made by the chancellor. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Registrar.


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CHAPTER - 4

STATUTES REGARDING THE MANNER TERMS AND CONDITIONS OF APPOINTMENT OF THE TEACHERS OF THE UNIVERSITY AND THEIR POWERS AND FUNCTIONS

In terms of the clause 26 (iv) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures-related to the creation of Faculties/ Institutions and Departments are defined in as below:

1. FACULTY AND STAFF

A. There shall be selection committee for making recommendation for appointment to the various posts of teachers and librarian of the University listed in table below.

a) *For Teacher and Librarians:*

<i>POST</i>	<i>CONSTITUTION OF SELECTION COMMITTEE</i>
1) Principal/ Professor/ Reader/ Associate Professor/ Assistant Professor/ Lecture	i. The Vice-chancellor shall be the Chairperson of the selection committee. ii. Three expert in the concerned subject (fields) nominated by the Vice-Chancellor out of the penal of the names approved by the Chancellor.
2) Librarian/ Deputy Librarian/ assistant Librarian	iii. Dean Colleges. iv. Principal/Head/Chairperson of the College/Department v. An academician nominated by the Chancellor.

NOTE: - At least three members, including one outside subject expert shall constitute the quorum.

b) *FOR UNIVERSITY ADMINISTRATIVE OFFICERS:*

The recommendation of the selection committee shall be subject to the regulations issued by University Grants Commission or other concerned regulatory body such as MCI/DCI/INC etc. as the case may be from time to time, with regard to appointment and promotion of Professor, Reader, Associate Professor, Assistant Professor, Lecturers and Administrative post of the University.

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B. THE MANNER OF APPOINTMENT OF NON-TEACHING POST SHALL BE UNDER

1. All candidates for Non-teaching post shall be appointed by the Chancellor through its nominee on the recommendation of the selection committee consisting of:-
- (i) The Vice-Chancellor (The Chairperson)
 - (ii) Dean Colleges
 - (iii) One member nominated by the Governing Body and
 - (iv) The Registrar – Member Secretary

The Member Secretary of the committee shall keep record of its proceedings and shall perform such other function as may be assigned to him by the Vice-Chancellor.

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CHAPTER – 5

STATUTES REGARDING SERVICE AND CONDUCT RULES FOR THE OFFICERS/ EMPLOYEES OF THE UNIVERSITY

In pursuance of the provisions of clause 7 and 26 (3) (iv) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures for Service and Conduct Rules for the Officers of the University are defined in as below:

(1) **TITLE OF THE RULES:**

- Short Title: Service and Conduct Rules for Officers.
- Commencement: These rules shall come into force from the date these are notified.
- Extent of Application: These rules shall apply to all Officers of the University.
- Power to alter or amend: The Governing Body may make such rules or order, relax the provisions of these rules in such manner as may appear to it may deemed fit.

(2) **DEFINITIONS: IN THESE RULES, UNLESS THE CONTEXT OTHERWISE REQUIRES.**

- "Act" means Sri Guru Ram Das University of Health Sciences Act 2016.
- "Appointing Authority" means the authority empowered by the University to make substantive/regular appointment.
- "Cadre" means the strength of the University service or part of service sanctioned as a separate unit.
- "Governing Body" means Governing Body (GB).
- "Board" means Board of Management (BOM) of the University.
- "Competent Authority" means Authority/Officers to whom powers by or under the Act or Statute are delegated. The Governing Body (GB) may declare any of its Officer as competent authority and delegate to him/her, such powers subject to such condition as it may impose, any power under these rules. When any power is not delegated to any one, the "competent Authority" means the Governing Body (GB) or defined by the act.
- "Compensatory Allowance" means an allowance granted to the Officers to meet personal expenditure necessitated by the circumstance in which duty is performed. It includes the travelling allowance also.

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- "Disciplinary Authority" for the purpose of the imposition of major or minor penalty on Officer means the appointing authority or to whom powers have been delegated.
- "Duty" includes (a) service on probation, (b) Joining time, (c) A course of instruction or training in India or abroad, especially approved as duty by the competent authority.
- "Fee" means recurring or non-recurring payment to Officers from a source other than the funds of the University, whether made directly or indirectly through any intermediary of the University.
- "Foreign Service" means service in which Officers receive their pay with the approval of the University from a source other than the funds of the University.
- "Honorarium" means recurring or non-recurring payment granted to Officers from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- "Joining Time" means the time allowed to an Officer to join a new post or to travel from a station to which he is posted.
- "Leave Salary" means the monthly amount paid by the University to an Officer who is on leave.
- "Lien" means the title of Officer to hold substantively, either immediately or on the completion of the periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- "Officers" means an officer of the University as per Chapter-7 of the Statutes of Sri Guru Ram Das University of Health Sciences which includes Vice- Chancellor, All Deans and Directors, Registrar, Deputy Registrar, Controller of Examinations, Chief Finance and Accounts Officer and any other employee of the University as designated by whatever name and declared by the statutes to be an officer of the University.
- "Officiating" means an arrangement, when an Officer officiates on a post on which another person holds lien and also may include officiating on a vacant post on which no Officer holds lien.
- "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.
- "Probationer" means a person appointed on probation on or against a substantive vacancy without holding any post.
- "Selection Committee" means a committee constituted for selection of Officer/s by the

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Competent Authority.

- "Substantive Appointment- means the appointment of an Officer on a permanent post and on which he acquires a lien.
- "Statutes" means the statutes of the University governing matters of policy, procedure etc.
- "University" means Sri Guru Ram Das University of Health Sciences, Sri Amritsar.
- "Pay" means (i) Monthly pay which is authorized by the University to an Officer in a pay scale for which he is entitled on account of his appointment. The pay which he would be entitled to draw on monthly basis in his regular grade of the cadre other than all allowances. It will include:
 - a) Basic Pay
 - b) Special pay and personal pay, and
 - c) Any other emolument which may be specially classed as pay by the Governing Body/Chancellor.
- "Salary" means the pay including prescribed allowances.
- "Office" means a post under the University cadre.
- "Presumptive Pay" means the pay to which an Officer would be entitled if he held the post substantively and was performing its duties; it does not include special Pay.
- "Month" means a calendar month. In calculating a period expressed in terms of month and days, complete calendar months should be calculated and the odd number of days added there to.
- "Age" means the number of years, months and days calculated from the date of birth of an officer as per records of the University.
- "Holiday" means-
 - a) A holiday prescribed by or under the Negotiable Instruments Act and
 - b) In relation to any particular Unit, place or Institution, a day on which such office at such place or the Institution is ordered to be closed by the Chancellor for transaction of University business without reserve or qualifications.
- "Tenure Appointment" means a permanent post which an individual Officer may not hold for more than a limited period.
- "University statement" means the statements as recommended by the Governing Body and approved by the Chancellor.

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salary for the period notice falls short. Unless an Officer's service has been terminated during the probation period, the Head of the Branch/Function/Department or the institution/ University under whom the Officer is working, shall send to the appointing authority, at least one month before the date of expiry of the probation period, a report about the working and conduct of the Officer appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.

- a) If the University decides to relieve an Officer not confirmed in service, no notice or notice pay in lieu thereof shall be paid.
- x. A confirmed Officer shall be required to give notice as per regulations in case he desires to be relieved from service or he/ she shall pay to the University salary in lieu of such notice or salary- for the period the notice falls short.
- a) if the University decides to relieve an Officer who is confirmed in service, a notice to that effect shall be served on him as per regulations before the date on which he is to be relieved. In the absence of such notice, the University shall pay salary to him for that period.
 - b) Termination of service by notice in case of a confirmed Officer shall be restored only when the post he holds ceases to exist and the University does not have suitable alternative post to offer him. Service of an Officer may be terminated on account of unsatisfactory work, misconduct etc, after establishing the same.
- xi. The officer, before leaving the University, shall hand over the charge of his post to a duly authorized officer and shall return to the university all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/ electric charges, loans and advances, if any. In case of default, the head of the Institution in which he is employed shall recover the amount due to him from his dues payable to him by the University.
- xii. Willful absence from duty may be treated as misconduct for the purpose of these rules. Absence without leave greater than seven days, amounts to interruption in service

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involving forfeiture of past service, unless on satisfactory reasons being furnished the absence is commuted into extraordinary leave by the sanctioning authority.

xiii. **Special provision for existing Officers:-** All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules.

xiv. **Record of Service:** The HR Department/institution shall maintain the following record of service of each officer in such form as may be prescribed:

a)

- I. Personal file
- II. Service book
- III. Annual Confidential Record (ACR) file

b)

- I. Separate personal file of every officer shall be maintained.
- II. The service book will contain service history of the officer from the date of his appointment and other important events of his career. The service book shall also contain a leave account of an officers leave.
- III. Entries, in the service book of every Officer shall be authenticated by an officer authorized in this behalf by the Management.
- IV. Such authority of the University as may be prescribed by the University, shall report confidentially each year in the month of April in the prescribed CR form on the performances, work and conduct of the officer who has served under a particular officer for a particular period but not less than three months in the preceding calendar year.

xv. **Residuary Conditions of Service:-** Any matter relating to the condition of service of Officer for which no provision is made in these rules shall be determined by Governing Body/ Chancellor of the University.

xvi. In the event of death of a University Officer while in service, a lump sum amount equal to the amount of un-availed leave and gratuity, that stands due to the deceased officer on the date of death, may be paid to the nominee/ the legal heir of the deceased officer.

xvii. Unless and otherwise distinctly provided for in these rules, the whole time Officer will

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3) INCREMENT

- a) Ordinarily annual increment will be on basis of API Score, significant contribution made for the development of University and showcasing of leadership. An annual increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority for unsatisfactory work or conduct. When it is proposed to withhold the annual increment of an officer, an order shall be passed imposing this penalty after the officer concerned has been given an adequate opportunity to make representation that he may desire to make or desire to be heard, and such representation or submission has been taken into consideration.
- b) **Date of Increment:** The increment of University Officers may be admitted from the first of the month of in which it would fall under the operation of the normal rules and order, relating to increments.

4) PAY DURING SUSPENSION:

- a) An Officer under suspension will be entitled during the period of suspension to draw a subsistence allowance as provided under the Regulations.
- b) No payment of subsistence allowance shall be made unless the Officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
- c) In case an Officer remain under suspension for a period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Officer, the competent authority may increase the subsistence allowance up to 75% of his pay. The allowance in that case will be based on such increased pay.
- d) An Officer who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement, shall consider and make specific orders:-

- Regarding the amount of pay and allowances, if any to be paid to the Officer for the period of absence from duty or for the period of suspension, and

- Whether or not the paid period shall be treated as period spent on duty.

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5) SPECIAL PAY AND HONORARIUM

The Governing Body/Chancellor may sanction special pay to an Officer in consideration of (a) the especially arduous nature of duties, or (b) a special addition to the work or responsibility. (b) The Chancellor, Vice Chancellor and Dean Colleges may grant to an Officer an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.

6) RETIREMENT

a) **Officers**

- (i) in the case of Officers of the University mentioned in the University Act, the appointment will be made as per procedure laid down in the Act. Such Officers will be appointed upto 70 years of age which may be further extended by the Chancellor till the Officer is physically fit.
- (ii) For positions where long and specialized experience is needed a person may be appointed at any age upto 70 years. After reaching 70 years, if he is medically fit, he may be given extension by the Chancellor.
- (iii) Officers other than those mentioned under clause (1) and (2) above shall retire from the University service upon attaining the age of 62 years. However, an Officer may be given extension for a period upto three years at a time (Extendable by another term of two years on the recommendation of the Committee consisting of the following members subject to the condition that the person is physically fit.

- 1) Vice Chancellor
- 2) Registrar
- 3) Dean Colleges
- 4) Chief Finance & Accounts Officer
- 5) Head of the Unit/ Institution / Section under whom the person had been working.

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- (iv) After 70 years of age, a further extension may be given to an Officer by the Chancellor if the performance of the officer is adjudged excellent and the case is recommended by the above said Committee. The terms and conditions of extension will be determined by the Chancellor.

The Chancellor suo-moto, or on a report from the Vice-Chancellor, will have the right to terminate the services of any officer during the re-employment/ extension period, if the work /conduct of such officer is unsatisfactory or if the officer is unable to perform his/her duty due to poor health. While making such a recommendation's the Vice-Chancellor will give appropriate opportunity to the concerned officer.

7) LEAVE

- a) The officers of University will be entitled to following types of leaves:
- (i) Causal Leaves
 - (ii) Maternity Leaves
 - (iii) Compensatory Leave
 - (iv) Vacation Leaves

The quantum of entitlement of different leaves, the sanctioning authority; the procedure for application and approval will be as prescribed in the Regulations.

- b) Causal leave cannot be combined with any kind of leave. Causal leave not availed during any particular calendar year shall lapse at the end of that year and will not be carried forward.
- c) Leave is earned by the actual period of duty and it cannot be claimed as a right. In case of exigencies of service, leave of any kind may be refused or revoked at any time by the authority empowered to sanction leave.
- d) When an Officer is recalled on duty before the expiry of the leave, he shall be entitled to be treated as on duty from the date he starts for the station of his duty and to draw travelling allowance to the headquarter. He will get leave salary for the period preceding the date on which he joins the duty.
- e) Leave begins from the date from which it is sanctioned and ends on the sanctioned

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period of leave expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

- 8) **Address while on leave:** Every University Officer, proceeding on leave shall record on his application for leave, the address at which he can be contacted during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority. He/ She will also give his/her telephone/ mobile number available with him/ her during the period of leave.
- 9) **Absence after the Expiry of Leave:** An Officer who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.
- 10) **Leave Account:** A leave account in the form given in service book will be maintained for each Officer.
- 11) **Terms & Conditions for under probation**

An officer will be on probation for a period of one year or as per provisions of the Regulation. The period of probation can be extended by another one year. The services of an officer on probation can be terminated at any time on the ground of his work and conduct being not satisfactory. If an employee on probation wishes to resign from service, he shall have to give notice as per regulations in writing to the university, If the officer fails to give such a notice, the university shall recover from him salary for the period by which the notice falls short in lieu of such notice unless otherwise directed by the appointing authority.
- 12) **Code of Conduct** - Every Officer shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
 - (i) An Officer shall attend regularly and punctually the office or the institution in which he/ she is posted or assigned duty according to the timings fixed for his her duties.
 - (ii) During the hours fixed for his duties, he/ she shall devote himself/ herself diligently to his/ her work and give full co-operation in all University work.
 - (iii) He/ She shall carry on his/ her work with accuracy and reasonable speed.

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- (iv) He/ She shall act with due courtesy with whom he/ she comes in contact in the course of his/ her duties.
- (v) He/ she shall respect all lawful order from superiors and carry them out faithfully.
- (vi) He/ she shall ensure that the University property, articles, apparatus, money etc. charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- (vii) He/ She shall ensure that the contents of University' papers, correspondence, file etc. of confidential nature are not divulged to any unauthorized persons directly or indirectly.
- (viii) He/ She shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- (ix) Whether on duty or on leave or under suspension, he/ she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his-her position as a University Officer to hold such business or undertaking.
- (x) Unless generally or specially empowered in this behalf, he/ she shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his/ her possession in the course of his duties or has been prepared or collected by him/ her in the course of these duties, whether from official sources or otherwise.
- (xi) He/ She shall not give evidence in his/ her official capacity without the previous permission of the Vice-Chancellor or other Competent Authorities.
- (xii) He/ She shall not take part in or subscribe in organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the count or the state.
- (xiii) An Officer shall not show partiality in assessment of the students deliberately over marking/ under marking or attempts at victimization on any ground.
- (xiv) An Officer shall not excite/ instigate students against other student, colleges or administration. This does not however, interfere with the right of the staff to express

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- (xv) No Officer will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent after approval from competent authority.
- (xvi) No Officers shall send his/her paper to the authorities without following proper channel.
- xvii) No Officer shall bring or attempt to bring any outside influence to bear upon the authorities Of his/her University to further his/her interest in respect of matters pertaining to his/her service in the University.
- xviii) No Officer of the University shall apply for any other job/post/scholarship without the prior sanction/approval of the competent authority.
- (xix) No Officer shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.
- (xx) No Officer can join any course of study without obtaining prior approval of competent authority.
- (xxi) No Officer shall take part in any activity which in the opinion of the authorities calculated to lead to indiscipline in the University/Institution.
- xxii) No officer is allowed to indulge in limiting someone's career.
- xxiii) An officer is prohibited from carrying fire arms/narcotics/consumption of alcohol in campus.
- xxiv) No officer will indulge in sexual harassment at work place.
- xxv) No officer will indulge in misappropriation of university funds.
- xxvi) No Officer will indulge/associate/promote/carry out political activities in university campus.

Notwithstanding anything given in all the Statutes, nothing in the Statutes would restrict the powers of the chancellor, as given in the Act, the Governing Body/ Chancellor of Sri Guru Ram Das University of Health Sciences hereby makes the Statutes related to the terms conditions & conduct rules of the service of officers of the University.

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CHAPTER - 6

STATUTES REGARDING THE PROCEDURE FOR ARBITRATION IN CASE OF DISPUTE BETWEEN UNIVERSITY, OFFICERS, TEACHERS, EMPLOYEES AND STUDENTS

In terms of the clause 26 (3) (IV) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures for Designation and Manner, Terms and Conditions of Appointment of the Officers of the University are defined in term of the clause 26 (3) (IV) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures for taking disciplinary action against officer, Teachers and Academic supporting staff of the University is given below:

1) DISCIPLINARY ACTION

Disciplinary action shall be taken preferably or punishment inflicted on the employee confirmed in service on one or more of the following grounds:

- (i) Misconduct
- (ii) Act of omission involving moral turpitude
- (iii) Willful and persistent neglect of duty.
- (iv) Incompetence.
- (v) Engaging in/and or conducting private tuitions/coaching.

2) EXPLANATION:

- Misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Ordinances, Regulations and Rules relating to the duties and responsibilities of officers /teachers / Academic Supporting Staff Employees and violation of code of conduct.
- Moral turpitude shall carry the same meaning as under the general law.
- Willful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission; and failure to discharge any of the duties prescribed under Act, Statutes, Ordinances, Rules and Regulations.
- Incompetence shall include failure to keep his knowledge up-to-date inspite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the teaching work because of inability to teach.

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3) **PENALTIES:**

The penalties that can be inflicted on one or more of the grounds shall be the following and shall be classified into minor and major penalties,

- (i) Minor Penalties
- (ii) Reprimand, Warning or Censure,
- (iii) Withholding of promotions
- (iv) Recovery from pay of the whole or part of any pecuniary loss to University/ College/ Institution caused by the employee's negligence or breach of orders.
- (v) Withholding of Increments

4) **MAJOR PENALTIES:**

- Reduction to a post in the lower pay-scale to a lower stage of increment in the employees own pay-scale, Termination of service, Compulsory retirement.
- Removal from the service of the University/College/Recognized Institution Dismissal from the service of the University/College/Recognized Institution
- Provided however that the following shall not amount to penalty for the purposes of these statutes: Stoppage of increment of the employee at the assessment bar, if any, in the time-scale of pay on the ground of his unfitness to cross the bar Non- promotion of the employee, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post for which the employee is eligible.
- Reversion of the employee appointed on probation in any other grade of post to his permanent grade or post during or at the end of the period of probation, in accordance with the terms of his appointment, or the rules and order governing such probation.
- Reversion of the employee officiating in a higher grade or post, to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with this conduct. Recall of the services of the employee whose services had been borrowed from or lent to some outside authority at the disposal of such authority.

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5) TERMINATION OF THE SERVICES-

- (i) if the employee appointed on probation during of at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation, or
 - if the temporary employee in accordance with the rules made in that behalf by the University; or
 - if the employee employed under an agreement, in accordance with term of such agreement.
- (ii) Specification of details of the penalties-(s)

6) WITH HOLDING OF INCREMENT (S)

- (i) When an increment or increments of the employee is/are withheld the authority imposing the punishment shall specify in its order—
 - a) the increment/number of increment (s) withheld.
 - b) the period for which they are withheld.
 - c) Whether the stoppage of increments shall have effect on the future increments, and
 - d) Whether the period for which the increments are withheld shall be exclusive of the leave (except casual leave and other leave taken on valid grounds) taken during the period.
- (ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the employee's own pay scale.

The authority imposing this punishment shall specify in its order---

- a) The period for which such reduction shall be effective. And
- b) Whether on restoration the order of reduction shall have effect on future increments.
- (iii) Notwithstanding anything contained in the Statutes and in other Rules of the University/ College/ Recognized Institution, if any, the employee who is reverted to a lower stage of increment in his own time-scale of pay as a measure of punishment shall not ordinarily be restored to his original pay-

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scale from which he was reverted or to the original incremental stage in his own timescale of pay unless the period stipulated in his order of punishment is completed.

Authorities competent to inflict penalties:

The power to inflict penalties on the employee of University shall vest with the Disciplinary Authority /Competent Authority.

7) **PROCEDURE FOR INFLICTING PENALTIES**

On a complaint being received against an employee or suo-moto, the competent authority shall first determine itself and record in writing or have it determined by any person or committee appointed by it for the purpose, if there is a prima facie case against the employee for infliction of either minor penalty/penalties or major penalty/penalties

8) **PROCEDURE FOR INFLICTION OF MINOR PENALTY/PENALTIES:**

In case it is found that a prima facie case for the infliction of a minor penalty/ penalties against the employee exists, the competent authority shall give a copy of charge sheet with a statement of imputation and misconduct in writing to the employee concerned with/and a reasonable time and opportunity to submit the defense. On receipt of the defense, the Disciplinary authority will also hear, if he so desires. The Competent Authority shall determine the quantum of punishment, by taking into consideration explanation furnished by the employee, which shall bear reasonable relation to the lapse or omission of the employee.

9) **PROCEDURE FOR INFLICTION OF MAJOR PENALTIES**

A. **Suspension:**

- (i) If the employee is alleged to be guilty of an offence of a criminal nature involving moral turpitude and if there are reasons to believe that in the event of the offence being proved against him he would deserve to be removed or dismissed from service, the Competent Authority as specified in shall first decide whether the person concerned should be placed under suspension. If so,

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the Competent Authority shall issue order of suspension of the employee, shall prepare the charge-sheet and serve it on the employee concerned. The charges shall be very specific and shall also be accompanied by the statement of allegations on which the charges are based. Copies of relevant documents which have been relied upon while framing the charges shall also be supplied to the employee concerned. A reasonable time (not less than three weeks) shall be allowed to the employee concerned for submitting his written statement of defense and list of documents and persons, he desires to examine in his defer and to state whether he desires to be heard in person and whether he desires to defend himself personally through representative. give reasonable time to the employee and opportunity to reply, to the charges or to be heard in person. order of appointment of the Inquiry Authority shall commence inquirt and complete the same expeditiously.

- (ii) The Disciplinary Authority shall also appoint Presenting Officer to present the charges.
- (iii) The charged official has a right to inspect the documents referred in the annexure to the charge sheet, to engage any other serving or retired employee to assist him to engage a legal practitioner, if the Presenting Officer is a legal practitioner.
- (iv) In other cases, the Disciplinary Authority may permit such an engagement. regard to the circumstances of the case.
- (v) If at the inquiry the charged official pleads guilty to any of the article of charge the Inquiry Officer should record a finding of guilt in respect of those articles and hold inquiry only in respect of the remaining if any.
- (vi) Management side has the first priority to present the case and produce witnesses and evidence. Charged official will be allowed to offer his defense witness and evidence.
- (vii) Witnesses on both sides may be examined, cross examined and r-examined. Entire proceedings should be recorded in writing, & copies furnished to Charged and Presenting Officer
- (viii) If the charged official does not attend the inquiry, exparte enquiry may be conducted observing the procedure in full.

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- (ix) On completion, the Inquiry Officer will submit his report and findings on each article of the charges & the relevant record, to the Disciplinary Authority.

10) **ACTION TO BE TAKEN ON THE INQUIRY REPORT**

- On receipt of the Inquiry Reports, the Competent Authority may accept or disagree (recording reasons for disagreement) record its own findings and make a final order.
- In case any of the charges against the charged employee are held as proved, the Competent Authority shall forward a copy of the report of the inquiring authority to the charged official to make representation /submission if any.
- The representation , if any submitted by the Charged official shall be considered by the Disciplinary Authority & before deciding the punishment to be inflicted on the charged official shall give him notice asking him to show cause within two weeks, why, the proposed punishment should not be inflicted on him.
- The person concerned shall invariably be supplied with a copy of the Inquiry Report along with the show cause notice, if any.
- Explanation: Although this Statute contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to the Competent Authority to inflict one of the minor penalties if it so decides.

11) **FINAL ACTION**

On receipt of a reply to the show cause notice from the employee charged, the penalty/penalties shall be finally decided and communicated by the Competent Authority,

- a) (i) If the employee is fully exonerated, the period of suspension shall be treated as duty for all purposes, and the employee shall be reinstated in his post forthwith.
- (ii) If suspension of a employee is followed by any punishment according to the provisions mentioned above, the competent authority shall make a specific order regarding recovery, if any, that might be made out of the pay and allowances already paid to him during his period of suspension.

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b) The period of suspensions of the employee shall be mentioned in the service book of the employee. The final decision of the inquiry shall also be recorded in the service book.

(i) Infliction of major penalty without holding enquiry under

If the employee is convicted of an offence of a criminal nature involving moral turpitude by a Court of Law, he shall be dismissed or removed from the service of the University/ College/ Recognized Institution, immediately on receipt of the official copy of the decision of the Court of Law, without following the procedure

12) **EXPLANATION:**

Conviction within the meaning of this Statute shall mean conviction by a Court of Law from whose order no appeal is preferred by the party, or conviction by a final court of appeal.

Notwithstanding anything in all the Statutes, in case of any dispute or confusion in interpreting the Statutes, Chancellor shall be the final authority in interpreting and getting the Statutes implemented.

REGARDING GRIEVANCES REDRESSAL AND ARBITRATIONS

In terms of the clause 26 (3) (vi) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures for Grievances Redressal and Arbitrations are defined as below:

1) In order to prevent/redress grievances of the students, teachers and employees, there shall be a grievance redressal mechanism in place. The grievances of students and employees will be redressed at three levels in a time bound manner.

a) There shall be a standing Grievance Redressal Committee set up by the Vice-Chancellor.

b) Depending upon the nature of grievance and the parties involved in the case the Vice Chancellor will have the powers to associate with the Grievance Redressal Committee one or two senior functionaries from within the University on case to case basis.

2) a) In the first instance, the grievances of students will be settled at the Departmental level by the Head of the Department or Director of the Institution. The aggrieved student would be required to submit his/her complaint in writing.

b) Any grievance related to Hostels shall be first considered by the Chief Warden/ Director

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- c) In case a student is not satisfied, under 2(a) and 2(b) or the grievance remains unattended, he/she may represent his/her case to the Registrar (through the Head/ Director of the Institution), or through Dean Colleges (in case of a grievance regarding Hostels) in writing who will forward the same to the Grievance Redressal Committee for necessary action.
- 3) The Committee may meet as frequently as may be necessary.
 - a) In case of the teachers, the grievances will be settled in the first instance by the Head of Department/ Directors of the Institution.
 - b) In case the grievance remains unattended at the level of Head of Department/ Director of the Institution, or the teacher is not satisfied with the outcome under 3(a) he/ she may represent his/ her case to the Dean through the Head of Department/ Director of the Institution who will refer the case to the Grievance Redressal Committee.
- 4)
 - a) In case of a non-teaching employee the grievance will be settled in the first instance, at the level of Head of the concerned-Section.
 - b) In case the grievance remains unattended at the level of the Head of the concerned section, or the employee is not satisfied with the outcome under 4(a). he/ she may represent his/ her case to the Dean Colleges through the Head of the concerned section. who will forward the case to the Grievance Redressal Committee.
- 5) While making a representation to the Dean Colleges, the complainant may send a copy of his/ her representation directly to the Dean, if he/ she so desires.
- 6) If the grievances of any individual student. teacher or employee cannot be resolved at the level of the Grievance Redressal Committee to the satisfaction of the parties concerned, the case will be referred to the Vice-Chancellor, if a request is made in writing by the concerned person. The decision of the Vice-Chancellor will be final,
- 7)
 - a) In case of a collective dispute of a group of students or teachers or employees, the case will be referred to the Chancellor, if the dispute cannot be resolved at the level of Grievance Redressal Committee or if the parties to the dispute remain dissatisfied with the decision/ recommendation of the Committee.

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- b) The Chancellor will either resolve the dispute himself or may refer the same for arbitration,
- c) The decision of the Chancellor/arbitrator, after hearing the parties concerned, shall be binding on all concerned.
- 8) At all levels in the grievance redressal system, the complainant will be given a personal hearing to present his case.
- 9) A decision on the grievance would normally be taken within a week at the first level and within two weeks at the level of Grievance Redressal Committee.
- 10) A committee Of Women's Grievance Redressal (WGRC)- as per Vishaka Guidelines (promulgated by the Indian Supreme Court in 1997 and were superseded in 2013 by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013),, shall consist of following members

Principal of Respective Institution	-	Chairman
Dean Colleges	-	Member
Controller of Examinations	-	Member
Deputy Registrar	-	Member
HR Officer	-	Member
NGO Representative	-	Member Secretary
Legal Advisor	-	Member

- 11) Notwithstanding anything in all the statues, the power to make statues is hereby delegated and they can be exercised in the form of regulations by any authority of the university, specifically with the approval of the chancellor.

Notwithstanding anything in all the Statutes, the power to make Statutes is hereby delegated and they can be exercised in the form of regulations by any authority of the university, specifically with the approval of the Chancellor/ Governing Body.

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CHAPTER - 7

STATUTES REGARDING THE CONFERMENT OF HONORARY DEGREES

In terms of the clause 26 (3) (vii) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures regarding Award of Honorary Degree/ Doctorate/ Other Honors are defined in as below:

The chancellor may on the recommendation of the Governing Body by a special resolution passed with concurrence of not less than two- third members present and voting withdraw a diploma or degree or certificate or other academic distinction conferred by the University in the following cases:

- b) If a person has made a false statement about his academic credentials has used fake documents for getting admission to a programme and the fact has been proved at any later stage.
- c) If a person has been convicted by a court of Law for moral turpitude or has been found guilty of scandalous conduct, the academic distinction awarded to him/her, if any, may be withdrawn.
- .d) The ultimate power to decide all such cases will vest with the Chancellor.

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CHAPTER - 8

STATUTES REGARDING THE EXEMPTION OF STUDENTS FROM PAYMENT OF TUITION FEE AND FOR AWARDING THEM SCHOLARSHIPS AND FELLOWSHIPS

In terms of the clause 26 (viii) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations for the exemption of students from payment of tuition fee and for awarding them scholarships and fellowships are defined in as below:

- 1) The Academic Council shall initiate action in consultation with the appropriate Faculty of each Institute and recommend the institution of tuition freeship.
- 2) The tuition fee concessions may be granted on the basis of merit or on the basis of economic status of the candidate(s) admitted to any course in the University. The Academic Council shall forward its recommendation for such fee concessions to the governing body for the final approval
- 3) The University shall also award fee waivers to the students and research scholars in accordance with the recommendations of Academic Council and with approval of the Chancellor.

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CHAPTER - 9

STATUTES REGARDING THE ADMISSION AND RESERVATION OF SEATS

In terms of the clause 26 (3) (ix) and (x) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures for admission and reservation of seats are defined in as below:

REGULATION FOR ENROLMENT

Mere submission of application form/ deposition of application fee will not entitle a candidate for enrolment in the University.

All admissions shall be made as provisional and are subject to the approval by Sri Guru Ram Das University of Health Sciences, Sri Amritsar through the process of enrolment and verification of documents.

Admission of UG (MBBS/BDS) and PG (MD/MS/MDS) shall be on the basis of National Eligibility Entrance Test (NEET) or any other test conducted/ recommended by Central Government or in wake of the directions of Hon'ble Supreme Court.

The course of study and examination shall be governed by the regulations of Sri Guru Ram Das University of Health Sciences and concerned councils/ regulatory bodies. Compulsory course of computer application may be introduced by the University along with professional curriculum. Fee structure for such courses will be separate and notified by the University.

The classes for the failed/ detained students shall start immediately after the declaration of the result. Attendance in these classes shall be compulsory for all candidates. All failed/ detained students shall be required to appear for class test/ central test as well as send-up examination to be eligible to appear in the next University examination.

Migration shall not be permitted except under extraordinary circumstances and subject to regulations of Sri Guru Ram Das University of Health Sciences and councils/ regulatory bodies. The rules and regulations, including fees may be revised as and when required and the revised rules and regulations/ fees will be applicable irrespective of the conditions mentioned in prospectus/ information brochure of University. Fee once deposited will not be refundable/ adjusted in any circumstances.

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No-Dues certificate from the account section, Library, Hostel, and Cafeteria etc. In prescribed format is mandatory before processing University examination form for each professional/semester examination.

RESERVATIONS

50% seats are reserved for Sikh Minority (on all India basis) and 50% seats shall be general quota reserved for the candidates who are bonafide residents of Punjab. Total 15% seats (7.5 % from Sikh Minority Quota and 7.5 % from general pool) reserved for NRIs. The eligibility criteria for admission in NRI quota shall be NEET based as well. In case such seat(s) remain(s) vacant, the vacant seat(s) shall be offered to the candidates belonging to other states/ UTs subject to fulfillment of minimum eligibility criteria for admissions as prescribed by concerned regulatory bodies such as MCI/ DCI/INC etc. The University may further reserve seats in all or any particular course for the NRI candidates but not more than 15% of total numbers of seats which will be offered to NRI candidates subject to fulfillment of minimum eligibility criteria for admission as prescribed by concerned regulatory bodies such as MCI/ DCI/ INC etc. However in case such seat(s) remain(s) vacant, the vacant seat(s) shall go to general pool and will be offered to the applicant of Punjab or other states/ UTs subject to fulfillment of minimum eligibilities criteria for admissions as prescribed by concerned regulatory bodies.

Further out of 42.5% seats, the University shall provide constitutional reservation to the scheduled castes, physically handicapped and the backward classes as per the policy of the University or to such extent as notified by the government of Punjab from time to time for private unaided institutions, provided that in case seat(s) allotted under reserved categories remain vacant, the vacant seat(s) shall go to the general pool and offered to the applicant belonging to the general category in order of the merit of the applicants.

ADMISSION UNDER NRI/ FOREIGN STUDENT RESERVED QUOTA

Candidate seeking admission under this quota are required to fulfill all the conditions laid down by concerned regulatory bodies such as MCI/ DCI/ INC etc. as applicable from time to time .

Candidate seeking admission under the Non-Resident Indian (NRI)/ Foreign Students category in any particular course at Sri Guru Ram Das University of Health Sciences who have cleared 10+2 Institution qualification in appropriate subject in any Institution/ University Board etc.

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recognized by the competent authority of respective country shall be eligible to apply. However such candidate must apply to Sri Guru Ram Das University of Health Sciences for obtaining eligibility certificate before applying for admission.

After obtaining the eligibility certificate, the candidate shall be required to apply afresh to the Sri Guru Ram Das University of Health Sciences for seeking admission. All applications for admission are required to be submitted to Registrar, Sri Guru Ram Das University of Health Sciences at its official address Mehta Road, village and Post office Vallah, Tehsil & District Amritsar 143501 on or before the expiry of the last date of admission as specified by the University.

The physical presence of candidate is compulsory at the time of counseling. Admission shall be strictly according to category wise merit/ as per the criteria laid down by respective councils/ regulatory bodies. Selected candidate shall be required to deposit the prescribed fee as per instructions. Admission of UG (MBBS/BDS) and PG (MD/MS/MDS) shall be on the basis of test conducted/ recommended by Central Government or in wake of the directions of Hon'ble Supreme Court.

This University Registration Fee, examination fee or any other specified fee/Charges approved by finance committee, notified from time to time by the University will be payable by all the candidates enrolled in the University.

SURETY BOND AND BANK GUARANTEE

Wherever specified by the University, students admitted to Sri Guru Ram Das University of Health Sciences shall have to furnish Bank Guarantee or Surety Bond for the amount equivalent to remaining years course fees along with undertaking that the candidate would not seek migration to any other Institution nor shall he/ she leave the studies in midstream without completing the full course due to any reason whatsoever, until and unless he/ she deposits the balance amount of fee for the full course. Objective of this provision is to safeguard the unaided Institute from resultant financial loss on account of such a student's seat remaining vacant for a particular period of the course.

If a candidate leaves the Institute/shifts or Migrates to some other institute after the last date of admission or before completing the full course including Internship training period due to any reason whatsoever, the security will stand forfeited. In addition, he/she will have to pay all balance fees for the entire course. For this purpose, the candidates will have to furnish at the time

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of admission, a Bank Guarantee or Surety Bond for the amount equivalent to Balance fee of entire duration of the course along with an Affidavit duly sworn in by the candidate himself herself and his parents duly attested by an Executive Magistrate.

All the Original testimonials and certificates such as Matric, 10+1, 10+2, Character Certificate, Admit and Result Card of Entrance test etc. will be deposited by the students at the time of joining the course and retained by the University in the custody of the constituent institute concerned till the completion of the course and submission of prescribed "NO-DUES" certificate from concerned institutes and departments by the candidates.

Candidates admitted under Non-NRI seats shall be required to furnish a Bank Guarantee or Surety Bond for the balance fee of entire duration of the course at the time of enrolment in the format prescribed by the University.

Candidates admitted under NRI/ Foreign Students quota shall be required to furnish a Bank Guarantee at the time of enrolment in the format prescribed by the University in case they opt for payment of fees in installments.

INTERNSHIP

Wherever undergoing internship as applicable as per regulations of respective councils/ regulatory bodies being an integral part of the full course, students shall compulsorily undergo internship training at constituent institutions of the University as the case maybe?

Under no circumstances would any student be allowed to do internship outside the parent Institute except on extreme compassionate grounds with the permission of the Vice Chancellor as per the prevailing norms and polices of the University.

It is mandatory to stay in the hostel during internship as internship is a purely residential programme.

REFUND OF FEES

Fees once paid, shall not be refunded/ adjusted in any manner. In case any student who leaves the college due to any reason whatsoever after closure of the admission process/ before completing the full course, balance fee for entire course will be payable by him/her.

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CHAPTER – 10

STATUTES REGARDING NUMBER OF SEATS IN DIFFERENT COURSES.

In terms of the clause 26 (3) (ix) and (x) of the Sri Guru Ram Das University of Health Sciences Act, 2016, the regulations and procedures for Number of seats in Different Courses are defined in as below

COURSE	NO OF SEATS	REMARKS
MBBS	150	<i>Approved by MCI</i>
MD General Medicine	12	<i>Approved by MCI</i>
MS General Surgery	12	<i>Approved by MCI</i>
MD Anaesthesia	06	<i>Approved by MCI</i>
MD Paediatrics	04	<i>Approved by MCI</i>
MD Radiology-Diagnosis	06	<i>Approved by MCI</i>
MS Ophthalmology	01	<i>Approved by MCI</i>
MS Orthopaedics	05	<i>Approved by MCI</i>
MS ENT	01	<i>Approved by MCI</i>
MS Obst. &Gynae	04	<i>Approved by MCI</i>
MD Pathology	06	<i>Approved by MCI</i>
MD Anatomy	02	<i>Approved by MCI</i>
MD Physiology	03	<i>Approved by MCI</i>
MD Biochemistry	03	<i>Approved by MCI</i>
MD Pharmacology	04	<i>Approved by MCI</i>
MD Community Medicine	03	<i>Approved by MCI</i>
MD Microbiology	03	<i>Approved by MCI</i>
MD TB & Pulmonary Medicine	02	<i>Approved by MCI</i>
MD Skin & VD	02	<i>Approved by MCI</i>
M.Sc Nursing	20	<i>Approved by INC</i>
B.Sc Nursing	100	<i>Approved by INC</i>
B.Sc Nursing (Post Basic)	40	<i>Approved by INC</i>
G.N.M	60	<i>Approved by INC</i>

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OTHER COURSES

- 1) Total number of seats in different courses shall be decided by the Academic Council and approved by the Chancellor. However, reservation of seats for different categories in each course shall be kept as per Government rules and vacancies in different categories may be filled by open category candidates.
- 2) Number of seats in different courses may be increased or decreased at the discretion of the Academic Council subject to approval of the Chancellor.
- 3) The distribution of seats in different courses shall be decided by the Academic Council with the approval of the Chancellor.

Ph. D Courses	-	Medical Sciences Nursing Sciences Applied Health Sciences
M.Sc. Course	-	Medical Anatomy Medical Psychiatry Medical Microbiology Medical Biochemistry Medical Lab. Technology
B.Sc. Courses	-	B.Sc. Anatomy, Physiology & Biochemistry B.Sc. MLT B.Sc. Radiography & Imaging Techniques B.Sc. Anaesthesia Technology B.Sc. MRI/CT B.Sc. Optometry Theatre Technology B.Sc. Operation Theatre Technology B.Sc. Radiotherapy (To be started with permission of AERB) B.Sc Cardiac Technology B.Sc Intensive Care Unit Techniques B.Sc Dialysis Techniques B.Sc Operation Theatre Technology B.Sc Orthopedic Assistant and Plaster Techniques
Diploma Courses	-	Diploma Medical Laboratory Technology Diploma Operation Theatre Technology Diploma Radiology & Imaging Technology Diploma Dialysis Technology Diploma Anaesthesia Technology. Diploma Plaster Techniques

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The course wise maximum number of seats for other courses are as under:-

- | | |
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| a) For each certificate course:- | 20 per session |
| b) For each diploma (UG) course:- | 20 per session |
| c) For each B.Sc. degree course:- | 30 per session |
| d) For each diploma (PG) course:- | 10 per session |
| e) For each M.Sc. course:- | 05 per session |

However, The actual number of seats liable to change as per orders of competent authority. The cut off date for making admission to these courses shall be 30th November each year. These courses are specially designed to generate the skilled paramedical manpower and to promote self employment .

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CHAPTER - 11

STATUTES FOR ALL OTHER MATTERS FOR WHICH STATUTES ARE REQUIRED TO BE MADE UNDER THIS ACT.

In terms of the clause 26 (xi) of the Sri Guru Rám Das University of Health Sciences Act, 2016; the other matters for which Statutes are required to be made under this Act will be defined by Governing Body/ Chancellor time to time.

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