

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

8641-8740/DUI/DS  
No: /DUI/DS  
Date: 5.12.2016

It has been observed that some Teaching Departments organize National/International Seminars/Conferences/Symposia/Workshops etc. at a short notice. Chairpersons are advised to follow the below-mentioned guidelines:

1. That indicative time-schedule for holding any national/international conference/seminar/symposium/workshop etc. must be a part of the academic calendar of the department which shall duly be submitted to the office of the D.U.I. before start of the academic session. This would enable the office of D.U.I. to address the situation wherein too many events (as mentioned above) are proposed to be held in a specific period of time. The office of DUI may take steps to spread those events (national/international seminars/conferences/symposia/workshops) in a reasonable manner.
2. That a National Conference/Seminar/Symposium/Workshop in a given academic year should be held after an interval of atleast four months from the date of announcement and International Conference/Seminar/Symposium/Workshop after seven months from the date of announcement.
3. That all the approvals whether administrative or financial, must be taken by the concerned department from the University authorities at least one month before the holding of the events mentioned above.
4. That the accounts of such event(s) must be settled not later than 30 days after the conclusion of the event(s).
5. That the above-mentioned provisions (Sr.No.1 to Sr.No.4) shall also be applicable in case the above-mentioned events, which do not require any kind of financial, accommodation-related or other logistic support from the University and in which the participation is basically from local/neighbouring institutions.

These guidelines will be applicable from the academic session 2017-18.

  
Dean of University Instruction

Issued to:-

The Chairpersons/Directors/Coordinators  
All Teaching Departments/Centres/Institutes  
Panjab University  
Chandigarh.