

## **PANJAB UNIVERSITY, CHANDIGARH INSTRUCTIONS**

(To Be Read Carefully & Preserved By the Candidate)

**GENERAL INSTRUCTIONS FOR PRIVATE CANDIDATES APPEARING IN B.A./B.Sc./B.Com./B.B.A./B.C.A./B.F.A. etc. I, II & III YEAR (UNDER 10+2+3 SYSTEM) TO BE HELD IN OCT./NOV., 2016**

*The Form & Roll No. Proforma is to be filled in by the candidate him/herself*

### **I. LAST DATE FOR RECEIPT OF EXAMINATION FORM AND FEE TOGETHER IN THE UNIVERSITY OFFICE:**

**SUPPLEMENTARY EXAMINATION, 2016 26-7-2016 (Without Late Fee)**

The Examination fees for B.A./B.Sc./B.Com./B.B.A./B.C.A./B.F.A. etc. Part I, II & III examination are given as under :-

#### **For B.A./B.Sc./B.Com. etc. exams :**

- |  |            |
|--|------------|
| 1. Science Course                              | Rs. 1650/- |
| 2. Non-Science Course with practical           | Rs. 1540/- |
| 3. Non-Science Course without practical exams. | Rs. 1320/- |
| 4. Environment Education                       | Rs. 360/-  |

After the normal date for submission of examination form the late fee in addition to normal examination fee will be charged as noted below :

i. Upto 02-08-2016	Rs. 1,870/- per examination form
ii. Upto 19-08-2016	Rs. 5,280/- per examination form
iii. Upto 26-08-2016	Rs. 10,340/- per examination form
iv. Upto 15-09-2016	Rs. 21,120/- per examination form

**NO EXAMINATION FORM SHALL BE ACCEPTED AFTER 15-09-2016 UNDER ANY CIRCUMSTANCES EVEN WITH LATE FEE OF Rs. 21,120/-.**

Mere non-availability of Examination form cannot be pleaded as an excuse for claiming acceptance of form and fee without requisite late fee or remission of extra late fees. *The candidates appearing simultaneously in lower examinations are required to submit separate Examination Forms with full fee for each course.*

- (i) **THE EXAMINATION FORM MUST BE SENT TO THE OFFICE SUPDT. (FORM CELL) PANJAB UNIVERSITY, CHANDIGARH-160014 BY REGISTERED POST/SPEED POST/COURIER ONLY.**
- (ii) **THE EXAMINATION FORM WITHOUT LATE FEE AND WITH LATE FEE, IF ANY CAN BE SUBMITTED PERSONALLY IN THE STUDENT INFORMATION CELL, PANJAB UNIVERSITY, CHANDIGARH-160014.**
- (iii) **THE EXAMINATION FORM CAN BE SUBMITTED PERSONALLY IN THE PANJAB UNIVERSITY REGIONAL CENTRES HOSHIARPUR, LUDHIANA AND MUKTSAR.**

**II. Mode of Payment :** *The Candidates/students taking examination as a private candidates and also for re-evaluation candidates, a separate Account No. 30814888259 has been opened under the Power Jyoti Module of State Bank of India, Sector 14, Chandigarh. Under this scheme, a private/re-evaluation candidate can deposit the fee at any of the branch of the State Bank of India. The detailed modalities/steps to be followed by candidates are given below :*

1. The prospective candidate shall down-load the prescribed form as Private Candidate/re-evaluation from the website of the University. The detailed instructions regarding fee and other information are also available on the website.
2. The candidate shall also down-load the form of pay-in-slip of State Bank of India under **Power Jyoti Module** of SBI from the website of the University.
3. The candidate shall fill in all column of the pay-in-slip (in triplicate) and shall deposit the required fee alongwith bank charges at any of the nearest branch of the State Bank of India.
4. After deposit of the fee, one copy of the pay-in-slip shall be retained by the banker and balance two copies shall be handed over to the candidate.
5. The candidate shall ensure that bank has mentioned proper Journal No. on the Pay-in-Slip of the candidate. The Journal No. shall be mentioned by the candidate in payment detail column of the form.
6. The candidate shall then attach one copy of the same with the form and forward it to the University.

#### **SPECIAL NOTES :**

1. The candidates appearing in all the University examinations for purposes of improvement of previous performance or to clear re-appear compartment/additional subject/papers as permissible under the Rules/Regulations of the University are required to appear there in accordance with the syllabi in force at the time of appearing in the examination.
2. (a) Those candidates whose Annual/Supplementary exam. result are declared late (i.e. after the declaration of Main Result) are allowed to submit their examination forms for appearing in the university examination, within a period of one month from the date of declaration of their results or within a period of 15 days from the date of despatch of detailed marks cards to them/the Principal of the College, as the case may be, whichever is later after which late fee shall be charged as per the prescribed schedule. In case the candidates submit their examination forms after the given date, they will be charged late fee at the scale of late prescribed rule by the University as above from time to time, if otherwise permissible under the University rules. No examination form shall be accepted if it is submitted later than 7 working days before the date of commencement of the respective examination.  
  
(b) Those candidate whose semester examination result are declared late (i.e. after the declaration of main result) are allowed to submit their examination admission form for appearing in the university examinations with in a period of 10 days from the date on which the result was published OR within 10 days of despatches of Detailed Marks Card (under UPC) whichever is later.

### **III. EXAMINATION CENTRES\* :**

**TENTATIVE/PROVISIONAL LIST OF CENTRES FOR PRIVATE CANDIDATES FOR THE SUPPLEMENTARY EXAMINATIONS OF OCT./NOV. 2016 (NOT APPLICABLE TO SEMESTER SYSTEM)**

#### **FOR UNDER-GRADUATE (ANNUAL SYSTEM)**

Abohar, Chandigarh, Dasuya, Fazilka, Ferozepur City, Garhshankar, Gurusar Sudhar, Hoshiarpur, Jagraon, Khanna, Lopon, Ludhiana, Moga, Mukerian, Muktsar, Malout, Talwara & Tanda-Urmar.

**\*THE ABOVE LIST OF CENTRES IS PURELY TENTATIVE AND PROVISIONAL. THE UNIVERSITY RESERVES THE RIGHT TO CREATE OR ABOLISH, AT ANY STAGE, ANY EXAMINATION CENTRE/S AT ANY PLACE WITHOUT NOTICE.**

**IV. IMPORTANT INSTRUCTIONS**

**Note : Before submitting the Examination form, the candidate must read the following instructions carefully and preserve the same**

- (1) Examination Form must be filled in by the candidate's in his/her own hand-writing and under full signature only.
- (2) Examination Form and photographs should be attested by the competent authorities only. The form attested by the unauthorised officer/s will not be accepted and may be cancelled without any intimation to the candidate.
- (3) All candidates (Men/Women) must submit four copies of their latest passport size photographs (from one and the same negative), **First copy of photograph should be firmly gum pasted on page 2 or 3** (as applicable to candidates) of the application form, and the other two photographs on the two Roll No. cards (one for student and other for Centre Supdt.) the fourth copy of photograph may be attached with Exam. Form for office record at the space provided for the purpose, duly attested by the same officer who had originally attested the Examination Form.
- (4) The candidate must consult the current syllabus and Courses of reading and approved subject combinations before offering the subjects.
- (5) Candidates who had passed the previous (lower) examination/s from Board/ University/Institution other than Panjab University, Chandigarh must submit the detailed marks card and migration certificate **IN ORIGINAL** for verification by the office.
- (6) The candidates who are appearing in the examination under SC/ST capacity, must attach the original SC/ST certificate with the examination forms.
- (7) The students can also make their enquiries through E Mail **coe@pu.ac.in**

**Conditions related to the chance in lieu of missed chance.**

- (7.1) If a candidate accepted for an examination has been unable to appear or to complete the annual examination on account of his serious illness or accident to himself, or has been unable to complete his examination on account of death of a near relative (by a near relative is meant : father, mother, full and half brother and sister, wife, son, daughter and husband) on one of days of the examination he may another opportunity of passing the examination in the same year by the Vice-Chancellor if he is satisfied by the evidence, produced, that the concession applied for is justified.
- (7.2) Such a candidate may, at his option, be examined in the supplementary examination of the year, on the payment of the prescribed fee, in the whole subject or in the paper which, he missed. The candidate shall be intimated, free of charge, as to whether he has obtained the minimum pass marks or not in the paper or papers in which he had appeared.
- (7.3) The application of such a candidate shall be entertained only if :
  - (a) it is submitted not later than the tenth day from the date on which the candidate was incapacitated from taking or completing the examination;
  - (b) it is submitted through the Principal of his college or in the case of a private candidate, through the Principal of an affiliated college, and the Principal certifies, after making necessary enquiries (i) that the candidate could not appear in or complete the examination because of his serious illness or accident to himself, or death of a near relative on one of the days of the examination and (ii) that the candidate had a reasonable chance of success if he had appeared in the examination.

**For Practicals :** "A candidate who, due to some mishap or any other reason e.g. medical grounds, court cases, non-receipt of intimation from the University, late admission/eligibility and late receipt of intimation etc. misses the practical examination, should report this fact within 10 days after date of termination of practical examination to become eligible to appear in June/ July special practical examination. Fee of Rs. 800/- per candidate, per subject will be charged for this special practical examination. This fee will be remitted by the candidate through Demand Draft in favour of the Registrar, Panjab University, Chandigarh alongwith the application for permission to appear in the special Practical Examination addressed to the Controller of Examinations, Panjab University, Chandigarh-160014.
- (8) The candidate can submit the form of Re-evaluation of their answer-books alongwith the requisite fees within 21 days from the date of declaration of result of respective examination or within 15 days from the date of despatch of Detail Marks Card which ever is later.

**CAUTION : Examination forms, which are not submitted strictly in accordance with the above instructions, will not be entertained and University will not be responsible for any delay in issuance of Roll Number Card or non-issuance of Roll No. Card to the candidates.**

**GENERAL INSTRUCTIONS**

1. The Private Candidates be completely debarred from taking up or appearing in Examination in a subject which has a practical part/ component/Examinations except in a subject, where it is specifically provided.
2. The Examination Forms of Private candidates be accepted directly from the candidates themselves only and not from the academics or with care of academics addresses.
3. In addition, all private candidates will have to provide adequate and satisfactory documentary proof of their permanent place of residence
4. The Candidate must pay the full examination fee including late fee if any, otherwise his/her candidature shall be straightway cancelled without any intimation to him.
5. Examination fee if so warrants, will be refunded after deducting amount equivalent to 25% as handling/processing charges under the University rule/regulation.
6. Application for change of Centre after the submission of Examination form will be considered only if received atleast one month before the date of commencement of annual examination or 15 days in case of supplementary examination along with the prescribed fee of Rs. 1430/- and two copies of his/her photograph duly attested. Unless the candidate is permitted the change of Centre by the University in writing, he/she shall not be allowed to appear at the changed centre.
7. In all correspondence with the University office **till the receipt of Roll No. the candidate** must give his/her name, father's name, name of Examination, Category, Subject, Centre offered, University fee Receipt No. and correspondence address, telephone No. After receipts of the Roll No., name of examination and the Roll No. allotted must be quoted. Without these particulars, no reply shall be sent by the office.
8. In case a candidate does not receive his/her Roll No. 7 days prior to the commencement of the examination he/she should contact the Deputy/Asstt. Registrar (Exams.) for this purpose alongwith full particulars stated above and two copies of his/her photograph duly attested for issuance of a Duplicate Roll No. to him/her, fee for which is Rs. 120/- in each case/time.
9. The blind and handicapped candidates must get the approval for appointment of an **amanuensis (writer)** at least 2 weeks before the commencement of Exam.

**V. PROPER AUTHORITIES FOR ATTESTING THE EXAMINATION FORMS FOR PRIVATE CANDIDATES :**

- (a) Principals/other senior lecturers (approved by the University) of P.U. affiliated colleges including professional colleges.
- (b) Principals of Govt. Senior Secondary Schools.
- (c) Fellows/Regular Teachers of the Panjab University.
- (d) Chairpersons of Panjab University Teaching Departments.
- (e) District Education Officers and Circle Education Officers.
- (f) Commanding Officers of the respective Units in case of Military Personnel.
- (g) Heads of University Library, including P.U. Extension Library, Ludhiana and Central State Library in the case of whole-time Librarians and Library clerks.
- (h) Principals/other senior lecturers (approved by the University) of Colleges last attended in case of late Students.
- (i) Head of the Department/Officer where the candidate is serving in the case of Govt./Semi Govt. Offices.
- (j) Chairperson, University School of Open Learning in the case of late University School of Open Learning, candidates/Chairperson, Department of Evening Studies in the case of late Candidates of D.E.S.
- (k) Director Public Relations and other Non-Teaching Officers in the University, whose grades are equivalent to or higher than the grades of Assistant Registrar in the University Office.
- (l) Gazetted Officers of States and Central Government.

**Note :** Candidates appearing from Delhi/New Delhi may get their application forms attested from any one of the following :

- (a) Principals of Colleges affiliated to Universities in Delhi/constituent colleges of Delhi.
- (b) The Heads of Teaching Deptts. of the University in Delhi.
- (c) A person authorised by the Controller of Examinations for Delhi candidates.