



**NOTE : 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 if any discrepancies will not be accepted and may be cancelled by the dealing person of the exam. Branch 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 can be remitted by the candidate through Power Jyoti Module of S.B.I. Sector-14, Chandigarh vide Account No. 30814888259 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 latter.

**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. 1700/- 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 **fill 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. 400/- 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, U.S.O.L. in the case of late college U.S.O.L. 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.