

Guidelines for Appointment of Examiners to Assess the Ph.D. Thesis

1. In view of the present status and stage of development of various subjects of study at research level in Universities in India and having regard to the facilities available for research in these subjects, the practice or convention followed by many Universities of appointing one more expert from abroad to evaluate Ph.D. thesis should be discouraged. However, in certain areas or specialities where sufficient number of experts may not be available in the country for such assessment, experts from abroad to evaluate such theses may be appointed. While selecting such experts from abroad, it should be necessary to take note of the standing, experience and contribution of such experts.

It should be impressed upon such experts that the standard of Ph.D. thesis to be evaluated should be with reference to the highest standards maintained by them for examining theses in the leading Universities and where research work for at least two years is expected for submission of thesis.

2. Appointment of same set of examiners in the Universities for Ph.D. theses on related topics should be avoided.
3. For each inter-disciplinary topic registered for research, there may be a group of two or three supervisors from the related areas to guide and supervise the work of a candidate.
4. Depending upon the topics, a thesis should be examined by at least two external examiners. On receipt of the unanimous report from examiners recommending the acceptance of the thesis for Ph.D. degree there should be a viva voce examination of the candidate by a board consisting of supervisor(s) and atleast one of the external examiners. However, after the completion of the formal examination including viva voce and before the declaration of the result by the University the candidate be asked to make a formal presentation of the thesis in the form of a lecture in the presence of the department faculty and research students interested in the subject.
5. Where the examiners have suggested some modifications/improvement of a thesis on certain suggested lines or pointed out certain lacunae in a thesis, the candidate should be asked to reply or to modify the thesis on the suggested lines. The viva voce examination should be held only when the thesis has been finally recommended for acceptance for the award of the degree.

RULES FOR DEGREE OF DOCTOR OF PHILOSOPHY
FOR SCIENCE SUBJECTS

(Effective from the Senate Meeting dated 28.8.2008)

1.1. A candidate shall have to qualify the Entrance Test for enrolment towards Ph.D. provided he/she is exempted (list of categories of candidates exempted from appearing in Entrance Test enclosed separately).

1.2. The fee for the Entrance Test be as prescribed by the Syndicate/Senate from time to time.

2.1. Every Ph.D. candidate shall pay the enrolment fee as decided by the Syndicate/Senate from time to time.

2.2. Every candidate enrolled for Ph.D. shall be required to pay the requisite fee as decided by the Syndicate/Senate from time to time.

2.3. A fee of Rs. 1000/- or an amount to be decided by the Syndicate/Senate from time to time, shall be charged for seeking six months' extension beyond one and a half year in the submission of synopsis.

2.4. A fee of Rs. 1000/- per year or an amount to be decided by the Syndicate/Senate from time to time shall be charged for grant of extension in the submission of Ph.D. thesis after expiry of the period of four years from the date of enrolment.

2.5. A fee of Rs. 2000/- per year or an amount to be decided by the Syndicate/Senate from time to time shall be charged for condonation of delay in the submission of Ph.D. thesis after expiry of the period of six years from the date of enrolment.

3. A candidate who is enrolled for Ph.D. degree shall not be allowed to join any other post-graduate course in the Panjab University.

4. For purposes of Regulation 3.4, the candidate shall be required to submit 15 copies of a tentative design for his research project along with his registration form.

5. For purposes of Regulation 4.1, the Chairperson of the Department shall co-opt on the Committee an expert in the proposed area of the student's work if the Committee does not have one already.

6. It is understood that Regulation 5(iv) will apply if there are at least two Readers in the Department.

7. The candidate will submit a certificate with his/her thesis that it does not contain without explicit acknowledgement any part which appears in form or substance in any work published or un-published of some other person.

8.1. (i) The choice of Supervisors for guiding research shall, except as provided in Rule 6.5, be restricted to teachers working at the Panjab University Teaching Departments, including Panjab University Regional Centres, Colleges affiliated to Panjab University and in case of persons working at the approved Research Centres, the Supervisor might be from the approved Research Centres or University Teaching Departments

concerned or there may be Joint Supervisors one from the University Teaching Departments and the other from the approved Research Centre concerned. However, such teachers shall be eligible to become Supervisors/Joint Supervisors for guiding Ph.D. research provided they fulfill the following conditions :

- (a) hold the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and
 - (b) evidence of having been engaged in research after Ph.D.
- (ii) A teacher fulfilling the above conditions and interested in supervising research of candidates seeking enrolment for Ph.D., shall communicate his/her interest to the Chairperson of the concerned Teaching Department in the University (through Chairperson of the Institutions other than the University Teaching Department)/Principal, Home Science College, Chandigarh, alongwith the relevent documents as evidence of fulfilling the above conditions.
 - (iii) Such a request of the teacher shall be placed before the joint meeting of the Administrative and Academic Committees of the concerned Department for consideration and recommendation to the Registrar's office. However, in case of Home Science College, Chandigarh such a request shall be considered by the appropriate Committee constituted by the Principal and its recommendations sent directly by the Principal to the Registrar's office.
 - (iv) In case a Supervisor is from an affiliated College, the University shall satisfy itself that the requisite infrastructure and academic facilities for supervision of research are available in the College. The availability of requisite infrastructure and academic facilities for supervision of research in a College shall be assessed by the Committee constituted by the Vice-Chancellor.
 - (v) Those teachers of the University/Colleges who have already been approved as Supervisors to guide Ph.D. research and have guided/have been guiding the Ph.D. students be allowed to continue to guide their students except those who are pursuing Ph.D. research themselves.
 - (vi) No teacher who is himself/herself enrolled or registered for Ph.D. can simultaneously guide research for Ph.D. In case of such a teacher already supervising research for Ph.D., the candidates working under his/her supervision may change their supervisors. However, the candidates will have the option to retain the same topic of their research.
 - (vii) In case any revision/modification in the title of Ph.D. thesis is suggested by the Research Degree Committee, the issue must be resolved by the Chairperson of the Department concerned and the Supervisor within one month of the decision of R.D.C., failing which a

reminder be issued by the Office for doing the needful. In such cases, the Dean of the Faculty is authorised to take decision, on behalf of R.D.C., on the recommendations of the Chairperson and the Supervisor.

- (viii) The joint meeting of the Administrative Committee and Academic Committee of the Department will consider the matter relating to the topic and plan of research of the Ph.D. candidate and assignment of Supervisor/Joint Supervisor(s) for the purpose of registration.

However, before consideration of the matter by the Research Degree Committee as above, the Teaching Department concerned will have the option for presentation of the synopsis by the candidate before the joint meeting of the Administrative and Academic Committees in the presense of local members of the Research Degree Committee, other faculty members, students and proposed Supervisor(s). Three Professors from the allied disciplines may also be associated as Special Invitees to this meeting for inter-disciplinary enrichment of the synopsis.

- (ix) In Science subjects where the title of Ph.D. thesis is changed/modified at the time of submission of the thesis, the Chairperson of the Department, Supervisor and the Dean of the Faculty (on behalf of the Research Degree Committee) shall make recommendation in such cases and the Dean of University Instruction is authorized to take decision in the matter, on behalf of the Science Research Board.

- *8.2.** (a) A teacher shall not have more than six research students and a Chairman/Chairperson of Single Member Chairs at the University shall not have more than eight research students working under him for Ph.D. degree at a time.

Over and above the limit of six candidates as mentioned above one Foreign student be allowed to be accepted by a faculty member for Ph.D. enrolment.

- (b) In case a Supervisor is working as a Joint Supervisor/Co-Supervisor of a Research Scholar, for the purposes of the limit under (a) above, the number in each such case shall count as half ($\frac{1}{2}$).
- (c) So long as a teacher did not reach the limit laid down in the said Rule and was willing to accept a particular research student, the student should not be denied the choice of working under him (the teacher) for his Ph.D. degree.

Provided that in the case of experimental Sciences, the relevant departmental Committee will have to be satisfied that the supervision can be carried out within the space, equipment and contingency grant available to the supervisor concerned (The words experimental Sciences may interpreted in the broadest possible sense).

*(i) Keeping in view the fact that in some cases, after registration some Ph.D. scholars remain dormant for the purpose of counting the limit under (a) above, the number of research scholars who do not submit their theses within the prescribed period for six years, should be ignored.

(The Chairman of the Department concerned should keep record of the number of scholars/students working under a Supervisor, in his Department and before recommending the name of a Supervisor/Co-Supervisor, will ensure that the number of research Scholars working under him was within the limit laid down).

(ii) The above provisions would apply to the Supervisors/Co-Supervisors from the academic staff of the University.

8.3. If the enrolment form is not countersigned by the Head of the Institute (for outside Supervisor/Co-Supervisors), it should not be entertained.

8.4. The file containing enrolment form should be sent to the Dean, Science Faculty, before the enrolment is finally approved.

8.5. (i) In the matter of appointment of Supervisors belonging to non-teaching staff, the appropriate criteria would be whether the Supervisor had kept himself abreast of research in the related field had been involved in research himself, had access to relevant materials for research and the nature of his duties allowed him the necessary time to guide research.

(ii) A Supervisor from the non-teaching staff may be appointed subject to the following conditions :

(a) that he will be allowed to guide only up to three research students at a time, and

(b) that such a Supervisor will be appointed as Co-Supervisor, the other Co-Supervisor being a teacher from the University Teaching Departments/Institute/Centre, recognised for the purpose of guiding Ph.D. research.

(c) holds the degree of Ph.D. with published research work, such as books, articles or research papers in refereed research journals; and

(d) evidence of having been engaged in research after Ph.D.

8.6. (i) If, before the thesis of a candidate is completed the supervisor retires or otherwise leaves the University/Institute, he may continue to guide the candidate. If, however, the supervisor or the candidate himself asks for a change for reasons of efficiency, another supervisor may be appointed.

(ii) A superannuated teacher below the age of 65 years shall be allowed to supervise up to four candidates for Ph.D.

(iii) In exceptional cases, new candidates may be enrolled for Ph.D. under the supervision of a retired teacher who has reached 65 years of age.

8.5. If the Science Research Board considers it desirable, scholars of eminence may be assigned with their previous consent to guide the work of research students as Supervisors or Joint Supervisors even though they are not teachers of the University.

9.1. Research Degree Committee of a subject shall meet at least once every three months, unless there is business to be transacted.

9.2. Joint Research Board shall meet once every four months unless there is business to be transacted.

10. A candidate for Ph.D. degree shall not be allowed to have access to his thesis for making any changes, after he has submitted the same.

11. The oral test/viva voce shall be held by the Board of Examiners. Such a Board shall consist of 3 examiners, i.e. External Examiner, Chairperson of the University Teaching Department concerned and the Supervisor and if the Chairperson of the Department was Supervisor himself, an Expert shall be appointed by the Vice-Chancellor. The External Examiner shall be appointed by the Vice-Chancellor, as under :-

- (a) If both the examiners who assessed the thesis of the candidate are from abroad, an external examiner from India shall be appointed;
- (b) If both the examiners are from India, one of them shall be appointed as the external examiner.
- (c) If one of the examiners is from India, he/she shall be appointed as the external examiner;
- (d) If the external examiner so appointed is unable to conduct the oral test/viva voce or is otherwise not available, an external examiner in his place shall be appointed.

12. Before permission to publish a thesis is accorded, reports of the Chairperson of Department and the Supervisor will be obtained to ensure whether or not the revision suggested by the examiners, if any, has been carried out and for that purpose the reports of the examiners shall be made available to the Chairperson of the Department and the Supervisor.

13. When out of the two examiners originally appointed for evaluation of Ph.D. thesis :

- (a) one recommends its acceptance, the other its rejection, and the third examiner appointed under the regulations recommends its revision, the revised thesis shall be sent for evaluation to the third examiner.
- (b) one recommends acceptance, the other its revision, the revised thesis shall be sent for evaluation to the examiner who recommended revision.

14. The authority to grant extension, as Regulation 13.1, for the Ph.D. degree may be *delegated to the Dean of University Instruction by the Science Research Board.

15. After the thesis has been accepted and the decision to award degree has been taken by the Syndicate, the Chairperson and the Supervisor, whenever necessary, may make a summary of the technical part of the examiner's report and communicate it to the candidate if it helps in improving the thesis before publication (in full or parts) or gives guidance to the candidate for further work :

Serial No. Ph.D./.....

16. Every candidate registered for doctoral degree in Social Sciences, shall supply three copies of the abstracts of his thesis after the award of the degree to him.

(*) The Science Research Board vide Para 1 of its minutes dated 27.2.1969 has delegated this authority to the Dean of University Instruction.

APPENDIX 'A'

PANJAB UNIVERSITY

...../Ph.D.

(d) **Application form for enrolment as a candidate for the degree of Doctor of Philosophy in the Department of under the Faculty of**

Note : The applicant must carefully read the Regulations/Rules and Instructions before filling up this form. Please fill in all the columns and clearly indicate 'NOT APPLICABLE' wherever not relevant.

1. (i) Name (IN BLOCK LETTERS) : Mr./Ms.
(ii) (a) Father's Name : Shri
(b) Mother's Name : Smt.
2. (i) Permanent House Address
(ii) Local Address :
.....
..... Tel. No. Mobile
Fax No. E-mail Address
3. Particulars about Master's Degree (Please also state whether it is M.A./M.Sc./M.Com./M.Ed./M.Phil., etc.)
(i) Year (ii) University
(iii) Division Percentage of Marks obtained
(iv) Subject (v) Roll No.
4. Registration Number (if any) of Panjab University, Chandigarh
5. Department of the University/approved Centre where research work will be carried out
(in case of approved Centre, permission of Head of the Centre be enclosed)
.....
6. Fees of Rs. remitted vide SBI Receipt No. D.D. No.
dated Post Office/Bank
7. Where receiving any scholarship/fellowship ?
If yes, its nature, amount, tenure and source
8. Whether employed ?
If yes, name and address of the Institution/organisation
(NOC from the employer be enclosed)
..... Tel. No.
Post held since Permanent/temporary/*ad hoc*

DECLARATION

I declare that I shall abide by the regulations, rules and instructions for the degree of Doctor of Philosophy of Panjab University which I have read.

Date

.....
(Signatures of Applicant)

CONSENT OF THE PROPOSED SUPERVISOR(S)

1.

2.

Date

Signatures of the proposed Supervisor(s)
with complete address, Phone Number etc.

NOTE : Every Supervisor should provide a list of candidates already Enrolled/Registered under him/her singly or jointly.

**RECOMMENDATIONS OF THE CHAIRPERSON OF THE
DEPARTMENT OF THE PANJAB UNIVERSITY**

I forward the application of
for enrolment for the degree of Doctor of Philosophy in the Faculty of.....
.....with effect from.....
.....provided he/she is found eligible. I further certify that the consent of
Prof./Dr./Shri/Ms.....and
Prof./Dr./Shri/Ms.....has been obtained to act as
Supervisor(s) of the candidate. The proposed Supervisor(s) fulfils/fulfil the conditions
for appointment as Supervisor(s) and the Research Degree Committee exists in the
subject.

Date.....

.....
Signature of the Head/Chairperson of the
Department of
(Stamp)

INSTRUCTIONS

1. Fee for enrolment as a Ph.D. candidate is Rs. 1000/.
 - (i) Current charges/fee may be confirmed from University Website (puchd.ne.in) R & S Branch.
 - (ii) Fee once remitted/deposited is not refundable.
2. The candidate must submit the following documents with the application :
 - (i) Masters/M.Phil. Degree in original along with a photocopy.
 - (ii) Migration Certificate in case the candidate is migrated from another University.
 - (iii) Permission of Head of the approved Centre where research is to be carried out.
 - (iv) N.O.C. from the employer in case the candidate is employed.

IMPORTANT NOTES

1. Foreign students must hold a valid Research Visa for doing Ph.D. as per circular No. F. 22-7/97-114, dated 9-5-1997 from the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi.
2. The date of enrolment of the candidate shall be the one on which the Head/Chairperson of the Department forwards the application with certificates, documents and other essential papers related to his/her enrolment for Ph.D.

FOR OFFICE USE

Remarks regarding eligibility

1. Date of receipt of application.....
2. Verification of Masters Degree.....
3. (a) Year.....
- (b) University.....
- (c) Division.....Percentage of
Marks obtained.....
- (d) Subject.....
- (e) Roll No.
- (f) Registration No.....

Remarks regarding fees

- Fees Required.....
- Enrolment fee : Rs.
- Registration fee : Rs.....
- Migration fee : Rs.....
- Total fee : Rs.....

Asstt. Dealing Official

VERIFICATION

The applicant is eligible and may be enrolled

The sum of Rs.
has been received vide SBI receipt
No.
dated.....

A.R. (R&S)/O.S. (R & S)
For further action please
O.S.M.

Asstt. Dealing Official

Signature of Accounts Clerk
Date.....

REMARKS OF THE HEAD OF THE DEPARTMENT
OF PANJAB UNIVERSITY

I forward the application of.....for enrolment
for the Degree of Doctor of Philosophy in the Faculty of.....
with effect from*.....provided he/she is found eligible.

Dated.....

.....
Signature of the Head of
the Department of.....

*Note 1. The date of enrolment of the candidate shall be the one on which he/she completes all office formalities including submission of all certificates, documents and other essential papers related to his/her enrolment for Ph.D. Course.

Note 2. The candidate shall be allowed to be enrolled in a particular subject only if a Research Degree Committee (R.D.C.) and an appropriate department/ approved centre exists for pursuing the research work leading to Ph.D. Degree.

FOR OFFICE USE

<p>Remarks regarding eligibility.....</p> <p>1. Date of receipt of application.....</p> <p>2. Verification of Master's Degree</p> <p style="margin-left: 20px;">(a) Year.....</p> <p style="margin-left: 20px;">(b) University.....</p> <p style="margin-left: 20px;">(c) Division.....Percentage of marks obtained.....</p> <p style="margin-left: 20px;">(d) Subject.....</p> <p style="margin-left: 20px;">(e) Roll No.....</p> <p style="margin-left: 20px;">(f) Registered No.....</p> <p>The applicant is eligible and may be enrolled.</p> <p>A.R. (R.F.O. & S.) O.S.R. & S. Asstt./ D.O. For further action please. O.S.M.</p>	<p>Remarks regarding fees :</p> <p>.....</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="text-align: right;">Fees required</td> </tr> <tr> <td>Enrolment fee</td> <td style="text-align: right;">: Rs.....</td> </tr> <tr> <td>Registered No. fee</td> <td style="text-align: right;">: Rs.....</td> </tr> <tr> <td>Migration fee</td> <td style="text-align: right;">: Rs.....</td> </tr> <tr> <td>Total fee</td> <td style="text-align: right;">: Rs.....</td> </tr> </table> <p>Asstt. Dealing Official</p> <p style="text-align: center;">VERIFICATION</p> <p>The fee of Rs.....has been received, vide this office Receipt No.....</p> <p>Signature of Accounts Clerk Dated.....</p>		Fees required	Enrolment fee	: Rs.....	Registered No. fee	: Rs.....	Migration fee	: Rs.....	Total fee	: Rs.....
	Fees required										
Enrolment fee	: Rs.....										
Registered No. fee	: Rs.....										
Migration fee	: Rs.....										
Total fee	: Rs.....										

INSTRUCTIONS

1. Fees for enrolment as a Ph.D. candidate are as under :

(i) For those who are already registered with this University	..	Rs. 50
(ii) For those who were registered with the Panjab University, Lahore, but are not registered with this University	..	Rs. 52

- (iii) For those who have passed Master's Degree examination from other University but are already registered with this University .. Rs. 70
 - (iv) For those who have passed Master's Degree examination from other Universities but are not registered with this University .. Rs. 80
2. Fee once remitted/deposited is not refundable.
3. The candidate should submit the following documents with the application :
- (i) M.A./M.Sc./M.Phil. degree in original.
 - (ii) Migration Certificate in case the candidate is migrating from some other University.
-

APPENDIX 'B'

PANJAB UNIVERSITY (CHANDIGARH)

Application form for Registration under Regulation 3.4 for the Degree of Doctor of Philosophy in the Faculty of

- (i) Name (IN BLOCK LETTERS).....
- (ii) Son/Daughter of Shri.....
- (iii) Registered No. of the Panjab University.....
- (iv) Permanent Home Address.....
.....
- (v) Present Address.....
.....
- (vi) Nature and status of employment of the candidate.....
.....
- (vii) Department of the University/approved centre, where research work will be carried out.....
.....
- (viii) Date of enrolment.....
- (ix) Letter No. and date under which the candidate has been enrolled for Ph.D. by this University.....
- (x) *Tentative title of thesis or broad area of work.....
.....

I am sending herewith 15 copies of a tentative design of my research project through the Head of the Department.**

Dated.....

.....
(Signature of Applicant)

*If the title of thesis is not given, the candidate will have to get it approved under Regulation 3.4 before the submission of his thesis.

**If the design is not submitted, the candidate will have to get it approved before the submission of his thesis.

**Recommendation of the Head of the Department of Panjab University
in accordance with Regulations 4.1 and 4.2**

I recommend that the candidate.....
(name)

be registered for the degree of Doctor of Philosophy in the Faculty of.....
.....

I recommend that (a).....be appointed as his Supervisor* whose
consent has been obtained.

(b) the proposed title/broad area of work, be approved.

Dated.....

.....
Signature of the Head of the
Department of
.....

*Please give his full address.

APPENDIX 'C'

INDIAN COUNCIL OF SOCIAL SCIENCES RESEARCH NEW DELHI

Broad outline of the points to be covered in the preparation of the synopsis of each of the Ph.D. thesis in the field of social science.

1. Name of author
 2. Present designation and address of the author
 3. Name of the Supervisor
 4. Present designation and address of the Supervisor
 5. Title of the work
 6. Year of registration
 7. Year of submission
 8. Number of pages
 9. Chapter scheme
 10. List of tables, appendices, charts, etc.
 11. Whether published or unpublished.
If published, name of publisher, No. of pages, year of publication, price etc.
 12. A brief note on the major hypotheses, methodology, broad findings of the work.
-

(e) M.Sc. IN HOME SCIENCE (SEMESTER SYSTEM)
EXAMINATION

1. The Board of Studies will notify :
 - (i) total credits allocated to courses which are compulsory for every student to pass the examination;
 - (ii) the title of allied subjects in which credits can be taken; and if necessary;
 - (iii) titles of courses of allied subjects which will be allowed to the candidates of the major subjects.

This announcement will form a part of the prospectus and the syllabi.

2. The Board of Studies should, as far as possible, indicate in the Prospectus what particular courses would be of specific interest to students of an allied subject.

3. The distribution of internal assessment i.e. 25 per cent marks for mid-semester tests/term paper/assignments, etc. will be decided by the Principal and announced to the students before the commencement of the course.

4. The internal assessment will be made by the teacher concerned subject to moderation by the Principal. The record on which it is based will be made available to the students.

5. There will be external and internal examiners for evaluation of the paper, but the question paper will be set by external examiner only. However, the teacher concerned will send to the examiner through the Principal a detailed description of the course including the model questions at least 5 times the number to be attempted by the students. A copy of these will be kept in the office for record.

6. Each semester will ordinarily be of seventeen weeks duration.

(f) PROCEDURE FOR CONDUCTING THE B.Ed. SKILL IN
TEACHING PRACTICAL EXAMINATION

A. Final Assessment

- (a) There will be a total of 200 marks, 100 marks reserved for each of the two lessons.
- (b) Examiners :
 - (i) There will be one co-ordinating examiner for each college. The Principal of the college will not act as the Co-ordinating examiner in his own college. He will have the authority to moderate in case of disagreement between internal and external or between examiners and co-ordinator up to a limit of 10% of the maximum marks allotted to each subject. The co-ordinating examiner will submit to the University the consolidated awards, of candidates along with the original award lists duly signed by the external and internal examiners alongwith remuneration bill etc.
 - (ii) There will be one internal and one external examiner for each of the two lessons. The external examiner should be different for each of the two lessons.
 - (iii) The duties of the co-ordinating examiner shall be to allot candidates subject-wise to the various external and internal examiners at each centre.
- (c) One external/internal examiner will watch not more than 60 lessons.
- (d) The external examiner will be a subject specialist and shall be appointed from :
 - (i) Trained Lecturers in Colleges of Education with atleast three years' experience of teaching B.Ed. classes.
 - (ii) Heads of High/Higher Secondary practising Schools, M.A.'s in the subject concerned; B.Ed./B.T. or Trained graduate with 10 years' teaching experience.
 - (iii) Teachers in Department of Education, P.U., Chandigarh with at least three years' experience of teaching B.Ed. classes.
- (e) The Principal of the college of education will forward a list of external examiners, needed in each of the following subjects, calculating one external examiner about 60 lessons or a fraction thereof :
 - (i) Science (ii) Mathematics (iii) History and Geography (iv) English (v) Hindi (vi) Home Science (vii) Music (viii) Fine Arts (ix) Economics (x) Punjabi (xi) Sanskrit (xii) Dance.
- (f) The external examination in each college will last from 4 to 5 days. Necessary provision will be made for smooth evaluation of lessons in all the teaching subjects offered by the candidates. Each External Examiner will observe about 15 to 20 lessons per day. If an external examiner knows two teaching subjects, he can observe lessons in both, but not exceeding 60 lessons in all.

- (g) If an external examiner watches less than 60 lessons at one centre for paucity of number of lessons in his subject, he can be appointed at more than one centre. This eventuality can arise in the case of Music, Home Science, Fine Arts etc.
- (h) The Principal of the College of Education will also forward a tentative time-table of the examination specifying separate subject-lessons to be examined on each day, and the number of external examiners needed.
- (i) The Principal of the College of Education will also forward a list of internal examiners in accordance with requirements.

CHART-I

Subject	Total No. of lessons	Total No. of External Examiners @ one for 60 or less
S ₁		
S ₂		
S ₃		

CHART-II

Day	Subjects	No. of lessons	No. of external examiners needed @ one for 15 lessons
I Day	S ₁ S ₂ S ₃		
II Day	S ₁ S ₂ S ₃		
III Day	S ₁		
IV Day	S ₁		
V Day	S ₁		

- (i) The tentative time-table and chart should be forwarded to the University by the end of November. The University office will then prepare a complete list of different examiners needed in each subject for all the colleges of education, making allowances for the fact that an examiner in subjects with less enrolment can be appointed at more than one centre so that he watches about 60 lessons. The list should be presented to the Board of Studies in Education for appointment of External Examiners who are subject specialists. Another list of examiners qualified to examine various subjects, should also be got prepared by the University office after collecting the required data from the colleges of Education and practising schools. The appointment of examiners may be recommended by the Board. The posting may be done by the University office, on the basis of subject requirements submitted by the Principals.
- (ii) The rate of remuneration of the co-ordinating examiner internal and external examiners may be the same as for 1976 Examinations.

An example is given below for determining the number of examiners and organising external evaluation of subject teaching.

(i)	Number of Student in the College of Education	..	200	
(ii)	Total No. of lessons	..	400	
(iii)	Subject-wise distribution of lessons and number of examiners.			
English	.. 60, One Examr. A	Hindi	.. 40, One Examr. F	
Science	.. 60, One Examr. B	Punjabi	.. 50, One Examr. G	
Maths.	.. 50, One Examr. C	Hm.Sc.	.. 20, One Examr. H	
History	.. 100, Two Examrs. D & E	Music	.. 15, One Examr. I	
Geography		Fine Arts	.. 10, One Examr. J	

4. Total number of Examiners=10

Time-table of examination, examiner-wise

Examiner/Subjects		No. of Days					Total Lessons
		D ₁	D ₂	D ₃	D ₄	D ₅	
A	English	15	15	15	15	..	60
B	Science	15	15	15	15	..	60
C	Mathematics	15	15	10	10	..	50
D	Hist. & Geog.	15	15	10	10	..	50
E	-do-	..	15	15	10	10	50
F	Hindi	10	15	15	40
G	Punjabi	15	15	15	5	..	50
H	Home Sc.	5	15	20
I	Music	10	10
J	Fine Arts	10	10
Total :		85	90	90	85	50	400

Examiner 'A' will be appointed for 4 days from D₁ to D₄. Similarly B, C & D Examiner J will be appointed for only one day i.e. for D₅. He can be given another centre also.

Each period for final lessons should not be of less than 20 minutes duration.

In the case of difference of opinion in assessment of a lesson between the internal and external examiners, the award of the co-ordinator will be final.

A week before the commencement of the skill-in-Teaching Examination a meeting of the co-ordinating examiners should be convened by the University for finalising a uniform scheme of evaluation. The Convener of the Board of Studies in Education should act as the Chairman of the above meeting.

(g) B.E. COURSES IN THE DEPARTMENT OF CHEMICAL ENGINEERING AND TECHNOLOGY, UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY AND CHANDIGARH ENGINEERING COLLEGE, CHANDIGARH W.E.F. THE SESSION 2005-2006

1. There shall be at least ten (lectures + tutorials) practicals/drawing classes during the semester, for every hour per week of a subject shown in the schedule of teaching.
2. The subjects to be studied in each semester will be as per scheme of examination indicating the minimum number of lectures to be delivered, distribution of marks in written examination, practical examination, viva-voce examination, internal assessment etc. for each subject. The medium of instruction and examination will be English.
3. 1st, 3rd, 5th and 7th Semester examination will be held in the month of November/December and 2nd, 4th, 6th and 8th Semester examinations will be held in the month of April/May every year or on such other dates as may be fixed by the Syndicate. Besides, for 7th and 8th Semesters, additional examination shall be conducted ordinarily in the month of July/August every year.
4. Chairperson of the University Department(s)/Director of Institute/Principal of College as the case may be will have the power to condone shortage of the attendance up to 10% per subject only as per merit of each case.
5. If a candidate fails in internal assessment in a subject, he/she will be allowed to improve the sessionals. However, the improved internal assessment marks will not exceed 40%.
6. The internal assessment submitted by the teacher concerned will be scrutinized by the Board of Control/Moderators of the University Department(s) /Institute/ College which will have the powers to moderate the marks before these are submitted to the University. The joint meeting of Board of Control/Moderators of the concerned University Department(s)/Institute/College should be convened to set the guidelines for moderation for every semester.
7. If an error is detected in the sessional marks despite every possible care having been exercised, the teacher-in charge of the sessional awards will bring the fact to the notice of the Chairperson of the University Department(s)/Director of Institute/ Principal of College as the case may be for its being placed before the Board of Moderators/ Board of Control as the case may be. If the Board of Moderators approves the change, then revised awards shall be submitted to the University duly countersigned by the members of the Board of Moderators and Chairperson of University Department(s)/Director of Institute/Principal of College as the case may be for consideration.
8. Fee for appearing in each semester examination will be as prescribed by the Syndicate/Senate from time to time.
9. A candidate on reappearing shall pay admission fee as prescribed by the Syndicate/Senate from time to time.
10. A detailed marks card will be issued for each semester.

(h) MASTER OF FINE ARTS (TWO YEAR COURSE)

(Effective from the session 2003-2004)

1. The last date for receipt of examination Admission form and fee without late fee and with late fee shall be as fixed by the Syndicate and notified by the Controller of Examinations from time to time.

2. In addition to the condition laid down in Regulation 2, a candidate will be required to be present for interview as per admission calendar with a portfolio of his/her works before a committee headed by the Principal. The decision of this Committee will be final. Admission will be strictly in order of merit.

3. 25% of the total marks for sessional work shall be awarded by the subject teacher and the break-up of marks shall be as under:

(a)	Process	30%
(b)	Product	30%
(c)	Attitude	15%
(d)	Understanding	25%

The year's work in practical subjects will be assessed by a Jury consisting of one external and one internal examiner appointed by Panjab University. For theory subjects written examination will be taken by the University but report, dissertation and viva - voce will be conducted internally by a Jury appointed by the University which will send their marks to the University.

4. A deficiency in lectures and practicals may be condoned by the Principal of the affiliated College upto 5 per cent in each subject of Theory and Practical separately.

5. The fee for the Master of Fine Arts (MFA) examination conducted by the Panjab University shall be fixed by the Syndicate/Senate from time to time.

6. The examination shall be held in accordance with the syllabus approved by the Senate.

7. The medium of examination shall be English/Hindi/Punjabi.

8. In the case of First Year Examination and Final Year Examination the sessional marks awarded shall be forwarded by the Principal of the College to the University on the prescribed form at least 10 days before the commencement of the University Examination.

9. The final result will be compiled on the basis of aggregate marks obtained in the First Year and Final Year Examinations taken together.

10. The Controller of Examinations shall publish the examination result as soon as it is possible after the termination of the Final Year Examination.

- (i) Weightage of 60% marks will be given for portfolio of works and programme of study submitted by the candidate.
- (ii) Weightage of 40% marks will be given for marks secured by the candidates in the last qualifying examination.

(i) MASTER OF LIBRARY AND INFORMATION SCIENCE (SEMESTER SYSTEM)
(TWO YEAR COURSE)

(Effective from the session 2003-2004)

1. Rules for admission to the course and amount of fee to be paid shall be laid down by the Syndicate.

2. A deficiency in the lectures, etc. up to 10 per cent in each subject/paper may be condoned by the Chairperson of the Department.

3. For every semester examination, a candidate shall submit his/her admission application on the prescribed form along with the fee as prescribed by the Syndicate/ Senate from time to time, and the same shall be forwarded, duly countersigned by the Chairperson of the Department and supported by the requisite certificates, to the Controller of Examinations by the date(s) fixed by the Syndicate.

4. A candidate, on reappearing, shall pay admission fee per paper, for each semester examination subject to a maximum fee as prescribed by the Syndicate from time to time for the examination concerned and the admission fee charged for other semester examination, if any, in which he/she was appearing.

5. Twenty per cent of the marks assigned for each paper shall be for continuous internal assessment as per mode of evaluation prescribed by the Syndicate.

6. The marks obtained by the candidate in the continuous internal assessment shall remain valid and may be carried forward even if he/she does not appear or gets reappear in the written examination.

7. For students who are unable to appear in any of the periodic class tests on medical grounds, the Chairperson may hold a special test/s for purpose of continuous internal assessment.

8. If a candidate fails in the continuous internal assessment, he/she may be given one opportunity to pass his/her continuous internal assessment by doing extra work in the Department within three months of the declaration of his/her result, to the satisfaction of the teacher concerned or Chairperson of the Department, as the case may be, provided that improvement shall be only up to 50% marks.

9. Four weeks after the termination of the examination or as soon thereafter as possible, the Controller of Examinations shall publish a list of candidates who have passed, showing the divisions in which they have passed.

(j) POST- M.SC. (ONE YEAR) DIPLOMA IN ACCELERATOR PHYSICS
(Effective from the session 2005-2006)

EXAMINATION AND ASSESSMENT

1. The Board of Control in Physics will recommend a committee for two years with its Convener as the Co-ordinator of the Diploma course for approval by the Vice-Chancellor.

The Chairman of Department of Physics on the recommendation of the Co-ordinator of the course shall forward to the Controller of Examinations a list of students who have satisfied the requirements of the regulations and rules and are qualified to appear in the examination.

The Board of Control in Physics from time to time will revise Syllabi.

2. In laboratory course 50% marks will be meant for in-semester assessment which will depend on the following:

- (a) Performance of the student in achieving the desired result in practicals.
- (b) Viva Voce on the experiment.
- (c) Written report on the experiment.

3. Evaluation of the project work/dissertation shall be done by a committee of at least two internal examiners appointed by the Board of Control in Physics on the recommendation of the Co-ordinator of the Diploma course. The student may be asked to present his/her project work in a seminar.

- 4.**
- (i) All the assessment will be internal for all theory papers. For laboratory course(s), it may be internal or there may be an external examiner. The Board of Control in Physics on the recommendation of Co-ordinator of the Course will appoint the external examiner.
 - (ii) The Coordinator/teacher for the course/paper is responsible for maintaining the desired standard of the course/paper and for evaluating student's performance.
 - (iii) In a theory course/paper, 25 per cent of the total marks will be for in-semester assessment and 75 per cent for end-semester examination.
 - (iv) In a theory course/paper, the answer books of end-semester examination will be available to students for perusal according to the schedule which will be announced by the department/teacher.

5. The result of the examinations shall be prepared and declared by the Controller of Examinations.

(k) M.TECH. (NANOSCIENCE AND NANOTECHNOLOGY) (TWO YEAR COURSE)
(SEMESTER SYSTEM)

(Effective from the session 2005-2006)

1. Mode of admission will be decided by the Syndicate from time to time.
2. Medium of examination shall be English.

3.1. The candidate shall prepare his/her thesis/dissertation under the supervision of the teacher concerned in the Department. If, however, the Head of the Department is satisfied that facilities for preparing the thesis/dissertation exist elsewhere, he/she may allow that candidate to prepare his/her thesis/dissertation there and this period shall count towards the requirement for M.Tech. (Nanoscience and Nanotechnology), but the candidate shall spend for completing his/her thesis/dissertation, a minimum period of four weeks, under the direct supervision of his/her teacher, or the Head of the Department.

3.2. The thesis/dissertation shall present an orderly and critical exposition of the existing knowledge of the subject or shall embody results of the original investigations.

4. A deficiency in the required number of lectures and practicals may be condoned up to 10 per cent by the Head of the University Department.

5. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate.

6. Four weeks after the termination of each semester examination or as soon as possible, the Controller of Examinations shall publish the result. Every successful candidate shall receive a certificate of having passed that semester of the examination. A candidate who has passed all the semester examinations shall be awarded the degree in accordance with Regulation 8.

(I) BACHELOR OF DENTAL SURGERY
(Effective from the session 2006-2007)

1. The mode of admissions will be decided by the Syndicate from time to time.
 2. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate from time to time.
 3. A deficiency in the required number of lectures, demonstrations and practicals may be condoned by the Principal up to the extent of 5 per cent of lectures actually delivered, demonstrations and practicals actually conducted.
 4. The examination shall be held according to the syllabus prescribed by the appropriate University authority from time to time.
 5. The medium of examination shall be English.
 6. 10 per cent of the total marks in each subject of every examination shall be allotted for class work which includes day to day work and Periodic class examinations, both written and oral; 5 per cent shall form a part of theory/written work and 5 per cent for clinical (in the case of clinical subject) or oral and practical in the case of more subjects in the First, Second, Third and Final year BDS examination.
 7. Every candidate shall offer the subjects as determined by the Faculty of Medical Sciences from time to time.
 8. The Controller of Examinations shall publish the result as early as possible after the termination of the examination.
-

(m) SPECIAL DIPLOMA IN FINE ARTS (FOR DEAF AND DUMB/MENTALLY CHALLENGED PERSONS) (FOUR YEAR ANNUAL SYSTEM)

(Effective from the session 2003-2004)

1. The syllabus will comprise of 25 art objects (slides) for each year of the course and all the students would be required to know a little of the art works, name of the artist, date of the art object, the provenance, the material used for making the art object and also the medium. The objective test will be of 50 marks and 10 objects would be shown for which maximum 5 marks will be given for each object. The duration of the test would be one hour. There would be no written essays or notes.

2. 25% of the total marks for sessional work shall be awarded by the subject teacher and the break - up of these marks shall be as under :

- | | | |
|-----|---------------|-----|
| (a) | Process | 40% |
| (b) | Product | 30% |
| (c) | Attitude | 15% |
| (d) | Understanding | 25% |

3. A deficiency in practicals may be condoned by the Principal of the affiliated college upto 5%.

4. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate

5. The examination shall be held in accordance with the approved syllabus.

6. The medium of examination shall be English/Hindi/Punjabi.

7. The last date for receipt of examination admission forms and examination fees without and with late fee shall be fixed by the Syndicate/Senate

8. The Controller of Examinations shall publish the result of each annual examination as soon as possible after its termination.

(n) MASTER OF PHARMACY (ANNUAL SYSTEM)

(Effective from the session 2003-2004)

1. The medium of examination shall be English.
2. The date of commencement of M.Pharm. 1st year examination and the last date for receipt of examination admission form and fee without and with late fee as fixed by the Syndicate/Senate from time to time, shall be notified by the Controller of Examinations.
3. The examination in M.Pharm. 2nd year shall consist of evaluation of the submitted dissertation and its presentation at a seminar on a date fixed by the Chairperson of the Institute. The external examiners, members of the teaching staff and research students of the Institute shall participate in the discussion on the dissertation.
4. Each theory paper shall consist of 3-hours per week and laboratory course of 16 hours/week. The remaining 8 hours/week shall consist of tutorials/workshops/seminar/field work etc. (total of 36 contact hours per week).
5. Setting of theory question paper and evaluation of answer scripts shall be done by the examiners (one external and one internal) as appointed by the Board of Postgraduate Studies in Pharmaceutical Sciences.
6. Practical examination of the laboratory course shall be conducted jointly by both the internal and external examiners.
7. Each theory paper shall be of 100 marks and practical shall be of 200 marks, respectively.
8. The dissertation and the seminar presented on the dissertation research for M.Pharm. IInd year shall be evaluated out of 100 marks each, i.e. dissertation (100 marks) and presentation of the dissertation work (100 marks) respectively (total of 200 marks).
9. A candidate who is short of the required number of attendance of lectures and practicals for M.Pharm. Ist year examination to be held in April/May may make up the deficiency and appear in the respective supplementary examination.
10. The subject of the dissertation shall be approved by the Board of Postgraduate Studies in Pharmaceutical sciences. Each student shall submit three typed/reprographed copies of the dissertation, incorporating the result of investigations within three months of the expiry of the duration of the course envisaged in Regulation 3.1 or passing of M.Pharm. Ist year examination whichever is later.

Provided that the Dean of University Instruction may give extension in submission of dissertation up to a maximum of three months.
11. Evaluation of a dissertation for M.Pharm. 2nd year examination shall be done by a Board consisting of an external examiner appointed by the Board of a Postgraduate Studies in Pharmaceutical Sciences, research supervisor of the candidate and the Chairperson of the Institute on the basis of content of dissertation its presentation (seminar) and discussion thereon.
12. The Controller of Examinations shall notify the result as soon as possible after the examination.

(o) M.SC. (SOLID WASTE MANAGEMENT) (SEMESTER SYSTEM)

(Effective from the session 2003-2004)

1. A credit of the course will normally involve 4 hours of the instructions including tutorials/seminars. The credits to be awarded for the project report/dissertation etc. may be decided by the Board of Control/advisory committee.
2. The normal workload of a student in a semester will be 20 credits each paper and each semester comprising 4 papers.
3. Internal Assessment will be as decided by the Syndicate from time to time.
4. The University will maintain a separate official transcript of each candidate mentioning the course taken, credit value of each course and the marks obtained.
5. The last date for receipt of admission and examination admission forms, with or without late fees, shall be fixed by the Syndicate.
6. The mode of admissions will be decided by the Syndicate from time to time
7. The medium of instructions and the examination shall be English.
8. For each paper (except the seminar/term-paper/project) in each semester, a student shall be offered two pre-announced tests of 4% weightage each and 6 surprise (without prior announcement) tests of 3% weightage each. Of the 6 surprise tests, 4 best-attempted tests shall be considered towards the final internal/continuous assessment. The internal assessment, based on the pre-announced and the surprise tests, shall comprise 20% of the total maximum marks in each theory paper. For projects and seminar, there will be no internal assessment.
9. The paper-setters and evaluators shall be from the Panjab University, preferably from among those who teach the respective papers. For evaluation of Projects and Seminars, experts from outside the department or the University could be invited as external examiners along with the internal examiner(s).
10. The admission shall be based on the written test (weightage 50%) and the academic career (weightage 50% with break-up as Class X : 10% and graduation : 30%).
11. The fee for the admission/entrance test will be charged as per the decision of the Syndicate/Senate from time to time.

(p) ONE YEAR P.G. DIPLOMA IN MASS COMMUNICATION IN THE
AFFILIATED COLLEGE

(Effective from the session 2003-2004)

1. The last date for receipt of enrolment forms and examination admission forms, with or without late fees, shall be fixed by the Syndicate.
 2. The medium of instruction shall be English.
 3. The medium of Examination shall be English/Hindi/Punjabi.
 4. Four weeks after the termination of the examination or as soon thereafter, as possible the Controller of Examinations shall publish a list of candidates who have passed, showing the division in which they have passed.
 5. Each successful candidate shall be granted Postgraduate Diploma in Mass Communication showing the division in which he has passed.
-

(q) POSTGRADUATE DIPLOMA IN YOGA THERAPY (ONE AND HALF YEAR
ANNUAL SYSTEM)

(Effective from the session 2005-2006)

1.1. Proposed number of seats are 25+5, NRI (NRI seats eligibility as per Rules and Regulations of the University).

1.2. Every candidate shall pay his examination fee at the time of admission to the course, along with other charges, i.e. tuition fee etc. as decided by the Syndicate/ Senate from time to time.

2. Reservation in seats shall be provided as per the Rules and Regulation of the University.

3. The weightage will be given on the following basis :

- (i) Post-graduate in Yoga from Recognized University/Institute 5% of the qualifying examination for admission.
- (ii) One year Diploma in Yoga from Recognized University/Institute 3% of the qualifying examination for admission.
- (iii) Certificate Course in Yoga from Recognized University/Institute 5% of the qualifying examination for admission.

4. The Head of the University Department/Principal of the College shall forward to the Controller of Examinations at least five weeks before the commencement of the examination for each semester a list of the students along with their admission forms and fees who have satisfied the requirements of regulations and are qualified to appear in the examination.

Whenever the application or fee of the candidate is received more than three days after the last date prescribed above, he shall pay an additional fee as fixed by the Syndicate, provided that such application shall be entertained only up to three weeks before the commencement of the examination.

5. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time.

Seminar, Project and Workshop will be assessed internally on 100% basis. Viva-Voce shall be conducted jointly by the internal and external examiners.

The Head of the University Department/Principal of the College shall forward these marks on the basis of periodical tests, written assignment, case discussion, field trips etc., to the Controller of Examinations at least one week before the commencement of the examination.

6. The Head of the University Department/Principal of the College will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University, up to six months from the date of declaration of the results.

Project reports shall be submitted to the Head of the University Department/Principal of the College at least 10 days before the commencement of the examination. Reports received after the prescribed date shall not be accepted.

7. A candidate who fails in the examination may be allowed to re-appear without attending a fresh course in the next three consecutive examination/s if he/she fails to clear the examination within two years of four chances he must attend the full course before he can appear in the examination again. He/she must seek admission as a fresh candidate.

He/she shall pay admission fee as prescribed by the Syndicate from time to time, per paper in each semester examination subject to a maximum fee for the examination concerned and the admission fee for reappear would be in addition to the admission fee charged for other semester examination if any in which he was appearing.

8. A deficiency in attendance up to 10% of the lectures delivered in the concerned paper may be condoned by the Head of the University Department/Principal of the College.

9. The medium of instruction and examinations shall be English, Hindi & Punjabi.

10. The internal assessment awards of a candidate who fails in the examination shall be carried forward.

11. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of the candidates who have passed.

12. Interviews :

All the candidates whose names appear in the merit list shall have to appear for interview prior to the admission. The candidates who do not appear for the interview will not be considered for admission. The candidates must produce all the relevant certificates in original for verification at the time of interview failing which they will not be considered for admission.

(r) POST-GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT

(Effective from the session 2005-2006)

1. The Head of the University Department of Education/ Principal of the College of Education shall forward to the Controller of Examinations at least five weeks before the commencement of the examination for each semester a list of the candidates along with their admission forms and fees certifying that these candidates satisfy the requirement of regulations and are qualified/eligible to appear in the examination.

2. Whenever the application along with fee of the candidate is received more than three days after the last date prescribed above, he shall pay an additional fee as fixed by the Syndicate/Senate provided that such application shall be entertained only up to three weeks before the commencement of the examination

3. Every candidate shall be examined in the subjects as laid down in the current syllabus prescribed from time to time.

50% marks in each paper excluding seminar, project and viva shall be assigned for internal assessment.

Seminar, project and workshop will be assessed internally on 100% basis. Viva Voce shall be conducted jointly by the internal and external examiners.

The Head of the University Department of Education/Principal of the College of Education shall forward these marks on the basis of periodical tests, written assignment, case discussion, syndicate sessions, field trips etc., to the Controller of Examinations at least one week before the commencement of the examination.

4. The Head of the University Department of Education/Principal of the College of Education will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University, up to six months from the date of declaration of the results.

Project reports shall be submitted to the Head of the University Department of Education/Principal of the College of Education at least 10 days before the Commencement of the examination. Reports received after the prescribed date shall not be accepted.

5. A deficiency in attendance up to 10% of the lectures delivered in the concerned paper may be condoned by the Head of the University Department of Education/ Principal of the College of Education.

6. The medium of instruction and examination shall be English.

7. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of the candidates who have passed.

8. Every candidate shall pay his examination fee for each Semester at the time of admission to the course, along with other charges, i.e, tuition fee etc.

(s) BACHELOR OF PHYSICAL EDUCATION (FOUR YEAR COURSE)
(Effective from the session 2004-2005)

1. Annual examination system

- (i) The examination for the first year, second year, third year and fourth year shall be held annually by the University on the dates fixed by the Syndicate.
- (ii) For candidates placed in compartments, a supplementary examination shall be held on the dates fixed by the Syndicate

2. Medium of examination

- (i) The medium of examination shall be English or Punjabi or Hindi.
- (iii) The merit for the admission to the first year of the Bachelor of Physical Education Four year Programme shall be prepared on the basis of marks obtained in the qualifying examination with due weightage in the field of Sports/NCC/NSS etc. as per the guidelines of the Chandigarh Administration/Panjab University, Chandigarh.

3. Internal assessment

- (i) Internal Assessment marks shall be 40% or as provided in the syllabus for the course/subject concerned which will be awarded by the panel of three teachers appointed by Head/Principal of the concerned institution and submitted to the University after consolidation in the prescribed proforma.
- (ii) The affiliated college/s shall award internal assessment marks on the basis of the house tests conducted by the college/s in the months of September and December.
- (iii) The internal assessment attached with (i) subject/practical part and (ii) based on house tests shall be submitted to the University on the prescribed proforma by the last day of the month of February.

4. Condonation of shortage of lectures

A deficiency in lectures/practicals/ seminars/practice –teaching/coaching lessons/internship may be condoned as under –

- (i) By the Principal/Head of the Institution if the deficiency in lectures attended is upto 10%.
- (ii) By the Vice-Chancellor/ Syndicate if the deficiency in lectures attended is above 10% but upto 20%.

5. Last date for admission/examination form/fee

The last date for receipt of admission form/examination form and fee with and without late fee as fixed by the Syndicate from time to time shall be notified by the Controller of Examinations.

6. Declaration of Result

The Controller of Examination shall publish the result four weeks after the completion of the examination or as soon thereafter as possible.

7. Award of degree

Each successful candidate shall be awarded Four Year Bachelor's degree in Physical Education.

(t) FIVE-YEAR INTEGRATED PROGRAMME IN ECONOMICS – B.A. (HONOURS SCHOOL) IN ECONOMICS (THREE-YEAR/SIX SEMESTER) FOLLOWED BY TWO YEARS/FOUR SEMESTER M.A. HONOURS SCHOOL IN ECONOMICS
(Effective From The Session 2006-07)

1. Five-Year Integrated Programme in Economics will be Semester System.
 2. Paper setting for the end-semester examination would be completely external. The evaluation of the same, in general, will be the responsibility of the teacher(s) giving the course. However, if he/she is unable to evaluate the answer scripts for some valid reasons, the Board of Control in Economics can make alternative arrangements for evaluation. Therefore, it is clearly stated that the paper setting for the Five-Year Integrated Programme in Economics will be external and the evaluation will be internal.
 3. The Board of Control in Economics will appoint the external examiners and communicate the same to the Secrecy Branch.
 4. The last date for receipt of enrolment forms and examination admission forms, with or without late fees, shall be fixed by the Syndicate.
 5. Medium of instruction and Examinations will be English.
 6. Internal Assessment will be as decided by the Syndicate from time to time.
 7. The Board of Control is empowered to condone the shortage in attendance to the extent of 10% lectures delivered in each course.
 8. The entire process of examination including getting the Question Papers set, evaluation of answer-books as well as the preparation, finalization and declaration of results would be carried out by the respective branches of the office of Controller of Examinations.
-

(u) B.A.LL.B (HONOURS) 5-YEAR INTEGRATED COURSE

- 1.** Every candidate admitted to the course shall pay such fees and funds or other charges as may be prescribed by the Syndicate from time to time.
 - 2.** Every candidate shall pay such examination fee for each semester examination/reappear as may be prescribed by the Syndicate from time to time. He must submit admission form along with the prescribed fee for the semester examination/re-appear examination before the last date fixed by the Syndicate from time to time through the Head/Chairman/Director/Principal.
 - 3.** The medium of instructions and examination shall be English.
 - 4.** Internal Assessment for all the 10 semester papers is reduced from 40 marks to 25 marks in each subject.
-

CHAPTER XXIX

GRANT OF "ASSOCIATION" TO INSTITUTIONS FOR ORIENTAL TITLES/M.I.L. EXAMINATIONS

1. Application on the prescribed form for grant of "Association" for the Oriental Titles/Modern Indian Languages examination shall be made by the Head of the institution so as to reach the University not later than June 30 previous to the year of examination for which "Association" is applied for. The application shall be accompanied by all the information required in these Rules alongwith Rs. 10000/- as association fee.

2. The institution must have sufficient income to ensure its stability. It may be in the form of Endowment Fund or property.

3. In addition to the requirements laid down in Rules 1 and 2, every institution --

- (i) should be managed either by a Registered Body or by a properly constituted Committee;
- (ii) must possess a suitable building for holding the various classes and playgrounds for the physical exercise and games for its students;
- (iii) shall appoint adequate and qualified staff. Their appointments and salaries shall be subject to the approval of the Vice-Chancellor. The minimum qualifications and salaries for the teaching staff shall be as under :

Qualifications

- (a) Sanskrit examinations :
 - (i) Prajna } B.A. plus Shastri
 - (ii) Visharad } or
 - (iii) Shastri } Shastri plus Prabhakar or Acharya.
- (b) Hindi examinations :
 - (i) Rattan } B.A. plus Prabhakar
 - (ii) Prabhakar } or
 - (iii) Prabhakar } Shastri plus Prabhakar
 - (iv) Prabhakar } M.A. Hindi or M.A. Sanskrit plus Prabhakar or B.A. plus Prabhakar or Shastri plus Prabhakar.
- (c) Panjabi examinations :
 - (i) Budhiman } B.A. plus Gyani or
 - (ii) Gyani } M.A. Panjabi.
 - (iii) Gyani } M.A. Panjabi.
- (iv) shall maintain the following registers :
 - (a) Admission Register.
 - (b) Attendance Register.
 - (c) Salary Register.

- (v) must purchase books from the standard list of the value of Rs. 500 and subsequently spend Rs. 100 per year on the purchase of text and general books related to the subjects taught by it. It shall also subscribe to standard papers and periodicals for its reading room;
- (vi) shall observe a regular time-table and no teacher should work more than 30 periods of 45 minutes each per week;
- (vii) must institute a Provident Fund for the benefit of permanent members of the Staff;
- (viii) shall remit to this office a fee of Rs. 50 annually. The fee is not refundable;
- (ix) shall charge from students fees as approved by the University.

4. No student for examination in Oriental Titles shall be sent up unless he has been on the rolls of an associated institution at least for one year.

5. Every such candidate shall submit three copies of his photograph alongwith his admission form.

6. The Heads of the Associated Institutions are authorised to attest the admission forms and photographs of their own candidates.

7. The candidates of the associated institutions shall pay the same admission fees as are prescribed for private candidates.

8. As far as possible, candidates of an associated institution will be allotted one centre.

9. The results of the candidates of associated institutions will be published under the name of institution concerned and certificates of successful candidates will be sent to the Heads of the institutions concerned.

10. Every associated college shall be inspected atleast once in four years by an Inspection Committee to be appointed by the Syndicate on the recommendations of the Vice-Chancellor.

Provided that if at any time, the Syndicate is of the opinion; that a special inspection of an associated college is necessary, the syndicate may cause such an inspection to be made by a committee appointed it on the recommendations of the Vice-Chancellor.

CHAPTER XXX

CONDUCT OF EXAMINATIONS

(i) APPOINTMENT OF CHIEF COORDINATORS/SUPERINTENDENTS AND ASSISTANT SUPERINTENDENTS

The following person shall be eligible for appointment of Chief Coordinator.

1. In the affiliated colleges the Principal of the college shall be appointed as Chief Co-ordinator.

2. In the University Teaching Departments, the Chairman shall be appointed as Chief Coordinator. However, in case the candidates of more than one Department are appearing at one centre, the Chairman of each such Department shall be appointed as Chief Coordinator, by rotation.

3. At combined centres where students of Department of Correspondence Studies and Evening Colleges are appearing :

(a) The Chairman of Deptt. of Correspondence Studies will act as Chief Coordinator if the number of his students appearing at that Centre is larger.

(b) Chairman, Department of Evening Studies will act as Chief Coordinator if the number of students of Evening Studies appearing at that Centre is larger.

4. Chief Coordinators shall also be appointed for Delhi Centres. If 2-3 Centres could be grouped together, these shall be assigned to one person. If the Centres are at long distances, separate Chief Coordinator shall be appointed for each Centre.

5. In Institutions where a relative of the Head of the Institution is taking the examination, the University shall change the centre of the candidate.

6. The Chief Coordinators shall have a round of the Examination Centre/s every now and then.

7. The following persons shall be eligible for appointment as Superintendents :

(a) Teachers working in the affiliated colleges, who have already worked as Assistant Superintendents.

(b) For Delhi centres and centres beyond the jurisdiction of the Panjab University, persons who are trained graduates with experience as Superintendent or Assistant Superintendent (if teachers working in affiliated colleges are not available).

8. The following persons shall be eligible for appointment as Assistant Superintendents :

(a) Teachers working in the affiliated Colleges.

(b) For Delhi centres persons who are at least graduates with experience as Assistant Superintendents.

Note.--The following persons shall not be eligible for appointment on the supervisory staff :

(a) Disqualified persons or superannuated persons or persons whose near

relative (wife or husband or son or daughter) is appearing in the examination.

- (b) Persons who have written or published any help book for guide or cheap notes.
- (c) Persons who are related in any way to the candidates appearing at the centre.

9. The strength of Assistant Superintendents for a Centre shall be regulated as follows :

- (a) One Assistant Superintendent for every 40 candidates or a part thereof seated in a room.
- (b) Where separate rooms are used, each room will have one Assistant Superintendent.
- (c) One Assistant Superintendent, for keeping off outside interference, when the number of candidates is above 40.
- (d) Where the number of candidates is less than 40, no separate clerk shall be allowed. Only one person shall work. In case the Clerk is appointed to act as Assistant Superintendent he will be paid the remuneration admissible to a Clerk.

The seats should be so arranged in each room that minimum number of Assistant Superintendents are on duty. As far as possible, the number of candidates seated in each room is in multiples of 40, as far as practicable.

- (e) A Centre where women candidates are appearing shall have at least one Lady Assistant Superintendent.
- (f) The strength of the supervisory staff for the first day of the examination will be according to the number of candidates given in the Centre Statement, but on subsequent days the strength will be governed by the number of candidates who actually appeared in the first paper of the subject and not by the number shown in the Centre Statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of a subject.
- (g) On days when there are two sessions the Assistant Superintendents engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendents should be appointed on single session days who cannot be accommodated on the double session days owing to decrease in the number of candidates.
- (h) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office, on account of additional rooms, casual Assistant Superintendents may be appointed and sanction of the Controller of Exams. on form S.F. 8 & 9 obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment.

The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should the Casual Assistant Superintendent be included in the regular number of Assistant Superintendents allotted to the centre.

- (i) For Medical and Chemical Engineering Practical examinations the number of supervisory staff will be determined on the recommendations of the Principals concerned.
- (j) An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 240.

The following examinations will be treated as one examination for the purpose of this rule :

- (1) Three Year Degree Course.
- (2) O.T. and M.I.L.
- (k) The Assistant Superintendents are directly under orders of the Controller of Exams. in matters of appointment and removal. Sanction for a substitute for an Assistant Superintendent must be obtained from the Controller of Exams. telegraphically if time is short.
- (l) In case an Inspector finds that supervision at a Centre is defective he may appoint/replace an Assistant Superintendent and report the matter to the Controller of Exams. giving the following information :

Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), Specific reasons which necessitated the appointment and number of days/sessions for which sanction is given by the Inspector (mere ground of efficient supervision will not be considered enough).

- (m) The Superintendent shall see that the allotment of duties by rotation turns to the Assistant Superintendents, etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, if possible, change their places of duty everyday. A duty chart of the supervisory and the service staff engaged at the Centre has been provided in the Superintendent's File, Form No. S.F. 22. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of Centres.
- (n) The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.
- (o) In case the Superintendent has been asked to arrange for an Assistant Superintendent locally, he/she should appoint someone not related to the candidates in any way and communicate the name of the University for approval and record.

10. Fee for inspecting an examination centre will be Rs. 170. Subject to maximum two Centres.

All Class 'A' Officers of the University who are assigned inspection duties for the University examinations shall be paid @ Rs. 170 per inspection.

11. Rates of payments.

THEORY EXAMINATIONS

- | | | | |
|-------|---|----|---|
| (i) | Chief Co-ordinator | | Rs. 3000 per centre subject to maximum of Rs. 5500 (50% of the amount payable for supplementary examination) |
| (ii) | Co-ordinator (Senior Most available Teacher to be appointed only if the number of Exam. Centres in a college is 2 or above) | | (1) For one centre no co-ordinator is to be appointed.
(2) For 2 to 3 centres, one co-ordinator @ Rs. 1500/-.
(3) For 4 to more centres two co-ordinators @ Rs. 1500/- each (50% of this amount payable for supplementary Exams.) |
| (iii) | 1. Centre Supdt. | .. | Rs. 160.00 per session* |
| | 2. Deputy Supdt. | .. | Rs. 125.00 per session |
| | 3. Asstt. Supdt. | .. | Rs. 120.00 per session |
| | 4. Centre Clerk | .. | Rs. 75.00 per session* |
| | 5. Clerk who assist the Chief co-ordinator of centre keeping record of question papers and answer - books during examination days | .. | Rs. 75.00 per session |
| | | | Less deduction @ Rs. 5% from the remuneration of teachers of all affiliated colleges of this University for credit towards Teachers Holiday Home Fund. |
| | | | Note : Remuneration to Centre Clerk /Clerk to Chief Co-ordinator for opening & winding up centre is admissible. |
| | 6. Observers | .. | Rs. 120.00 per session plus TA/DA as per University rules. |
| | 7. Service Staff | | |
| | (i) Daftri | .. | Rs. 50.00 per session |
| | (ii) Waterman/Peon | .. | Rs. 50.00 per session |
| | (iii) Cleaner/Sweeper | .. | Rs. 50.00 per session |
| | (iv) Chowkidar | .. | Rs. 50.00 per day |
| | (v) Waterman --One Waterman or waterwoman may be appointed irrespective of number of candidates. | | |
| | (vi) No separate waterman or waterwoman is allowed at a combined centre even if the boys and girls are seated in separate rooms. | | |
| | (vii) Only one chowkidar at an institution is permissible irrespective of the number of centres. The payment to the chowkidar will be made by the Supdt. of centre No.1 only from the date of opening of the centres upto the closing of the centres. Rest of the centre Supdts. will attach a certificate that the payment has been made to the chowkidar by the Supdt. No. 1. | | |
| | (viii) Typing of Plans-- | | |
| | (i) | | Rs. 15 up to 100 candidates. |
| | (ii) | | Rs. 30 up to 250 candidates. (For the entire duration of Exams.) |
| | (iii) | | Rs. 35 above 250 candidates. |

*Plus one session for opening and one session for winding up the Centre.

Arrangement of Seats**Payment for arrangement of furniture**

25 Paise per candidate subject to minimum of Rs. 25 per centre.

Note : These rates also include the charges of removal of seats from the Hall/ Rooms/Balconies after the termination of the examination.

Stationery articles

Stationery to be supplied by the office.--The following articles of stationery will be supplied by the University office, through the Head of the Institution where the centre is located. The Superintendent should take charge of the same from him/her and make payment against receipt of the latter's bill on account of the costs of cartage, etc. incurred thereon after receiving the relevant vouchers duly attested, provided the expenditure involved does not exceed Rs. 10 :--

- | | | | |
|-----|--------------------|----|---|
| (1) | Graph Paper | .. | One piece per candidate plus ten pieces for centre below 100 candidates and 20 pieces per centre exceeding 100 candidates for each examination. |
| (2) | Logarithmic tables | .. | If necessary. |
| (3) | Drawing paper | .. | According to requirements. |
| (4) | Packing cloth | .. | As mentioned in rule 6(b). |

The Superintendent of centres in Delhi shall receive answer-books from Sudha Printing Press, B-21/3 Okhla Industrial Area, Phase-II, New Delhi, for which only one trip should be made.

Purchase of article for which sanction is not necessary.--The following items of expenditure will be paid at the flat rate noted against each :

- (a) **Miscellaneous articles** e.g. stitching thread (white-only), thread reel, Sutri, stamping-ink, needles, candles, match-box, waste-newspapers (for packing of answer-books and pasting on glass panes), gum arabic and sealing-wax, nails, cardboard, etc. :

Rs. 3.85 per working day upto 200 candidates;

Rs. 4.40 per working day above 200 candidates.

Plus Rs. 77.00 limited for the whole examination for other stationery articles for actuals.

The Superintendents are, however, expected to use articles consistent with efficiency. They will not be required to furnish vouchers for payment of the above items of Stationery but a certificate to the effect that the amount in each case has actually been spent on article mentioned above will suffice. At centres where there are no stationery boxes belonging to the University, the Superintendents are requested to use their own desk, knife, pair of scissors and stamp-pad for which no payment will be made by the office.

- (b) Postage on ordinary letters, Registered letters and parcels, Railway freight and octroi charges, the details and actual payees receipts, where available in support of the expenditure, should always be attached to the bill in order to avoid audit objections and delay in payments.

Rate of Local Conveyance : Chandigarh & Mofussil Centres.

1. Chief Co-ordinator/Co-ordinator

- (i) Rs. 50 for Chandigarh only.
- (ii) Rs. 60 for Mohali and Panchkula etc.

2. Superintendents/Dy. Supdt./Asstt. Supdt./Centre Clerk

Clerical assistance to the co-ordinator. .. Rs. 50/- per day

(A) Daftri/Waterman/Cleaner/Chowkidar .. Rs. 15/- per day
or any other class 'C' persons.

(B) Supervisory Staff

- | | | | |
|---------------------------|----|-----|--|
| For Centres in Delhi only | .. | (a) | Dy. Supdt./Asstt. Supdt. Centre Clerk/Clerk with the Chief Co-ordinator. |
| | | | Rs. 24/- per day. |
| | .. | (b) | Daftri, Waterman, Peon, Cleaners, Sweepers& Chowkidar. |
| | .. | | Rs. 15/- per day. |

(C) (The teachers assigned duties in their own institutions shall not be paid any conveyance charges).

- (D)** (i) That if an examination is held during the Vacation/Winter Recess/Autumn Break or on a holiday, the Chief Coordinator, Centre Superintendent, Supervisor and other staff appointed at the centres be paid local conveyance at the approved rates irrespective of the fact that they are assigned duties in their own institutions subject to the production of a certificate from the Chairman of the Department/Principal of the College concerned that they were not required to attend the institution during these days for the discharge of their normal duties pertaining to the job.
- (ii) That Panchkula/Mohali based members of the supervisor staff appointed at Chandigarh examination centres be paid local conveyance allowance @ Rs.60.00 per day.

Note.--Conveyance charges of the Centre Superintendent and for the despatch of answer-books in an examination centre Delhi only shall be paid as per actual certificate. Payment for conveyance and despatch of answer-books will be made on the basis of two trips and one trip per day respectively. The conveyance of centre supdt. is not included in the advance money paid to the centre supdt.

(E) Delivery/Despatch payment for written answer-books from centre to Railway Station/Post Office/University Office

- (i) For a centre in Delhi/Madras .. As per expenditure on the basis of actual payees receipts
- (ii) All other Centres .. Rs. 12.00 per day.

The payment of conveyance at the above flat rates (for which no prior sanction is required on S.F. 19) shall be made, provided the conveyance is actually used and is certified by the Superintendent stating the distance involved.

Note.--Vouchers for items (c) where available and (d) are to be submitted though previous sanction is not necessary.

12. Item requiring previous Sanctioned.--Previous sanction for the following articles on prescribed form S.F. 19 (in duplicate) should always be obtained. No application regarding any sanction will be entertained unless it is made during the course of examination or under very social circumstances immediately after termination of the examination including the practical.

(a) Local Superintendents are not entitled to tonga hire for bringing question-papers from the Post-Office in case of emergency.

(b) **Packing cloth.**--One metre of cloth for a packet of about 125-150 answer-books for despatch by passenger train or half a metre for a smaller packet to be sent by post, if no cloth or insufficient quantity of cloth has been supplied by the University Office.

(c) The Superintendent shall not be paid any charges for hire of a clock or timepiece which is to be provided by the Institution where the centre is located. In case the institution has no clock or timepiece of its own the Superintendent shall arrange the same, free of charge in consultation with the Head of the Institution.

(d) **Cartage and coolage.**--When carts or coolies are engaged to bring or remove the furniture to or from the hall, the number of carts/coolies and pieces of furniture must be mentioned while asking for the sanction for cartage and coolage of furniture required at a centre.

(e) **Hire of articles.**--For the hiring of an article for examination purpose, if necessary, the Superintendent should arrange to secure the same on daily or monthly basis, whichever method is cheaper, after taking into account the number of days for which article is required.

(ii) CREATION OF EXAMINATION CENTRES

1.1. The examination shall be held in India at such centres as may be created by the Syndicate.

1.2. That out-of-the-way places, where it is not possible to exercise effective supervisory control, shall not be created examination centres.

2. Application for creation of a centre of examination will be considered only if the minimum number of candidates likely to appear at that centre is as stated below :

- | | | | |
|-----|---|----|-----|
| (a) | Men's centre for all examinations except Professional examinations | .. | 100 |
| (b) | Women's centre for all examinations except Professional examinations | .. | 50 |
| (c) | A centre for each Professional examination except B.Ed. will be created irrespective of number of candidates. In the case of B.Ed. examination, however, the minimum number of candidates for creation of a centre shall be | .. | 75 |
| (d) | Combined centre for men and women | .. | 75 |

If more than one examination is held at a centre the minimum number of candidates fixed by these rules shall not be necessary.

- | | | | |
|-----|--|----|-----------------------------|
| (e) | For supplementary examinations the minimum number of candidates for retaining a centre will be on any one day | } | 70 for men and 30 for women |
| (f) | For the supplementary O.T. and M.I.L. examinations the minimum number of candidates for creation of a combined centre (for men and women candidates) shall be | | |
| (g) | The minimum number of candidates for creation of a centre for M.A. Parts I and II combined shall be | .. | 75 |

3. Creation of a centre shall further be subject to the following conditions :

- Satisfactory and adequate arrangements are available.
- It shall be obligatory on the part of recognised institutions where centres are created to provide available accommodation and furniture free of charge.
- The management of the institution concerned shall take disciplinary action against a member of the staff, where it is proved that unfair means were used with his help of connivance, and report the same to the Controller of Exams. In the case of a Government Institution, the Director of Public Instruction or Director concerned would take necessary action.

4.1. For O.T. and M.I.L. examinations, the application for creation of a centre should be submitted through an Institution which is prepared to place suitable accommodation and adequate furniture at the disposal of the University for the efficient conduct of the examination. The application should reach the University Office three months before the date fixed for the examination.

4.2. For examinations other than O.T. and M.I.L. the application for creation of a centre should be submitted direct to the University to reach three months before the date fixed for the examination.

5.1. The following fee shall be paid to the University for creation of a new centre :

- | | | |
|-----|--|---|
| (a) | (i) A place which has a railway station post office and telegraph | 1. Rs. 350 (non-refundable) for the first year alongwith the application.
2. Rs. 250 (non-refundable) per year for the next two years. |
| | (ii) A place which has no railway station but approach by a pacca road, post and telegraph office. | 1. Rs. 350 (non-refundable) for the first year alongwith the application.
2. Rs. 250 (non-refundable) per year for the next three years. |
| | (iii) A place which has only post office and is without a Telegraph Office or a direct approach by a kacha road. | 1. Rs. 350 (non-refundable) for the first year alongwith the application.
2. Rs. 250 (non-refundable) per year for the next four years. |
| | (iv) An out-of-the-way place situated in hilly tracts. | 1. Rs.675+500 (non- refund-able) alongwith the application.
2. Rs. 650 (non-refundable) per year for the first four years. |
| (b) | A special centre for men or for women or a combined centre for men and women may be allowed on payment of an additional Fee of Rs. 30 per candidate short of the minimum prescribed in rule 2. | |

The fee in each case will be paid by the institution concerned and not by individual candidates.

5.2. If the number of candidates at a centre already sanctioned has fallen below the prescribed minimum, the centre will be discontinued. In order to determine the number for retaining a centre, the average of the last three years will be taken into consideration.

6. The 15 shall be the minimum number of candidates for creation of a Practical examination centre for B.A. and B.Sc.

7. Ordinarily, no new special centre will be created for less than the minimum limit prescribed in Rules 2 and 4 even on payment. The Vice-Chancellor however, may allow a special centre on payment, even below the prescribed limit. He may also allow, for special reasons, a Practical Examination Centre with or without payment, additional to the special fee for written Examination Centre.

(iii) CHANGE OF EXAMINATION CENTRE

1. Ordinarily, a candidate shall have to take the examination at a centre fixed by the University. If, however, a candidate wishes to take the examination at some other centre, he shall make an application on the prescribed form accompanied by the fee laid down in these Rules.

2.1. Application for change of centre shall be submitted through the Head of the Institution concerned in the case of a college candidate. In the case of a private candidate, the application shall be countersigned by the person who attested the admission form or any other person competent to attest the admission form.

2.2. A candidate may be permitted to change the examination centre under the following circumstances :

- (i) If he or his father or guardian is transferred and the fact of transfer is certified by the Head of the office or Department in which he or his father or guardian is employed.
- (ii) If the change of centre is necessitated by reason of his ill health and the fact of illness is supported by a certificate from a Registered Medical Practitioner.
- (iii) The Controller of Examinations may, in order to avoid hardship, permit change of centre in an exceptional case.

2.3. The application must be accompanied by two copies of the candidate's photograph bearing the candidate's signature in full, duly attested on the back by the Officer mentioned in Rule 2.1.

2.4. Application and fee for change of centre shall be entertained up to one month before the date of commencement of the examination concerned except that in the case of transfer of Government servants such applications may be entertained up to 15 days before the date of commencement of examination.

3.1. The fee for a change of centre from one station to another shall be Rs. 90. In case the change is desired to one of the centre outside the districts of Ferozepur, Ludhiana, Hoshiarpur, Moga and Muktsar Tehsils of Faridkot district (Punjab State) and Union Territory Chandigarh, the candidate shall pay an additional fee of Rs.125.

3.2. The fee is not refundable under any circumstances.

(iv) SPECIAL ARRANGEMENTS FOR AMANUENSIS (WRITER OF ANSWERS)

1. A candidate may be allowed help of an amanuensis (writer) if--
 - (i) he is blind, or
 - (ii) he is permanently disabled from writing with his own hands, or
 - (iii) he is temporarily disabled from writing such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. etc. The candidates shall produce a certificate from a Professor of the speciality concerned of a Medical College, and where there is no Medical College from the Chief Medical Officer of the District concerned, to the effect that the candidate is unable to write his answer-books because of the temporary disablement.

2. The Controller of Examinations will arrange for an amanuensis and inform the Superintendent of the centre concerned.

3. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs, but he must not have secured more than 50 per cent marks in the last house examination. The requirement of having obtained not more than 50 per cent marks in the last house examination may be relaxed if the qualification of the writer is more than one grade lower than that of the examinee.

4. The Superintendent shall arrange for a suitable room for the disabled candidate and appoint an Asstt. Supdt. for him out of the list supplied by the office and he should be changed daily.

5. The candidate, other than a blind person shall pay in advance to the Controller of Examinations the cost of amanuensis, viz.--

At the rate fixed for Asstt. Supdts. or as may be fixed by the Vice-Chancellor in a special case.

The handicapped students who were unable to write due to defect in their writing hand (right or left) be exempted from payment of the requisite fee for providing them a writer, as a special case, as in the case of blind students.

6. The amanuensis, viz., the writer and the Asstt. Supdt., will be paid as under :

At the rate fixed for Asstt. Supdts. or as may be fixed by the Vice-Chancellor in a special case.

7. The dues of the writer and the Asstt. Supdt. will be included in the bill of Asstt. Supdts. by the Superintendent.

Use of Calculator

8. Use of non-programmable scientific pocket calculator is allowed only in the subject of Physics and Mathematics for undergraduate classes. The students should bring their own calculators in the examination hall and no borrowing will be permitted.

CHAPTER XXXI

CONFERENCES OF THE TEACHERS IN VARIOUS SUBJECTS OF ARTS AND LANGUAGES FACULTIES

- 1.** Conferences of teachers in the subjects of Arts and Languages faculties may be arranged under the auspices of the University on the following conditions :
 - (a) Not more than two such conferences shall be held in any one year.
 - (b) A conference in the same subject shall not be held more than once in three years.
 - (c) Every conference shall be arranged by the Head of the University Department concerned.
 - 2.** The conference shall be held either at the end of the minimum term or towards the end of March and shall not be held in the middle of a term.
 - 3.** The Dean of University Instruction may sanction a subsidy not exceeding Rs. 250 for any such conference.
-

CHAPTER XXXII

(a) APPOINTMENT OF PAPER-SETTERS AND EXAMINERS

General Rules

1.1. Each Board of Studies shall suggest Paper-setters and examiners in its subject/(s). Such recommendations shall be made by the various Boards by the following dates :--

- (i) in the case of Paper-Setters, end of July of the year previous of the year of examination; and
- (ii) in the case of Head Examiners and Sub-examiners 15th of November of the year preceding the examination.

In case any relation* of the Convener/Member of the Board of Studies/Control is appearing in the University Examinations, he/she should not become a party to the meeting/University work with regard to the appointment of paper-setters/examiners and for considering complaints against setting of question papers etc. In such an eventuality where Convener's ward or his/her relation is an examinee, the Board of Studies shall elect a 'Pro tem' Convener who would then take full function of the designated convener for the duration that the latter's kin has ceased to be an examinee.

1.2. In making their recommendations, the Boards shall follow such rules and directions as may be prescribed by the Syndicate of the subject. The Board shall also follow the qualifications laid down by the Syndicate for appointment of examiners for the various examinations.

1.3. The recommendations of each Board, before submission to the Syndicate shall be scrutinised and reviewed by the Revising Committee.

2. In these Rules--

- (i) An external examiner shall be one who is not teaching in a University teaching department or in a college affiliated to the Panjab University. He shall ordinarily be a teacher in the subject in another University.
- (ii) An internal examiner shall be one who is teaching, or has taught within the previous two years, candidates for the particular examination and the subject for which he is appointed. In the M.A. examination the internal examiner shall be one who has taught the subject for the examination but not necessarily in the same paper.
- (iii) A neutral examiner shall be one who is not teaching, and has not taught, for one year previously, the subject for the particular examination for which he is appointed.

*For this purpose "relation" shall mean :--

Wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand daughter, son-in-law, daughter-in-law.

3.1. A Board of Studies shall not recommend any of its members except (a) to a Board of examiners, or (b) as an internal examiner. In case of an emergency, however, if a Board is constrained to recommend one of its members as a paper-setter/examiner, they shall also suggest an alternative name. If it is not possible to recommend a suitable alternative name the Board shall state the facts giving reasons. Where for very special reasons, a Board of Studies is unanimously constrained to recommend any of its own members, reasons therefore shall be stated in a separate note for consideration of the Vice-Chancellor and the Revising Committee. A member of Board of Studies shall not, even for special reasons, be appointed as a paper-setter for more than two consecutive years.

Provided that a member of the Post-graduate Board of Studies will be eligible to be appointed as a Paper-setter or Examiner in the concerned subject at the Under-graduate level examinations.

3.2. A person who is elected to a Board of Studies and who has not yet finished his term as examiner in the subject of the Board shall not continue beyond the year of examination in which he is elected.

3.3. A member of the Revising Committee shall not be appointed except as an internal examiner.

4. The Boards of studies shall give, for the information of the Revising Committee, reasons for not recommending the appointment of a person except when he has completed the term under the Rules.

5. The Syndicate shall lay down rules (a) for appointment of paper-setters and examiners; and (b) prescribing rates of remuneration to be paid to the paper-setters and examiners.

6. The Syndicate shall issue such general instructions for the guidance of the examiners as it considers necessary for the proper discharge of their duties.

7.1. If a paper-setter or examiner is shown to be unable to perform the work or to conform to the direction of the University, the Vice-Chancellor shall have power to cancel the appointment of such examiner.

7.2. If the Vice-Chancellor finds that the work or conduct of an examiner is unsatisfactory, he may remove his name from the register or disqualify him for appointment as examiner for a specified period or take such other action as he may consider fit.

8. Where the appointment of an examiner is cancelled by the Vice-Chancellor or an examiner, for any cause, is incapable of acting as such or does not accept the appointment, or an appointment becomes necessary as an emergency measure, the Vice-Chancellor shall appoint a substitute examiner, provided that, except in case of emergency, he shall consult the Head of the Department of Studies in University or the Convener of the Board of Studies concerned, before making the appointment.

9.1. Paper-Setters, external/internal examiners, head-examiners, sub-examiners and single examiners shall ordinarily be appointed for four years for all examinations except M.B.B.S., M.D., M.S. and other post-graduate diploma examinations in the Medical Faculty who shall be appointed for two years. The term of sub-examiners for M.I.L. examinations shall also be for three years. When a paper-setter/Examiner is

changed owing to his having served for the maximum period, he shall not be appointed as a paper-setter/Examiner in the same year in another paper in any examination. This shall not, however, apply to M.A., Master of Engineering and Final Examinations in Honours School. A person shall not be eligible for reappointment till the lapse of one year.

9.2. An examiner shall be considered to have worked for full one year irrespective of the fact whether his appointment was for April or September examination.

10. No one shall be appointed as Paper-Setter--

- (i) If he has written or revised a book relating to that paper for use of candidates for the examination concerned (this does not apply to Honours, Post-Graduate, Engineering/Medical, Practical examinations and internal examiners);
- (ii) (a) if he is teaching or has taught during the preceding year the particular course to the class (this shall not apply to internal examiners and to the Boards of Examiners in Practical examinations).

Note--1. In Science subjects particular course means theory papers or practicals.

2. A person appointed as a Paper-setter should not :--

- (a) be a teacher to the class for examination of which he is proposed to be appointed Paper-Setter; and
- (b) have taught the class referred to in (a) during the two years previous to the examination.
- (b) if he does not possess, in the case of Engineering examination, five years' teaching experience in branch of Engineering out of which at least two years shall be in the particular subject in a recognised institution.
- (iii) if he does not possess teaching experience in the subject for--
 - (1) 10 years, or
 - (2) 5 years in the case of a University Professor.

Provided that--

- 1. This condition may be relaxed in the case of a subject like Home Science, French, German, Crafts, Music, Art, Military Science etc., in which qualified teachers are not available;
- 2. In the case of M.A. examination, ordinarily no person below the status of a Reader in another University with less than 5 years' teaching experience shall be appointed as paper-setter/external examiner.
- 3. In the examinations in Dairying, Architecture, Chemical Engineering, Agriculture, Law, Pharmacy, Mass Communication, Physical Education and Anthropology, the teaching experience required of a paper-setter shall be 5 years but in case of eminent persons in the Profession this may not be insisted upon.
- 4. In commerce examinations, the condition of 10 years' teaching experience shall not apply to Chartered Accountants and eminent professional people.

11. The following shall not be eligible for appointment as Paper-Setters, Head Examiners or Examiners :

- (i) A person whose relation is appearing in the examination. For this purpose "relation" shall mean--
Wife, husband, son, daughter, brother, sister, father, mother, wife's brother, wife's sister, husband's father, husband's sister, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law;
And that each Paper-Setter/Examiner shall also be required to furnish the following declaration :

Declaration

To the best of my knowledge and belief, no relation of mine as mentioned above is appearing in the subject or Paper in which I am acting as Paper-Setter/Examiner.

- (ii) A person who joins an institution for further studies; and
- (iii) A person holding a non-teaching post, unless he--
 - (i) Possesses the required qualifications and teaching experience etc., laid down under the rules and has taught the subject within the last two years of his appointment as examiner.
 - or
 - (ii) is a part-time teacher teaching the subject concerned and possesses the minimum teaching experience laid down in the rules.
- (iv) A person who--
 - (a) has written a guide or a help book except medical examination;
 - (b) is convicted of any offence which, in the opinion of the Vice-Chancellor, involves moral turpitude;
 - (c) attains the age of 65 but the relaxation to the extent of 3 years beyond 65 years for appointment of Paper-Setters/Examiners will be permitted for Post-graduate/Professional/M.Phil. Courses only. For Under-graduate courses this relaxation will be permitted in emergency cases only.
 - (d) is declared insane.

If a person has already been appointed and incurs any of the above disqualifications, his appointment shall be cancelled.

12.1. Save in exceptional circumstances, no person shall be appointed to set more than 2 question papers for examinations during a year. This shall not include--

- (a) the setting of question papers for a practical examination; or
- (b) the examining of a thesis; or
- (c) professional examinations.

When a paper is set conjointly by two examiners it shall count as half a paper for purposes of this rule.

12.2. A person shall be appointed Paper-Setter/Examiner only for one main examination during a year. For this purpose, the examinations including Practicals for which the total remuneration comes to Rs.150 or below shall not be included.

13. If for more than one examination, the syllabus in a subject for a paper is the same, ordinarily only one question paper shall be set which will be used for all such examinations.

14. (A) No one shall be appointed Head-examiner with less than ten years' teaching experience.

(B) In appointing Head Examiners, the following principles shall be followed :

(i) Persons knowing Hindi and Panjabi (Gurmukhi script) shall be given preference.

(ii) Teachers working in other Universities shall not be appointed as head-examiners. Provided that persons, who during the term of their appointment as head-examiners, leave the jurisdiction of this University on account of their transfer, shall be permitted to complete their term.

(iii) Retired teachers shall not be eligible.

15. If the difference between the awards of internal and external examiners cannot be settled through correspondence and the difference is up to 15 per cent of the maximum marks allotted to a paper, the average of the two awards shall be taken as final. If the unresolved difference between the external and internal examiners is more than 15 per cent of the maximum, such awards shall be referred to another examiner appointed by the Vice-Chancellor, ordinarily on the recommendation of the Convener of the Board of Studies of the subject concerned. The awards of this examiner shall be treated as final.

Note.--The External examiner should in no case give an unlimited discretion to the Internal examiner for increasing or decreasing the marks.

16. The internal examiner shall send to the University officer concerned the award list signed by him and the external examiner in respect of candidates in whose cases there is no difference within the normal time limit--6 days for every 100 answer-books. There shall be an automatic deduction of Rs. 10 from the remuneration for each day of delay.

SPECIAL RULES FOR B.Sc. PART I (MEDICAL/NON-MEDICAL)
B.A. PARTS I, II, III AND B.COM. EXAMINATIONS

Theory Papers

1. Each question-paper shall be set by the single or neutral examiner, who shall also act as an examiner if the number of answer-books does not exceed 400.

2.1. For B.Sc. Part I (Medical/Non-Medical) and B.A. Examinations, Paper-Setters may, ordinarily, be appointed from the Punjab, Haryana and Union Territory of Chandigarh.

2.2. For B.Com. (Hons.)--A teacher working in the University Teaching Department of Commerce and Business Management, may be appointed as an external/neutral paper-setter/examiner for B.Com. (Hons.). A non-teacher who has specialised in the subject in view of his professional status (i.e. a Bank Manager for the paper of Banking) may also be appointed as an external/neutral examiner.

3. Application for registration as Head-Examiner/Examiner for each subject shall be made separately on the prescribed form, duly countersigned by the Head of the Institution. The application, complete in all respects, shall reach the Deputy Registrar (Secrecy) under Registered post on or before the 15th June each year. An incomplete application shall not be entertained.

4. No person shall be considered for appointment as a sub-examiner unless his name is registered with the University. If a Board recommends a person whose name is not registered, it shall be removed by the office and the fact shall be brought to the notice of the Revising Committee.

- 5.** (a) No one shall be appointed as sub-examiner unless he is a teacher approved by the University with qualifications and teaching experience in the University Teaching Department/Affiliated College as below :
- (i) a Master's degree in the subject concerned with at least 3 years teaching experience; or
 - (ii) a B.Sc. Honours School degree in the subject concerned with at least 5 years teaching experience.
- (b) A University Research Scholar/Fellow/Assistant shall be eligible for appointment as examiner if--
- (i) he has taught for at least three years in an affiliated college prior to his joining as a Research Scholar/Fellow/Assistant; or
 - (ii) he is given teaching work during his tenure of research scholarship and has completed three years' teaching.
- 6.** (a) Demonstrators shall not be eligible for appointment in theory papers.
- (b) Save in exceptional cases for reason to be recorded teachers in Colleges affiliated to other Universities shall not ordinarily be appointed.
- 7.** (a) The requirement of three years' teaching experience may be relaxed in the case of a person who possesses high academic qualifications such as a doctorate or a degree from a foreign University.
- (b) In a subject in which persons with requisite teaching experience are not available, the requirement of the minimum period of teaching experience may not be insisted upon.

- (c) In a subject in which there is dearth of qualified examiners, the requirement of one year gap may be waived; when waiving this requirement, a teacher with longer teaching experience shall be preferred.
- (d) A teacher working in a Professional college shall be considered for appointment as examiner only when the list of teachers working in Arts/Science Colleges is exhausted.
- (e) A teacher in Government institute of English or Education shall be eligible.

8. For purposes of appointment of sub-examiners for B.Sc. Part I (Medical/Non-Medical)/B.A./B.Sc. Parts I, II and III and B.Com. examinations, the office shall supply the following information to the Boards of Studies :

- (i)
 - (a) Total number of sub-examiners, required in each subject.
 - (b) Number of persons whose term as sub-examiners has not yet expired.
 - (c) Number of new appointments to be made, i.e. (a) minus (b) above.
 - (ii) Names of persons registered who have never been appointed as sub-examiners previously. (This list shall be prepared according to the year of registration).
 - (iii) Names of persons registered who have already acted as Sub-examiners and completed their term of appointment.
- (These lists shall be prepared according to the years in which the persons concerned completed their respective terms as sub-examiners).

9. Of the new appointments 50 per cent shall be made from amongst persons in Rule 8 (ii), and 50 per cent from amongst persons in Rule 8 (iii). In recommending appointments from amongst the former, persons with longer teaching experience shall be preferred to those with shorter experience. In recommending appointments from amongst the latter the list shall be taken year-wise and each list shall be exhausted before the next is taken up for consideration. If the number of persons in the list to be considered is larger than the number of vacancies remaining to be filled, persons with longer teaching experience shall be appointed in preference to those with shorter experience.

10. No examiner shall be allotted more than 400 answer-books for B.A./B.Sc. and B.Com. examinations. For B.Sc. Part I (Medical/Non-Medical) examinations the maximum limit of answer-books shall be 300.

- Note--*(a) A Head Examiner shall not have more than 10 examiners i.e. 3000 answer-books of B.Sc. Part I (Medical/Non-Medical) examination.
- (b) The Vice-Chancellor on the recommendation of the Controller of Examinations may permit an examiner to be given answer-books in excess of the specified limit in a special case.

11. A Paper-Setter shall convene a meeting of the Head-examiners in his paper at Chandigarh to discuss method of marking after examining a few answer-books, with a view to framing instructions for evaluation of scripts in order to ensure uniformity of standard.

12. In the case of a Paper where the Paper-setter is the only Head-examiner, he shall issue instructions to his sub-examiners direct and no meeting with sub-examiners shall be held.

Practical Examinations

13. The office shall prepare every year list of teachers in each science subject. For this purpose, the Principals of colleges and Heads of University Teaching Departments shall be requested for this information in the first week of August. The lists shall contain the following information :

- (i) designation and grade; and
- (ii) teaching experience separately for (a) B.Sc. Part I (Medical/Non-Medical)/B.A./B.Sc. Part I (b) B.A./B.Sc. Part II and III (c) Post-Graduate.

14. On receipt of the information specified in Rule 13 the office shall prepare lists according to the designations of the teachers.

15. The lists prepared by the office shall be supplied to the Boards of Studies concerned for examiners to be recommended.

- 16.** (a) The Board concerned shall recommend, in the first instance, a person only for one examinership; either in theory or practical.

However, if the required number of qualified examiners is not available, an examiner in theory may be appointed for a practical examination also.

- (b) A person, approved as a teacher by the University, who has taught the subject in an affiliated college/a University Department for at least 3 years shall be eligible for appointment as examiner.
- (c) For B.Sc. Part I (Medical/Non-Medical) and B.A./B.Sc. Part I, Research Scholars/Fellows/Assistants with at least two years teaching experience, in an affiliated college/a University Department may be appointed if qualified teachers are not available.

A Demonstrator who has completed 5 years service in the affiliated Colleges/University Departments may be appointed for B.Sc. Part I (Medical/Non-Medical) or B.Sc. Part I examination.

- (d) For B.A./B.Sc. Parts II and III examinations, teachers with a minimum of five years teaching experience to degree classes in an affiliated College/a University Department shall be appointed. Exceptions will be made only if teachers with five years teaching experience are not available.
- (e) If after appointing all the eligible persons available on the list, some vacancies remain to be filled, appointments for these vacancies will be made on the basis of status and seniority of teachers.

17. The members of Boards of Studies may be appointed examiners in various practical examinations upto degree level only when the examiners are not available or in exceptional circumstances.

18. For B.A./B.Sc. Parts II and III, the examiners may be internal examiners.

19. For B.A./B.Sc. Parts II and III examinations, each practical examination shall be conducted by a Board of two examiners, but this shall not apply to Music, Art and Home Science practicals.

20. The term of appointment of a practical examiner shall be for four years. He will be eligible for reappointment after gap of one year. If an examiner is unable to accept the appointment for one reason or the other, that appointment will be counted towards his term.

21. All emergency appointments will be made in consultation with Conveners of the respective Boards.

22. If some examiners recommended by a Board do not get a chance in the annual examinations, they shall be given first priority in the supplementary examinations.

23. 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 examination.

Fee of Rs. 500/- 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.

B.Sc. HONOURS SCHOOL AND M.Sc. HONOURS SCHOOL
EXAMINATIONS

(a) Final Examination

1. Board of Control/Board of Studies shall be appointed to conduct these examinations. In each Board there shall be at least one external examiner and if the Board consists of six or more, at least two external examiners provided that if two suitable examiners are not available, the place of one of them may be filled by a neutral examiner.

2. Each question-paper shall be set and submitted by single paper setter.

2.(A) Answer books for theory papers will be evaluated by single examiner ordinarily within a radius of 500 Kms from Chandigarh.

There are various types of dissertations/Theses viz. Ph.D./M.A./M.Ed./M.E./M.D./M.S./M.Lib./MDS etc. All are got evaluated by two examiners and payment is made accordingly except internal examiners, appointed from within Deptts.

3. In exceptional circumstances the Syndicate may, after considering the recommendations of the Revising Committee appoint an examiner from within the affiliated colleges.

4. Every answer-paper whether for the theoretical, practical, or thesis, shall be read by both the examiners who shall be jointly responsible. The answer-books shall ordinarily be first marked by the external/neutral examiner. If the Head of the Department is not the internal examiner of a thesis, he shall be an ex-officio examiner and member of the Board of Examiners without payment.

5. Practical examinations may be conducted by the internal examiners only.

6. Whenever an external examiners is unable to attend the meeting of the Board of Examiners, he may, if he so desires, send to the internal examiner written questions for the viva-voce examination on thesis. The internal examiner will arrange to have those questions answered, in writing by the candidate, without reference to books, but with the thesis in front of him, under his supervision or under the supervision of a responsible person appointed by the Head of the department. Written answers of the candidate shall be sent to the external examiner if he so desires. In any case, the written answers will be available to the Board of Examiners.

(b) Subsidiary and Preliminary Examinations

7. Each question paper shall be set and submitted by the Single Examiner.

8. Every answer-paper, whether for the theoretical or practical, shall be read and marked by the Single Examiner.

9. Practical examinations may be conducted by the internal examiners only.

B.A. HONOURS, M.A. AND ACHARYA EXAMINATIONS

1. Each question-paper shall be set by the external examiner alone, who shall be supplied with the criticism or comments of the Board of Studies on the last year's paper.

2. In the subjects where the number of candidates does not exceed 400, one External and one Internal Examiner shall be appointed.

3. The answer-books in the case of B.A. Honours examination shall be evaluated by the paper-setters only.

4. In subjects where the number of candidates exceeds 400 but not 800, the question paper shall be split into two Parts (A and B) and the candidates shall be required to attempt three questions from Part A and two questions from Part B or vice-versa. For each part one set of External and Internal Examiners shall be appointed; i.e. evaluation of answer-books or each part shall be by the same set of examiners. Each examiner in such a case will be paid at half the rate of remuneration.

5. In the subjects where the number of candidates exceeds 800, more than one set of external and internal examiners shall be appointed depending upon the number of candidates. One half of the answer-books will be sent to the external examiner and the other half to the internal examiner simultaneously. They will evaluate their lots of answer-books and then exchange them with their counterparts i.e. external with the internal and vice-versa.

Note.--Adjustment upto 100 answer-books may be made by the Controller of Examinations.

6. The examiners will despatch the answer-books to their co-examiners in instalments of about 100 each to avoid delay in finalisation of awards and declaration of result.

7. The examiners (internal/external) shall send the results in regular instalments for which they will be paid actual expenditure.

8. Each thesis presented for the examination shall be examined by one external and one internal examiner conjointly.

9. Ordinarily no external or internal examiner shall be appointed in more than one paper if adequate number of qualified teachers in the subject is available.

10. An internal/external examiner, who completes his term of appointment of 4 years, shall not, ordinarily, be eligible for re-appointment without a gap of at least one year.

M.Sc. (2 YEAR) EXAMINATION

- 1.** Each question paper shall be set and each answer-book examined by single examiner.
 - 2.** The single examiner shall send to the University, the award list and the answer-books duly marked and signed by him.
 - 3.** Ordinarily, no examiner shall be appointed in more than two papers if adequate number of qualified teachers in the subject is available.
-

BACHELOR OF EDUCATION EXAMINATION

1. Each question-paper shall be set by single examiner.
2. In the subject of Practice of Teaching, one lesson of a candidate shall be examined by one set of examiners and second lesson by another set of examiners. Each set shall consist of three examiners, i.e., one external and one internal and the Co-ordinating examiner.
3. The Co-ordinating Examiner shall be Principal of a College of Education.
4. A Co-ordinating Examiner shall not act as such when he ceases to be the Head of an affiliated College of Education.
5. The duties of the Co-ordinating Examiner shall be as follows :
 - (i) To maintain uniformity of standard of awards in the Practice of Teaching examination among the centres allotted to him.
 - (ii) To allot candidates to the various external and internal examiners at each centre :
 - (a) Lesson I on the first day to one batch;
 - (b) Lesson II on the second day to the II batch so that one examiner may not watch both the lessons of a candidate.
 - (iii) To consolidate the result of each centre and send them to the University with the remuneration bills, etc.
6. A person will be eligible for registration for appointment as examiner in any theory paper if--
 - (a) he is M.A., B.T., or B.Ed. provided that in the subjects of Philosophy and Psychology the degree of B.T. or B.Ed. shall not be insisted upon in the case of persons who are M.As. in Philosophy or Psychology; or
 - (i) have equivalent qualifications; and
 - (ii) having teaching experience of at least three years in a College of Education;
 - or
 - (b) he is trained graduate and has served as Headmaster/Principal of a recognised High/Higher Secondary School for at least five years.
7. For registration as external examiner in Practical Skill in Teaching a person shall possess the following qualifications :
 - (a) a degree with B.T. or B.Ed. or equivalent qualifications with at least five years' experience in a College of Education.
 - (b) Headmaster/Principal of a recognised High/Higher Secondary School with at least 5 years' teaching experience.
 - (c) Inspecting staff except B.E.Os.

Note:--Qualified persons from the University Teaching Department and eminent persons from the Education Department not actually participating in the teaching of B.Ed. classes, may be considered for appointment.

8. A person who satisfies the conditions laid down for registration in (6) and (7) above, shall, on application made on the prescribed form duly recommended by competent authority be registered for theory or practical as the case may be.

9. The procedure to be followed for the conduct of practical examination in various subjects will be as follows :

- (a) The examination in Practical Skill in Teaching shall be finished in about 12 days' time at all the Centres; there shall be convenient zones assigned to a team of examiners under a Co-ordinating Examiner. A zone for the purpose of this examination shall consist of about 500 candidates.
 - (b) Each examiner will be supplied with an assessment chart and he will be required to allocate awards under the items given in the said chart.
 - (c) Each Co-ordinating Examiner will be responsible for consolidating the awards of the candidate in his zone and send them on to the University and will maintain the uniformity of standard in the examination in Practical Skill in Teaching.
 - (d) The internal examiner shall assist the external examiner in assessing a lesson. The award of the external examiner will be considered as final.
-

MASTER OF EDUCATION EXAMINATION (M.Ed.)

1. Each question-paper shall be set by the single examiner alone, who shall be supplied with the criticism or comments of the Board of Studies on the last year's paper.
 2. Answer-books shall be evaluated by single examiner.
 3. Ordinarily, no examiner shall be appointed in more than three papers if adequate number of qualified teachers in the subject is available.
 4. Internal examiner shall ordinarily be one who has already taught post-graduate classes for three academic sessions.
 5. An internal/external examiner, who completes his term of appointment of 4 years, shall not, ordinarily, be eligible for reappointment without a gap of at least one year.
 6. Each thesis/dissertation presented for the examination shall be examined by one external and one internal examiner conjointly.
-

BACHELOR OF PHYSICAL EDUCATION EXAMINATION

1. Each question-paper shall be set and each answer-book examined by an external or neutral examiner.
 2. (a) For the examination in Practice of Teaching, three shall be--
 - (i) a Board of three examiners consisting of two external and one internal;
 - (ii) the Head of the Physical Education Department of the University as a Co-ordinating examiner.
 - (b) The duties of the Co-ordinating examiner shall be--
 - (i) To maintain uniformity of standard of awards in Practice of Teaching, Practical Examinations and Internal Assessment;
 - (ii) To allot candidates to the various Internal and External Examiners;
 - (iii) To consolidate the results of each lesson or practical examination, and the internal assessment and send them to the University with the remuneration bill, etc. When a set of examiners (External and Internal) decide to award first class marks in a lesson or practical to a candidate, the Co-ordinating Examiner (if not already present) will be specially called to watch the lesson. Final decision about awards in such cases and in all other cases of disparity and difference shall be with the Co-ordinating Examiner.
-

MASTER OF PHYSICAL EDUCATION (M.P.Ed.) EXAMINATION

1. Each question-paper shall be set by the single examiner alone, who shall be supplied with criticism or comments of the Board of Studies on the last year's paper.
2. Answer-books shall be evaluated by single examiner.
3. Ordinarily no examiner shall be appointed in more than one paper if adequate number of qualified teachers is available.
4. For the practical examinations and internal assessment, there shall be a Co-ordinating Examiner.
5. The Head of the Physical Education Department of the University shall be the Co-ordinating Examiner.
6. The duties of the Co-ordinator shall be --
 - (i) To maintain uniformity of standard of awards in Practical Examinations and Internal Assessment (Part I and Part II).
 - (ii) To allot candidates to the various Internal and External Examiners.
 - (iii) To consolidate the results of practical examinations and internal assessment and send them to the University with the remuneration bill, etc. when a set of examiners (external and internal) decide to award first class or more than first class marks in practical to a candidate, the Co-ordinating Examiner (if not already present) will be specially called to watch the lesson. Final decision about awards in such cases, and in all other cases of disparity and difference, shall lie with the Co-ordinating Examiner.

NOTE : The nomenclature has been changed from M.A. Physical Education to M.P.Ed. from the session 2006-2007.

BACHELOR OF ENGINEERING EXAMINATIONS

1. (a) The Question Paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only, ordinarily within a radius of 500 k.m. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.
(b) The candidates shall have to attempt the paper in one answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) in the case of Bachelor of Engg. Exams.
 2. The external examiners shall be recommended from places as near Chandigarh as possible.
 3. For the Sessional, Practical, Viva-Voce, etc., in the subjects which are taught in only one of the Engineering Colleges the practical examinations will be conducted by the external examiners jointly with the internal examiners from the respective Colleges.
 4. For the General Fitness examination of the I, II, III and IV Engineering examinations a separate external examiner along with internal examiner shall be appointed to conduct examinations for Civil, Mechanical and Electrical Engineering Students of each year. For the other branches combined for each year, i.e. Aeronautical, Metallurgy, Electronics and Production Engineering one external and one internal examiner shall be appointed to conduct the examinations.
-

MASTER OF ENGINEERING, AND BACHELOR & MASTER OF
CHEMICAL ENGINEERING EXAMINATIONS

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiners/paper-setters approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

2. The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) for under-graduate examinations and of Forty pages in case of Post Graduate examinations.

3. For Master of Engineering :

- (i) The thesis shall be examined by a Board consisting of an external and an internal examiner.

The examiners will assess the thesis and forward their awards to the University, approving or rejecting the thesis. The examiners will also indicate if the thesis merits distinction.

- (ii) The sessional work in each paper shall be evaluated by the teacher concerned and will be countersigned by the Head of the Department. The awards in the sessional work will be forwarded by the Head of the Department concerned, through the Principal to the Controller of Examinations of the University at the end of each semester.

4. The examination in Project work shall be conducted by a Board of examiners consisting of three external examiners and three internal examiners.

EXAMINATIONS IN THE FACULTY OF MEDICAL SCIENCES

(i) M.B.B.S. Examination

(a) Theory Papers

1. There shall be four paper-setters/examiners for the main examination/supplementary examination except in the subjects of Physiology & Bio-chemistry of the 1st Professional, Pathology and Microbiology of the 2nd Professional, Ophthalmology and E.N.T. of the Final Professional which would have four examiners both for main and supplementary examinations as they are separate subjects.

2. There shall be two external examiners who will set two papers and three shall be two internal examiners who will set two papers. One of the internal examiners will be designated Co-ordinator/Moderator and he will be entitled to suitably modify the paper to see that it is according to the curriculum and there is no overlap of questions.

3. *50% of questions shall be of short answer type and 50% of essay type.

4. Each department shall have a bank of objective type questions from which they could draw questions from the examination. Ultimate aim should be of objective or multiple choice question. But method should be introduced gradually.

5. The internal and external examiners must possess Doctor's or Master's degree or equivalent qualifications as laid down by the Medical Council of India and at least five years' teaching experience in an affiliated college of a University recognised by the Medical Council of India.

6. In all subjects an external examiner shall ordinarily be appointed for not more than six turns at a stretch and there must be a break of at least one year before he becomes eligible for reappointment. Internal examiner in any department means a senior person like Professor, Associate Professor or Assistant Professor (or Chief Medical Officer or Health Officer in the subject of Forensic Medicine) provided he fulfils the conditions laid down for appointment of examiner.

7. The question-papers in theory of the various subjects shall be as under :

- | | | |
|----------------------------------|----|---|
| (i) First M.B.B.S. Examination | | |
| (a) Anatomy | .. | Two papers. |
| (b) Physiology | .. | -do- |
| (ii) Second M.B.B.S. Examination | | |
| (a) Pharmacology | .. | Two papers. |
| (b) Pathology and Microbiology | .. | Paper-A Pathology and Paper-B Microbiology. |
| (c) Forensic Medicine | .. | One paper divided into Parts I and II. |

*To take effect from 1981 examination.

(iii) Final M.B.B.S. Examination

- | | | |
|----------------------------------|----|--|
| (a) Medicine | .. | Two papers A & B
each divided into
two Parts (I & II). |
| (b) Surgery | .. | -do- |
| (c) Midwifery & Gynaecology | .. | -do- |
| (d) Ophthalmology & E.N.T. | .. | -do- |
| (e) Social & Preventive Medicine | .. | One paper. |

8. Answer-books in Paper A of each subject will be marked by the external examiners and those of Paper B, by the internal examiners, who conduct the practical examination at the centre concerned. In the subject of Pathology and Microbiology, Paper A (Pathology) as well as Paper B (Microbiology) will be divided in two Parts. Part I of these two papers will be examined by the internal examiners, i.e., Professor of Pathology and Professor of Microbiology respectively, while Part II of Papers A and B by the external examiners, i.e. Professor of Pathology and Professor of Microbiology, respectively.

(b) Clinical, Oral and Practical

9. If there are more than one college affiliated to the University or the number of students is very large, there shall be separate sets of examiners to conduct the examinations at different centres.

10. At each centre, there shall be four examiners (2 internal and 2 external), in Medicine, Surgery, Midwifery & Gynaecology, Ophthalmology and E.N.T. Anatomy, Pharmacology, Physiology & Biochemistry, Pathology & Microbiology. In Social & Preventive Medicine (Community Medicine) examination there shall be 4 examiners two external and two internal; one of the internal examiners being a Clinician (Prof. of Medicine), all the other three examiners shall be in Social & Preventive Medicine (Community Medicine). In Forensic Medicine there shall be two examiners. The examiners for various centres will be different. However, the external or neutral examiners, may be the same for two or more centres, if the number of candidates, does not justify the appointment of different examiners at each centre. Internal examiner shall be the teacher of the subject from the college concerned. If none is available or is not qualified under the rules then a teacher of the subject from another affiliated college shall act in his place.

11. If any of the external examiners does not come on the appointed date of the practical examination, the Principal shall have authority to-

- (i) appoint any one else out of the panel approved by the Medical Faculty, or
- (ii) appoint a Professor of the subject concerned from another Medical College of a neighbouring University.

Failing which

- (iii) a Professor of the subject in another Medical College of the Panjab University.

General

12. If, in exceptional circumstances, an external examiner, where-ever the rules require appointment of one, is not available, a neutral examiner may be appointed instead.

13. The moderator/Head examiner shall submit the final result, on conclusion of the examination to the Controller of Examinations in sealed cover.

(ii) M.D., M.S., AND POST-GRADUATE DIPLOMA EXAMINATIONS
(THEORY, CLINICAL, ORAL AND PRACTICAL)

1. That no person shall be appointed as an examiner in any subject unless he has taken atleast five years previously a Post-Graduate degree of a recognised University or an equivalent qualification in that particular subject as prescribed by the Medical Council of India and thereafter has had atleast five years' postgraduate teaching experience in the subject concerned or in an allied subject in an affiliated college of a University or a recognised postgraduate institution.

2. That there shall be atleast four examiners in each subject at an examination out of whom atleast 50% shall be external examiners. The external examiners who fulfil the conditions laid down in clause I above should ordinarily be invited from another recognised University, from outside the State.

3. There shall be two external examiners who will set two papers and there shall be two internal examiners who will set two papers. One of the internal examiners will be designated Co-ordinator/Moderator and he will be entitled to suitably modify the paper to see that it is according to the curriculum and there is no overlap of questions.

4. That an external examiner may ordinarily be appointed for not more than three years consecutively. Thereafter he may be re-appointed after an interval of two years.

5. That the internal examiner in a subject should not accept external examinership in a college from which external examiner is appointed in his subject concurrently.

6. That the same set of examiners shall ordinarily be responsible for the written, practical and oral part of the examination but not the thesis.

7. That in the event of there being more than one centre in one city, the external examiners at all the centres in that city shall be the same.

8. That the Chairman of the Board of Paper-Setters should be an internal examiner.

9. That where there are more than one centre of examination, examination should be held at one centre only by rotation. In case there are students from all the three centres (D.M.C., C.M.C. and P.G.I.) there should be three external and three internal examiners.

10. That all the postgraduate teachers with the rank of Readers and above and with five years' postgraduate teaching experience are eligible to be appointed as internal examiner in their subject. The Head of the department shall ordinarily be one of the examiners. The second internal examiner shall rotate after every two years.

11. Qualifications for appointment of examiners and Inspectors for Post-Graduate Degree Programme (M.D.S.) examinations :

1. he should possess qualification and experience not less than that prescribed for a teacher for Post-graduate degree Programme;

2. no person who is not an active Post-graduate teacher in the subject, can be appointed as Examiner. However, in case of retired personnel, a teacher who satisfies the above conditions, can be appointed upto one year after retirement;
3. not less than 50% of the External Examiners shall be from outside the state;
4. reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in the subject should not accept External Examinership for a college from which External Examiner is appointed in his subject;
5. no person shall be an External Examiner to the same University for more than 3 consecutive years. However, if there is a break of one year the person can be appointed.

Diploma in Health and Hospital Administration Examination

1. 50% question papers shall be set by the external and 50% by the internal examiners.
 2. The answer-books will be evaluated by one external and one internal Examiner.
-

(i) M.PHARMACY, (ii) B.PHARMACY AND (iii) DIPLOMA IN
PHARMACY AND DRESSER

- 1.** In each paper, whether theoretical, practical or thesis, there shall be single/neutral and single examiner who shall be responsible for setting the question-paper and evaluation of answer-books.
 - 2.** The external/neutral examiner, as the case may be, shall be the first to set questions and send them to the internal examiner.
 - 3.** The answer-books shall ordinarily be marked by the single neutral examiner.
-

BACHELOR OF ARCHITECTURE

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

2. The candidates shall have to attempt the paper in one answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) in the case of Bachelor of Architecture examinations.

BACHELOR OF MASS COMMUNICATION

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setters approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh, as possible.

2. The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) for undergraduate examinations and of Forty pages (including title cover) for Post Graduate examinations.

MASTER OF BUSINESS ADMINISTRATION AND M.COM.
(SEMESTER SYSTEM) EXAMINATIONS

- 1.** In each paper, whether theoretical, practical or thesis, there shall be one single/neutral who shall be responsible for setting the question paper and evaluation of answer-books.
 - 2.** The external/neutral examiner, as the case may be, shall be the first to set questions and send them to the internal examiner.
 - 3.** The answer-books shall ordinarily be marked by single examiner.
-

CERTIFICATES AND DIPLOMAS COURSES IN--

1. Postgraduate Diploma Course in Gandhian Studies.
2. Certificates in French, German and Russian.
3. Diplomas in French, German and Russian.
4. Certificates in Sanskrit and Tamil/Telugu/Kannada/Malayalam.
5. Diploma in Sanskrit and Tamil.
6. Certificate of Elementary, examination of Technical Translation in Russian.
7. Advanced Diplomas in German, Russian, French, Chinese and Tamil.
8. Certificate in Tibetan and Chinese.
9. Diplomas in (i) Tibetan; and (ii) Chinese.
10. Diploma of Proficiency in Interpretership for Tibetan Language.
11. Diploma in Translation (English-Hindi or Panjabi).
12. Certificates in Urdu and Persian.
13. Diploma in Urdu.
14. Advanced Diploma in Urdu.

1. In each paper, whether theoretical, practical or thesis, there shall be one external/neutral and one internal examiner who shall be responsible for setting the question-paper and evaluation of answer-books.

2. The external/neutral examiner, as the case may be, shall be the first to set questions and send them to the internal examiner.

3. The answer-books shall ordinarily be marked by the external/neutral examiner in the first instance.

DIPLOMA IN ADI GRANTH ACHARYA

Each question paper shall be set by the Single or Neutral Examiner who shall also act as an Examiner for evaluation of answer-books.

DIPLOMA IN CHEMICAL ANALYSIS OF FOODS

In every paper there will be at least one Internal Examiner from amongst the actual teachers of the class in that paper and one external examiner for the final examination.

LAW EXAMINATIONS

Old System

F.E.L., S.E.L., LL.B. and LL.M. Examinations

1. Each question paper shall be set and each answer-book examined by single examiner.

Semester System

(B.L. and LL.B. degrees)

2. Each question paper shall be set and each answer-book examined by single examiner.

3. Not more than 50 per cent of the examiners for all Semester examinations taken together (i.e. from I to IV Semester) may be internal examiners from amongst the teaching staff of the Department of Laws, provided--

- (i) that only such members of the teaching staff (whole-time or part-time) shall be eligible who possess at least five years' teaching experience in a University Department of Laws and have taught the subject concerned for at least two years;
- (ii) that the requirements in proviso (i) shall not apply to eminent practising advocates or Judges or retired Judges; and
- (iii) that membership of the Board of Studies in Law shall not debar a teacher of the Department of Laws from being appointed internal examiner.

4. The answer-books shall ordinarily be evaluated by the examiner who sets the question paper.

5. Advanced Diploma Course in Taxation.

The dissertation/project report shall be examined by external and internal examiners.

6. LL.M. advanced Diploma in Labour Laws and Taxation Examination

The examiners for the LL.M. examination as well as examiners in Advanced Diploma in Labour Laws and Taxation shall be totally external in terms of paper-setting as well as evaluation. The paper setting will be done by single examiner/paper-setter.

B.Sc. NURSING AND B.Sc. NURSING (POST-BASIC)

Each question-paper shall be set and each answer-book examined by an external/
neutral and internal examiner.

B.Sc. HOME SCIENCE M.Sc. HOME SCIENCE
AND POSTGRADUATE DIPLOMA

1. The question paper will be set by single examiner/paper-setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

2. The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover) for under-graduate examinations and of Forty pages in case of Post Graduate examinations.

3. For Practical and Project work/Thesis, there shall be one external and one internal examiner.

BACHELOR AND MASTER'S DEGREE IN LIBRARY AND
INFORMATION SCIENCE

1. The question paper will be set by single examiner/paper setter. The Board of Studies will recommend a panel of 3-5 examiners/paper-setters and the question paper may be got set from one of the examiner/paper-setter approved by the Vice-Chancellor. The evaluation of answer-books will be done by single examiner only ordinarily within a radius of 500 km. from Chandigarh. The examiners shall be recommended from places as near Chandigarh as possible.

The candidates shall have to attempt the paper in the answer-book only. No separate sheet/supplementary sheet will be provided. The answer-book will be of thirty six pages (including title cover), for under-graduate examinations and of Forty pages in case of Post Graduate examinations.

2. No one shall be appointed paper-setter if he does not possess at least 4 years' teaching experience in the subject in a recognised institution.

3. The external examiner shall ordinarily be a Library Science teacher working in another University.

For the M.Lib. & Information Science examination, ordinarily no person below the status of a Reader in another University with less than 5 years' teaching experience of the M.Lib.Sc. class, shall be appointed paper-setter/external examiner.

O.T. AND M.I.L. EXAMINATIONS

- 1.** Each question-paper shall be set by the external or neutral examiner.

For the examinations in O.T./Modern Indian Languages, teachers working in affiliated colleges, possessing the requisite qualifications as given in Rule 3 for these examinations and teaching experience of 10 years or more, shall be eligible for appointment as paper-setters.

- 2.** The paper-setter shall also evaluate the answer-books but when the number of answer-books exceeds 400 he shall act as Head examiner and one or more examiners as may be required, shall be appointed to mark the answer-papers. The standard of marking of the examiners shall be determined by the Head-examiner.

Care shall be taken that Head-examiners are not appointed from distant places.

- 3.** A teacher who is working in an affiliated college and possesses the following qualifications and teaching experience of at least three years, shall be eligible for appointment as an examiner :

- (a) For Prabhakar examination :
 - (i) M.A. in Sanskrit or Hindi,
 - or
 - (ii) M.A. in some language and Shastri or Prabhakar,
 - or
 - (iii) Shastri with Prabhakar,
 - or
 - (iv) Shastri with at least five years' teaching experience in Hindi in a recognised or affiliated institution of the Panjab University, provided a solemn declaration is given of having working knowledge of English.
- (b) For Gyani examination :
 - (i) M.A. in Panjabi,
 - or
 - (ii) M.A. in some language and Gyani.
- (c) For Adib Fazil examination :
 - (i) M.A. in Persian or Urdu,
 - or
 - (ii) M.A. in some language and Adib Fazil or Munshi Fazil.
- (d) For Rattan examination :
 - (i) B.A. and Prabhakar,
 - or
 - (ii) Shastri
- (e) For Proficiency in Panjabi examination :
 - B.A. and Gyani.

- (f) For Adib examination :
 - (i) B.A. and Adib Fazil,
or
 - (ii) B.A. and Munshi Fazil.
- (g) For Honours examination in Sanskrit :
M.A. in Sanskrit or a Graduate with Honours in Sanskrit.
- (h) For Honours examination in Persian :
M.A. in Persian or a Graduate with Honours in Persian.

4. Applications for registration as examiners, duly recommended by the competent authority, shall be made on the prescribed form by persons who satisfy the conditions for registration.

5. No one shall be recommended for appointment as sub-examiner, whose name is not borne on the register maintained for this purpose. If any such person is recommended by the Board of Studies, the office shall delete his name from the list of recommended candidates and inform the Revising Committee.
