

**PART VII**

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**WITHDRAWAL OF ADMISSION FORMS;  
CONSTITUTION AND CHANGE OF CENTRE;  
APPOINTMENT OF EXAMINERS/SCRUTINEERS,  
THEIR DUTIES AND REMUNERATION; CONDUCT  
OF EXAMINATION AND APPOINTMENT OF  
AMANUENSES**

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**CHAPTER I-- REGULATIONS REGARDING WITHDRAWAL OF ADMISSION FORMS AFTER THEY HAVE BEEN SUBMITTED TO THE UNIVERSITY AND REFUND OF FEES.<sup>1</sup>**

- (a) An admission form once submitted may be withdrawn by a Principal only under the following conditions:
- (i) When a candidate has been sent up provisionally for shortage of attendance and that shortage has not been made up nor condoned in accordance with the Regulations.
  - (ii) When a candidate's name has been struck off the rolls of the institution for non-payment of college dues provided such action has been taken before the commencement of the examination.
  - (iii) When a candidate has been [rusticated]<sup>2</sup> or his character certificate has been withdrawn for misconduct before the commencement of the examination.
- (b) Refund of fee shall be allowed:-
- (i) When a candidate is found to be ineligible to appear in the Examination concerned in accordance with the University Regulations.
  - (ii) When a candidate's name is withdrawn for shortage in attendance.
  - (iii) When a candidate dies before the commencement of the examination.
  - (iv) [When a candidate who belongs to the Armed Forces is unable to take the examination due to exigencies of services.]<sup>3</sup>
  - (v) If the amount paid is in excess of the prescribed fee.

Provided that in cases where names of candidates are withdrawn under (i) and (ii) above, a 25% deduction shall be made for office work involved and the residue shall be refunded automatically.

Provided further that in the case of private candidates a deduction of 25% shall be made if the admission fee is paid but the form of admission is not received or if refund is allowed under clause (i) above.

[Provided also that in the case of candidates, who belong to the Armed Forces, no deduction shall be made and the admission fee, if received, shall be refundable in full.

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1 Adapted as Regulations under section 32 of the University of the Punjab Act, 1973.

2. An expelled or rusticated candidate shall be permitted to enjoy all the privileges which he would normally enjoy, after the expiry of the period of punishment. This would also apply to the candidates who are disqualified for the use of unfair means in an examination. (Syndicate dated 16th December, 1954, paragraph 21).

3. Notified vide Registrar's No. 1721/G.M. dated 20 September, 1966.

The Vice-Chancellor may allow refund of the fee in case he is satisfied that the:-

- (i) candidate could not take the examination due to the fault of the University office.  
*This shall be applicable from the 30th March, 1963.*
- (ii) candidate could not take the examination due to a favourable amendment of the examination Regulations. No deduction shall be made, in case of (ii)]<sup>1</sup>
- (c) Refund shall not be allowed:-
  - (i) When a candidate's name is withdrawn for non-payment of college dues and
  - (ii) When a candidate's name is withdrawn on account of his rustication from college or withdrawal of character certificate for misconduct.
- (d) A claim for refund of fee shall be entertained only if it is made within one year from the date of the commencement of the examination.
- (e) Admission fees shall be refunded after the result of the examination has been declared. The rule shall not apply in case refund of amount paid in excess of prescribed fee is applied for.
- [(f) Admission form of a candidate who has completed two thirds of lectures calculated on the basis of lectures delivered upto 31 March cannot be withdrawn.]<sup>2</sup>

#### **REFUND RULES OF DUES, DEPOSITED UNDER SELF SUPPORTING/SELF FINANCE SCHEME**

1. [Where the circumstances of the student does not allow him/her to continue studies due to sudden change in time table/change of subject, whole fee may be refunded;
2. Where a student leaves the Department after attending the classes even for one day, the Library Security and Examination fee can be refunded within on year of the admission;
3. If a student does not intend to continue his studies due to death/disability of his/her father/guardian Full Fee may be refunded;
4. In case of death of student or his physical or mental incapacity, fee will be refunded. The amount of refund will be determined by the Vice-Chancellor according to the circumstances of the case;
5. Where a student has withdrawn his/her admission before attending the class and vacated seat is filled in due course, 75% amount may be refund;

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1. Notified vide Registrar's No. 1721/G.M. dated 20 September, 1966.

2. This Regulation should not apply to the students of B. Pharmacy Parts I and II Examinations to be held in 1976 and onwards. (Notified vide Registrar's No. 11/G.M., dated 8 January, 1977.)

6. Where a student joins any other institution (affiliated with the University) or any other University and leave the Punjab University Department before attending the class, his/her 50% fee may be refunded on the production of new Institution's admission certificate;
7. Where a candidate got admission in a regular class against merit/reserved seat, in the Punjab University the amount paid on Self Finance/Self Supporting Scheme may be refunded after one month of the close of admission;
8. The Vice-Chancellor may allow refund to any student on compassionate ground, resulting from circumstances beyond his/her control.

All applications shall be addressed to the Treasurer through the Head of the Institution with full particulars.]<sup>1</sup>

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## CHAPTER II - REGULATIONS FOR CONSTITUTING EXAMINATION CENTRE

1. The Vice-Chancellor will not consider the constitution of any place as a Centre of Examination unless the minimum number of candidates likely to appear in that Centre is as stated below, provided the necessary furniture and accommodation are available:-
 

(a)	<b>M.A. and M.Sc.</b>	30
(b)	<b>B.A. and B.Sc. (Pass Course)</b>	
(i)	Boys only	100
(ii)	Combined for Boys and Girls	100
(iii)	Girls only	30
(c)	<b>B. Education</b>	
(i)	Boys	75
(ii)	Combined Centre for Boys and Girls	75
(iii)	Girls	50
2. A special centre may be constituted on payment of Rs. 1200/- per candidate short of the minimum prescribed in Regulation 1, whichever is less, provided the minimum number of candidates likely to appear from the centre is not less than:
 

(a)	M.A. and M.Sc.	20
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1. F.C approved dated 15-1-2002 and notified vide Treasurer's No.D/841/Budget dated 2-2-2002.

## (b) B. Education

Boys	50
Girls	30

3. A special centre for B.A. and B.Sc. (Boys only or combined for Boys and Girls) may be constituted on payment of Rs. 1200/- per candidate short of the minimum prescribed in Regulation 1, whichever is less, provided the minimum number of candidates likely to appear from that centre is not less than 50.
4. No special centre will be constituted for less than the minimum mentioned in Regulations 2 and 3 overleaf even on payment.
5. 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 following is the minimum prescribed for the constitution of a Practical Examination centre: -
  - (i) Centre for B.A. and B.Sc. Practical Examination for any of the subjects, in which the institute or college is imparting instruction, be constituted for the candidates of that Institution at the place concerned when the number of candidates for such a subject is 15.
  - (ii) If the number of candidates in a subject for its practical examination is less than 15, a centre for the Practical Examination of such a subject be created as a special case if the Institution/College concerned pays Rs. 1500/- per candidate for the number of candidates falling short of 15.

Provided that the Vice-Chancellor may, for special reasons to be recorded in writing, make an exception to the above rule to avoid hardship in individual cases.

7. The above Regulations are subject to the fundamental condition that satisfactory and adequate arrangement for the constitution of a centre can be made at a place.
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### CHAPTER III - REGULATIONS FOR CHANGE OF CENTRE

A change of centre is not ordinarily allowed. But to avoid genuine cases of hardship, candidates may be permitted to change the examination centre under the following Regulations:-

1. The application on the prescribed form for a change of Centre should be submitted at least [20 days]<sup>1</sup> before the commencement of the examination along with three copies of the candidates' photographs as the case may be, through the Head of the Institution or by the Officer signing or countersigning the admission form.
2. On grounds of transfer of father or guardian; this fact should be certified by the Head of the Office in which the father or guardian is employed.
3. Where a Centre is sought to be changed on grounds of ill health, the application must be accompanied by a certificate signed by a Registered Medical Practitioner.
4. The fee for affecting change of Centre shall be Rs. [1500/-]<sup>2</sup> This fee is not refundable if the change of Centre is not availed of.
5. No fee shall be chargeable from the candidate when he is allotted a Centre other than the one asked for by him in the admission form by the Office for want of accommodation or due to some other reason.
6. The Vice-Chancellor might authorise change of Centre in exceptional cases not covered by the above Regulations to avoid hardship, provided there is provision of the question papers for the candidates concerned at the centre asked for.

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### CHAPTER IV - APPOINTMENT AND DUTIES OF EXAMINERS

1. All Examiners shall be appointed annually by the Vice-Chancellor.
2. **Appointment of Examiners** The Board of Studies shall submit to the Vice-Chancellor panels of names by the end of May each year for appointment as Paper Setters and Examiners. The recommendations regarding the appointment of Sub-Examiners shall be made by the end of January following.
3. The Vice-Chancellor shall have the power to cancel the appointment of, or to take any other suitable action against, an Examiner who is shown to be unable to perform the work or to conform to the directions of the University.

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1. Double fee will be charged if application for change of Centre is made less than 4 days before the date fixed for examination. *Notified vide Registrar's No. 1035/G.M., dated 12 July, 1971.*
  2. Syndicate, dated 7-7-2001.

4. In case of emergency, owing to the refusal or inability of an Examiner to act, or other cause, the Vice-Chancellor may obtain the advice of the Convener of the relevant Board while making the appointment of another Examiner. The recommendation made by the Convener in such cases shall be reported by him to the Board of Studies concerned at its next meeting.
  5. **Duties of Examiners**
    - (a) Examiners are required to distribute their questions with some uniformity over the whole range of the subjects in which they examine.
    - (b) When alternative text-books are recommended, Examiners are required not to have their questions exclusively on any one of such text-books.
  6. The Examiner shall strictly conform to the provisions laid down in the Statute for the examinations with which he is concerned, respecting the language to be used in setting and answering the papers.
  7. No Examiner shall give any fractional marks for any paper in the results sent to the Controller of Examinations.
  8. In all examinations, Paper-Setters shall assign marks for each question which shall be indicated on the question-paper for the information of candidates. They shall also mention the maximum number and the time allowed for the question-paper.
  9. Any paper which does not strictly conform to the Regulations herein laid down and the directions of the University may be returned by the Controller of Examinations to the Examiner for necessary corrections.
  10. Every Examiner shall forward his paper to the Controller of Examinations in a cover which shall be properly sealed, registered and insured, and the Controller of Examinations is authorized to reject any paper which is not forwarded in the prescribed manner.
  11. The Head Examiner, in all subjects including English, shall be required to check only 10 per cent, of the answer-books not in a consecutive order but at random.
  12. In no case shall the Head Examiner himself increase or diminish the marks assigned to any paper by an Examiner. In case of a difference arising between a Head Examiner and one of the Subordinate Examiners, the decision of the Head Examiner shall prevail.
  13. The Head Examiner shall be responsible to see that the results in his subject are submitted in due time, and he shall certify that he has re-examined the required percentage of answer-books.
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CHAPTER V – [ RULES RELATING TO REMUNERATION OF EXAMINERS ]<sup>1</sup>**I-A. Written Examinations:**

1. [ The scale of remuneration to Examiners shall be as stated below:-]<sup>2</sup>

**Table "A"**

<i>Name of Examination</i>	<i>For setting a paper</i>	<i>For setting 2nd paper</i>	<i>for Examin- ing paper</i>	<i>Minimum Fee.</i>
B.A./B.Sc., B.O.L., B.Sc. (PAF)	Rs. 600/-	Rs. 300/-	Rs. 15/-	Nil
Bachelor of Social Work,	Rs. 600/-	Rs. 300/-	Rs. 15/-	
B.Sc. Applied Geology,	Rs. 600/-	Rs. 300/-	Rs. 15/-	
Part I and II, B.Sc. Chemical Engg. & Tech. I & II B.Sc.	Rs. 600/-	Rs. 300/-	Rs. 15/-	
Home Eco. (All Parts), B.F.A.	Rs. 600/-	Rs. 300/-	Rs. 15/-	
Part I & II. B.Ed., B.S. Ed., and B.Ed. (Home Eco.)	Rs. 500/-	Rs. 300/-	Rs. 15/-	
M.O.L., M.A./M.Sc.,	Rs. 900/-	Rs. 500/-	Rs. 25/-	
M.A./M.Sc. I & II	Rs. 900/-	Rs. 500/-	Rs. 25/-	
M.F.A., M. Phil., B.Sc.,	Rs. 900/-	Rs. 500/-	Rs. 25/-	
Applied Geology, M.Sc. Home Eco.,	Rs. 900/-	Rs. 500/-	Rs. 25/-	
Final Prof.,B.Sc. Chemical Engg. & Tech.	Rs. 900/-	Rs. 500/-	Rs. 25/-	
B.Sc. Chem. Engg. & Tech. III	Rs. 900/-	Rs. 500/-	Rs. 25/-	
B.Sc. App. Geology III	Rs. 600/-	Rs. 300/-	Rs. 25/-	
B.F.A Part III	Rs. 600/-	Rs. 300/-	Rs. 25/-	
Certificate in Commerce	Rs. 200/-		Rs. 15/-	
Bachelor of Commerce I & II	Rs. 600/-	Rs.300/-	Rs. 25/-	
Master of Commerce	Rs. 900/-	Rs.500/-	Rs. 25/-	

1. Adapted as Rules, under section 34, of the University of the Punjab, Act, 1973.

2. Approved by the Syndicate, dated 7-6-2000.

Diploma in Commerce	Rs. 200/-		Rs. 15/-
F.E.L., LL.B., LL.M.,	Rs. 900/-	Rs.500/-	Rs. 25/-
Diploma in Taxation Laws,	Rs.900/-	Rs.500/-	Rs. 25/-
Diploma in Labour Law, &	Rs.200/-		Rs. 15/-
Diploma in Conveyancing.	Rs.200/-		Rs. 15/-
Diploma in Cost and Management Accounting	Rs.200/-		Rs. 15/-
M.B.B.S. & B.D.S. I & II.	Rs. 900/-	Rs.500/-	Rs. 25/-
M.B.B.S. & B.D.S. III	Rs. 900/-	Rs.500/-	Rs. 25/-
[M.B.B.S. & B.D.S. Final#	Rs. 900/-	Rs.500/-	Rs. 25/-
Diploma in Laryngology and Otolaryngology Examinations I	Rs.200/-		Each member
Diploma in Laryngology and Otolaryngology Examinations II	Rs. 200/-		Each member
Diploma in Ophthalmology I	Rs. 200/-		Each member
Diploma in Ophthalmology II	Rs. 200/-		Each member
T.D.D. Part I & II, D.C.P., D.G.O.	Rs. 200/-		Each member
D.A. Part I Examination	Rs. 200/-	Rs. 15/-	Each member
D.A. Part II Examination	Rs. 200/-	Rs. 15/-	Each member
Diploma in Child Health	Rs. 200/-	Rs. 15/-	Each member
D.T.C.D.	Rs. 200/-	Rs. 15/-	Each member
Diploma in Demography	Rs. 200/-	Rs. 15/-	Each member
Bachelor of Pharmacy I & II	Rs. 600/-	Rs. 300	Rs. 15/-
Bachelor of Pharmacy III & Final and M. Pharmacy	Rs. 900/-	Rs. 500/-	Rs. 15/-
Thesis in M. Pharmacy	Rs. 500/-	Nil	Each examiner per candidate
Viva Voce in M. Pharmacy	Rs. 10/-		
Post Graduate Diploma in Statistics	Rs. 600/-	Rs. 300/-	Rs. 15/-

Certificate in Chemical Engg. & Technology	Rs. 200/-	Rs. 15/-
Certificate in Statistics	Rs. 200/-	Rs. 15/-
Diploma in Statistics	Rs. 200/-	Rs. 15/-
Diploma in Local Self Government.	Rs. 200/-	Rs.15/-

**TABLE `B'**

**Certificate in Languages Examinations:**

Setting Fee	Rs. 200/-	Rs. 15/-
Examining Fee	Rs. 200/-	Rs. 15/-
Viva-Voce	Rs. 10/-	Rs. 15/-

**Diploma in Languages Examinations:**

Setting Fee	Rs. 200/-	Rs. 15/-
Examining Fee	Rs. 200/-	Rs. 15/-
Viva Voce	Rs. 10/-	Rs. 15/-

**Certificate and Diploma in Library Science Examinations:**

Setting Fee	Rs. 200/-	Rs. 15/-
Examining Fee	Rs. 200/-	Rs. 15/-
Viva-Voce	Rs. 10/-	subject to a minimum of Rs. 50/-

**Diploma in Public Health Examination Part I & II:**

Setting Fee	Rs. 100/-	
(i) Written	Rs. 100/-	
(ii) Practical	Rs. 100/-	
Examining Fee	Rs. 100/-	
Minimum Fee	Rs. 100/-	(Both for written & Practical)

**Advance Diploma in Clinical Psychology:**

Setting Fee	Rs. 200/-	Written, Practical and Viva-Voce** (each Member of the Board)**
Examining Fee	Rs. 15/-	
Minimum	Rs. 50/-	

**Practical:**

Examining Fee	Rs. 200/-	per candidate each member
Minimum Fee	Rs. 15/-	Each member

**Diploma in International Affairs:**

Setting Fee	Rs. 200/-	per paper
Examining Fee	Rs. 15/-	per script
Thesis Fee	Rs. 150/-	per thesis
D.M.R.E. Part I & II	Rs. 200/-	Rs.15/-
D.M.R.D. & D.M.R.T. Part I & II.	Rs. 200/-	Rs.15/-
D.M.J. Part I & II	Rs. 200/-	Rs.15/-
D.O.M.S. Part I	Rs. 200/-	Rs.15/-
D.O.M.S. Part II & D.M.C.H	Rs. 200/-	Rs.15/-

1. In the B.A. Examinations when alternate papers are to be set by the same examiner, he shall be paid Rs. 600/- for the first and Rs. 300/- for each subsequent paper.

**M.A. AND M.Sc.**

3. The fee for setting the paper shall be divided equally among the co-examiners. Each of the two examiners shall be paid Rs. 25/- for examining each answer paper.

In all subjects of M.A. and M.Sc. Examinations no setting fee is to be paid for the thesis work/Research Report but Rs.500/- are to be paid to each examiner for examining one thesis and oral examinations connected therewith. Rs. 250/- to be paid to each Internal and Rs. 250/- to each External Examiner for examining one dissertation and viva-voce.

Rs. 500/- to be paid to each examiner for examining Thesis / Research Report and plant Design in Chemical Engineering.

A University Professor added as an *Ex-officio* Examiner shall be paid Rs. 15000/-.

### EXAMINATION IN MEDICINE, B.D.S. AND B. Ed. DEGREES

4. The fee for setting the question papers shall be divided equally amongst the co-examiners while fee for examining the answer papers is to be paid in full to each of the co-examiners.

### COMMERCE EXAMINATIONS

5. The setting fee will be divided equally if the paper is set by more than one examiner. In subjects where there are two examiners, each examiner shall be paid full examining fee.

In M. Com. Examination no setting fee is to be paid for the thesis work, but Rs. 250/- (based on Internship) are to be paid to each examiner for examining one thesis and oral examination connected therewith.

For dictating a passage for shorthand, Rs. 18/- shall be paid.

### [ DEGREE OF DOCTOR

6. Each Examiner appointed to examine for the Degree of Doctor of Philosophy in any Faculty or for the Degree of Master of Surgery, or Master of Dental Surgery, Doctor of Medicine shall be paid:-  
Rs. 1500/- for examining a thesis.

Each member appointed to examine for the Degree of Doctor of Science or Degree of Doctor of Literature shall be paid Rs. 1000/- each for examining a single Thesis.]<sup>1</sup>

### LAW EXAMINATION

7. In the LL.M. Examination there shall be an External or Neutral Examiner in each paper. One setting fee shall be paid to each examiner, whereas each of them would be paid the full examining fee. The remuneration for examining a thesis shall be Rs. 500/-.

Each Head Examiner in Law shall, in addition to the examining fee, be paid Rs. 250/- for the work connected with the Head Examinership, where number of sub-examiners is three including the Head Examiner.

### DIPLOMA IN [ MASS COMMUNICATION ]<sup>2</sup> EXAMINATION

8. Setting fee for each paper Rs. 200/- to be divided equally amongst co-setters. Marking fee Rs. 15/- per candidate and each examiner to be paid full examining fee.

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1. Approved by the Finance and Planning Committee/Syndicate at their meetings held on 1/10 March, 1979 & 23/24 May, 1979 respectively (Syndicate, Paragraph 9).  
2. Renamed vide No. 1405/G.M. dated 30 July, 1985.

### GENERAL

9. When an answer paper is divided into parts, the payment for different parts should be so divided as not to exceed the fee for examining a whole paper.
10. If an examiner is appointed to examine answers to a paper or papers that he has not himself set, the fee paid to him shall not be less than [half]<sup>1</sup> the fee paid for setting the papers.
11. When an examiner is appointed to examine answers to a paper or papers that he set for the examination of a previous year, the fee paid to him shall not be less than half the fee paid for setting the paper or papers.
12. Except in case of practical examination in Science subject a 'minimum fee' means least total amount to be paid to an examiner in respect of written examination.
13. Examiners for the supplementary examinations are to be treated as separate examiners.
14. The person appointed to translate into another language the piece set for translation in a question paper shall be paid Rs. 300/-.
15. Full examining fee be paid to the third Examiner whenever appointed.

#### ***I-B. REMUNERATION TO PAPER-SETTERS & HEAD EXAMINERS:***

##### **B.A.**

Each Chief Examiner, in English shall, in addition to the examining fee, be paid Rs. 500/- and twelve for the work connected with the Chief Examinership. The Head Examiner in other subjects shall be paid an additional remuneration of Rs. 250/- when the number of subordinate examiners exceeds two.

##### **B. Ed.**

The Head Examiner in the Bachelor of Education examination shall be paid additional remuneration of Rupees 250/- when the number of subordinate examiners exceeds one.

#### ***II-- ORAL AND PRACTICAL EXAMINATIONS:***

##### **Oral Examinations in English**

1. The Oral Examination in English being only for reading, the Examiner in English shall set a paper for this without any further remuneration.

##### **B.O.L.**

2. The fee for conducting the Oral Examination in English shall Rs. 15/- for each candidate.

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1. It means half of what is paid to one examiner and not half of the total of two fees to two examiners.

3. [ The scale of remuneration of examinations in Science ]<sup>1</sup> per Examiner, per candidate shall be as follows:-

	Fee for setting a paper	Fee for setting a second paper	For examining each candidate	Minimum fee per examiner
All Examinations in B.Sc.				
Home Economics	Rs. 600/-	Rs. 300/-	Rs. 15/-	
B.A., B.Sc. Examinations	Rs. 600/-	Rs. 300/-	Rs. 15/-	
M. Sc. Examinations	Rs. 900/-	Rs. 500/-	Rs. 25/-	
Bachelor of Pharmacy] <sup>2</sup>				
Part I & Part II	Rs. 600/-	Rs. 300/-	Rs. 15/-	
Bachelor of Pharmacy] <sup>3</sup>				
Part III and Final	Rs. 900/-	Rs. 300/-	Rs. 25/-	
B.Ed. Home Economics	Rs. 600/-	Rs. 300/-	Rs. 15/-	
B.Ed. Examinations	Rs. 600/-	Rs. 300/-	Rs. 15/-	
B.S.Ed. Examination	Rs. 600/-	Rs. 300/-	Rs. 15/-	
(For first and second lessons)				
B.F.A. Part I, II & III.	Rs. 600/-	Rs. 300/-	Rs. 15/-	
I & II Professional B.Sc.				
Chem.. Engg. & Tech.] <sup>4</sup>	Rs. 600/-	Rs. 300/-	Rs. 15/-	
Third (Final) Prof. B.Sc.				
Chem. Engg. & Tech.	Rs. 900/-	Rs. 500/-	Rs. 25/-	
Diploma in Statistics	Rs.200/-		Rs. 15/-	
M.Phil. Primary & Final] <sup>5</sup>	Rs. 900/-	Rs. 500/-	Rs. 25/-	

For Viva Voce in all subjects Rs. 10/- per candidate shall be paid.

1. Finance & Planning Committee/Syndicate, dated 15 May and 7 June, 2000 respectively.
2. to 4. Approved by the Vice-Chancellor on behalf of the competent bodies.
5. Finance & Planning Committee/Syndicate, dated 15 and 18 June, 1985 respectively.

- Notes: 1. For the purposes of payment to examiners and laboratory Assistants, the B.A. (Hons.) and M.A. examination in Psychology shall be treated as Examination in Science subjects. (Syndicate, dated 9 November, 1934, para 9.)
2. In the B.Sc. Botany Honours School, the two practical question papers may be spread over three days, but no additional payment shall be made [Academic Council, dated 19 March, 1937, paragraph 2 (a).]
  3. Students employed as 'subject' in the B.A. and M.A. Psychology practical examinations be paid at the rate of Rs. 2.00 each (Syndicate, dated 5 November, 1937, para 19.)
  4. In Chemistry subsidiary for Honours School Examination in Physics, in B.A. Geography and in B.A. and B.Sc. Chemistry Practical Examinations, candidates are required to appear in two practical papers.

**B.A. and B.Sc.**

4. In Practical Examinations in Science Rs. 600/- shall be paid for the first paper and Rs. 300/- for each subsequent paper.

**M.A. and M.Sc.**

5. Where more than one examiner is present and takes part in the Practical Examination, each examiner shall be entitled to Rs. 25/- per candidate or to an equal share of the minimum fee, whichever is greater.

Fee for setting M.Sc. Practical Paper shall be for the actual number set or for maximum nine papers whichever is less, and this maximum covers the whole examination.

<u>Name of Examination</u>	<u>Fee for the</u>
<u>Practical</u>	<u>Examiner per candidate.</u>
<b>M.Sc. (Statistics)</b>	
(a) Paper VII	Rs. 25/- per candidate
(b) Paper III	Rs. 25/- Per candidate
<b>M.A. (History)</b>	
Paper VII	Rs. 25/- per candidate
<b>M.A. (Fine Arts)</b>	
(a) Paper IV	Rs. 25/- per candidate
(b) Paper V	Rs. 25/- per candidate

**B.Ed/B.S.Ed.**

6. Fee is to be paid to each of the members of the Board appointed to conduct the Oral Examination.

**EXAMINATIONS IN MEDICINE AND FOR B.D.S. DEGREE**

7. In Subjects in which there is both a Practical or Clinical and an Oral Examination in the above examinations, 1<sup>st</sup> to the Final Professional M.B.B.S. Examination, the fee shall be Rs. 25/- for each candidate, and those in which there is only an Oral Examination Rs. 25/- for each candidate. This remuneration shall be paid separately to each examiner.
8. In the Final Professional M.B.B.S. Examinations, for the written and oral examinations in Medicine, Surgery and Diseases of the Eye, Ear, Nose and Throat, the written examination shall be conducted by one internal and one external examiner. These examiners shall conjointly set the paper. They shall also conduct the oral examination and each examiner shall be paid Rs. 25/- for each paper. For the clinical and Practical examinations in Medicine, Surgery and diseases of the Eye, Ear, Nose and Throat, two suitable additional examiners shall be appointed if the number of candidates exceeds 100. Each clinical



examiner shall be paid Rs. 25/- per candidate examined by him but no candidate shall be examined by more than two clinical examiners. In Midwifery and Gynaecology the oral and clinical examinations should be combined and the fee for the combined examination should be Rs. 25/- per candidate for each examiner. Two examiners being considered sufficient for these examinations. The written paper in Midwifery and Gynaecology shall be set conjointly by these examiners who shall be paid Rs. 25/- per paper examined.

### **GENERAL**

9. The number of groups and number of practical papers to be set for the B.Sc. and M.Sc. Science Practical Examinations shall invariably be reported to the Syndicate.
10. Examiners for Supplementary Examinations are to be treated as separate examiners.
11. External Examiner and Paper-Setters in the Professional and Technical Faculties who find themselves unable to (i) conduct the practical Test in their paper or (ii) examine answer-books shall forfeit half the paper-setting fee which will be paid to their substitutes.
12. Examiners in Art Practical shall be paid for different parts of the Practical Examinations separately.
13. Full examining fee shall be paid to the Third Examiner whenever appointed due to difference in marking by the External and Internal Examiners.
14. All Examiners, sub-Examiners, Head Examiners and/or Third Examiners requested to mark answer-books for the unfair means cases to be paid at double the usual rates of examining fee.

### **PAYMENT OF CONTINGENT EXPENSES TO EXAMINERS**

1. Payment of contingent expenses both to the External and Internal Examiners in M.A., M.Sc. and all Professional Examinations (written papers) be made at the flat rate of Rs. 8/- per Examiner.
2. In case of B.A., B.Sc. B.Ed., and B.S.Ed., the sub-Examiners be paid at the flat rate of Rs. 6/- per examiner to meet the postal expenses on sending award lists, etc., to the Controller of Examinations. They should, however, send the scripts to the Head Examiners marked "Freight to pay" while the Head Examiner be paid for the actual expenses.
- [3. In case of outstation examiners, who have to send answer-books by post or rail actual expenses incurred by them be paid with the sanction of the Controller of Examinations on production of actual payees receipt]<sup>1</sup>
4. No payment be made to Examiners for Practical Examinations.

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1. Substituted for original clause 3, vide Chancellor's letter No. G.S-66-1066-1444, dated 15 September, 1966.

**CHAPTER-VI --RULES REGARDING APPOINTMENT AND DUTIES OF, AND  
PAYMENT TO SCRUTINEERS<sup>1</sup>**

1. Scrutineers shall be appointed annually by the [Vice-Chancellor]<sup>2</sup> on the recommendation of the Controller of Examinations.
2. The Scrutineers shall be classified as under:
 

Category 1.	For B.A./B.Sc. Examinations.
Category 2.	For all other Examinations.
3. Ordinarily any member of the Teaching Staff of an affiliated college in Lahore shall be eligible for appointment as a scrutineer. In special circumstances the Vice-Chancellor may waive this condition at his discretion.
4. A Scrutineer when appointed may continue to act as such as long as his work may be considered to be satisfactory but normally 20 per cent of the total number of Scrutineers will retire every year.
5. In cases of emergency owing to the refusal or inability of a scrutineer to act, or other causes, the Controller of Examinations may appoint such scrutineers with the approval of the [Vice-Chancellor].<sup>3</sup>
6. An automatic deduction from the remuneration of each scrutineer concerned will be made as under subject to a maximum of the total amount of the remuneration earned by such scrutineer for the result concerned: -
  - (i) For mistakes in totals, affecting the general result of a candidate, Rs. 5.00 per mistake.
  - (ii) For wrongly declaring a candidate as 'Pass', or, 'Fail', Rs.10.00 per mistake.

A reward at the same rate subject to a maximum to be determined by the Vice-Chancellor may be given to a member of the University Staff detecting a mistake after the results have been scrutinised and signed by the scrutineers, provided that such mistakes are detected before the publication of the results.
7. The Vice-Chancellor is empowered to disqualify a scrutineer either temporarily or permanently without assigning a reason.

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1. Adapted as Rules under section 34 of the University of the Punjab Act, 1973.

2. Power to appoint Scrutineers delegated to Pro-Vice-Chancellor vide Registrar's No. D/600/Est. dated 30 January, 1975.

3. Ibid.

### **DUTIES OF SCRUTINEERS**

8. Comparison of marks entered in the result-sheet by the Tabulator with the award list submitted by the Examiner.
9. Checking of (1) Subject totals; (2) Grand totals; (3) Underlining the marks indicating failure, and (4) passing and failing according to the Regulations in force.
10. Verification of absentees from the absentee memos supplied by the Superintendents of the Examination Centres (in case of written Papers) or by the Examiners (in the case of oral and practicals) concerned.
11. Checking of transferred marks from the old result-sheets in the cases of candidates appearing under compartment or exemption rules.
12. Comparison of real and fictitious Roll Numbers with the key supplied by the Secrecy Officer. (This applies to examinations where fictitious Roll Numbers are used).

### **GENERAL INSTRUCTIONS**

Every Scrutineer shall see: -

13. (a) That marks written in words in the award list against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper.
- (b) That each page of the award list and corrections in awards have been duly signed by the Examiner or the Head Examiner or both, as the case may be.
- (c) That marks have been correctly posted in the result-sheet according to the subjects shown against each Roll Number.
14. After the results have been thoroughly scrutinised the scrutineers shall sign against each 'Pass'. They shall never sign against any failed candidate unless it is a compartment or exemption case. They shall sign a certificate on the last page of the result-sheet to the effect that the results of the Roll Numbers allotted to them have been scrutinised and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.
15. All entries in the result-sheet must be made by the tabulator concerned. In no case must any scrutineer make any entry with his own hand.
16. Every mistake detected by the scrutineers in the result-sheet must be got corrected by the tabulator concerned and initialled by the scrutineer.

17. When the result or marks of the candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper or subject, the scrutineers shall write 'M.L.' or 'R.L.' (as the case may be) against the particular Roll Number mentioning also the Paper or subject in which marks are missing or unconfirmed. They shall also mention the Roll Numbers of such candidates at the bottom of the Result-sheet.
18. In case of any kind of objection to pass a result the scrutineers must put up a note in writing for decision of the proper authority.
19. The scrutineer are expected to maintain the strictest secrecy of the results. Any attempt to leak out a result on the part of the office must be reported to the Controller of Examinations in writing.
20. Any suspected case of tampering with the result must be reported to the Controller of Examinations in writing.
21. The scrutineers shall jointly submit a confidential report regarding the work of the tabulators in the form to be obtained from the office. The report would be handed over to the Assistant Controller (Examinations) in a closed cover immediately after the scrutiny.
22. All scrutineers are expected to scrutinize 'LATER CASES' whenever they are requested to do so.
23. If a scrutineer fails to present himself for the scrutiny or fails to complete the work by the given date, the work will be given to another scrutineer. In the latter case the scrutineer shall forfeit his claims for any remuneration even though he may have done a part of the work.
24. When on account of non-receipt of awards from examiners or discrepancies in awards, result or marks of any candidate are withheld, the scrutineers concerned are expected to keep themselves in touch with the office to find out whether such results were completed and made ready for scrutiny. This will help the office to clear as many 'LATER CASES' as possible before the publication of the result.
25. The scrutineer must immediately report to the Assistant Controller (Examinations) if he suspects the genuineness of the signature of any examiner.
26. The scrutineers must consider themselves jointly responsible for the correctness of the results.
27. Rubber stamp face similar of the signature of any Examiner or Head Examiner is not acceptable.
28. Every scrutineer must finish the work assigned to him and sign the result-sheet before the given date.

**PAYMENT TO SCRUTINEERS**

29. Payment to the scrutineers shall be made for each examination separately and not by taking together the figure for all the examination results scrutinised by the same person.
30. *The rate of payment shall be: -*
- |     |                                                                 |                                                  |
|-----|-----------------------------------------------------------------|--------------------------------------------------|
| (a) | For examinations in which fictitious Roll Numbers are not used. | Rs. 100 per hundred                              |
| (b) | For examinations in which fictitious Roll Numbers are used      | Rs. 100 per hundred                              |
| (c) | Minimum remuneration                                            | Rs. 100 (Below 10 but more than 10 less than 50) |
| (d) | Special scrutineers                                             | Rs. 100 per visit                                |

The fraction to be paid proportionately and for this purpose 10 to constitute a unit in all the above examinations.

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## CHAPTER VII - CONDUCT OF EXAMINATIONS<sup>1</sup>

### Regulations:

1. All examinations shall be held at such centres as may be appointed by the Vice-Chancellor.
2. No one, who has passed an examination of this University, shall be permitted to reappear at the same examination, except as specifically provided in the Regulations for the examination concerned.
3. [A candidate permitted to take a degree examination of the University shall not be permitted to take another degree examination in the same year.]<sup>2</sup>
4. The Superintendent of each centre shall be appointed by the [Vice-Chancellor]<sup>3</sup> at least one month before the date fixed for the commencement of the examination.

In cases of emergency, owing to the refusal or inability of a Superintendent to act, or to other cause, when there is no time to bring the appointment of a Superintendent to the notice of the Vice-Chancellor, the Controller of Examinations shall be empowered to appoint such Superintendent.

Where necessary the Controller of Examinations shall arrange for the appointment of one or more Deputy Superintendents.

5. The rules relating to the Duties of Superintendents and supervisory staff including the directions to candidates may be altered from time to time by the Vice-Chancellor.
6. If a candidate's paper is lost after having been received by the Superintendent of the examination Centre or by one of his assistants, and if he passes in all other subjects of the examination, he may be required to appear in that one paper which is lost on a date fixed by the Controller of Examinations, and if he obtains pass marks he shall be deemed to have passed the examination. In case of dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations, subject to the approval of the Vice-Chancellor, shall be final.

[Provided that if an answer book/s received by an Examiners is/are lost before or after evaluation, average of the marks obtained by the candidate in other papers in which he has appeared shall be awarded to him in

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1. Adapted as Regulations under Section 32 of the University of the Punjab Act, 1973.
  2. (a) Substituted for the original Regulation 3 vide Syndicate proceedings dated 25 July, 1968, Paragraph 9. (Notified vide Registrar's No. 988/G.M. dated 29 August, 1968.)  
(b) Candidates might be permitted to appear in a degree and a non-degree examination during the one and the same year. (Syndicate, dated 20 June, 1969, paragraph 8) Notified vide Registrar's No. 1224/G.M., dated 20 June, 1969.
  3. Power to appoint Superintendents delegated to the Pro-Vice-Chancellor vide Registrar's No. D/600/Est., dated 30 January, 1975.

the said paper. The candidate shall, however, have the option either to avail the average of the marks or to reappear in the paper. ]<sup>1</sup>

[Provided further that the benefit of grant of average marks will not be given to candidates in cases of re-checking of answer-books after declaration of their results, if their answer-book/s is/are lost at the time of re-checking. They will, however, have the option to re-appear in the paper/s in the next examination, if otherwise eligible. The candidate will also be allowed to claim refund of fee for re-checking.]<sup>2</sup>

7. [A college candidate or a private candidate accepted for the examination to whom the roll number has been issued but who fails to appear in or complete the examinations on account of his serious illness or of an accident to himself or due to his selection for and/or participation in an international sports contest [or girls guide rallies]<sup>3</sup> as a national representative of Pakistan, may, on the recommendation of the Principal or the officer signing the admission form and on production of a medical certificate, be permitted to appear in the Second Annual Examination to be held in September/October the same year, in the whole or part of the examination missed by him, on payment of the prescribed fee.

The candidate shall be intimated, free of charge, as to whether he had obtained the minimum pass marks or not in the paper/s in which he had appeared.

The application of such a candidate shall be entertained only if the following conditions are fulfilled:-

- (a) The application is submitted without any delay and in no case later than the 10th day from the date of the candidate being incapacitated from taking or completing the examination and is submitted through the Principal of his college or in the case of a Private candidate, through the Principal of an affiliated college or a Class I Officer with proper certificates.
- (b) The Principal of the College in the case of a college candidate or the Principal of an affiliated college or a Class I Officer in the case of a private candidate, certifies after making necessary enquiries, (i) that the candidate could not appear in or complete the examination without grave danger to his health or that of others taking the examination and that it was physically impossible for him to appear in or complete the examination and (ii) that the candidate had a reasonable chance of success if he had appeared in the examination.

*Note:- This Regulation shall apply to all the examinations which are held twice a year]*<sup>4</sup>

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1. Notified vide Registrar No. 115/G.S. dated 28 October, 1987.
  2. Notified vide Registrar's No. 361/G.S. dated 23 November, 1989.
  3. Syndicate dated 19 June, 1967, paragraph 5.
  4. Amended vide Registrar's No. 517/G.M., dated 12 March 1975. The amended Regulation is effective from the Annual Examinations of 1970.

A candidate to whom this concession is granted shall be provisionally allowed to read in the next higher class in the college till the publication of the results.

Provided that no candidate who passes under this Regulations shall be eligible for a scholarship or prize or medal or any other distinction.

8. Notwithstanding anything contained in Regulation 7, the Syndicate shall have power to permit, in exceptional circumstances, a student to appear in the Supplementary Examination if, in the opinion of the Vice-Chancellor, it was physically impossible for the student to appear in the annual examination.
9. Admission to a supplementary examination as in Regulation 7, shall also be allowed if a candidate is unable:-
  - (a) to complete his examination on account of the death of a [near relative]<sup>1</sup> on one of the days of the examination certified by a Class I Officer; or
  - (b) to appear in his examination on account of the death of a near relative not more than 15 days before the commencement of the examination certified by a Class I Officer.
10. Every day before the Examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. No late-comer shall be admitted unless this warning has been repeated to him at the gate.
 

The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller of Examinations every day a declaration signed by him or them and witnessed by all the Invigilators then on duty to the effect that he did, as a matter of fact, call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession.
11. Any candidate who, after announcement made under Regulation 10, fails to part with or is found to have in his possession or accessible to him, papers, books or notes, relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent of the Centre from the examination room.
12. If it is found that a candidate has access to, or is in possession of papers, books or notes, which might possibly be of assistance to him:-
  - (a) but that his access to, or possession of such books, notes or papers was inadvertent, and was not mala fide, his answer-book shall be cancelled, as a disciplinary measure without any implication of moral turpitude, and

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1. By a near relative is meant father, mother, full and half brother and sister, paternal and maternal uncle, paternal grandfather, wife, son, daughter and husband.



- (b) in other cases of possession be disqualified from passing any examination that [year]<sup>1</sup>
13. Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his answer-book, or using or attempting to use these or any other unfair means, shall be disqualified from passing any examination for a period not exceeding three years.
14. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such Law: -
- (a) any candidate found guilty of deliberate previous arrangement to cheat in the examination such as smuggling in another answer-book, impersonation or misconduct of a serious nature and the person who impersonates such candidate, if he is on the rolls of an affiliated college, shall be disqualified for a period of not less than three and not more than five years or declared as not a fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the other circumstances of the case.
- (b) if the impersonator is not on the rolls of an affiliated college, the Controller of Examinations shall report the matter to the police and shall send intimation of the same to the Vice-Chancellor.
- Provided that in a case covered by clause (a) above, a candidate or the impersonator, on the expiry of five years including the examination in connection with which he was declared to be not a fit and proper person to be admitted to any future examination may, as a special case, be exempted by the Syndicate from further operation of this Regulation with the sanction of the Vice-Chancellor.
15. (a) Any candidate, obtaining admission to the Examination on false representation made on his application form or using abusive or obscene language in the answer-book, shall be disqualified from passing any examination [for a period not exceeding two years]<sup>2</sup>
- (b) Any candidate forging another person's signatures on his application or his admission form shall be disqualified as in Regulation 14.

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1. For the purposes of these Regulations the year means a full academic year.

2. Amended vide Registrar's No. 1070/G.M dated 13 September, 1968.

*Note: The period of disqualification of candidates found guilty of various offences under Regulations 11 to 20 should run only concurrently. (Syndicate, dated 10 June, 1967, para 18).*

[(c) Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on the challan form be punished for a period of one year.

or

A fine may be imposed upto Rs. 5,000/- on such candidates who are found guilty of making forgery. or Both.]<sup>1</sup>

16. Any candidate found guilty of disclosing his identity or making peculiar marks in his answer-book for that purpose shall:-
- (a) If he is successful in the examination, be disqualified from passing the examination that year; or
- (b) if unsuccessful in the examination, be disqualified for that year and the following year.
17. Candidates guilty of communicating, or attempting to communicate, with Examiners with the object of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means within the meaning of Regulation 13 and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category and the candidate concerned shall be punished as in Regulation 13.

**Explanation:-** An approach made by a relative, guardian or a friend of a candidate, will, as a rule, be considered to be on behalf of the candidate who shall be punished as laid down in this Regulation. The making of an appeal to the examiner through an answer-book by a candidate is prohibited. The answer-paper in which such an appeal is made shall be liable to be cancelled.

18. Any candidate who refuses to obey the Superintendent of an Examination in the Examination Hall, or changes his seat with another candidate, or changes his roll number card, creates disturbance of any kind during the examination, stages a walk-out, resorts to a pen-down strike, or instigates others to do so, or otherwise misbehaves in or around any examination hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or Inspector of a Centre or any officer duly authorised by the Controller of Examinations, as well as to any of the following punishments according to the seriousness of the offence:-
- (a) Cancellation of the [ x x x ]<sup>2</sup> answer book concerned.
- (b) Disqualification for one year only.
- (c) Disqualification up to three years.  
[x x x x]<sup>3</sup>

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1. Notified vide Registrar's No.56/G.S dated 20-5-1995.

2. Deleted vide Notification No. 455/G.M., dated 2 May, 1964.

3. Ibid.

19. In case of an emergency, the Vice-Chancellor is authorised to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of the affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any examination hall.
20. Any candidate found in possession of fire-arms or anything capable of being used as a weapon of offence in or around any examination hall, shall be liable to expulsion by the Officers as mentioned in Regulation 18 above, and to disqualification ranging between two and three years.
- [20-A Notwithstanding anything hereinbefore contained, no punishment shall be imposed unless a student accused of using unfair means in an examination has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.]<sup>1</sup>
21. In the case of the alleged use of unfair means in connection with examinations if, in the opinion of the Vice-Chancellor, facts have been brought to light within 30 days of the receipt of the decision by the candidate which, had they been before the Committee, might have induced them to come to a decision other than the one arrived at, then the Vice-Chancellor may order that such facts be reduced to writing and placed before the Committee. The Committee shall then reconsider the case. A unanimous decision of the Committee if confirmed by the Vice-Chancellor, shall be final. But in the event of a difference of opinion the case shall be referred to the Vice-Chancellor, who may either finally decide the case himself or refer it to the Syndicate for final decision as he thinks fit.
22. The Vice-Chancellor, to avoid hardship in genuine case, shall have power to sanction the remission of late fee, and acceptance of admission form and fee after the expiry of the last date with late fee.
23. [The Vice-Chancellor or an officer authorized by him may, on receipt of an application in the prescribed form addressed to the Vice-Chancellor and accompanied by a fee of Rs.400/- per subject, (A & B), satisfy himself that: -
- (a) the result of the applicant has been correctly compiled and declared (this will include checking of answer-books, award lists and result sheets);
- [provided that it will not included re-evaluation of the candidates answer book]<sup>2</sup>
- (b) [Deleted]<sup>3</sup>

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1. Added vide paragraph 18 of the Syndicate proceedings dated 23 September, 1967. (Notified vide Registrar's No. 281/G.M., dated 26 March, 1968.)

2. Notified vide Registrar's No. 111/G.S. dated 26-4-1997.

3. Ibid

[Provided further that the benefit of grant of average marks will not be given to candidates in cases of re-checking of answer-books after declaration of their results, if their answer-book/s is/are lost at the time of re-checking. They will, however, have the option to re-appear in the paper/s in the next examination, if otherwise eligible. The candidate will also be allowed to claim refund of fee for re-checking."]<sup>1</sup>

To facilitate the disposal of such applications, the following time limit has been fixed for the receipt and disposal of applications:-

- |    |                                                                                                                 |                                                                                                                                                                                   |
|----|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Last date for the receipt of application on the prescribed form in the office of the Controller of Examination. | Within [30] <sup>2</sup> days from the date of declaration of the result.<br>[Applications received after the prescribed limit shall not be under any circumstances] <sup>3</sup> |
| 2. | Disposal                                                                                                        | Ordinary: within 15 days from the date of receipt of the application on the prescribed form on payment of Rs. 800/- per subject (Papers A & B).                                   |

**24. (a) Categories of candidates eligible to appear beyond territorial Jurisdiction.**

The University may, with the permission of the Provincial Government by a general or special order, constitute an examination centre outside its territorial jurisdiction, for the [Pakistani Living abroad]<sup>4</sup> who have to appear in Arts subjects not involving Practical (..) <sup>5</sup> examination either in the whole or in a part of the examinations;<sup>6</sup>

(i) [Deleted]<sup>7</sup>

(ii) [Deleted]<sup>8</sup>

(iii) [Deleted]<sup>9</sup>

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1. Notified vide Registrar's No. 361/G.S. dated 23 November, 1989.

2. Ibid.

3. Added, vide Syndicate proceedings dated 25 July, 1968, paragraph 9.

Note: The special rechecking of the answer-books shall be done by the Controller of Examinations, (Notified vide Registrar's No. 397/G.M., dated 16 March, 1965.)

4. Notified vide Registrar's No. 80 / G.S. dated, 2-7-1995.

5. The words "and/or Viva Voce" deleted vide Registrar's No. 1396/G.M. dated 5 December, 1973.

6. Approved by the Syndicate, vide para 8 of its proceedings dated 20 June, 1969. (Notified vide Registrar's No. 1226/G.M., dated 30 August, 1969.)

7 to 9. Notified vide Registrar's No. 80/G.S dated, 2-7-1995.

[Examinations for the Pakistanis living abroad, shall be held in the months of July/August each year or on such dates as may be approved by the Vice-Chancellor in the subjects where practical/Viva-Voce examination is not involved. The Examinations shall be conducted at such centres as may be approved by the Vice-Chancellor.]<sup>1</sup>

- (iv) Foreign Nationals who might have left Pakistan after completing a course of study in an Affiliated College but with or without taking the examination or after appearing in the examination failed wholly or partly. This concession will be available to them as long as they are eligible to appear as Late College Students or eligible to complete the examination.]<sup>2</sup>
- (v) No one who does not fall in any one of the above categories shall be allowed to appear in the examination abroad. Even external candidates who were placed under compartment or had earned exemption shall not be allowed to take the whole examination after having availed themselves of all the chances allowed to clear compartment or exemption.
- (vi) A Candidate who desires to appear in the B.A. Examination, to be conducted by the University of the Punjab abroad, shall pay US \$600 as Examination fee to the Treasurer of the University including the following expenses:-
- |                                                                                                                                                                                                                                       |                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Admission fee</li> <li>2. Registration fee</li> <li>3. Extra Special fee</li> <li>4. Paper Setting fee</li> <li>5. Postal charges for sending question papers etc., from Lahore.</li> </ol> | <p>To be determined by the University in individual cases candidates to the Treasurer University of the Punjab, Lahore.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

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1. Notified vide Registrar's No. 80/G.S dated, 2-7-1995  
 2. Substituted vide Notification No. 1312/G.M., dated 13 September 1971.

[The candidates mentioned in the above categories would be permitted to appear only if they are otherwise eligible to take the examination]<sup>1</sup>

**[(b) Contribution for the Creation of a Special Centre**

- (i) An application for the creation of a special centre abroad shall be entertained only if it is routed through the Pakistan Embassy/Mission in that country and is received in the University at least three months before the commencement of the examination.
- (ii) Examination shall be conducted at the nearest University. If there is no University at a station, arrangement may be made to conduct the examination at a local college or school. The Pakistan Embassy concerned will obtain consent from the University or the Institution concerned to conduct the examination on behalf of the University and send it to the University office along with the application/s of the individual/s.
- (iii) The candidates shall have to bear the following expenses in foreign currency:
  - (a) Remuneration to the person/s appointed as Superintendent/s, Deputy Superintendent/s and invigilator/s.
  - (b) Postage charges.
  - (c) Fee for setting of question papers (separate question papers will have to be set for each centre abroad).
- (iv) Supervisory staff shall be appointed by the University or the Institution where the examination is to be held. The question papers, answer books and other relevant papers shall be dispatched to the University or the Institution where the examination is to be conducted.]<sup>2</sup>

25. [Notwithstanding anything contained in regulations relating to all University Examinations the Controller of Examinations shall have Power to with-hold roll numbers and result of those candidates who fail to clear their University dues, Tuition Fees, Hostel Fees, Examination Fees and other dues]<sup>3</sup>

**Transitory Regulation**

[Notwithstanding anything to the contrary contained in the Regulations, the candidates who were due to appear in the First Annual Examination, 1971, but could not appear due to illness, shall be permitted to appear in the rest of the papers/subjects in the Second Annual Examination, 1972.

The fact that they passed their examination in parts shall not be mentioned on their degrees, provided that they submit medical certificates duly attested by the attesting authorities to the Controller of Examination]<sup>4</sup>

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1. Syndicate, dated 20 June, 1969, notified vide Registrar's No. 1226/G.M., dated 30 August, 1969.  
 2. Notified vide Registrar's No. 1226/G.M., dated 30 August, 1969.  
 3. Notified vide Registrar's No. 1316/G.M., dated 15 September, 1971.  
 4. Notified vide Registrar's No. 517/G.M., dated 12 March, 1975.

**CHAPTER VIII- REGULATIONS FOR THE APPOINTMENT OF AMANUENSES IN  
UNIVERSITY EXAMINATIONS**

1. An amanuenses shall normally be allowed only to candidates who suffer from a [disability of a permanent nature]<sup>1</sup> such as blindness, or partial blindness, paralysis, etc., rendering them unable to write, duly certified by a Medical Officer of rank not lower than Assistant Surgeon, provided that such candidates apply for amanuenses before hand at the time of sending their admission forms to the University. Provided further that in genuine cases of temporary disability extending over the period of examination, the Vice-Chancellor may allow an amanuenses to a candidate, if in his opinion, it is a fit case for such a concession.
2. The amanuenses must be of a lower grade of education than the candidate and must not be attached to the Institution to which the candidate belongs.
3. The Superintendents/ [The Principal of a College]<sup>2</sup> shall choose a [suitable amanuenses]<sup>3</sup> and forward immediately to the Controller of Examinations a report giving full particulars of the candidate and of the amanuenses.
4. The Superintendent shall arrange a suitable room for the disabled candidate and also appoint a special Deputy Superintendent to supervise.
5. [Such candidates shall be given half an hour more than the time allowed for answering the question-paper]<sup>4</sup> [However, the blind candidates shall be provided amanuenses at the expense of the University and that they shall be allowed 45 minutes over and above the time stipulated in a question paper for solving it]<sup>5</sup>

- 
1. A disability of a 'Permanent Nature' does not include temporary incapacity vide paragraph 9, Chancellor's Committee, dated 16 March, 1956.
  2. Approved by the Syndicate, dated 7-6-2000.(Item No.3).
  3.
    - (i) only bright students who have full command over the English language should be appointed amanuenses in future so that blind students do not suffer from any handicap as far as their answers are concerned.
    - (ii) Rs: 50/-per paper be paid to amanuenses. No relative of the blind students be allowed to act as amanuenses. The Principal of a College may suggest the name of amanuenses to the Controller of Examinations for his approval.  
*(Approved by the Syndicate dated 7-6-2000).*
    - (iii) lists showing the full particulars of 20 students each who obtain highest number of marks in English and Urdu in the Intermediate Examination and in English in the B.A. Examination be maintained in the office of the Controller.
    - (iv) amanuenses to the blind candidates appearing in the M.A. Examination be provided out of the list of students who have passed B.A. examination and to the students appearing in the B.A. examination out of the list showing the names of students who passed the Intermediate examination; it being understood that those who are studying in 3rd year or 5th year class in the subject/subjects which the blind candidate is offering for his B.A./M.A. examination shall not be eligible for appointment as amanuenses for B.A. and M.A. examinations (Para 25, Syndicate dated 31 December, 1966).
  4. Substituted for the original clause 5 vide paragraph 25 of the Syndicate Proceedings dated 30 May, 1964.
  5. Added vide Registrar's No. 381/G.M., dated 8 April, 1972.

