

### 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

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**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.

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 presence 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)

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.

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(\*i) 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.

**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.....

The applicant is eligible and may be enrolled

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

Remarks regarding fees

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

Asstt. Dealing Official

VERIFICATION

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

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

- (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.

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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.....

**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.

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

- (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

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

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4. Total number of Examiners=10

Time-table of examination, examiner-wise

Examiner/Subjects	No. of Days					Total Lessons
	D <sub>1</sub>	D <sub>2</sub>	D <sub>3</sub>	D <sub>4</sub>	D <sub>5</sub>	
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.. (Oni0270568 T26 0 T2 0 Td (Punjabi)Tj8595)TJ -0.199995 Tc 162 0 Td ..

**(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. 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Semester examination will be held in the month of November/December and 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> 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 o0 0 20 cs 10 0 0 g SCN /R120 cs 1 scn q 15on.a.i6eon.

**(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**

(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.

**(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

**(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.

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**(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.

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(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.

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(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. 1<sup>st</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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.

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(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

**(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.

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**(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

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.

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(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.

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**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.

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(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.

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**(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.

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## 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.M.A. Sanskrit plus Shastri or Acharya.
- (b) Hindi examinations :
  - (i) Rattan } B.A. plus Prabhakar
  - (ii) Prabhakar } orShastri plus 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.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

## CHAPTER XXX

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



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



### 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      | .. |   |

**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. ..**



## (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	..	50
(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 :

- (a) Satisfactory and adequate arrangements are available.
- (b) It shall be obligatory on the part of recognised institutions where centres are created to provide available accommodation and furniture free of charge.
- (c) 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.

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## (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.

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## 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.
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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)

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







- (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/

#### APPOINTMENT OF PAPER-SETTERS AND EXAMINERS

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.

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.

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**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.

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**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

**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.
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**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.

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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.
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## 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.
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## 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.
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**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.

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## 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.

**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.

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EXAMINATIONS IN THE FACULTY OF MEDICAL SCIENCES

## (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.

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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.
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(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.
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**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.

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**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.

**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.

## 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.

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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.

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## 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.

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**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.

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**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

**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.

## 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)