

Price : Rs. 1200/-



# PANJAB UNIVERSITY, CHANDIGARH

Examination Form for Private Candidates of B.A./B.Sc./B.Com./B.B.A./B.C.A.

Form No.

Centre

PUPIN/Roll No.

## Important Instructions

(To be assigned by the office)

1. Read the instructions before filling the examination form
2. The candidate must fill the examination form in his/her own handwriting
3. Use only **Blue** or **Black ball point pen**. Use white ink to cover mistakes
4. If the qualifying examination passed from other Board/ University/Council etc. attach the **original detailed marks card and migration certificates**
5. Fill the boxes using **BLOCK LETTERS ONLY**
6. If you are appearing in the additional subject/s or more than one course you are required to fill separate examination form along with separate fee in full for each examination. For example BA I, II & III or any other exam. and like-wise for deficient subject/s and improvement of performance if you are appearing in more than one exam.

Paste your recent photo here. Do not staple.  
Not to be attested

### (A) Examination Detail

- 1) Exam. Code  2) APR /SEP  3) Year
- 4) Category Code (SC/ST/GN/BL)  5) Capacity Code (Under which appearing)
- 6) Full/Compt./Additional/ Imp./Def./UR/Code  7) Center code (Opted) 1)  2)
- 8) State/Country Code ( to which you belong)  9) Registration No./PUPIN No. (Allotted by P.U. only)

Fold Here.....

### (B) Personal Details (IN BLOCK LETTERS ONLY)

- 1) Candidate's Name
- 2) Father's Name
- 3) Mother's Name
- 4) Sex Code [M/F/TG]  4(a) Date of Birth
- 5) Subjects Offered Code Wise
- 6) Mailing Address
- 7) Pin Code
- 8) E-mail address
- 9) Mobile/Telephone No. with code

Fold Here.....

### (C) Fee Details of Late/Extra/Special or Additional Fee remitted, if any

- 1) Fee Remitted Rs.  2) S.B.I. Journal No.  Dated

### (D) 1) Have you already qualified the Environmental Edu./Exam.? If Yes, Name of the Exam. Code

- 2) Roll No.  3) APR/SEP  4) Year

### (E) Previous Examination Detail

- 1) Exam. Code  2) Roll No.



(G) i) Have you ever been disqualified by any University/Board/Council or if any enquiry is pending against you in a case of alleged serious misconduct and or use of unfair means during examination. Yes = Y ☐ No = N ☐

If yes, 1) Examination  2) Year  3) Session APR/SEP

4) Roll No.  5) University/Board/Council

6) Disqualification awarded upto APR/SEP  7) session/Year

ii) Whether member of Scheduled Caste/Tribe (State Category) Yes = Y ☐ No = N ☐ If yes, state category

iii) Whether Blind or Permanently disabled from writing or crippled Yes = Y ☐ No = N ☐ If yes, state nature

iv) Whether you need a WRITER Yes = Y ☐ No = N ☐ For points II) & III) attach copy of certificate

v) Specimen handwriting of the candidate

#### Solemn Declarations :

I have filled in the form in my own handwriting after careful study of the university syllabi, structural outlines of the course, rules and regulations pertaining to the year and session of the examination, under reference. The statements made by me in the form are correct. I accept full liability for any action against me under the rules/regulations of the University for any mis-statement or concealment of facts made by me.

Full signature of the candidates

#### (H) CHECK LIST OF DOCUMENTS/INFORMATION TO BE SUPPLIED BY THE PRIVATE CANDIDATES ONLY

If you did not attach the following documents, you may be declared not eligible

1. A) Have you passed the qualifying exam from this university Yes = Y ☐ No = N ☐  
B) If yes there is no need to attach original Marks Card

2. A) Have you passed the qualifying exam from the Board/University/Council other than Panjab University Yes = Y ☐ No = N ☐ B) If yes, attach the original Detailed Marks and Migration Certificates from Board/University/Council

3. Have you got your examination form attested by a competent authority as prescribed by the Panjab University Yes/No [Y.N] ☐

4. Have you filled in all the columns of the exam form properly and that no column has been left blank. Yes = Y ☐ No = N ☐

5. Have you attached three copies of your latest passport size photograph from the same negative Yes = Y ☐ No = N ☐

6. Have you attached the SC/ST certificate issued by the competent authority (if applicable) Yes = Y ☐ No = N ☐

7. Have you paid late fee, additional fee, special fee etc, (if any) Yes = Y ☐ No = N ☐

Full signature of the candidates

#### (I) Certificate for Late college students (of colleges/University School of Open Learning/Evening Studies)

I certify that the applicant -

- A) has previously appeared in the exam under Roll no. \_\_\_\_\_ in session \_\_\_\_\_ Year \_\_\_\_\_
- B) has completed the prescribed course of lectures/practicals etc. In the college or has been on the rolls of the department of U.S.O.L./Evening studies from July 20 \_\_\_\_\_ to April, 20 \_\_\_\_\_ in the subject/s offered by him/her and has paid continuation fee of Rs. 40/- vide receipt \_\_\_\_\_ Dated \_\_\_\_\_
- C) bears a good moral character
- D) has signed the examination form in my presence and satisfied me by production of authentic documents and the statements made by him/her are correct

(For all candidates)  
Pastes your recent photo here. Do not Staple.  
Duty attested by competent authority.

Date \_\_\_\_\_

Full Signature of the Principal of the college,  
Chairperson U.S.O.L./D.E.S. Last attended with official stamp.

I certify that, Certificate for Private Candidates (other than late college students) items not applicable may be struck off)

- 1) I know the applicant personally. He/She bears a good moral character. His/Her attested photo is affixed. He/She has signed this examination form in my presence and has satisfied me by production of authentic documents that the statement made by him/her in the form are correct.
- 2) The applicant has been in continuous service since \_\_\_\_\_ and will continue to be as such till the commencement of the examination He/She has completed at least 3 years service on 30th November preceding the year of examination.  
A) Name of institution/organization/department \_\_\_\_\_ B) Date of Joining \_\_\_\_\_ C) Rank/Designation \_\_\_\_\_
- 3) He/She has not been a regular student of an affiliated college during the academic year preceding the examination.
- 4) There is no evening college/Evening classes in any college at the place where the applicant is employed OR he was not granted departmental permission to join the evening college/Evening classes by the employer due to the nature of his duties (Attach Certificate) OR that the applicant was not granted admission in the evening college/evening classes by the principal. In case there are more than one evening college/classes, this certificate may be obtained from all of them. (This certificate is not needed by women candidates).
- 5) For Defence Personnel Only A) he is bonafide (permanent) resident of \_\_\_\_\_ District in the state Punjab/Haryana/Himachal Pradesh/Chandigarh (UT)  
B) He has been working in the \_\_\_\_\_ state since (Month) \_\_\_\_\_ Year \_\_\_\_\_ and will continue till the commencement of the examination.
- Note :** Teachers of Govt. Primary/Middle/High School should get their forms attested by the Distt. Education Office/Circle Education Officer.
- .....Fold Here

Signature and Stamp of the Head branches/Organisation/  
Department who candidate is employed or any other  
attesting authority

Name of the attesting authority (IN CAPITALS) \_\_\_\_\_ Designation \_\_\_\_\_ Date \_\_\_\_\_

(J) 1. Registered Letter No. \_\_\_\_\_ 2. Date \_\_\_\_\_

D D M M Y Y

3. Date of Receipt

4. Amount Received Rupees

Full Signature of Dealing Official



<b>PANJAB UNIVERSITY, CHANDIGARH</b> <b>ADMIT CARD</b>		
Candidate's Address _____        	<div style="text-align: center; font-size: small;">           (To be filled in by the Candidate)            (This Roll No. is issued Subject to final confirmation of your eligibility)         </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> Name of Exam./Class _____   Session _____ Year 20 _____  Full Subject/Re-appear/Improvement Subject _____  Subjects Offered _____   Roll No. _____  Regd. No. _____  Name _____  Son/Daughter of Shri _____  College/Deptt. _____  Centre of Exam. _____  Centre No. _____ </div> <div style="width: 30%; border: 1px solid black; text-align: center; padding: 10px; font-size: small;">           Paste with gum            your latest            attested photograph            (do not staple)         </div> </div>	
<p style="font-size: x-small;">This card is required to be carried by the candidate and shown on demand in the Examination Centre for verification.</p> <p style="font-size: x-small;"><b>Note :</b> At the end of the Examination, this card must be preserved by the candidate till the receipt of the Detailed Marks Card.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <b>Controller of Examinations</b> </div> <div style="width: 45%; text-align: center;"> <b>Full Signature of Candidate</b> </div> </div>	

<b>PANJAB UNIVERSITY, CHANDIGARH</b> <b>ADMIT CARD</b>		
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**PANJAB UNIVERSITY, CHANDIGARH**

**Examination Branch (Form Cell)**

**(To be filled in by the candidate)**

Sr. No. of Examination Form \_\_\_\_\_

Dated \_\_\_\_\_

**(Acknowledgement Receipt)**

Received Exam. Form of Mr/Ms. \_\_\_\_\_

son/daughter of Shri \_\_\_\_\_ alongwith

Bank Draft No./Bank cash receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) drawn

on \_\_\_\_\_ in favour of Registrar, Panjab University, Chandigarh on account of

Examination Form and Admission Fee for \_\_\_\_\_ class/examination, 20 .

.....  
(Signature of the Candidate)

For Controller of Exams.

**PANJAB UNIVERSITY, CHANDIGARH**

**Examination Branch (Form Cell)**

**(To be filled in by the candidate)**

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.....  
(Signature of the Candidate)

For Controller of Exams.



# PANJAB UNIVERSITY, CHANDIGARH

## INSTRUCTIONS

FOR PRIVATE CANDIDATES OF B.A./B.Sc./B.COM./B.B.A./B.C.A./B.F.A.-II Compartment & III Full/Compartment YEAR  
(UNDER 10+2+3 SYSTEM)  
B.Ed./M.Ed./O.T./M.I.L. (ANNUAL) EXAMINATIONS TO BE HELD IN APRIL/MAY, 2016

(To Be Read Carefully & Preserved by the Candidate)

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

**Annual Examination, 2016**

**13-11-2015 (Without Late Fee)**

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

(i)	Upto	20-11-2015	Rs.	1870/-	per examination form
(ii)	Upto	02-02-2016	Rs.	5280/-	per examination form
(iii)	Upto	02-03-2016	Rs.	10,340/-	per examination form
(iv)	Upto	24-03-2016	Rs.	21,120/-	per examination form

NO EXAMINATION FORM SHALL BE ACCEPTED AFTER 24-03-2016 UNDER ANY CIRCUMSTANCES EVEN WITH LATE FEE

Mere non-availability of Examination Form cannot be pleaded as an excuse for claiming acceptance of form and fee without appropriate late fee of remission of extra late fees. *The candidates appearing simultaneously in lower examination, submit separate form for each course.*

**THE EXAMINATION FORM MUST BE SENT TO THE OFFICE SUPERINTENDENT (FORM CELL) (EXAMINATION)-III, PANJAB UNIVERSITY, CHANDIGARH-160014, BY REGISTERED POST/SPEED POST/COURIER ONLY.**

**THE EXAMINATION FORM WITHOUT LATE FEE AND WITH LATE FEE, IF ANY CAN BE SUBMITTED PERSONALLY IN THE STUDENTS INFORMATION CELL, PANJAB UNIVERSITY, CHANDIGARH-160014.**

**THE EXAMINATION FORM CAN BE SUBMITTED PERSONALLY IN THE PANJAB UNIVERSITY REGIONAL CENTRES HOSHIARPUR, LUDHIANA AND MUKTSAR.**

**THE EXAMINATION FORM FOR UNDER-GRADUATE CLASSES (ANNUAL SYSTEM) FOR PRIVATE/RE-APPEAR OF AN COLLEGES/DEPTT/USOL CAN BE SUBMITTED BY HAND.**

### II. RATES OF EXAMINATION FEES.

(Examination fees including late fees once paid are ordinarily NOT REFUNDABLE)

FOR DUPLICATE EXAMINATION FORM PRICE : Rs. 70/-

The Priced Examination forms for Annual/Semester Examination can be obtained from the Panjab University, Sale Counter, Chandigarh-160014.

		<b>Regular/ Re-appear/ Comptt.</b>	<b>Private Full Subjects Additional/ Improvement</b>
(i)	B.A./B.Sc./B.Com. 2nd & 3rd Full Subjects/ Compartment/Additional/Deficient Subject(s)/Improvement of Performance and under regulation (i.e. after passing O.T./M.I.L.).	Science Courses Rs. 1650/- Non-Science Courses with Practical Exam. Rs. 1540/- Non-Science Courses without Practical Exam. Rs. 1320/- Environmental Education Rs. 360/-	Rs. 2420/- Rs. 1980/- Rs. 1760/- Rs. 360/-
(ii)	(a) B.A./B.Sc. (Hons.)/B.Com. (Hons.) 2nd & 3rd Year/ Compartment/Additional/Deficient Subject(s)/Improvement of Performance.	Science Courses Rs. 2200/- Non-Science Courses with Practical Exam. Rs. 1760/- Non-Science Courses without Practical Exam. Rs. 1540/- Environmental Education Rs. 360/-	Rs. 2420/- Rs. 2310/- Rs. 2200/- Rs. 360/-
	(b) BBA/BCA- II,III/BCA (Hons)	Rs. 2200/-	-
(iii)	B.Ed./B.Ed. (Yoga)/B.F.A.	-	Rs. 2310/-
(iv)	B.Ed. (TYC, USOL)	-	Rs. 1760/-

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

- The prospective candidate shall download the prescribed form as Private candidate/revaluation from the website of the University. The detail instruction regarding fee and other information is also available on the website.
- The candidate shall also download the form of pay in slip of State bank of India under **Power Jyoti Module** of SBI from the website of the University.
- The candidate shall fill in all column of the pay in slip (triplicate) and shall deposit the required fee alongwith bank charges in any of the nearest branch of State Bank of India.
- After deposit of the fee, one copy of the pay in slip shall be retained by the banker and balance two copies shall be handed over to the candidate.
- The candidate shall ensure that bank has mentioned proper Journal No. on the Pay slip of the candidate. This Journal No. shall be mentioned by the candidate in payment detail column of the form.
- The candidate shall then attach one copy of the same with the form and forward it to the University.

### SPECIAL NOTES :

- The candidates appearing in all the University examinations for purposes of improvement of previous performance or to clear re-appear compartment/additional subject/papers as permissible under the Rules/Regulations of the University are required to appear there in accordance with the syllabi in force at the time of appearing in the examination.
- (a) Those candidates whose Annual/Supplementary exam. result are declared late (i.e. after the declaration of Main Result) are allowed to



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

#### IV. IMPORTANT INSTRUCTIONS

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

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

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

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

**For Practicals :** "A candidate who, due to some mishap or any other reason e.g. medical grounds, court cases, non-receipt of intimation from the University, late admission/eligibility and late receipt of intimation etc. misses the practical examination, should report this fact within 10 days after date of termination of practical examination to become eligible to appear in June/ July special practical examination. Fee of Rs. 880/- per candidate, per subject will be charged for this special practical examination. This fee can be remitted by the candidate through Power Jyoti Module of S.B.I. Sector-14, Chandigarh vide Account No. 30814888259 in favour of the Registrar, Panjab University, Chandigarh alongwith the application for permission to appear in the special Practical Examination addressed to the Controller of Examinations, Panjab University, Chandigarh-160014.
- (8) A candidate who wishes to seek re-evaluation under Semester System of his/her answer-book/s may apply for re-evaluation through online process only within 15 days from the date of declaration results of the particular examination (for this purpose the date printed on the result gazette/notification shall be taken as the date of declaration) and there is no submission of re-evaluation form with late fee as well as date of despatch of D.M.C.

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

#### GENERAL INSTRUCTIONS

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

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

- (a) Principals/other senior lecturers (approved by the University) of P.U. affiliated colleges including professional colleges.
- (b) Principals of Govt. Senior Secondary Schools.
- (c) Fellows/Regular Teachers of the Panjab University.
- (d) Chairpersons of Panjab University Teaching Departments.
- (e) District Education Officers and Circle Education Officers