

**PART- VII**  
**ADMISSIONS, REGISTRATION AND**  
**EXAMINATIONS**

- Segment-1**    **Admissions, Registration and Examinations**  
**Segment-2**    **Malpractices (Eradication) Act, 1999**



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**SEGMENT-1**  
**ADMISSIONS, REGISTRATION AND EXAMINATIONS**

**CHAPTER-1**  
**UNIVERSITY REGISTER OF STUDENTS<sup>1</sup>**

1. The Registrar shall maintain a Register of all the students of the University, including for a higher examination.

In this Register shall be recorded under the name of each registered student the date of birth and the dates of admission and readmission to and leaving of any College/Department/Institute of the University/Affiliated College, any University Scholarship Medal or Prize won by the student and every degree taken, and of every pass or failure in a University examination with his roll number and year.

2. In this Register the registration shall be deemed necessary for students who have passed the Intermediate or equivalent examination and undertake courses of study to the higher examinations at the University.
3. The Principal/Dean / Chairman/Director of every Affiliated College / University College/ Faculty/ Department/ Institute/ Centre shall forward to the Registrar within fourteen days the name of every student admitted or readmitted to that College/Department/Institute/Centre, together with the prescribed registration form. Moreover the withdrawal or transfer of a student should be reported within a fortnight as well to the Registrar.
4. If any student is struck off the rolls of a Department/Institute/University/ College, migrates to another University/College, is rusticated or expelled, such fact shall be immediately reported to the Registrar.
5. In the case of a registered student joining or rejoining an educational institution, the Principal/Dean/Chairman/Director shall quote such student's registered number.
6. On registration, every student shall be informed through his Principal/Dean/Chairman/Director of the Registered Number under which his name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning that student and in all applications by that student to be submitted to a University examination.
7. On admission to an Affiliated / University College/Department/ Institute/ Centre every student shall be required to pay to the University through the concerned Head of the educational institution the prescribed fee.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup>. Meeting held on 15 September 1983, item 20(iii-E), P.46.

No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off the rolls of a college, in which case he shall pay prescribed fee to have his name re-entered in the University Register.

8. All applications for admission to University examinations shall be liable to be scrutinized by comparison with the University Register and the Registrar may refuse any application of any candidate about whom complete particulars have not been reported and require him to forward through his Principal/Dean/Chairman/Director a complete statement of the particulars which have not been properly reported together with an additional registration fee as may be prescribed.
9. Any registered student may at any time receive a certified copy of all the entries or part thereof under his name by payment of prescribed fee.
10. Any person who applies for special permission to appear in an examination as a private candidate shall quote his registered number or if he has not been registered shall get his name registered by paying the usual registration fee before he appears in the examination to which he seeks admission.

## **CHAPTER-2**

### **AFFILIATION OF COLLEGES<sup>1</sup>**

- A. Any college applying for affiliation shall submit with the letter of application a statement under each of the clauses of Section-31 of the University of Azad Jammu and Kashmir [Act 1985]<sup>2</sup>, which are reproduced along with their explanation as under:-

#### **1. Affiliation:-**

- (1) An educational institution applying for affiliation to the University shall make an application to the University and shall satisfy it: -
  - (a) that the educational institution is under the management of the Government or of a regularly constituted governing body;
  - (b) that the financial resources of the educational institution are sufficient to enable it to make due provision for its continued maintenance and efficient working ;

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(iii), P.37-45.

<sup>2</sup> The words 'Ordinance 1980' have been replaced by the words 'Act 1985' as the Ordinance 1980 was repealed on the approval of the University Act 1985 by the Azad Jammu and Kashmir Legislative Assembly on 7 November 1985.

- (c) that the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are adequate to make due provisions for the courses of instruction, teaching or training to be undertaken by the educational institution;
  - (d) that the educational institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
  - (e) that the building in which the educational institution is to be located is suitable, and that provision will be made in conformity with the Statutes and the Regulations for:-
    - (i) the residence of students, not residing with their parents or guardians, in the hostels established and maintained by the educational institution or in hostels or lodging approved by it; and
    - (ii) the supervision and physical and general welfare of students;
  - (f) that provision has been made for a library and adequate library services;
  - (g) that where affiliation is sought in any branch of experimental sciences, due arrangements have been made for imparting instruction in that branch of science in properly equipped laboratory, museum and other places of practical work;
  - (h) that due provision will, so far as circumstances may permit, be made for the residence of the Principal and members of the teaching staff in or near the college or place provided for the residence of students; and
  - (i) that the affiliation of the educational institution will not be injurious to the interests of education or discipline of educational institutions in its neighbourhood.
- (2) The application shall further contain an undertaking that after the educational institution is affiliated, any transference of and changes in the management, and in the teaching staff, same in the case of Government Colleges, shall be forthwith reported to the University and that the teaching staff shall possess such qualifications as are or may be prescribed.

- (3) The procedure to be followed in disposing of an application for the affiliation of an educational institution shall be such as may be prescribed.
- (4) The Syndicate may, on the recommendation of the Affiliation Committee, grant or refuse affiliation to an educational institution.  
Provided that affiliation shall not be refused unless the educational institution has been given an opportunity of making a representation against the proposed decision.

## **2. Addition of Courses by Affiliated Educational Institutions**

- (i) Every educational institution affiliated to the University shall furnish such reports, returns and all information as the University may require to enable it to judge the efficiency of the educational institution.
- (ii) Where an educational institution desires to add to the courses of instruction in respect of which it is affiliated the procedure prescribed under sub-section (3) of Section 1 shall, so far as may be, followed.

## **3. Report from Affiliated Educational Institutions**

- (i) Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institutions;
- (ii) The University may call upon any educational institution affiliated to it to take within a specified period such action as may appear to the University to be necessary in respect of any of the matters referred to in sub-section (1) of Section 1.

## **4. Withdrawal of Affiliation**

- (1) If an educational institution affiliated to the University fails at any time to fulfil any of the requirements mentioned in the [Act] or if an educational institution has failed to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interests of education the Syndicate may, on recommendation of the Affiliation Committee, and after considering such representation as the educational institution may wish to make, withdraw, either in full or in part, the rights conferred on the educational institution by affiliation or modify such rights.

The procedure to be followed for the withdrawal of affiliation shall be such as may be prescribed.

## **5. Appeal against Refusal or Withdrawal of Affiliation**

Any appeal shall lie to the Syndicate against refusal of affiliation to an institution, or withdrawal, in whole or in part, of the rights conferred on an institution by affiliation, or modifications of such rights.

## **B. Conditions to Ensure Financial Stability and Adequate Teaching in the Case of Colleges Applying for Affiliation upto the Degree Standard**

1. (i) [There should either be a separate endowment fund, that cannot be alienated so long as the college continues to exist, of Rs.0.3 million in the case of college teaching Science subjects and of Rs.0.2 million in the case of a college teaching only Arts subjects. In this regard the joint Account would be opened in the name of Director Finance and Planning, University of Azad Jammu and Kashmir and Principal of the concerned College.
- (ii) Every Institution/College in private sector would have to be registered in the University of Azad Jammu and Kashmir. The Institution / College shall pay Rs. 15000/- as Registration fee.
- (iii) The private sector College /Institutions shall pay [Affiliation Committee's visit fee of Rs.10,000/- for grant of affiliation/extension/addition of a new discipline/subject besides affiliation fee for full course per student as under:-
  - (i) M.B.A./M.P.A./M.C.S. Rs. 5000/-
  - (ii) M.Ed./M.Com.L.L.B./B.B.A./  
B.SC (Computer Science) Rs. 3000/-
  - (iii) B.Ed. / B. Com. Rs.2000/-

A sum of Rs. 10,000 will be charged as a visit fee from Government College /Institution for affiliation /extension /addition of a new discipline /subject].<sup>1</sup>

2. The institutions should either possess adequate buildings, equipment and furniture or adequate funds to be determined in

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<sup>1</sup> Action taken by the Vice Chancellor was approved and confirmed by the Syndicate in its 19<sup>th</sup> Meeting held 22-12-1999, item 22, P. 22.1-22.4 as notified vide Registrar's No. Syndicate /19<sup>th</sup>. Meeting /99/2373-2415/2000 dated 2-2-2000.

each case by the Syndicate in addition to paragraph 1 above for the construction of necessary building and for the purchase of necessary equipment and furniture.

3. An initial expenditure of Rs.0.100 million in the first year and of Rs. 0.04 million for the next four years be incurred on the purchase of books for the college library.
4. The initial staff be approved by the University and that all subsequent changes be reported to the Vice Chancellor.
5. The Principal of the college should be an ex-officio member of the College Committee.
6. No application for affiliation of a new college would be entertained unless full facts regarding the endowment fund or the guaranteed income were available; it being understood that the endowment fund or the immovable properties, as the case may be, would remain intact and not spent for current expenses.
7. The conditions for a college seeking affiliation for Commerce Examination shall be the same as in the case of Degree Colleges with Science subjects.
8. The college shall have sufficient open space for exercise and games.

**C. List of Colleges Requesting Affiliation with this University and referred to the Affiliation Committee**

(As the list in question does not seem to serve any useful purpose in the present context, hence the same is not provided here)

**D. General Regulations for Affiliation, Admission and Migration**

1. Application for affiliation in case of Colleges maintained by the Government shall be made through the [Director Public Instruction (Colleges)]<sup>1</sup>  
  
The Principals of Colleges maintained by the Government shall, at the time of applying for affiliation produce No Objection Certificate from the Department of the Government concerned in regard to financial and administrative implications for starting new departments/subjects in their colleges.
2. No action by an institution on any recommendation of Affiliation Committee regarding affiliation etc. is permitted until that

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<sup>1</sup> Substituted as the designation of Director of Education stands changed.

recommendation has received the approval of the Syndicate. This is applicable to Institutions seeking affiliation for the first time, but not to cases in which extension of affiliation is sought in a particular subject for an examination for which the college is already affiliated and without affecting the status of the institution.

3. A college may function in more than one buildings provided that administrative and academic control is centralized, buildings are within a reasonable and convenient distance from each other and the previous approval of the Syndicate for functioning in such buildings has been obtained.
4. When a boys' college admits women students and the number of girls admitted is five or more, there should preferably be a lady on the staff or Tutor Incharge of girls.
5. If a boys' college admits girls and provides a hostel for the women students, such a hostel should be in a separate independent building with a lady superintendent incharge of it.
6. In co-educational institutions, there shall be provision of separate retiring room, reading room and toilets for women.
7. In science subjects, colleges must provide at least one teacher for every twenty (or a fraction thereof) students doing laboratory work at the same time, except that in the case of physics practical in the B.Sc. classes, the number of students working under the supervision of one lecturer or Professor shall not exceed 15.

The minimum requirements in respect of instruction for pass course shall be as follows: -

<b>ARTS/SCIENCE</b>	<b>PRACTICALS</b>	<b>TUTORIALS</b>
Lectures six periods per Subject per week	Two Practicals: three hours duration each per subject per week for Science subjects.	One tutorial per subject per week (for every group of ten students).

Maximum number of students in a section to be 100 provided there are tutorial classes.

For B.A/B.Sc. (Pass Course) there must be one teacher for each Arts subject and at least two teachers for each Science subject, provided that no teacher shall be required to teach more than twenty periods per week including practicals and tutorials.

All appointments on the staff of a college seeking affiliation shall be subject to the approval of the Vice Chancellor and all new appointments shall be reported to the Vice Chancellor, who, if he has any reason to object, shall lay the matter before the Syndicate for decision.

The minimum qualifications of a teacher in a college other than a professional college shall ordinarily be a Master's Degree in the Second Division or equivalent qualifications from a foreign University in the subject concerned, and if, for any reason, Third Division M.A./M.Sc. is appointed, his appointment must be justified to the Vice Chancellor, provided the Syndicate may, in exceptional cases, approve the appointment of a teacher who does not possess the above qualifications but who has attained outstanding position in the subject, which he is required to teach.

Provided that a teacher shall only teach the subject in which he had obtained his relevant Degree.

Provided that a Librarian in an affiliated and a constituent College shall ordinarily be a graduate holding a Diploma or Certificate in Library Science. In exceptional cases, however, the Vice Chancellor may approve the appointment of a Librarian not holding the above qualification but who possesses sufficient experience and background of library work.

Provided further that the minimum qualifications for appointment as a Teacher in a Training College shall be as follows:-

- (i) M.A./M. Sc. (2nd class with [B.Ed./B.S.Ed.]<sup>1</sup> or a Diploma in Education) or B.A/B.Sc., M.Ed.
- (ii) B.A/B.Sc. with a Diploma in Education from a recognized European or American University, and adequate experience of teaching involving specialized knowledge of a particular type of work.

8. The inspection may relate to (a) the accommodation and sanitary arrangements (b) provision made for the residence, supervision, instruction, games and recreation of students, (c) the library and reading room, (d) furniture, equipment and appropriate chemicals (e) the registers and (f) qualifications and duties performed by each member of the staff but in other respects it shall not refer to the

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<sup>1</sup> The words 'B.T.' have been replaced by the words 'B.Ed./ B.S.Ed.' because the degree of B.T. has been renamed as B.Ed. and a new degree called B.S.Ed.(Bachelor of Science and Education)is also currently being awarded by the University.

internal management of the institution, which shall be left to the discretion of the responsible authority.

9. The report of such inspection shall be submitted to the Syndicate in the form to be prescribed by the Syndicate.
10. In the month, as determined by the Syndicate, every year, the Principal of every Affiliated College shall submit a report to the Syndicate showing (a) the circumstances of, and changes in, the management, (b) the staff, (c) changes in the staff and qualifications of new members, (d) number and distribution of students, (e) income and expenditure of previous financial year, (f) results of examinations, (g) changes in the scale of fees and of exemptions or reductions permitted (h) scholarships, (i) condition of library, (j) number of students in the boarding house and (k) college rules.
11. The following shall be kept by every affiliated college and submitted when required:-
  - (1) A Register of Admission and withdrawals.
  - (2) Registers of Attendance of Lectures.
  - (3) A Register of Fees.
  - (4) A Time Table.
12. The following Inter-collegiate Rules shall be observed in all colleges affiliated in the Faculties of Arts, Science and Education and except that Rule 1 shall apply only in the Faculties of Arts and Science:-

**Rule:1** Admission to the First year of the Degree College shall begin on the 10th day after the publication of the Intermediate examination results or on such other date as may be fixed by the University, from time to time, and shall continue for 15 days.

Provided that a candidate must present himself in person at the time of admission.

**Rule:2** No student who has joined one college, shall be admitted to another college during the same course, unless:-

- (i) he has obtained a leaving certificate. This certificate is not to be given by his Principal until the transfer has been sanctioned by the Vice Chancellor;
- (ii) one or other of the following conditions if satisfied, namely:-

- (a) if a change of residence by his father or guardian has made it necessary for a student to change his college;
- (b) if the father or guardian of the student objects within three months to the admission of the student to that college;
- (c) if a candidate wishes to take up another subject which is not taught in the college (the letter sanctioning the migration shall specify this fact and the student shall offer the new subject for the examination);
- (d) if a candidate seeks migration owing to change in financial circumstances (such cases should be supported by a certificate from the Principal);
- (e) if, in the interest of college discipline, the Principals of the colleges concerned agree, and;
- (iii) has obtained through his Principal the permission of the Vice Chancellor.

No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in case of migration of students who are provisionally promoted, shall state all the relevant facts on the application.

**Rule: 3** If a student's name is struck off the rolls of a college, such student may be re-admitted at any time during the same academic year to the same class in the college from which his name was struck off. Such student may, at the commencement of the next academic year, be admitted to the same class in any other college on production of a leaving certificate from the college he last attended but not later than the date prescribed for late admission, provided it does not involve any infringement of the rules laid down (a) defining one academic year preceding the examination; and (b) regarding rustication and expulsion of students.

**Rule:4** A student reading in the second year of the pass degree course, the second year of the M.A./ M.Sc. Course (for Pass Course graduates) shall not be admitted to another college or University Department, as the case may be, unless he satisfies the conditions (i), (ii) and (iii) of Rule 2.

**Rule:5** In colleges where fees are charged the students shall be charged tuition fee for 12 months each year (academic year) commencing from 1st September to 31st August). A second tuition fee for the same month shall not be charged from a student migrating from one affiliated college to another.

13. The Vice Chancellor shall have power to authorize migration from one college to another, or other admission to colleges not allowed by Regulation 12.
- (a) No student, who has remained on the rolls of a University/ Affiliated College/s (other than the Professional College /s) for the normal duration of a course preceding a University examination, shall be re-admitted to the same course.
  - (b) No student shall be admitted to a second or subsequent Master's degree course, in the University Teaching Department(s) /Affiliated College(s), without the prior approval of the Vice Chancellor.
- Note:-** This will not affect the right of a student to appear in a University examination as a late College student under Regulations pertaining to external degree students.
14. No student shall at one time join or continue on rolls of more than one Affiliated Colleges/University Departments, a candidate seeking admission to a College /Department should sign a declaration to the effect that he has not joined any other College /Department and shall not join any other College during the course of his studies to which he is seeking admission; provided that a student of a degree course shall be eligible to join a certificate/diploma class conducted by the University in the evening with the permission of the Principal of the College to which he is admitted for a course leading to a degree.
- Any student, who joins two Colleges/Departments in violation of this Regulation, shall be dropped from rolls of both the colleges.
15. Notwithstanding anything to the contrary contained in the Regulations, a student of a University or an Affiliated College, who has joined the National Service Scheme, shall be entitled to avail himself of the concessions specified as follows: -
- (a) The University/Affiliated Colleges shall give preference to a candidate seeking admission/re-admission after rendering National Service.
  - (b) If the admission/ readmission is sought by such a candidate even in the middle of an academic year, he shall

be accepted. The Inductee shall, however, join within ten days of his release from National Service.

- (c) In case a candidate leaves a college in the middle of an academic year, he shall be re-admitted without payment of any arrears of fees, when he seeks re-admission after rendering National Service.
  - (d) A Cadet who has completed his National Service shall be awarded 5% of the marks he obtained in an examination for the purpose of admission to higher institutions of learning.
  - (e) The candidate shall be eligible to appear in the examination, provided that: -
    - (i) he has attended the required percentage of lectures with effect from the date of his joining till the dispersal of classes;
    - (ii) the total number of lectures attended by him is not less than 50% of the total number of lectures delivered to the class;
  - (f) The Principal of a College may condone upto ten percent of lectures for valid reasons.
16. A student of a college who absents himself from the college without proper sanction for a continuous period of 14 days, excluding holidays, shall automatically stand dropped from the rolls of the college on the 15th day of such absence, unless the cause of absence is explained to the satisfaction of the Principal concerned, in which case the student may be re-admitted within 10 days after his dropping from the rolls.

**CHAPTER-3**  
**UNIVERSITY TERMS AND PERIODS OF INSTRUCTION**  
**REQUIRED FOR VARIOUS EXAMINATIONS<sup>1</sup>**

1. The Calendar Year shall be divided into three terms, one long vacation and two short recesses as follows:-

**SUMMER STATIONS**

Autumn Term-	followed by Winter Recess.
Winter Term-	followed by Spring Recess.
Summer Term –	followed by Summer Vacation

**WINTER STATIONS**

Autumn Term –	followed by Winter Vacation
Spring Term –	followed by Summer Recess
Summer Term –	followed by Autumn Recess.

The University year shall run from the beginning of the Autumn Term to the end of the Summer Vacations/Autumn Recess.

The financial year shall run from 1<sup>st</sup> July to the 30<sup>th</sup> June of the following Calendar Year.

An “Academic Year” means the total period during which instruction is required for the purposes of any examination between the commencement of one examination and the commencement of the next examination, twelve months later.

2. For University classes in the various Faculties, the terms shall run as nearly as may be according to the following:-

**Summer Stations**

Autumn Term	1 <sup>st</sup> September to 21 <sup>st</sup> December
Winter Recess	22 <sup>nd</sup> December to 31 <sup>st</sup> December
Winter Term	1 <sup>st</sup> January to 31 <sup>st</sup> March
Spring Recess	1 <sup>st</sup> April to 10 <sup>th</sup> April
Summer Term	11 <sup>th</sup> April to 22 <sup>nd</sup> June
Summer Vacation	23 <sup>rd</sup> June to 31 <sup>st</sup> August

**Winter Stations**

Autumn Term	1 <sup>st</sup> September to 26 <sup>th</sup> December
Winter Vacation	27 <sup>th</sup> December to 28 <sup>th</sup> February

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(iv), P.47.

Spring Term	1 <sup>st</sup> March to 31 <sup>st</sup> May
Summer Recess	1 <sup>st</sup> June to 10 <sup>th</sup> June
Summer Term	11 <sup>th</sup> June to 15 <sup>th</sup> August
Autumn Recess	16 <sup>th</sup> August to 31 <sup>st</sup> August.

Note: Minor Adjustments may be authorised by the Vice Chancellor.

3. During the terms fixed for the instruction of university classes all teachers of university classes, whether they are maintained by the University or by a college, shall be available for such instruction, if required, unless they have received leave of absence by a special or general order by a competent authority.
4. Students enrolled in university classes shall be required to attend throughout the University terms whether college classes are working or not, except on holidays approved by the Academic Council, or the Vice Chancellor.
5. In University/Affiliated Colleges, the students may be enrolled in accordance with Rule I of Regulation 12 of Chapter 2. The full course of lectures required for each examination shall be reckoned from the beginning of the academic year (1<sup>st</sup> September) till 15 days before commencement of examination.

#### **CHAPTER-4**

### **REGULATIONS REGARDING LATE-ADMISSION TO UNIVERSITY/AFFILIATED COLLEGES AND UNIVERSITY TEACHING DEPARTMENTS<sup>1</sup>**

1. All admissions to a College/Department/Institute shall be subject to the provision of the seats.
2. No one shall be admitted to a College/Department after the expiry of one month from the last date prescribed for admissions by the University, provided that a late fee of Rs. 25/- shall be paid to the University upto the fifteenth day, and of Rs.30/- after the fifteenth day of the permissible period. No credit shall be given for any holidays either at the end of the month or in the intervening period.

At the end of the month, every College/Department shall submit to the University statement containing names of students thus admitted and mention against each name, date of his admission and University Receipt

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(v), P.48-49.

Number under which late fee is paid. Last date for ordinary admission without late fee should also be mentioned.

3. Any one, otherwise eligible, may be granted late admission up to the limit of time prescribed in Regulation 2.
4. A candidate whose result if published late by the University/ Board of Intermediate and Secondary Education or a candidate who seeks admission after the Supplementary Examination of the University/Board of Intermediate and Secondary Education is declared may be admitted without late fee, within 15 working days of the date on which his result is published, irrespective of the limit of time prescribed in Regulation 2 above.

Provided that such a candidate shall also be eligible to seek provisional admission earlier to the next higher class in accordance with the provisions of Regulation 2 above.

5. In order to avoid real hardship, the Vice Chancellor may permit late admissions not covered by the above Regulations on payment to the University of a late fee of Rs.30/- (Rupees thirty only) within two months from the last date of admission without late fee. [Provided that the period of late admission be reduced from two months to 15 days only in case of admission under the Semester System].<sup>1</sup>

Provided that the Vice Chancellor may allow late admission of the following categories within the above period without payment of late fee:-

- (a) Foreign students sponsored by the Govt. of Pakistan.
  - (b) Scholarship holders whose scholarships are sanctioned after the last date for admission is over.
6. In cases of late admissions under Regulations 4 and 5 above it shall be the responsibility of the student himself to complete the lectures prescribed by the relevant Regulations and his late admission shall not be entertained as an excuse for condoning deficiency in lectures, except those which the Principal/Chairman/Director of the Department/Institute is empowered to condone under the Regulations.
  7. A candidate who either fails in the University Examination i.e. B.A./B.Sc., M.A./M.Sc. and professional examinations or having completed the course does not appear in the examination, is eligible to join the first year class in B.A./B.Sc. and same class in the M.A./M.Sc. and

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<sup>1</sup> Added vide minutes of 4<sup>th</sup>. Meeting of the Syndicate held on 3<sup>rd</sup>. December 1985, under item 3.

Professional Courses, within ten working days of the reopening of the College/Department after the summer vacations.

8. The Vice Chancellor is authorized to remit late admission fee and extend the date of admission in deserving cases at his discretion within two months after last date with late fee.

**CHAPTER-5**  
**REGULATIONS REGARDING WITHDRAWAL OF ADMISSION**  
**FORMS AFTER THEY HAVE BEEN SUBMITTED TO THE**  
**UNIVERSITY AND REFUND OF FEES<sup>1</sup>**

**1. Withdrawal of Admission Forms**

An admission form once submitted may be withdrawn by a Principal/Dean/Chairman/Director of a College/Faculty/Department/Institute only under the following conditions: -

- (a) when a candidate has been sent provisionally for shortage of attendance and that shortage has not been made up nor condoned in accordance with the Regulations.
- (b) when a candidate's name has been struck off the rolls of the College/Department for non-payment of college/university dues provided such action has been taken before the commencement of the examination.
- (c) when a candidate has been expelled/rusticated or his character certificate has been withdrawn for misconduct before the commencement of the examination. Such a student shall be permitted to enjoy all the privileges, which he would normally enjoy, after expiry of the period of punishment. The same would apply to the candidates who are disqualified for the use of unfair means in the examination.
- (d) when the late admission of a candidate is not approved by University.

**2. Refund of Fee shall be Allowed**

- (a) when a candidate is found ineligible to appear in the examination concerned in accordance with the University Regulations;
- (b) when a candidate's name is withdrawn for shortage in attendance;

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(viii), P.58-59

- (c) when a candidate dies before the commencement of the examinations;
- (d) when a candidate who belongs to the Armed Forces is unable to take the examination due to exigencies of service/national emergency;  
 Provided that such a candidate produces a certificate from the officer commanding stating that it was not possible to release him/her from duty due to above reason ;
- (e) if the amount paid is in excess of the prescribed fee;  
 Provided that if refund is allowed under clause (a) and (b) above, a 25% deduction shall be made for office work involved;  
 Provided further that in the case of private candidates a deduction of 25% shall be made if the admission fee is paid but the admission form is not received;  
 Provided also that in the case of candidates who belong to the Armed Forces, no deduction shall be made and the admission fee, if received, shall be refundable in full.  
 The Vice Chancellor may allow refund of the fee in case he is satisfied that the candidate could not take the examination due to reasons beyond his control.

### **3. Refund of Fee shall not be Allowed**

- (a) when a candidate's name is withdrawn for nonpayment of university/ college dues;
  - (b) when a candidate's name is withdrawn on account of his expulsion/rustication from college or withdrawal of character certificate for misconduct;
  - (c) when the roll number is not issued to a candidate on account of his non- compliance of the queries made by the University;
  - (d) when a candidate is unable to take the examination due to illness;
4. A claim for refund of fee shall be entertained only if it is made within one year from the date of commencement of the examination.
  5. Admission fee shall be refunded after the result of the examination has been declared. The rule shall not apply in case refund of amount paid in excess of prescribed fee is applied for.
  6. Admission form of a candidate who has completed two third of lectures calculated on the basis of lectures delivered within the prescribed period cannot be withdrawn.

**CHAPTER-6**  
**REGULATIONS FOR CONSTITUTING**  
**EXAMINATION CENTRES<sup>1</sup>**

1. The Vice Chancellor will not consider (except in exceptional circumstances), the constitution of any place as a centre of examination unless the minimum number of candidates who apply to appear in that centre is as stated below, provided the necessary furniture and accommodation are available: -

<b>[Examinations</b>	<b>Boys</b>	<b>Girls</b>	<b>Combined</b>
M.A. and M.Sc.	30	20	50
B.A. and B.Sc.	80	50	80
B.Education.	80	50	80

Fee of Rs.100/- will be charged in respect of each of the students falling short of the prescribed number provided that the overall amount shall in no case be less than Rs.500/<sup>2</sup>

2. A special centre may be constituted on payment of overall Rs. 500/- or Rs. 50/- per candidate short of the minimum prescribed in Regulation 1, whichever is less, provided the minimum number of candidates likely to appear from the Centre is not less than:

(a)	M.A. /M.Sc.		10
(b)	B. Education		
	i)	Boys.	30
	ii)	Girls	10
(c)	B. A. /B.Sc.		30

3. No special centre will be constituted for less than the minimum fee mentioned in Regulations 1 and 2 above even on payment.
4. 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.
5. The following is the minimum number of students prescribed for the constitution of a practical examination centre:-
- (i) Centre for B. A. and B.Sc. practical examination for any of the subjects, in which the institute or college is imparting instruction, be constituted for the candidates of that Institution at

<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(xi), P.72-73

<sup>2</sup> Amended by the Syndicate in its 5<sup>th</sup> Meeting held on 4<sup>th</sup> September 1988, Item 3(4),Page 3.27.

the place concerned when the number of candidates for such a subject is 15.

- (ii) If the number of candidates in a subject for its practical examination is less than 15, a centre for the Practical examination of such a subject be created as a special case if the Institution/College concerned pays Rs.50/- per candidate for the number of candidates falling short of 15.

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

6. The above regulations are subject to the fundamental condition that satisfactory and adequate arrangements for the constitution of a centre can be made at a place.

## **CHAPTER-7 REGULATIONS FOR CHANGE OF CENTRE<sup>1</sup>**

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

1. The application on the prescribed form for a change of Centres should be submitted at least 20 days before the commencement of the examination along with three copies of the candidates photographs (in the case of male candidates and signatures in case of female candidates), as the case may be, through the Head of the Institution or by the Officer signing or countersigning the admission form.
2. On grounds of transfer of father or guardian, this fact should be certified by the Head of the Office in which the father or guardian is employed.
3. Where a Centre is sought to be changed on grounds of ill health, the application must be accompanied by a certificate signed by a Registered Medical Practitioner.
4. The fee for effecting change of Centre shall be [Rs. 600/-. This fee is not refundable if the change of centre is not availed of. Double fee will be charged if application]<sup>2</sup> for change of centre is made less than 4 days before the date fixed for examination.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(xii), P.74.

<sup>2</sup> Amended vide Notification No. F1-7/Admission/ General/ 98/II dated September 1998.

5. No fee shall be chargeable from the candidate when he is allotted a centre other than the one asked for by him in the admission form by the office for want of accommodation or due to some other reason.
6. The Vice Chancellor might authorize change of Centre in exceptional cases not covered by the above Regulations to avoid hardship, provided there is provision of the question papers for the candidates concerned at the centre asked for.

**CHAPTER-8**  
**REGULATIONS FOR CHANGE OF A SUBJECT**  
**/PAPER FOR A UNIVERSITY EXAMINATION<sup>1</sup>**

1. A candidate who has failed in a University examination shall be allowed to appear in the same examination after attending only one year's lectures for the said examination provided it involves a change of one subject only. But when it involves a change of more than one subject, the candidate must do that degree examination in normal course.
2. A private candidate can change his subject(s) and Faculty provided there is a gap of one year between the two examinations i.e. if a candidate fails in the I annual or II annual examination of a year, he can change his subject(s) in the I annual or II annual examination respectively of the following year.  
  
 [Provided that a candidate who has failed in a University examination and appears in the next examination in full with change in subject(s) after giving the University in writing not to claim the benefit of the subjects already passed, may be allowed to do so without the condition of missing one examination]<sup>2</sup>
3. Any mistake/omission in recording the subject(s) in the admission form shall be regarded as a change of subject(s) and will be set right through the application form along with prescribed fee.
4. The fee for change of subject/paper is [Rs. 400/-]<sup>3</sup> per subject/paper (subject to change).
5. The last date for application form to be entertained in the office is one month preceding the examination.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(xiii), P.75.

<sup>2</sup> Added vide 9<sup>th</sup> Meeting of the Syndicate held on 30<sup>th</sup> July 1992, item 2 (17) P.60 as notified vide Registrar's No. F.4-147/M/Gen./90 dated 8<sup>th</sup> November, 1990.

<sup>3</sup> Amended vide Notification No. F1-7/Admission/ General/ 98/II dated September 1998.

Provided that the Vice Chancellor can entertain an application form for change of subject at a later stage in certain hardship cases.

6. A late college candidate shall be considered as an External/Private candidate if the change of subject(s) is allowed to him under the above Regulations.

## **CHAPTER-9**

### **REGULATIONS RELATING TO APPOINTMENT AND FUNCTIONS OF PAPER SETTERS AND EXAMINERS<sup>1</sup>**

#### **A. General Regulation**

1.
  - (a) All the paper-setters and examiners shall be appointed annually by the Vice Chancellor for an Academic year.
  - (b) The various Boards of Studies shall suggest panels of names for appointment as paper-setters and examiners to the Vice Chancellor well before the commencement of the Ist annual examination.
  - (c) The Vice Chancellor shall appoint paper-setters and examiners for all examinations of the University from amongst the panels of names recommended by the Board of studies.
  - (d) The Convener of the Board of Studies concerned shall be consulted for appointment of a suitable substitute whenever a change is considered necessary by the Vice Chancellor. The Convener shall report his recommendations to the Board of Studies concerned at its next meeting.
  - (e) The Vice Chancellor shall have the power to cancel the appointment of, or to take any other suitable action against, an Examiner who is shown to be unable to perform the work or to conform to the directions of the University.
2. So far as possible, a teacher, if otherwise equally qualified under the regulations should be preferred to a non-teacher for appointment as paper-setter/Examiner.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September, 1983, item 20(xiv), P.76-84.

3. For examinations where the Syllabi are identical, the question papers set shall be the same.
4. No examiner may be appointed to examine the papers of more than 350 candidates or more than 700 half papers practicals included in any one examination, in any one year.
5. (a) An examiner who is appointed to set a paper in a subject for the first time ( or after an interval ) may be re-appointed to set a paper in the same subject for the following two years. But at the end of three years change should ordinarily be made. This last condition does not necessarily apply to M.A/ M.Sc. and professional examinations.  
(b) The maximum period allowed under this rule includes the period for which a person has acted both as a Head and a Subordinate examiner.
6. Ordinarily no person, who is on the rolls of a University/Affiliated College or has sent in his form to appear in any University examination privately, shall be appointed as examiner. This does not apply to the Internal Examiners.
7. Except in exceptional circumstances, no person shall be appointed to set more than three question papers for examinations held during the year. When a paper is set conjointly by two examiners, it shall count as half a paper for purposes of calculation. This is not to include the papers set for the practical examination and appointment as examiner for a thesis.
8. No person can be appointed as paper-setter or examiner who has a near relative appearing in the paper to be set or examined by him for an examination of the University of Azad Jammu and Kashmir.
9. (a) Unless otherwise provided, in examinations where there are two examiners there shall be in each written paper one Internal and one External or Neutral Examiner (the Board of Studies shall recommend Neutral Examiners only where External Examiners are not available). The Internal Examiner shall set a specimen question paper indicating the standard of examination and forward the same to the External or Neutral Examiner. The External or Neutral Examiner shall then set a question paper on the basis of the standard laid down by the Internal Examiner including questions set by the Internal Examiner carrying not less than 25% of the maximum marks, provided that if on expiry of the time-limit for setting the paper the Internal Examiner does not send the specimen paper (within seven days of the first

reminder) the External Examiner shall set the whole paper, in which case full fee shall be paid to the External Examiner. This shall, however, not apply to the practical examination.

Provided that: -

- (i) the question paper shall be set jointly by the External and the Internal Examiners. Practical examination and viva voce will be conducted and papers marked by both the examiners jointly.
  - (ii) in the case of essay paper, the specimen paper shall be set by the Internal Examiner and Neutral or External Examiner may model his question paper on it. He may or may not select any topic from the essays set by the Internal Examiner.
- (b) For each thesis, there shall be a Board of Examiners consisting of an External and an Internal Examiner (supervisor). In addition to these the University professor in the subject or in his absence the Chairman/Head of the Department concerned shall be an ex-officio examiner and member of the Board, provided that if the thesis is submitted through an Affiliated College the Head of the Department in that college shall be associated with the Board as a member.
- (c) Instead of sending the whole lot of answer books to the External/Internal Examiners half the answer books can be sent to each in order to save time.
10. Time limit for marking the answer-books (Theory or Practical) will be as follows: -

	Days
(a) Upto 100 answer books.	10
(b) From 101 to 200	16
(c) Above 200	22
(d) Above 300 answer books	22+6 days per hundred Answer books or a fraction thereof.
For revision and checking by Head Examiner(after the expiry of time-limit for the Sub-Examiner).	20

Where there are Internal and External Examiners, the Internal Examiner is required not to take more than half of the time fixed above except in

the case of M.A/M.Sc. examinations in which the Internal and External Examiners shall be given equal number of days to mark the scripts.

Examiners who do not comply with the above schedule are liable to an automatic deduction of Rs. 10/- per day of the delay. Extension may be allowed by the Vice Chancellor in special circumstances.

11. If an examiner delays the submission of the results for more than 10 days or commits mistakes in marking the answer-books his name will be reported to the Board of Studies who shall take its decision after going through the merits of the case and suggest suitable action while recommending the names of paper-setters and examiners for the next year.
12. (a) In all the examinations the answer-books shall be read in full by the examiners concerned when each being entitled to the full fee for examining the answer-books.  
The difference in marking between the examiners, if any shall be settled by mutual discussion or correspondence. In case they do not agree a third examiner, if necessary, shall be appointed whose awards shall be considered as final.
- (b) [In M.A./ M.Sc. and professional examinations, the answer books would be sent to the `External Examiner in the first instance who would mark the answer books independently and forward the same along with the award list to the Internal Examiner for his evaluation as well. The Internal Examiner after evaluating these answer books shall return them along with the award list duly signed by him. In case of difference of more than 5 marks in the evaluation of the external and Internal Examiners, all such cases should be referred to a third Examiner instead of External Examiner. Third Examiner will evaluate the marking of Internal/ External Examiners and give his opinion which shall be final.]<sup>1</sup>
13. For the examinations where there are sessional marks (internal evaluation) in each paper carrying 25% marks, the question paper of 75 marks for regular candidate shall be regarded as of 100 marks for private candidates.

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<sup>1</sup> Amended and substituted vide 14<sup>th</sup> meeting of the syndicate held on 24 April 1996, item 2(87) , P. 358 .

**B. Functions of Paper Setters, Head-Examiners and External/Internal Examiners****B.A/B.Sc. Examinations**

1. There shall be one paper setter-cum-examiner in each paper. He shall be assisted by as many additional Head Examiners and sub-examiners as may be required according to the number of candidates appearing in the examination.
2. In examinations where additional Head Examiners are appointed the paper setter, who shall also be one of the Head Examiners, shall convene a meeting of the Head Examiners in his paper to discuss the method of marking and shall actually examine 10 answer books conjointly with other Head Examiners to set an even standard of marking. Detailed instructions for the guidance of the sub-examiners also be drawn up at this meeting.

All those involved in the above exercise shall be paid separately for evaluating the 10 answer-books marked for setting the standard.

The same procedure may be adopted in an examination where there is a Head Examiner cum paper setter and one or two sub-examiners provided that prior sanction of the Vice Chancellor is obtained to that effect through the Controller of Examinations.

3. Each Head Examiner (hereinafter this term includes paper-setter-cum Head Examiner as well as Additional Head Examiner) shall be responsible for preserving an even standard of marking. He shall issue detailed instructions (which will be the same as referred to in Para 2 above, if a regular meeting is convened) to all the sub-examiners for the evaluation of scripts and the examiners to whom the answer books have been sent by the University will submit their Test Installments of twenty marked answer books to the Head-Examiner for approval of standard which shall be accorded by the Head-Examiner in writing. Additionally, 10% of the subsequent installments of marked scripts received from the examiners shall be examined by the Head Examiner to ensure an even standard of marking.
4. The Head Examiner may, if he thinks necessary, make suitable suggestions to sub-examiners in regard to the uniformity of standard. He shall also have the powers to moderate the award of a candidate up to 5 marks.

In the case of any difference of opinion the decision of the paper setter cum head examiner shall prevail. The script sent to the Head Examiner by the University for marking shall be checked in the Secrecy Office.

5. (i) Every Head Examiner Cum Paper Setter, Additional Head Examiner or Sub-Examiner shall be allowed upto 350 answer books or 700 half papers for initial marking.  
(ii) Head Examiner Cum Paper Setter or Additional Head Examiner shall be required to examine upto 500 answer books or 1000 half papers for purposes indicated in paras 2-4 and in addition to (i) above.
6. The Head Examiner shall be paid an additional remuneration as prescribed in the schedule if the number of Sub-Examiners, whose work has been supervised by them, exceeds, two.
7. The question paper for each written examination shall be set by a single Neutral Examiner. The Paper Setter shall act as Head Examiner if the number of candidates exceeds 350. One or more sub-examiners shall be appointed according to the number of candidates in each subject and paper.
8. The Head Examiner, when there are Sub-Examiners in any examination, should not ordinarily be appointed from a distant place to avoid delay in the completion of the work within the time assigned.
9. (a) The question paper(s) for the practical examination shall be set by the two examiners conjointly. The practical examination at each centre shall be conducted by a batch or two examiners.  
(b) The Award List of the practical examination shall be submitted to the Controller of Examinations direct by each batch of examiners.

### **B.Ed., M.A. / M. Sc. and Professional Examinations**

10. In B.Ed., M.A./M.Sc. and Professional Examinations each question paper shall be set and answer book examined by two examiners, one external or neutral and the other Internal, according to the procedure laid down in the General Regulation 9 and 12.

[Provided that the system of Examinations in the case of B.ED and B.Com. shall be Head/ Sub-head instead of internal / external examiners.]<sup>1</sup>

11. The evaluation of thesis and viva voce examination shall be conducted by one Internal and one External Examiner conjointly. In addition to these, the Chairman of the Department concerned shall be ex-officio examiner and member of the Board.
12. In B.Ed. the examination in practical skill in teaching shall be conducted by a Board of Examiners at each centre. The Board shall consist of the Principal of the Institution concerned and two other members approved by the Vice Chancellor on the recommendation of the Board of Studies.

In the subjects where there is a provision for practical examination, a Board of Examiners consisting of External or Neutral and Internal Examiners shall set the question paper as well as conduct the said practical examinations.

### **C. Duties of Examiners**

13. (a) Examiners are required to distribute their questions with some uniformity over the whole range of the subjects in which they examine.  
(b) When alternative textbooks are recommended, Examiners are required not to have their questions exclusively on any one of such text books.
14. The examiner shall strictly conform to the provisions laid down in the Regulations for the examinations with which he is concerned, respecting the language to be used in setting and answering the papers.
15. No Examiner shall give any fractional marks for any paper in the results sent to the Controller of Examinations.
16. In all examinations, paper setters shall assign marks for each question, which shall be indicated on the question papers for the information of candidates. They shall also mention the maximum marks and the time allowed for the question paper.

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<sup>1</sup>. Added vide 4<sup>th</sup> and 9<sup>th</sup>. Meetings of the Syndicate held on 3 December 1985 and 30 July 1992, under item 3(37) P.3.81-3.82 and item 2(18), P.63 respectively.

17. Any paper which does not strictly conform to the Regulations herein laid down and the directions of the University may be returned by the Controller of Examinations to the Examiner for necessary corrections.
18. Every Examiner shall forward his paper to the Controller of Examinations in a cover which shall be properly sealed, registered and insured, and the Controller of Examinations is authorised to reject any paper which is not forwarded in the prescribed manner.
19. The Head Examiner, in all subjects including English, shall be required to check only 10 percent, of the answer books not in a consecutive order but at random.
20. In no case shall the Head Examiner himself increase or decrease the marks assigned to any paper by an examiner except to moderate the award upto 5 marks as in regulation 4 above. In case of a difference arising between a Head Examiner and one of the subordinate examiners, the decision of the Head-Examiner shall prevail.
21. The Head Examiner shall be responsible to see that the results in his subject are submitted in due time, and he shall certify that he has re-examined the required percentage of answer books.

**CHAPTER-10**  
**REGULATIONS REGARDING APPOINTMENT,**  
**DUTIES AND PAYMENT TO SCRUTINEERS<sup>1</sup>**

1. Scrutineers shall be appointed annually by the Vice Chancellor on the recommendation of the Controller of Examinations.
2. The Scrutineers shall be classified as under:-  
Category 1: For B.A/B.Sc. Examinations.  
Category 2: For all other Examinations.
3. Ordinarily any member of teaching staff of a local Affiliated College /University shall be eligible for appointment as a Scrutineer. In special circumstances the Vice Chancellor may waive this condition at his discretion.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(xv), P.85-88.

4. A Scrutineer when appointed may continue to act as such as long as his work may be considered to be satisfactory but normally 20 percent of the total number of Scrutineers will retire every year.
5. In cases of emergency owing to the refusal or inability of a Scrutineer to act, or other causes, the Controller of Examinations may appoint such Scrutineers with the approval of the Vice Chancellor.
6. An automatic deduction from the remuneration of each Scrutineer concerned will be made as under, subject to a maximum of the total amount of the remuneration earned by such Scrutineer for the result concerned:-
  - (i) For mistakes in totals, affecting the general result of a candidate, Rs. 5.00 per mistake.
  - (ii) For wrongly declaring a candidate as 'pass' or 'fail' Rs.10.00 per mistake.

An appropriate reward subject to a maximum to be determined by the Vice Chancellor may be given to a member of the University staff detecting a mistake after the results have been scrutinised and signed by the Scrutineers, provided that such mistakes are detected before the publication of the results.
7. The Vice Chancellor is empowered to disqualify a Scrutineer either temporarily or permanently without assigning a reason.

#### **DUTIES OF SCRUTINEERS**

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

**GENERAL INSTRUCTIONS**

13. Every Scrutineer shall see: -
  - (a) that marks written in words in the award list against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper;
  - (b) that each page of the award list and corrections in awards have been duly signed by the Examiner(s) or the Head Examiners or both as the case may be;
  - (c) that marks have been correctly posted in the Result Sheet according to the subjects shown against each Roll Number.
14. After the results have been thoroughly scrutinised the Scrutineers shall sign against each 'pass'. They shall never sign against any failed (totally) candidate unless it is a compartment or exemption case. They shall sign a Certificate on the last page of the result-sheet to the effect that the results of the Roll Numbers allotted to them have been scrutinised and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.
15. All entries in the Result Sheet must be made by the Tabulator concerned. In no case must a Scrutineer make any entry with his own hand.
16. Every mistake detected by the Scrutineers in the Result Sheet must be got corrected by the Tabulator concerned and initialed by the Scrutineer.
17. When the result or marks of the candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper or subject, the Scrutineer shall write 'M.L.' or 'R.L.' (as the case may be) against the particular Roll Number mentioning also the paper or subject in which marks are missing or unconfirmed. They shall also mention the Roll Numbers of such candidates at the bottom of the Result Sheet.
18. In case of any kind of objection to pass a result the Scrutineers must put up a note in writing for decision of the proper authority.
19. The Scrutineers are expected to maintain the most strict secrecy of the results. Any attempt to leak out a result on the part of the office must be reported to the Controller of Examinations in writing.
20. Any suspected case of tampering with the result must be reported to the Controller of Examinations in writing.
21. The Scrutineers shall jointly submit a confidential report regarding the work of the tabulators in the form to be obtained from the office. The

report would be handed over to the Assistant Controller (Exams.) in a closed cover immediately after the scrutiny.

22. All Scrutineers are expected to scrutinize 'LATER CASES' whenever they are requested to do so.
23. If a Scrutineer fails to present himself for the scrutiny or fails to complete the work by the given date, the work will be given to another Scrutineer. In the latter case the Scrutineer shall forfeit his claims for any remuneration even though he may have done a part of the work.
24. When on account of non-receipt of awards from examiners or discrepancies in awards, result or marks of any candidate are withheld, the Scrutineers concerned are expected to keep themselves in touch with the office to find out whether such results were completed and made ready for scrutiny. This will help the office to clear as many 'LATER CASES' as possible before the publication of the results.
25. The Scrutineer must immediately report to the Assistant Controller (Examinations) if he suspects the genuineness of the signature of any examiner.
26. The Scrutineers must consider themselves jointly responsible for the correctness of the results.
27. Rubber stamp face similar to the signature of any Examiner or Head Examiner is not acceptable.
28. Every Scrutineer must finish the work assigned to him and sign the result sheets before the given date.

#### **PAYMENT TO SCRUTINEERS**

29. Payment to the Scrutineers shall be made for each examination separately and not by taking together the figure for all the examination results scrutinised by the same person.
30. The rate of payment shall be:-
 

(a)	For examinations in which fictitious Roll Numbers are not used	Rs.25/- per hundred
(b)	For examinations in which fictitious Roll Numbers are used.	Rs.30.00 per hundred
(c)	Minimum Remuneration	Rs.30.00 (Below 100 but more than 10)
(d)	Special Scrutineers.	Rs.20.00 per visit.

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

**CHAPTER-11**  
**REGULATIONS FOR CONDUCT OF EXAMINATIONS<sup>1</sup>**

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

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

Where necessary the Controller of Examinations shall arrange for the appointment of one or more Deputy Superintendents. The requirement/qualifications for the appointment of supervisory staff shall be as under:-

Superintendent: M.A.	College Teacher with at least three years experience as Superintendent/ Deputy Superintendent in University/ Board Examinations.
Deputy Superintendent (M.A./B.A.)	College/School Teacher preferably with three years experience as Deputy Superintendent / Invigilator.
Invigilator.	Teacher/ Employee (at least matriculate) of a School / College preferably with experience.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(ix), P.60-66.

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

[Provided that if an answer book(s) received by an Examiner(s) is / are lost before or after evaluation, average of the marks obtained by the candidate in other papers in which he has appeared shall be awarded to him in the said paper. The candidate shall, however, have the option either to avail the average of the marks or to reappear in the paper.

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

7. A regular candidate or a private candidate accepted for the examination to whom the roll number has been issued but who fails to appear in or complete the examinations on account of his serious illness or of an accident to himself or due to his selection for and/or participation in an international sports contest (or Girls Guide Rallies) as a national representative of Pakistan, may, on the recommendation of the Principal /Dean/ Chairman or the Officer signing the admission form and on production of a Medical Certificate, be permitted to appear in the Second Annual Examination to be held in September/October the same year, in the whole or part of the examination missed by him, on payment of the prescribed fee.

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

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<sup>1</sup>. Added vide 7<sup>th</sup> Meeting of the Syndicate held on 19<sup>th</sup> March, 1990, item 36, page 192 as notified vide Registrar's No. F.1 (Syndicate)/90/II/Meetings dated 07-06-1990.

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

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

This Regulation shall apply to all the examinations, which are held twice a year.

A candidate to whom this concession is granted shall be provisionally allowed to join the next higher class in the College/University till the publication of the result.

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

8. Notwithstanding anything contained in Regulations 7, the Syndicate shall have power to permit, in exceptional circumstances, a student to appear in the Supplementary Examination if, in the opinion of the Vice Chancellor it was physically impossible for the student to appear in the annual examination.
9. Admission to a Supplementary Examination as in Regulation 7 shall also be allowed if a candidate is unable: -
  - (a) to complete his examination on account of the death of a (near relative) on one of the day of the examination certified by a Class I Officers; or

- (b) to appear in his examination on account of the death of a near relative not more than 15 days before the commencement of the examination certified by a Class I officer.
10. Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. No latecomer shall be admitted unless this warning has been repeated to him at the gate.
- The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller of Examinations every day a declaration signed by him or them and witnessed by all the invigilators there on duty to the effect that he did, as a matter of fact, call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession.
11. Any candidate who, after announcement made under Regulation 10, fails to part with or is found to have in his possession or accessible to him, papers, books or notes, relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent of the Centre from the examination room.
12. If it is found that a candidate has access to, or is in possession of papers, books or notes, which might possibly be of assistance to him:-
- (a) but that his access to, or possession of such books, notes or papers was inadvertent, and was not malafide, his answer book shall be cancelled, as a disciplinary measure without any implication of moral turpitude, and
- (b) in other cases of possession be disqualified from passing any examination during the year.
13. Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his answer-book, or using or attempting to use these or any other unfair means, shall be disqualified from passing any examination for a period not exceeding three years.
14. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such laws: -
- (a) any candidate found guilty of deliberate previous arrangements to cheat in the examination such as smuggling in another answer

book, impersonation or misconduct of a serious nature and the person who impersonates such candidate, if he is on the rolls of a Faculty/Department/Institute of the University/ an Affiliated College shall be disqualified for a period not less than 3 years and not more than 5 years, or declared as not a fit and proper person to be admitted to any future examination of the university, according to the seriousness of the offence and the other circumstances of the case.

- (b) if the impersonator is not on the rolls of a Faculty/Department/Institute of the University/ an Affiliated College, the Controller of Examination shall report the matter to the police and shall send intimation of the same to the Vice Chancellor.
- (c) [Provided that if a candidate/person is found guilty of cheating, smuggling of an answer book., impersonation or misconduct of a serious nature, or any other type of unlawful act prior to or after the examination i.e. from the date of submission of admission form to the award of the diploma or degree, he may be penalized as per provisions in (a) and (b) above.]<sup>1</sup>

Provided that in a case covered by clause (a) above, a candidate or the impersonator, on the expiry of five years including the examination in connection with which he was declared to be not a fit and proper person to be admitted to any future examination may, as a special case, be exempted by the Syndicate from further operation of this Regulation on the recommendation of the Vice Chancellor.

- 15. (a) Any candidate, obtaining admission to the Examination on false representation made on his application form or using abusive or obscene language in the answer book, shall be disqualified from passing any examination (for a period not exceeding two years).
- (b) Any candidate forging another person's signatures on his application or his admission form shall be disqualified as in Regulation 14.
- 16. Any candidate found guilty of disclosing his identity or making peculiar marks in his answer-book for that purpose shall;-
  - (a) if he is successful in the examination be disqualified from passing the examination that year; or

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<sup>1</sup> Added vide Notification No. F.4-39/R(G)/2000 dated 18-4-2000.

- (b) if unsuccessful in the examination be disqualified for that year and the following year.
17. Candidates guilty of communicating, or attempting to communicate, with Examiners with the object of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means within the meaning of Regulation 13 and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category, and the candidate concerned shall be punished as in Regulation 13.

**Explanation:**

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

18. Any candidate who refuses to obey the Superintendent of an Examination in the Examination Hall, or changes his seat with another candidate, or changes his roll number slip, creates disturbance of any kind during the examination, stages a walk-out, resorts to a pen-down strike, or instigates others to do so, or otherwise misbehaves in or around any Examination Hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or Inspector of a Centre or any officer duly authorised by the Controller of Examinations, as well as to any of the following punishments according to the seriousness of the offence:-
- (a) Cancellation of the answer book concerned.  
(b) Disqualification for one year only.  
(c) Disqualification up to three years.
19. In case of an emergency, the Vice Chancellor is authorised to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of the University College/ Department/Institute /Affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Hall.
20. Any candidate found in possession of fire-arms or anything capable of being used as a weapon of offence in or around any Examination Hall, shall be liable to expulsion by the officers as mentioned in Regulation 18 above, and to disqualification ranging between two and three years.

21. A Notwithstanding anything herein before contained, no punishment shall be imposed unless a student accused of using unfair means in an examination has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
- [(a) In the case of the alleged use of unfair means in connection with examinations if, in the opinion of the Vice Chancellor, facts have been brought to light within 30 days of the receipt of the decision by the candidate which, had they been before the Committee might have induced them to come to a decision other than the one arrived at, or otherwise, then the Vice Chancellor may order that such facts be reduced to writing and placed before the Committee. The Committee shall then reconsider the case. A unanimous decision of the Committee (if confirmed by the Vice Chancellor), shall be final. But in the event, of a difference of opinion the case shall be referred to the Vice Chancellor, who may either finally decide the case himself or refer it to the Syndicate for final decision as he thinks fit.
- (b) [The Appeals preferred by the students/ candidates against the decision of Unfair Means Cases Disciplinary Committee shall be presented to the Appeal Committee consisting of two Professors of B-20 which would after consideration submit its recommendations to the Vice Chancellor as required under 21 (a) above.]<sup>1</sup>
22. The Vice Chancellor, to avoid hardship in genuine cases, shall have power to sanction the remission of late fee, and acceptance of admission form and fee after the expiry of the last date with late fee.
23. The Vice Chancellor or an officer authorized by him, on receipt of any application on the prescribed form addressed to the Vice Chancellor and accompanied by a fee [Rs.350 per paper]<sup>2</sup> satisfy himself that:-
- (a) the result of the applicant has been correctly declared (this will include checking of answer books, award lists and result sheets);
- (b) the answer-book is in the hand-writing of the candidate himself. (in exceptional cases, the Vice Chancellor may in his discretion,

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<sup>1</sup> Action taken by the Vice Chancellor vide notification No. F.4 – 39/ R/ General/2000, dated 18-5-2000 was approved and confirmed by the Syndicate in its 21<sup>st</sup>. Meeting held on 11-6-2001 ,item 46, P.46.1-46.2.

<sup>2</sup> Revised vide Notification No. F.1-7/admission/General/98 /II dated 22 September 1998

allow the answer-book to be shown to the candidate or his guardian for verification of handwriting) [1]

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

1. Last date of the receipt of application on the prescribed form in the office of the Controller of Examinations.	<p>Within 40 days from the date of the declaration of the result. (Applications received after the prescribed limit shall not be entertained under any circumstances)</p> <p><b>Ordinary:</b> within 15 days from the date of receipt of the application on the prescribed form on payment of [Rs. 350 (per Paper)]<sup>2</sup></p>
2. Disposal	<p><b>Urgent:</b> within 96 hours from the date of receipt of the application in the Controller's office on the prescribed form on double the fee [i.e. Rs. 700 (per paper).]<sup>3</sup></p>

**24. (a) Categories of Candidates Eligible to Appear beyond Territorial Jurisdiction**

The University may, with the permission of the [Provincial Government]<sup>4</sup> by a general or special order, constitute an examination centre outside its territorial jurisdiction, for the candidates of the following categories who have to appear in Arts subjects not involving practical examination either in the whole or in a part of the examination:-

- (i) employees/dependents of the employee of the Pakistan Embassies/Missions abroad ;
- (ii) employees/dependents of employee of the Government of Pakistan or Provincial Government posted abroad on training or on deputation with a Foreign Government/International Agency ;

<sup>1</sup> The sentences of clause 23 (b) relating to the discretion of the Vice Chancellor to get a particular Answer Book or Answer Books re-examined stand deleted vide Registrar's Notification No. F-1112-1122/Admin/Academic/99 Dated: 2-11-1999.

<sup>2</sup> Revised vide Notification No. F.1-7/admission/General/98 /II dated 22 September 1998

<sup>3</sup> *ibid.*

<sup>4</sup> The expression 'Provincial Government' where ever used hereinafter shall be construed to mean Azad Jammu & Kashmir Government in the present context

- (iii) Pakistani nationals residing abroad who left an examination incomplete or having completed the prescribed courses in the University College/ Department/Institute / an Affiliated College did not appear in the examination and there is no possibility of their return to Pakistan within the period prescribed for completion of the examination as late college student ;
- (iv) Foreign nationals who might have left Pakistan after completing a course of study in the University College/ Department/Institute / Affiliated College but with or without taking the examination or after appearing in the examination failed wholly or partly. This concession will be available to them as long as they are eligible to appear as Late University / College students or eligible to complete the examination;
- (v) no one who does not fall in any one of the above categories shall be allowed to appear in the examination abroad. Even external candidates who were placed under compartment or had earned exemption shall not be allowed to take the whole examination after having availed themselves of all the chances allowed to clear compartment or exemption;
- (vi) the candidate shall pay the following fees in foreign currency:-

1. Admission Fee	To be determined by the university in individual cases and to be remitted by the candidates to the Treasurer, University of the Azad Jammu & Kashmir.
2. Registration Fee	
3. Extra Special Fee	
4. Paper setting Fee	
5. Postal Charges for sending question papers etc. from the University.	
6. Postal charges for dispatch of scripts from the centre and remuneration to the supervisory staff.	Expenses to be estimated by the superintendent of the examination centre. The superintendent's estimate shall be final and shall not be open to objection. The Superintendent shall have the powers to exclude any candidate from the examination centre if the candidate fails to pay dues by the date fixed by the Superintendent

The candidates mentioned in the above categories would be permitted to appear only if they are otherwise eligible to take the examination.

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

- (i) An application for the creation of a special centre abroad shall be entertained only if it is routed through the Pakistan Embassy/Mission in that country and is received in the University at least three months before the commencement of examination.
  - (ii) Examination shall be conducted at the nearest university. If there is no university at a station, arrangement may be made to conduct the examination at a local college or school. The Pakistan Embassy concerned will obtain consent from the University or the Institution concerned to conduct the examination on behalf of the university and send it to the University office along with the application(s) of the individual(s).
  - (iii) The candidates shall have to bear the following expenses in foreign currency.
    - (a) Remuneration to the person/s appointed as superintendent(s) Deputy Superintendent (s) and invigilator (s).
    - (b) Postage charges.
    - (c) Fee for setting of question papers(separate question papers will have to be set for each centre abroad).
  - (iv) Supervisory staff shall be appointed by the University or the Institution where the examination is to be held. The question papers, answer-books and other relevant papers shall be dispatched to the university or the institution where the examination is to be conducted.
25. Notwithstanding anything contained in Regulations relating to all University Examinations the Controller of Examinations shall have power to withhold roll numbers and result of those candidates who fail to clear their University dues Tuition Fees, or other discrepancies.

## **CHAPTER-12**

### **DUTIES OF SUPERVISORY STAFF<sup>1</sup>**

#### **I. (A) Special Instructions for Superintendents**

1. The Question Papers are supplied to the Centre Superintendent through the Habib Bank Ltd. whereas Blank Answer Books and other Statements/materials are supplied through the Head of the Institution concerned.
2. The Superintendents should reach the examination centre as well as the concerned Branch of the Habib Bank Ltd. positively one day before the commencement of the examination. He will check the packet containing the Question Papers etc. and compare the same with the Centre Statement and the list of candidates.
3. The Superintendent shall inform the Controller of Examinations telegraphically that he has received Question Papers correctly in accordance with Centre Statement etc. as explained in 8 of the Duties of Superintendent. If any Question paper of a subject/paper which is offered by a candidate is not received, he will immediately indicate the fact stating Roll No. and name of that candidate in the said telegram.
4. In case of moffassil Centres all the Answer Books be handed over to the Manager, Habib Bank Ltd. duly sealed in a cloth cover daily after the close of the paper whereas for local centres these should be deposited in the University.
5. The Superintendent shall however, forward the Answer Books of the unfair means cases along with his report and statements etc. to the Controller of Examinations without delay.
6. Special care be taken while packing the Answer Books of a subject/paper of different Syllabi and these should be packed separately. In such a case separate Memo should also be prepared for candidates of each Syllabus as in 26 of the Duties of Superintendent.
7. No candidate be permitted to take the examination without a Roll No. Slip. However, in genuine hardships the candidate may be admitted provisionally for one paper only at his own risk and the candidate be directed to obtain original/duplicate Roll No. Slip from the University Office. An undertaking from such a

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(xvi), P.89-113.

candidate is obtained as explained in 15 (d) of the Duties of Superintendent.

8. In case any member of Supervisory staff does not report for duty, the Superintendent may appoint such person with consultation of the Principal / Dean concerned subject to the approval of the Controller Examinations. The Superintendents should not appoint any person who is their friend or is related to them.
9. The material recovered from a candidate using unfair means should invariably be signed by the Superintendent. The explanation of the candidate be also obtained. In case of refusal, the fact should be recorded and witnessed by the Deputy Superintendent and one Invigilator.
10. If a centre of examination is discontinued after a certain date, the Superintendent of such a Centre shall inform the candidates and hand over the related material such as Centre Statement, list of candidates and Roll Number Slips etc. to the Centre Superintendent where the candidates will take their remaining papers as per instructions issued by the University.

## **B. DEUTIES OF SUPERINTENDENT**

### **Moffassil Centres**

1. The question papers are deposited with Habib Bank Ltd. at moffassil centres and the Answer Books/Continuation Sheets along with related material are made available with the Head of Institution concerned. The Superintendent should reach the centre one day before the date of commencement of the examination and arrange to check all such articles sent by the University Office.
2. The Superintendent thereafter should inform the Controller of Examinations by sending a telegram (proforma given below) after comparison with the Centre Statement as in 8 below.

Controller University Muzaffarabad  
Required Question Papers Received Correctly.  
Supdt. Examination Centre

### **Local Centres**

3. The person appointed, as Superintendent for the local Centre will take delivery of articles other than question papers from the University Office, between 9 a.m. to 12 Noon at least one day

before the commencement of an examination. However, the question papers shall be supplied to him by the University at the centre concerned on the day of examination.

4. The Superintendent shall in no case reside in a students Hostel or in a house of an examinee.

**5. Safe Custody of Question Papers**

The Superintendent shall take delivery of the relevant question papers for daily session/s in the morning from Habib Bank Ltd. /University and shall be responsible for the safe custody of Question Papers from the time of taking delivery.

**6. Opening of the Packet of Mofassil Centres**

The Superintendent of a mofassil Centre shall open the packet containing envelopes of Question Papers etc. a day before the commencement of an examination in the presence of two witnesses. One of the witnesses must invariably be the Deputy Superintendent and the other should preferably be one of the Invigilators. If no one from the Supervisory Staff is available then two persons of known respectability may witness the opening of the packet.

7. The Superintendent and the witnesses shall carefully examine the seals on the outer cover containing sealed Question Paper Envelopes and if found in proper condition with seals uninjured, the certificate (Form S.F.I.) signed by the Superintendent and the two witnesses shall be sent to the Controller of Examinations on the same day.

If the cover containing Question Paper envelopes appears to have been tampered with, the contents should be removed without breaking the seals and the empty cover sent immediately to the Controller of Examinations along with a detailed report.

**8. Scrutiny of Envelops Containing Question Papers**

The Superintendent of a mofassil centre shall scrutinize one day before the commencement of an examination the sealed envelopes indicating the subject, paper, number of copies, etc. and shall;-

- (a) check the total number of envelopes.

- (b) compare the subjects indicated on the envelopes with Date Sheet and the Centre Statement in order to make sure that question papers for a particular subject are not missing.
- (c) ascertain that the number of copies of Question Papers for various subjects are sufficient for the centre. The Superintendent has to give a certificate (S.F.2) in this regard.

## **9. Opening of Question Paper Envelopes**

Superintendent shall open each envelop containing Question Papers in the examination Hall on the date and hour fixed for an Examination in a subject in the presence of two witnesses after verifying the subject by a reference to the date sheet and carefully examining the condition of the envelope and the seals. If the envelope is found in proper condition, the Superintendent shall open with a pen knife the flap-side of the Envelop leaving the seals intact for inspection.

The opening certificate printed on the flap side of the Question Paper Envelopes shall be signed by the Superintendent and countersigned by two witnesses.

The empty envelopes should be carefully preserved and after the termination of the examination sent to the Controller of Examinations along with the balance of question papers.

- 10.** (a) Before opening an envelope containing question papers, the Superintendent should ascertain if candidates are present according to the date sheet for that particular paper. If no candidate is present, the envelope should not be opened but sent to the Controller of Examinations by name with a forwarding letter in a separate cover.
- (b) The Superintendent should, before distributing the Question Papers to candidates see that the envelope opened by him contains the question paper indicated on the envelope and as mentioned in the date-sheet. In case of a discrepancy, instructions should be promptly obtained from the Controller of Examinations.

## **11. Penalty for Opening a Wrong Envelope**

No honorarium will be paid to a Superintendent, who through an over-sight opens an envelope containing question papers meant

for some other day. The Deputy Superintendent and the Invigilators who have acted as witnesses for opening the envelope, shall not be paid any remuneration.

The matter shall be reported to the Vice Chancellor for such other action as may be considered necessary.

**12. Misprint in Question Papers**

The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprint, or ambiguity in a question paper.

**13. (A) Medium for Translation into English**

If, in an examination where candidates have the option of offering one of the Modern Languages as medium for translation into English and a passage for translation in a particular language has not been received by the Superintendent, he shall manage to dictate the passage into the language offered by the candidate as his medium for translation.

**(B) Medium of Examination**

The medium of examination in all subjects, except languages, shall be Urdu or English at the option of the candidate.

**14. Prevention of Leakage of Question Paper in a Centre**

To prevent the possibility of questions of any subject being known at another centre before time, following precautionary measures should be adopted: -

- (a) No person including menials should be allowed to leave the examination hall before the expiry of an hour after the commencement of an examination;
- (b) No copy of the question paper should be allowed to go out the examination hall before the expiry of half the time;
- (c) Candidates leaving the examination hall before the expiry of half the time should not be allowed to take their question papers with them;

- (d) The Superintendent should keep spare copies of the question paper after distribution in his safe custody and should not keep them open on the table;
- (e) The superintendent should not give the question paper to any one but return the balance to the University Office. Inspector of Examination Centres shall invariably check the balance of the question papers.

## II. CANDIDATES

### 15. Admission of Candidates

- (a) The Superintendents shall compare particulars of candidates appearing at the centre with the list (Cut List) showing names of candidates, subjects offered and total number of candidates appearing for various subjects in the examination.

The Superintendent shall not admit any candidate whose name does not exist in the Cut List of candidates for that centre or about whom he has no directions on behalf of the Controller of Examinations.

- (b) If, at a place, where there are more than one Centres of examination, a candidate presents himself for examination at a Centre not allotted to him /her originally, the Superintendent shall, if there is sufficient time, direct the candidate to go to the Centre originally allotted to him/her. If, however, there is no sufficient time the Superintendent may allow the candidate to take the examination at his centre for that day only and should report the case to the Controller of Examinations. He should also inform the Superintendent of the Centre to which the candidate originally belonged.
- (c) The Superintendent shall collect the Roll Number Slips issued to the candidates as authority for admission to the examination centre on the very first day of the examination and forward them to the Controller of Examinations after the termination of the examination.
- (d) If a candidate is unable to produce the Roll Number Slip on demand, he should be allowed to take the examination provisionally in one paper only, provided

his name exists in the confidential list of candidates and should be asked to obtain a duplicate Roll Number Slip from the University on payment of the prescribed fee. This measure is necessary to avoid impersonation. The confirmation, in case of a candidate admitted provisionally, should be obtained from the Controller of Examinations by Express Telegram. The following certificate signed by the candidate and countersigned by the Superintendent should be obtained from the former:-

"I----- .son/daughter of-----  
-----being a candidate listed under Roll No-----  
for the.....Examination 20.....do hereby declare that  
in the absence of any authority issued on behalf of the University  
of AJ&K by its Controller of Examinations, I have solicited the  
favor of appearing at the centre named below at my own risk and  
responsibility and that the University or any member of its  
supervisory staff incurred no liability whatsoever by permitting  
me to take my examination at this centre. I will further abide by  
the orders of the University whose decision shall be final".

**16. Stray Answer Books**

Answer books of candidates admitted under Rule 15(b) and (d), 17,18 and 26(b) are to be treated as stray answer books and should be sent separately under a registered parcel to the Secrecy Officer/Controller of Examinations under double cover, the inner cover to be labeled with S.F.21.

**17. Discrepancy in the Subject(s) Offered**

The Superintendent shall not ordinarily allow any candidate to appear in a subject other than that shown against his name in the confidential list of candidates. If, however, a candidate insists that he had offered a subject(s) not shown in the confidential list, the Superintendent shall allow him to appear provisionally in that subject and send an intimation to this effect to the Controller of Examinations by the registered post.

**18. Late Arrival**

**(a) All examinations shall start strictly at the time indicated in the Date Sheet**

The Superintendent shall admit a candidate to take the Examination provisionally if he is late by more than 15

minutes or upto half an hour in very exceptional circumstances and shall forward a written statement from the candidate giving reasons for his late arrival to the Controller of Examinations on the prescribed form (SF-9).

These cases would be referred to the Vice Chancellor for final orders. The candidate will have no claim to have his scripts evaluated in case the Vice Chancellor does not approve of his admission to the Examination Hall.

- (b) No candidate shall be admitted to the Examination Hall for any reason whatsoever after expiry of half an hour from the commencement of the examination.

### **19. Seating Arrangements**

The Superintendent shall make satisfactory seating arrangements a day before the commencement of the examination. Candidates shall be seated in such a manner so as to render any inter-communication impossible and marking the Roll Numbers on the desks. Candidates belonging to the same institution must be seated well apart and candidates from the institution where the examination is being held should be seated in the Main Hall under direct supervision of the Superintendent.

### **20. Plan of the Examination Hall**

The Superintendent shall arrange to prepare a typed plan of the Examination Hall showing the seating arrangements as well as the direction in which the candidates are required to face. A copy of the plan should be pasted at a conspicuous place outside the Examination Hall a day before the commencement of the examination. After the termination of the examination a copy of the seating plan shall be sent to the Controller of Examinations.

### **21. Purdah Arrangements for Women Candidates**

In a combined centre for men and women candidates, the latter should preferably be seated in a separate room and an adequate number of Lady Invigilators be appointed to supervise them. In case no separate room is available for women candidates, suitable portion of the Examination Hall should be reserved and purdah arrangements should invariably be made for them. A separate bathroom should also be arranged.

**22. Bath Room Arrangements**

The Superintendent should be particularly careful about making arrangements for urinals and latrines for the use of candidates. A commode and a pot might be placed at a suitable place near the Examination Hall if there is no *pacca latrine* or urinal nearby. The Superintendent should see that one of the Invigilators always accompanies the candidate wishing to make use of the urinal or latrine while the examination is going on. To prevent any possibility of the use of the unfair means, the urinal or the latrine must be inspected each time before and after a candidate uses it.

**23. Identification Sheet**

Candidates on their first appearance are required to record their Roll Numbers, full names legibly and signature in their own hand writing in the Identification Sheet (SF-5). The Roll Numbers and the names written by the candidates in the Identification Sheet should then be compared with the list of candidates and daily attendance of the candidates (SF-6). The signatures in the Identification Sheet should be compared with the signature of the candidates on their Roll Number Slips. If there is any discrepancy, the matter should be reported to the Controller of Examinations alongwith the candidate's explanation. His answer book should be sent as stray answer-book to the Controller of Examinations. The Identification Sheets should be sent to the Controller of Examinations after the termination of the Examination.

**24. Ink**

No ink will be supplied to the candidates by the University. The Superintendent shall not allow any candidate to use any ink other than the blue black ink. If any candidate uses any ink other than the blue / black ink inspite of Superintendent's instructions his Answer Book alongwith the candidate's explanation should be sent to the Controller of Examinations in separate cover under a Registered Parcel.

**25. Blank Answer Book**

- (a) The Superintendent shall not give more than one Answer Book to a candidate in one paper under any circumstances except in the subject(s) and examinations in which a candidate has to use separate answer books

for different parts as per instructions given in the question paper. The continuation sheets should, however, be provided in case the answer book already supplied is finished.

- (b) The thread for stitching will be supplied by the Superintendent. To avoid detachment, the candidates should be asked to stitch the continuation sheets inside the cover of their answer books. Invigilators should be instructed to see that the blank continuation sheets supplied to the candidates are stitched immediately.
- (c) A very strict control should be maintained on the use of blank answer books. The superintendent should keep a regular record of the blank answer books (SF.6) and continuation sheets (SF.7) utilized every day in every paper and should strike balances per session for information of the Inspector of the centre who may check the documents any moment. The prescribed form (SF.14) should be submitted to the Controller of Examinations duly filled in alongwith the Superintendent's bill after the termination of the Examination. Cancelled or spoiled answer books must be returned to the University alongwith the balance of blank answer books. The balance of blank answer books and continuation sheets received from the Superintendents would be checked in the University Office and until this is done the bill of the centre would not be sent to the Accounts Branch for payment.
- (d) The Superintendent shall be personally responsible for the safe custody of blank answer books. He should make sure that he has received all the bundles sent by the University and that the same are intact.

**26. Filling up of Memo (S.F.-20).**

- (a) Memo must be filled in correctly giving all details in full for each subject/paper/option/syllabus. Roll Numbers of candidates whose answer-books are being sent to the University through Habib Bank Ltd./ bearer must tally with those given on the answer books as well as in the Attendance Chart (SF-8) of candidates. Roll Numbers of candidates present as well as absent must be correctly mentioned in the memo in the column meant for the

purpose. The Superintendent shall prepare three copies of the Memo. Copy 'A' shall be placed by him inside the packet of the Answer Books to be deposited with the Habib Bank Ltd./ University addressed to the Secrecy Officer/Controller of Examinations. Copy 'B' shall be dispatched under separate Registered Cover to the Controller of Examinations and Copy 'C' shall be retained by the Superintendent for his own record. Three copies of relevant Question Papers should also be placed inside the packet of Answer Books for each subject/paper/option/syllabus.

(b) **Wrong Roll Numbers on Answer Books**

Candidates sometimes, either through carelessness or inadvertence, omit or wrongly write their Roll Numbers on the Answer Books. Such an omission or mistake when passed by the Superintendent unnoticed involves serious complications in the University. To avoid this, the Superintendent must take special care to compare the Roll Numbers written on the Answer Books with those given in the Attendance Chart of the candidates. When an Answer Book with a wrong Roll Number or two answer books with the same Roll Numbers are discovered in the course of this comparison or otherwise, the Superintendent should send the answer books to the Secrecy Officer/Controller of Examinations with an explanatory note as stray cases. He should not make the correction himself.

The Superintendent should also ask the candidates to be particularly careful in writing their Roll Number correctly and legibly only on the right hand top corner of the answer books. Attention of Invigilators should also be drawn to the relevant instructions in this book under the heading "Duties of Invigilators".

- 27.** The Superintendent should announce every day in the Examination Hall that candidates should answer only as many questions as are required to be answered. If they answer more than the specified number they run the risk of losing credit for their best answers as the Examiner may see only those answers which have been first answered by the candidates, according to the specified number.

**28. Every Answer Book Supplied to a Candidate must be Signed as under:-**

- (a) The signatures shall be affixed by the Superintendent or the Deputy Superintendent only on the right hand top corner of the file page of the answer book and on the continuation sheet, if used.
- (b) Answer book and continuation sheet should IN NO CASE BE SIGNED BEFORE ISSUE. They must be signed during the course of the examination. Serious notice shall be taken in case of noncompliance of this instruction.
- (c) Maps and Graph Papers, supplied separately to candidates, should also be signed. The maps and graph papers must be stitched inside the cover of the answer book.

**29. Use of Drawing Instruments and Stencils etc.**

The candidates may bring their own drawing instruments with them for the examination where these are actually needed.

**30. Damage to Furniture and Other Articles**

The Superintendent should warn the candidates not to damage the furniture of the examination centre, otherwise they would be liable to serious penalty.

**31. Illness of a Candidate in the Examination Hall**

In case a candidate falls ill in the Examination Hall, the Superintendent may send for a qualified doctor for treatment, if the candidate so desires. The doctor's fee in all such cases shall be paid by the candidate concerned and not by the University.

**32. Amanuensis**

Superintendents are not allowed to sanction amanuensis under any circumstances unless authorized by the Controller of Examinations.

- (a) The amanuensis must be of a lower grade of education than the candidate and must not be attached to the Institution to which the candidate belongs.

- (b) The Superintendent shall choose a suitable amanuensis and forward immediately to the Controller of Examinations a report giving full particulars of the candidate and of the amanuensis.
- (c) The Superintendent shall arrange a suitable place for the disabled candidate and also appoint a special Invigilator to supervise.
- (d) Such candidates shall be given half an hour more than the time allowed for answering the Question Paper.
- (e) Blind candidates would be provided amanuensis at the expense of the University and they would be allowed 45 minutes for solving a question paper over and above the specified time.

### **III. ANSWER BOOKS**

#### **33. Collection of Answer Books**

Immediately after the expiry of the time allotted for a paper, the answer books should be carefully collected and the examination hall cleared of all candidates. Under no circumstances should the candidates be asked by the Superintendent to leave their answer-books on the tables.

The Superintendent should instruct the candidates that they are not to leave the examination hall without handing over the answer-books to the Invigilator of their row. The candidates should remain in their seats and not leave their places until the answer books have been collected by the Invigilator concerned. The Invigilator should then arrange the answer-books of his section serially and hand them over to the Superintendent or the Deputy Superintendent. Care should be taken to insert absentee slips in lieu of the Answer books of absentees. Invigilator should see that a candidate who does not attempt even any part of the question paper nevertheless submits an Answer Book bearing his roll number and other particulars required on the title page. Such Answer-Books should be superscribed "Not attempted" in the handwriting of the Superintendent without initials.

#### **34. Dispatch of Answer Books**

All the answer books collected by the Superintendent at his centre shall be arranged serially, counted properly, securely tied, packed in cloth, sealed and dispatched by post under INSURED

PARCEL addressed to the Secrecy Officer / Controller of Examinations, the same day the examination is held.

The superintendents of the local centres should deliver the packets of answer books in the Secrecy Office each day after the termination of the paper.

**35. Attendance Charts**

The attendance charts (SF.8) duly filled in should be dispatched to the Controller of Examinations immediately after the termination of the examination.

**IV. UNFAIR MEANS**

**36.** Instructions to candidates in RED INK (SF.18) should be exhibited daily at the Main Gate of the Centre of Examination quite close to the seating plan.

**37.** Instructions to be read out by the Superintendent everyday and in each session before the commencement of the Examination:-

On each and every day of the examination each/every time before the examination begins and also to the candidates who arrive late, the Superintendent shall read out the following rules for the warning of the candidates:-

- (a) Candidates should search their pockets and put outside the Examination Hall all papers, books or notes which they may have in their possession before they occupy their seats;
- (b) Candidates should not disclose their identity or make any kind of peculiar marks outside or inside their answer books. Entries like "786", etc. are strictly forbidden and should not be written outside or inside the answer-books;
- (c) Candidates should not write their names, the name of their centre, college or district. The private candidates should not write that they are appearing as such;
- (d) Candidates should use fictitious names like A.B.C. or X.Y.Z. if they have been asked to write a letter.
- (e) Candidates should fill the entries on the title page of their answer-books only in the manner prescribed below:-

**Examination:** - B.A.etc. (as the case may be ):-

**Subject:** English or Mathematics or Persian (as the case may be).

**Paper:** A or B ( as in the date sheet).

**Date:** 10-04-70 or 1st April 1970(as in the date sheet).

(Entries only in the manner prescribed above are to be made. No other entry is allowed and any deviation from these instructions shall be punishable).

- (f) Candidates should write Q.I or II and begin writing their answer from the back of the title page. No lines or brackets need be drawn under or around the Question Number. No other mark be given. Any infringement of this rule will be dealt with under the Unfair Means Regulations.

(The Superintendent shall forward to the Controller of Examinations at the end of an examination a declaration (SF.3) signed by him and witnessed by the Deputy Superintendent to the effect that he did read out the Instructions to the candidates and did call upon them to surrender all papers, books or notes in their possession).

### **38. Misbehavior of a Candidate in or Around the Examination Hall**

Any candidate who refuses to obey the Superintendent of an Examination in the Examination Hall, or changes his seat with another candidate, or changes his Roll Number Slip, creates disturbance of any kind during the examination, stages a walk out, resorts to a pen down strike or instigates others to do so, or otherwise misbehaves in or around any Examination Hall shall be liable to expulsion by the Superintendent or the Controller of Examinations or Inspector of a centre or any officer duly authorized by the Controller of Examinations as well to any of the following punishments by the Disciplinary Committee according to the seriousness of the offence:-

1. Cancellation of the Answer Book concerned;
2. Disqualification for one year only;
3. Disqualification upto three years.

The Superintendent of the Examination Hall shall report, without delay, each case in detail with evidence and explanation of the candidate concerned for final order of the University.

**39. Possession of Weapons Inside the Examination Hall**

Any candidate found in possession of fire arms or anything capable of being used as weapon of offence in or around any Examination Hall, shall be liable to expulsion by the officers as mentioned in Regulation above and disqualification ranging between one and two years.

**40. Explanation of the Candidates Using Unfair Means**

When the Superintendent takes action against a candidate using or attempting to use unfair means, he should invariably demand written explanation or statement of the candidate concerned. If any candidate refuses to give his statement, the fact should be noted in the report.

**41. The Superintendent has the right of asking the candidate to leave the Examination Hall when he suspects the candidate of using unfair means. He, however, cannot prevent the candidate from taking the examination in subsequent papers.**

When a candidate is detected using unfair means, the Superintendent should take care that his report is always full and complete in every respect and includes all the known facts and relevant circumstances of the case and other evidence.

While submitting a copy of the seating plan alongwith the unfair means case of any candidate, the Superintendent should show by an arrow which way the candidate was facing.

(It has been noticed that some Superintendents forward more than one case in the same report even though they are not connected with each other. Each case must be submitted with a separate report unless it is interrelated with another case).

The Superintendent should submit his report on the prescribed form (SF.4) to the Controller of Examinations alongwith the answer-book of the candidate.

**42. Removal of Officials**

If an unfair means case leading to disqualification remains undetected in a centre and is brought to the notice of the Controller of Examinations by the Examiner, the names of all or any of the officials concerned, i.e. the Superintendent, the Deputy Superintendent or the Invigilators may be removed from the list of the supervisory staff.

**V. SUPERVISION**

**43.** The supervisory staff of a centre is directed to reach the centre one day before the commencement of the examination so as to help the Superintendent in the arrangement of the centre. If any Invigilator does not reach the centre at a fixed time, the Superintendent is authorized to appoint a man in his place. In case, the Deputy Superintendent is absent the Superintendents should get approval of the Controller of Examinations about the substitute stating his father's name, qualification, address and experience by telegram or telephone.

**44. Deputy Superintendent**

One Deputy Superintendent shall be appointed for the whole period of the examination at each centre in addition to the required number of Invigilators.

- (a) One Invigilator for each set of 30 candidates shall ordinarily be allowed.
- (b) Out of the usual quota of Invigilators permissible under the Regulations, one of the Invigilators is to be appointed by the Superintendent to do the clerical work at a centre of examination.
- (c) The Regulation (one Invigilator for every 30 candidates) applies to each hall or a room used as a centre and to the centre as a whole. The number of rooms used and the number of candidates seated in each room must invariably be indicated in the Invigilators bill against each date. No extra Invigilator will be sanctioned except in extremely exceptional case when the prior sanction of the Controller of Examinations should be obtained. This sanction should be attached to the bill to avoid unnecessary correspondence and delay in payment.
- (d) In a combined centre where women candidates are seated a lady invigilator should invariably be appointed if the number of such candidates is at least 10.
- (e) No Invigilator is permissible when the actual number of candidates appearing at a centre is ten or below.

**45. Duties of Invigilators to be read out**

- (a) The Superintendent should read out and explain to the Invigilators their duties on the first day of the examination.
- (b) The Superintendent shall keep and preserve for six months, accurate in every detail, a list of duties allotted by him to each Invigilator. He shall have a signed statement from every Invigilator showing the Roll Numbers which the latter was supervising on each day of his duty. Similar record shall be kept in respect of the Deputy Superintendent (s).
- (c) The Superintendent, the Deputy Superintendent and each Invigilator should give a certificate that there was no relative or candidate privately coached by him at that centre. The Superintendent shall not allow a Deputy Superintendent or an Invigilator to work at the centre where the latter's relative or a candidate coached by him is appearing. If, however such a situation arises in case of a Superintendent the candidate(s) may be allowed to appear in one paper and the matter should immediately be brought to the notice of the Controller of Examinations for further instructions.
- (d) Teachers should always be preferred for appointment as Invigilators. Non-matriculates are not eligible to be appointed as Invigilators.

**VI. PRACTICALS****46. Oral and Practical Examination**

The Superintendent shall communicate to the examinees in practicals at his centre the exact date and place of the examination and such other instructions as he may think necessary.

**47. Letter of Authority to Candidates Going to Another Centre for Practical Examinations**

If candidates from one centre are going to another centre for their practical examination, the Superintendent should give them a letter of authority for the Superintendent and the Examiner of the centre at which the candidates have to take their Practical Examination(s).

**48. Question Paper for Practical Examination**

The sealed envelopes containing question papers for each Practical Examination are sent to the Principal (in case of moffassil centres) of the Colleges by the Controller of Examinations who will hand over the same to the Examiners. The envelopes containing instructions/ keys to Examiners are to be opened by the Examiners on the date and time specified on the envelopes in order to make arrangements for the apparatus and specimen required for the examination.

**VII. MISCELLANEOUS****49. Superintendents not to Leave without Permission**

From the time the Superintendents reach their stations of examination upto the time of conclusion of the examination, they should consider themselves the agents of the University and must not leave the station during the examination days without the prior permission of the Controller of Examinations.

**50. Superintendents not to Leave Examination Hall**

The Superintendent shall remain in the examination hall during the time allotted for each paper. He shall on no account, speak or permit any one to speak to a candidate on any subject pertaining to the questions during the hours of examination except for the purpose of correcting misprints or other errors under the direction of the Controller of Examinations.

**51. Admittance of Visitors to the Examination Hall**

No visitor should be allowed to enter the Hall during the Examination without the production of an identity card/authority of the University bearing the signatures of the Controller of Examinations/Vice Chancellor.

The Superintendent shall not even allow the Police authorities to conduct a raid against an offender under law during the course of examination. However, the police can hold any such offender outside the Examination Hall after the termination of the paper.

**52. Return of Furniture by the Superintendent**

The Superintendent should be particularly careful in returning the furniture taken from the various institutions for the examination immediately after the termination of the

Examination. Receipts for return of furniture should invariably be obtained and a certificate for breakage or damage to the furniture, if any, should be given to the Institution concerned for appending it with the estimate to be sent by them to the Controller of Examinations for approval before repairs or replacements are taken in hand.

**53. Return of Blank Answer-books**

A separate report in duplicate on a printed Form (S.F.14) shall be prepared and one copy of the same shall be submitted to the Controller of Examinations by the Superintendent about the blank answer-books and continuation sheets. The balance of blank answer books and continuation sheets should be returned to the Controller of Examinations through the Head of the Institution concerned along with one copy of the Form (S.F.14) (Statement of the consumption of blank answer-books and continuation sheets) after the termination of the Examination.

**54. Return of University Seal**

The University Seal should be sent to the Controller of Examinations under a registered parcel separately and not along with any other articles of stationery.

**55. Logarithmic Tables**

The Superintendent should get the Logarithmic Tables from the Principal of the College in which the Examination is held after giving him a receipt and return the same to him after the examination is over. The Superintendent should see that the Logarithmic Tables lent to the candidates in the Examination Hall are returned intact and receipt obtained.

**VIII. FINANCIAL RULES**

**56. Superintendent's Expenses**

The Superintendent is expected to make arrangements for the examination under his charge as economically as possible consistent with efficiency. A Superintendent's Stationery Box will be available from the Head of the Institution concerned for use at the centre. A list of the articles deposited in the box will be supplied by the University.

**57. Articles Purchased to be Returned**

Articles purchased for the examination, as sanctioned by the Controller of Examinations, from time to time should be deposited in the box, after the termination of the examination, in

the charge of the Head of the Institution from whom the box was originally received unless otherwise instructed by the University.

At least three lists of such articles deposited should be prepared. One copy should be sent to the Controller of Examinations for record, the second to be attached with the contingent bill and the third to be kept in the box.

**58. Safes, Trunks and Locks**

The purchase or hire of safes, trunks and locks for question papers is not permissible.

**59. Bill of Expenses**

All necessary expenses, relating to postage, arrangements for the conduct of examination etc. will be paid by the University on submission of a detailed bill on the prescribed bill form.

Previous sanction for the postage on ordinary, registered letters and parcels, and octroi expenses is not required, but actual payees receipts where available, in support of this expenditure should always be attached with the bill in order to avoid audit objections and delay in payment.

**60. Conveyance for Superintendents**

- (a) Rs.2/- per day are ordinarily allowed for despatch of answer books which shall be despatched under insured parcel by post immediately after the termination of a session.
- (b) The Superintendent will be paid at the rate of Rs.5/- per working day for conveyance to the Examination Centre. He is however, expected to economize in this item. No previous sanction/voucher is necessary for this item but a certificate to the effect that the amount was actually spent for conveyance should be submitted along with the contingent bill.

**61. Purchase of Articles**

A flat rate is permitted for purchase of the following articles:-

- (1) Stitching Thread.
- (2) Thread Reel.
- (3) Sutri
- (4) Stamping Ink.
- (5) Needles.
- (6) Glass, Matkas and Tumblers.
- (7) Jug

- (8) Match Boxes.
- (9) Waste newspapers for packing the answer-books and pasting on glass pans.
- (10) Gum.
- (11) Sealing Wax.
- (12) Nails
- (13) Chalk for writing roll numbers on tables.

**62. Advance Money to Superintendent**

An amount equivalent to Rs. 1/- per candidate would be advanced to the Superintendent ( by money order in case of moffassil and by cash in the case of local Superintendents) to meet contingent expenses at the examination centre. The minimum amount payable to a Superintendent as an advance shall be Rs. 250/- in the Major Examinations and Rs. 100/- in others.

**63. Stationery for Superintendents**

The Superintendent shall be paid at a flat rate of Rs.20/- for stationery to be purchased by him for his personal use and that of the Deputy Superintendent. The Superintendents shall be required to furnish a certificate to the effect that the amount has actually been spent for the purchase of necessary stationery. No vouchers need be submitted to the University in this respect.

**64. Stationery to be supplied by the University**

The following articles of stationery would be supplied by the University: -

- 1. Blotting Paper: In all the examinations six pieces or one piece per candidate per day whichever is less;
- 2. Graph Paper one piece per candidate;
- 3. Logarithmic Tables. If necessary, See Rule No. 56.

**65. Prior Sanctions**

Prior sanctions for the following articles on the prescribed form (S.F.11) in duplicate should be obtained from the Controller of Examinations.

**(a) Packing Cloth When not Supplied by the University**

One yard of cloth for a packet of about 125-150 answer books or half a yard for small packet.

**(b) Arrangement for Urinal**

Only one pot and one commode per Urinal per centre is permissible where pacca Urinals are not provided in the building. At a combined centre for men and women candidates, two separate Urinals should be arranged.

**(c) Cartage and Coolliage**

When carts or coolies are engaged to bring or to remove the furniture from the Examination Hall the number of carts and coolie(s) so engaged and rate fixed by the Municipality and the capacity of the cart should be mentioned while asking for the sanction for cartage/coolliage for furniture required at a centre.

**(d) Sanction for Extra Invigilators**

- (i) Ordinarily, one Invigilator for each set of 30 candidates is allowed. For sanction of extra Invigilators the number of candidates seated in the Examination Hall and the side rooms, when used be specified in detail as required in the Form (S.F.12) for the purpose.
- (ii) The appointment of extra Invigilators is only for the days when the necessity of such extra work is realized. In no case the extra Invigilator appointed later on to be included in the total number of Invigilators already allotted to the centre for the distribution of turns. This would facilitate the checking of extra payment and expediting payment of the bills to the Invigilators.
- (iii) Sanctions in regard to the appointment of extra supervisory staff and for other expenditure must be obtained during the course of the examination. No application in this respect may be entertained after the termination of the examination.

- (iv) The names and the particulars of the substitutes of those Invigilators and Deputy Superintendents who for one reason or the other cannot undertake the work should be forwarded in duplicate for sanction/approval on the Form (SF.13) along with the list of Invigilators etc., appointed at the centre by the University. The Bill of the supervisory staff should be sent to the Controller of Examinations complete in every respect along with the original appointment letter. The sanction of the Controller of Examinations should be obtained on the prescribed Form (SF.13) and attached with the bill.

Prior approval of second substitute of Deputy Superintendent by Telegram or otherwise is necessary.

- (e) To avoid any hardship or inconvenience to the examinees, adequate arrangements for the iced water and pedestal/Ceiling/Table fans in the Examination hall should invariably be made. The expenditure thus incurred should be indicated in the Form (SF.11) and immediately submitted to the Controller of Examinations for approval.

#### **66. How to Draw Contingent Expenses Bill**

Bill of contingent expenses submitted by Superintendents are often delayed for want of genuine vouchers, etc. The following instructions should, therefore, be observed:-

- (i) A mere cash memo, is not valid for payment unless the fact of payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of the memo, in these words "Received in full payment";
- (ii) The details of the unused and spare articles deposited in the stationery box or auctioned or sold should be supplied, as in the absence of this information no useful check over the adequacy of the amount claimed can be exercised;
- (iii) The details of the expenditure incurred on account of postage on ordinary letters and telegrams should be

attached with the bill in support of the claim in order to see how the amount was spent;

- (iii) The actual payees receipts in support of payment should clearly bear the signatures or the thumb impression of the payees which should be attested by the Superintendent giving the dates on which such payments were made;
- (v) The imperishable articles purchased by the Superintendents in connection with the conduct of examination should be deposited in the Stationery Box and a note duly attested by the Head of the Institution to this effect be attached with the contingent bill to avoid unnecessary correspondence. Second copy of the same note should be kept along-with the articles in the Stationery Box for record and the third copy be forwarded to the Controller of Examinations immediately after the examination terminates. The number of Box should be mentioned on this copy.

Contingent Bills Of The Superintendents Shall Not Be Entertained For Making Payment Unless The Bills Of Their Supervisory Staff Have Been Received From Them In This Office Complete In All Respects Along With The Report Regarding Conduct Of Examinations (S.F.17)

The box along with the deposited articles should be handed over to that very head of the institution from whom the box was received originally.

- 67.** Besides disqualification the Vice Chancellor is empowered to forfeit the full or part of payment/remuneration, if there is sufficient ground to believe that the Superintendent or any one of the Supervisory Staff did not work vigilantly and honestly leading to use of unfair means by the candidates.

**68. Following Abbreviations are Used for Various Subjects:**

A.	Arabic
Eco/Ec.	Economics
P.	Persian
Ph.	Philosophy
Phy.	Physics.
Pol.Sc.	Political Science
Eng.	English.

Ch.	Chemistry
Bot.	Botany
U.	Urdu
M.(A)	Mathematics(A Course)
M.(B).	Mathematics (B Course)
Zoo.	Zoology
Fr.	French
Pb.	Punjabi
H.	History
Agr.	Agriculture
Hm.Eco.	Home Economics
Geog.	Geography
Stat.	Statistics
G.St.	General Study
Soc.	Sociology
Ger.	German
App. Geol.	Applied Geology
I&P.St.	Islamic & Pakistan Study
Elect.	Electronics
Psy.	Psychology
M.(G).	Mathematics (General)

### C. DUTIES OF DEPUTY SUPERINTENDENTS

#### (1) General Duties

The General Duties of a Deputy Superintendent are: -

- (a) to assist the Superintendent in the control of the Examination Centre;
  - (b) to assist the Superintendent in carrying on correspondence, etc.;
  - (c) to take charge of the Examination Centre in the absence of the Superintendent with the approval of the Controller of Examinations.
- (2) The Deputy Superintendent must get in touch with the Superintendent of his centre as early as possible so that he can be present when the Superintendent opens the packets containing envelopes of question papers one day before the examination. He must see that the packet is intact and bears no mark (s) of being tampered with.
  - (3) The Deputy Superintendent must help the Superintendent in checking up the envelopes. The Superintendent and Deputy

Superintendent have to satisfy themselves that they have all the question papers for the subjects of examination at their centre. Figures on the envelopes have to be compared with the Centre Statement to ascertain that such envelope contains sufficient number of copies of question papers for the candidates appearing in each subject. If there is any discrepancy the Superintendent should at once inform the Controller of Examinations telegraphically or through any other expeditious means of communication.

- (4) The Deputy Superintendent has to examine the envelopes and see that the seals are intact.
  - (a) If a seal is broken, he will place his own seal alongside the broken one. If he has no seal at the moment any blank impression may be made across which he should sign.
  - (b) If the envelope is torn or otherwise damaged, the Deputy Superintendent and the Superintendent will initial the place and then enclose the envelope in another large envelope, or pack it up in a large sheet of strong packing paper. The new packet should have the impression of the Deputy Superintendent's seal. If the damage is slight, the cut or the opening should be repaired by pasting a piece of paper, which should be sealed by the Deputy Superintendent.
  - (c) If the envelope containing question paper is found tampered with or the seal injured on any particular day, he will not sign the certificate and shall inform the Controller of Examinations telegraphically. If it is found necessary to repack the envelope as suggested in para (b) above, care should be taken to indicate the paper correctly on the outer cover. The Deputy Superintendent and the Superintendent will be held equally responsible for the correctness of this entry.
- (5) When the candidates are distributed in a number of rooms, he will help the Superintendent in general supervision. If there is any distribution of duties, he will not supervise the section containing candidates from his own institution, if any.
- (6) The Deputy Superintendent will, invariably be one of the witnesses to the opening of the question papers. He will examine the seals and condition of the envelope (s) carefully every time

and satisfy himself that these are in the same condition as were seen by him on the day of opening of the packet before the examination. He must make certain that the question paper to be opened is in accordance with the date sheet. The supreme responsibility rests with the Superintendent and the appointment of Deputy Superintendent does not relieve him of it. But if it is found that the Deputy Superintendent has not been careful in the scrutiny of the envelope(s) or if a wrong paper is distributed he will also be deemed to have been guilty of gross negligence and his name will be reported to the Vice Chancellor for disqualification for the future and/or for any action which he may deem necessary.

- (7) The Deputy Superintendent will assist the Superintendent generally. He will not leave the station without the permission of the Controller of Examinations.
- (8) The Deputy Superintendent must equip himself with a seal for the purpose mentioned above at para 4 (a) and (b). No charges on that account will be paid by the University.
- (9) The Deputy Superintendents or the Superintendents should affix their signatures only on the right hand top corner of the title page of each Answer Book. In case the continuation sheets are used each of them should also be signed as such. The use of signature stamp is **STRICTLY PROHIBITED**. This duty is to be performed during the examination and not before issuing the answer books continuation sheets.
- (10) The Deputy Superintendent is required to return the book of the rules "Duties of the Superintendent"- supplied by the office at the time of the appointment, immediately after the examination is over.
- (11) The Vice Chancellor may, in exceptional cases sanction conveyance allowance to the Deputy Superintendents for reasons to be recorded in writing.
- (12) The Deputy Superintendent will send the following telegram immediately after he contacts the Superintendent of his centre:-

CONTROLLER UNIVERSITY MUZAFFARABAD (.)  
SUPERINTENDENT CONTACTED ARRANGEMENTS  
CONDUCT EXAMINATION MADE (.)

DEPUTY SUPERINTENDENT -----CENTRE

- (13) In case the Superintendent does not reach the Centre and could not be contacted, the Deputy Superintendent should arrange the Centre and inform the Controller of Examinations (Phone No.058810-42366 & 44276) immediately after doing the needful.
- (14) Deputy Superintendents are paid for one preparatory day as is done in the case of Superintendents.

#### **D. INSTRUCTIONS TO INVIGILATORS**

1. Invigilators shall have to report themselves to the Superintendent a day before the commencement of the examination at 11 A.M. at the centre of examination, otherwise their appointment would be liable to be cancelled by the Superintendent. They shall have to be at the centre an hour before the time fixed for examination on the first day and half an hour before time on subsequent days.
2. The Invigilators shall be responsible to the Superintendent of the examination centre and would work under his orders.
3. The Invigilators must see that every candidate takes his correct seat and writes his correct Roll Number in FIGURES AS WELL AS IN WORDS (on the right hand top corner and other particulars required of him on the title page of answer book).
4. The Invigilators should note that no candidate can be admitted to the Examination Hall after the question paper has been distributed without the express permission of the Superintendent.
5. No Invigilator should speak to any candidate in his row/ room, after the question paper is distributed, not even if there is any misprint or ambiguity. No Invigilator should disturb candidates by unnecessary halting near them and trying to read their answers except in a case of suspicion of use of unfair means by a candidate. He is expected to see that the candidates are supplied with all their needs viz., blank answer books, continuation sheets, blotting papers, water etc.
6. Invigilator should note that only blue black ink is used by the candidates.
7. Invigilator should not allow any candidate to bring in any cardboard, dabba, or cover of any inkpot.
8. The Invigilators should keep moving among the candidates and should not be engaged in any work, which may impair their

efficiency as Invigilator. Lady Invigilators shall on no account be permitted to knit in the Examination Hall.

9. No Invigilator can invigilate at an examination centre where a relative of his is taking examination. If an Invigilator happens to be appointed in such a centre, he must inform the Superintendent about the fact before the examination starts for necessary replacement.
10. No conveyance is permissible to the Invigilators.
11. An Invigilator shall invariably accompany candidates wishing to make use of Urinals while the examination is going on. The invigilator will see before a candidate enters the latrine that no paper, book etc., is already inside the latrine which a candidate can make use of. He will also see the latrine after the candidate has come out in order to verify that the candidate has not left any paper or book inside the latrine.
12. The Invigilators should see that no candidate makes use of notes, attempts to copy from another candidate or has in his possession any book or paper not issued in the Examination Hall. If he happens to find a candidate using unfair means, he should take possession of any book or an article so used, report the matter to the Superintendent and sign the answer book and any other article as the Superintendent may direct.
13. Before distributing the question papers to the candidates, the Invigilator should see that the correct paper according to the programme is given out. If he finds a wrong paper it should be given to the Superintendent immediately without reading it.
14. No question paper is to be taken from any candidate for reading it. As soon as the Invigilator has finished distributing the question papers he should return the remaining, if any, to the Superintendent without reading them.
15. The Invigilator should distribute the blank answer books to candidates after they had taken their seats. No candidate should be allowed to leave his seat after he has received the answer book, until an hour after the distribution of the question paper.
16. The Invigilators are responsible for the safe delivery of answer books of the candidates supervised by them to the Superintendent. They should see that the answer book and continuation sheet if used of each candidate are properly stitched together, that the

answer books delivered to the Superintendent are serially arranged, that none of the candidates leaves the room without delivering his answer book even if no question is attempted and that a blank paper (not blotting paper) with Roll Number without any initials is inserted in place of the answer book of an absentee.

17. All the exits should remain closed during the examination hours and only the main entrance should be opened five minutes before the expiry of the time allowed. One of the Invigilators, whosoever, is deputed by the Superintendent should stand at the door in order to see that no candidate takes away an answer book, or any other paper from the Examination Hall.
18. After the time allotted is over the Invigilator should collect and count all answer books and if every thing is in order, the candidates may be allowed to leave the Examination Hall.
19. No Invigilator is allowed to leave the Examination Hall unless and until he has satisfactorily accounted for all the candidates in his charge to the Superintendent.

**APPENDIX-1**  
**LIST OF DOCUMENTS AND ARTICLES SENT BY THE**  
**UNIVERSITY SEPARATELY FOR THE**  
**SUPERINTENDENTS: -**

1. Packet containing question papers envelopes.
2. Blank answer-books and continuation sheets.
3. List of candidates and Centre Statement.
4. List of Supervisory Staff.
5. Book of Instructions for Superintendents and Supervisory Staff.
6. Superintendent's File (Ex-1 Suptd.)
7. Instructions to Candidates (S.F.18)
8. Labels addressed to the Secrecy Officer (S.F.19)
9. Memo Book for Secrecy Officer (S.F.20)
10. Travelling Allowance Bill Form (ACS 101).
11. Contingent Bill Form (ACS-102).
12. Bill Form for Invigilators (Written Examinations)(ACS-103).
13. Blotting Papers.
14. Graph Papers.
15. Logarithmic Tables.
16. Cloth for packing the Answer-books etc. (One yard for 125-150 answer-books).
17. Stamp Pad with Ink.
18. Sealing Wax.

19. University Seal (to be returned separately to the Controller of Examinations under a Registered Parcel).
20. Carbon Papers.

**APPENDIX-II**  
**LIST OF DOCUMENTS AND PAPERS TO BE SENT BY THE**  
**SUPERINTENDENTS TO THE UNIVERSITY OFFICE**

S.NO.	NAME OF OFFICER	NAME OF DOCUMENTS
1.	<b>Controller of Examinations</b> <b>/ Secrecy Officer</b>	Attendance Chart (S.F.8)
2.	<b>Assistant Director (Finance &amp; Planning)</b>	<ol style="list-style-type: none"> <li>(i) Superintendent's T.A/ D.A.</li> <li>(ii) Invigilators Bill</li> <li>(iii) Contingent Bills.</li> </ol>
3.	<b>Controller of Examinations</b>	<ol style="list-style-type: none"> <li>(a) Certificate regarding opening of packets of Question Papers (S.F.1).</li> <li>(b) Certificates regarding scrutiny of envelopes containing Question Papers.</li> <li>(c) Empty cloth-lined envelopes with seals intact along with the balance of Question Papers.</li> <li>(d) Roll Number Slips collected from the candidates.</li> <li>(e) Seating Plans of the Examination Hall.</li> <li>(f) Identification Sheet. (S.F.5) .</li> <li>(g) Certificate of reading out regulations and directions to candidates regarding use of unfair means (S.F.3).</li> <li>(h) Report of Blank Answer-Books received, utilized and returned (S.F.14).</li> <li>(i) Forms No.S.F.6 and S.F.7 bearing signatures of the candidates. (Daily Attendance).</li> <li>(j) Report of Superintendent regarding deposit of stationery box with the Head of the Institution, containing perishable and imperishable articles. (S.F.15).</li> <li>(k) General Report regarding conduct of Examination (S.F.17).</li> <li>(l) Book of Instructions to Superintendents.</li> <li>(m) Confidential List of Candidates.</li> <li>(n) Declaration Form S.F.10.</li> </ol>

- (o) University Seal-in a separate Parcel within two days after the examination.

**Note: -**

- (a) Attendance Chart should be sent to the Secrecy Officer/Controller of Examinations just after the termination of the examination.
- (b) All other documents mentioned above are to be submitted within a fortnight of the termination of the examination. Item No.(a) and (b) should however, be sent on the day when the packets containing Question Papers are opened.
- (c) An automatic deduction can be made from the Honorarium/Contingent Bills of the Superintendent as detailed below:-  
Rs.1/- per day per document in case the documents are not submitted within the prescribed period.

**CHAPTER-13**  
**GENERAL REGULATIONS REGARDING**  
**EXAMINATIONS ETC.<sup>1</sup>**

1. No one who has been on the rolls of a College/ Department/ Institute as a regular student at any time during the (academic year) preceding a University examination shall appear at that examination as a private candidate, or for an external degree.  
Provided that this shall not apply to a late college student appearing in an examination held twice a year when his admission form is certified and forwarded by the Principal/Dean/Chairman/Director of the College/Faculty/Department/Institute he had last attended.
2. Subject to Regulation 1 and Regulations pertaining to respective examinations, candidates may be admitted to the examination for B.A./B.Sc., (pass course) and M.A. (Arts subjects only) where no practical or field work are involved for external degree.  
Candidates of this category if they intend to appear in a Science subject of the B.A./B.Sc. Examination shall have to do the required number of Practicals in a University/Affiliated College for the subjects or in a laboratory approved by the Syndicate for the purpose. They shall be required to produce documentary evidence of having done so. Such training once taken shall be valid for the next three years from the date of completion of the training.  
The External Degree candidates shall take the same B.A./B.Sc. (pass) and M.A. Examination as held for regular candidates of the respective examinations.  
It shall be specified in the degree to be awarded to the successful candidates of this category that they took the examination as external students.
3. Subject to Regulations 1 and 2 the persons belonging to the following classes not being students of any University or any Affiliated College may also be permitted for admission as candidates at examinations in the B.A./B.Sc., B.Ed. and M.A.
  - (a) Candidates, except in the case of the B.Ed. Examination where only teachers, as defined in the Regulations for that examination, may be recommended.

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(x), P.67-71.

- (b) Late University/College students who have completed the prescribed course for an examination, and are recommended by the Principal of the College or Chairman of the University Teaching Department concerned for admission to such examination, within a period of three years after completing such course, unless otherwise specified in the Regulations, relating to various examinations.
  - (c) Candidates for the degree of Bachelor of Arts.
  - (d) Candidates appearing from territories within the jurisdiction of the University in the Compulsory Subjects of the B.A. examination after having passed the Honors Examination in a Classical or Pakistani Language and the Intermediate examination as a whole or English only of any recognized University or the Board of Intermediate and Secondary Education, Mirpur or any other examination recognized as equivalent thereto.
4. A teacher with M.Sc. degree may be allowed to appear in another M.Sc. examination in a subject other than the one already passed by him provided that he has performed the prescribed number of practicals in a College affiliated to the University of Azad Jammu and Kashmir, upto M.Sc. or a Science Department of the University of Azad Jammu and Kashmir.
5. Notwithstanding anything to the contrary contained in the Regulations any person residing outside the territorial jurisdiction of this University may be permitted to appear as a private/external degree candidate in an examination held by the University, provided that: -
- (a) he is otherwise eligible to appear in the examination conducted by this University.
  - (b) produces a certificate from the Registrar of the University in whose territorial jurisdiction he is residing to the effect that University has no objection to such permission being granted.
6. All applications for permission to appear as private candidates in the various University examinations must reach the University office on the date as may be prescribed. Applications received after the prescribed date shall be considered only on payment of the prescribed late/double admission fee.

Provided that such applications shall only be entertained if these are received at least 10 days before the date of commencement of M.A/

M.Sc., B.Ed. and other Professional examinations, 30 days before the date of commencement of B.A/ B.Sc examination.

Provided that admission and permission forms shall be submitted together and only one late fee shall be charged even if permission form is submitted after the expiry of the last date fixed for the receipt of admission forms.

7. An extra prescribed fee shall be charged from the candidates who at the time of submitting their applications for permission to appear in the examination as Private/External Degree candidates are residing in a place outside the territorial jurisdiction of the University of Azad Jammu and Kashmir. Provided that this Regulation shall not apply to bonafide residents of a place within the territorial jurisdiction of the University of Azad Jammu and Kashmir who at the time of applying for permission happen to be residing outside such territorial limits, if they send a declaration to the effect that they are bonafide residents of a place within the jurisdiction of the University and have only come to the place temporarily and shall return within one year, duly attested by a magistrate not lower in rank than 2nd class.

Provided further that this Regulation shall not apply to a candidate who is a member of the Defence Forces of Pakistan.

8. The rate of late admission fee mentioned in Regulation 6 and extra-fee mentioned in Regulation 7 shall be as shown in the Schedule of Fees.
9. The Admission Form and Fee must reach together in the University in time. Late/double fee shall be charged if the fee is paid and Form not submitted in time or vice-versa.  
Provided that the candidates offering science subjects where the practical examination is involved in the B. A. have to pay an additional prescribed fee.

10. The admission form is liable to cancellation if it is incomplete or contains incorrect entries or if correct Registered Number is not mentioned.

11. Every candidate must keep his/her Identification Card with him/her while taking the examination.  
Provided that female candidate holding Identification Card without photograph shall have to keep Identification Slip carrying her photograph duly issued by the examination department.

12. The candidate will be admitted to the examination hall on the production and delivery of the Roll Number Slip. The candidature of those who will

appear in the examination without genuine Roll Number. Slips issued by the University shall automatically stand cancelled and they will be proceeded against under the University Regulations.

13. No student shall at one time join or continue on rolls of two departments of University or Affiliated Colleges for two courses of studies leading to two degrees in the same or different faculties.
14. The courses of reading prescribed by the Syndicate are specified in the Syllabus for various degree examinations. In cases where textbooks are prescribed the candidates will be required not only to show a thorough knowledge of the textbooks but also to answer questions of a similar standard set with a view to testing their general knowledge of the subject. Courses of reading can be changed from time to time by the Academic Council, such changes being always duly notified at least one year before the date of the examination in which they will take effect.
15. Whenever the application or the fee of a candidate is received more than three days after the last date prescribed above he shall pay the prescribed late admission fee.  
Provided that: -
  - (i) Late - fee shall not be charged if the money order of admission fee is booked at a post office before the expiry of the last date prescribed for the submission of Admission Forms and Fee (without late fee) provided the Money Order is deposited in the University funds before the date of the commencement of the examination.
  - (ii) If the money order of Admission Fee is booked before expiry of the last date (with late fee) fixed for the submission of Admission Forms, double fee be not charged even if it is received after the expiry of that date, provided the fee is deposited in the University fund before the commencement of the Examination.
  - (iii) The same concession shall be given to failed candidates who are allowed a margin of [15 days]<sup>1</sup> for submission of their Admission Forms and fee after the declaration of their result.

**16. Regulation empowering the Vice Chancellor to Permit an Enrolled Member of the Pakistan Armed Forces Prevented from Appearing in an Examination due to National Emergency, to Appear in the Next Annual or Supplementary Examination**

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<sup>1</sup> Substituted vide 9<sup>th</sup>. Meeting of the Syndicate held on 30 July 1992, item 2(43) P.126-129.

Notwithstanding any provision to the contrary contained in the Regulations, the Vice Chancellor may, by a general order, permit an enrolled member of the Pakistan Armed Forces, who may have registered himself/herself as a candidate for a University examination, but is prevented from appearing in the examination due to a national emergency to appear in the next annual or Supplementary Examination, without payment of fresh admission fee, subject to the following conditions: -

- (i) the candidate produces a certificate from the Officer Commanding of his Unit to the effect that it was not possible to release him/her from duty due to a national emergency.
- (ii) is otherwise eligible to appear in the examination.

A candidate to whom this concession is granted shall have to submit a fresh admission form for the next Annual/Supplementary Examination.

**17. Regulation Regarding Grant of Concession of Lectures to Students Who are Selected by the Government or the University for Proceeding on Goodwill Missions Outside the Country**

In the case of persons who are selected by the Government or the University for proceeding on good-will missions outside the country, the lectures delivered in the College/University Department concerned during the period of absence of such persons not exceeding one month shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for purposes of examinations shall be based on the balance of lectures.

**18. Regulation in Regard to the Grant of Permission to Prisoners (Political as well as Non-political) to Appear in the University Examinations**

Notwithstanding anything to the contrary contained in the Regulations the Syndicate may allow such prisoners (Political as well as Non - political) to appear in the University examinations as had completed the requisite number of lectures and were otherwise eligible, provided that the case of each non-political prisoner shall be considered on merit and if he is allowed to appear in the examination, the degree shall not be conferred till 3 years after his release from the prison.

**19. Regulation Providing Admission Facilities to Students of Foreign Universities, Whose Examinations have not been Recognised as Equivalent to the Corresponding Examinations of this University**

Notwithstanding anything to the contrary contained in the Regulations, regarding admission to examinations of this University, the Vice Chancellor may, at his discretion, permit candidates, from Foreign Universities, the examinations of which have not been recognised as equivalent to the corresponding examinations of this University, to appear as private candidates, in the same examinations of this University, which they might have passed from their respective Universities, before being admitted to the next higher class in a Department/Institute/Faculty/College affiliated to this University.

**20. Regulation Authorizing the Vice Chancellor to Hold Additional Examinations under Certain Circumstances**

Notwithstanding anything contained in the Regulations, the Syndicate shall have power in the case of all examinations held by this University to hold an additional examination in the same year for special reasons to be recorded.

**21. Regulation Relating to Candidates Passing a University Examination in Parts**

Notwithstanding anything to the contrary contained in the Regulations a candidate who passed any examination of this University in parts shall not be entitled to merit, honours, distinction, prize or scholarship.

**22. Regulation Empowering the Syndicate to Quash the Result or Withdraw the Degree, Diploma or Certificate of Candidates**

[Notwithstanding anything to the contrary contained in Regulations, the Syndicate shall have the power to quash the result or withdraw the Degree, Diploma or Certificate of a candidate after it has been declared or awarded, as the case may be: -

- (i) if he has been disqualified for using unfair means in the examination; or
- (ii) if a mistake is found in the compilation or declaration of his result; or
- (iii) if it is found that he was not eligible to appear in the examination.

Provided that the order of quashing the result under paras (2) and (3) is issued not later than 3 years from the date of the declaration of the result of the examination concerned.

Provided further that in quashing the result of a candidate under (2) and (3) above, the University declares as 'failed' a candidate, who was previously declared to have passed in an examination, the Syndicate may, after considering the circumstances of the case, take such action as it may deem necessary to give the candidate the benefit of any privilege that he may have acquired by studying in the next higher class in a recognised institution or taking an examination conducted by the University.

[Provided further that the Vice Chancellor has been authorised to initiate inquiry against the students involved in unfair means cases, and after inquiry he would submit the report to the Syndicate for final orders]<sup>1</sup>

### **23. Regulation for Privileges of Expelled / Disqualified Candidates**

[An expelled or rusticated candidate shall be permitted to enjoy all the privileges which he would normally enjoy, after the expiry of the period of Punishment. This would also apply to the candidates who are disqualified for the use of unfair-means in an examination.]<sup>2</sup>

### **24. Auction of Marked Scripts**

[The Marked Scripts will be auctioned through proper advertisement after one year of the declaration of the General Result]<sup>3</sup>

### **25. Declaration for Privileged Documents<sup>4</sup>**

1. Certain record/ documents of the Examination Branch are obviously secret documents, which cannot be made public. Such documents/ record includes the Question Papers yet to be opened, Scripts (solved Answer Books of the candidates), Award lists of the Examiners and Result Sheets etc.
2. It would be proper to have the movement and handling of the said documents restricted. These cannot be shown to any person or agency in any context whatsoever except to a learned court of law in case of some legal proceedings.

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<sup>1</sup> Added vide 21<sup>st</sup> Meeting of the Syndicate held on 11-06-2001, item 53, P.53.1-53.33 as notified vide Registrar's No. Syndicate/21<sup>st</sup> Meeting/2001/3477-3503 dated 26-06-2001.

<sup>2</sup> Added vide 4<sup>th</sup>. Meeting of the Syndicate held on 3 December 1985, item 3(28), P.3.71.

<sup>3</sup> Added vide 19<sup>th</sup>. Meeting of the Syndicate held on 22-12-1999, item 18, P.18.1as notified vide Registrar's No.Syndicate/19<sup>th</sup>Meeting/99/2254 – 60 / 2000 dated 1-2-2000.

<sup>4</sup> Approved by the Syndicate, in its 3<sup>rd</sup> Meeting held on 15 September, 1983, item 16, P. 26.

**26. Restoration of Registration<sup>1</sup>****INSERT URDU NOTIFICATION****Notification No.F.3-20/Demand/General/93 dated 1-3-1994**

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<sup>1</sup> Approved by the Syndicate in its 14<sup>th</sup>. Meeting held on 24 April 1996, item 2(24), P.31-32.

**CHAPTER-14**  
**REGULATIONS RELATING TO THE BACHELOR**  
**EXAMINATION IN ARTS AND SCIENCE GROUPS**  
**(TWO YEARS COURSE)<sup>1</sup>**

**B. A. /B. SC. (PASS COURSE) EXAMINATION**

**A. [General Regulations]<sup>2</sup>**

1. The examination shall consist of the following subjects. Every candidate shall be required to offer the following three compulsory subjects in Arts and Science Groups:-

1. Islamic and Pakistan Studies
2. Arabic
3. English

**(a) Arts Group**

Every candidate shall be required to select two subjects from the following Elective Subjects: -

1. Arabic
2. Statistics
3. Geography
4. Economics
5. English literature
6. Fine Arts
7. History
8. Islamic Studies
9. Mathematics (General)
10. Political Science
11. Applied Psychology
12. Psychology
13. Sociology
14. Urdu
15. Persian

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<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup> Meeting held on 15 September 1983, item 20(xvii), P.114-122. These Regulations shall be effective from 1982 onwards.

<sup>2</sup> Re-named vide 21<sup>st</sup> Meeting of the Syndicate held on 11-6-2001, item 27, P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

**(b) Science Group**

Every candidate shall be required to select one of the following combinations: -

1. Physics + A. Course of Mathematics + B. Course of Mathematics
2. Physics + Mathematics (General)+ Chemistry
3. Chemistry +Botany + Zoology
4. Mathematics (General)+ Physics + Statistics
5. Mathematics (General)+ Physics + Geography
6. Mathematics (General)+Economics + Statistics
7. Mathematics. A (Course) + Mathematics. B (Course) + Statistics
8. Physics + Chemistry + Statistics.
9. Botany + Zoology + Geography
10. Zoology + Chemistry + Geography
11. Botany + Chemistry + Statistics
12. Botany + Chemistry + Geography
13. Zoology + Chemistry +Statistics

**Note:**

- (i) Candidate seeking admission in M.A. in any subject shall take the same subject in Bachelor Examination.
- (ii) No one shall ordinarily be allowed to take up any Science subject (except Geography, Statistics, etc.) unless he / she has passed in this subject in the Intermediate Examination.
- (iii) The Outlines of Tests and Courses of Reading shall be as may be prescribed by the Academic Council with the approval of Syndicate from time to time.

**2. Medium of Instruction and Examinations**

The medium of instruction and examinations in all subjects, except languages, shall be Urdu or English. The medium of examination in Pakistani language shall be the language concerned. The medium of examination in Arabic, Persian shall be Urdu, English or the language concerned at the option of the candidate.

**B. [Examination Regulations]<sup>1</sup>**

1. The fees for the examination will be as may be prescribed.
2. Date by which examination Admission Forms and fee should reach the University Office will be as may be prescribed. The Vice Chancellor shall have the power to fix and alter these dates.

**3. The examination shall be open to**

- (i) Regular Students on the rolls of the University Colleges and the Colleges Affiliated to the University of Azad Jammu and Kashmir as per conditions laid in Regulation 5 below:-
- (ii) Late College Students who have completed the prescribed course for an examination and are recommended by the Principal of the college, or Head of Department concerned for admission to such examination, within a period of three years after completing such course.
- (iii) External candidates other than regular and late -college students as specified in General Regulations.

Note: Candidates of category (ii) and (iii) for B.A. examination will require permission to appear in B.Sc. examination. Such candidates will be governed by the Regulations for change of subject/faculty.

**4. The Qualification for Appearing in the Examination**

The following conditions shall be satisfied by all categories of candidates:

- (i) That the candidate has passed one of the following examinations:-  
Intermediate Examination in Arts, Science, or any other examination recognized as equivalent to any of these examinations.
- (ii) That the period intervening between the date of passing of the qualifying examination mentioned in (i) above and the date of the Bachelor's Degree Examination is not less than two academic years.

**Explanation:** In the case of a candidate who passed the Intermediate Examination by availing himself/herself of the concession known as the rule of compartment (one subject) the period of two academic years shall run from the year in which he/she came under compartment.

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<sup>1</sup> Re-named vide 21<sup>st</sup>. Meeting of the Syndicate held on 11-6-2001, item 27, P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

- (iii) That the candidate is a person of good character. This certificate shall be signed in the case of college student by the Principal of the University/ Affiliated College most recently attended by him/her and in the case of other candidates by a Government / University Officer of BPS-17 and above.

**Note:** A student from a college may offer for this examination a subject in which that college is not affiliated by attending a prescribed course of lectures, seminars, tutorials, etc, in that subject in another college affiliated in the subject or in the relevant University Teaching Department .In such a case the Principal of the College or Head of the Department in which the student attends the course of lectures, shall certify as regards the candidate having attended the prescribed percentage of attendance and the Principal of the College in which the student is enrolled shall report his name to the Registrar.

### 5. The following Conditions shall Apply only to Regular Students

- (a) That the student has been on the rolls of University/ Affiliated College for at least two years in any of the following ways:
- (i) for a period of two academic years immediately preceding the examination;
  - (ii) for a period of one academic year immediately preceding the examination ; if  

The full two-years course of lectures prescribed for the examination has already been attended and completed or the First Year's course having been attended and completed after a break in studies of not more than two years.
- (b) That the student's name is submitted to the University by the Principal of the College he has most recently attended.
- (c) The principal of the college certifies that the student has performed the work of the class satisfactorily.
- (d) That the student has attended: -
- (i) Not less than two third of the full course of lectures delivered in each of the subjects which he/she is offering for the examination.
  - (ii) Not less than two third of the periods given to Science Practicals.

**Note:-** Lectures shall be counted upto 15 days before the commencement of the examination.

If a candidate's attendance upto the day of submission of his application for admission to the examination falls short of the required percentage, the Head of the Institution may submit his name provisionally. If a candidate does not complete the required percentage before the said date, the Head of the Institution shall report his name to the University at least ten days before the first day of the commencement of the examination for cancellation of his candidature and the admission fee received shall be refunded.

- (e) A failed student shall be required to have attended at least two third of the total lectures delivered during the terms he has kept in the college on rejoining the final degree class.
    - (i) If a student changes his subject on rejoining the final class after failing in the Bachelor Degree Examination or without appearing in that examination, he shall be required to have attended at least two third of the lectures delivered in his new subject during the terms which he has kept in the college.
    - (ii) In the case of students who join late owing to the late publication of the results of the relevant examination, lectures shall be counted from the eleventh day after the declaration of result or from the date of their joining whichever is earlier. Similarly, in the case of those who join late for some other reasons, lectures shall be counted from the date of their joining.
    - (iii) A student who puts an extra year at the college either because he was disallowed from appearing in the degree examination on account of shortage of lectures or for any other reason may, at his option choose as to which two years out of three should be taken into account for the purpose of counting his lectures, in the two years chosen the student will be required to complete two-thirds of the total lectures delivered.
6. The Syndicate or the Vice Chancellor shall have power to exclude any candidate from the examination, if it/he is satisfied that such candidate is not a fit person to be admitted thereto.

**7. Provisions about the Condoning of the Deficiencies in Lectures**

- (a) The principal shall have power to condone deficiencies in lectures upto 5% in each compulsory/elective subject and upto 5% in Practical of each Science subject.
- (b) Students whose deficiency exceeds the above mentioned limits or whose deficiency is not condoned by the Principal under the authority vested in him by this provision shall not be permitted to appear in the Ist. Annual Examination. They may, however, appear in the II Annual Examination if they make up their deficiency by attending as regular students the lectures delivered to their own fourth year class or to the new fourth year class, up to the beginning of the summer vacation in colleges at summer station and during such terms in colleges at winter stations as will give them similar opportunities of attending additional lectures.
- (c) The Vice Chancellor is authorised to condone shortage of lectures in genuine cases.

**Note:** If the percentage of attendance/lectures is deficient on account of:

- (a) participation in Inter-Collegiate/ University Tournament or on account of selection by a National Sports Organization for training in an International Sports contest as representative of Azad Kashmir;

OR

- (b) an epidemic or a national calamity;

In such cases credit may be given for the number of days on which lectures were delivered or practical work was done during such period. Provided that the total absence in the case of participation in tournaments shall not exceed ten days in one academic year.

**8. Examination Admission Forms**

- (a) The admission form besides other particulars shall name the place at which the candidate wishes to be examined and the subjects he/she is offering for the examination.
- (b) The Vice Chancellor may accept the application for admission and fee of a candidate on payment of double fee prescribed for the examination with a fine of Rs.10 per day upto ten days before the date of commencement of the examination.

- (c) The Vice Chancellor may in genuine and exceptional cases accept with or without penalty such examination Admission Forms which are not covered by ordinary regulations.
9. [The minimum number of marks required to pass this examination shall be 33% in each subject, whether compulsory or elective (separately in written and practical); provided that if a candidate fails by a margin of 5 marks, he may be declared successful. These concessional marks may be spread over if a candidate is failing in more than one subject.]<sup>1</sup>
- [“Provided that if a candidate misses first or second division by 5 marks or less he shall be awarded grace marks upto a maximum of 5 and placed in the First or Second division as the case may be. A candidate who is declared successful after getting grace marks shall not be given grace marks for being placed in a higher division.”]<sup>2</sup>
10. No candidate who passes in second annual examination shall be entitled to a scholarship, a prize or medal.
11. Candidates who gain in the pass papers at least sixty percent marks will be placed in First Division, those who gain at least forty-five percent in the Second Division and all below, who pass, in the third division provided that a candidate may be granted upto 5 grace marks to place him/her in higher division if he/she did not avail of the concession of 5 grace marks under the regulation 9 above.
11. (a) [B.A/ B.Sc. degree to be conferred on a candidate who qualifies the relevant examination, shall indicate the subjects studied along with marks obtained by him/ her in each subject.]<sup>3</sup>
12. [A candidate who fails in two subjects and gets 33% marks in individual subjects and 40% in aggregate, excluding the marks in failing subjects, be placed in compartment and allowed to appear in the Supplementary Examination provided that such a candidate shall pass the failing subjects in four more chances.]<sup>4</sup>

### 13. Additional Subjects

A graduate in Arts or Science Group of this University or of any recognised university may be permitted to qualify up to the standard of the Bachelor’s Degree examination in any one subject or in a number of subjects together with the subjects being those prescribed for the

<sup>1</sup> Amended and substituted vide Registrar’s Notification No. F.4 /62/M/Gen /2000/I dated 22-11-2000.

<sup>2</sup> Added vide 5<sup>th</sup>. Meeting of the Syndicate 1988, Item 3 (6) , 3<sup>rd</sup>. Academic Council , P.3.32.

<sup>3</sup> Added vide 4<sup>th</sup> Meeting of the Syndicate held on 3 December, 1985, item 3 (74), P. 3.74.

<sup>4</sup> Amended and substituted vide Registrar’s Notification No. F.4 /62/M/Gen/2000/I dated 22-11-2000.

Bachelor's Degree examination in Arts or Science Group but not offered by him before by appearing in any Ist Annual or 2<sup>nd</sup>. Annual Examination as a college student or an external candidate, subject to the following qualification: -

- (i) that if he/she appears as a college student, he/she shall be required to have attended at least two third of the lectures delivered in the subject or subjects of the examination during the terms he has kept in the college and
- (ii) that if he/she appears in a science subject he/she shall be required to produce evidence to the satisfaction of Vice Chancellor, of having undergone practical training in the science subject or subjects offered in a laboratory approved by University, if it is not a University laboratory or a laboratory attached to an Affiliated College,

Provided that such a candidate has not obtained the Master's Degree in that subject(s).

#### **14. Improvement of Division**

A candidate who has passed the Bachelor's Degree examination in the Third [and Second]<sup>1</sup>division of this University may be permitted to improve his/her division by re-appearing as a whole within two [years]<sup>2</sup>of the passing of the examination as a private or a regular candidate. Such candidate shall have to reappear in the examination at least one year before taking the next higher examination. Such a candidate if he/she improves his /her division shall be eligible to receive a new degree. The result of such a candidate will be declared only if he/she secures a second or a first class.

15. As soon as possible after the termination of the examination, the University shall publish a list of failed/successful candidates, showing the total number of marks obtained by each successful candidate.
16. Admission Forms of private candidates shall be submitted on the dates prescribed. Late fee shall be charged if admission form is submitted after the expiry of the respective last date fixed for the receipt of the forms.
17. [The examination for the Degree of Bachelor of Arts/ Science (Pass Course) shall be held twice a year, Annual and Supplementary, at such places on the dates as may be determined by the Vice Chancellor. A

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<sup>1</sup>. Added vide 7<sup>th</sup> Syndicate held on 19 March 1990, item 48, P.349 and notified vide Registrar's No. F.1/(Syndicate)99/II/ dated 15.05.1999 this would be effective from 1<sup>st</sup>. Annual Examination 1990.

<sup>2</sup> substituted vide 7<sup>th</sup> Syndicate held on 19 March 1990, item 48, P.349.

fresh candidate shall appear in the Annual Examination ONLY if otherwise eligible and offer all the subjects.]<sup>1</sup>

### C. QUALIFYING IN COMPULSORY SUBJECTS

#### Regulation

1. A candidate who has passed an Honours examination in a classical or Pakistani language and the Intermediate Examination or an equivalent examination in all subjects or in the subject of English only of a recognised University/Board of Intermediate and Secondary Education, may if he is otherwise eligible, be permitted to appear after one year either as a regular or a private candidate in the compulsory subjects of the Bachelor of Arts examination either at I Annual or II Annual Examination, and if successful shall receive a degree in accordance with provision of Regulation 2 below. Provided that such candidates shall be required to obtain 33% marks in each subject in order to pass the examination.
2. The following shall be eligible for admission to the degree of Bachelor of Arts:-
  - (a) A candidate who has passed compulsory subjects of the B.A standard as contained in Regulation I above [in one sitting]<sup>2</sup>.
  - (b) A candidate who has passed the B.A. examination in compulsory subjects under (a) above and subsequently passes the B.A. examination in two elective subjects from a college or as a private candidate shall be awarded a degree with division. The marks already obtained by him in Compulsory Subjects shall be added to the marks obtained in two Elective Subjects,

Provided he appears in these two subjects in the same examination. The percentage of marks required to pass in these two subjects as well as determining the division, shall be the same as required when the B.A examination is taken as a whole.

A candidate can take up a Pakistan language in which he has not already qualified in any examination while appearing in the two subjects (mentioned above) for the B.A. examination. The candidates being awarded the Degree with division shall have to surrender the previous Degree in compulsory subjects only.

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<sup>1</sup> Amended and substituted vide Registrar's Notification No. F.4 /62/M/Gen/2000/I dated 22-11-2000.

<sup>2</sup> Added vide 4<sup>th</sup> Meeting of the Syndicate held on 3 December, 1985, item 3(27) , P.3.70.

3. A candidate who has passed the Ist Professional M.B.B.S. or 2<sup>nd</sup> Professional B.D.S. examination of a recognised University may be permitted to appear either as a regular candidate, or as a private candidate, in the compulsory subjects of the B.Sc. standard, and if successful, may be granted the B.Sc. degree. Such a candidate may appear at either the Ist. Annual or 2<sup>nd</sup>. Annual Examination.
4. (i) The credit for passing in the compulsory subjects in the B.A. examination, while failing in other subjects, be given only if the candidate appears in the examination concerned subsequent to his passing the necessary examination in a Pakistani or a classical language and not before.  
(ii) Candidates who have passed the Honours examinations in a classical or Pakistan Language from any recognised University/Board and Intermediate English only from different recognised University/Board can appear in Compulsory Subjects of the B.A. examination of this University provided they produce the Migration Certificate, if necessary.
5. A candidate appearing in compulsory subjects shall for all other purposes be governed by the Regulation dealing with the B.A./B.Sc. examinations.

**CHAPTER-15**  
**REGULATIONS FOR THE AWARD OF B.A./B.SC. DEGREE TO**  
**HOLDERS OF DEENI ASNAD/ DIPLOMA IN GENERAL**  
**NURSING AND MIDWIFERY AFTER PASSING**  
**ADDITIONAL SUBJECTS<sup>1</sup>**

**1** **Regulations for the Award of B.A. Degree**  
**to Holders of Deeni Asnad**

**Regulations**

1. A candidate who has passed "Ashahadat-ul-Fazeela", Sanad awarded by Wafaq-ul-Madaris; Ashahadat-ul-Faragh . Sanad awarded by Tanzeem-ul-Madaris; Ashahadat-ul-Alia Sanad awarded by Wafaq-ul-Madaris-ul-Salfia (Ahl-e-Hadis);and Sultan-ul-Afazil, Sanad awarded by Wafaq-ul-Madaris, Shia after Dora-e-Hadis or an equivalent examination of a recognized Madarassa, may if he is otherwise eligible, be permitted to appear after one year either as a regular or

<sup>1</sup> Approved by the Syndicate in its 4<sup>th</sup> Meeting held on 3 December 1985,item 3(41), P. 3.86-3.87

a private candidate in two elective subjects along with Islamic & Pakistan Studies of the Bachelor of Arts examination either at Ist. Annual or 2nd Annual Examination, and if successful shall receive a degree in accordance with provisions of Regulation 2 below. Provided that such candidates shall be required to obtain 33% marks in each subject in order to pass the examination.

2. The following shall be eligible for admission to the degree of Bachelor of Arts: -

- (a) A candidate who has passed Islamic & Pakistan Studies along with two elective subjects other than Arabic and [Islamic Studies in one attempt]<sup>1</sup> of the B. A. standard as contained in regulation 1 above.
- (b) A candidate who has passed the B.A examination in two elective subjects under (a) above and subsequently passes the B.A examination in English (Language) from a college or as a private candidate shall be awarded a degree with division. The marks already obtained by him in elective subjects shall be added to the marks obtained in English (Language). The percentage of marks required to pass in English (Language) as well as determining the division, shall be the same as required when the B.A examination is taken as a whole.

The candidates being awarded the degree with division shall have to surrender the previous degree in two elective subjects only.

- 3. (i) The credit for passing in two elective subjects in the B. A. examination while failing in other subjects, be given only if the candidate appears in the examination concerned subsequent to his passing the necessary examination referred to in Regulation 1 above, and not before.
- (ii) Candidates, who have passed the examinations referred to in the Regulation, residing outside the territorial jurisdiction of the University of Azad Jammu & Kashmir can appear in two elective subjects of the B. A. examination of this university provided they produce the Migration / No Objection Certificate from the University in whose jurisdiction such a place falls.

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<sup>1</sup> Substituted vide 5<sup>th</sup>. Meeting of the Syndicate held on 4 September 1988, item 3(3), P.3.26

4. A candidate appearing in two elective subjects shall for all other purposes be governed by Regulations dealing with the B.A. examinations.

**2** **REGULATIONS FOR AWARD OF B. SC. DEGREE TO  
HOLDERS OF DIPLOMA IN GENERAL NURSING AND  
MIDWIFERY**

**THE UNIVERSITY OF AZAD JAMMU AND KASHMIR**

“Muzaffarabad”

Dated 6-7-1993

**Notification**

No. F-1/ Syndicate/93/262-68 .The Academic Council in its meeting held on 06-10-1992 and Syndicate on 29-04-93 have allowed holders of Diploma in General Nursing and Midwifery awarded by Nursing Examination Board of Pakistan Nursing Council, Islamabad, and are working in the Health Department of Azad Kashmir to take B.Sc. examination in compulsory subjects of this University. After having passed these compulsory subjects they would be awarded B.Sc. degree.

Sd/-

(Raja Muhammad Azad Khan)

Registrar

**CHAPTER-16**  
**REGULATIONS FOR THE DEGREE OF**  
**BACHELOR OF EDUCATION <sup>1</sup>**

**[General Regulations]<sup>2</sup>**

1. The Bachelor of Education examination shall be held in two parts:

Part I: Theory  
Part II: Practice in Teaching (Practical Skill in Teaching)

[The System of Examination shall be based on external evaluation involving a Head –Examiner and sub-examiner(s)]<sup>3</sup>

The scheme of studies for the examination shall be:-

**PART-I: THEORY**

The examination in Theory shall consist of five compulsory and two elective papers as detailed below:

(A)	Compulsory	Papers (Three hours duration each )	Marks
	Paper I	Philosophy and History of Education	100
	Paper II	Educational Psychology	100
	Paper III	School Administration	100
	Paper IV(A)	Islamiyat (Non-Muslim can offer Islamic History and Musliming Culture or Ethics)	50
	Paper IV (B)	Pakistan Studies.	50
	Paper V.	Urdu Language and literature/ English Language and literature.	100
(B)	Elective Papers (Three hours duration each).		200
	Paper VI & VII Methods of Teaching Any two ----- Subjects of 100 marks each to be selected from one of the following groups. Paper ‘A’ contains Method of Teaching and Paper ‘B’ contains course contents.		
	(a) Group A (Science)		
	(i)	Method of Teaching Physics	
	(ii)	Method of Teaching Chemistry	
	(iii)	Method of Teaching Biology	

<sup>1</sup> Approved by the Syndicate in its 3<sup>rd</sup>. Meeting held on 15 September 1983, item 20(17-ii), P.123-127.

<sup>2</sup> Re-named vide 21<sup>st</sup>. Meeting of the Syndicate held on 11-6-2001,item 27,P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

<sup>3</sup> Added vide 4<sup>th</sup>. Meeting of the Syndicate held on 3 December 1985, item 3(37) item 3.81-3.82.

- (iv) Method of Teaching Elective Mathematics
- (b) Group B (Arts/Humanities)
  - (i) Method of Teaching General Mathematics
  - (ii) Method of Teaching Elective Mathematics
  - (iii) Method of Teaching General Science
  - (iv) Method of Teaching Physiology and Hygiene
  - (v) Method of Teaching Arabic
  - (vi) Method of Teaching Persian
  - (vii) Method of Teaching Urdu
  - (viii) Method of Teaching English
  - (ix) Method of Teaching Pakistan Studies
  - (x) Method of Teaching History
  - (xi) Method of Teaching Islamiyat
  - (xii) Method of Teaching Geography
  - (xiii) Method of Teaching Art and Model Drawing

**Note:-** Further grouping in both the groups is at the discretion of the institution concerned.

## **PART II: TEACHING PRACTICE**

1. Practice of Teaching (Practical Skill in Teaching of 200 marks) shall consist of: -
  - (a) Two criticism lessons from each of Elective Subjects are compulsory for every candidate.
  - (b) Directed Teaching or Teaching Practice for six weeks comprising atleast eighty lessons of the Two Elective subjects in Secondary Schools under the supervision of the authorities of the Training College in which the candidate has received his training.
  - (c) Examination of practical skill in Teaching will be conducted by a Board of Examiners appointed by the University and the examination of Practical Skill in teaching in two lessons in the special subject taken by the candidate shall be given in the presence of a Board of Examiners.

**Note:-** Private candidates will be exempted from the requirements at (a) and (b), [Provided that every private candidate will have to deliver 80 planned lessons with a record on a note-book, under the supervision of Headmaster/ Headmistress concerned of a recognised institution. If the candidate is not posted in a Govt. High School, he will complete his lesson

under the guidance of the Headmaster/ Headmistress of a recognized High School.

Provided further that such candidate(s) will present his/ their attested notebook to Chairman, Board of Examiners, at the time of examination.]<sup>1</sup>

In cases where textbooks are prescribed, the candidate will be required not only to show a thorough knowledge of the textbooks, but also to answer questions of a similar standard set with a view to testing their knowledge of the subject. Textbooks can be changed, from time to time, by the Academic Council, with the approval of the Syndicate; such changes being always duly notified at least one year before the date of the examination in which they will take effect.

2. The medium of examination shall be either English or Urdu at the option of the candidate, except in the case of Functional Urdu which shall be done only in Urdu and in the case of teaching of English and Functional English which shall have to be done in English.

Note: - The Outlines of Tests and Courses of Reading shall be such as may be prescribed by the Academic Council with the approval of Syndicate from time to time.

### **[Examination Regulations]<sup>2</sup>**

1. The rates of the fee for this examination shall be as may be prescribed.
2. The examination shall be open to the following categories:-

#### **CATEGORY I: REGULAR CANDIDATES**

- (a) Any graduate of a recognised University who, after passing the Bachelor degree examination in any Faculty, has undergone the course of training for the degree for one year at a Training College for Teachers affiliated to the University of Azad Jammu and Kashmir.
- (b) Every candidate shall be required to produce the following certificates signed by the Principal of the Training College, he has most recently attended:-
  - (1) of good character;
  - (2) of having attended not less than two - thirds of the full course of lectures delivered in each of the subject(s) in which he desires to be examined.

<sup>1</sup> Added vide 4<sup>th</sup>. Meeting of the Syndicate held on 3 December 1985, item 3(10), 2<sup>nd</sup>. A.C. P.3.34.

<sup>2</sup> Re-named vide 21<sup>st</sup>. Meeting of the Syndicate held on 11-6-2001, item 27, P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

- (a) The Principal of a College is empowered to condone shortage upto 5% lectures in a subject. The students falling short of the required percentage of lectures in a subject shall not be permitted to appear in the I- Annual Examination but shall be permitted to appear in the II Annual Examination provided they make up the deficiency and also attend two- third of the lectures delivered upto the II Annual Examination by remaining on the rolls of a college as regular students.

### **CATEGORY-II: TEACHERS<sup>1</sup>**

- (a) Any graduate of a recognised University[ ] <sup>2</sup>if (i) he/she has obtained the B.A ./B.Sc. even with English only (ii) takes the B.Ed. examination one year after graduation and (iii) has 18 months experience of teaching in a recognised Institution.
- (b) The applicant must be a teacher at the time of applying for permission and at the commencement of the examination. In calculating 18 months experience of teaching the period of vacation shall be taken into consideration whether the candidate have been paid for it or not, provided that there has been no break in his/ her service.
- (c) The certificate of teaching experience of the candidate shall have to be signed/ countersigned by the District Education Officer.

### **CATEGORY-III: COLLEGE/UNIVERSITY TEACHERS**

Lecturers/ Professors not already trained shall be eligible to appear in the B.Ed. examination as private candidates provided that:-

- (i) they possess M.A./M.Sc degree from a recognised University; and
- (ii) they have atleast 5 years continuous teaching experience in a recognised educational institution.

### **CATEGORY-IV: TEACHERS OF EDUCATIONAL INSTITUTIONS OF THE ARMED FORCES OF PAKISTAN**

Such graduate teachers/ instructors who held a certificate of teaching equivalent to the C.T. may appear as private candidates provided they have [18]<sup>3</sup> months

<sup>1</sup> Amended vide 14<sup>th</sup>. Meeting of the Syndicate held on 24 April 1996, item 2(65), P.57-59.

<sup>2</sup> Deleted vide 14<sup>th</sup>. Meeting of the Syndicate held on 24 April 1996,item 2(65), P.57-59.

<sup>3</sup> Action taken by the Vice Chancellor was approved and confirmed by the Syndicate in its 9<sup>th</sup>. Meeting held on 30 July 1992,item 2(46), P.138-142 as notified vide Registrar's No. F.6-6 /BS/B.Ed/87 /91 dated 16-7-1991.

continuous teaching experience after graduation in a school of the Armed Forces of Pakistan. Certificate of experience to be countersigned by the Commandant of the School concerned.

### **CATEGORY-V: PRIVATE FEMALE CANDIDATES**

1. Any woman graduate of a recognised university (subject to the sanction of the Academic Council) who: -
  - (I) has taught for [18 months]<sup>1</sup> in all without breaks or (ii) has taught for 18 months in all with a break or (iii) is likely to complete 9 months teaching upto to 15 days preceding the examination as a full time paid teacher in a recognised Teachers' Training Institution/ Primary/ Middle/ Secondary/ Normal School within the territorial Jurisdiction of the University of Azad Jammu and Kashmir.
 

Provided that: -

    - (i) she takes the examination one year after graduation;
    - (ii) the candidates undertakes supervised teaching for at least eight working days in a recognised school at the centres where she is to take her examination in the practical skill in teaching under the supervision of the Headmistress/ Principal concerned and teaches atleast 20 lessons. The record of these lessons along with the lesson plans shall be maintained by the candidate concerned. The Headmistress / Principal of the school shall allow only such candidates to take the examination who have done supervised teaching in her school: and
    - (iii) the certificate of teaching experience of the candidate is signed/ countersigned by District Education Officer.
2. The Syndicate or the determining authority shall have power to exclude any candidates of the above categories from the examination if it is satisfied that such candidate is not a fit person to be admitted thereto.
3. No student shall be allowed to present himself for examination unless his name has been submitted to the Controller of Examinations by the Principal of the Training College that he has most recently attended, or in the case of private candidates duly verified and signed by the authorities as specified for each category.

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<sup>1</sup> Action taken by the Vice Chancellor was approved and confirmed by the Syndicate in its 9<sup>th</sup>. Meeting held on 30 July 1992, item 2(46), P.138-142 as notified vide Registrar's No. F.6-6 /BS/B.Ed/87 /91 dated 16-7-1991.

4. All candidates shall be required to obtain pass marks in each part of the examination i.e. theory and practical separately. The division of the candidate will be determined on the basis of total marks in Theory and Practical Skill in Teaching. The degree conferred will, in addition to the division on the whole, show separately the marks obtained by each candidate in Theory and in Practical Skill in Teaching.
5. The minimum number of marks required to pass this examination in Theory shall be 33 percent in each paper. Provided that a candidate who fails in one paper by three marks or less, shall be deemed to have passed the examination, if he takes the examination in all the subjects at one time.  

[The minimum number of marks required to pass in the practical examination of elective subjects shall be 33 % whereas the pass percentage in practical skill in teaching shall be 40 % ]<sup>1</sup>

[Provided further that overall 40 percent marks shall be required to fulfill the condition of aggregate to qualify the B.Ed. examination.]<sup>2</sup>
6. If a candidate secures 33 percent or more marks in a subject but fails in the examination he shall be given, if he so desires, exemption from appearing in such subject(s) in a subsequent examination on payment of the same fee as for the whole examination on each occasion. Provided that such a candidate shall clear the whole examination [in four chances including first attempt .If he fails to clear the whole examination within the specified number of chances, he shall have to appear in the whole examination in his next attempt.]<sup>3</sup>  

A candidate who passes in theory but fails in the Practical Test shall not be required to do the theoretical part of the examination again, and a candidate who passes in the Practical Test but fails in the examination for theory shall not be required to take the practical examination again.
7. Successful candidates who obtain 60 percent or above of the total number of marks shall be placed in the First Division; those who obtain not less than 45 percent shall be placed in the Second Division, and all below in the Third Division.
8. As soon as possible after termination of the examination, the Controller of Examinations shall publish a list of the candidates who have passed. A

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<sup>1</sup> Substituted vide 4<sup>th</sup>. Meeting of the Syndicate held on 3 December 1985, item 3(10) 2<sup>nd</sup>.A.C. P.3.33

<sup>2</sup> Notified vide Registrar's No. F.6-6 /BS/B.Ed/87 /91 dated 16-7-1991 and the action taken by the Vice Chancellor was confirmed vide 9<sup>th</sup>. Meeting of the Syndicate held on 30 July 1992, item 2(46), P.138-142 .

<sup>3</sup> . Notified vide Registrar's No. F.6-6 /BS/B.Ed/87 /91 dated 16-7-1991 and the action taken by the Vice Chancellor was confirmed vide 9<sup>th</sup>. Meeting of the Syndicate held on 30 July 1992, item 2(46), P.138-142 .

result card indicating marks obtained by him/her in each paper/subject shall be issued.

9. A candidate who has already passed the examination for the degree of Bachelor of Education may appear in any of the subjects mentioned in papers VI and VII not already taken by him for his examination, provided he has already passed the Intermediate or a higher examination in that subject. In addition to the written paper he shall be required to undergo a practical test in that subject after one month's school practice under approved supervision. The examination fee payable by such a candidate shall be [as prescribed].
10. Every candidate shall forward his application to the Controller of Examinations within prescribed dates, accompanied by the prescribed fee and a statement showing the subjects in which he is to be examined.
11. [No fresh/ private candidate will be allowed to appear in B.Ed. (Supplementary) examination. Only failure cases with permission to appear in the Supplementary Examination will be eligible in the said examination.]<sup>1</sup>
12. [The candidates can appear in the same elective subjects in B.Ed. examination which they had qualified in their B.A. / B.Sc. examination one year earlier.]<sup>2</sup>

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<sup>1</sup> Added vide 4<sup>th</sup>. Meeting of the Syndicate held on 3 December 1985, item 3(10) 2<sup>nd</sup>. A. C. P.3.33.

<sup>2</sup> Approved by the Syndicate in its 7<sup>th</sup>. Meeting held on 19 March 1990 , item 45 ,P.234-239.

**CHAPTER-17**  
**REGULATIONS FOR THE DEGREE OF BACHELOR**  
**OF SCIENCE AND EDUCATION <sup>1</sup>**

**[General Regulations]<sup>2</sup>**

1. The name of this degree will be Bachelor of Science and Education. In abbreviation it will be B. S. Ed. and equivalent to Bachelor of Science and Bachelor of Education. [Holder of this degree will be eligible to get admission to M.Sc. in his respective subject.]<sup>3</sup>
2. The examination will be divided in to three parts:-
  - (a) B.S.Ed. First Professional.
  - (b) B.S.Ed. Second Professional
  - (c) B.S.Ed. Third Professional.

It will be conducted at the end of the first, second and third year respectively.
3. Every candidate will be examined in:-
  - (i) General Bachelor of Science (B.Sc.) Courses
  - (ii) Bachelor of Education Courses.
4. In all the subjects, the examination shall consist of written papers, practicals, thesis/ dissertation, viva voce, evaluation of teaching practice, where ever provided in the syllabus. Each year, the result shall be published but each candidate shall be granted a degree of Bachelor of Science and Education after successfully passing all the three professional examinations.
5. The Outlines of the Tests in each subject and the marks allotted every year shall be such as may be prescribed by the competent authority. These may be changed from time to time by the Academic Council with the approval of the Syndicate on the recommendations of the Board of Studies concerned.
6. The Syllabi and Courses of Reading may such as are prescribed by the Syndicate on the recommendation of the Academic Council. The Courses of Reading can be changed from time to time by the Academic Council with the approval of the Syndicate on the recommendation of the Board

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<sup>1</sup> Approved by the Syndicate in its 7<sup>th</sup> Meeting held on 19 March, 1990 under item, 42 pages 234-239.

<sup>2</sup> Re-named vide 21<sup>st</sup>. Meeting of the Syndicate held on 11-6-2001, item 27, P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001 and items have been renumbered after deleting the sub-title appearing after section originally designated as Statutes.

<sup>3</sup> Added by the Syndicate in its 9<sup>th</sup> Meeting held on 30 July 1992, under item 31 Page 113 .

of Studies concerned. Such changes shall be notified at least one year before the date of the examination, in which they will take effect.

7. Instructions will be given in the concerned College (s) of Education in Azad Kashmir.
8. Urdu or English at the option of the candidate shall be the medium of examination in all the subjects except in the case of English or Urdu, which will be the same as the subject.
9. The rates of admission fee and late- admission fee for these examinations shall be as may be prescribed by the competent authority from to time.
10. Every candidate shall appear in the examination Annual / Supplementary every year on the dates fixed by the University in consultation with the Principals concerned. The candidates shall appear in all the subjects, when he takes the examination for the first time for every professional class.

### **B. S. Ed. Examination Regulations**

1. The B.S.Ed. First, Second and Third Professional shall be open to any student who: -
  - (a) **First Professional Examination: -**  
has passed not less than one year previously the Intermediate Examination in the Science Faculty ( Pre-medical / Pre-engineering Group) of Board of Intermediate and Secondary Education in Azad Kashmir or any other recognized Board or University or body in Pakistan /abroad considered equivalent for this purpose by the Academic Council / Syndicate.
  - (b) **Second Professional Examination: -**  
has passed the First Professional Examination .
  - (c) **Third (Final) Professional Examination: -**  
has passed the Second Professional Examination.
2. has been enrolled during academic year preceding the examination, in the concerned Government College (s) of Education in Azad Kashmir.
  1. has his/her name submitted to the Controller of Examinations through the Principal of the college concerned.
  2. produces the following certificates issued by the Principal :-
    - (i) of good character.

- (ii) of having attended not less than three-quarters of lectures and practicals in each subject.
3. The Principal of Government College of Education concerned may condone, for valid reasons, deficiency up to five percent of the lectures in theory and practicals. The candidates falling short of lectures both in theory and practicals above this percentage shall not be permitted to appear in the examination but may be permitted at the next examination (Supplementary or Annual as the case may be) provided they make up the deficiency and also attend 75 percent of lectures delivered up to the date of commencement of the examination by remaining on the rolls of the college as regular students. Provided that the Syndicate or the determining authority (in this case, the Principal) under regulations shall have the power to exclude any candidate from the examination, if he is satisfied that such candidate is not a fit person to be admitted there to.
4. If a candidate fails in one or more subjects he/she shall have to pass these subjects at any subsequent examination (Supplementary or Annual as the case may be) on payment of the same fee as for the whole examination provided that candidate who comes under compartment, must complete the whole examination within four subsequent chances.  

Provided further that a candidate to whom this concession is granted shall be allowed to join the next higher class, but shall not be permitted to appear in the next higher examination unless he/she has cleared his/her compartment in the previous examination.
5. The candidates who fail to qualify any B.S.Ed. examination in subsequent four attempts (Annual or Supplementary) shall not be allowed to remain on the rolls of the college and they shall not appear in the examination of the class in which they failed. However they may seek readmission in the same class and appear as fresh candidates.
6. Every candidate shall forward his/her application to the Controller of Examinations through the Principal of the college on the dates prescribed from time to time by the University.
7. As soon as possible after the examination, the Controller of Examinations shall publish a list of successful and failing candidates.
8. The minimum marks required to pass the examination shall be 33 percent in both the written and practical examinations of the B.SC subjects and 40 % in both theory and teaching practice of the B.Ed. Courses. The written and practical examinations shall have to be passed separately.

9. The candidates who obtain 60% or more of the aggregate marks in Ist., 2<sup>nd</sup> and 3<sup>rd</sup> professional examinations shall be placed in First Division, those who obtain 45% or more but less than 60% shall be placed in the Second Division, and all other below 45% in the Third Division.
10. The candidates who obtain 80% or more of the marks in any subject shall be deemed to have obtained distinction in that subject, provided that any candidate who does not pass in all the subjects of the examination in one time shall not be deemed to have passed with distinction in any subject.
11. Time allowed for each written paper shall be three hours in each subject and for practicals, three/four hours, in each Science subject.
12. In Education Courses, the examination shall be held in two parts (i) theory. (ii) practical skill in teaching (teaching practice). The practice of teaching (practical skill) shall consist of:-
  - (a) Criticism Lessons(at least two lessons)
  - (b) Directed teaching practice conducted under the supervision of the staff of the concerned college of education in which the candidate has received his/her training. (at least 40 lessons).
  - (c) Practical skill in teaching in two lessons in the special subjects taken by the candidate every year will be given in the presence of a Board of Examiners. The Board of Examiners shall be appointed by the University, as recommended by the Board of Studies, comprising of a Internal and External examiners headed and recommended by the Principal of the college concerned. The Headmaster/Headmistress of the concerned school will also act as co-examiner of the Board.
  - (d) Each directed or supervised teaching practice shall carry 25 marks in each special subject. Out of these 25 marks, the supervisor shall award 5 (Five) marks and the Board of Examiners shall award 20 (twenty) marks.
13. For other purposes the general Regulations shall be applicable to these examinations.

**CHAPTER-18**  
**REGULATIONS RELATING TO ADMISSION, REGISTRATION**  
**AND EXAMINATION FOR MASTER OF EDUCATION**  
**(ONE YEAR PROGRAME ) <sup>1</sup>**

**[General Regulations]<sup>2</sup>**

1. The courses of M.Ed. Program shall extend over one calendar year.
2. The examinations of M.Ed. shall consist of Papers, Practicals and Thesis as given in the prescribed Syllabi and Courses of Reading.
3. The Academic Council may from time to time change the Outlines of Tests and Syllabi and the Courses of Reading with the approval of the Syndicate on the recommendation of Board of Studies. Such changes shall always be notified atleast one academic year before the date of examination from which they will take effect.
4. Unless otherwise prescribed by the Syndicate on the recommendations of Academic Council, English/ Urdu shall be the medium of examination.

**Admission Regulations**

5. In order to compete on open merit for admission in M.Ed. Program a candidate shall be eligible for admission if he/ she has passed his/ her Bachelor of Education (B.Ed.) Or Bachelor of Science Education (BS.Ed.) degree examination with atleast Second Division from a recognised University.<sup>3</sup>

Provided further that number of seats shall be decided by the competent authority keeping in view the available facilities.

**Examination Regulations**

The system of examination shall be Internal and External.

[Provided that the system of examinations for M.Ed. courses taught in private affiliated institutions shall be Single Examiner System (External) only.]<sup>4</sup>

<sup>1</sup> Approved by the Syndicate in its 21<sup>st</sup>. Meeting held on 11-6-2001, item 35,P.35.1-35.6.

<sup>2</sup> Re-named vide 21<sup>st</sup>. Meeting of the Syndicate held on 11-6-2001,item 27,P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

<sup>3</sup> The provision regarding the requirement of Second Division as entry qualification shall be effective from the Academic Session 1996-97.

<sup>4</sup> Inserted vide 17<sup>th</sup>. Meeting of the Syndicate held on 29-8-1998 ,item 16,P. 16.1 as notified vide Registrar's No. Syndicate/ 17<sup>th</sup>/ 268-348/98 dated: 12-09-1998.

6. The rate of fee for admission to examination shall be as may be prescribed by the University. Admission Forms received within 15 days after the prescribed date shall accompany a late fee as may be prescribed. All others have to pay double of the normal fee.
7. No application for admission to an examination shall be entertained even on payment of late fee if not made fifteen days before the commencement of the examination.
8. The Vice Chancellor may in his discretion remit late fee in a case he considers its remission justified.
9. All examinations shall be at such Centres as are notified by the Controller of Examinations in advance with the prior approval of the Vice Chancellor, and the candidates shall be expected to sit for an examination at the Centres so allotted to them.
10. No change of Centre will ordinarily be permitted, but to remove genuine hardship, the candidate may be permitted to change his/ her examination center subject to the following:-
  - (i) the application for a change of Centre (to be made on a prescribed form) should come through the Head of the Institution who signed or countersigned the candidate's Admission Form.
  - (ii) If change of Centre is being asked for on the ground that father/ guardian of the candidate has been transferred to a new station, the fact should be certified by the Head of the Office in which the father / guardian was last employed. If the father/ guardian is not working in an office the fact that he is moving out of his former station should be certified by a Gazetted Officer of the Government or by the Director /Chairman/Principal who signed the candidate's Admission Form or by the Principal of an affiliated college.
  - (iii) The fee payable for effecting a change of Centre whether from one station to another or within the same station shall be as may be prescribed. This Fee shall not be refunded if the permission to change the Centre is not availed of by the candidate.
  - (iv) No fee shall be charged if a candidate is allotted by the University office for want of accommodation or for some other reason a Centre other than one asked for by him in his Admission Form.

- (v) The Vice Chancellor may, to avoid genuine hardships, authorize a change of Centre in exceptional cases not covered by these regulations.
11. The Superintendent of each Centre shall be appointed by the Vice Chancellor before the date of commencement of the examination.
  12. In case of emergency owing to the refusal or inability otherwise of a Superintendent to act and there being no time to obtain the Vice Chancellor's approval to the appointment of a substitute the Controller of Examinations shall be empowered to appoint some other suitable person as a Superintendent for the particular Centre concerned.
  13. Where and when necessary the Controller of Examinations shall arrange for the provision of one or more Deputy Superintendents.
  14. The Regulations specifying the duties of examination Centre, Superintendent and the Supervisory Staff may be changed from time to time.
  15. Except as otherwise specifically provided in the Regulations, no one who has passed an examination of this University shall be permitted to reappear in the same examination.
  16. The candidate permitted to take a particular degree examination of the University shall not be permitted to take another degree examination within the same year.
  17. If a candidate's Answer Sheet is lost after having been received by the superintendent of Examination or by his assistant the student will be entitled to opt either to re-appear in the examination for the lost (paper) Answer Sheet or to accept marks on the basis of average of marks obtained by him in other papers. In case of dispute as to whether candidate's paper was duly received or not the finding of the Vice Chancellor shall be final.
  18. There shall be two examinations for the M.Ed. program in one year named as Annual and Supplementary. Annual and Supplementary Examinations shall normally be conducted after every six months respectively.
  19. Minimum pass marks shall be 33 % in each paper and 40% in aggregate however, if a candidate appears and fails in a paper/ aggregate by a margin of 3 marks, he/she shall be deemed to have passed the examination. A candidate shall avail of only one concession at a time.

20. A student who passes at least four papers with 40% aggregate in an examination shall be given exemption in the passed papers whereas all others shall have to reappear in the next examination in full.
21. Total number of chances to pass the M.Ed. Program shall be four provided further a student who is unable to clear his class within the prescribed chances, he/ she will not be eligible to appear in the same examination next time.
22. A candidate accepted for admission to an examination to whom a roll number has been issued but who fails to appear at or complete the examination on account of his/ her serious illness or of an accident to himself/ herself or due to his her selection for and or participation in an international sports event or Boy-Scout/ Girl Guide Rallies as a national representative of Pakistan, may, on the recommendation of the Director/ Chairman/ Principal concerned signing the Admission Form and on the production of a medical certificate in the case of physical disability be permitted to appear in the next examination missed by him/ her on payment of the prescribed fee.
23. In exceptional circumstances, a student may be permitted to appear in the next examination if, in the opinion of Vice Chancellor, it was physically impossible for him/ her to appear in the previous examination
24. The application of a candidate for admission to next examination shall be entertained only if the following conditions are fulfilled:-
  - (a) the application is submitted without any delay and in no case later than the 10<sup>th</sup> day from the date of the candidate being incapacitated from taking or completing the examination and is submitted through the Director/ Chairman/Principal concerned along with proper certificates.
  - (b) The Director/ Chairman/ Principal concerned certifies after making necessary inquiries (i) that the candidate could not appear in or complete the examination without grave danger to his/ her health or that of others taking the examination, and that it was physically impossible for him/ her to appear in or complete the examination; and (ii) that the candidate had a reasonable chance of success if he/ she had appeared in the examination.
25. He may, till the declaration of the result, be provisionally permitted to study in the next higher class. However, in the event of his being declared successful, a candidate who avails of the concession shall not be eligible for scholarship or prize or medal or any other distinction.

26. In case of a walkout by a student from the examination hall while appearing in a paper he/ she shall be considered to have failed that paper, and he/ she shall be further liable to disciplinary action under the regulations. However, where facts bearing on the suitability of a paper or a part it so warrant, the superintendent of the examination Centre shall bring the matter to the notice of the Controller of Examinations for necessary action.
27. A student who has passed any of the examinations availing more than one chance shall be awarded a degree 'in parts'. All other candidates who have passed an examination in their first attempt shall be award degree "As a whole".
28. A regular candidate shall be awarded Gold Medal if he/ she secure first class first position in his/ her first attempt of the AJ&K University examination. However, candidates passing the examination by availing of the confessional marks or passing the examination in parts shall not be entitled to any distinction.
29. In order to be eligible for examination, a student must have attended at least 80% of the lectures delivered during the session provided that lectures delivered during students strike period for which the teacher went to the class room, waited there for 15 minutes and marked absent all those who stayed away from the class shall be counted towards total lectures delivered during the term for the purpose of calculation of the percentage of lectures attended by the students.
30. The employment of an amanuensis shall be allowed only if candidate suffers from a physical disability which renders him/ her unable to write normally, provided it is certified by a registered medical practitioner. The amanuensis employed must be of a lower grade of education than the candidate and must not be attached with the institution/ teaching department to which the candidate belongs.
31. The superintendent shall arrange for a suitable room for the candidate and amanuensis, and also appoint a special Deputy Superintendent for invigilation. The fee to be charged from such a candidate, if not blind shall be as may be prescribed. No fee will be charged from blind candidates. Out of the fee charged from a candidate, for whom an amanuensis has been employed, 40 % will be paid to the amanuensis.
32. No student shall be issued his/ her roll number for an examination unless and until he/ she has cleared his/ her dues nor shall a candidate who is ineligible to sit for an examination be issued a roll number.

33. If a student is reported by the Head of his Teaching Department / Institution to have failed to clear his dues, his result shall be withheld by the Controller of Examinations pending full payment of what he owes. Similarly, result shall be withheld on the receipt of a report from the Librarian concerned in respect of a student who has failed to return the books borrowed by him / her from the Library.
34. The matters not covered by these Rules/ Regulations shall be disposed of in the light of the examination Regulations in force in the University of Azad Jammu & Kashmir.

**CHAPTER-19**  
**REGULATIONS FOR THE DEGREE OF BACHELOR OF**  
**COMMERCE (TWO YEARS PASS COURSE) <sup>1</sup>**

**[General Regulations]<sup>2</sup>**

1. The examination for the Degree of Bachelor of Commerce shall be held in two parts, i.e., Part-I Examination at the end of the First year and Part-II Examination at the end of the second year.
2. Every candidate shall be examined in the subjects prescribed in the Outlines of Tests and Courses of Reading as approved by the Academic Council on the recommendation of the Board of Studies. In cases where textbooks are prescribed, the candidates will be required not only to show a thorough knowledge of the textbooks but also to answer questions of similar standard set with a view to testing their general knowledge of the subject. The Outlines of Tests and Courses of Reading may be changed from time to time by the Academic Council with the approval of the Syndicate. Such changes being always duly notified at least two years before the date of the relevant examination.
3. English/ Urdu shall be the medium of examination in all subjects.
4. An examination for the degree of Bachelor of Commerce shall ordinarily be held twice a year ( I Annual and Supplementary) at such places and on the dates to be fixed by the Vice Chancellor every year. A candidate shall have the option of appearing in the examination either in Annual or in Supplementary. [The system of evaluation in B.Com. shall be Head/Sub-head examiner system]<sup>3</sup>

<sup>1</sup> Approved by the Syndicate in its 4<sup>th</sup>. Meeting held on 3 December 1985, item 3(1) , P. 3.5-3.10.

<sup>2</sup> Re-named vide 21<sup>st</sup>. Meeting of the Syndicate held on 11-6-2001,item 27,P.27.1-27.10 which was earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

<sup>3</sup> Inserted vide 9<sup>th</sup>. Meeting of the Syndicate held on 30 July 1992 ,item 2(18) , P.63-65.

**EXAMINATION REGULATIONS****A. Part I Examination**

1. The examination shall be open to:-
  - (a) Any student who:-
    - (i) has been enrolled in a college affiliated to the University of Azad Jammu and Kashmir during the one academic year preceding the examination;
    - (ii) has passed not less than one academic year previously the Intermediate Examination preferably in Commerce of the Board of Intermediate and Secondary Education, Mirpur or any other examination recognised equivalent thereto by the Academic Council for the purpose;
    - (iii) has his name submitted to the Controller of Examinations by the Principal of the College, he has most recently attended;
    - (iv) produces the following certificates signed by the Principal of the college, he has most recently attended;
      1. of good character;
      2. of having attended not less than two-third of the full course of lectures delivered in each of the subjects in which he is to be examined, provided that the Principal of the college may condone a deficiency upto 5 percent of total lectures delivered;
      3. of having satisfactorily completed the class work ;
  - (b) A student who having attended the prescribed number of lectures in an affiliated college does not appear at the Annual or Supplementary Examination for sufficient cause, or having appeared at the examination within a period of three years without attending a fresh course of lectures.

Provided that the Syndicate or the determining authority shall have power to exclude any candidate from the examination if it is satisfied that such candidate is not a fit person to be admitted thereto.

2. The minimum number of marks required to pass the examination shall be 40 percent in each paper.

Provided that a candidate who fails in one paper by three marks or less shall be deemed to have passed the examination, provided that he takes the examination in all the papers at one time.

3. A candidate who appears in the Annual or Supplementary Examination and secures 40 percent or more marks in a paper/s but fails in the examination shall, if he so desires, be given exemption from appearing in such paper or papers in the following two examinations. Provided that if he is unable to pass the examination in the subsequent two chances, he shall have to appear in the whole examination.

Those candidates who fail in two papers only and earn exemption in rest of the papers shall be admitted to next higher class and be permitted to complete the prescribed course of higher class. They shall be permitted to appear in the higher examination with the lower examination. The condition of passing the examination in two chances will remain as above. The result of the higher examination shall not be declared unless he has passed the lower examination.

4. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of successful candidates, showing the total number of marks obtained by them.
5. Every candidate shall forward his application to the Controller of Examinations by the prescribed date for the Annual / Supplementary Examinations accompanied by the prescribed fee. A candidate who fails to pass or to present himself for the examination shall not be entitled to claim a refund of the fee.
6. Whenever the application or fee of the candidate is received more than three days after the last date prescribed above, he shall pay prescribed late fee. The candidates may be admitted to the examination on payment of double the ordinary admission fee after the last date for receipt of admission form and fee with late fee is over, provided that such applications shall only be entertained if these are received at least 10 days before the date of commencement of the examination.

## **EXAMINATION REGULATIONS**

### **B. Part II Examination**

1. The examination shall be open to:-
  - (a) Any student who:-
    - (i) has been enrolled in a College affiliated to the University of Azad Jammu & Kashmir during the academic year preceding the examination;

- (ii) has passed previously Part I Examination for Degree of Bachelor of Commerce of the University of Azad Jammu and Kashmir;
  - (iii) has his name submitted to the Controller of Examinations by the Principal of the college, he has most recently attended;
  - (iv) produces the following Certificates signed by the Principal of the College he has most recently attended;
    - 1. of good character;
    - 2. of having attended not less than two-third of the full course of lectures delivered in each of the subjects in which he desires to be examined. Provided that the Principal of the College may condone a deficiency upto 5 percent of total lectures delivered;
    - 3. of having satisfactorily completed the class work ;
- (b) A student who having attended the prescribed number of lectures in a College affiliated in the Faculty of commerce does not appear at the Annual/ Supplementary Examinations for sufficient cause, or having appeared at the examination has failed, may be allowed to appear at any subsequent examination within a period of three years without attending a fresh course of lectures.
- Provided that the Syndicate or the determining authority shall have power to exclude any candidate from the examination if it is satisfied that such candidate is not a fit person to be admitted thereto.
- 2. The minimum number of marks required to pass the examination shall be 40 percent in each paper.  
Provided that a candidate who fails in one paper by three marks or less shall be deemed to have passed the examination provided that he takes the examination in all the papers at one time.
  - 3. A candidate who appears in the Annual or Supplementary examination and secures 40 percent or more marks in a paper/s but fails in the examination shall, if he so desires, be given exemption from appearing in such paper or papers in the following two examinations. Provided that if he is unable to pass the examination in the subsequent two chances, he shall have to appear in the whole examination.

4. Successful candidates who gain 60 percent or more of aggregate number of marks in Part I and Part II of the examination combined shall be placed in the first division, those who gain not less than 45 percent in the second division and all below in the third division.

Provided that if a candidate misses first or second division by 5 marks or less he shall be awarded grace marks upto a maximum of 5 marks and placed in the First or Second Division, as the case may be. A candidate who is declared successful after getting grace marks shall not be given grace marks for being placed in a higher division.

5. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of successful candidates showing the total number of marks obtained by them.
6. Each successful candidate shall receive a degree of Bachelor of Commerce (Pass Course) stating the Division and marks obtained.

In addition to passing the examination, a candidate before his admission to B.Com degree shall be required to have spent about three months continuously by undergoing approved practical training in a Bank or Commercial Office and to produce certificate from the Head of the Bank/ Officer where he has received such training of having done satisfactory work during the training period. The certificate shall be approved by the Principal of the college. Successful candidate shall be eligible to B.Com. degree only on the satisfactory completion of training.

7. Every candidate shall forward his application to the Controller of Examinations by the prescribed dates for the Annual/ Supplementary Examinations, accompanied by the prescribed fee. A candidate who fails to pass or to present himself for the examination shall not be entitled to claim a refund of fee.
8. Whenever the application or fee of the candidate is received more than three days after the last date prescribed above, he shall pay prescribed late fee. The candidates may be admitted to the examination on payment of double the ordinary admission fee after the last date for receipt of admission form and fee with late fee is over, provided that such applications shall only be entertained if these are received at least 10 days before the date of commencement of the examination.
9. A candidate who obtains a third class shall be given two more chances to improve his division as a private candidate by appearing in Part II Examination only as a whole. A candidate who improves his division shall surrender his previous degree for being cancelled by the University.

**CHAPTER-20**  
**REVISED REGULATIONS IN RESPECT OF MBA/M.**  
**COM/B.Sc.(COMPUTER SCIENCES) TWO YEARS**  
**PROGRAMMES (Affiliated Colleges)<sup>1</sup>**

**Regulations**

The courses of MBA. , M.Com. , and B.Sc. (Computer Science) degrees shall extend over four terms to be covered in two years viz. first, second, third and fourth terms.

MBA., M.Com., and B.Sc. (Computer Sciences) examinations shall consist of papers, practicals and internships of some fixed duration where required as given in the Syllabi and Courses of Reading in each case.

The Academic Council may from time to time change the Outlines of Tests and Syllabi and Courses of Reading with the approval of the Syndicate on the recommendation of the Board of Studies. Such changes shall always be notified atleast one academic term before the date of examination from which they will take effect.

Unless otherwise prescribed by the Syndicate on the recommendation of Academic Council, English shall be the medium of examination in all the subjects.

**Eligibility for Admission**

1. In order to compete on open merit for admission in:-
  - (a) **MBA Programme:** A candidate shall be eligible for admission if he/she has passed his/her Bachelor degree examination in B.Com. , BBA. , B.A., B.Sc. or equivalent by securing 45% marks.
  - (b) **M.Com. Programme:** A candidate shall be eligible if he/she has passed his Bachelor Degree examination in Commerce by securing at least 45% marks.
  - (c) **B.Sc. Computer Sciences Programme:** A candidate shall be eligible if he has passed:-
    - (i) F.Sc., D.B.A; D.A.E.
    - (ii) Com; D.Com.

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<sup>1</sup> Approved by the Syndicate in its Special Meeting held on 28 October 1996, item 35, P. 139-149 as notified vide Registrar's No. F.1-Syndicate /96/S/35/610-13 dated 11-11-96.

- (iii) F.A or equivalent examination with Mathematics, Statistics, Economics, or Computer Sciences, as one of the elective subject.

F.A with diploma in computer application/sciences from any Board of Technical Education.

- (d) The number of seats in respect of all the aforementioned Programs shall be decided by the Principal of the College concerned from time to time.

### **Examination Regulations**

1. The System of Examinations for aforementioned Programmes shall be [Single Examiner System (External)]<sup>1</sup>
2. The rate of fee for admission to examination shall be, as may be prescribed by the University. Admission forms received within 15 days after the prescribed date shall accompany a late fee as may be prescribed. All others have to pay double fee.
3. No application for admission to an examination shall be entertained even on payment of late fee if not made fifteen days before the commencement of the examination.
4. The Vice Chancellor may in his discretion remit late fee in a deserving case to avoid genuine hardship.

### **Location and Allotment of Examination Centers**

5. All examinations shall be held at such centers as are notified by the Controller of Examinations in advance with the prior approval of the Vice Chancellor, and the candidates shall be expected to sit for an examination at the centers so allotted to them.
6. No change of Centre will ordinarily be permitted, but to remove genuine hardship, the candidate may be permitted to change examination Center subject to the following: -
  - (i) The application for a change of Centre (to be made on a prescribed Form) should come through the Head of the Institution who signed or countersigned the candidates Admission Form.
  - (ii) If change of centre is being asked for on the ground that father/guardian of the candidate has been transferred to a new station, the fact should be certified by the Head of the Office in

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<sup>1</sup> Amended and substituted vide 17<sup>th</sup>. Meeting of the Syndicate held on 29-8-1998,item 16.P.16.1.

which the father /guardian was last employed. If the father/guardian is not working in an office the fact that he is moving out of his former station should be certified by a Gazetted Officer of the Government or by the Director / Chairman / Principal who signed the candidates admission form or by the Principal of an Affiliated College.

- (iii) The fee payable for effecting a change of centre whether from one station to another or within the same station, shall be Rs. 100/-. This fee shall not be refunded if the permission to change the centre is not availed of by the candidate.
- (iv) No fee shall be charged if a candidate is allotted by the University Office for want of accommodation or for some other reason a centre other than one asked for by him in his Admission Form.
- (v) The Vice Chancellor may, to avoid hardship, authorize a change of Centre in exceptional case not covered by these regulations.

#### **Appointment of Examination Centre Superintendents**

- 7. The Superintendent of each centre shall be appointed by the Vice Chancellor at least one month before the date fixed for commencement of the examination.
- 8. In case of emergency owing to the refusal or inability of Superintendent to act and there being no time to obtain the Vice Chancellor's approval to the appointment of a substitute, the Controller of Examinations shall be empowered to appoint some other suitable person as a Superintendent for the particular Center concerned.
- 9. Where and when necessary the Controller of Examinations shall arrange for the provision of one or more Deputy Superintendents.
- 10. The Vice Chancellor may when necessary change the rules specifying the duties of examination centre Superintendent and other supervisory staff from time to time.

#### **Restrictions on Reappearance at Examinations and on Appearance at Examinations for Two Different Degrees within the Same Year**

- 11. Except as otherwise specifically provided in the regulations, no one who has passed an examination of this University shall be permitted to reappear at the same examination.

12. The candidate permitted to take a particular degree examination of the University shall not be permitted to take another degree examination within the same year.

### **Eligibility for Admission in Re-examination**

13. If a candidate's paper is lost after having been received by the superintendent of examination or by his assistant, and if he passes in all other subjects of the examination, he may opt either to appear in that one paper which is lost, or to avail the average marks.
14. There shall be two examinations of a particular term in a year named as Spring and Autumn. The Spring Term and Autumn Term examination shall normally be held in the months of December./January and June/July respectively.
15. For a particular term the pass marks shall be 40% in each paper and 45% in aggregate. However, if a candidate appears in the first attempt and fails in a paper/ aggregate by margin of 5 marks shall be deemed to have passed the examination. A candidate shall avail of only one concession at a time.

### **Eligibility for Admission to Next Examination**

16. A student who passes at least two papers with 45% aggregate in an examination shall be given exemption in the passed papers whereas all others shall have to re- appear in the examination in full. No student shall however be allowed to appear in more than two examinations simultaneously.

Total number of chances to pass a certain Term Examination shall be two provided further that a student who is unable to clear a particular Term within the prescribed chances, has to re-appear in all the papers next time. If a student passes higher examination but fails in lower examination the result of higher examination shall remain intact.

However, a student who has passed 1<sup>st</sup> Term shall be allowed to appear simultaneously in 2<sup>nd</sup> and 3<sup>rd</sup>. Terms as allowed under the regulations and similarly a student who has passed 1<sup>st</sup> and 2<sup>nd</sup> Term shall be allowed to appear simultaneously in the 3<sup>rd</sup> & 4<sup>th</sup> Term as allowed under the regulations.

### **Eligibility for Admission to Next Examinations Under Certain Circumstances**

17. A candidate accepted for admission to an examination to whom a roll number has been issued but who fails to appear at or complete the

examination on account of his/her serious illness or due to an accident to himself/herself or due to his /her selection for and /or participation in an International Sports event or Boy-Scouts /Girls Guide Rallies as a national representative of AJK/Pakistan, may, on the recommendation of the Director/Chairman/Principal concerned signing the admission form and on the production of a medical certificate in the case of physical disability, be permitted to appear in the next examination missed by him/her on payment of the prescribed fee.

In exceptional circumstances, a student may be permitted to appear in the next examination if, in the opinion of the Vice Chancellor, it was physically impossible for him/ her to appear at the previous examination.

The application of a candidate for admission to next examination under the provisions of the two immediately preceding regulations shall be entertained only if the following conditions are fulfilled: -

- (a) The application is submitted without any delay and in no case later than the 10<sup>th</sup> day from the date of the candidate being incapacitated from taking or completing the examination and is submitted through the Director/Chairman/Principal concerned along with proper certificates.
- (b) The Director /Chairman /Principal concerned certifies after making necessary inquiries (i) that the candidate could not appear in or complete the examination without grave danger to his/her health or that of others taking the examination, and that it was physically impossible for him/her to appear in or complete the examination; and (ii) that the candidate had a reasonable chance of success if he/she had appeared in the examination.

18. A candidate who has been allowed this concession shall be, pending the declaration of the result provisionally permitted to study in the next higher class. However, in the event of his being declared successful, no candidate availing of the concession shall be eligible for scholarship or prize or medal or any other distinction.
19. In case of walk out by a student from the examination hall, while appearing in a paper he/she shall be considered to have failed in that paper, and he /she shall be further liable to disciplinary action under the regulations. However, where facts bearing on the suitability of a paper or /a part of it, so warrant, the Superintendent of the examination Centre shall bring the matter to the notice of the Controller of Examinations for necessary action.

20. A student who has passed an examination availing more than one chance shall be awarded a 'degree in parts'. All other candidates who have passed an examination in their first attempt shall be awarded degree "As a whole".
21. A regular candidate shall be awarded Gold Medal if he/ she secures first class, first position in his /her first attempt of the AJ&K University examination. However, candidates passing the examination by availing of the concessional marks shall not be entitled to any distinction.

### **Lecture Attendance**

A regular student is required to attend at least 75% of the lectures delivered. However, lectures delivered during students strike period for which the teacher went to the class room, waited there for 15 minutes and marked absent all those who stayed away from the class shall be counted towards total lectures delivered during the term for the purpose of calculation of the percentage of lectures attended by the students.

### **Employment of an Amanuensis for a Disabled Candidate**

22. The employment of an amanuensis shall be allowed only if a candidate suffers from a physical disability, which renders him/her unable to write normally provided it is certified by a registered medical practitioner. The amanuensis employed must be of a lower grade of education than the candidate and must not be attached to the institution /teaching department to which the candidate belongs.

The Superintendent shall arrange for a suitable room for the candidate and Amanuensis and also appoint a special Deputy Superintendent for invigilation.

The fee to be charged from such a candidate, if not blind shall be Rs. 80/- for one session and Rs.110/ for two sessions on the same day. No fee will be charged from blind candidates. Out of the fee charged from a candidate for whom an amanuensis has been employed 40% will be paid to the amanuensis.

### **Restriction on Issue of Roll Numbers**

23. No student shall be issued his/her Roll Number for an examination unless and until he/she has cleared his/her dues nor shall a candidate who is ineligible to sit for an examination be issued a Roll Number.

**Withholding of Result for Non-clearance of Dues and Non- return of Library Books**

24. If a student is reported by the Head of his Teaching Department / Institution to have failed to clear his dues, his result shall be withheld by the Controller of Examinations pending full payment of what he owes. Similarly, result shall be withheld on the receipt of a report from the Librarian concerned in respect of a student who has failed to return the books borrowed by him from the Library.

The matters not covered by these regulations shall be disposed of in the light of the general regulations in force in the Azad Jammu & Kashmir University.

**SEGMENT-2**  
**UNIVERSITIES AND BOARDS OF INTERMEDIATE AND**  
**SECONDARY EDUCATION MALPRACTICES**  
**(ERADICATION) ACT 1999<sup>1</sup>**

**Azad Government of the State of Jammu and Kashmir**  
**Law, Justice and Parliamentary Affairs Department**

“Muzaffarabad”  
Dated the 12-10-1999

No. 416-23/ LD/ Lg/99. The following Act of the Assembly received the assent of the President on 07-10-1999, is hereby published for general information:-

**(Act X of 1999)**

**AN**  
**ACT**

to provide for the eradication of malpractices in connection with Universities and Boards of Intermediate and Secondary Education examinations.

WHEREAS it is expedient to provide for the eradication of certain malpractices in connection with examinations held by the Universities and Boards of Intermediate and Secondary Education.

It is hereby enacted as follows: -

**1. Short Title and Commencement**

- (1) This Act may be called the Azad Jammu & Kashmir Universities and Boards of Intermediate and Secondary Education Malpractices (Eradication) Act, 1999.
- (2) It shall extend to whole of the Azad Jammu and Kashmir.
- (3) It shall come into force at once.

**2. Definitions**

In this Act unless there is anything repugnant to the subject or context:

- (a) “Abetment” shall have the meaning assigned to it in the Azad Penal Code;

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<sup>1</sup> Passed by the Legislative Assembly and assented to by the President vide No. 416-23/ LD/ Lg/99 dated the 12-10-1999.

- (b) “Answer Book” means the document containing the answer or answers as given by a candidate during an examination to the question or questions contained in the question paper meant for the said examination and includes a part of an answer book;
- (c) “Board” means a Board of Intermediate and Secondary or Technical Education established under any law for the time being in force in Azad Jammu and Kashmir or any other examining body notified by the Government.
- (d) “Candidate” means a person who has applied for admission to an examination or has appeared as an examinee at any such examination;
- (e) “Employee” means any person employed by a University or Board for the purpose of examining candidates for the grant of certificates, diplomas or degrees;
- (f) “Examination” means an examination held by a University or Board for the purpose of examining candidates for the grant of certificates, diplomas or degrees;
- (g) “Examiner” means a person appointed by a University or Board for the purpose of examining and assessing the answer books of a candidate or his ability through a written or oral examination and award marks therefor, and includes a person appointed to check the standard of marking of such examiner and instructing him in assessing the marks to be awarded by him;
- (h) “Premature Disclosure of a Question or Question Paper” means a disclosure of a question or any of the questions contained in a question paper before the time at which the question or the question paper containing the question has to be communicated to a candidate in accordance with the procedure prescribed by the University or the Board concerned;
- (i) “Question Paper” means a document containing the question or questions to be put at an examination for being answered by the candidate; and
- (j) “University” means a University established under any law for the time being in force in Azad Jammu and Kashmir.

### 3. Punishment for Malpractices etc.

- (1) Whoever is guilty of-
- (i) possessing firearms or other implement capable of being used as weapon of offence in or around an examination centre; or
  - (ii) impersonating another who is a candidate for an examination; or
  - (iii) forging, mutilating, altering, erasing or otherwise tampering with any document connected with an examination or making undue use of such document; or
  - (iv) premature disclosure of a question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or
  - (v) replacement of an answer book or any portion thereof; or
  - (vi) recording in any document with dishonest motive marks more or less than the marks awarded to a candidate by the examiner concerned, if the person doing so is other than the examiner; or
  - (vii) mutilation, alteration, interpolation or erasure in any certificate, degree or other document or any record maintained by a University or Board or in any manner using or causing to be used as certificate, degree document of record knowing that it is so mutilated altered, interpolated or erased; or
  - (viii) divulging or procuring information pertaining to a University or Board examination papers, answer books, examiners, conduct of examinations, fictitious roll numbers, examination results or any information incidental thereto; or
  - (ix) falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of University or Board records; or
  - (x) impeding the progress of examination at any examination centre by any means whatsoever; or

- (xi) assaulting or threatening any person incharge of an examination centre or any other person employed in connection with an examination; or
  - (xii) Appointing supervisory/ secrecy staff for carrying out examination duty in contravention of standing regulations/ instructions; or
  - (xiii) Issuing of the Roll No. slip without specifically indicating the centre of the examination; or
  - (xiv) Failure to issue regular or provisional Roll No. slip by examination department in time if:-
    - (i) Examination form has been submitted along with fee in time.
    - (ii) Some formalities not complied with by the candidate otherwise eligible to appear in the examination.
  - (xv) attempting or abetting the commission of any of the aforesaid acts shall be punished with imprisonment for a term which may extend to three years and with fine which may extend to fifty thousand rupees.
- (2) whoever is guilty of:-
- (i) making false representation in his admission form or any other document connected with an examination; or
  - (ii) giving or receiving any assistance for solving any part of a question paper or allowing any other candidate to copy from his answer book or attempting to do so; or
  - (iii) unauthorisedly copying or receiving assistance from any paper, book, note or other source for answering a question; or
  - (iv) taking unauthorisedly the whole or a part of an answer book or a continuation sheet into or out of any examination centre; or
  - (v) awarding with dishonest motive marks more or less than the marks deserved by a candidate, if the person doing so is an examiner; or
  - (vi) supplying to a candidate during his examination answer to a question contained in the question paper or a question put or to be put at an oral examination; or

- (vii) approaching or influencing any employee to act corruptly or dishonestly in the conduct of any examination, declaration of any examination result, or marking of papers, or obtaining secret information relating to any examination; or
- (viii) attempting or abetting the commission of any of the aforesaid acts shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to twenty five thousand rupees or with both.

#### **4. General Provision**

- (1) The offences under section 3 (2) of this Act may be tried summarily under the provisions of the Code of Criminal Procedure 1898.
- (2) There shall be no appeal by a convicted person in cases which are tried summarily and a sentence of fine not exceeding one thousand rupees only is passed in respect of an offence under this Act.

#### **5. Offences to be Cognizable and Bailable**

Notwithstanding any provision contained in the Code of Criminal Procedure, 1898, or any other law for the time being in force, an offence under this Act shall be cognizable by the police only on a report or suo-moto made in the case of an offence relating to a University or an examination held or to be held by a University, by the Vice Chancellor of the University or such other officer of the University as may be specially authorized by him in this respect in writing, and in case of an offence relating to a Board, or an examination held or to be held by a Board by the Chairman of the Board or such other officer of the Board as may be specially authorised by him in this respect in writing and the offences mentioned in section 3 (1) shall be non-bailable while those mentioned in section 3 (2) shall be bailable.

#### **6. Unpublished Records to be Privileged Documents**

No employee shall give evidence of any fact relating to unpublished records of the University or Board employing him or produce any document pertaining to the affairs of such University or Board except, in the case of University records or documents pertaining to the affairs of the University with the previous written sanction of the Vice Chancellor or the Registrar of the University, and in the case of Board records or documents pertaining to the affairs of the Board, with the previous written sanction of the Chairman of the Board . The Vice Chancellor, the

Registrar or the Chairman, as the case may be, may give or withhold such permission in his discretion.

**7. Official Information not to be Asked for by Courts from University and Board Employees**

No employee shall be compelled to give evidence in any court of law of communications made to him or information in his possession which comes to his knowledge by reason of his employment by a University or Board except, in the case of a University employee, with the previous written sanction of the Vice Chancellor, or the Registrar of such University and in the case of an employee of a Board, with the previous written sanction of the Chairman of the Board, and such Vice Chancellor, Registrar or Chairman, as the case may be, may give or withhold such sanction in his discretion.

**8. Repeal**

The Azad Jammu and Kashmir Universities and Boards of Intermediate and Secondary Education Malpractices (Eradication) Ordinance, 1999 (Ordinance XI of 1999) is hereby repealed.

Sd/-  
Secretary Law Justice and  
Parliamentary Affairs

**PART-VIII**  
**CONVOICATIONS, COSTUMES AND AWARDS**

**Chapter-1    University Convocations**

**Chapter-2    Academic Costumes**

**Chapter-3    Awards for Position Holders**

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**CHAPTER-1**  
**REGULATIONS RELATING TO THE CONVOCATIONS**  
**OF THE UNIVERSITY<sup>1</sup>**

**1. Convocation shall be of Two Kinds**

- (a) Ordinary Convocation held for conferring the degrees of a particular year or years, if there was no convocation in the previous years, on persons who have under prescribed conditions, pursued a course of study in, and passed examination of the University and on persons who under prescribed conditions carried on independent research.
- (b) Special Convocation held for conferring honorary degrees, in the prescribed manner, on eminent person or persons.

**2.** The Chancellor shall, when present, preside at the Convocation of the University.

**3.** The Vice Chancellor shall, in the absence of the Chancellor preside at the Convocation of the University.

**4. Notification of Convocation**

- (i) The date of every Convocation shall be fixed by the Chancellor on the recommendation of the Vice Chancellor. As soon as the date of Convocation is fixed the Registrar shall notify all graduates entitled to receive their degrees at the Convocation, through Press and through notices sent to the candidates known addresses under certificate of posting.
- (ii) The Registrar shall, likewise, notify all members of the Syndicate, the Academic Council and the Faculties by means of a circular, giving the time, date and venue of the Convocation.
- (iii) Graduates receiving degrees at the Convocation in accordance with the Regulations for admission to degrees shall make their own arrangements for the academic costumes prescribed for the degrees in question.
- (iv) Similarly, all Deans and other officers presenting themselves at the Convocation shall wear the academic costume to which they are entitled.

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<sup>1</sup>.Approved by the Syndicate in its 7<sup>th</sup>. Meeting held on 19 March 1990, item 54, 475-480.

- (v) No graduate shall be admitted to Convocation unless and until he/she is in the proper academic costume.

**5. The procedure at an ordinary Convocation shall be as follows**

- (i) The graduates who are to receive their degrees shall assemble at the place and time notified to them by the Registrar.
- (ii) Entry of graduates to the Convocation Hall or Enclosure may be closed half an hour before the time of the commencement of the Convocation.
- (iii) The candidates to be admitted to the degree shall be presented by the Dean of the Faculty or Chairman of the Department concerned or in the absence of the Dean or the Chairman, by a person nominated by the Vice Chancellor.

**6. Special Convocation**

- (i) Special Convocation may be held for conferment of the Degree honoris causa on eminent persons deserving such degrees.
- (ii) The persons to be admitted to such degrees shall be presented by the Registrar, or in his absence, by a person nominated by the Vice Chancellor.

**7. Procedure**

At the appointed time a procession will be formed and will enter the Convocation Hall or Enclosure in the following order:-

- (1) Controller of Examinations
  - (2) The Registrar
  - (3) Members of the Academic Council
  - (4) Members of the Syndicate
  - (5) The Guest of Honour
  - (6) The Vice Chancellor
  - (7) The Chancellor
- (i) All those present in the Auditorium shall rise in their seats when the Chancellor/Vice Chancellor, the Guest of Honour, if any, and the person invited to deliver the Convocation address, step on the Dias, and shall resume their seats when the Chancellor, Vice Chancellor and the guest of honour resume their seats.
  - (ii) The Chancellor / Vice Chancellor, shall at the request of the Registrar, declare the Convocation open. The proceedings of the Convocation shall begin with recitation from the Holy Quraan.

**8. Annual Report of the Vice Chancellor**

The Vice Chancellor shall present a brief report regarding achievements of the University during the last academic year and its future plans.

9. After the annual report the honorary degrees, if any, shall be conferred in prescribed manner on eminent person/persons deserving such degree/s in accordance with the decision of the Syndicate under Clause 4 sub -section 4 Chapter 2 of the University of Azad Jammu & Kashmir Act 1985.

**10. Procedure for the Conferment of Honorary Degree**

- (i) The Registrar shall read the citation regarding the recipient of the degree and read out the relevant resolution of the Syndicate.
- (ii) The Registrar shall read out the name of the recipient of the degree who shall walk forward to the Chancellor / Vice Chancellor.

The Chancellor/Vice Chancellor shall confer the honorary degree in the following words;

"In accordance with the resolution of the Syndicate and by virtue of the authority vested in me as Chancellor/Vice Chancellor of this University, I admit you to the Degree of Doctor of Sciences/ Law, Honoris Causa, and in token thereof I present to you this degree, and authorise you to wear the robes ordained as the insignia of this Degree."

- (iii) The recipient of the degree shall thereupon be robed in the prescribed costume and resume his seat.
- (iv) When the honorary degree, if any, has been conferred the Chancellor/Vice Chancellor, shall say to the Registrar;

"Let the degree conferred be now proclaimed"

- (v) The Registrar shall thereupon read out the record of the degree as follows:-

"We the Chancellor/Vice Chancellor, and the members of the Syndicate and the Academic Council of the Azad Jammu & Kashmir University, do hereby proclaim and make known that we have admitted you to the Degree of Doctor of Sciences/ Law, Honoris Causa"

## 11. Conferment of Degrees other than Honorary Degrees

The candidate for the Degrees shall be presented to the Chancellor/Vice Chancellor by the Deans of the Faculties or Chairman of the concerned Department in convenient batches.

Provided that in the absence of the Dean or Chairman of the Department a person nominated by the Vice Chancellor shall present the recipients of degrees.

## 12. Procedure for the Conferment of Degrees

- (i) The following order shall be observed in the conferment of the degrees:-
 

"Master of Sciences / Master of Arts / Master of Business Administration / B.Sc. Electronics / B.Sc. Agriculture and such other degrees as may be approved from time to time. " The Chancellor/Vice Chancellor will say:

"Let the candidates now be presented".
- (ii) The Dean shall request the Chancellor/Vice Chancellor, as under:-
 

"Mr. Chancellor/Vice Chancellor, I present to you this candidate/these candidates who has/have been certified after examination / who have under prescribed conditions carried on independent research to be duly qualified to receive the Degree of -----".
- (iii) The Chancellor / Vice Chancellor shall confer the Degree in the following words; -
 

"By virtue of the authority vested in me as Chancellor / Vice Chancellor of this University I admit you to the Degree of Master of Sciences / Master of Arts / Master of Business Administration / B.Sc. Electronics / B.Sc (Hons) Agriculture and in token thereof I present to you this Degree and authorise you to wear the robes ordained as the insignia of this Degree".
- (iv) The candidates after receiving their degrees shall resume their seats.
- (v) When all graduates have been presented the Registrar shall read out the list of graduate who are not present, and who have requested and paid the fees for conferment of the degree in absentia and shall request the Chancellor/Vice Chancellor as under:-

"Mr. Chancellor / Vice Chancellor, I request that these candidates who have been certified after examination/who have under prescribed conditions carried on independent research to be duly qualified to receive the Degree of “.

- (vi) In admitting the candidates to the degrees, in absentia the Chancellor/Vice Chancellor, shall simply say:-

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of this University I admit them all, in absentia, to the degrees to which they are entitled". The scroll shall then be presented to the Chancellor/Vice Chancellor, who shall affix his signature to it.

### **13. Prizes, Medals and other Distinctions**

- (i) The Registrar shall then present the persons who since the date of the last annual Convocation have earned distinctions by gaining medals if any.

- (ii) The formula for the presentation of medals, prizes and other distinctions shall be as follows;-

"Mr. Chancellor /Vice Chancellor I present to you .....who has been awarded.....for the year..... for original contribution to the advancement of Science".

- (iii) The Chancellor / Vice Chancellor, shall then award the prize, medal or other distinction.
- (iv) The candidate(s) shall receive the prize, medal or other distinction from the Chancellor / Vice Chancellor and resume his / their seat(s).

### **14. Convocation Address**

After distribution of prizes and medals the Chancellor / Vice Chancellor or the Guest of Honour, on request, shall address the Convocation.

### **15. Closure of the Convocation**

- (i) The Convocation will come to an end when the Chancellor / Vice Chancellor or the Guest of Honour, concludes his address.
- (ii) At the request of the Registrar, the Chancellor/Vice Chancellor shall declare the Convocation closed.

## 16. **Departure of the Chancellor / Vice Chancellor, the Guest of Honour**

The Chancellor/Vice Chancellor or the Guest of Honour if any, shall be conducted out of the Auditorium in a procession by members of the Syndicate and the Academic Council, the Registrar and Controller of Examinations.

When the Chancellor/Vice Chancellor and the Guest of Honour rise to leave, all present in the Auditorium will stand up and will remain standing till the procession has left.

## 17. **Admission to Degrees**

The Vice Chancellor shall from time to time report to the Syndicate the names of all persons who have passed the examinations required for the various degrees of the University or the persons who are to be admitted to the degrees on account of their independent research under the prescribed conditions, and have become qualified under the regulations for admission to such degrees. When the Syndicate has sanctioned the admission of any such person to any degree, he shall be entitled to be admitted to that degree. The following persons, shall be admitted to their various degrees at the Convocations: -

- (a) person/ persons to whom honorary degree/degrees is /are conferred under Section 19(2)P of Act-1985.
- (b) persons who have qualified the examination or person/persons who has/have carried on under prescribed conditions independent research.
- (c) persons who are qualified to be admitted to the following degrees;-
 

1.....	2.....
3.....	4.....
5.....	6.....
7.....	

Any other degree prescribed by the authorities.

The graduates who do not obtain their degrees at the Convocation shall apply to the Vice Chancellor through the Dean of the Faculty/Chairman of the Department concerned for obtaining such degrees in absentia.

A fee at the prescribed rate is to be paid to the Director Finance / Treasurer for obtaining degrees in absentia.

**CHAPTER-2**  
**REGULATIONS REGARDING ACADEMIC COSTUME<sup>1</sup>**

1. In these Regulations 'Ordinary' Academic Costume includes a black cap and gown without hood or sash, and full Academic Costume includes in addition a hood or sash and for doctors a scarlet instead of a black gown.
2. Full academic costume shall be worn by all Fellows and all graduates of the University, and may be worn by all graduates of other Universities, at the Convocation and on such other ceremonial occasions as the Syndicate or the Vice Chancellor may appoint.
3. Ordinary Academic Costume shall be worn by all Fellows at meetings of the Academic Council.
4. If a Fellow is a graduate of any other University he may wear either the costume of his degree, or the costume of which he is entitled as a Fellow.
5. Fellow and Graduates of the University are entitled to wear (Academic Costume)<sup>2</sup> as follows:-

**(a) Chancellor's Gown**

Gown of black panama cloth with 4" golden lace front and on the outside of the bottom of the Sleeves, with 8 University Insignias on front and 6 on Sleeves and Cap with Golden Tassel.

**(b) Vice Chancellor's Gown**

Similar to the Chancellor's Gown with 4" Silver Lace.

**(c) Registrar's Gown**

Similar to the Chancellor's Gown with 4" Black Silk Lace.

**(d) Syndicate Member's Gowns**

Gowns of Toptex Cloth (Polyester)

**1. Bachelor of Arts**

Gown	A Black Stuff Gown
Hood	Black lined with light blue silk.

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<sup>1</sup> Approved by the Syndicate in its 7<sup>th</sup>. Meeting held on 19 March 1990, item 44,P.280-282.



**12. Master of Science (Applied Geology)**

Gown            Black Gown with full sleeves.  
Hood            Orange lined with white.

**13. B. S. in Education**

Gown            As for Bachelor of Education.  
Hood            As for Bachelor of Education.

**14. Bachelor of Commerce**

Gown            A Black Gown with full sleeves.  
Hood            Black Alpaca lined with white silk  
and with deep orange coloured border.

**15. Bachelor of Science (Home Economics)**

Gown            A Black Gown  
Hood            Turquoise Blue with salmon pink.

**16. Bachelor of Science (Textile Designing)**

Gown            As for Bachelor of Science (Home  
Economics).  
Hood            As for Bachelor of Science (Home  
Economics).

**CHAPTER-3**  
**REGULATIONS FOR THE GRANT OF AWARDS TO THE**  
**POSITION HOLDERS IN DIFFERENT EXAMINATIONS**  
**OF THE UNIVERSITY<sup>1</sup>**

1. The Regulations may be called the Regulations for the Grant of Awards to the Position Holders in examination.
2. They shall come into force at once.
3. In the regulations the expressions shall have usual meanings assigned to them.
4. The Endowment Fund for the purpose be raised from donations from different agencies.
5. The following principles shall be observed in the award of the prizes, medals and Scholarships form the Endowment fund.
  - (a) The award be made on the result of the Pass papers/ subject in which the candidate takes the highest marks provided that the candidate must have secured first class.  
**Provided further that in the case of the persons bracketed together for the award of a medal each candidate shall be awarded a medal separately.**
  - (b) Prizes, medals and scholarships shall be awarded to those candidates who take the examination as a whole and at the time of annual examination only. A candidate taking the whole examination at the time of supplementary examination or partly at annual and partly at the supplementary examination shall not be entitled to the award.
  - (c) A candidate who appears in one subject only shall not be entitled to the award in that particular subject even though the award may be for that subject.
  - (d) A candidate who passes an examination by availing grace marks shall not be entitled to the award.
  - (e) An Award for a single subject should only be made to a candidate who is successful in the examination as a whole.
6. Any thing included in other Statutes or regulations contrary to these regulations the Syndicate shall appoint a Committee for the award if it so decides.

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<sup>1</sup> Approved by the Syndicate in its 12<sup>th</sup>. Meeting held on 30 November, 1994, item 88, P.327-328.