INSTRUCTIONS/GUIDELINES FOR THE CANDIDATES

1. A student shall be entitled to see his/her answer book(s) only on payment of a non-refundable fee of Rs.1000/- (Rs. One Thousand Only) per answer –book, in the presence of committee constituted by the Vice –Chancellor.

2. The application to see answer- book will be received by the University within 15 days from the date on which the result declared by the University.

3. Form received by the University after the due date and found incomplete in any respect shall be liable to summary rejection.

4. No student will damage /destroy or take away the answer-book(s). In that case he/she will be punished as per unfair means rules of the University.

5. Time limit to see the answer-book will be maximum 20 minutes on the scheduled date and time decided by the University failing which claim will be rejected.

Guidelines regarding showing of answer-books:-

1. Your application for seeing the answer book shall be accompanied by a bank challan in favour of "Fees of the University" payable at Chandigarh, in the name of Registrar, Punjab University, Chandigarh.

2. No objection shall be entertained after the date fixed for showing of answer-books.

3. No student shall be entitled to see the answer book(s) of another student during his/her turn.

4. No student shall be assisted/allowed to assist in any manner.

5. Penalty for violation of rules and regulations may be imposed.

The application form to see answer-book(s) can be downloaded from the University website(www.nia.nic.in)
Separate form to be submitted for each answer-book.

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6. Materials like pen, pencil, mobile, books, notes or any electronics device etc. will not be allowed, while the student is permitted to see his/her answer book.
   उत्तर पुस्तिका अवलोकन के दौरान छात्र के पास पें, पेंसिल, मोबाइल, किताब, नोट्स अथवा अन्य कोई इलेक्ट्रॉनिक डिवाइस आदि ले जाने की अनुमति नहीं दी जायेगी।

7. Admit card/Proof is required for identification before allowing students to see his/her answer book.
   उत्तर पुस्तिका अवलोकन के स्वीकृति के पूर्व अभ्यर्थी को अपना परीक्षा प्रवेश-पत्र या महाविद्यालय द्वारा जारी फोटो पहचान पत्र प्रस्तुत कराना होगा।

8. Parents/Guardians/Advocate or any other person will not be allowed during the process of showing his/her answer book.
   उत्तर पुस्तिका के अवलोकन के दौरान अभ्यर्थी के साथ माता—पिता/संस्थापक/पृष्ठदर्शी आदि की उपस्थिति स्वीकार्य नहीं होगी।

9. The photocopy of the answer book will not be issued to the students.
    छात्र को उत्तर पुस्तिका की छाप प्रति उपलब्ध नहीं करवायी जाएगी।

10. The student will be allowed to see his/her answer —book only once.
    हर अभ्यर्थी को अपनी ही उत्तर पुस्तिका केवल एक बार ही दिखाई जाएगी।

11. Name of the evaluator will not be disclosed in any condition.
    परीक्षक का नाम किसी भी शर्त पर नहीं बताया जाएगा।

संलग्न: आवेदन पत्र का प्रारूप।

प्रतिलिपि: सूचनार्थ

1. प्रति उपकुलपति (Pro-Vice-chancellor)
2. कुलसचिव/उपकुलसचिव
3. समस्त विभागध्यक्ष महान्याय/समस्त धीन
4. परीक्षा नियंत्रक/उप—परीक्षा नियंत्रक(एक)(जीपी)।/उपाध्यक्ष विकल्पाध्यक्ष
5. संयुक्त निदेशक(प्रशासन)/संयुक्त कुलसचिव/केन्द्राध्यक्ष/सहायक केन्द्राध्यक्ष
6. प्रशासनिक अधिकारी एवं सहायक परीक्षा नियंत्रक
7. शैक्षणिक शाखा/गाई फाइल
8. आई.टी प्रमाणी को दिशा—निर्देश एवं आवेदन फार्म की प्रति संलगन कर देकर लेख है कि संस्थान की वेबसाइट की देखकर पर स्थायी RTI.आई.टी. फॉर्म में छात्रों को उत्तर पुस्तिकाएं दिखाये जाने संबंधित महत्वपूर्ण दिशा—निर्देश एवं आवेदन फार्म को अपलोड करने का कार्य करें।
9. सूचना पदट संस्थान, यूजी—पीजी छात्र—छात्रावास।

(प्रोफेसर संजीव शामी)
कुलपति 1/c