

**EXAMINATION RULES**  
**OF**  
**DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.)**  
**AND**  
**DIPLOMA IN PRESCHOOL EDUCATION (DPSE)**  
**COURSES**

(with effect from Session 2015-17)



**REGISTRAR EXAMINATION**  
**Chandigarh Administration**  
**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT)**  
**SECTOR 32, UT CHANDIGARH**

# REGISTRAR EXAMINATION

## Chandigarh Administration

### EXAMINATION RULES OF D.El.Ed. AND DPSE COURSES

- *Annual Examination means D.El.Ed. and DPSE Course Annual Examination*
- *Registrar Examination means Registrar Examination for D.El.Ed. Course and DPSE Course Examinations*

#### 1. ELIGIBILITY CRITERIA TO APPEAR IN ANNUAL EXAMINATION

- A candidate must obtain minimum 40% marks in theory and practical separately for each subject in House Examination.
- A candidate who is absent or fails to clear House Examination will be considered ineligible for Annual Examination.

##### Working Days

- The candidate should complete 200 working days each year exclusive of the period of examination and admission.

##### Attendance

- A candidate must fulfil the condition of minimum 80% attendance in Theory/Practicum.
- A candidate must fulfil the condition of 90% attendance in school internship programme

##### Duration

- The student shall be permitted to complete the programme within a maximum period of three years from the date of admission to the programme candidate should complete at least 200 working days each year of the period of examination and admission

#### 2. GENERAL RULES

##### Pass / Fail Criteria

- A candidate will be declared PASS when he /she secures minimum 40% marks separately in **theory, practicum, internal assessment and internship examination**.
- A candidate declared **FAIL** in first year will have to **PASS** first year before seeking admission in second year of the said course. However the course has to be completed **within four academic years**.

## **Answer Sheet**

One single answer sheet with total 36 pages will be supplied to the candidates and no supplementary sheets will be issued.

### **3. PERMISSION TO ENTER AND LEAVE THE EXAMINATION HALL**

- (a) No candidate shall normally be permitted to enter the examination hall after the commencement of examination but the superintendent may under circumstances, permit a candidate to enter the hall upto half an hour after commencement of the examination.
- (b) The candidate shall be permitted to leave the examination hall after half the time is over. The Superintendent Examination Centre may, in exceptional cases, permit an examinee to leave the examination hall even before this period if in his/her judgment;
  - i. continued presence of the examinee in the hall is not desirable in the interest of smooth conduct of examination; &
  - ii. a candidate becomes physical incapable of continuing the examination due to sudden illness.

### **4. PROHIBITION OF DRINKING AND SMOKING**

Drinking, intoxication of any kind and/or smoking in the examination hall room is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks/material or is found smoking, shall be turned out of the examination hall by the centre superintendent.

### **5. RE-EVALUATION**

A candidate who wishes to seek re-evaluation on his/her answer-book(s) may apply for reevaluation to the Registrar Examination, State Council of Educational Research and Training, UT Chandigarh on the prescribed form along with requisite fee and the detailed marks card/certificate, in original.

- i. Re-evaluation is permissible in case of Annual and Supplementary Examinations.
- ii. An application for re-evaluation on the prescribed form alongwith requisite fee shall reach the office of Registrar Examination **within one month** from the date of declaration of the result of the particular examination. For this purpose, the printing on the result sheet shall be taken as the date of the declaration of the result.
- iii. Late procurement of form shall not be entertained as a plea for its late submission in any case.
- iv. No refund of fee for re-evaluation shall be admissible.

- v. Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in the application form.
- vi. The re-evaluation will be done under the rules framed by the Registrar Examination from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication to this effect will be entertained.
- vii. All entries in the application form for re-evaluation should be completed and corrected in all respects. The office will not be responsible for the delay/ rejection of the case, if the form is not complete in all respects or not accompanied by full fee and or/ detailed marks card/certificate. No change in the entries once made by the candidate shall be allowed after the receipt of application form by the Registrar Examination.
- viii. The answer book shall be got re-evaluated by one examiner. The score of the candidate after re-evaluation shall be the one which is to the advantage of the candidate i.e. the better of the two (Evaluation or Re-evaluation.) In case of difference between the scores of evaluation and re-evaluation of more than 15% of maximum marks of the paper, the answer book will be refereed to be third examiner. In such a case the average of the best two awards (out of the three) of the candidate shall be taken into account.
- ix. Provided further that the candidates placed on “Merit List” are treated at par with other candidates in the matter of re-evaluation and answer-books i.e. their application forms for re-evaluation, if desired, must reach the Registrar Examination within the specified time limit as indicated in No. 2 above for the purpose. Notwithstanding the above provision, the merit list shall be determined and notified on declaration of the original result and shall not be subject to any modification or alteration as a result or re-evaluation of answer books.
- x. No further re-assessment shall be allowed after the award(s) by Re-evaluator has/have been received.
- xi. If as a result of re-evaluation a candidate passes at the examination, he/she shall be eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her. His/her attendance shall be counted from the of his/her admission.
- xii. However, if a candidate request for return of the detailed marks card/Certificate to apply for admission elsewhere, the detailed card/certificate be returned to the candidate after getting an undertaking that his/her result for re-evaluation shall be declared only when he/she returns the original detailed marks card/ certificate.
- xiii. The withdrawal of request for re-evaluation shall be allowed within ten days of the last date for receipt of application provided that the process the re-evaluation has not been in motion i.e. the scripts have not been coded for re-evaluation. The refund of fee re-evaluation in such cases shall not be allowed.

## 6. RE-APPEAR

- i. Reappear chance in **theory examination** will be given to those candidates who fail (score less than 40% marks) or remain **absent** in maximum three subjects on any valid ground.
- ii. Reappear chance in **practical examination** will be given to those candidates who are failing with less than 40% marks in subject or remain **absent** in maximum two subjects on any valid ground only with next annual examination.
- iii. If a candidate has failed in **Theory Annual Examination** and has passed the **practical examination** in the same subject his/her previous marks in practical examination would be taken into consideration.

**Note:** The candidates would get two chances i.e. 1st chance in November / December of same year and 2<sup>nd</sup> chance in May / June next year.

## 7. LOSS OF ANSWER BOOK(S)

- i. A candidate whose answer book is not in the office of the Registrar after having been received from the Superintendent of examination may be permitted by Registrar to reappear in that paper on a date and time fixed by the Registrar. An enquiry shall, however be made by the Registrar about the loss of answer book and the findings placed before the Examination Committee for further action.
- ii. If a candidate actually appeared in a particular paper but his/her answer book is not received from the Superintendent Examination Centre, enquiry shall be made by the Deputy Registrar and his/her findings, subject to confirmation by the Registrar shall be final. However, examination of the student shall be conducted at a time and date fixed by the Registrar.

## 8. PRESERVATION OF RECORD

The record pertaining to examinations shall be preserved as under:

### **Answer Books**

Till six months from the date of declaration of results. Answer Books of candidates who have used unfair means at the Examination and debarred as a result thereof shall be preserved for a period of one year from the date of declaration of results. Where a candidate resorts to legal course, his answer book(s) examination shall be preserved till the final decision of the case by the Court.

### **Awards Lists**

Till six months from the date of declaration of results.

**Examination forms**

Till one year

**Cancelled detailed Marks Cards and Diploma / Certificate**

Till one year

**Manuscripts of Question Papers and Printed Question Papers, Attendance, Seating Plan, Internal Assessment Award list, List of Fictitious Roll No. and Fictitious Roll No. Slips**

Till six Months

- After the expiry of the prescribed period **Answer Books** shall be disposed off by public auction / or by calling quotations. The rest of items mentioned above will be destroyed.

**9. EXAMINATION FEES**

The examination form shall be accompanied by the requisite examination fee decided by the Registrar Examination from time to time.

**NOTE: 1** The above fees are inclusive of fee for the supply of detailed marks certificates for each examination.

**NOTE: 2** The fee for the issue of duplicate diploma /certificate / Detailed Marks Card is not included in this fee. The duplicate diploma(s)/Certificate(s)/Detailed Marks Card shall be issued only after paying the requisite fee as decided from time to time by the Registrar, through the Principal of the Institution concerned.

**NOTE: 3** The above fees collected by the institution shall be remitted to the office of the Registrar Examination. The fees shall be remitted through a Demand Draft / Pay Order from a scheduled Bank in the name of Registrar Examination or cash in the office of Registrar Examination by the due date. The fees shall be sent along with the concerned Examination forms.

**NOTE: 4** Fees once paid shall not be refunded under any circumstances.

**10. EXAMINATION CENTRES AND EXAM DATES**

The examination centres and dates for conducting the theory and practicum examination including School Internship examination shall be decided by the Registrar.

## **11. GENERAL REGULATIONS FOR EXAMINATIONS**

- i. Duly filled prescribed Examination Forms complete in all respect should reach the office of Registrar Examination along with the prescribed fees by the due date.
- ii. The Examination Forms should be duly signed and attested by Principal / Head of the concerned Institute.
- iii. If a candidate, before issue of Roll Number or before appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Registrar Examination.
- iv. If a candidate subsequent to the issue of Roll Number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Registrar Examination.
- v. A candidate whose result of the examination taken by him has been notified as 'Result Later or RL' in first year, may be allowed to join the next higher class provisionally. In case he/she is ultimately declared as having failed, his/her provisional admission shall stand cancelled and he/she shall forthwith revert to the lower class. In case of failing in maximum three subjects the rules pertaining to Re-appear shall be applicable. Fees paid by him/her for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the candidate who discontinues his studies.

## **12. USE OF AMANUENSIS AND APPOINTMENT OF AMANUENSIS**

### **Amanuensis**

- (i) Amanuensis may be allowed in the following cases:
  - (a) To a blind or physically challenged or spastic candidate;
  - (b) On sudden illness/temporary disability rendering the candidate unable to write as certified by a Medical Officer.
  - (c) In the case of an accident rendering the candidate unable to write (writing arm) the examination as Certified by a Medical Officer.
- (ii) The maximum qualification of amanuensis is 10+2.
- (iii) The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Registrar Examination, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval.

- (iv) The centre Superintendent shall arrange a suitable room for the candidate for whom an amanuensis is allowed and appoint one special Assistant Superintendent to supervise his examination.
- (v) Such a candidate shall pay fee as may be prescribed for use of amanuensis. (Free details to be mentioned in examination fee) However, a blind or physically handicapped or spastic candidate will be provided service of an amanuensis free of cost.

### **13. MODERATION OF QUESTION PAPERS AND RESULTS OF EXAMINATIONS**

- i. In case of such examinations as the Registrar Examination may, from time to time determine, it shall appoint a board to moderate the question papers, subject to such directions as may be given by the Registrar Examination.
- ii. The Registrar Examination shall make rules relating to the preparation and moderation of results including appointment of scrutinizers and prescribing their duties.

### **14. AWARD OF GRACE MARKS**

- No grace marks will be given

### **15. RECTIFICATION OF RESULTS**

- (a) The Registrar Examination shall have power to quash the result of a candidate after it has been declared, if-
  - (i) he is disqualified for using unfair means in the examination;
  - (ii) a mistake is found in his result; or
  - (iii) he is found ineligible to appear in the examination; or
- (b) If any mistake is noticed in the process of re-evaluation of answer-book, the Registrar Examination shall have power to rectify the result.

### **16. UNFAIR MEANS CASES**

#### **Unfair means case**

If a candidate is found to have made a wrong statement in his/her application form for admission to the examination or has attempted to secure or has secured admission to any of the Examinations of the D.El.Ed./DPSE or has secured admission to the examination of the Board by making a false statement or by production of a false document or otherwise, he/she shall be deemed to have used unfair means and his/her results shall not be declared. In case where such a candidate has not yet appeared in the examination, his/her form of application shall be rejected and fee paid be forfeited. If



he/she has completed his/her examination, his/her form of application shall be rejected, fee paid forfeited and his/her result shall not be declared.

- i. If at any stage a candidate has tampered with any entry in the qualifying certificate or statement of marks or migration certificate or any other document that has been issued to him/ her by the Board, he/she shall be deemed to have used unfair means. The Registrar may cancel the document in question and may even cancel his/her result, if he deems so necessary.
- ii. In the answer book, a candidate is not permitted to write his/her name or put his/her signature or any sign or mark which may disclose his/her identity to the examiner. A candidate infringing this rule shall be deemed to have used unfair means and his/her result shall not be declared and in addition he/she shall be liable to be debarred from taking exam under the authority of Registrar for two years.
- iii. **If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations :**
  - (a) *having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;*
  - (b) *giving or receiving assistance directly or indirectly of any kind or attempting to do so;*
  - (c) *writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;*
  - (d) *tearing of any page of the answer book or supplementary answer book. etc.;*
  - (e) *contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;*
  - (f) *taking away the answer book out of the examination hall/room;*
  - (g) *using or attempting to use any other undesirable method or means in connection with the examination;*
  - (h) *smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof; and*
  - (i) *threatening any of the officials connected with the conduct of the examinations inside or outside the examination hall, threatening of any of the candidates*
- v. A candidate found guilty of any of the unfair means mentioned at (iv) above:

- (a) *may be disqualified by the Registrar from the examination in that year (i.e. his/her examination for that year may be cancelled);*
- (b) *may further be debarred from appearing at any examination of the D.El.Ed. / DPSE for a period which may extend up to three years; and*
- (c) *in serious cases, may permanently be debarred from taking any examination under the authority of Registrar.*

**NOTE:** The Centre Superintendent of the examinations shall report to the Registrar Examination, without delay and on the day of occurrence if possible, each case where use of unfair means in the examinations is suspected or discovered with full details of evidence and explanation of the candidate concerned.

#### **17. IMPERSONATION CASE**

- i. Any person who impersonates a candidate shall be disqualified from appearing in any Annual Examination for a period of **two years**, if that person is a student on the rolls of a recognized Institute. But if that person is not on the rolls of a recognized Institute the case, may be reported to the Police. The candidate who is impersonated shall also be disqualified for a period of two years. All cases of impersonation shall be reported to the Registrar Examination separately with all related documents and details.

**NOTE:** (i) *The statement of the impersonators must be invariably obtained in which their names father's names, addresses along with the names of the examinations passed by them with year/session, roll no. and name of the Board / University, etc. should be recorded.*

- (ii) *When a case of impersonation is detected, the Centre Superintendent/deputy superintendent must report such matter to the police authorities. The F.I.R. in the regard be lodged with the Police Station and a copy there be sent to the Registrar along with the detailed report of the case with full facts and proofs thereof.*

#### **18. MISCELLANEOUS INSTRUCTIONS REGARDING UNFAIR MEANS CASES**

- i. Every day before examination begins, the Centre Superintendent or the Deputy Centre 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. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material.

**NOTE:** However, if during Annual Examination, before the question papers are distributed, a candidate voluntarily surrenders to the Centre Superintendent or any other member of the supervisory staff papers, books or notes in his possession and not found or detected by a member of the supervisory staff, no action may be taken against him/her, provided not made any use of them. But the case shall be reported to the Registrar Examination

- ii. The Centre Superintendent or the Deputy Centre Superintendent (and both when there is a Superintendent as well as the Deputy Centre Superintendent) Incharge of the examination shall forward to the Registrar Examination every day, a declaration, signed by him/her or them and witnessed by all the invigilators and observer (if applicable) then on duty, to the effect that he / she 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.
- iii. If a candidate during the course of school internship/practicum in teaching/practical examination in any subject, presents to the examiner a practical or class work / project work /Note-book which does not belong to him, he/she shall be disqualified from passing the said examination.
- iv. A candidate guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an external/internal examiner or with the Registrar Examination, with the object of influencing him in the award of marks shall be disqualified from passing that examination.
- v. However, a candidate found to be, or suspected to be guilty of using unfair means in the examination shall be permitted to answer the remaining part of the question paper, but on a separate answer-book. The answer-book, in which the unfair means is suspected, shall be ceased by the Superintendent who shall send both the answer-books to the Registrar Examination with his complete report. This will not affect the candidate's right to appear in the rest of the examination in subsequent papers.
- vi. In the case of a person who commits an offence under any of these regulations, but is not a candidate for any Annual Examination, the Registrar Examination may also, if he so decides, handover the case to the Police.
- vii. An invigilator is free to confidentially report about the unfair means cases detected by him to the Registrar if he finds that the Superintendent has not framed and reported the unfair means case against such candidates or helps the candidates in any other way.

- viii. In case the candidate refuses to give a statement, he/she is not to be forced to do so. Only the fact of the refusal shall be recorded by the Centre Superintendent and verified by two other members of the supervisory staff on duty at the time of such occurrence. The detailed report shall be sent to the Registrar along with the complete details and proofs thereof with the concerned unfair means case.
- ix. A candidate found guilty of using abusive or obscene language in the answer book, such candidate shall be disqualified from passing that examination.
- x. A candidate found guilty of deliberately disclosing his identity or making any distinctive marks in his answer book for that purpose, shall be disqualified for the examination concerned.
- xi. If the Registrar Examination is satisfied after enquiry that the integrity of a Annual Examination has been violated at an examination centre as a consequence for wholesale unfair assistance rendered to the examinee (s), the Registrar Examination may order re-examination, besides taking action under Regulations relating to unfair means and may abolish the examination centre for future or for a specified period.

#### **19. DISQUALIFICATION OF SUPERVISORY STAFF**

In the case of a teacher/invigilator/superintendent/deputy superintendent or a person connected with an institution who commits such an offence during or after the examination under any of these regulations, he / she shall be permanently disqualified from examination duties and his conduct shall be reported to the appropriate Government / Managing Body of the institution and he / she shall be debarred from any remunerative job in the any further examination permanently or for such a period as the Registrar Examination may decide.

#### **20. COMMITTEE FOR DECIDING UNFAIR MEANS CASES**

- i. The Registrar Examination shall appoint annually one or more Standing Committee(s) as he deems necessary to consider and decide cases of the alleged misconduct and use of the unfair means in connection with examinations. Where more than one Committee is appointed, the Registrar Examination shall decide which cases shall be undertaken by each of them.
- ii. Each Committee shall consist of three members and its quorum shall be two.
- iii. When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous the matter shall be referred to the Registrar Examination.

- iv. A candidate found guilty of approaching or influencing directly or indirectly, regarding his unfair means case, a member of the committee or examination related Official, shall be disqualified for one year in addition to the punishment awarded to him under the Regulations for his offence for using unfair means.

**NOTE :** *However, If during Annual Examination, where a candidate alleged to have employed unfair means has not been afforded any opportunity to explain the misconduct of which he is reported to be guilty, the Registrar Examination, or an officer authorized by him in his behalf, shall call upon the candidate to show cause as to why action should not be taken against him for his misconduct, if the candidate fails to do so within 15 days of the issue of such notice, the examination authority shall proceed with the case.*

**For a case of unfair means not covered by these Regulations the Registrar Examination may, on the recommendation of the Committee appointed impose such punishment as they deem fit according to the nature of the offence.**

## **21. PUNISHMENT FOR FALSE STATEMENTS IN RESPECT OF ADMISSION FORMS OR CERTIFICATES OF D.El.Ed. / DPSE EXAMINATIONS**

A candidate seeking admission to an examination on a false representation made in his application form shall be punished as under:

(a) False representation relating to a previous examination not actually passed by the candidate;	<b><i>Disqualification for two to three years as may be decided from appearing in any examination conducted by Registrar Examination.</i></b>
(b) False representation pertaining to his eligibility to appear in the examination as a private candidate or any other matter not covered by (a.)	<b><i>Disqualification for two to three years as may be decided from appearing in any examination conducted by Registrar Examination.</i></b>

- i. If it is found that a wrong date of birth has been deliberately entered in the admission application form or in the affidavit accompanying the form, the Registrar Examination shall have power to refuse him / her permission to appear in the examination, or, if the fact is detected after the candidate had appeared in the examination, to cancel his result.
- ii. A candidate forging another person's signatures on his admission form or of using a forged document knowing it to be forged one with a view to seek admission, shall be disqualified.

- iii. A candidate found guilty of –
  - a. Tampering with his own certificate; or
  - b. Obtaining or attempting to obtain a certificate to which he is not entitled, may be disqualified by the Registrar Examination for such period as he may deem fit.

## **22. POWER OF REGISTRAR EXAMINATION NOT COVERED BY EXAMINATION RULES**

The Registrar Examination shall have the power to deal on merit any case of academic or allied nature pertaining to smooth and peaceful conduct of D.El.Ed. and DPSE Examination not covered by these rules.

## ANNEXURES

Various formats and proformas pertaining to examination e.g. Examination Form, Application Form for re-checking, Form for Re-appear, format of Detail Marks Card and Diploma etc.

*Some FAQs about examination and their clarifications:*

### **Example:**

If a candidate gets re-appear in 1st year or 2nd year Annual Examination, the time limit to clear that re-appear is:

The candidates get two chances i.e. 1st chance in November / December of same year and 2<sup>nd</sup> chance in May / June next year.

### **Example:**

If a candidate could not appear in 1st chance of re-appear and appeared but could not clear in 2<sup>nd</sup> chance, then his chances of re-appear are:

Nil, because he has exhausted two consecutive chances of re-appear, he will be treated as Fail and he will have to appear in all theory papers.

### **Example:**

If a candidate could not avail both the chances of re-appear due to any reason then his chances of re-appear are:

Nil, because two consecutive chances after the declaration of the result will be considered, the candidate will have to appear in all theory papers.

### **Example:**

The meaning of completion of entire course in three years is:

A candidate admitted in the current year, will have to clear all papers including re-appear (if any) within three years.

*Explanation: A candidate admitted in July 2012 has to complete (Pass) the diploma course up to Annual Examination 2015*

Form No.

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
SECTOR 32, UT CHANDIGARH**

**EXAMINATION FORM for D.El.Ed. / D.E.C.Ed. Courses**

**Examination:** ☐ (A for Annual Examination / R for Re-appear)

**Session:** ..... **Course:** ..... **Year:** ..... (1<sup>st</sup> year / 2<sup>nd</sup> year)

**Name and Address of the Institution:** .....

**Important Instructions**

1. The candidate must fill the examination form in his / her own handwriting.
2. Use only **Blue** or **Black ball point pen**.
3. Fill all the information in **CAPITAL LETTERS** only.

Do not staple

Paste your recent  
Photo here.

(To be attested by the  
Principal of the  
Institute)

(To be assigned by the Registrar Examination Office)

**Examination  
Centre**

**Roll No.**

**A. Personal Detail**

1. Candidate's Name
2. Father's Name
3. Mother's Name
4. Sex [M/F] ☐
5. Date of Birth
6. Medium of Examination
7. Mailing Address
8. PIN code
9. E-mail Address
10. Mobile / Telephone No. with STD code

**B. Previous Examination Detail (If appearing in 1<sup>st</sup> year examination)**

1. Name of the Examination
2. Roll No.
3. Year
4. Marks Obtained
5. Maximum Marks
6. University/Board

**C. For D.El.Ed. 2<sup>nd</sup> Year students only**

1. Optional Teaching Subject
2. Paper Code



#### D. For Re-appear Candidates

1. Previous Roll No.

2. Year of appearing

3. Subject (s) of Re-appear      **Paper Code**      **Subject**

(i) .....  
(ii) .....  
(iii).....

(Attach photocopy of Detail Marks Card (DMC))

#### E. Other Information

For points (i) & (ii) below, attach copy of certificates from the appropriate authority

(i) Whether belongs to Scheduled Caste / Scheduled Tribe    Yes=Y / No=N    ☐

If yes, write category : .....

(ii) Whether *Visually Impaired* or *permanently disabled from writing* or *Crippled*    Yes=Y / No=N    ☐

If yes, write nature : .....

(iii) Whether you need a **Writer**? Yes=Y / No=N    ☐    Reason: .....

If yes, specimen handwriting of the writer

.....  
.....

#### Solemn Declaration:

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

Date:

(Full Signature of the Candidate)

#### CERTIFICATE

##### Certificate by the Principal / Director of the Institution

(a) Admission Number (to be mentioned by the Institute as per Admission and Withdrawal Register)

.....

(b) Candidate's Attendance and Number of Maximum Attendance in the Academic Year

Attendance ..... out of ..... (upto ..... day..... Month ..... Year)

(c) Particulars of Fee deposited (with the Central Treasury, UT Chandigarh)

Amount Rs. .... Challan No. .... Dated :.....

*The Principal / Director of the institute must ensure the authenticity of the particulars filled by the candidate.*

Dated:

Signature of Principal / Director  
Name and Designation (with official seal)

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
SECTOR 32, UT CHANDIGARH**

**ADMIT CARD**

(The candidate will be admitted to the Examination Centre on production and delivery of this Admit Card)

Examination: ☐ (A for *Annual Examination* / R for *Re-appear*)

Session: ..... Course: ..... Year: ..... (1<sup>st</sup> year / 2<sup>nd</sup> year)

Candidate's Name : .....

Father's Name : .....

M other's Name : .....

Sex : .....

Name and Address of the Institution: .....

.....

Do not staple

Paste your recent  
Photo here.

(To be attested by the  
Principal of the  
Institute)

**Signature of the Candidate**

(The candidate must sign here in the presence of the Principal /Director of the Institution in which he/she is studying).

**(To be assigned by the Registrar Examination Office)**

**Examination  
Centre**

**Roll No.**

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**Signature and Seal of the Principal/Director**

**Registrar Examination**

Education Department  
Chandigarh Administration

***Note:** Admit Card must be handed over to the student concerned atleast four days earlier. In case of any mistake detected, it must be brought into the notice of this office immediately atleast two days before the commencement of the Examination. Date-sheet of the Examination will be issued by the Registrar Examination separately.*

## IMPORTANT DATES

Sr. No.	Particulars	Date and Time
1.	Last date for submission of Enrolment List	31 <sup>st</sup> March every year
2.	Last date for submission of Annual Examination Form and 2 <sup>nd</sup> Chance of Re-Appeal Examination Form	31 <sup>st</sup> March every year
3.	Last date for submission of Examination Form for 1 <sup>st</sup> Chance of Re-Appeal Examination	31 <sup>st</sup> October every year