



No. KIU-CE-12(02)/2015/271 271-

Date: -2nd April 2019

EXAMINATIONS SECTION

NOTIFICATION

In Exercise of the Powers vested in University Order 2002 and 2008, the Competent Authority has been pleased to approve the acceptance of Examination/Registration Forms of all levels on the following terms and conditions. It is notified for strict adherence as policy matter in the larger interest of public.

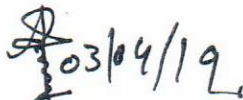
1. All late forms whether regular or private will be entertained by KIU Examination's Section till last **ten days** prior to start of actual examination with prescribed fee and penalty in each case.
2. After closure of triple examination fee all examination forms (including private, regular and ex-candidates' forms) will be entrained with four times of normal fee plus Rs. 1500/- as penalty.
3. In case of regular students (SSC & HSSC), Rs. 600/- per lapsed month be charged in addition to double registration fee amount notified.
4. Examination Centre will be allocated to the student as proposed by candidate in the examination form if he/she submits the examination form before printing of **Indent Report**.
5. If the candidate submits his form in such a way, after printing of **Indent Report**, then examination center will be allocated by Examination Section to such students.
6. The Concern officer at External Examination Section will calculate the actual amount and advise him/her to submit the fee in relevant Bank Branch.
7. Similar practice will be observed at graduation & masters level in similar situations. (fee rate will be same as already mentioned in relevant notifications).
8. **FEE SUBMISSION VERSUS FORM SUBMISSION.** It has been observed that some Institutions and private candidates submit exam fee at normal rate while they submit actual examination form even after closure of triple examination fee dates. Candidates must ensure that physical copy of examination form must reach to Examination Section within **One Week** (By-hand submitting

candidates/Institutions) of stated dead-lines to avoid extra penalties as the amount of fee paid is for submission of form.

9. In case fee is paid as normal and relevant examination form (against which fee was paid as normal) is received late then extra charges will be applicable as in the above prescribed manner.
10. Only forms received by post will be entertained up till **ten days** of laps of deadline without penalty.
11. It has been observed that sometimes Institutions submit extra registration/examination fee as compare to number of candidates mentioned on the registration return form. Later they claim and try to adjust candidates against extra paid registration fee. It is notified that Institutions will be bound to pay registration fee only against the exact number of candidates mentioned on the registration form.
12. If fee amount is found to be exceeding the number of candidates on Registration Form, the relevant officer will entertain the registration form and further advise the intutional representative to initiate the case for refund of extra amount.

(In all above stated cases, latest approved/revised fee rates will be applicable)

Notified for strict compliance please!


03/04/19
Controller of Examinations

Distributions:

1. Executive Secretary to the Vice Chancellor.
2. Treasurer.
3. Registrar.
4. Additional Controller Examinations.
- ✓ 5. Director IT & Networks, KIU.
6. Deputy Director Media Cell, KIU.
7. All KCBL Branches of Gilgit-Baltistan.
8. All Section Heads of KIU Examination Section
9. KIU Sub-Office Skardu
10. Office Copy