



**POKHARA UNIVERSITY**  
**Office of the Controller of Examinations**  
 Application Form  
**Semester/Trimester/Yearly Examination**

Passport  
Size Photo

Exam Roll No. : ..... Exam Center: .....  
 Level: ..... Program: .....  
 Semester/Trimester/Year: ..... Year: .....

Name	First Name	Middle Name	Last Name

P.U. Registration No. ....

Name of the College: .....

For the presence in the examination of the following courses as per course registered.

**Regular Courses**

S. No.	Course Code	Course Title	Credit	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**Re-registered Courses**

S.No.	Course Code	Course Title	Credit	Remarks
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Student : ..... Form checked and accepted by : ..... Date : .....



**POKHARA UNIVERSITY**  
**Office of the Controller of Examinations**  
 Semester/Trimester/Yearly Examination  
**Entrance Card**

Passport  
Size Photo

Exam Roll No. : ..... Exam Center: .....  
 P.U. Registration No. : .....  
 Name of the Student: .....  
 Level: ..... Program: .....  
 Semester/Trimester/Year: ..... Year: .....  
 Name of the College: .....

For the presence in the examination of the following courses as per course registered.

**Regular Courses**

S. No.	Course Code	Course Title	Credit	Remarks
1				
2				
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9				
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11				
12				
13				
14				
15				

**Re-registered Courses**

S.No.	Course Code	Course Title	Credit	Remarks
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Student: ..... Date: .....

## Instructions for the Students

1. Read the instructions written in the answer book and follow them strictly.
2. Follow the seating plan of the examination.
3. Take your seat five minutes before the distribution of the question paper.
4. The student is not allowed to sit in the examination if he/she comes after half an hour of starting of the examination.
5. No student is allowed to leave his/her seat or examination hall without the permission of the invigilator/ observer/ superintendent.
6. Mobile phones and any type of digital communication devices are strictly prohibited inside the examination hall.
7. Use of a programmable calculator, pocket computer, digital camera, digital equipment, and unrecompensed code log book in the examination is strictly prohibited.
8. An invigilator/observer/superintendent has full authority to clear away above mentioned objects from the examinee on discovery and recommend necessary action.
9. The student is not only allowed to leave the examination hall for one hour after the exam started for any purpose. He/she should submit their answer book to the invigilator/ observer/superintendent while they leave the examination hall.
10. If a student, once leaves the examination hall by submitting the answer copy he/she shall not be allowed to enter the examination hall again.
11. Student is not allowed to take his/her parents, relatives, and friends to the examination center.
12. The teaching-learning medium of Pokhara University is English, hence, the student must write his/her answer in the English language or another mentioned language in the question paper.
13. Normally five minutes is allowed for a short toilet (break) during the examination period.
14. The student is strictly forbidden from adopting unfair means in the examination hall during the final examination. The following would be considered as the adoption of unfair means during examination:
  - Communication with fellow/s for obtaining help for the examination.
  - Copying from another student's script/report/paper.
  - Copying from the desk, palm, or other incrimination documents.
  - Possession of any incriminating documents, whether used or not.
  - Unruly behavior inside the examination hall.
15. If the invigilator detects a student using unfair means, the student may be given an 'F' grade at the discretion of the Examination Board. Furthermore, the adoption of unfair means may result in the expulsion of the student from the course, program, college, and as such from Pokhara University.
16. A student expelled from a course or courses will not be informed directly. His/her expulsion will be reflected in the result declared.

### **Note:**

- a. Regular students must register for all the courses offered in the concerned semester.
- b. Regular students of the bachelor level are allowed to register additional three courses for the semester system and 6 courses for the annual system. However, the final-year students are allowed to register for four additional courses and non-regular students are allowed to register for a maximum of 24 credit hours courses.
- c. Regular students of the master level (semester and trimester) are allowed to register for additional two courses. However, non-regular students are allowed to register for a maximum of 15 credit hours courses.
- d. If students are not eligible to register for regular courses due to prerequisites, other courses may be registered.

**Name of the Student:**

**Exam Roll No. :**

**To be filled by the College**

Attendance percentage :

a. The statement of assessment marks obtained :

S.No.	Course Code	Course Title	Theory		Practical		Remarks
			Full Marks	Marks Obtained	Full Marks	Marks Obtained	

### Account Section

Examination Fee Rs. .... Paid.

Signature: .....

Signature of Principal: .....

Date: .....

Seal of College