

Amendment to notification no: F(Statutes-COE)
Acad/Un/07 dt: 7.8.07
— 0 —

STATUTES OF THE CENTRE OF DISTANCE EDUCATION

CHAPTER - I PRELIMINARY

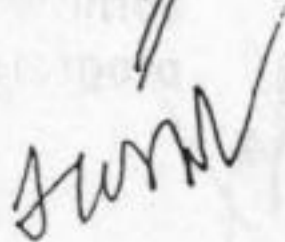
- St 1: Short Title and Commencement (i) These Statutes may be called the Centre of Distance Education Statutes, 2007.
- (ii) These Statutes shall come into force from the date of their notification by the University.
- St 2: Definitions In these Statutes, unless the context otherwise requires:
- (i) "Act" means the Kashmir and Jammu Universities Act, 1969;
- (ii) "University" means the University of Kashmir as defined under Section 2(k) of the Act;
- (iii) "Statutes and Regulations" means Statutes and Regulations as defined under Section 2(h) of the Act;
- (iv) "Centre" means the Centre of Distance Education of the University of Kashmir;
- (v) "Director" means the Director of the Centre of Distance Education;
- (vi) "Programme/Course" means any approved correspondence programme/course offered by the Centre of Distance Education;
- (vii) "Academic session" means the period of time commencing from the date of admission till the commencement of examination (of any course/programme offered by the Centre); //

[Handwritten signature]

[Handwritten signature]

[Handwritten mark]

- (viii) "Personal Contact Programme" means the Contact classes/class-room lectures arranged by the Centre by engaging teachers/resource personnel/subject experts;
- (ix) "Response-Sheet" means preparation of assignments by students in response to the set of questions appended to each lesson-script in each subject. The answer pertaining to one script shall constitute one Response-Sheet;
- (x) "Course Co-ordinator" means a teacher as defined under Section 2(j) of the Act and who shall be in charge of a particular course.
- (xi) "Bodies and Authorities" means bodies and authorities of the University as prescribed under the Act;
- (xii) "Advisory Board" means the Advisory Board of the Centre constituted under Statute 6 of these Statutes;
- (xiii) "Academic Counsellor" means an experienced resource person/expert engaged by the Centre on fixed honorarium basis for providing guidance/counseling to students;
- (xiv) "Liaison Officer of the Study Centre" means a person in charge of a study-cum-information centre of the Centre of Distance Education engaged on fixed honorarium basis;
- (xv) "Counsellor" means a person in charge of the Enquiry Cell of the Centre of Distance Education engaged/appointed by the University;

 02

- (ii) to provide instructions in such branches of learning as the Advisory Board of the Centre/University may think fit for the advancement and dissemination of knowledge through correspondence and distance modes of education;
- (iii) to co-operate with other Universities for promoting education through distance mode in such a manner and for such purposes as the Advisory Board of the Centre/University may determine;
- (iv) to suggest to the Academic Council the syllabi and courses of studies of different Courses/programmes after consulting the Board of Studies in the concerned subject;
- (v) to establish and maintain the Study-cum-information Centres at different places for the benefit of the students enrolled with the Centre of Distance Education for promoting and facilitating distance education;
- (vi) to demand and receive payments of such fees and other charges as may be authorised by the Statutes and Regulations;
- (vii) to prepare the study material in approved branches of learning/Courses/programmes, and issue instructions to students by correspondence;
- (viii) to undertake editing, printing and publication of Study Material and other relevant material for various courses, as the Centre may deem proper; and
- (ix) to provide procedure for admission of students to various courses/programmes.

[Handwritten signature]

[Handwritten signature]

04

(xvi) "Division" means a constituent unit of the Centre imparting instruction in various programmes/ courses comprising the Division.

CHAPTER - II CONSTITUTION OF THE CENTRE

St 3: Constituent Unit

(1) The Centre shall, ⁵ ~~for all purposes be treated as a~~ constituent unit of the University of Kashmir and shall:

(i) promote equality of opportunity in the field of education by providing necessary facilities through distance and correspondence modes of education;

(ii) establish its Study-cum-Information Centres at such places in the state and other states of the country, as may be deemed necessary for the purpose;

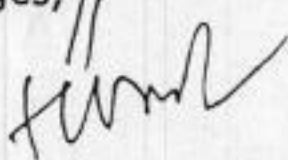
(iii) enroll persons residing in any part of the country in different programmes as per the approved intake capacity and there shall be no reservation for any category(s);

(2) The Headquarter of the Centre shall be at the University Campus, Naseembagh, Hazratbal, Srinagar.

St 4: Functions of the Centre

Subject to the provisions of the Act and directions issued by the University from time to time, the functions of the Centre shall include:

(i) to provide instructions through correspondence to such persons who are not otherwise in a position to acquire knowledge, education and improve upon their professional competence by remaining whole-time students in the University or in its affiliated and constituent colleges;



(3) The quorum for the meeting of the Advisory Board shall be the majority of the members constituting the Board, including the Chairman.

The Advisory Board shall have the following powers and functions:

(i). To review the existing academic programmes;

(ii). To introduce new programmes and suspension of any existing programme;

(iii). To recommend prescription/division of rates of remuneration for conducting different activities of the Centre;

(iv). To frame/review the Annual Budget;

(v). To suggest measures for improving the functioning of the Centre;

(vi). To Approve the proposals for collaborations with other institutions/signing of MOU;

(vii). To approve the proposals for future expansion of the Centre;


(viii). Recommending the creation of new positions (teaching/non-teaching) in different disciplines; and

(ix). To consider any other matter which may be referred by the Director.

The Centre shall be headed by a Director appointed in accordance with the provisions of the Kashmir and Jammu Universities Act, 1969.

St. 8: The Director

Director



Organisational
Structure

Subject to the changes from time to time, the Centre shall have the following Organisational Structure:

ADVISORY BOARD



DIVISIONS

Advisory
Board

(1) The Advisory Board¹ shall consist of the following members:

- (i). Vice-Chancellor (Chairman);
- (ii). Dean Academics;
- (iii). Two Deans on the Campus to be nominated by the Vice-Chancellor by rotation;
- (iv). Director Distance Education Council(DEC), New Delhi or his nominee;
- (v). Two External Experts of Distance Education to be nominated by the Vice-Chancellor.
- (vi). Director of the Centre of Distance Education, University of Kashmir;
- (vii). Registrar of the University; and
- (viii). Two faculty members amongst Professors/ Readers of the Centre of Distance Education to be nominated by the Vice-Chancellor by rotation.

(2) The term of office of the members of the Advisory Board other than ex-officio members shall be three years.

[Handwritten signatures and initials]

viii. To exercise drawing and disbursement powers in accordance with the provisions of the Act and Regulations (Account & Finance), and shall sign such cheques or other instruments as may be necessary for the purpose.

ix. To submit panels of Resource Personnel of various courses to the Vice-Chancellor through Dean Academics for his approval.

x. To sanction casual leave to the teachers and the sub-ordinate staff of the Centre;

xi. To sanction deputation of officials to visit Study Centres/District offices for official business within the valley; and

St. 10: Central Committee

(1) The Centre shall have a Central Committee which shall consist of:

i. the Director (Chairman); and

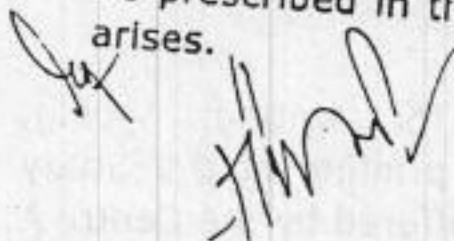
ii. all the faculty members of the Centre ;

(2) The quorum for the meeting of Central Committee shall be the -majority of the members, including the Chairman

St. 11: Divisions

(1) The Centre shall have the Divisions one each for Education, Humanities, Law, Management & Commerce, Science/IT and such other Divisions as may be established with the approval of the Advisory Board/University from time to time.

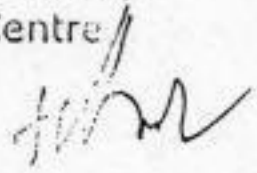
(2) The Divisions not prescribed in these Statutes shall be prescribed in the Regulations as and when the need arises.



Powers and
duties of the
Director

The Director shall have the following powers and duties:

- i. Make proposals/plans for development and expansion of the Centre for placement before the Advisory Board/other bodies of the University.
- ii. To propose reforms and reorganization of the existing system of distance education for the smooth and efficient functioning of the Centre.
- iii. To engage Liaison Officers, Academic Counsellors, Part-time Coordinators and other supporting staff for study-cum-information centres in consultation with the concerned Head of the Division on fixed honorarium basis.
- iv. To control the teaching, ministerial, technical and other supporting staff of the Centre and shall maintain discipline in all the Divisions and Units of the Centre and take action whenever needed for the purpose.
- v. To organise/arrange Personal Contact Programmes for the students enrolled with the Centre of Distance Education and Orientation Programmes for Academic Counsellors, as and when necessary, and engage Subject Experts/Resource Persons/Part-time Coordinators/supporting staff for this purpose.
- vi. To have the power to prescribe the instructions/guidelines for the preparation of the Study Material/Evaluation of Response Sheets and Assignments/Guidance of Project Work, by issuing notifications from time to time keeping in view the requirements for the same.
- vii. To make arrangements for writing, typing, editing, proof reading and printing of the Study Material for all the courses offered by the Centre.



St. 3: Head of the Division (H.O.D)

(1) Each of the Divisions shall be headed by a senior most faculty member of the concerned Division for a period of two years.

(2) Each Head of the Division in the execution of his official duties shall be assisted by the teaching, ministerial, technical and other supporting staff of the concerned Division in such manner as the Head/Director may assign from time to time.

St. 4: Powers & Duties of each Head of the Division (H.O.D)

(1) The Heads of Divisions shall work under the overall supervision of the Director.

(2) Each H.O.D shall be responsible for the due observance of the Statutes and Regulations relating to his Division.

(3) The other duties and functions of the H.O.D shall be the same as prescribed under these Statutes for teaching staff/course co-ordinators.

(4) The H.O.D shall subject to the sanction of the Director and Regulations that may be framed from time to time in this behalf control the ministerial, technical and other supporting staff of the Division concerned and assign such duties to them as he may think fit.

L4: Divisional Committee

(1) There shall be a Divisional Committee in each Division comprising following members:

i. Director of the Centre (Chairman);

ii. Head of the Division;

iii. All teachers/Course Coordinators of the Division; and

iv. Any other person whose presence may be considered essential by the Chairman.

Head of the
Division
(H.O.D)

(1) Each of the Divisions shall be headed by a senior most faculty member of the concerned Division for a period of two years;

(2) Each Head of the Division in the execution of his official duties shall be assisted by the teaching, ministerial, technical and other supporting staff of the concerned Division in such manner as the Head/Director may assign from time to time.

(1) The Heads of Divisions shall work under the overall supervision of the Director.

(2) Each H.O.D shall be responsible for the due observance of the Statutes and Regulations relating to his Division.

(3) The other duties and functions of the H.O.D shall be the same as prescribed under these Statutes for teaching staff/course co-ordinators.

(4) The H.O.D shall subject to the sanction of the Director and Regulations that may be framed from time to time in this behalf control the ministerial, technical and other supporting staff of the Division concerned and assign such duties to them as he may think fit.

(1) There shall be a Divisional Committee in each Division comprising following members:

i. Director of the Centre (Chairman);

ii. Head of the Division;

iii. All teachers/Course Coordinators of the Division;
and

iv. Any other person whose presence may be considered essential by the Chairman.

Members &
Staff of
each Head
of
Division
(H.O.D)

Divisional
Committee

4) The Enquiry Cell shall consist of a Counsellor and other supporting staff to be appointed in accordance with the Regulations of the University.

St 19: Duties and functions of Counsellor of the Centre

Subject to the control of the Director, the Counsellor shall perform the following duties and functions:

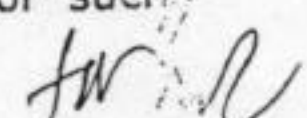
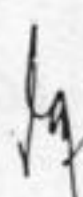
- i. to provide information to the students regarding examinations, results, admission procedure and schedules, examination centres, contact programmes and matters incidental thereto;
- ii. to keep liaison with the Part-time Co-ordinators of the Study-cum-Information Centres;
- iii. to arrange publication of notifications of the Centre through media;
- iv. to maintain liaison between Course Co-ordinators for the information of students;
- v. to respond to the queries of the students/public;
- vi. to maintain Liaison with the various units of the University for the information of the students; and
- vii. to discharge such other duties as may be assigned to him by the Director.

St 20: Study-cum-Information Centres at District level

(1) The Centre shall establish its Study-cum-Information Centres for the furtherance of its objectives at District levels or at such other places as may be deemed necessary for the purpose.

(2) The Centre shall engage a Liaison Officer for each Study-cum-information Centre on part-time/fixed honorarium basis.

(3) The Liaison-cum-information Officers shall be engaged on such terms and conditions and for such



(2) The Divisional Committee shall have the authority to take decisions related to the matters pertaining to the concerned Division.

(3) The quorum for the meeting of the Divisional Committee shall be the majority of the members, including the Chairman.

St 15: Powers and Functions of each Divisional committee

Subject to the control of the Director, each Divisional Committee shall have the following powers and functions:

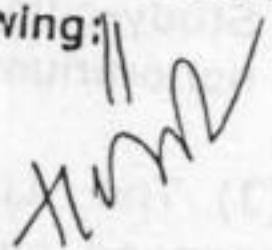
- (i) to organize the teaching work/Contact Programmes of the courses/programmes comprising the Division;
- (ii) each head of the division shall represent the Centre as a co-opted member of each concerned Board of Studies;
- (iii) to assign the writing/revising of the study material to resource personnel and preparation of the lesson scripts according to guidelines issued in this behalf;
- (iv) to perform such other functions as may be prescribed by the Statutes and Regulations; and
- (v) to transact such other business as may be approved by the Heads of the Divisions/Director.

St 16: Teaching Staff/Course Co-ordinators

The teaching staff/Course Co-ordinators for the Centre shall be appointed in accordance with the provisions of the Kashmir and Jammu Universities Act, 1969 and the Statutes prescribed by the University Council and on such terms and conditions as the University Council may prescribe from time to time.

St 17: Duties and Functions of Teaching Staff

(1) The duties and functions of the Teaching Staff of the Centre shall include the following:



a) teaching, editing, writing and revising the study material in their own area of specialisation;

b) providing guidance and counselling to the students as per the guidelines issued by the Director;

c) issuing instructions regarding contact programmes, examinations, etc;

d) such other work as may be assigned by the Director for smooth conduct of the business of the Centre.

(2) Assigning the job of script writing to resource personnel of various subjects after seeking approval of the Director;

(3) Ensuring the supply of Study Material to students of the concerned Course/Programme;

(4) Preparing panel of resource personnel/academic counsellors and subject experts, for writing of study material/providing guidance to students and up-gradation respectively, and submit the same to the Director through Head of the Division for approval of the Vice-Chancellor;

(5) Subject to the Regulations that may be framed in this behalf, each Course Co-ordinator shall, in the execution of his duties be assisted by the ministerial, technical and other supporting staff of the Course concerned and it shall be obligatory upon them to render such assistance to the Course Co-ordinator as may be required/assigned by him in the performance of his official duties.

(6) Subject to the general supervision of the Director, the supporting staff as mentioned under these Statutes //

[Handwritten signature]

St 21: Duties and Functions of Liaison Officers of Study-cum-information Centres

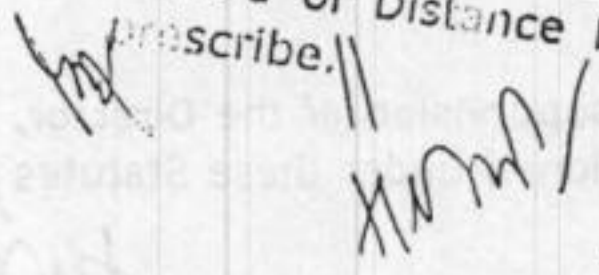
periods during an academic session as the Director may deem fit from time to time.

(1) The Liaison Officers shall, subject to the control and directions of the Director, perform the following duties and functions:

- (i) to make necessary arrangements for conducting Contact Programmes for the students of the Centre in consultation with the Concerned Course-Co-ordinator of the Centre of Distance Education;
- (ii) to provide guidance to the students of the concerned area enrolled with the Centre of Distance Education;
- (iii) to issue instructions to the students regarding contact programmes, examinations, etc;
- (iv) to supply study material and issue books to the students;
- (v) to maintain the books, audio-visual equipment, or any other movable or immovable property of the Study Centre installed by the Centre of Distance Education; and
- (vi) to perform such other functions for the benefit of the students as the Director may prescribe from time to time.

(2) Each Liaison Officer shall be assisted by such other supporting staff as maybe deemed necessary for the purpose.

(3) The terms and conditions of service and emoluments of the Liaison Officers shall be such as the Centre of Distance Education may from time to time prescribe.



St 22: Academic Counsellors

(1) The Director shall on the recommendation of the Course Co-ordinator(s) engage Academic Counsellors for providing counselling to the students.

(2) The Academic Counsellor shall be qualified/experienced/expert in the concerned subject to be engaged on part-time/fixed honorarium basis during an academic session.

(3) Each Academic Counsellor will perform his^{*} functions under the guidance and supervision of the concerned Course Co-ordinator of the Centre. The minimum number of students to be engaged by an Academic Counsellor shall be fifteen at Graduate level and ten at Post-Graduate level.

St 23: Resource Personnel & Part-Time Coordinators

The Director shall engage:

(1) Resource Personnel for:

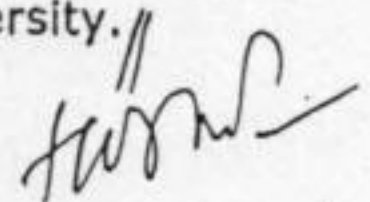
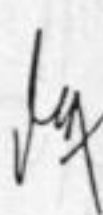
- (i) writing, revising, proof reading and editing of study material;
- (ii) delivering of lectures in Personal Contact Programmes; and

(2) Part-time Co-ordinators and other supporting staff for conducting such new programmes as may be offered by the Centre from time to time.

St 24: Creation of New/ Additional Positions (Teaching & Non-Teaching)

(1) The Centre shall from time to time examine/review^{*} the staffing pattern as per the requirement^{*} of existing courses and launching of new courses/programmes and accordingly recommend to the appropriate bodies the creation of additional/new teaching and non-teaching positions in different disciplines.

(2) The conditions of service, academic and other qualifications required for teaching and non-teaching posts shall not be lower than those prescribed for corresponding posts in the University.



shall be subject to the immediate direction and control of the Co-ordinator concerned.

(7) The Course Co-ordinators shall supervise the Personal Contact Programmes, wherever arranged by the Centre.

(8) The Course Co-ordinators shall maintain the record of work done and shall submit the same to the Director after every six months in an academic year.

(9) It shall be the duty of the Course Co-ordinators to review the stock position of the study material and submit a report to the Director regarding the availability of and/or for preparing the new study material.

(10) The teaching staff engaged in "personal contact programmes" on Sundays and other holidays will be entitled to compensatory leave.

(11) The teaching staff shall remain available on each working day in the Centre for not less than 6 hours (inclusive of lunch break).

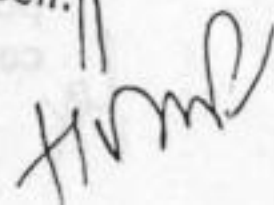
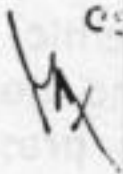
(12) The norms of work-load for teachers shall be governed by Regulation-I of these statutes.

1) The Centre shall constitute a separate Enquiry Cell for keeping the public in general and the desirous students in particular informed of its activities and programmes.

2) The Enquiry Cell shall be under the direct control of the Director.

3) The Director shall prescribe the procedure to establish, run or maintain the Enquiry Cell.

St 10: Enquiry Cell
of the Centre
of Distance
Education



(2) The enrolment shall be valid only for a period of five years for Under-Graduate and Post-Graduate courses, however, in case of Certificate/Diploma courses, the enrolment shall remain valid for a period of three years, from the date of admission.

19: Programme Administration

(1) All programmes shall be administered through various modes of distance education for convenience and benefit of the students.

(2) The main components of a programme shall comprise of Lessons/Printed Study Material, Compulsory/Optional Personal Contact Programmes, Extension Lectures, Evaluation of Response Sheets, Individual Consultation and Radio/TV Programmes.

20: Panel of Resource Personnel/Academic Council/Other Committees

(1) The Director shall in consultation with the Course Coordinators draw a panel of qualified Resource Personnel after every two years in the subjects concerned for the preparation of self-instructional material (SIM), delivering of lectures in Personal Contact Programmes and for providing counselling and guidance to students.

(2) The SIM shall be prepared by the Resource Personnel/Subject experts strictly in conformity with the syllabi and guidelines prescribed by the Centre.

21: Personal Contact Programmes: Compulsory/Optional/Extension Courses

(1) The Director shall, every year, arrange conducting of Compulsory/Optional Contact Programmes and Extension Lectures in each course/programme.

(2) The Compulsory/Optional Contact Programme may extend over a period of 40 working days or may be conducted in two phases in an academic session each programme of about 20 days.

Provided that on the recommendation of the Director the Vice-Chancellor may authorize extension of a Contact Programme or/and

CHAPTER-III ADMISSIONS AND PROGRAMME ADMINISTRATION

The Dean Academics shall issue notifications for admission to various courses/programmes offered by the Centre.

St 25: Admission Notification

St 26: Admission Committee

(1) The admission to the various courses/programmes of the Centre shall be made by the Admission Committee of the Centre. The Admission Committee shall consist of:

i. Director (Chairman)

ii. All Heads of the Divisions of the Centre.

(2) The admissions to the various courses/programmes shall be made in accordance with the instructions/guidelines to be issued by Admission Committee of the Centre from time to time provided that it shall be obligatory to give some relaxation for admissions to various courses/programmes offered through distance mode as per DEC guidelines.

(3) The quorum of the Admission Committee shall be the majority of the members including the Chairman.

St 27: Fees

The University shall from time to time prescribe the enrolment, admission, tuition and other fees to be realised from the candidates at the time of admission to a particular course.

St 28: Enrolment Number

(1) The Candidates accepted for admission shall be assigned an "Enrolment Number" which shall be quoted by them in all the communications addressed to the Centre of Distance Education, and queries received without the enrolment number will not be accepted and attended to.

Handwritten signature

(iv) any other amount received by the Centre by conducting any activity under rules or interest accrued on funds deposited in the bank.

(3) Subject to the regulations/guidelines framed by the University from time to time, the accounts of the Centre with a bank shall be operated upon by the Director of the Centre or by such other officer as may be authorized by the Vice-Chancellor for the purpose:

St 35: Utilization of Funds

(1) The funds reflected in the annual budget under different heads of expenditure shall be utilized strictly in accordance with the budgetary allocation.

(2) 30% shall be utilized with the prior approval of the competent authority on case-to-case basis as per the requirement of the Centre.

St 36: Maintenance of Accounts and Auditing

(1) The accounts shall be maintained by the Centre as per the Financial Rules prescribed by the University from time-to-time

(2) The accounts of the Centre shall be audited annually by such agency as may be specified by the University and a copy of audited accounts and balance sheet shall be submitted by the Centre to the University, as and when need arises.

CHAPTER-V CONDUCT OF EXAMINATIONS

St 37: Examination

(1) The examination for Under-Graduate and Post-Graduate courses/programmes shall be held at the completion of each academic session on annual pattern basis for the programmes/courses offered by the Centre.

(2) The dates for the examinations shall be fixed by the Director in consultation with the Controller of Examinations.

MA

[Signature]

conducting a special programme for such a period as may be considered necessary.

St 32: Study Material/ Evaluation of Assignments The preparation of Study Material and evaluation of assignments shall be done in accordance with the Regulation II of these statutes.

St 33: Remuneration

The remuneration for the engagement of Resource Personnel for preparation of Study Material/delivering of lectures in Contact Programmes/evaluation of Response Sheets and Assignments/guidance of Project Work, etc shall be prescribed by the University from time to time.

CHAPTER-IV SOURCES AND UTILISATION OF FUNDS AND MAINTENANCE OF ACCOUNTS

St 34: Sources of Funds

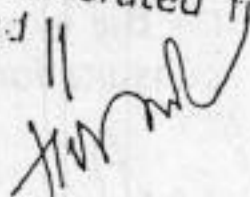
(1) All moneys generated and all sums received by or on behalf of the Centre shall be credited in the Bank Account of the Centre. 70% of the amount received as admission fee shall be immediately transferred to the university Chest.

(2) The Centre shall be entitled to receive the following funds:

(i).to retain 30% of moneys received from admission fees collected from the students including the refundable amount;

(ii).the amount earmarked in the budget by the University and grants from Distance Education Council(DEC) or from any other Central or State agency;

(iii).The moneys generated from sale of prospectus, forms, etc; and



(1) The examination form(s)/application(s) duly filled along with prescribed fees and certificates (if any) shall be forwarded by the Director, before the proposed date of commencement of examinations, to the Controller of Examinations who shall admit them in the said annual examination.

(2) The University shall prescribe the examination fees for each course from time to time.

(3) The examination shall be open to a candidate:

(a) who produces the certificate(s) signed by the Director:

(i) that he/she has attended the prescribed number of contact classes/lectures; and

(ii) that he/she has submitted the required number of response sheets/assignments in each course of study prescribed for the examination during the academic year.

(b) who was otherwise eligible to appear in the examination in a particular academic year but

- i. did not appear, or
- ii. was unable to pass the examination in any of the paper(s).

(1) No candidate shall be deemed to have completed the prescribed course unless he/she has attended sixty percent (60%) lectures in aggregate in the Contact Programmes.

(2) A student shall not be eligible for examination unless he/she has submitted sixty percent (60%) Response-Sheets/Assignments in each paper in the particular academic year as per the prescribed guidelines issued by the Centre from time to time.

Attendance in
lectures and
submitting
response
sheets.

[Handwritten signature]

[Handwritten signature]

(iv) any other amount received by the Centre by conducting any activity under rules or interest accrued on funds deposited in the bank.

(3) Subject to the regulations/guidelines framed by the University from time to time, the accounts of the Centre with a bank shall be operated upon by the Director of the Centre or by such other officer as may be authorized by the Vice-Chancellor for the purpose:

St 35: Utilization of Funds

(1) The funds reflected in the annual budget under different heads of expenditure shall be utilized strictly in accordance with the budgetary allocation.

(2) 30% shall be utilized with the prior approval of the competent authority on case-to-case basis as per the requirement of the Centre.

St 36: Maintenance of Accounts and Auditing

(1) The accounts shall be maintained by the Centre as per the Financial Rules prescribed by the University from time-to-time.

(2) The accounts of the Centre shall be audited annually by such agency as may be specified by the University and a copy of audited accounts and balance sheet shall be submitted by the Centre to the University, as and when need arises.

CHAPTER-V CONDUCT OF EXAMINATIONS

St 37: Examination

(1) The examination for Under-Graduate and Post-Graduate courses/programmes shall be held at the completion of each academic session on annual pattern basis for the programmes/courses offered by the Centre.

(2) The dates for the examinations shall be fixed by the Director in consultation with the Controller of Examinations.

[Handwritten signatures]