I.K. Gujral Punjab Technical University
Jalandhar, Kapurthala

NOTICE

Ref. No.: IKGPTU/COE/15318   **Dated: 28.03.2024**

<mark>Instructions/Schedule for filling of Examination form for Examination session April-2024</mark>

1. Filling of Examination forms and deposition of fee for the Examination session April-2024.
2. Theory examination will start from 24.04.2024.
3. <mark>Examination shall be conducted in offline mode only.</mark>
4. Practical Examination shall be conducted in offline mode after the completion of regular theory examination.
5. Document fee Rs 500 for final semester students only.

S. No.	Examination Fee	Schedule for online Filling and Submission of Examination form/Fee Deposit slip in Institute
	• Rs. 700/- per semester for UG/PG Courses.(Upto 2018 Batch). • Rs. 1000/- per semester for UG/PG Courses (2019 to 2021 Batch). • Rs. 1500/- per semester for UG Courses (w.e.f. 2022 Batch). • Rs. 2000/- per semester for PG Course (w.e.f. 2022 Batch).	Last date for deposit of Examination fee along with Examination Form to be filled by student/s (Regular 2nd, 4th, 6th, 8th, 10th Semester and Re-appear (1st to 10th Sem.) from login Ids of respective student available at website www.ptuexam.com.
1	Without Late fee	02.04.2024 to 15.04.2024
2	With Late fee of Rs. 1000/- per sem.	16.04.2024 to 18.04.2024
3	With Late fee of Rs. 2000/- per sem.	19.04.2024 to 22.04.2024
4	Late fee, in special circumstances is Rs. 5000/- per sem. with the permission of University before 24 hours of the start of respective examination.	

<mark>Note:</mark>
• <mark>Examination fee will be charged online from all the students for April-2024 Examination. Examination fee will be charged as applicable on the date of paying fee. If Student fill the Examination Form but does not pay the fee online, it will be treated as cancelled and student shall not be allowed to appear in the examination.</mark>

• <mark>At University level, Examination fees deposited by students will be non-refundable. However, if double payment is deducted against the same semester from student's account, the excess amount will be refunded in same bank account (From which payment paid) by the University after verification within</mark>

Instructions:

1. The Compulsory subjects of regular examination form shall be filled by University and the Elective Subjects filled by the Institutes.

2. Re-appear Examination Form(s) shall be filled by the student from his/her login ID available at www.ptuexam.com.

3. If all subjects in which Candidate is appearing are confirmed in Section-B along with successful deposition of online fee, then Candidate is required to print the examination Form/Fee Receipt and deposit hard copies of the same to respective HOD/Class In-charge.

4. In case of the non-confirmation of online payment, the student(s) shall have to wait for 48 hrs for reconciliation by the Bank/University.

5. On-line fee transaction ledger will be generated for each and every student and subsequently student shall have to pay the applicable fee by using Debit card/Credit Card, via Net banking etc.

6. In case, student filled and locked wrong subject(s), then student should immediately contact the concerned HOD/Class In charge for Addition/Deletion of any subject(s).

7. In case, there is any discrepancy in the examination form after final submission by the concerned HOD , applicable correction fee shall be charged and the same shall be deposited using Debit card/credit card/Net banking. Applicable correction fee is:
   • Rs. 700/- per semester for UG/PG Courses.(Upto 2018 Batch).
   • Rs. 1000/- per semester for UG/PG Courses (2019 to 2021 Batch).
   • Rs. 1500/- per semester for UG Courses (w.e.f. 2022 Batch onwards).
   • Rs. 2000/- per semester for PG Course (w.e.f. 2022 Batch onwards).

8. The facility of downloading the admit card will be available in concerned login of HOD w.e.f. 17.04.2024. After printing the admit card, The Principal/ Director or competent authority of the Institute will attest the same before issuing admit card to the student. No extra fee shall be charged by Institute(s) for attestation of admit card.

9. If any student forget his/her password, the same may be obtained from the respective college/institute or concerned HOD/Class In charge.

10. In case, website is not working or slow then the students are advised to wait for minimum three hours' duration.

11. In case of any query in this regard, student may raise query from query panel available in his/her respective login. Queries received form students through email shall not be entertained.

Important steps for filling of Examination forms

For Regular and Reappear Examination Form: Examination Forms are to be filled by student from their login available at website www.ptuexam.com.

Steps	Event	Action from login
1	Compulsory Subjects of Regular Examination form automatically Filled by University.	University
2	Filling of elective Subject/s (If any) in Regular Examination form.	HOD/ Class In charge
3	Filling of Re-appear Subjects in Re-appear Examination form.	Student
4	Print of Fee Receipt and Details of Subject filled in Examination forms, to be submitted to HOD/Class Incharge.	Student
5	Deposition of Online Examination forms fee.	Online by student
6	Print of Admit cards in respective login of HOD.	HOD/ Class In charge

Controller of Examinations

Copy To:

All officers Examination Department.

All Institutions and Faculty Members.

All Students through login IDs.