

I.K. Gujral Punjab Technical University

(Jalandhar-Kapurthala Highway, Kapurthala)

NOTICE

Ref. No.: IKGPTU/Exam-April 2021/002

Dated: 03/05/2021

Instructions/Schedule for Filling of Regular Examination forms for Examination April/May-2021.

1. Filling of Regular Examination forms and Deposit of Examination fee for the Examination April/May-2021.
2. Document Fee (SRF) for Final Sem examination is Rs.500/-.
3. Practical examination to be scheduled after the theory Examination.
4. No-Dues shall be processed online from the login of Concerned HODs.
5. In case student unable to fill examination form due to pending semester upgradation, contact to respective HOD.

S. No.	Examination Fee	Schedule for online Filling of Examination form and Deposit of fee (online).	
	<p>Rs. 700/- per semester for Batch 2016 to 2018.</p> <p>Rs. 1000/- per semester for Batch 2019 onwards.</p>	<p>Last date for deposit of Examination fee and Examination Form to be filled by student(s)</p> <p>(Regular 4th, 6th, 8th, and 10th Sem.) from login Ids of student available at website www.ptuexam.com.</p>	<p>Examination Form verification /confirmation by HOD/ Class In charge from their login Ids.</p>
1	Without Late fee	04.05.2021 to 17.05.2021	Up to 21.05.2021
2	With Late fee – Rs. 1000/- per sem.	18.05.2021 to 21.05.2021	Up to 22.05.2021
3	With Late fee – Rs. 2000/- per sem.	22.05.2021 to 25.05.2021	Up to 25.05.2021
4	With Late fee – In special circumstances Rs. 5000/- per sem. with the permission of University before 24 hours of the start of respective examination.		

Note:

a) Examination fee will be charged online from all the students. Examination fee will be charged as applicable on the date of paying fee. If Student fills 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.

b) In case institute(s) have already taken examination fee/Document fee then institute(s) shall have to refund the same to student(s) or may deposit directly via online on behalf of the student(s).

c) No extra fee shall be charged from the student(s) for the verification / confirmation by concerned HOD/Class In-charge of respective Institute(s)

Instructions for the students:

1. Regular Examination Form(s) are to be filled by the student from his/her login id available at www.ptuexam.com and the same shall be verified/confirmed by concerned HOD/Class In-charge from their login ids as per schedule given above.
2. The compulsory subjects of regular examination form shall be filled by university and the elective subjects shall be filled by the student(s). After filling of elective subjects, the student(s) have to click on confirm Button.
3. If all subjects in which Candidate is appearing are confirmed in Section-B and along with successful transmission of online fee, then Candidate is required to print the examination Form/Fee Receipt and to deposit these hard copies 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/UPI and Net banking.
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 confirmation by the HOD concerned, correction fee shall be applicable and the same has to be deposited using Debit card/credit card/UPI/Net banking. Applicable correction fee is: Rs. 700/- per semester (For 2010 to 2018 Batch) and Rs. 1000/- (For 2019 Batch onwards) per semester.
8. No-Dues shall be processed online from the login of Concerned HODs and student with no pendency shall only be allowed to download the admit card from his/her login ID. Admit card can be downloaded after the confirmation by Concerned HODs.
9. If any student forgets 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. For Students query through email shall not be entertained.
12. For any query send email at harpreetptu@gmail.com .

Important steps for filling of Examination forms

For Regular 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	Filling of Elective Subjects (If any) in Regular Examination Form.	Student(s)
2	Submission of online Examination forms fee	Online by Student
3	Compulsory Subjects of Regular Examination Form automatically filled by University	University
4	Addition/Deletion of Subject(s)/Exam Form during Confirmation of subject(s)/Form(s).	HOD/ Class In-charge
5	Print of Admit Cards	From the login of student's login



Controller of Examination

Copy to:
All officer related to Examination Branch.
All Institution and Faculty Members.
All Student through login.