

2.5.1. Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Mechanism of Internal/External Assessment and Grievance Redressal System

Gian Jyoti Institute of Management and Technology (GJIMT) is dedicated to ensuring a transparent, fair, and efficient evaluation system for both undergraduate and postgraduate students. The institute's assessment mechanisms are designed to provide a comprehensive evaluation of students' academic performance, ensuring that all aspects of their learning are effectively measured.

Internal Assessment Mechanism

Assessment Component	Details	Marks
Mid-Semester Tests (MSTs)	Two MSTs are conducted during the semester, each contributing 12 marks.	24 marks
Total Marks:		24 marks
Assignments	Two assignments, each worth 5 marks.	10 marks
Total Marks:		10 marks
Class Attendance	Marks awarded based on attendance percentage:	6 marks
	Attendance less than 75%	0 marks
	Attendance between 76-80%	2 marks
	Attendance between 81-85%	3 marks
	Attendance between 86-90%	4 marks
	Attendance between 91-95%	5 marks
	Attendance between 96-100%	6 marks
Total Internal Assessment Marks		40 marks

The internal assessment at GJIMT is meticulously structured, carrying a total of 40 marks. This assessment is divided into three components:

- 1. Mid-Semester Tests (MSTs):** Two MSTs are conducted during the semester, each contributing 12 marks, totaling 24 marks. These tests are designed to evaluate

students' understanding of the course material comprehensively, ensuring they are well-prepared for the final exams.

2. **Assignments:** Students are required to complete two assignments, each worth 5 marks, making up a total of 10 marks. These assignments assess students' ability to apply theoretical knowledge to practical scenarios, encouraging critical thinking and problem-solving skills.
3. **Class Attendance:** Attendance is an integral part of the internal assessment, accounting for 6 marks.

This structured approach to internal assessment ensures that students are consistently engaged throughout the semester and are evaluated on multiple facets of their academic performance.

External Assessment Mechanism

The external assessment, which comprises end-semester test of 60 marks, is conducted in accordance with the standards set by the affiliating university. The examination papers are set and evaluated by the university, ensuring an unbiased and standardized assessment process. While the end-semester examinations are held at GJIMT, the question papers and the checking of answer sheets are managed entirely by the university, maintaining the integrity and consistency of the evaluation process.

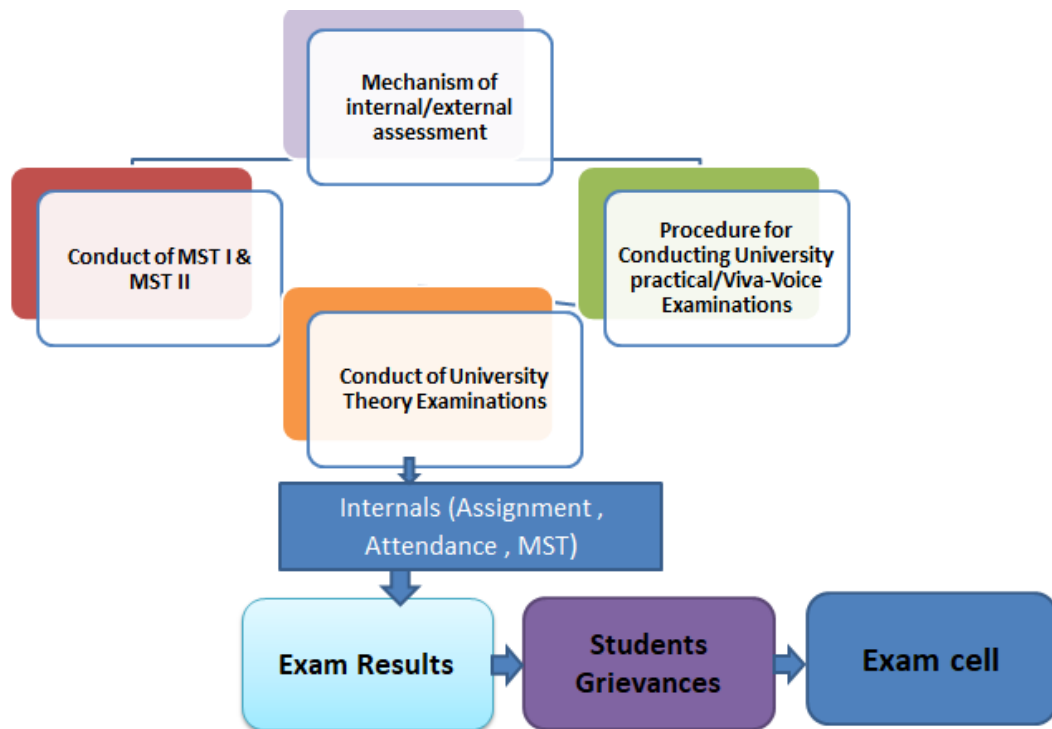
In certain semesters, students are also required to participate in a comprehensive viva voce. This oral examination is designed to test the depth of their knowledge and understanding of the subject matter. External examiners are invited to conduct these viva sessions, ensuring an objective evaluation.

Efficient Grievance Redressal System

GJIMT has implemented a student-friendly system to address any concerns related to the assessment process, especially after the mid-semester tests. Once the papers are checked, students are shown their results by the concerned teachers on the same day. If a student has any grievance related to the assignment, they can directly approach the teacher for clarification. This approach ensures transparency and allows for immediate resolution of any issues, maintaining fairness throughout the process.

Conclusion

The assessment mechanisms at GJIMT are designed to be transparent, fair, and comprehensive, covering all aspects of students' academic performance. Combined with an efficient grievance redressal system, these processes ensure that students receive a well-rounded and just evaluation, fostering an environment of academic excellence and continuous improvement.



Mechanism of Internal/External Assessment

Internal Assessment Distribution Model

Total Internal Assessment: 40

{MSTs: 24; Assignments / Presentations: 10; Attendance: 6}

Attendance: **6** (Divided as **0 Marks** (Up to 75%); **2 Marks** (76%-80%); **3 Marks** (81% - 85%); **4 Marks** (86% - 90%); **5 Marks** (91% - 95%); **6 Marks** (More than 95% Attendance)))}



Administrative Calendar



F - 03

Administrative Program Calendar January – June 2024
(For Even Semesters Classes)

Dates	Event
8 th January	Session Starts
25 th January	Fresher's Party
30 th January	Assignment I
10 th February	Assignment I Submission Deadline
12 th Feb. – 17 th Feb.	MST I
20 th February	Result for MST I declared
23 rd February	Literary Festival
24-Feb to 28-Feb	Students Excursion Trip
7 th March	Sodashi Event
28 th March	Assignment II allotted to students
3 rd April – 5 th April	Clubs Activities
6 th April	Assignment II Submission Deadline
8 th April – 12 th April	MST II
16 th April	Result for MST II declared
19 th April	Last Day of Classes
23 rd April Onwards	Final End Semester Exams
9 th May	Farewell Party
1 st June – 20 th July	Summer Internships
14 th June	National Conference

S. No.	Holidays	Date	Day
1.	Guru Gobind Singh Jayanti	17 th January	Wednesday
2.	Republic Day	26 th January	Friday
3.	Guru Ravidas Jayanti	24 th February	Saturday
4.	Maha Shivratri	8 th March	Friday
5.	Shahidi Diwas Bhagat Singh	23 rd March	Saturday
6.	Holi	25 th March	Monday
7.	Good Friday	29 th March	Friday
8.	Birthday of Guru Nabha Das Ji	8 th April	Monday
9.	Eid-ul-Fitar	11 th April	Thursday
10	Baisakhi	13 th April	Saturday
11	Ambedkar Jayanti	14 th April	Sunday
12	Ram Navami	17 th April	Wednesday
13	Mahavir Jayanti	21 st April	Sunday
14	Parshuram Jayanti	10 th May	Friday
15	Martydrom Day of Guru ArjanDev Ji	10 th June	Monday
16	Id-ul-Zuha / Bakrid	17 th June	Monday
17	Kabir Jayanti	22 nd June	Saturday

(Director)

Assessment Distribution

MBA/MCA/ BBA/ BCA/ B.Com (Hons)

Theory Subjects:

External Assessment: 60 Marks

Internal Assessment: 40 Marks

Mid Semester Tests: 24 Marks

Assignments/ Test Activity/

Presentation: 10

Attendance: 6 Marks



MST DATE SHEET

		MST - I Examination Date Sheet Feb 2024													
Date	Shift	MBA IV	MBA II	MCA IV	MCA II	BCA VI	BCA IV	BCA II	BBA VI	BBA IV	BBA II	Bcom II	Bcom IV	Bcom VI	
12-Feb	M	DVM	BADM		Web Tech. lab		OS Lab	FOS		FM			Corp. Acc	IRLL	
12-Feb	E	IMC & SM	CAB		Web Tech.		OS	FOS Lab	CL		ME-II	CA			
13-Feb	M	Workshop on Ind Eth.	LEB	Project	DAA	AP Lab	SE Lab	CSA		BRM			CL	OR	
13-Feb	E	TPFP				AP	SE	CSA Lab	SM		BE	BE			
14-Feb	M	Busi. For	MM	ML Lab	Linux Adm. Lab	DM Lab	DBMS Lab	OOCPP	Ser.M	HRM			ITLP	SAPM	
14-Feb	E	LTD		ML	Linux Adm	DM	DBMS	OOCPP Lab	DITL		BS	BS		RML	
15-Feb	M	B. Fin	HRM	CC Lab	Adv. Java	Inf. Sec. Lab	Web Designing		CC HRM	ED			ED	MFS	
15-Feb	E	PCM	EPM	CC	Adv. Java Lab	Inf. Sec.	Web Designing Lab	EVS	PFP		EVS	EVS			
16-Feb	M	CS	POM	AWT		Project			RLM	BE & CSR			WCA	BLS	
16-Feb	E	PBM	CF&IFS	AWT Lab	ISCL	AI			T&D						

Morning (M) : 9.30AM TO 11.30 AM Evening (E) : 2.30 PM TO 4.30 PM

DIRECTOR

		MST - II Examination Date Sheet April 2024													
Date	Shift	MBA IV	MBA II	MCA IV	MCA II	BCA VI	BCA IV	BCA II	BBA VI	BBA IV	BBA II	Bcom II	Bcom IV	Bcom VI	
1-Apr	M	DVM	BADM		Web Tech. lab		OS Lab	FOS		FM			Corp. Acc	IRLL	
1-Apr	E	PCM	EPM	CC	Adv. Java Lab	Inf. Sec.	Web Designing Lab	EVS	PFP		EVS	EVS			
2-Apr	M	VIVA VOCE	LEB	Project	DAA	AP Lab	SE Lab	CSA	VIVA VOCE	BRM			CL	OR	
2-Apr	E	TPFP		VIVA VOCE	VIVA VOCE	AP	SE	CSA Lab	SM		BE	BE	VIVA VOCE	VIVA VOCE	
3-Apr	M	Busi. For	MM	ML Lab	Linux Adm. Lab	DM Lab	DBMS Lab	OOCPP	Ser.M	HRM	VIVA VOCE	VIVA VOCE	ITLP	SAPM	
3-Apr	E	LTD	VIVA VOCE	ML	Linux Adm	DM	DBMS	OOCPP Lab	DITL	VIVA VOCE	BS	BS		RML	
4-Apr	M	B. Fin	HRM	CC Lab	Adv. Java	Inf. Sec. Lab	Web Designing	VIVA VOCE	CC HRM	ED			ED	MFS	
4-Apr	E	IMC & SM	CAB		Web Tech.	VIVA VOCE	OS	FOS Lab	CL		ME-II	CA			
5-Apr	M	CS	POM	AWT		Project	VIVA VOCE		RLM	BE & CSR			WCA	BLS	
5-Apr	E	PBM	CF&IFS	AWT Lab	ISCL	AI			T&D						
6-Apr	M	Workshop on Ind Eth.													

Morning (M) : 9.30AM TO 12.30 AM Evening (E) : 1.30 PM TO 4.30 PM

DIRECTOR

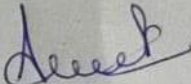


MST Code of Conduct for Students




MST Examination Code of Conduct (For Student)

1. **Students without mask are not allowed in the Examination.**
2. Students are required to occupy their seat as per sitting plan **at least 20 minutes before** the start of the Examination. i.e. 9.10 am for morning session and 2.10 pm for evening session.
3. No Student will be allowed to leave the Examination hall **before half time.**
4. Students should maintain **decorum / discipline** in the Examination hall.
5. In case any student is late, he/she will not be allowed to enter the examination hall without written permission of the Director.
6. If any student is caught using **any unfair means** in the Examination, he/she will be debarred from the Examination.
7. Students should make sure that they **mark their attendance correctly** on the attendance sheet.
8. During the conduct of Examination students are **prohibited to discuss or borrow any pencil, pen etc.**
9. **Students are not allowed to bring Mobile Phones/Laptop or any electronic device** in the college during Examination.
10. **Students are advised not to bring and keep any valuables outside the exam hall** during exam days. In case of any loss, the Institute is not responsible for it anyway.


Director



MST Duty Roster

 Faculty Duty Roster for MST- I Examination October 2023													
Day	Mon	Mon	Tue	Tue	Wed	Wed	Thur	Thur	Fri	Fri	Sat	Sat	
Date	9-Oct	9-Oct	10-Oct	10-Oct	11-Oct	11-Oct	12-Oct	12-Oct	13-Oct	13-Oct	14-Oct	14-Oct	
Session	M	E	M	E	M	E	M	E	M	E	M	E	
Dr. Aneet	Controller												
Mr. Nitish	Asstt. To Controller												
Dr. Rakhee Dewan	Superintendent												
Mr. Joginder Grewal	Deputy Superintendent												
Dr. Alamgir	1	1	1	1		1			1		1		
Dr. Bushra S P Singh			1		1		1	1		1			1
Dr. Iram Khan		1	1		1		1		1		1		
Dr. Aishwariya	1	1		1		1		1			1		
Dr. Dipneet Kaur	1	1		1		1			1		1		
Ms. Neelam Sharma		1	1		1		1		1		1		
Ms. Archan Upadhyay	1	1		1		1			1		1		
Ms. Ruhani	1	1		1	1		1				1		
Ms. Nibha	1	1		1	1		1				1		
Mr. Nitish Kumar		1	1		1		1		1		1		
Ms. Shruti Dadhich	1	1		1	1		1						1
Mr. Amit	1	1		1	1		1			1			
Mr. Vivek			1		1		1	1		1			1
Dr. Tarandeep Singh		1	1		1			1		1			1
Dr. Shiv Kumar	1		1	1		1		1			1		1
Ms. Neha Sharma	1		1		1		1		1		1		
Ms. Jaspreet Kaur													
Ms. Zeba	1		1		1		1		1		1		
Dr. Siddharth Vyas	1		1	1		1		1			1		
Mr. Sanjay Gupta	1		1		1		1		1				1
Ms. Sudha	1		1		1		1		1				1
Ms. Jyoti		1	1	1				1		1		1	1
	Director												

MST Invigilation Instructions



MST Examination Instructions (For Invigilation), October 2022

1. Invigilators are required to report in Examination Control Room at
 - **9:00 AM for the Morning Session**
 - **1:00 PM for the Evening Session**
2. Invigilators are requested to **collect seating plan for allotted room, count the answer sheets and sign the Duty sheet.**
3. Invigilator must check and collect **Undertaking Form** duly signed by Parents and Class In charges.
4. It is mandatory for the invigilator to make prior **announcements regarding ID card, Mobile phones not permitted and proper filling of the attendance sheet and answer sheet.**
5. Invigilator has to check that student signed the attendance sheet properly.
6. Invigilator should collect the answer sheet from the student after he/she has crossed all the blank pages.
7. Invigilator has to **count the number of students present in the room** (for physical verification).
8. No extra student to be seated in the room if not allotted in the seating plan.
9. Invigilator is expected **not to sit on the benches / tables / chair** during invigilation duty.
10. Invigilator should **not carry their Mobile phones** to the Exam hall during the Examination timings.
11. Invigilator has to **collect the answer sheets and arrange them as per Course and Roll no wise.**
12. After the examination, answer sheets need to be submitted in the examination control room. Invigilator should stay in the examination control room, until the **verification/counting** of the answer sheets done by the examination team.
13. In case of emergency, if invigilator cannot report for the duty then he/she must put up **written request to the Exam Superintendent and Examination Controller.** Invigilator has to specify in the application, **the name of the substitute faculty member with his/her consent/approval.**

Director



VIVA-VOCE SCHEDULE

<u>Schedule for VivaVoce of GJIMT Students in MST II</u>					
Date	Shift	Courses & Semester	Class Strength	Examiner 1	Examiner 2
25-Apr	M	B.Com(Hons) II	26	Ms.Chandni	Gurdeepak Sir
25-Apr	E	MCA IV	26	Dr.Siddharth Vyas	Gurdeepak Sir
25-Apr	E	B.Com(Hons) IV	19	Dr. Ramanpreet	Dr.Neeraj Sharma
25-Apr	E	B.Com(Hons) VI	19	Dr. Ramanpreet	Dr.Neeraj Sharma
26-Apr	E	MBA II	53	Dr.Ramanpreet	Gurdeepak Sir
26-Apr	E	BCA II A	59	Ms.Neha Sharma	Dr.Neeraj Sharma
26-Apr	E	BCA II B	57	Mr.Sanjay Gupta	Dr.Neeraj Sharma
26-Apr	E	BBA IV	62	Ms.Neelam Sharma	Gurdeepak Sir
28-Apr	M	MBA IV	51	Dr.Bushra S P Singh	Gurdeepak Sir
28-Apr	E	BCA VI	35	Mr. Tarandeep	Dr.Neeraj Sharma
29-Apr	M	BCA IV A	50	Dr.Vineet	Ms.Neha Sharma
29-Apr	M	BCA IV B	50	Dr.Vineet	Ms.Neha Sharma
29-Apr	M	BBA II A	35	Dr.Iram Khan	Ms.Chandni
29-Apr	M	BBA II B	51	Dr.Iram Khan	Ms.Chandni
29-Apr	E	MCA II	24	Mr. Sanjay	Ms.Neha Sharma
29-Apr	E	BBA VI	36	Ms.Nibha	Ms.Chandni
29-Apr	E	BTTM VI	4	Ms.Archan Upadhyay	Dr.Iram Khan
		Total	657		

Note: VivaVoce Exam will be based on all subjects taught in current semester.

Viva Timing	<i>Morning: 9.30 am to 12.30 pm</i>	<i>Afternoon: 12:30 am to 4:30 pm</i>	
Dress Code	<i>College Uniform</i>		
Venue 1:	<i>Office of Director International Studies</i>		
Venue 2:	<i>Office of Dean</i>		



MST LETTER SENT TO PARENTS SAMPLE



Gian Jyoti Institute of Management & Technology, Mohali

Ref No: GJIMT 409288/22

DATE: 22.10.2022


Mr. Dinesh Kumar
Akshay Kumar
Laghat 132, Village Laghat, PO Beri
Razadian, Tehsil Sadar - 174001, Himachal
Pradesh

SUBJECT: MID SEMESTER ACADEMIC PERFORMANCE REPORT AUG-DEC 2022

Your ward **Mr. Akshay Kumar** University Roll no: **2111859** a student of Batch 2021-23 appeared in the Mid-Semester Test (Mid Sessional 1) from 14th October 2022 to 20th October 2022. The performance in the MST and the attendance status is given below:

Subject Code	Subject Name	Max. Marks	Marks Obtained	% Marks	Lectures Held	Lectures Attended	Attendance %
MBA 301-18	Organizational Behaviour & Design	60	25	41.7	19	12	63.2
MBA 302-18	Marketing Research	60	15	25	17	12	70.5
HVPE 101-18	Human Values, De-addiction & Traffic Rules	60	22	36.6	18	14	77.7
MBA 911-18	Investment Analysis & Portfolio Management	60	24	40	16	11	68.7
MBA 912-18	Management of Financial Services	60	21	35	15	10	66.6
MBA 921-18	Consumer Behaviour	60	9	15	15	12	80
MBA 922-18	Services Marketing	60	31	51.6	22	14	68.1

It is also informed that according to IKGPTU Guidelines, in case the attendance is below 75% of the aggregate scheduled periods, in each prescribed course of Theory and Practical, the student will be detained in the Punjab Technical University Examination to be held in Dec 2022. For any further query please feel free to contact the undersigned class in-charge on October 28 between 3:00 pm and 5:00 pm.


Dr. Bushra S. P. Singh
Name & Signature of Class Incharge

Gian Jyoti Institute of Management & Technology, Sector 54, Phase-II, Mohali, Punjab, +91-172-226-4566,
www.gjimt.com, www.gjimt.ac.in



IKGPTU Jalandhar, Kapurthala Final NC, EC and Institute Mapping for Exam April-2024

574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	563	Allied College of Hospitality Culinary Arts and Management, Mohali
574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	238	Centre for Development of Advanced Computing, Mohali
574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	152	Gian Jyoti Institute of Management & Technology, Mohali
574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	168	Institute of Technology & Future Management Trends, Mohali
574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	433	Northern India Institute of Fashion Technology, Mohali
574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	650	Rattan Professional Educational College of Paramedical Sciences, Sohana, Mohali
574	IKGPTU Campus, Mohali-I	152	Gian Jyoti Institute of Management & Technology, Mohali	529	Sainik Institute of Management and Technology, Mohali



Date Sheet for Final Exams

IK Gujral Punjab Technical University Jalandhar, Kapurthala								
Final Date sheet for Regular and Reappear Semester Examination April-2024 as on 16.04.2024								
Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
14-06-2024	M	3	MBA 302-18	Marketing Research	76890	Master of Business Administration	Compulsory	2018
18-06-2024	M	3	HVPE101-18	Human Values, De-addiction and Traffic Rules	76891	Master of Business Administration	Compulsory	2018
20-06-2024	M	3	MBA 921-18	Consumer Behaviour	76894	Master of Business Administration	Compulsory	2018
24-06-2024	M	3	MBA 922-18	Services Marketing	76895	Master of Business Administration	Compulsory	2018
25-05-2024	M	3	MBA 911-18	Investment Analysis and Portfolio Management	76896	Master of Business Administration	Compulsory	2018
26-06-2024	M	3	MB 941-18	Data Mining for Business Decisions	76987	Master of Business Administration		2018
26-06-2024	M	3	MBA-951-18	Operations strategy	77055	Master of Business Administration	Elective	2018
26-06-2024	M	3	MBA-952-18	Operation Research Applications	77056	Master of Business Administration	Elective	2018
26-06-2024	M	3	MBA-962-18	Data Sciences Using R	77058	Master of Business Administration	Elective	2018
27-06-2024	M	3	MBA 932-18	Employee Relations	76899	Master of Business Administration	Compulsory	2018
28-06-2024	M	3	MBA 912-18	Management of Financial Services	76897	Master of Business Administration	Compulsory	2018
03-05-2024	E	4	MBA-936-18	Performance and Compensation Management	77819	Master of Business Administration	Compulsory	2018
04-05-2024	E	4	MBA-915-18	International Finance and Financial Derivatives	77814	Master of Business Administration	Compulsory	2018
06-05-2024	E	4	MBA-946-18	Strategic Management of IT	78028	Master of Business Administration		2018
06-06-2024	E	4	MBA-935-18	Leadership and Team Dynamics	77818	Master of Business Administration	Compulsory	2018
07-05-2024	E	4	MBA401-18	Corporate Strategy	77807	Master of Business Administration	Compulsory	2018
08-05-2024	E	4	MBA-954-18	Quality toolkit for Managers	78030	Master of Business Administration		2018
08-06-2024	E	4	MBA-916-18	Taxation and Personal Financial Planning	77815	Master of Business Administration	Compulsory	2018
09-05-2024	E	4	MBA-953-18	Supply Chain & Logistic Management	78029	Master of Business Administration		2018
11-05-2024	E	4	MBA-945-18	IT Consulting	78027	Master of Business Administration		2018
13-05-2024	E	4	MBA-923-18	Integrated Marketing Communication and Sales Management	77808	Master of Business Administration	Compulsory	2018
14-05-2024	E	4	MBA-924-18	Retail Management	77809	Master of Business Administration	Compulsory	2018
15-05-2024	E	4	MBA-964-18	Business Forecasting	78032	Master of Business Administration		2018

Morning Sess: 9.30 to 12.30 AM Evening Sess : 1.30 PM to 4.30 PM
For any query send email at amanpreet1970@gmail.com and coeptu@gmail.com



IK Gujral Punjab Technical University Jalandhar, Kapurthala

Final Date sheet for Regular and Reappear Semester Examination April-2024 as on 16.04.2024

Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
16-05-2024	E	4	MBA-963-18	Data visualization for Managers	78031	Master of Business Administration		2018
17-05-2024	E	4	MBA-913-18	Behavioural Finance	77812	Master of Business Administration	Compulsory	2018
18-05-2024	E	4	MBA-933-18	International Human Resource Management	77816	Master of Business Administration	Compulsory	2018
21-05-2024	E	4	MBA-926-18	Product and Brand Management	77811	Master of Business Administration	Compulsory	2018
22-05-2024	E	4	MBA-934-18	Strategic HRM	77817	Master of Business Administration	Compulsory	2018
24-05-2024	E	4	MBA-925-18	International and Social Media Marketing	77810	Master of Business Administration	Compulsory	2018
25-05-2024	E	4	MBA-914-18	Mergers,Acquisition and Corporate Restructuring	77813	Master of Business Administration	Compulsory	2018
27-04-2024	E	4	MBA403-18	Workshop on Indian Ethos	77821	Master of Business Administration	Compulsory	2018
27-05-2024	E	4	MBA-943-18	Managing Software Projects	78025	Master of Business Administration		2018
29-04-2024	E	4	MBA-944-18	Managing Digital Innovation and Transformation	78026	Master of Business Administration		2018
11-06-2024	E	1	MBA-101-18	Foundations of Management	75402	Master of Business Administration (IB)	Compulsory	2018
13-06-2024	E	1	MBA-102-18	Managerial Economics	75403	Master of Business Administration (IB)	Compulsory	2018
15-06-2024	E	1	MBA-103-18	Quantitative Techniques	75404	Master of Business Administration (IB)	Compulsory	2018
19-06-2024	E	1	MBA-104-18	Accounting for Management and Reporting	75405	Master of Business Administration (IB)	Compulsory	2018
21-06-2024	E	1	MBA-105-18	Business Environment and Indian Economy	75406	Master of Business Administration (IB)	Compulsory	2018
25-06-2024	E	1	MBA-106-18	Business Ethics and CSR	75407	Master of Business Administration (IB)	Compulsory	2018
27-06-2024	E	1	MBA-107-18	Business Communication for Managerial Effectiveness	75408	Master of Business Administration (IB)	Compulsory	2018
06-05-2024	M	2	MBA-207-18	Entrepreneurship and Project Management	76159	Master of Business Administration (IB)	Compulsory	2018
11-05-2024	M	2	MBA-203-18	Marketing Management	76155	Master of Business Administration (IB)	Compulsory	2018
14-05-2024	M	2	MBA-201-18	Business Analytics for Decision Making	76153	Master of Business Administration (IB)	Compulsory	2018
16-05-2024	M	2	MBA-202-18	Legal Environment for Business	76154	Master of Business Administration (IB)	Compulsory	2018
18-05-2024	M	2	MBA-204-18	Human Resource Management	76156	Master of Business Administration (IB)	Compulsory	2018

Morning Sess: 9.30 to 12.30 AM Evening Sess : 1.30 PM to 4.30 PM

For any query send email at amanpreet1970@gmail.com and coeptu@gmail.com



IK Gujral Punjab Technical University Jalandhar, Kapurthala

Final Date sheet for Regular and Reappear Semester Examination April-2024 as on 16.04.2024

Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
22-05-2024	M	2	MBA-205-18	Production and Operations Management	76157	Master of Business Administration (IB)	Compulsory	2018
25-05-2024	M	2	MBA-206-18	Corporate Finance and Indian Financial System	76158	Master of Business Administration (IB)	Compulsory	2018
27-05-2024	M	2	MBAGE-201-18	Computer Applications for Business	76160	Master of Business Administration (IB)	Compulsory	2018
12-06-2024	M	3	MBAIB-301-18	International Economics and Business	77001	Master of Business Administration (IB)	Compulsory	2018
14-06-2024	M	3	MBAIB-302-18	International Finance	77002	Master of Business Administration (IB)	Compulsory	2018
18-06-2024	M	3	MBAIB-303-18	International Marketing	77003	Master of Business Administration (IB)	Compulsory	2018
20-06-2024	M	3	MBAIB-304-18	International Management	77004	Master of Business Administration (IB)	Compulsory	2018
24-06-2024	M	3	MBAIB-305-18	Multilateral Trade Agreements and Regulations	77005	Master of Business Administration (IB)	Compulsory	2018
07-05-2024	E	4	MBAIB401-18	Global Business Strategy	77800	Master of Business Administration (IB)	Compulsory	2018
13-05-2024	E	4	MBAIB402-18	Foreign Trade policy and Management	77801	Master of Business Administration (IB)	Compulsory	2018
14-05-2024	E	4	MBAIB403-18	Financing of International Trade	77802	Master of Business Administration (IB)	Compulsory	2018
17-05-2024	E	4	MBAIB404-18	E-Commerce	77803	Master of Business Administration (IB)	Compulsory	2018



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Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
08-05-2024	E	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	75087	Bachelor of Business Administration	Compulsory	2018
12-06-2024	E	1	BBA 101-18	Principles and Practices of Management	75082	Bachelor of Business Administration	Compulsory	2018
14-06-2024	E	1	BBA 102-18	Basic Accounting	75083	Bachelor of Business Administration	Compulsory	2018
15-06-2024	E	1	BTHU103/18	English	75085	Bachelor of Business Administration	Compulsory	2018
18-06-2024	E	1	BBAGE-101-18	Managerial Economics I	75084	Bachelor of Business Administration	Compulsory	2018
24-06-2024	M	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	93322	Bachelor of Business Administration	Compulsory	2018
09-05-2024	M	2	BBA-201-18	Business Statistics	75916	Bachelor of Business Administration	Compulsory	2018
11-05-2024	M	2	BBA-202-18	Business Environment	75917	Bachelor of Business Administration	Compulsory	2018
15-05-2024	M	2	BBAGE-201-18	Managerial Economics II	75918	Bachelor of Business Administration	Compulsory	2018
18-05-2024	M	2	EVS- 102-18	Environmental Studies	75831	Bachelor of Business Administration	Compulsory	2018
11-06-2024	M	3	BBA301-18	Organizational Behaviour	76655	Bachelor of Business Administration	Compulsory	2018
13-06-2024	M	3	BBA302-18	Marketing Management	76656	Bachelor of Business Administration	Compulsory	2018
15-06-2024	M	3	BBA303-18	Cost & Management Accounting	76657	Bachelor of Business Administration	Compulsory	2018
19-06-2024	M	3	BBAGE301-18	Production and Operation Management	76658	Bachelor of Business Administration	Compulsory	2018
21-06-2024	M	3	BBASEC301-18	IT tools for Business	76659	Bachelor of Business Administration	Compulsory	2018
07-06-2024	E	4	BBAGEC401-18	Entrepreneurship Development	77426	Bachelor of Business Administration	Compulsory	2018
11-06-2024	E	4	BBASEC401-18	Business Ethics and Corporate social Responsibility	77427	Bachelor of Business Administration	Compulsory	2018
20-05-2024	E	4	BBA-401-18	Business Research Methods	77423	Bachelor of Business Administration	Compulsory	2018
23-05-2024	E	4	BBA-402-18	Human Resource Management	77424	Bachelor of Business Administration	Compulsory	2018
27-05-2024	E	4	BBA-403-18	Financial Management	77425	Bachelor of Business Administration	Compulsory	2018
08-06-2024	M	5	BBA-532-18	Ogranisation Change & Development	78200	Bachelor of Business Administration	Elective	2018
12-06-2024	M	5	BBA-501-18	Operation Research	78193	Bachelor of Business Administration	Compulsory	2018
14-06-2024	M	5	BBA-502-18	Mercantile Law	78194	Bachelor of Business Administration	Compulsory	2018

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Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
18-06-2024	M	5	BBA-511-18	Consumer Behaviour	78195	Bachelor of Business Administration	Elective	2018
20-06-2024	M	5	BBA-521-18	Corporate Accounting	78196	Bachelor of Business Administration	Elective	2018
24-06-2024	M	5	BBA-531-18	Industrial Relations & Labour Law	78197	Bachelor of Business Administration	Elective	2018
26-06-2024	M	5	BBA-512-18	Advertising and Sales Management	78198	Bachelor of Business Administration	Elective	2018
28-06-2024	M	5	BBA-522-18	Financial Markets & Services	78199	Bachelor of Business Administration	Elective	2018
04-05-2024	E	6	BBA612-18	Retailing and Logistics Management	79350	Bachelor of Business Administration		2018
07-05-2024	E	6	BBA621-18	Personal Financial Planning	79351	Bachelor of Business Administration		2018
13-05-2024	E	6	BBA622-18	Direct and Indirect Tax Laws	79352	Bachelor of Business Administration		2018
14-05-2024	E	6	BBA631	Training & Development	79353	Bachelor of Business Administration		2018
17-05-2024	E	6	BBA632	Cross Cultural Human Resource Management	79354	Bachelor of Business Administration		2018
25-04-2024	E	6	BBA601-18	Strategy Management	79347	Bachelor of Business Administration		2018
29-04-2024	E	6	BBA602-18	Company Law	79348	Bachelor of Business Administration		2018
30-04-2024	E	6	BBA611-18	Services Marketing	79349	Bachelor of Business Administration		2018
12-06-2024	E	1	BBA 101-18	Principles and Practices of Management	75082	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
14-06-2024	E	1	BBA 102-18	Basic Accounting	75083	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
15-06-2024	E	1	BTHU103/18	English	75085	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
18-06-2024	E	1	BBAGE-101-18	Managerial Economics I	75084	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
24-06-2024	M	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	93322	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
09-05-2024	M	2	BBA-201-18	Business Statistics	75916	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
11-05-2024	M	2	BBA-202-18	Business Environment	75917	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
15-05-2024	M	2	BBAGE-201-18	Managerial Economics II	75918	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018

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Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
18-05-2024	M	2	EVS- 102-18	Environmental Studies	75831	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
11-06-2024	M	3	BBASM 301-18	Human Resource Management	76822	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
13-06-2024	M	3	BBASM 302-18	Marketing Management	76823	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
15-06-2024	M	3	BBASM 303-18	Introduction to Service Industry	76824	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
19-06-2024	M	3	BBASM-GE 301-18	Organizational Behaviour	76825	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
21-06-2024	M	3	BBASM-SEC 301 -18	IT Tools for Business	76826	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
07-05-2024	E	4	BBASM-401-18	Financial Management	77429	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
13-05-2024	E	4	BBASM-402-18	Service Operations Management	77430	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
14-05-2024	E	4	BBASM-403-18	Consumer Behaviour	77431	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
17-05-2024	E	4	BBASM-404-18	Services Marketing	77432	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
21-05-2024	E	4	BBASM-GE-401-18	Business Research Methods	77433	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
24-05-2024	E	4	BBASM-SEC401-18	Business Ethics and Corporate Social Responsibility	77434	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
12-06-2024	M	5	BBASM-501-18	Total Quality Management	78188	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
14-06-2024	M	5	BBASM-502-18	Legal Aspect of Business(Mercantile Law)	78189	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
18-06-2024	M	5	BBASM-503-18	Sales,Distribution and Supply Chain Management	78190	Bachelor of Business Administration (Service Industry Management)	Compulsory	2018
25-04-2024	E	6	BBASM601-18	Merchant Banking and Financial Services	79356	Bachelor of Business Administration (Service Industry Management)		2018
29-04-2024	E	6	BBASM602-18	Enterprise Resource Planning	79357	Bachelor of Business Administration (Service Industry Management)		2018

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08-05-2024	E	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	75087	Bachelor of Commerce (Honours)	Compulsory	2018
12-06-2024	E	1	BCOM 101-18	Business Organization and Management	75090	Bachelor of Commerce (Honours)	Compulsory	2018
14-06-2024	E	1	BCOM 102-18	Financial Accounting	75091	Bachelor of Commerce (Honours)	Compulsory	2018
15-06-2024	E	1	BTHU103/18	English	75085	Bachelor of Commerce (Honours)	Compulsory	2018
18-06-2024	E	1	BCOMGE101-18	Managerial Economics	75092	Bachelor of Commerce (Honours)	Compulsory	2018
24-06-2024	M	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	93322	Bachelor of Commerce (Honours)	Compulsory	2018
11-05-2024	M	2	BCOM-202-18	Business Environment	75829	Bachelor of Commerce (Honours)	Compulsory	2018
15-05-2024	M	2	BCOM-GE 201-18	Business Statistics	75830	Bachelor of Commerce (Honours)	Compulsory	2018
17-05-2024	M	2	BCOM-201-18	Cost Accounting	75828	Bachelor of Commerce (Honours)	Compulsory	2018
18-05-2024	M	2	EVS- 102-18	Environmental Studies	75831	Bachelor of Commerce (Honours)	Compulsory	2018
11-06-2024	M	3	BCOM 301-18	Management Accounting	76649	Bachelor of Commerce (Honours)	Compulsory	2018
13-06-2024	M	3	BCOM 302-18	Mercantile Law	76650	Bachelor of Commerce (Honours)	Compulsory	2018
15-06-2024	M	3	BCOM 303-18	Human Resource Management	76651	Bachelor of Commerce (Honours)	Compulsory	2018
19-06-2024	M	3	BCOMGE 301-18	Indian Economy	76652	Bachelor of Commerce (Honours)	Compulsory	2018
21-06-2024	M	3	BCOMSEC 301-18	Workshop on IT tools for Business & E-Commerce	76653	Bachelor of Commerce (Honours)	Compulsory	2018
07-06-2024	E	4	BCOMGE401-18	Entrepreneurship Development	77412	Bachelor of Commerce (Honours)	Compulsory	2018
11-06-2024	E	4	BCOMSEC401-18	Workshop on Computerized Accounting	77413	Bachelor of Commerce (Honours)	Compulsory	2018
20-05-2024	E	4	BCOM-401-18	Corporate Accounting	77409	Bachelor of Commerce (Honours)	Compulsory	2018
23-05-2024	E	4	BCOM-402-18	Company Law	77410	Bachelor of Commerce (Honours)	Compulsory	2018
27-05-2024	E	4	BCOM-403-18	Income Tax Law & Practice	77411	Bachelor of Commerce (Honours)	Compulsory	2018
12-06-2024	M	5	BCOM-501-18	Financial Management	78172	Bachelor of Commerce (Honours)	Compulsory	2018
14-06-2024	M	5	BCOM-502-18	Goods and Services Tax	78173	Bachelor of Commerce (Honours)	Compulsory	2018
18-06-2024	M	5	BCOP-511-18	Personal Financial Planning	78174	Bachelor of Commerce (Honours)	Elective	2018

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20-06-2024	M	5	BCOP-521-18	Banking Services Management	78175	Bachelor of Commerce (Honours)	Elective	2018
24-06-2024	M	5	BCOP-512-18	Advanced Financial Management	78176	Bachelor of Commerce (Honours)	Elective	2018
26-06-2024	M	5	BCOP-522-18	Insurance Services Management	78177	Bachelor of Commerce (Honours)	Elective	2018
04-05-2024	M	6	BCOP612-18	Management of Financial Services	79473	Bachelor of Commerce (Honours)	Elective	2018
07-05-2024	M	6	BCOP621-18	Banking Laws & Services	79474	Bachelor of Commerce (Honours)	Elective	2018
13-05-2024	M	6	BCOP622-18	Risk Management & Insurance	79475	Bachelor of Commerce (Honours)	Elective	2018
25-04-2024	M	6	BCOM601-18	Industrial Relations and labour Laws	79470	Bachelor of Commerce (Honours)		2018
29-04-2024	M	6	BCOM602-18	Operation Research	79471	Bachelor of Commerce (Honours)		2018
30-04-2024	M	6	BCOP611-18	Security Analysis & Portfolio Management	79472	Bachelor of Commerce (Honours)	Elective	2018



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Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
11-06-2024	E	1	PGCA-1917	Discrete Structures & optimization	79035	MCA 2 years	Compulsory	2020
13-06-2024	E	1	PGCA-1951	Programming in Python	79036	MCA 2 years	Compulsory	2020
15-06-2024	E	1	PGCA-1952	Advanced Data Structures	79037	MCA 2 years	Compulsory	2020
19-06-2024	E	1	PGCA-1953	Advanced Database Management System	79038	MCA 2 years	Compulsory	2020
21-06-2024	E	1	PGCA-1905	Technical Communication	79039	MCA 2 years	Compulsory	2020
08-05-2024	M	2	PGCA1909	Web Technologies	79615	MCA 2 years		2020
11-05-2024	M	2	PGCA1920	Design & Analysis of Algorithms	79616	MCA 2 years		2020
15-05-2024	M	2	PGCA1918	Advanced Java	79617	MCA 2 years		2020
18-05-2024	M	2	PGCA1956	Linux Administration	79618	MCA 2 years		2020
22-05-2024	M	2	PGCA1932	Information Security & Cyber Law	79619	MCA 2 years		2020
08-06-2024	M	3	PGCA1921	e-Commerce and Digital Marketing	90807	MCA 2 years	Elective	2020
12-06-2024	M	3	PGCA1925	Advanced Computer Networking	90798	MCA 2 years	Compulsory	2020
14-06-2024	M	3	PGCA1926	Artificial Intelligence & Soft Computing	90799	MCA 2 years	Compulsory	2020
18-06-2024	M	3	PGCA1927	Theory of Computation	90800	MCA 2 years	Compulsory	2020
20-06-2024	M	3	PGCA1930	Software Project Management	90801	MCA 2 years	Elective	2020
24-06-2024	M	3	PGCA1972	Data Mining and Business Intelligence	90803	MCA 2 years	Elective	2020
26-06-2024	M	3	PGCA1973	Enterprise Resource Planning	90804	MCA 2 years	Elective	2020
27-06-2024	M	3	PGCA1931	Software Testing & Quality Assurance	90808	MCA 2 years	Elective	2020
28-06-2024	M	3	PGCA1933	Mobile Applications Development	90805	MCA 2 years	Elective	2020
07-05-2024	E	4	PGCA1976	Machine Learning & Data Analytics using Python	91855	MCA 2 years	Compulsory	2020
13-05-2024	E	4	PGCA1958	Advanced Web Technologies	91856	MCA 2 years	Compulsory	2020
14-05-2024	E	4	PGCA1937	Cloud Computing	91859	MCA 2 years	Elective-III	2020
17-05-2024	E	4	PGCA1963	Digital Image Processing	91860	MCA 2 years	Elective-III	2020
21-05-2024	E	4	PGCA1967	IOT & Blockchain Technology	91862	MCA 2 years	Compulsory	2020



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Exam Date	Sess	Sem	SUB_CODE	SUB_TITLE	MCode	Branch	Remarks	Schm
07-06-2024	E	1	BSBC-103/BSIT-103	Mathematics- I	10045	Bachelor of Computer Applications		2011
08-05-2024	E	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	75087	Bachelor of Computer Applications	Compulsory	2019
08-06-2024	E	1	UGCA1903	Problem Solving using C	76963	Bachelor of Computer Applications		2019
12-06-2024	E	1	HVPE-101	Human Values and Professional Ethics	10049	Bachelor of Computer Applications		2011
15-06-2024	E	1	BTHU103/18	English	75085	Bachelor of Computer Applications	Compulsory	2019
18-06-2024	E	1	UGCA1901	Mathematics	76961	Bachelor of Computer Applications		2019
20-06-2024	E	1	UGCA1902	Fundamentals of Computer and IT	76962	Bachelor of Computer Applications		2019
27-06-2024	E	1	BSBC-102/BSIT-102	Programming in C	10044	Bachelor of Computer Applications		2011
24-06-2024	M	1	HVPE101-18	Human Values, De-addiction and Traffic Rules	93322	Bachelor of Computer Applications	Compulsory	2019
28-05-2024	E	2	UGCA-1907	Fundamentals of Statistics	77415	Bachelor of Computer Applications	Compulsory	2019
08-05-2024	M	2	BSBC-201	Communication-II	10050	Bachelor of Computer Applications	2011 Batch	2011
11-05-2024	M	2	BSBC/BSIT-202	Mathematics-II	10051	Bachelor of Computer Applications	2011 Batch	2011
11-05-2024	M	2	UGCA-1908	Computer System Architecture	77416	Bachelor of Computer Applications	Compulsory	2019
15-05-2024	M	2	BSBC-203	OOPS Using C ++	10052	Bachelor of Computer Applications	2011 Batch	2011
15-05-2024	M	2	UGCA-1909	Object Oriented Programming using C++	77417	Bachelor of Computer Applications	Compulsory	2019
18-05-2024	M	2	EVS-102-18	Environmental Studies	77421	Bachelor of Computer Applications	Compulsory	2019
13-06-2024	E	3	UGCA1914	Programming in Python	78180	Bachelor of Computer Applications	Compulsory	2019
19-06-2024	E	3	UGCA1915	Data Structures	78181	Bachelor of Computer Applications	Compulsory	2019
11-06-2024	M	3	BSBC-301	System Analysis & Design	10057	Bachelor of Computer Applications		2015
11-06-2024	M	3	UGCA-1913	Computer Networks	78179	Bachelor of Computer Applications	Compulsory	2019
13-06-2024	M	3	BSBC-303	Digital Circuits & Logic Design	10059	Bachelor of Computer Applications		2015
15-06-2024	M	3	BSBC-304	Basic Accounting	75060	Bachelor of Computer Applications	2015 & Onward	2015
19-06-2024	M	3	UGCA-1919	PC Assembly & Troubleshooting	78185	Bachelor of Computer Applications	Compulsory	2019
06-06-2024	E	4	UGCA1923	Operating Systems	79727	Bachelor of Computer Applications		2019

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07-06-2024	E	4	UGCA1927	Web Designing	79731	Bachelor of Computer Applications		2019
20-05-2024	E	4	UGCA1921	Software Engineering	79725	Bachelor of Computer Applications		2019
23-05-2024	M	4	UGCA1922	Database Management Systems	79726	Bachelor of Computer Applications		2019
12-06-2024	M	5	BSBC-501	Data Warehousing & Mining	70628	Bachelor of Computer Applications		2011
12-06-2024	M	5	UGCA1929	Programming in PHP	90312	Bachelor of Computer Applications	Compulsory	2019
14-06-2024	M	5	UGCA1931	Data Warehouse and Mining	90314	Bachelor of Computer Applications	Elective-I	2019
18-06-2024	M	5	BSBC-503	Management Information System	70630	Bachelor of Computer Applications		2011
18-06-2024	M	5	UGCA1932	Programming in Java	90315	Bachelor of Computer Applications	Elective-I	2019
20-06-2024	M	5	UGCA1933	Internet of Things	90316	Bachelor of Computer Applications	Elective-I	2019
21-06-2024	M	5	BTEC-909D-18	Soft Computing	93169	Bachelor of Computer Applications	Open Elective	2019
24-06-2024	M	5	UGCA1934	Computer Graphics	90317	Bachelor of Computer Applications	Elective-II	2019
26-06-2024	M	5	UGCA1936	Cloud Computing	90319	Bachelor of Computer Applications	Elective-II	2019
27-06-2024	M	5	UGCA1935	Linux Operating System	90318	Bachelor of Computer Applications	Elective-II	2019
04-05-2024	E	6	UGCA1922	Database Management Systems	93687	Bachelor of Computer Applications	Open Elective-II	2019
07-05-2024	E	6	UGCA1948	Information Security	91695	Bachelor of Computer Applications	Elective IV	2019
11-05-2024	E	6	BTEC-601-18	Wireless Communication	79373	Bachelor of Computer Applications		2019
13-05-2024	E	6	UGCA1949	Cyber Laws & IPR	91696	Bachelor of Computer Applications	Elective IV	2019
14-05-2024	E	6	UGCA1950	Machine Learning	91697	Bachelor of Computer Applications	Elective IV	2019
17-05-2024	E	6	UGCA1902	Fundamentals of Computer and IT	93683	Bachelor of Computer Applications	Open Elective-II	2019
21-05-2024	E	6	UGCA1957	Software Project Management	93688	Bachelor of Computer Applications	Open Elective-II	2019
22-05-2024	E	6	BSBC-604	Information Security	75014	Bachelor of Computer Applications	Compulsory	2011
22-05-2024	E	6	UGCA1945	Artificial Intelligence	91689	Bachelor of Computer Applications	Elective III	2019
23-05-2024	E	6	UGCA1946	R Programming	91690	Bachelor of Computer Applications	Elective III	2019
24-04-2024	E	6	UGCA1943	Android Programming	91681	Bachelor of Computer Applications	Compulsory	2019
25-04-2024	E	6	BSBC-602	Computer Graphics	71211	Bachelor of Computer Applications	Compulsory	2011

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IKGPTU Instructions to Centre Superintendent

I.K. Gujral Punjab Technical University Jalandhar, Kapurthala

Dr. Paramjit Singh
Controller of Examinations
E. Mail: coeptu@gmail.com



Estd. Under Punjab Technical University
Act.1996 (Punjab Act No.1 of 1997)
Jalandhar Kapurthala Highway
Kapurthala-144603

Ref No: IKGPTU/April-2024/15414

Dated: 16/04/2024

All Superintendents
Examinations April-2024
IKGPTU Jalandhar

Subject: Instructions for the Superintendents for the smooth conduct of Examinations April-2024

For the smooth conduct of Examinations April-2024, the following instructions are issued for the appointed superintendents: -

1. The Superintendent is appointed by the concerned college, in Examination Centre (EC) the Superintendent is Representative of college, and therefore his work / duty will be under supervision of In-charge of Conduct branch of the University, Centre Observer and Principal of concerned college (Controller of EC).
2. The duty of Superintendent will be started a day before the commencement of examination. Superintendent must reach EC at-least 30 minutes before the time specified for the commencement of Examination and must leave the EC after dispatch & receipt of sealed answer sheets to respective Nodal Centres. Under any circumstances no Superintendent is allowed to leave EC during duty hours.
3. If EC has large no. of students, separate Superintendent and Deputy Superintendent may be appointed for morning and evening sessions.
4. In order to have better Co-ordination between university and superintendents, the detail of work of Superintendents shall be made available in the existing login ids of faculty members on the University website www.ptudocs.com. Information as follows shall be shared through this system:
 - (i) The Superintendent shall download the attendance sheets/ cut-lists of students appearing in Examination.
 - (ii) The Superintendent must upload the status of detained/absent and UMC cases online.
 - (iii) The Superintendent must upload the status of missing and damaged answer sheets online.
 - (iv) Secrecy memo cum attendance sheet will be generated online as per the paper ID of students appearing for examination and answer sheets will be packed as per secrecy memo.
 - (v) Any other kind of information / correspondence sent by the University.
 - (vi) The Superintendent must submit the daily report of EC via online mode through login ID. No information should be sent by email.
 - (vii) The Superintendent must check his account twice daily to know any kind of up-dation/ information sent by the University authorities.
5. Internet facility will be provided to the Superintendents within the examination centre by local Controller of concerned college.



6. The usage of Cameras during the examinations should be according to the specifications notified by the Conduct branch of the University vide ref no. IKGPTU/Dr.CoE/20307 dated 04.10.2018.
7. The Superintendent shall collect the packets of question papers from the Printing cell coordinator of the concerned examination centre. Any mistake in Question Papers must be brought to the notice of University authorities immediately.
8. The facility to print cut lists of students appearing for exam is also given in login ID of the Superintendents. If due to wrong filling of examination form, the roll no. of a student doesn't appear/ is not mentioned in the secrecy memo/cut list the option to modify the examination form is already available in the login id of the concerned college. The concerned student be advised to appear for the examination only after submission of the amendment fee in the concerned college and correction in the examination form. There will be no facility of supplementary secrecy memo.
9. NO STRAY CASE shall be accepted.
10. To deter cheating, the Superintendent must prepare the seating plan afresh every day and ensure that students sit alternatively so that no two student of same class sit nearby.
11. The facility to upload report through this system regarding missing or damaged or not usable answer sheets sent by the university is provided in Login ID of the Superintendent using a performa. This information must be uploaded and shared with the University authorities immediately.
12. No roll no. should be allotted to the Students separately while preparing their seating plans. It has been observed that some students are made to sit separately in the examination centres which is a violation of the rules. Any such case brought to the notice of University shall be treated as UMC and responsibility shall be fixed with the Local Controller, Superintendent, Deputy Superintendent and the Observer.
13. A delay has been observed in sending the answer sheets at Nodal centers after the conduct of exams by the examination centers which is a violation of rules. The responsibility to ensure that the answer sheets reach the Nodal Centers on time shall be with the Local Controller, Superintendent and Deputy Superintendent.
14. The students must be allowed to enter exam center 30 minutes before the start of Exam and answer sheets must be distributed 20 minutes prior to the start of exam. The invigilators will ensure that the students should fill Roll number, Subject Code and Paper ID at three spaces on the first front page of answer sheet very carefully. The college will seal the first page of the answer sheets by vertical fold of the first page and putting the cello tape on the answer sheets. No stapler will be used. The answer sheets shall be packed only after sealing thrice with the cello tape. Half inch cello tape shall be used. Vertical cello tape be fixed on part one of left side of answer sheets from where the copy has been stitched so that part I is not detached from the answer sheet while separating Part I and Part II. For any further information, officers in Secrecy branch may be contacted on mobile No. 9478098033/9478098093.
15. The detail of the students must be filled on the first page of the answer sheet given to him. Besides this, no student shall give any information on any part of the answer sheet.
16. If UMC of any students is recorded during examination, the examination center must fill the detail of the same on the packet of answer sheets.
17. Invigilator will ensure that the students fill correct roll number, subject code, paper ID and M Code on first page of answer sheets. The Superintendent should issue necessary instructions to the invigilator staff for checking of this.
18. Superintendent shall issue instructions to the invigilator staff for taking the attendance of the students properly. The invigilator staff shall mark "Absent of the absentee's students".
19. The CCTV cameras in the examination centers should be as per the instructions given by the University. It will be mandatory to preserve the recording of the CCTV Cameras in hard disc till next examinations are over and the same may be sought any time by the



University, if required.

20. If a student is caught while cheating during exams, the case shall be filed against him by the Superintendent of the examination centers and all information and statements must be recorded as per rules. All information regarding case must be filled properly to avoid any problem during hearing of case of the student. Statements of Invigilator, Superintendent and observer must be recorded while filing the case. The facility of uploading information of such cases has been provided in the login ID of the Superintendent. There is no provision of crossing the answer sheet by Invigilator, Superintendent and Observer.
21. Instructions should be given to students that they will cross all the blank pages of answer sheets before submitting the same to Invigilator. The instructions should be given to the students that they can't keep any page blank while writing. No marks will be given to answers written after the blank page in answer sheet.
22. The last page of answer sheet must be stamped "Space below Cancelled" before packing of answer sheets. In case of absence of stamp the answer sheets will not be checked and concerned officials will be called in University for stamping and strict action will also be taken against concerned officials.
23. The facility of uploading details of detained, absent and UMC students will be provided in login ID of the Superintendent on the basis of which secrecy memo will be prepared.
24. The serial no. of answer sheets of appearing candidates from the University will be uploaded through the login ID of Printing Cell Coordinators within a day after the exam. The Superintendent must submit the copy of attendance sheet to Printing Cell coordinator so that Printing Cell coordinator can upload serial number of answer sheets through his login ID.
25. The Attendance sheet/ Secrecy memo will be printed as per branch and paper ID of the students appearing in exams and answer sheets will be packed as per attendance sheet/ Secrecy memo. Packet number will be printed on every Attendance sheet/ Secrecy memo and this packet number must be pasted as sticker on every packet and details shall be written in bold words. The university will provide bar code sticker corresponding to these packet numbers and these must be pasted on flapper of every packet. The Attendance sheet/ Secrecy memo of regular and re-appear students will be printed together and answer sheets of regular and re-appear students will be packed together in a single packet.
26. Subject, Subject Code, Paper ID, M Code, Session, Branch, Semester, Date, Attendance sheet, details of absent students and number of answer sheets should be written with black permanent marker on packet and on the other side of packet, packet no., EC Code, EC name should be written on sticker with permanent marker necessarily.
27. The responsibility of answer sheets from Exam centre to Nodal centre for the evening exam will be of Superintendent/ Deputy Superintendent/ Lecturer.
 - Small bags should be used for packaging 30 answer sheets and big bags be used for more than 30 answer sheets.
 - To send answer sheets, a challan have to be generated online. Before printing challan the details of number of answer sheets in each packet should be updated online.
 - As per following table a copy of the Secrecy memo will be packed and sealed separately in different packets and online printed challan must be pasted on the packet. If copy of Secrecy memo is found inside any packet, the answer sheets of that packet will not be got checked.
 - One copy of challan for Nodal centre and other copy for record of examination center after receiving receipt on submission of answer sheets.
 - On every large bag, name of examination centre, code, date and number of packets must be written.



- Packets of morning and evening session should be packed in different large bags. Two or more large bags may be used if the number of packets in any session are more.
- Large packets should be stitched properly and sealed with the signatures of the Observer and Superintendent.

Every examination centers will have one large packet of morning and one large packet of evening session separately as per following semesters

S.No.	Semester	Color of packet
1	All courses of B.Tech. Semester-1,2,7,8	Pink
2	All courses of B.Tech. Semester-3 & 4	Sky Blue
3	All courses of B.Tech. Semester-5 & 6	White
5	All semesters of MBA and BBA	Yellow
6	All semesters of MCA and BCA	Khakki
4	All courses of B.Sc.All Semesters (Others-1)	See Annexure-I
7	M. Tech., M. Pharma, B.Pharma (Others-2)	See Annexure-I
8	All courses except mentioned above (e.g. B. Arch., HM and M.Sc. etc) (Others-3)	See Annexure-I

Note: Beside above instructions, any other instruction issued by Secrecy Branch be adhered to.

29. All the rooms of the examination centers must be close to each other to ensure complete control of the examination centers.
30. The submission of answer sheets in Nodal centre should be under the supervision of the Superintendent. The Superintendent has the right to change the lower staff with the consent of Examination Center Controller of the concerned college.
31. The details of Question Papers sent by the University can be seen in the login Ids of the Superintendent, Printing Cell Coordinator and Observer.
32. Adequate seating facility along with furniture be ensured in the examination centers so that students don't feel uncomfortable while taking exam.
33. The facility of drinking water and generator should be given to students by the concerned College. If these basic facilities are not provided to students, then the Superintendent will take care of these facilities with the consultation of examination local Controller.
34. Students and staff on duty are not allowed to bring phone or any electronic gadget in examination center. The directions should be given to all students regarding ban of mobile phones or any electronic gadget in examination center and mobile phones of the staff related to examination be kept outside the examination centers. The mobile phone jammers be installed at the examination centers to prevent misuse of mobile phones by the students. Directions should be given to students that keeping even switched off mobile phone lead to UMC against them.
35. University has appointed Observers in all examination centers. A liaisoning be made with them for smooth and fair conduct of Examination.
36. If any staff member is appearing for M.Tech. exam, he should not be assigned any work regarding exam.
37. No relatives of students appearing in examination center will be deputed on any kind of duty or allowed to enter the examination center. The staff on duty must possess the eligibility norms of the university. No staff member except those on exam duty will be allowed to enter the examination center. If the staff member is occupying an office in that building the venue of the office be shifted immediately.
38. If any staff member is found helping the students in cheating, then the Superintendent with the consultation of Examination local Controller can call off his duty immediately.



39. If any kind of mischevious / rough elements threatens to the Superintendent or any staff on exam duty then its information must be given to the Principal of concerned college, university authorities and police security may be requested for.
40. In case the superintendent has to take a leave or leave his duty due to ill health or some mishappening in the family, the alternate arrangements will be done by local Controller of Examination.
41. The entire record shall be packed as per directions given by the University after the examinations are over and shall be submitted to the concerned branches only.
42. Some of the students have been found to be making an appeal for clearing their exam and writing their Roll Number in the answer sheet. The Invigilator staff should give clear instructions to the students from refraining this practice. The paper of such students shall be treated under UMC as per the norms of the University.
43. The filled and signed attendance performa of the students duly numbered (branch and semester wise) in one file should be submitted to the Result section and other should be submitted in secrecy section through concerned section incharge. Also the above one copy of Attendance sheet must be submitted alongwith the challan on the day of submission of used answer sheets in the secrecy branch.
44. The performa of the usage of answer sheets should be deposited in the conduct branch of the University after the examinations are over.
45. The staff should be deputed as per the norms of the University only. Any excess amount paid to the additional staff shall be deducted from the account of the college. All the bills should be submitted to the University immediately after the exams are over so that the pending payment can be released.
46. The University is running an online module for printing of the bills of Honorarium/TA of officers/officials deputed for conduct of examination in the examination centers.
47. Above powers are given to the Superintendent for smooth conduct of Exam. If any Superintendent is found guilty or found involved in any malpractice then University has right to call off his duty immediately and if proved guilty during enquiry, necessary disciplinary action shall be initiated against him. The numbers of officials/officers of the University responsible for conduct of examination have already been sent through intranet.
48. As per norms of the University, if a student (due to ineligibility, shortage of attendance, time period lapse for completion of degree etc.) is not eligible to appear for examination, his admit card will not be issued and he will not be allowed to take exam. If such student takes exam, then whole responsibility will be of HOD, Principal and Superintendent of the concerned organization. The result of such candidates will not be declared by the University.
49. The time of conduct of exam (except Architecture course) is as follows:-

Morning Session: 9.30 a.m. to 12.30 p.m.

Evening Session: 1.30 p.m. to 4.30 p.m.

Beside these, other information and instructions will be uploaded on the University website through Intranet from time to time. If University website www.ctudocs.com does not work due to some technical reasons, all are requested to wait for at least one hour.



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Institute of Management
and Technology

I.K. Gujral Punjab Technical University Jalandhar, Kapurthala

Dr. Paramjit Singh

Controller of Examination

E. Mail: coeptu@gmail.com



Estd. Under Punjab Technical University
Act.1996 (Punjab Act No.1 of 1997)
Jalandhar Kapurthala Highway

Kapurthala-144603

Ref No: IKGPTU/April-2024/15415

Dated: 16/04/2024

All Printing Cell Coordinators Examinations April-2024 IKGPTU. Jalandhar

Subject: Instructions for the Printing Cell Coordinators for the smooth conduct of Examinations April-2024.

For the smooth conduct of Examinations April-2024, the following instructions are issued for the appointed Printing Cell Coordinators:-

1. The QPs will be sent online by the university and responsibility of printing QPs will be of Printing Cell Coordinators.
2. Printing Cell Coordinator will be appointed by the concerned EC but he will be spokesman of the College / University, therefore his work / duty will be under surveillance of the University.
3. The duty of Printing Cell Coordinator will be started a day before the day of the commencement of examination. The duty of Printing Cell Coordinator will start from 1 hour before the commencement of Examination of both the sessions till QPs arrive in EC. No Coordinator is allowed to take leave during his duty.
4. To have alliance with all Printing Cell Coordinators, login Ids are provided on the University website www.ptudocs.com on which following information must be shared
 - (i) Any kind of information sent by the University.
 - (ii) Printing Cell Coordinator must login into his ID twice daily to update his information.
5. All the required facilities will be provided by concerned EC as per already given instructions by the University.
 - There must be two types of internet connection in concerned EC:-one is Leased line connection and other is Broad band connection (wired not Mobile connection). These two connections will be of two different brands.
 - There must be facility of strong room to download and print the QPs and it should be at secured place so that QPs will be fully secured.
 - There must be two printers and two photocopier machines (heavy duty) for printing of QPs. If two ECs are established in same institute the ratio of printers and photocopier machines will be in proportion to the above.
6. University will send QPs 1 hour before the exam on very first day and 40 minutes before the exam from second day.



18. Above powers are given to Printing Cell Coordinator for smooth conduct of Exam. If any Printing Cell Coordinator found guilty or corrupt then University has right to call off his duty immediately and if found guilty during enquiry, he will be penalised by the concerned college management.

19. The time of commencement of exam (except Architecture course) is as follows:-

Morning Session: 9.30 a.m. to 12.30 p.m.

Evening Session: 1.30 p.m. to 4.30 p.m.

Besides these, other information and instructions will be uploaded on the University website from time to time. If University website www.ptudocs.com does not work due to some technical reasons, in that case wait at least 1 hour.

Note:- Read the instructions given to the Superintendent for smooth conduct of exam.

Controller of Examination

CC:-

To all Colleges, Nodal Centre Observers, Superintendents and Controllers of ECs



7. To download QPs, when Printing cell Coordinator will click on the link in his login ID, a new login will be opened.
8. Printing Cell coordinator must again login by using his old user name and password in this new open login ID and have to change the already existing password.
9. After again login with new password security key will be sent as text message to mobile number of Controller; this security key will be used as a password to download the QPs. Printing Cell coordinator will have to wait for 5 minutes for receiving security key; if security key is not received by Controller then contact the Mobile Number 9478098092. Module for downloading question paper already bounded with static IP adrees.
10. Downloading of every QP is password secured, and link will be on the downloading page.
11. The number of QPs to be printed is given by the Superintendent two days before the exam.
12. For downlodng QPs, PCC and His/her team to follow the instructions as given during Mock test held on Date **18.04.2024**.
13. The detail of exam dates and number of papers and number of students are available in login Ids provided by the university and if any additional paper is required then Superintendent and Printing Cell Coordinator must send a request via email to harpreetptu@gmail.com atleast two days before the date of exam. Also ensure to mention your name (name of Superintendent and Printing Cell Coordinator) along with mobile number in request email. Superintendent and Printing Cell Coordinator shall be solely responsible for any lapse in sharing such information.
14. Only below staff members can enter into Printing Cell
 - Controller of EC
 - Printing Cell Coordinator
 - Observer of EC
 - Superintendent of EC just to receive printed QPs
 - Printing machine operator and helper only
 - If any staff member is deputed for help then his order will be in advance in Office order book.
15. Attendance and Visitor register must be maintained in printing cell. Every staff member should enter his arrival and departure time along with signature.
16. The serial no. of answer sheets of appeared candidates from the University will be uploaded through the login ID of Printing Cell Coordinators within a day after the exam. The Superintendent must submit the copy of attendance sheet to Printing Cell coordinator so that Printing Cell Coordinators can upload serial number of answer sheets through his login ID.
17. If in any case, the attendance provided by the Superintendent does not match with Printing Cell Coordinators, then its detail will be given in login ID of Printing Cell Coordinators, the Superintendent and observer so that attendance of students can be corrected.



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IKGPTU Instructions regarding Practical Exams

I.K. Gujral Punjab Technical University Jalandhar, Kapurthala

Dr. Paramjit Singh

Controller of Examination

E. Mail: coeptu@gmail.com



Estd. Under Punjab Technical University
Act.1996 (Punjab Act No.1 of 1997)
Jalandhar Kapurthala Highway

Kapurthala-144603

Ref No: IKGPTU/COE/15492

Dated: 26/04/2024

**All Principals and Faculty Members
University Campuses & Affiliated Colleges
IKG Punjab Technical University**

Subject: Instructions regarding conduct of Practical exams and uploading of Internal Theory awards and Internal/External Practical awards for April -2024.

It is hereby informed that the practical examinations of April-2024 are going to be conducted from 17.05.2024 onwards. For the fair and smooth conduct of Practical examination, the institutes can appoint External Examiner as per the following instructions. The university will not send any list of External Examiner.

1. Only faculty members with 3 years or more of experience in IKGPTU system can be appointed as External Examiner to conduct the practical examination.
2. Only faculty members with 5 years or more of experience outside the IKGPTU system can be appointed as external examiner to conduct practical examinations. External Examiner can't be from same college/campus of the concerned students.
3. In order to conduct practical examination, an external examiner must be Assistant Professor or above. Faculty member who taught the concerned subject can only be appointed as Internal Examiner.
4. Subject should be taught at least 2 times by the faculty member for appointment as external examiner.
5. A faculty member can take the Practical examination of maximum 5 subjects (Total Practical) in one or more colleges during April-2024 Examination as External Examiner.
6. A faculty member can take only one subject (Morning and Evening session) of the respective branch in a day as an external examiner. If the number of students in a subject in a college is less, then the practical examinations of all the branches can be conducted from one or two examiner.
7. A faculty member who has been blacklisted or debarred by the University or any Institute, he/she cannot be appointed as external examiner.
8. External examiner can avail TA for maximum one-way distance of 100 km. The facility of taxi or own car can be availed by the external examiner as per the rule of the university (TA will be paid @ Rs.12/- per km for own car and @ Rs.16/- per km



for hiring of Taxi). Proper receipt of taxi bill(s) duly countersigned be enclosed with the TA claim.

9. It is important to upload the awards online in the presence of the External examiner, get a printout, sign by the external examiner. Award lists should be sealed by the internal examiner and to be submitted in respective institutes. These sealed lists are to be submitted by the institutes to the university. The facility of uploading awards will be available on www.ptudocs.com from 17.05.2024 in login IDs of Institutes/faculty. This facility of uploading awards will be provided by the Head of concerned departments to concerned faculty members.

11. After conducting the practical examination by the institutes, the award lists should be submitted by 12.07.2024 in all cases.

12. In general, it has been observed that in most of the colleges, only viva-voce of students are taken by the external examiner during the practical examination. So all institutes are hereby instructed that practical examination and viva to be done in lab properly under CCTV surveillance.

13. Any more instruction in this regard can be issued by the University from time to time. In case of any difficulty please communicate at harpreetptu@gmail.com for inquiry.

Controller of Examination

CC:- To all Concerned.



ADMIT CARD COLLECTION SCHEDULE NOTICE

←  **MBA - IV (2022-2024)**   
Bhawanpreet Kaur GJIMT, Bhup...

rupesh.0306240924@gmail.com

22 April 2024

9:38 am

R

Dr Rakhee Deewan GJIMT

Dates	Classes	Timing
23-Apr-24	BCA-VI	02:00 pm- 03:30 pm
	BBA-VI	11:30 am-12:30 pm
	B.COM.-VI	10:30 am -11:00 am
24-Apr-24	B.Com-IV	10:00am -11:00am
	MBA-IV	10:00am -11:00am
2-May-24	MBA-II	10:00am -11:00am
	BBA-II	11:30 am-12:30 pm
	B.COM-II	02:00 pm- 03:30 pm
4-May-24	BCA-II	10:00am -11:00am
	MCA-II	11:30 am-12:30 pm
	MCA-IV	11:30 am-12:30 pm

Admit Card Collection Schedule and
Time Slots

Dear students
Collect your admit cards as per the
schedule shared and allocated time
slots only.
Thanks

8:32 pm



Examination Team

I.K.Gujral Punjab Technical University Jalandhar, Kapurthala

Contact Numbers:

Name	Designation	Department(Branch)	Contact No.
Dr. Paramjit Singh	Controller of Examinations	Examination	9478098011
Dr. Amanpreet Singh	Deputy Controller	Examination(Conduct)	9478098019
Sh. Sandeep Kazal	Deputy Controller	Examination/Result	9478098020
Sh. Paramjit Singh Gill	Deputy Controller	Examination/Secrecy	9478098033
Dr. Vaneeta Bala	Assistant Registrar	Examination(Conduct)	9465884807
S. Rajwinder Singh	Sr. Assisitant	Examination(Conduct)	9815252046
Sh. Harpreet Singh	Sr. Assisitant	Examination(Conduct)	9478098092
S. Kulwinder Singh	Sr. Assisitant	Examination(Secrecy)	9478098093
S. Amrinder Singh	Sr. Assisitant	Examination(Conduct)	9872265253
S. Jasdeep Singh	Sr. Assisitant	Examination(Conduct)	9815347299

Information regarding various works and Responsibilities for Conduct of Examinations at University Level

Work Description	Officer Incharge	Dealing hand
Question Papers and Queries of QPs during the Exams.	Dr. Paramjit Singh	S. Amarinder Singh
Transmission of question Papers	Dr. Paramjit Singh Dr. Amanpreet Singh	Sh. Harpreet Singh
Date Sheet and its Queries	Dr. Amanpreet Singh Dr. Vaneeta Bala	Sh. Harpreet Singh
Dispatch of Answer Books	Dr. Amanpreet Singh Dr. Vaneeta Bala	S. Rajwinder Singh
Bills related to Conduct of Exams & Monitoring of CCTV Cameras	Dr. Amanpreet Singh Dr. Vaneeta Bala	S. Jasdeep Singh
Stationery and other materials related to conduct of Theory exams	Dr. Amanpreet Singh Dr. Vaneeta Bala	S. Rajwinder Singh
General query regarding Duties of Supdt. Flying Squad / Incharge Nodal Centre	Dr. Amanpreet Singh Dr. Vaneeta Bala	S. Rajwinder Singh
Query regarding Packaging & Dispatch of Used Answer Books/ Drawing Sheets at Examination Centre.	Sh. Paramjit Singh Gill	S. Kulwinder Singh
Technical query, Online Submission of Any kind of Data / Information	Dr. Paramjit Singh Dr. Amanpreet Singh	S. Harpreet Singh

Submission of Documents / Materials related to Examination Branch

Work Description	Branch	Officer Incharge	Dealing Clerk
Used Answer Books/ Drawing Sheets	Secrecy	Sh. Paramjit Singh Gill	S. Kulwinder Singh
Unused Answer Books, Log Books and all other material related to closing of Examination Centre	Conduct	Dr. Amanpreet Singh Dr. Vaneeta Bala	S. Rajwinder Singh
Practical Award Lists / Internal Assessment (Hard Copy)	Result	Sh. Sandeep Kazal Dr. Vaneeta Bala	S. Mohinder Singh
Attendance of Theory Examination	Result	Sh. Sandeep Kazal Dr. Vaneeta Bala	S. Rajwinder Singh
Complaint regarding Question Papers	Conduct	Dr. Paramjit Singh	S. Amarinder Singh

DUTY ROASTER FOR FINAL EXAMS

GIANJYOTI		Faculty Duty Roster for IKG PTU Examination April 2024																							
Day	Wed	Wed	Thu	Thu	Fri	Fri	Sat	Sat	Mon	Mon	Tue	Wed	Wed	Thu	Thu	Fri	Fri	Sat	Sat	Mon	Mon	Tue	Wed		
Date	15-May	15-May	16-May	16-May	17-May	17-May	18-May	18-May	20-May	20-May	21-May	22-May	22-May	23-May	23-May	24-May	24-May	25-May	25-May	27-May	27-May	28-May	29-May		
Session	M	E	M	E	M	E	M	E	M	E	E	M	E	M	E	M	E	M	E	M	E	E	M		
Dr. Anant	Controller																								
Dr. Iram Khan	Asstt. To Controller																								
Dr. Rakhee Dewan	Superintendent																								
Mr. Joginder Grewal	Deputy Superintendent																								
Dr. Bushra S P Singh	1						1							1										1	
Dr. Akshwariya	1				1		1				1														1
Dr. Dipreet Saini				1			1							1											1
Dr. Manu	1						1	1							1										
Ms. Nibha	1						1					1							1						
Ms. Divya	1						1						1												1
Ms. Neelam Sharma	1						1		1				1											1	1
Ms. Archan Upadhyay		1					1														1				
Ms. Simrat	1						1					1													
Ms. Sumita	1						1		1			1												1	
Ms. Shruti Dadhich							1	1		1					1										1
Mr. Vivek	1						1	1		1							1							1	MA
Dr. Shiv Kumar	1			1			1	1				1													1
Ms. Neha Sharma	1						1						1				1							1	
Ms. Jagpreet Kaur				1			1			1				1											1
Ms. Hema	1						1				1					1									
Ms. Raziya Khan	1			1			1											1							1
Ms. Zeba	1						1		1			1													1
Mr. Aditya	1						1	1		1		1													
Ms. Shikha	1						1			1				1										1	
Mr. Sarjay Gupta	1						1						1											1	1
Ms. Sudha	1						1			1				1											1
Ms. Jyoti							1			1	1		1											1	
	Director																								



FINAL EXAM INVIGILATION INSTRUCTIONS



IKG PTU Examination Instructions (For Invigilation), Nov 2023

1. Invigilators are required to report in Examination Control Room at
 - **8:45 AM for the Morning Session**
 - **12:45 PM for the Evening Session.**
2. Invigilators are requested to **collect seating plan for allotted room, count the answer sheets and sign the Duty sheet.**
3. Invigilator must check that detained students don't appear for examination.
4. It is mandatory for the invigilator to make prior **announcements regarding Mobile phones not permitted and proper filling of the attendance sheet.**
5. Invigilator has to check that student signed the attendance sheet properly.
6. Invigilator must make proper announcement regarding writing roll no. on the question paper.
7. Invigilator should collect the answer sheet from the student after he/she has crossed all the blank pages.
8. Invigilator has to **count the number of students present in the room** (for physical verification).
9. No extra student to be seated in the room if not allotted in the seating plan.
10. Invigilator is expected **not to sit on the benches / tables / chair** during invigilation duty.
11. Invigilator should **not carry their Mobile phones** to the Exam hall during the Examination timings.
12. Invigilator has to **collect the answer sheets and arrange them as per Course**

Director

Examination Surveillance using CCTV Security Cameras



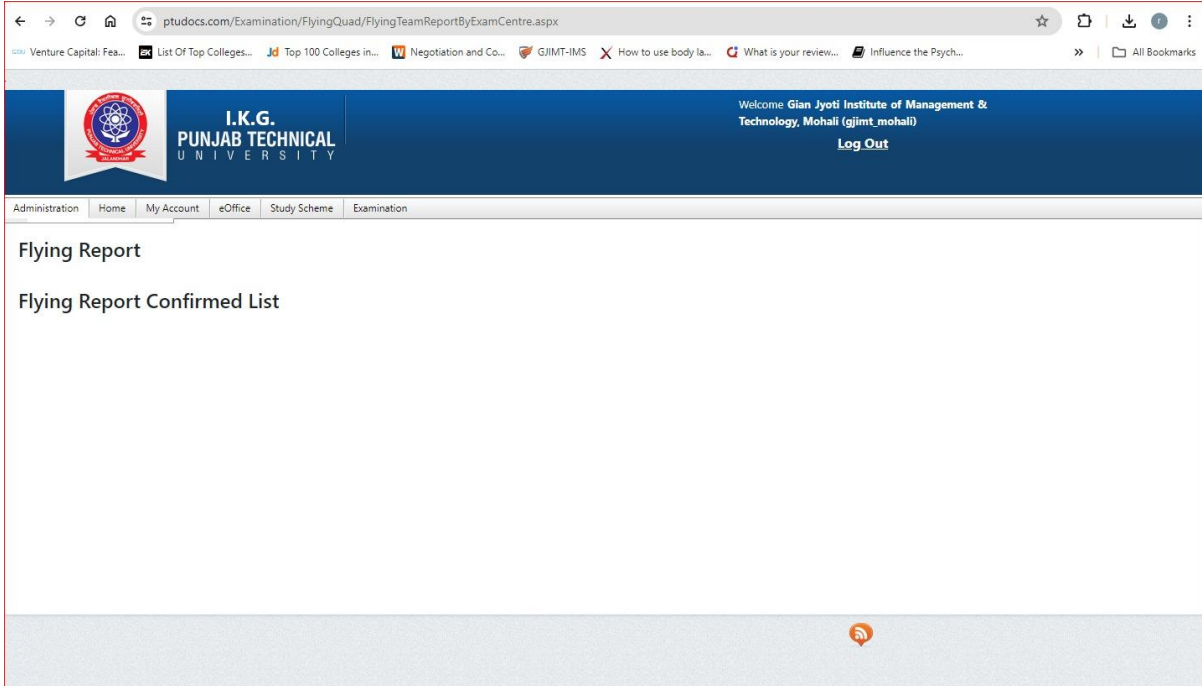


GIANJYOTI
Aspire. Achieve. Ascend

Institute of Management
and Technology



Flying Squad for smooth conduct of examinations



The screenshot shows a web browser window with the URL `ptudocs.com/Examination/FlyingQuad/FlyingTeamReportByExamCentre.aspx`. The browser's address bar and tabs are visible. The page header features the I.K.G. Punjab Technical University logo and navigation links: Administration, Home, My Account, eOffice, Study Scheme, and Examination. A welcome message for 'Gian Jyoti Institute of Management & Technology, Mohali (gjimt_mohali)' is displayed, along with a 'Log Out' button. The main content area is titled 'Flying Report' and contains a sub-section 'Flying Report Confirmed List', which is currently empty. A small RSS icon is located in the bottom right corner of the page.



UMC (Unfair Means) Cases Appeal Rules Notification by IKGPTU

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
*Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)*

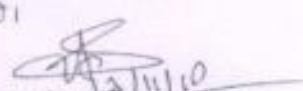
Ref. No. : IKGPTU/Reg/N/3743 Dated : 13.11.2018

ਨੋਟੀਫਿਕੇਸ਼ਨ

ਵਿਸ਼ਾ: ਯੂ.ਐਮ.ਸੀ. ਕੇਸਾਂ ਅਧੀਨ ਅਪੀਲ ਕੁਲਜ਼ ਅਤੇ ਫੀਸ ਸਬੰਧੀ।


ਉਪ ਕੁਲਪਤੀ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਯੂ.ਐਮ.ਸੀ. ਕੇਸਾਂ ਅਧੀਨ ਪ੍ਰਾਪਤ ਅਪੀਲਾਂ ਸਬੰਧੀ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਫੀਸ ਅਤੇ ਨਿਯਮ ਨਿਰਧਾਰਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ:

1. ਯੂ.ਐਮ.ਸੀ. ਕੇਸਾਂ ਅਧੀਨ ਅਪੀਲ, ਵਿਦਿਆਰਥੀ ਵੱਲੋਂ ਮਾਨਯੋਗ ਉਪ ਕੁਲਪਤੀ ਜੀ ਦੇ ਦਫਤਰ ਵਿਖੇ ਹੀ ਜਮ੍ਹਾਂ ਕਰਵਾਈ ਜਾਵੇ।
2. ਅਪੀਲ ਵਿੱਚ ਜੇਕਰ ਕੋਈ ਨਵਾਂ ਤੱਥ ਹੈ ਜੋ ਯੂ.ਐਮ.ਸੀ. ਸਬੰਧੀ ਗਠਿਤ ਕਮੇਟੀ ਨਾਲ ਮੀਟਿੰਗ ਦੌਰਾਨ ਜਾਂ ਲਿਖਤ ਵਿੱਚ ਪਹਿਲਾਂ ਸਾਹਮਣੇ ਨਹੀਂ ਆਇਆ, ਨੂੰ ਹੀ ਅਪੀਲ ਵਿੱਚ ਦਰਜ ਕਰਨ ਉਪਰੰਤ ਜਮ੍ਹਾਂ ਕਰਵਾਇਆ ਜਾਵੇ ਨਹੀਂ ਤਾਂ ਅਪੀਲ ਖਾਰਜ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ।
3. ਅਪੀਲ ਵਾਇਲ ਕਰਨ ਦੀ ਫੀਸ 1,000/- ਰੁਪਏ ਨਿਰਧਾਰਤ ਕੀਤੀ ਗਈ ਹੈ ਜੋ ਕਿ ਡੀ.ਡੀ. (ਰਜਿਸਟਰਾਰ, ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ) ਦੇ ਰੂਪ ਵਿੱਚ ਯੂਨੀਵਰਸਿਟੀ ਵਿਖੇ ਅਪੀਲ ਦੇ ਨਾਲ ਹੀ ਜਮ੍ਹਾਂ ਕਰਵਾਈ ਜਾਵੇ।
4. ਯੂ.ਐਮ.ਸੀ. ਕਮੇਟੀ ਦੁਆਰਾ ਕੀਤਾ ਗਿਆ decision ਕਾਲਜ ਦੇ ਲਾਗਿਨ ਆਈ.ਡੀ. ਵਿੱਚ ਭੇਜਣ ਦੇ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਵਿਦਿਆਰਥੀ ਵੱਲੋਂ ਅਪੀਲ ਦਾਇਰ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।


 (ਡਾ. ਐਸ.ਐਸ. ਵਾਲੀਆ)
 ਰਜਿਸਟਰਾਰ

ਪਿਠ ਅੰ.ਨੰ.: ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ./ਰਜਿ/ਨ/3744-3747 ਮਿਤੀ: 13/11/2018

1. ਇੰਚਾਰਜ ਸਕੱਤਰੇਤ, ਉਪ-ਕੁਲਪਤੀ ਦਫਤਰ: ਉਪ-ਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
2. ਸਮੂਹ ਵਿਭਾਗ ਮੁੱਖੀ (ਟੀਚਿੰਗ ਅਤੇ ਨਾਨ-ਟੀਚਿੰਗ)
3. ਡਿਪਟੀ ਕੰਟਰੋਲਰ (ਆਈ.ਟੀ.ਐਸ.): ਵੈਬਸਾਈਟ ਦੇ ਅਪਲੋਡ ਕਰਨ ਹਿੱਤ।
4. ਪ੍ਰਿੰਸੀਪਲ/ਡਾਇਰੈਕਟਰ, ਸਮੂਹ ਮਾਨਤਾ ਪ੍ਰਾਪਤ ਕਾਲਜ


 (ਡਾ. ਐਸ.ਐਸ. ਵਾਲੀਆ)
 ਰਜਿਸਟਰਾਰ

I. K. Gujral Punjab Technical University, Jalandhar
 Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603
 Ph. No. 01822 - 662521, 662501 Fax No. : 01822-255506, 662526, Email : registrar@ptu.ac.in



(a) **PREVENTION, PUNISHMENT AND PROCEDURE CONCERNING CASES OF MISCONDUCT AND USE OF UNFAIR MEANS IN OR IN RELATION TO EXAMINATION**

PART I - General

1. These Regulations may be called "Regulations relating to Prevention, Punishment and Procedure concerning Cases of Misconduct and Use of Unfair Means in or in relation to Examinations" and be abbreviated as "Regulations relating to Unfair Means Cases".
2. In these Regulations, unless there is anything repugnant in the subject or context:
 - (a) "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of a University teaching department/ Constituent Campus or a College affiliated to the University.
 - (b) "Committee" shall mean the Standing Committee appointed under Regulations 3.1 infra to deal with the cases of alleged use of unfair means and misconduct in or in relation to the University Examination'
 - (c) "Disqualification" shall mean disqualification from appearing in any examination of the University and will be treated as failure in the examination and all consequences of failure will follow;
 - (d) "Examination" shall mean an examination conducted by or at the instance of the Punjab Technical University and shall include an examination so conducted though subsequently cancelled;
 - (e) "Board of Governors", "Vice Chancellor" and "Registrar" shall mean respectively the Board of Governors, the Vice Chancellor and the Registrar of Punjab Technical University;
 - (f) "University" shall mean the Punjab Technical University at Jalandhar; and
3. Semester of disqualification shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next Semester examination as the case may be.
4. The Board of Governors shall annually appoint a UMC Committee consisting of four persons, one of whom shall be Registrar of the University or his nominee not below the rank of a Deputy Registrar to deal with the cases of alleged use of unfair means and / or misconduct in relation to an examination. The other members shall be
 - (a) A Retired Judge
 - (b) An Academician
 - (c) An Administrator
5. Two members shall form the quorum
6. The Registrar, or an officer authorized by him in this behalf, shall call upon the candidate alleged to have employed unfair means in the examination or obtaining admission to an examination on a false representation, to appear before the Standing



by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.

13. While reporting a case of use of unfair means in the University Examinations detected by or in the presence of the member of flying squad/ observer on University duty, both the member of flying squad/ observer and the Centre Superintendent shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate or the Centre Superintendent refuses to do so, this should be reported to the University in writing.
14. The answer-book in which the use of unfair means is alleged shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer book. The Superintendent shall forward both the answer books, alongwith his / her report in Form 749, to the Registrar. The candidate shall not forfeit his / her right to appear in the rest of the examination in subsequent papers.
15. If during a University examination, a candidate is found having in his / her possession or accessible to him / her papers, books, notes or other material, which do not relate to the subject of the examination of the day and which could not possibly be of any assistance to him / her, no action shall be taken against him / her. The Superintendent shall nevertheless promptly report the case to the Registrar and all the papers shall be sent alongwith the report.

Note : The Registrar need not report such a case to the Committee, unless he disagrees with the report of the Centre Superintendent.

PART - II - Offences and Punishment

1. The use of unfair means in or in relation to the examination shall include the following facts or omissions on the part of the candidate, viz:
 - a) Being in possession in the examination hall, of papers, books, notes or writing on any part of the candidate's clothes or any writing on his/ her body or table or desk or on a foot rule and/ or instruments like set squares, protractors, slide rules or any other material with notes or hints written thereon or any such material accessible to him / her which may be, or intended to be of possible help to the candidate in the examination.
 - b) Talking to another candidate or any person inside or outside the examination hall without the permission of the supervisory staff.
 - c) Presenting to the examiner a practical or class work note book not prepared by himself / herself.
 - d) Leaving the examination hall without delivering to the supervisor concerned the answer book or may part thereof or taking away the same or tearing it or otherwise disposing it of or tearing the answer-book of other candidate or otherwise disposing it of.
 - e) Refusing to obey the legitimate orders of the Superintendent and / or any other member of the Supervisory Staff.



Committee to represent his case personally at his own expense on the date fixed for his appearance before the said Committee. If in spite of service of notice, the candidate fails to do so, he/ she will be proceeded against ex-parte.

7. Where a candidate wishes to produce any evidence and/ or witness before the Committee, he / she may be allowed to do so by the Committee at his / her own expense. The Committee may also, on its own motion and for arriving at a just conclusion based on the principles of natural justice, direct the members of the supervisory staff of any other person to appear before it.
8. When the Committee, after having heard the candidate when present and after having heard such evidence as he / she may produce and after going through the record is unanimous in its decision, that decision shall be final except as provided in Regulations 20 infra. If the Committee is not unanimous in its decision, the record of the case shall be referred to the Vice Chancellor who may either decide the case himself / herself or refer it to the Board of Governors for decision.
9. All candidates must leave all papers, notes, books and hand bags etc. outside the examination hall. A place or a receptacle will be provided outside the examination hall for the purpose and the same shall be locked wherever possible, and the key will be kept by the Superintendent.
10. Every day, before the examination begins, the Superintendent or the Deputy Superintendent, as the case may be, shall call upon the candidates to search their persons/ pockets, etc. and part with and deliver to him / her all papers, books and / or notes which may be having in their possession. Where a late comer is admitted, this warning shall be given to him / her before he / she is permitted to take the examination. The Superintendent or the Deputy Superintendent as the case may be, and both, when there is a Superintendent as well as a Deputy Superintendent-in-charge of the examination, shall forward to the Registrar every day a declaration certifying compliance with this provision.
11. The Superintendent shall report to the Registrar without delay and on the day of occurrence, if possible, each case where the use of unfair means in the examination is detected, giving details of the evidence and explanation of the candidate concerned on Form no. 749

Provided that in case of non-availability of Form 749, they may be reported on Photostat copy of Form 749 or on a plain paper.

Provided further that in exceptional circumstances the case can also be reported by the members of the flying Squad or the Special Observer or the Local Controller of the Examination or Centre Superintendent directly on a plain paper.

Non-reporting of an unfair means case shall be deemed as dereliction of duty making the defaulting member of the supervisory staff liable for being debarred from all remunerative work of the University and further, dereliction takes place.

12. Soon after the detection, the Superintendent shall require the candidate to make a statement explaining his / her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Superintendent, which should be attested



- f) Changing the seat without the permission of the supervisory staff or occupying the seat not allotted to him / her.
- g) Coming to the examination hall under the influence of alcoholic drink or drugs.
- h) (i) Copying or attempting to copy from the objectionable material found in his / her possession ; Or
 - ii Copying or attempting to copy from another candidate : or
 - (iii) Assisting another candidate to copy from the objectionable material in his / her possession or from his / her answer-book.
- i) Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall.
- j) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- k) Writing on any piece of paper or blotting paper or on any other material any question or a part thereof set in the question paper or anything connected with it or a solution thereof.
- l) Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
- m) Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff.
- n) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination.
- o) Replacing or getting replaced answer books or any of its leaves or a continuation sheet during or after the examination.
- p) i Misbehaving towards the Superintendent or any other member of the Supervisory staff or any member of the inspection team or the flying squad, or with another candidate inside the examination hall or outside, before, during or after the examination: or
 - ii. Creating disturbance in the examination hall or in its vicinity; or
 - iii. Organising a walk out; or instigating others to walk out; or mis-conducting oneself in any manner in or outside the examination hall; or
 - iv. Disturbing or disrupting the examination in any manner whatsoever; or
 - v. Carrying into the examination hall fire-arms or any other weapon.
- q) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
- r) Using abusive or obscene language in the answer book.



- s) Forging another person's signature on admission form or using a forged document knowing it to be forged with the view to seeking admission to a College or to a University examination.
- t) Obtaining admission to an examination on a false representation made in the admission form or any document or suppressing material information relating to the candidate's eligibility and / or obtaining admission to a course in an affiliated College to eventually appear in a University examination and such admission has been found to have been obtained on the basis of the false representation.
- u) Getting oneself impersonation by someone in the examination or impersonating another candidate.
- v) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks.
- w) Making an appeal to the examiner in the answer book.
- x) Knowingly writing another person's Roll Number on one's answer book. And / or
- y) Engaging in any other act or omission which amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
- z) (a) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition).
- (b) Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination."

A candidate found guilty of committing any one or more of the offences under Regulation 10 supra shall be disqualified from appearing in any examination of the University for the period specified as under:

(a)	For offences under clauses (c), (k) and (r)	Disqualification for a period that may extend to two semesters but be not less than one semester.
(b)	For offences under clauses (a), (d), (e), (g), (h), (i), (j), (l), (v) (x) and (z)	Disqualification for a period of not less than two semesters.
(c)	For offences under clauses (m) and (t)	Disqualification for a period of not less than three semesters.
(d)	For offences under clauses (n) and (o)	Disqualification for a period of not less than four semesters.
(e)	For offences under clauses (s) and (u)	Disqualification for a period of not less than five semesters.
(f)	For offences under clause (p)	Disqualification for a period that may extend to five semesters
(g)	For offences under clause (y)	Disqualification for a period that may extend to five semesters, but be not less than two semesters.



Note : All cases in which disqualification has been ordered for a period of five years shall be reported to the Board of Governors by the Registrar.

3. A candidate contravening the provisions of clause (b), (f), (q), and (w) or Regulation 10 shall be liable to cancellation of his/her answer book in the subject/ paper concerned without any implication of moral turpitude.
4. If during a University examination, a candidate is found having in his/her possession or notes which could be of assistance to him/her in the examination but he/she has not made use of them, and if the committee is satisfied that these papers, books or notes, as the case may be, remained with the candidate out of inadvertence, he/she may as a disciplinary measure and without any implication of moral turpitude, be debarred from passing in that paper.
5. If the answer book of a candidate shows or it is otherwise established that he/she had received or attempted to receive help from any source and in any manner, or has given help or attempted to give help to another candidate in any manner, he/she shall be disqualified from appearing in any examination for a period of not less than two years.
6. A person found guilty of writing an answer book or a continuation sheet for a candidate, which the latter has smuggled, or intends to smuggle, into the examination hall and has submitted or intends to submit, as one having been written by himself/herself, shall be disqualified from appearing in any examination for a period of not less than four years, including that in which he/she is found guilty.
7. A person, not being a candidate, found guilty of impersonating or misrepresenting a candidate in the examination shall be declared not a fit and proper person to be admitted to any future examination of the University. Besides, if it is considered necessary, his/her case may be reported to the Police.
8. If a person misbehaves with a member of the supervisory staff or a member of the flying squad or inspection team or threatens or intimidates any one or more of them, or otherwise interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from two to five years.
9. If a person misbehaves with an examiner or any other individual deputed in connection with the evaluation work or threatens or intimidates any one or more of them or otherwise interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from two to five years.
10. If a person, including a member of the supervisory staff or menial, helps the candidate to copy from certain material or from the answer-book of another candidate or helps in any other manner, he/she shall be disqualified from appearing in any examination for a period of not less than two years and shall not be given any remunerative work of the University for a period to be determined by the Vice- Chancellor. In case such a person is a member of the teaching staff or a College affiliated to the University, or is working as a Librarian, or a Director of Physical Education etc. his approval as



Lecturer, Instructor or Librarian or Director Physical Education, as the case may be, shall be withdrawn.

11. A person who is found guilty of committing an offence under these Regulations but is not a candidate for any examination, shall be dealt with as under:

(a) In case of a teacher or a person connected with an Institution, his/her conduct shall be reported to the Managing Body of the Institution or the Government in the case of a Government Institution, and he/she shall be debarred from any remunerative job in the University.

Provided that in such cases where a teacher/ member of the non-teaching staff had been or is debarred/ disqualified permanently from any remunerative work of the University, the punishment would be for 10 years in all.

(b) The Vice Chancellor may hand over the case to the Police if it discloses commission of a criminal offence.

12. For cases of unfair means not covered by these Regulations, the Board of Governors may, on the recommendations of the Committee, impose such punishment as the nature of the offence demands.

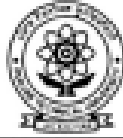
13. An appeal against the decision of the Committee shall lie to the Vice Chancellor only if a candidate, or a Branch dealing with Unfair Means Cases, is in a position to put up some new facts which are likely to be crucial in the sense that they might induce the Committee to come to a decision other than the one taken by it. **The candidate may go in for appeal within fifteen days from the date of receipt of information about the decision.**

After reconsideration of the whole case by the Committee, the case shall be referred to the Vice Chancellor, who may either finally decide the case himself/herself or refer it to the Board of Governors for final decision, as he/she may deem proper.

14. If the Board of Governors is satisfied after enquiry that the integrity of an examination has been violated at an examination centre as a consequence of large-scale unfair assistance rendered to the examinees, it may, besides taking action under these Regulations order re-examinations, cancelling the results of such examination if already declared, and may also abolish that examination centre for future or for a specified period.



Form for Reporting Cases of Use of Unfair Means during Exam



FORM FOR REPORTING CASES OF USE UNFAIR MEANS OR ACTS OF INTERFERENCE ON THE PROPER CONDUCT OF UNIVERSITY EXAMINATION

Important

1. The Centre Superintendent should please ensure that all the columns are properly filled and completed in all respects and the performa is despatched alongwith all the relevant documents to Registrar PTU, Jalandhar under a registered cover on the same day of detection.
2. In case the detector is a member of the Flying Squad, he/she should be requested by the Centre Superintendent to record a detailed report at page 2 and to invariably sign the paper(s) recovered from the candidate for purpose of authentication.
3. In all cases the UMC case shall be prepared & signed by Centre Superintendent.

GENERAL PARTICULARS

1. Centre of examination (with building)
2. Name of the Examination
3. Name of the candidate
4. Roll No. Session
5. Subject 6. Paper
7. Date of Detection
8. By whom detected (Name and complete particulars)
.....
.....
.....
.....
.....
.....
.....
.....



DETAILED

No. of printed papers detected
No. of handwritten papers detected
Other incriminating material
Total No. of papers detected
Time of detection
Exact place or part of the body of recovery

IMPORTANT Exact location of the papers and other material recovered must be given (e.g. from the hand/pocket or under the clothes worn by the candidate or from the candidate's answer book or whether "from the seat" etc. Report regarding giving or receiving help by a candidate or misbehaviour or indiscipline / disturbance created at the Centre by a candidate(s) be also mentioned here in detail. **The time of detection should be clearly mentioned and the report free from any sort of ambiguity.**



ENDORSEMENT BY THE SUPERVISOR OF THE ROW

(if he/she himself did not detected the case)

Statement :

Full Signature :

Name :

Designation / Address

COMMENTS/REPORT OR THE CENTRE SUPERINTENDENT

Statement :

Full Signature :

Name :

Designation / Address



STATEMENT OF CANDIDATE

(if the candidate refuses to make a statement, the fact of refusal may please be indicated by the Central Superintendent)

Statement of Student :

Full Signature :

Name :

Roll No. :

Address :

Detail of documents sent :

- (1) Answer Book(s) : One or two
- (2) Material recovered (No. of papers)
- (3) Copy of the seating plan
- (4) Copy of the question paper
- (5)

Further certified that the candidate was asked to make a statement and to sign the incrimination material recovered from him.

- (1) But he refused to do so.
- (2) He has made a statement but did not sign the incriminating material.
- (3) He has made a statement and also signed the incriminating material.
- (4) He was offered a second Answer Book. He accepted/refused to accept the second Answer Book.

Asstt. Supdt./Clerk

Centre Supdt.

