## **Supporting Documents**

# **Examination Department: e-Governance**

S.No.	Documents attached
1.	Annual Expenditure
2.	ERP Documents
3.	Screen Shots of the user interfaces
4.	Annual E-Governance Report
5.	Policy document on e-governance
6.	Bills for the expenditure on implementation of e-governance



# 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/ 9919

Dated: 25 10 202

## **Expenditure Statement of E-governance**

Sr.no	Exam Session	Expenditure for e-governance
1.	November-2018	1573080.00
2.	April-2019	1630334.00
3.	November-2019	1374377.00
4.	April-2020	1318284.00
5.	November-2020	758010.00
6.	April-2021	1418467.00

**Note: -** Expenditure for e-governance of Examination of the University Campus/Constituent Campus and I.K.G.P.T.U. Affiliated Colleges.

(Dr. Paramjit Singh) Controller of Examination IKGPTU, Jalandhar

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/9651

Dated: 30 9 2021

#### **ERP Document**

### The job will involve following work

### (A)under web-based online Module

- 1. Creating of Logins of new students and continuation of old logins.
- 2. Online submission of Examination Forms of Regular and reappear students
- 3. Issuing of online Admit Card as per University format
- 4. Creation of Examination Centres.
- 5. Creation of Logins for Superintendent, Observers, Flying Squad
- 6. Online submission of Daily Report by Superintendents, Observers, Flying Squads.
- 7. Online submission of Absentee, Detained students, and Damage/Missing Answer Books etc.
- 8. Online submission of UMC(Unfair Means Cases) of students.
- 9. Online Secrecy Memo for dispatch of Answer Books
- 10. Online Cut-list for Examination Centres.
- 11. Online filling of Internal Awards of Regular & Reappear students and Printing Reports as per University Format.
- 12. Online filling of External Practical Awards of Performa and Printing Reports as per University Format.
- 13. Online Re-evaluation Forms.
- 14. Assignment/work related to the above job as per requirement of Examination branch should be done.
- 15. Delivery of letters, Results and other documents to students, Faculty Members and Institutes through their logins.

# (B) Offline Module for setup of EDP cell requires the following facility in system for compilation and process of results.

- Master of Branch, Semester and Subjects.
- Creation of Schemes as per Board/University Norms.

#### Regular Results:

- Facility of Filling of Examination form, from the online data by importing with excel files.
- Importing of Data of Examination forms with excel files.
- Uploading of absentee, UMC and Detainee by importing in excel files.
- Uploading of external theory awards by importing with excel files.
- Facility of pending awards by exporting in excels files.
- Facility to control/upheld of UMC results as per UMC regulations of the university.
- Auto facility of award of normal and adhoc grace marks as per norms of the University.
- Dropping facility in the system for in eligible students.
- Compilation of final results as per regulation of the University.
- Exporting of results for uploading of results on University website.

At .

• Facility of revision of results is required in system for pending and revised results.

Re-appear Results:

• Filling of Re-appear forms and declaration of results according to regulation with same facility given in the system for declaration of regular results.

#### Re-evaluation Results:

- Filling of Re-evaluation forms by importing in excel files.
- Updating of awards by importing through excel files.
- Compilation of final results as per regulation of the University.
- Printing of Gazette for dispatch of results to the Institutes.

#### Merit List:

• Facility of Merit lists are required after complete declaration of result as per data of exam forms.

Student's Ledger:

• Facility of student's ledger which includes basic information, detail of each semester result in which students appeared in various examination is required on at the desk of officers.

Mapping of subject's code:

• Implementation of mapping code of all subjects for the compatibility of web-based Module and offline Module of EDP Cell.

#### Awards bank:

• Implementation for declaration of result through Awards bank in offline Module of EDP Cell.

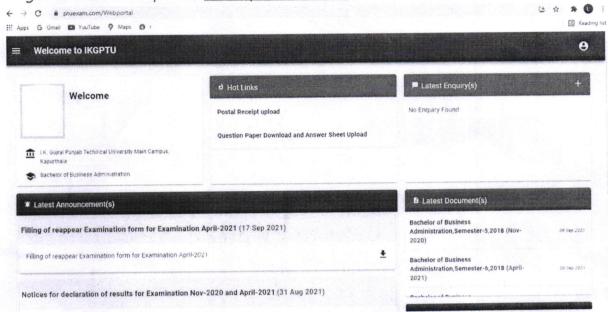
#### Terms and conditions:

- 1. The work will be carried out in the University premises under the supervision of concerned officer.
- 2. The firm should have to submit the undertaking to maintain the confidentiality of the work.
- 3. The payment will be made after the completion of whole work.
- 4. The firm will depute a technical person to execute the whole work and the person will work under the supervision of concerned officer/officials.
- 5. The hardware which includes Computers, Scanners and Printers will be provided by the University.
- 6. The server and web-space will be provided by the University as per requirement of the firm for smooth functioning of the whole work.
- 7. On the successful execution of work the university reserves the right to get the same work done at the same rate for the next examinations.
- 8. The payment will be made on the basis of students appeared in Regular as well as reappear examination.

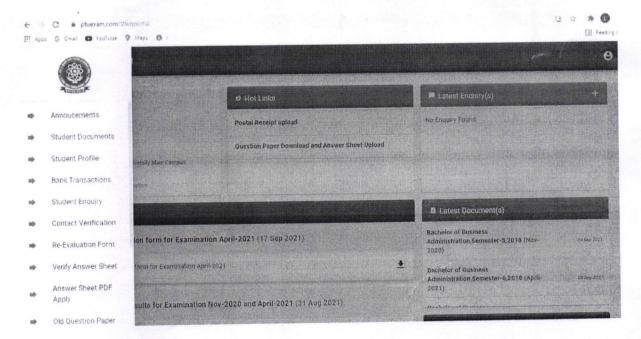
(Dr. Paramjit Singh) Controller of Examination IKGPTU, Jalandhar

## Screen shots of user interfaces

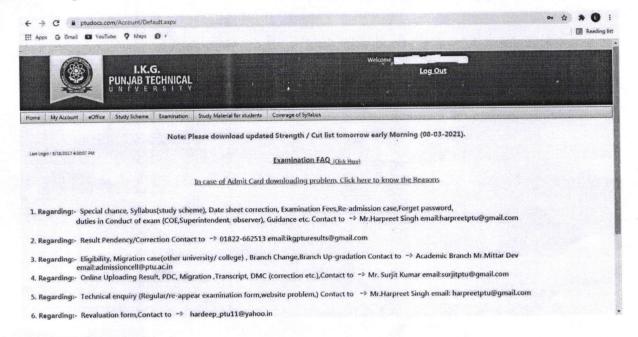
 Present Current status of automation of examination division including Screen Shots of Various Module of Software.
 Login of students' portal <u>www.ptuexam.com</u>



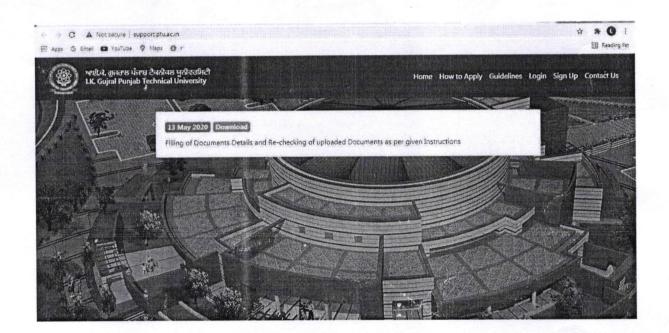
## Facility available in login of students:



# Login for Faculty members and University staff at www.ptudocs.com



## Portal for stake holders for delivery of documents at support.ptu.ac.in





I.K. Gurjal Punjab Technical Unive Jalandhar, Kapurthala-Jalandhar Highway, Kapurthala-144603

Dated: 30.9.2021

Ref No.: IKGPTU/COE/9650

## **Annual E-Governance Report**

Name of the Services provided to stake holders
<ul> <li>Online availability result notification and Documents like Detail Marks card, Provisional degree certificate, Degree certificate and Migration certificate in respective login with QR bar code facility (after replacing 2-D barcode) for verification with smart phone.</li> <li>Monitoring of Examination Centres with CCTV Cameras.</li> <li>Online Tracking of Answer sheets for Manual Evaluation.</li> </ul>
<ul> <li>Online Filling of Examination form and Online Fee deposition directly from respective login of Students.</li> <li>Online query system for students.</li> <li>Online Documents Delivery System through SFC for all stake holders.</li> <li>Online verification, Attestation &amp; transmission of Documents to foreign agencies.</li> <li>E-file System for University affiliated institutes.</li> <li>Preparation of Study Materials and Availability of same in Student's login.</li> </ul>
<ul> <li>Online Setting of Question Papers.</li> <li>Online Conduct of Examination (Open Book Examination)</li> <li>Online Conduct of Examination (MCQ based-Ph.D Entrance Examination Conducted - 2 Times)</li> <li>Online No-Dues system from institutes for Issuance of admit card directly to students in respective login.</li> <li>Online Evaluation of Answer sheets through evaluation centres via login of evaluators.</li> </ul>

(Dr. Paramjit Singh)
Controller of Examination
IKGPTU, Jalandhar
Controller of Examination
I.K. G. Punjab Technical University

Jalandhar

Ref No.: IKGPTU/COE/ 96 49

E. Mail: coeptu@gmail.com



I.K. Gurjal Punjab Technical Unive Jalandhar, Kapurthala-Jalandhar Highway, Kapurthala-144603

Dated: 30 9 21

## Policy document on e-governance

Examination department is working in fully automated environment. Login Ids are created at www.ptudocs.com to fasten the facilitation of stakeholders with transparency, confidentiality and integrity. The main branches of Examination department are Conduct, Secrecy and Result Branch. The policy that prevails during functionality of each department using e-governance is as below:

Conduct Branch: Conduct of Examination

- The first step is generation of Roll number to the eligible candidates online. Then Semester upgradation of already studying students is done by the respective HOD of the department for already studying students after confirming their upgradation from previous semester to next semester. This option is provided at www.ptudocs.com in the login IDs of concerned HODs. Those students who fulfilled the attendance norms (minimum 75% and clear the previous semester) are upgraded and only upgraded students can fill their examination forms online.
- If a student is drop out or detained and is not upgraded by the HOD as per norms, then he/she is not eligible for filling the examination form. Examination forms of regular semester and reappear subjects as per declared result records of university are available in Login IDs of students. The students filled the subjects and deposited the notified fee by the University via online mode. The exam forms are confirmed by the concerned HODs after verifying No Dues. The students those are finally confirmed by the HODs are issued the admit cards as per notified schedule. Date sheet is also notified via the login Ids of stakeholders.
- If a candidate, after admission to an examination is found an illegal act or an act of serious indiscipline, in such cases the Login Ids of students are blocked for notified time as per norms of the University
- Online module is created for paper setters as per the university norms for paper setters. Question papers are transmitted online using a secure environment and student attempt the question paper within allotted time.
- For offline examinations, An examination centre set up in a college/institution only if the minimum number of examinees is 300 in that examination. The maximum strength of examinees allocated to an examination centre is 500. In institutions where the number of examinees is more than 500, more than one examination centres can be set up. Local Controller, Assistant to Controller, Superintendents, Printing Cell Coordinators, Invigilators, Observers, Flying Staff are deputed for the fair and smooth conduct of Examinations. One

- teacher shall be appointed for the supervision as Invigilator for 30 candidates. Honorarium of all the deputed staff is processed via the online module.
- For Online examinations, Eligible students who got the admit cards can download the question paper and upload the answer sheets from the respective login IDs.
- For Practical Examinations, there shall be two examiners for each Practical/Viva Voce Examination at each examination centre, one internal and one external. The external examiner must have minimum of three years of teaching experience in a recognized college/University. Awards are being uploaded from the concerned faculty login ID.
- Cut list, Attendance Sheets, forwarding memo and award lists are generated on the basis ofonline submitted Examination Forms. Absentee Record, daily report and correspondence with Exam Centre staff occur through concerned login ID.
- Answer sheets are packed and then submitted in Established Nodal Centres and Nodal Centres submit the packed answer sheets to Secrecy Department.

Secrecy Branch: Evaluation of Answer Sheets

- For offline Examination, the answer sheets are evaluated at respective PIT/Constituent Campuses. After evaluation, the answers sheets are shown to the student by respective Class Incharge and after addressing the grievances/Queries regarding evaluation then final awards are sent to Result Branch for declaration of results.
- For online Examinations, handwritten Answer sheets are uploaded by the students in login IDs which are made available to the respective subject teacher of the PIT/Constituent Campuses. The evaluated answer sheets are shown to the students by respective Class Teachers. After addressing the grievances/Queries regarding evaluation then final awards are sent to Result Branch for declaration of results.

Result Branch: Processing of Results and Document delivery

- After processing of awards, the result of students is declared in Institute and Student login Id as per norms approved by the University.
- Generation of result tabulation, Details Mark Card, Provisional Degree Certificate, Original Degree Certificate, Migration Certificate and Transcripts are delivered Online in the respective login IDs.

(Dr. Paramjit Singh) Controller of Examination IKGPTU, Jalandhar

GST 03AACCE6924E1Z1

GST Tax Invoice (Goods) **ORIGINAL FOR RECIPIENT** \*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295

E-mail: wusws1@gmail.com

# EDUSOFT TECHNOCRATS (P) LTD

373-ADARSH NAGAR JALANDHAR PUNJAB

Invoice No.: G-00004

Dated: 22/08/2018

E-Way Bill No .:

Mode of Transport:

Vehicle No. :

Driver:

Tax is Payable On Reverse Charge (Yes/No)

Goods Dispatch :

Detail of Receiver (Billed To) THE CONTROLLER (EXAMS) IKG PTU

**JALANDHAR** 

JALANDHAR

District: Jalandhar State : Punjab

State Code

**JALANDHAR JALANDHAR** 

District : Jalandhar State : Punjab

State Code

THE CONTROLLER (EXAMS) IKG PTU

Customer's Signature

Auth.Signatory

**JALANDHAR** 

Detail of Consignee (Shipped To)

P.O.S. 03-Punjab

Sr	Description of Goods	HSN/ SAC	Qty.	UOM	Rate	Total	Disc.	Taxable		Within S	tate T	ax	Cen	tral Tax
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GS .. N: 03AACCE6924E1Z1

**GST Tax Invoice (Goods)** ORIGINAL FOR RECIPIENT \*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295 E-mail: wusws1@gmail.com

# EDUSOFT TECHNOCRATS (P) LTD 373-ADARSH NAGAR

JALANDHAR PUNJAB

Invoice No.: G-00011

Dated: 27/03/2019

Mode of Transport: Vehicle No.:

Driver:

E-Way Bill No .:

Tax is Payable On Reverse Charge (Yes/No)

Goods Dispatch:

Detail of Receiver (Billed To)
THE CONTROLLER (EXAMS) IKG PTU

Detail of Consignee (Shipped To)

**JALANDHAR** 

THE CONTROLLER (EXAMS) IKG PTU

JALANDHAR

JALANDHAR **JALANDHAR** 

**JALANDHAR** 

District: Jalandhar State: Punjab

State Code

District : Jalandhar State : Punjab State Code

P.O.S. 03-Punjab

Si	Description of Goods	HSN/	,			Total	Disc.	Taxable		Within St	ate T	ay	Cent	tral Tax
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SESSION - APRIL- 2019

GSTIN : 03AACCE6924E1Z1

GST Tax Invoice (Goods)
ORIGINAL FOR RECIPIENT
\*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295

Auth. Signatory

E-mail: wusws1@gmail.com

# **EDUSOFT TECHNOCRATS (P) LTD**

373-ADARSH NAGAR JALANDHAR PUNJAB

Invoice No.: G-00008

Dated: 12/09/2019

Mode of Transport : Vehicle No. :

Driver:

E-Way Bill No .:

Tax is Payable On Reverse Charge (Yes/No)

Goods Dispatch :

Detail of Receiver (Billed To)
THE CONTROLLER (EXAMS)

3. Intt 24% p.a. will be charged if bill not paid within 30 days.

4. E.&.O.E.

I.K.G. PUNJAB TECHNICAL UNIVERSITY

KAPURTHALA (PB.) JALANDHAR - 144603 District : Kapurthala

State: Punjab

State Code

THE CONTROLLER (EXAMS)

I.K.G. PUNJAB TECHNICAL UNIVERSITY KAPURTHALA (PB.)

JALANDHAR - 144603 District : Kapurthala

State: Punjab

State Code

**Customer's Signature** 

**JALANDHAR** 

Detail of Consignee (Shipped To)

<b></b>	HSN/				Total	Disc.	Taxable		Within St	ate T	ax	Cent	tral Tax
Description of Goods	SAC	Qty.	UOM	Rate	Amount		Amount 1	Tax%	SGST2	Tax%	CGST 3	Tax%	IGST 4
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SESSION - NOVEMBER- 2019

GSTIN: 03AACCE6924E1Z1

**GST Tax Invoice (Goods)** ORIGINAL FOR RECIPIENT \*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295

E-mail: wusws1@gmail.com

# EDUSOFT TECHNOCRATS (P) LTD

373-ADARSH NAGAR JALANDHAR PUNJAB

Invoice No.: G-00012

Dated: 16/01/2020

Mode of Transport: Vehicle No.:

Driver:

E-Way Bill No .:

Tax is Payable On Reverse Charge (Yes/No)

**JALANDHAR** Goods Dispatch:

THE CONTROLLER (EXAMS)

Detail of Consignee (Shipped To)

Detail of Receiver (Billed To) THE CONTROLLER (EXAMS)

I.K.G. PUNJAB TECHNICAL UNIVERSITY KAPURTHALA (PB.)

JALANDHAR - 144603 District: Kapurthala

Puniab

State Code

I.K.G. PUNJAB TECHNICAL UNIVERSITY KAPURTHALA (PB.)

JALANDHAR - 144603 District : Kapurthala

State: Punjab

State Code

**Customer's Signature** 

	HSN/		П		Total	isc.	Taxable		Within St	ate T	ax	Cent	ral Tax
Description of Goods	SAC	Qty.	иом	Rate	Amount			Tax%				Tax%	IGST 4
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SESSION - APRIL - 2020

GSTIN: 03AACCE6924E1Z1

**GST Tax Invoice (Goods) ORIGINAL FOR RECIPIENT** \*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295

E-mail: wusws1@gmail.com

# **EDUSOFT TECHNOCRATS (P) LTD**

373-ADARSH NAGAR JALANDHAR PUNJAB

Invoice No.: G-00002

Dated: 17/11/2020

Mode of Transport : Vehicle No. :

Driver:

E-Way Bill No .:

Tax is Payable On Reverse Charge (Yes/No)

Goods Dispatch: **JALANDHAR** 

THE CONTROLLER (EXAMS) IKG PTU

Detail of Receiver (Billed To)

Detail of Consignee (Shipped To) THE CONTROLLER (EXAMS) IKG PTU

JALANDHAR

**JALANDHAR** 

**JALANDHAR** 

District: Jalandhar

State: Puniab

State Code

**JALANDHAR** 

District: Jalandhar

State: Punjab

State Code

P.O.S. 03-Punjab HSN/ Total Within State Tax **Central Tax** Taxable **Description of Goods** SAC Qtv. UOM Rate Amount Amount code Tax% SGST 2 Tax% CGST 3 Tax% **IGST REGULAR EXAM APRIL-20** 997331 72045.00 695234.25 9.65 695234.25 9.00 62571.08 9.00 62571.08 0.00 **REAPPEAR EXAM APRIL-20** 997331 43726.00 9.65 421955.90 421955.90 9.00 37976.03 9.00 37976.03 0.00 of Examination I.K. G. Punjab Technical Universit lalandhar TOTAL: 115771.0 1117190.15 0.00 1117190.2 100547.1 100547.1 0.00 Dated: Sub-Total (1+2+3+4): 1318284.37 Transport: Pvt.Mark: GR/RR No. : Dated: Bags: Case: Cartn.:

Order No. :

Weight

Packages .: Freight to Pay

THIRTEEN LAKH EIGHTEEN THOUSAND TWO HUNDRED EIGHTY FOUR ONLY Amount In Words:

Agent:

Note:

Certified that the Particulars given above are true and correct

**NET AMOUNT:** 

1318284.00

Our's **Bankers** 

Terms & Conditions:-

1. All Disputes are Subject to JALANDHAR Jurisdiction 2. Goods Once Sold Never Taken Back

3. Intt 24% p.a. will be charged if bill not paid within 30 days.

4. E.&.O.E.

Customer's Signature

For EDUSOFT TECHNOCRATS (P) LTD

Auth. Signatory

SESSION-NOVEMBER-2020

GSTIN: 03AACCE6924E1Z1

**GST Tax Invoice (Goods)** 

**DUPLICATE FOR TRANSPORTER** \*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295

E-mail: wusws1@gmail.com

# EDUSOFT TECHNOCRATS (P) LTD



JALANDHAR PUNJAB

Invoice No.: G-00012

Dated: 19/03/2021

Mode of Transport: Vehicle No.:

Driver:

E-Way Bill No .:

Tax is Payable On Reverse Charge (Yes/No) Detail of Receiver (Billed To)

**JALANDHAR** Goods Dispatch:

Detail of Consignee (Shipped To)

THE CONTROLLER (EXAMS) IKG PTU

**JALANDHAR** 

**JALANDHAR** 

District: Jalandhar

State: Punjab

State Code

**JALANDHAR** 

**JALANDHAR** 

District: Jalandhar

State: Punjab

State Code

THE CONTROLLER (EXAMS) IKG PTU

P.O.S. 03-Punjab

7 -		HSN/ Total Taxable Within State Tax										tral Tax			
De	scription of Goods	SAC	Qty.	UOM	Rate	Amount		Amount 1	Tax%	SGST2	Tax%	CGST 3	Tax%	IGST	
AND	DUCT OF EXAMINATION IN JAN MARC 21 (REGULAR IESTERS NOV2020 MINATION)	997331	66568.00		9.65	642381.20		642381.20	9.00	57814.31	9.00	57814.31	0.00		
in.	Certified that stock entry Register et. On find at Page No. 88	autial	1												
1/0	Controller of I.K. G. Punjab	Examin Technic	ation al Unive	rsity											
	TOTAL :		66568.0	0		642381.20	0.0	00 642381.2	0	57814.3	1	57814.3	1		09

Transport: GR/RR No.:

Case:

Pvt.Mark:

Dated: Packages .:

Bags: Weight

Freight to Pay:

Amount In Words: SEVEN LAKH FIFTY EIGHT THOUSAND TEN ONLY

Cartn.:

Agent:

Note:

Certified that the Particulars given above are true and correct

**NET AMOUNT:** 

0.18 758010.00

Our's Bankers

Terms & Conditions:-

1. All Disputes are Subject to JALANDHAR Jurisdiction.

2. Goods Once Sold Never Taken Back

3. Intt 24% p.a. will be charged if bill not paid within 30 days.

4. E.&.O.E.

For EDUSOFT TECHNOCRATS (P) LTD

**Auth.Signatory** 

Customer's Signature

SESSION - APRIL- 2021

GSTIN: 03AACCE6924E1Z1

GST Tax Invoice (Goods) ORIGINAL FOR RECIPIENT \*\*CREDIT\*\*

Phone: 0181-5005606 Mobile: 94172-32294, 94712-32295

Driver:

E-mail: wusws1@gmail.com

# **EDUSOFT TECHNOCRATS (P) LTD**

JALANDHAR PUNJAB

Invoice No.: G-00006

Dated: 18/08/2021

P.O.S. 03-Punjab

E-Way Bill No .:

Tax is Payable On Reverse Charge (Yes/No)

Detail of Receiver (Billed To)

THE CONTROLLER (EXAMS) IKG PTU

JALANDHAR

JALANDHAR

District: Jalandhar

State: Punjab

State Code

Mode of Transport:

Vehicle No. :

Goods Dispatch:

**JALANDHAR** Detail of Consignee (Shipped To)

THE CONTROLLER (EXAMS) IKG PTU

**JALANDHAR** 

**JALANDHAR** 

District: Jalandhar

State: Punjab

State Code

5/	) assisting of Coods	HSN/				Total	Disc.	Taxable		Within S	Central Tax				
-1	escription of Goods	SAC code	Qty.	UOM	Rate	Amount		Amount 1	Tax%	SGST2	Tax%	CGST 3	Tax%	IGST	4
	CONDUCT OF EXAMINATION (ONLINE OBE) April 2021	997331	124569.0		9.65	1202090.85		1202090.85	9.00	108188.18	9.00	108188.1	0.00		

Controller of Examination I.K. G. Punjab Technical Universit

Jalandhar

TOTAL:

Amount In Words:

Order No. ransport : GR/RR No.

Case:

Cartn.:

Pvt.Mark: Dated: Packages.:

Dated:

Freight to Pay FOURTEEN LAKH EIGHTEEN THOUSAND FOUR HUNDRED SIXTY SEVEN ONLY

1202090.85

Agent:

Note:

Bags

Certified that the Particulars given above are true and correct

124569.0

Our's **Bankers** 

Terms & Conditions:-

1. All Disputes are Subject to JALANDHAR Jurisdiction.

2. Goods Once Sold Never Taken Back

3. Intt 24% p.a. will be charged if bill not paid within 30 days.

4. E.&.O.E.

108188.2

Sub-Total (1+2+3+4):

**NET AMOUNT:** 

For EDUSOFT TECHNOCRATS (P) LTD

108188.2

1418467.00

0.00

1418467.21

**Customer's Signature** 

1202090.9

**Auth.Signatory**