

# I.K. Gujral Punjab Technical University

(Jalandhar-Kapurthala Highway, Kapurthala)

## NOTICE

Ref. No.: IKGPTU/Exam-Nov21/002      Dated: 10/12/2021

### Instructions/Schedule for Filling of Regular Examination forms for Examination Nov/Dec-2021(Except 2021 Batch).

1. Filling of Regular Examination forms and Deposit of Examination fee for the Examination Nov/Dec-2021 (Except 2021 Batch).
2. If any student unable to fill examination form due to semester up-gradation, he/she must contact to respective HOD/ Class In-charge.
3. Student Related Fee (SRF)- Up to 2020 batch is Rs. 550/- and for 2021 Batch is Rs.1150/-.
4. Examinations are scheduled from 05.01.2022 onward.
5. Practical examination to be scheduled after the theory Examination.
6. No-Dues shall be processed online from the login of Concerned HODs.
7. Theory examinations of all students (including 2021 batch) shall be conducted in on-line mode by following the same mechanism which was followed in April/May 2021 session.
8. Schedule for filling of Regular Examination forms of students admitted in 2021 batch shall be issued separately after confirmation of eligibility and subsequent issuance of login Ids.

S. No.	Examination Fee	Schedule for online Filling of Examination form and Deposit of fee (online).	
	Rs. 700/- per semester for Batch up to 2018.  Rs. 1000/- per semester for Batch 2019 onwards.	Last date for deposit of Examination fee and Examination Form to be filled by student(s)  (Regular 3 <sup>rd</sup> (Except 2021 Batch/LEET), 5 <sup>th</sup> , 7 <sup>th</sup> , and 9 <sup>th</sup> Sem. and reappear of all semesters) from login Ids of student available at website <a href="http://www.ptuexam.com">www.ptuexam.com</a> .	
1	Without Late fee	<b>11.12.2021</b>	<b>to Up to 28.12.2021</b>
2	With Late fee – Rs. 1000/- per sem.	<b>25.12.2021</b>	<b>to Up to 01.01.2022</b>
3	With Late fee – Rs. 2000/- per sem.	<b>01.01.2022</b>	<b>to Up to 04.01.2022</b>
4	With Late fee – In special circumstances Rs. 5000/- per sem. with the permission of University before 24 hours of the start of respective examination.		

**Note:**

a) Examination fee will be charged online from all the students for Nov/Dec-2021 Examination. Examination fee will be charged as applicable on the date of paying fee. If Student fills the Examination Form but does not pay the fee online, it will be treated as cancelled and student shall not be allowed to appear in the examination.

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

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

**Instructions for the students:**

1. Regular Examination Form(s) are to be filled by the student from his/her login id available at [www.ptuexam.com](http://www.ptuexam.com) and the same shall be verified/confirmed by concerned HOD/Class In-charge from their login ids as per schedule given above.
2. The compulsory subjects of regular examination form shall be filled by university and the elective subjects shall be filled by the student(s). After filling of elective subjects the student(s) have to click on confirm Button.
3. If all subjects in which Candidate is appearing are confirmed in Section-B and along with successful transmission of online fee, then Candidate is required to print the examination Form/Fee Receipt and to deposit these hard copies to respective HOD/Class In-charge.
4. In case of the non-confirmation of online payment, the student(s) shall have to wait for 48 hrs for reconciliation by the Bank/University.
5. On-line fee transaction ledger will be generated for each and every student and subsequently student shall have to pay the applicable fee by using Debit card/ Credit Card/UPI and Net banking.
6. In case, student filled and locked wrong subject(s), then student should immediately contact the Concerned HOD/Class In charge for Addition/Deletion of any subject(s).
7. In case, there is any discrepancy in the examination form after final confirmation by the HOD concerned, correction fee shall be applicable and the same has to be deposited using Debit card/credit card/UPI/Net banking. Applicable correction fee is: Rs. 700/- per semester (up to 2018 Batch) and Rs. 1000/- (For 2019 Batch onwards) per semester.
8. No-Dues shall be processed online from the login of Concerned HODs and student with no pendency shall only be allowed to download the admit

card from his/her login ID. Admit card can be downloaded after the confirmation by Concerned HODs.

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

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

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

### Important steps for filling of Examination forms

**For Regular Examination Form: Examination Forms are to be filled by student from their login available at website [www.ptuexam.com](http://www.ptuexam.com).**

Steps	Event	Action from login
1	Semester up-gradation	HOD/ Class In-charge
2	Filling of Elective Subjects (If any) in Regular Examination Form.	Student
3	Submission of online Examination forms fee	Online by Student
4	Compulsory Subjects of Regular Examination Form automatically filled by University	University
5	Addition/Deletion of Subject(s)/Exam Form during Confirmation of subject(s)/Form(s).	HOD/ Class In-charge
6	Online No Dues	HOD/ Class In-charge
7	Print of Admit Cards (Date for issuance of admit card informed later)	From the login of student's login

**Controller of Examination**

**Copy to:  
All concerned through respective login.**