

**I.K. Gujral Punjab Technical University**  
(Jalandhar-Kapurthala Highway, Kapurthala)

**NOTICE**

**Ref. No.: IKGPTU/Exam-Nov22/13058 Dated: 26/12/2022**

**Instructions/Schedule for Filling of Regular Examination forms for Examination Nov/Dec-2022(2022 Batch Only).**

1. Filling of Regular Examination forms of eligible students and Deposit of Examination fee for the Examination Nov/Dec-2022 (2022 Batch).
2. If any student unable to fill examination form, he/she must contact to respective HOD/ Class In-charge.
3. Practical examination to be scheduled after the theory Examination.
4. No-Dues shall be processed online from the login of Concerned HODs.
5. If eligibility of student is pending and become eligible after 4.01.2023, he/she have to fill examination form with applicable late fee.

<b>S. No.</b>	<b>Examination Fee</b>	<b>Schedule for online Filling of Examination form and Deposit of fee (online).</b>	
	Rs. 1500/- per semester for Under Graduate Courses and Rs. 2000/- per semester for Post Graduate Courses.	Last date for deposit of Examination fee and Examination Form to be filled by student(s) (Regular 1 <sup>st</sup> 3 <sup>rd</sup> (2022 Batch/LEET) from login Ids of student available at website <a href="http://www.ptuexam.com">www.ptuexam.com</a> .	Examination Form verification /confirmation by HOD/ Class In charge from their login Ids.
1	Without Late fee	<b>26.12.2022</b>	<b>to Up to 05.01.2023</b>
2	With Late fee – Rs. 1000/- per sem.	<b>05.01.2023</b>	<b>to Up to 07.01.2023</b>
3	With Late fee – Rs. 2000/- per sem.	<b>07.01.2023</b>	<b>to Up to 09.01.2023</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-2022 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.

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- b) In case any institutes 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. All concerned students are informed that User ID and Password of eligible students shall be available in the login ID of respective Institute w.e.f. 26.12.2022.
2. Students are advised to contact to their respective institute for User ID and Password.
3. Students admitted in 2022 batch whose photo and signature is not uploaded by the respective institute, those student have to contact to the institute for uploading of Photo and signature before filling of examination form.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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).
10. 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. 1500/- per semester for Under Graduate Courses and Rs. 2000/- per semester for Post Graduate Courses.

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11. 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.
12. The facility of downloading the admit card will be available in concerned login of student **w.e.f. 06.01.2023**. After printing the admit card by student, the same admit card must be attested by principal/ Director or competent authority of the Institute. No extra fee shall be charged by Institute(s) for attestation of admit card.
13. 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.
14. In case, website is not working or slow then the students are advised to wait for minimum three hours' duration.
15. 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**

<b>For Regular Examination Form: Examination Forms are to be filled by student from their login available at website <a href="http://www.ptuexam.com">www.ptuexam.com</a>.</b>		
<b>Steps</b>	<b>Event</b>	<b>Action from login</b>
1	Uploading/Confirmation of Photo and Signature	Institute/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 w.e.f. 06.01.2023	From the login of student's login



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

  
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**I.K. Gujral Punjab Technical University**  
**Jalandhar, Kapurthala**

**NOTICE**

**Ref. No.: IKGPTU/COE/13496**

**Dated:10.04.2023**

**Instructions/Schedule for Examination April/May-2023**

1. Filling of Examination forms and Deposit of Examination fee for the Examination April/May-2023.
2. Document fee Rs 500 for final semester students only.
3. Examination shall be conducted in offline mode only.
4. Examination will be started from 08.05.2023 (Except 2022 Batch) and examination of 2022 batch will be started from 22.05.2023.
5. Practical Examination shall be conducted in offline mode after the completion of regular theory examination.

S. No.	Examination Fee	Schedule for online Filling and Submission of Examination form/Fee Deposit slip in Institute		Batch
	Rs. 700/- per semester for Batch 2013 to 2018. Rs. 1000/- per semester for Batch 2019 to 2021. Rs. 1500/- per semester for Under Graduate Courses and Rs. 2000/- per semester for Post Graduate Courses for 2022 Batch.	Last date for deposit of Examination fee and Examination Form to be filled by student(s)  (Regular 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> Semester and Re-appear 1 <sup>st</sup> to 10 <sup>th</sup> Sem.) From login Ids of student available at website <a href="http://www.ptuexam.com">www.ptuexam.com</a> .	Reappear Examination Form verification /confirmation by HOD/ Class In charge from their login Ids.	
1	Without Late fee	12.04.2023 to 29.04.2023	Up to 02.05.2023	Up to 2021 Batch
2	With Late fee – Rs. 1000/- per sem.	30.04.2023 to 04.05.2023	Up to 05.05.2023	
3	With Late fee – Rs. 2000/- per sem.	05.05.2023 to 06.05.2023	Up to 06.05.2023	
4	Without Late fee	26.04.2023 to 13.05.2023	Up to 15.05.2023	2022 Batch Only
5	With Late fee – Rs. 1000/- per sem.	14.05.2023 to 18.05.2023	Up to 19.05.2023	
6	With Late fee – Rs. 2000/- per sem.	19.05.2023 to 20.05.2023	Up to 20.05.2023	
7	With Late fee – In special circumstances Rs. 5000/- per sem. with the permission of University before 24 hours of the start of respective examination.			For all Batch

  
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**Note:**

a) Examination fee will be charged online from all the students for April/May-2023 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) At University level, Examination fees deposited by students will be non-refundable. However, if double payment is deducted against the same semester from student's account, the excess amount will be refunded in same account (**From where payment paid**) by the University after verification within two month from the last date of filling of examination forms. Student shall not claim for refund directly from Bank.

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:**

1. The compulsory subjects of regular examination form shall be filled by university and the elective subjects already filled by the Institutes.
2. Re-appear 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.
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 submission by the HOD concerned, correction fee shall be applicable and the same has to be deposited using Debit card/credit card/UPI/Net banking. Applicable correction fee is: Rs. 700/- per semester (For 2013 to 2018), Rs. 1000/- (For 2019 to 2021 Batch) per semester and Rs.

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1500/- per semester for Under Graduate Courses and Rs. 2000/- per semester for Post Graduate Courses for 2022 Batch.

8. The facility of downloading the admit card will be available in concerned login of student w.e.f. 03.05.2023 (Up to 2021 Batch) and w.e.f. 17.05.2023 (2022 Batch). After printing the admit card by student, the same admit card must be attested by principal/ Director or competent authority of the Institute. No extra fee shall be charged by Institute(s) for attestation of admit card.
9. If any students forget his/her password, the same may be obtained from the respective college/institute or Concerned HOD/Class In charge.
10. In case, website is not working or slow then the students are advised to wait for minimum three hours' duration.
11. In case of any query in this regard, student may raise query from query panel available in his/her respective login. For Students query through email shall not be entertained.

**Important steps for filling of Examination forms**

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

Steps	Event	Action from login
1	Compulsory Subjects of Regular Examination Form automatically filled by University	University
2	Filling of Elective Subjects (If any) in Regular Examination Form.	HOD/ Class In-charge
3	Filling of Reappear subjects in Reappear Examination Form	Student
4	Print of fee Receipt and details of subject filled in Examination Forms, to be submitted to HOD/ Class In-charge	Student
5	Submission of online Examination forms fee	Online by Student
6	Addition/Deletion of Subject(s)/Exam Form during Confirmation of subject(s)/Form(s).	HOD/ Class In-charge
7	No-Dues confirmation by college/HOD via login	HOD/ Class In-charge
8	Print of Admit Cards in respective login of student	Student

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**Copy to:**

- All officers related to Examination Branch.
- All Institutions and Faculty Members.
- All Students through login.

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