

# I. K. Gujral Punjab Technical University, Jalandhar

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## 7.2.1 Best practices implemented by Examination Department for Main Campus and Constituent Campuses of IKGPTU

**1. Title of the Practice:** One click services via login Ids of Stakeholders through Online Module for best practices.

Examination department is working in fully automated environment. Login Ids of all stakeholders (Students, Faculty, Institution and University Officials) are created for online upgradation of semester, filling of examination forms, generation of admit cards, cut lists, delivery of documents which have drastically reduced the physical visits of college staff and students to the university.

### 2. Objective of the Practice

Login Ids are created at [www.ptudocs.com](http://www.ptudocs.com) to fasten the facilitation of stakeholders with transparency, confidentiality and integrity. Generation of Roll number, Semester Upgradation, implementation of schemes, Filling of Regular as well as Reappear Examination Forms, deposition of Exam fee, confirmation of Exam Forms by respective HODs after verifying no dues, Issuance of Admit cards, Publishing of date sheet, evaluation of answer sheets via on screen marking by eligible faculty members of main & constituent campuses, generation of result tabulation, generation of Grade cum Marksheet, Provisional Degree Certificate, Original Degree Certificate, Migration Certificate and Transcript are delivered Online in the respective login IDs.

### 3. The Context

Semester Upgradation is the very crucial step for maintaining the record of students in automation process. Upon issuance of notice by Examination department regarding commencement of the upgradation facility in HOD login ID along with a mentioned timeline, concerned HOD executed the process. If in a case student is left out for upgradation at HOD level and is eligible for upgradation otherwise, then the same is carried out at the university level on the request of the concerned department. Schedule and Instructions of filling the Examination forms are notified by the University. Only upgraded students can fill the exam forms along with fee online through their respective login Ids as per the notified schedule.

Question papers are transmitted on line using a secure environment and student attempt the question paper within allotted time period. Answer sheets are scanned either by student himself (if Open book examination at home due to CORONA) or by the secrecy section of examination department. Subsequently the scanned answer sheets

are made available to the eligible evaluators. Evaluators punch question wise marks to the student and submit the answer sheets back to University along with total awards to the student.

Award entry is received through online portal which brings more transparency and speed up result declaration process. Result notifications are published in Institution and Student Login Ids. If any student forgets his/her password, the same may be obtained from the respective college/institute or Concerned HOD/Class In charge.

#### **4. The Practice**

If a student is drop out or detained and is not upgraded by the HOD as per prescribed norms, then he/she is not eligible for filling the examination form. Such student then contact his/her department after completion of current semester for onward continuation of study and then such student/s are upgraded to next semester by applying the same study scheme which was earlier followed by the student is a core issue. The same is emphasized in New Education policy and was missed under old one. The mapping of same scheme to such students is establishing its uniqueness in the context of Indian Higher Education.

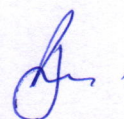
#### **5. Problems Encountered and Resources Required**

Main issue arises whenever a student is migrated from other university, in such cases declaration of results and documents are uploaded manually in the respective login Ids. Sometimes if a student misses one semester such cases are dealt under the header Upper/Lower Cases and if student approaches after more than one semester gap then such cases are considered as Readmission cases and are dealt by the Academics department. Also, in UMC cases whenever student is barred from appearing in examination for one or more semesters according to the case judgement, the student IDs are blocked accordingly. In such cases the mapping of same scheme also become an issue.

#### **6. Notes**

Creation of login IDs is a big step toward automation of examination system. Students can fill the examination form from their premises and no need to visit University physically. Queries of students are also treated under online query panel available in their login IDs. All necessary documents are also available in student login ID.

Exam forms are filled online by the students through their login Ids and confirmation of Exam Forms by respective HODs after verifying no dues.



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