



DAV INSTITUTE OF ENGINEERING & TECHNOLOGY

Kabir Nagar, Jalandhar, Punjab - 144 008

Accredited by NAAC with "A" Grade & Recognized by UGC under Section 2(f)

Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/Edm/850

Office Circular

Dated 28/12/21

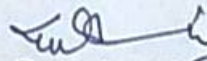
The Regular Examination forms for Examination Nov/Dec-2021 for existing student shall be filled online by the student himself/herself on the PTUEXAM.COM website using his/her respective login ID

Applicable fee is to be paid by the student online. Students are advised to use desktop/laptop for fee payment in order to avoid transaction errors.

For detailed instructions refer to PTU circular IKGPTU/Exam Nov-21/006 dt 28/12/2021 (attached)

For any query you may contact the following officials

Sr. No.	Name	Branches
1.	Rajeev Sharma	B.Tech (ECE,EE, IT & ME.), M.Tech (EE), MBA, BBA, B.Com.
2.	Rohit Handa	B.Tech (CSE,CE),MCA M.Tech (CSE,CE), BCA, BHMCT


Dr. Devinder priyadarshi
Controller of examination

CC:

- 1 Principal:For information please.
- 2 All HOD(s): To ensure circulation amongst the concerned students .
- 3 Sr. Asstt. Admn:To ensure display of the circular on all Notice Boards .
- 4 Mr. Bhagat Singh : To put it on the institute website.

Website : www.davletjal.org
Email : davlet@davletjal.org

Ph. : 0181-2207650, 2200232, 2343400
Toll Free : 1860 180 0126

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

NOTICE

Ref. No.: IKGPTU/Exam-Nov21/006 Dated: 28/12/2021

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

1. Filling of Regular Examination forms and Deposit of Examination fee for the Examination Nov/Dec-2021 (2021 Batch).
2. If any student unable to fill examination form, he/she must contact to respective HOD/ Class In-charge.
3. University/Student Related Fee (URF/SRF)- 2021 Batch is Rs.1150/-.
4. Practical examination to be scheduled after the theory Examination.
5. No-Dues shall be processed online from the login of Concerned HODs.
6. Theory examinations of all students shall be conducted in on-line mode by following the same mechanism which was followed in April/May 2021 session.

S. No.	Examination Fee	Schedule for online Filling of Examination form and Deposit of fee (online).	
	Rs. 1000/- per semester	Last date for deposit of Examination fee and Examination Form to be filled by student(s) (Regular 1 st 3 rd (2021 Batch/LEET) from login Ids of student available at website www.ptuexam.com .	Examination Form verification /confirmation by HOD/ Class In charge from their login Ids.
1	Without Late fee	31.12.2021 to 10.01.2022	Up to 12.01.2022 to
2	With Late fee – Rs. 1000/- per sem.	11.01.2022 to 15.01.2022	Up to 16.01.2022
3	With Late fee – Rs. 2000/- per sem.	16.01.2022 to 20.01.2022	Up to 21.01.2022
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. 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. 29.12.2021.
2. Students are advised to contact to their respective institute for User ID and Password.
3. Students admitted in 2021 batch and not upload their photo and signature can upload the same w.e.f. 29.12.2021, which in turn will enable to download admit card from their respective logins by clicking the following menu.

➔ Upload Photo and
Signature

Note:

1. Student can upload photo and Sign up to the size of 50 kb only. Only JPG, JPEG, PNG files can upload.
2. Signature allowed up to 125px Height X 200px Width and Photo allowed up to 150px Height X 125px Width
4. Regular Examination Form(s) are to be filled by the student from his/her login id available at 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.
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. 1000/- per semester.
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. 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.
13. In case, website is not working or slow then the students are advised to wait for minimum three hours' duration.
14. 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.		
Steps	Event	Action from login
1	Confirmation of Photo and Signature	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