

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

NOTICE

Ref. No.: IKGPTU/COE/17632

Dated: 28.03.2025

Instructions/Schedule for filling of the Examination form for Examination Session April-2025.

- 1.** Filling of Examination forms and deposition of fee for the Examination session April-2025 shall commence from 28.03.2025 from the respective login IDs of students available at university website www.ptuexam.com.
- 2.** Examination shall be conducted in offline mode only.
- 3.** Practical Examination shall be conducted in offline mode after the completion of the regular theory examination.
- 4.** Document fee of Rs. 500/- shall be deposited by final semester students.
- 5.** Rs 1100/- for 2024 Batch will be charged along with Examination fees.
- 6.** Excess Examination fee and URF fee collected from students' of 2024 batch during examination Nov-2024 has been adjusted in Examination fee and URF fee of examination April-2025.

Schedule for filling of examination form is as under:

Examination Fee	Schedule for online Filling and Submission of Examination form/Fee Deposit slip in Institute
<ul style="list-style-type: none">Rs. 700/- per semester for UG/PG Courses. (Up to 2018 Batch).Rs. 1000/- per semester for UG/PG Courses (2019 to 2021 Batch).Rs. 1500/- per semester for UG Courses (w.e.f. 2022 & 2023 Batch).Rs. 2000/- per semester for PG Course (w.e.f. 2022 & 2023 Batch).Rs. 2500/- per semester for UG/PG Courses (2024 Batch).	Last date for deposit of Examination fee along with Examination Form to be filled by student/s (Regular 2 nd , 4 th , 6 th , 8 th , 10 th Semester and Re- appear (1 st to 10 th Sem.) from login Ids of respective student available at website www.ptuexam.com .
Without Late fee	28.03.2025 to 15.04.2025
With Late fee of Rs. 1000/- per sem.	16.04.2025 to 21.04.2025
With Late fee of Rs. 2000/- per sem.	22.04.2025 to 26.04.2025
In special circumstances, Late fee is Rs. 5000/- per sem. with the permission of university before 24 hours of the start of respective examination.	

Note:

- Examination fee will be charged online from all the students for April- 2025 Examination. Examination fee will be charged as applicable on the date of deposition of fee. If Student fill 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.

- 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 bank account (From which payment is made) by the University after verification within two months from the last date of filling of examination forms. Students shall not claim a refund of fee directly from Bank.

- 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 are to be filled by the students.
2. Re-appear Examination Form(s) shall be filled by the student from his/her login ID available at www.ptuexam.com.
3. If all subjects in which Candidate is appearing are confirmed in Section-B along with successful deposition of online fee, then Candidate is required to print the examination Form/Fee Receipt and deposit hard copies of the same to respective HOD/Class In-charge.
4. If an online payment is not confirmed, the student must wait 48 hours for reconciliation by the Bank/University. Alternatively, if the payment has been deducted but is not reflected in the student login, the student has the option to reset the payment on the Bank Transaction Page.
5. On-line fee transaction ledger will be generated for each and every student and subsequently students shall have to pay the applicable fee by using Debit card/Credit Card, via Net banking etc.
6. In case there is any discrepancy in the examination form after final submission, applicable correction fee shall be charged and the same to be deposited using Debit card/credit card/Net banking. Applicable correction fee is:
 - Rs. 700/- per semester for UG/PG Courses. (Up to 2018 Batch).
 - Rs. 1000/- per semester for UG/PG Courses (2019 to 2021 Batch).
 - Rs. 1500/- per semester for UG Courses (w.e.f. 2022 & 2023 Batch).
 - Rs. 2000/- per semester for PG Course (w.e.f. 2022 & 2023 Batch).
 - Rs. 2500/- per semester for UG/PG Courses (w.e.f. 2024 Batch).
7. The facility of downloading the admit card will be available in concerned login of HOD w.e.f. 21.04.2025. After printing the admit card, The

Principal/Director or competent authority of the Institute will attest the same before issuing admit card to the student. No extra fee shall be charged by Institute(s) for attestation of admit card.

8. If any student forgets his/her password, the same may be obtained from the respective college/institute or concerned HOD/Class In charge.
9. In case, website is not working or slow then the students are advised to wait for a minimum of three hours' duration.

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.

Steps	Event	Action from login
1	Compulsory Subjects of Regular Examination form automatically filled by university.	University
2	Filling of elective Subject/s (If any) in Regular Examination form (At the time of Semester Upgradation).	HOD/ Class In charge
3	Filling of Re-appear Subjects in Re-appear Examination form.	Student
4	Print of Fee Receipt and Details of Subject filled in Examination forms, to be submitted to HOD/Class Incharge.	Student
5	Deposition of Online Examination forms fee.	Online by student
6	Print of Admit cards in respective login of HOD.	HOD/ Class In charge



Controller of Examinations

Copy To:

All officers Examination Department.
All Institutions and Faculty Members.
All Students through login IDs.