BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE

FATEHGARH SAHIB

No. *BBSBEC/DE/1608,*   Dated *25/02/2020*

Notice-cum-Circular for (IKGPTU students)

It is for the information of all students that the Examination Forms for Regular and Re-appear End Semester University Examinations April/May-2020 (IKGPTU), **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 below.

Sr. No.	Regular & Reappear Examination	Duration to fill the online examination without late fee
1.	Regular 2nd & 4th semesters	**21.02.2020 to 09.03.2020**
2.	Reappear 1st to 8th semester	

Procedure for filling the Examination Forms:

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.

- **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.**

- **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.**

- **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.**

- 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).

- 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 2010 to 2018 Batch) and Rs. 1000/- (For 2019 Batch) per semester.

- The facility of downloading the admit card will be available in concerned HOD/Class In-charge login w.e.f. 20.04-2020. No extra fee shall be charged by Institute(s) for issuance of admit card.

- If any students forget his/her password, the same may be obtained from the respective college/institute or Concerned HOD/Class In charge.

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

- 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.

Steps	Event	Action from Login
1	Filling of Elective Subjects (If any) in Regular Examination Form and Reappear subjects in Reappear Examination Form	Student
2	Print of fee Receipt and details of subject filled in Examination Forms, to be submitted to HOD/ Class In-charge	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	Print of Admit Cards w.e.f. 20-04-2020	HOD/ Class In-charge

Dy. Controller of Examinations