



# **GURU KASHI UNIVERSITY**

TALWANDI SABO-BATHINDA-PUNJAB-INDIA

Ref. No.GKU/COE/2018/

Date. 01/10/2018

## **Office Order**

Respected Deans/HOD's/Principals

Schedule of filling Examination Forms will be as following.

### **Schedule of filling Examination Forms for Examination Dec-2018**

#### **Schedule for submission of Examination Forms in**

#### **Department/ Institution is as following**

1. For Regular/Reappear(Only odd Semester) Students (Before 2016 Batch)

Examination fee Rs. 1000/- per semester for undergraduate, post graduate courses, post graduate & other Non Technical University diploma courses. Rs. 700/- for Technical diploma courses.

Without late fee

With late fee of Rs. 500/-

With late fee of Rs. 1000/-

16-10-2018

23-10-2018

31-10-2018

2. For Regular/Reappear(Only odd Semester) Students (2016 Batch onward)

Examination fee Rs. 1250/- per semester for undergraduate and post graduate courses, post graduate & other Non Technical University diploma courses. Rs. 1000/- for Technical diploma courses.

Without late fee

With late fee of Rs. 500/-

With late fee of Rs. 1000/-

16-10-2018

23-10-2018

31-10-2018

3. Regular students should fill the latest Examination form attached with this letter because you have to fix an unattested Photo on left side for printing of degree purpose.

4. Submit the hard copy of examination forms, hard and soft copy of cut lists of Regular/Reappear Students up to 06-11-2018. After this date no examination form, hard and soft copy of cut lists will be accepted for Regular/Reappear cases.

a) Instructions for filling Examination Form.

b) Copy of Examination Forms for Regular/Reappear Students.

Annexure I &II

c) List of Admitted Students for Examination of Dec-2018

Annexure III & IV

Controller of Examinations

## Office Order

### Instructions for filling Examination Forms Dec-2018

1. Forms will be collected from the Departments or can be downloaded from Guru Kashi University website (format Attached as Annexure-I & II) in duplicate one copy for student & one copy for Examination Section.
2. Forms for each semester will be filled separately for each course by filling complete information including student's personal data.
3. Forms will be handled at department level under the control of HOD.
4. Student's photo will be fixed on form.
5. Student photograph will be attested by HOD and the signature of student on the forms will be taken by HOD in his her presence and forms will be signed by him/her as well as principal.
6. Department will get both copies of forms countersigned by Principal with stamped and Account Section.
7. Record of forms received will be maintained on a list of Admitted students (Format attached as Annexure-III & IV).
8. **Department will collect examination fee** and make entry in list of Admitted students (format attached as Annexure-III & IV).
9. Original forms will be handed over to student as admit card for the Examination after taking his sign on list of admitted students.
10. On completion of fee collection the total amount will be deposited by Department in GKU account section along with photocopy of list of admitted students and receipt to be obtained for record.
11. Copies of examination forms are handed over to Examination section along with photograph of list of students by taking receipt on original list for planning of examination by academic section.
12. Annexure-I for Regular Students.
13. In case of loss of admit card the Exam Branch will issue duplicate admit card duly attested by Controller of Examination after the student deposit Rs 100/- for one Subject paper and Rs 300/- for all remaining subject papers in accounts section of GKU as fee for duplicate admit card and producing receipt.

14. a) Student will put his/her University Examination Roll Nos. on answer Sheets.  
b) Seating Plan will be made as per University Examination Roll Nos. Therefore it is necessary that student remembers his Examination Roll No.
15. Examination Branch will tally accounts with receipts of Examination Fee with Accounts Section within 10 Days of Last date for submission of Examination Forms.
- 16. Photo of the student should be attested by the dean of the college and form should be properly signed by the HOD and countersigned by the dean. Department will be responsible for any discrepancy in the Examination Form.**

**Controller of Examination**

**GURU KASHI UNIVERSITY**

**EXAMINATION FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION DEC-2018  
For Regular Students Only**

Unattested Photograph for pasting on the Degree to be pasted here	Course Name		Branch		Photograph Attested by Principal / Dean to be Pasted Here
	Batch		Semester		
	University Roll No/ Regd. No.				
	Name of Student				
	Father's Name		Mother's Name		
	Mobile		E-mail		

**Subjects in which appearing**

Subject Code/Paper ID	Subject Title/Remarks	Detained(Cross(x) HOD Sign	Theory (T) Practical (P)	Internal	External

**I have read all the regulations and its amendments in regard to examinations. I found myself eligible to appear in Examination. In case university declares me ineligible due to any wrong information submitted in examination form by me, I shall be responsible for its consequences.**

Sign of Candidate: \_\_\_\_\_ (Sign with Ball Pen)

Date: \_\_\_\_\_

For Regular Old Students (Before 2016 Batch)Examination fee Rs. 1000/- per semester for undergraduate, post graduate courses, Post Graduate & other Non Technical University diploma courses. Rs. 700/- for Technical diploma courses. For Regular Students (From 2016 Batch onward):Examination fee Rs. 1250/- per semester for undergraduate, post graduate courses, Post Graduate & other Non Technical University diploma courses. Rs. 1000/- for Technical diploma courses for Dec 2018 exam as applicable (Attach Photo Copy of Receipt).

Date: \_\_\_\_\_

Signature of Class Coordinator: \_\_\_\_\_

**Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the regulations for the examination and is eligible to appear in the examination as a regular student of Guru Kashi University. The candidate bears a good moral character and particulars filled by him/her are correct. Nothing is due towards this student.**

(Signature of HOD)

Signature of the Principal / Dean

Counter Signed  
(Controller of Examination)

**Receipt for Student**

Received Examination form along with Examination fee of Rs.....form the Student  
(Student Name)..... On Date.....

Signature of Dean/HOD

**GURU KASHI UNIVERSITY****EXAMINATION FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION DEC- 2018  
(For Reappear for odd Semester Students Only)**

Institute Name				Photograph To be attested by Principal / Dean be Pasted Here
Course		Branch		
Batch		Semester		
University Roll No/ Regd. No.				
Name of Student's				
Father's Name		Mother's Name		
Mobile		E-mail		

**Subjects in which reappearing**

Subject Code/Paper ID	Subject Title/Remarks	Detained(Cross(x) HOD Sign	Theory (T) Practical (P)	Internal	External

**I have read all the regulations and its amendments in regard to examinations. I found myself eligible to appear in Examination. In case university declares me ineligible due to any wrong information submitted in examination form by me, I shall be responsible for its consequences.**

Sign of Candidate: \_\_\_\_\_ (Sign with Ball Pen)                      Date: \_\_\_\_\_

**Department**

For Reappear Students (Before 2016 Batch) Examination fee Rs. 1000/- per semester for undergraduate, post graduate courses, Post Graduate & other Non Technical University diploma courses. Rs. 700/- for Technical diploma courses. For Reappear Students (From 2016 Batch onward): Examination fee Rs. 1250/- per semester for undergraduate, post graduate courses, Post Graduate & other Non Technical University diploma courses. Rs. 1000/- for Technical diploma courses for Dec 2018 exam as applicable (Attach Photo Copy of Receipt).

**Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the regulations for the examination and is eligible to appear in the examination as a regular student of Guru Kashi University. The candidate bears a good moral character and particulars filled by him/her are correct. Nothing is due towards this student.**

Signature of the Principal / Dean

Counter Signed  
(Controller of Examination)

(Signature of HOD)

**Receipt for Student**

**Receipt for Student Received Examination form along with Examination fee of Rs.....form  
(Student Name)..... On Date.....**

**Signature of Dean/HOD**

**GURU KASHI UNIVERSITY****List of Admitted Students Regular Students for Examination DEC-2018**

College \_\_\_\_\_ Course \_\_\_\_\_ Batch \_\_\_\_\_ Semester \_\_\_\_\_

Sr. No	Name of Student	Roll No.	Examination Fee Collected	Remarks
<b>Total Examination Fee Collected</b>				

**Head of Department****ACCOUNTS SECTION**

The sum of Rs. is deposited by ..... for ..... no. of examination forms of ..... class into the Account section on dated ..... Vide receipt no. ....

**Accountant**

**GURU KASHI UNIVERSITY****List of Students Reappear for Examination DEC-2018**

College \_\_\_\_\_ Course \_\_\_\_\_ Batch \_\_\_\_\_ Semester \_\_\_\_\_

S.No	Name of Student	Roll No.	Examination Fee Collected	Remarks
<b>Total Examination Fee Collected</b>				

**Head of Department****ACCOUNTS SECTION**

The sum of Rs. is deposited by ..... for ..... no. of examination forms of ..... class into the account section on dated ..... Vide receipt no. ....

**Accountant**