



GURU KASHI UNIVERSITY

TALWANDI SABO-BATHINDA-PUNJAB-INDIA

Ref. No.GKU/COE/2019/

Date. 08/03/2019

Office Order

Respected Deans/HOD's/Principals

Schedule of filling Examination Forms will be as following.

Schedule of filling Examination Forms for Examination May-2019

Schedule for submission of Examination Forms in Department/ Institution is as following

1. For Regular/Reappear (Before 2016 Batch)

Examination fee Rs. 1000/- per semester for Undergraduate, Post Graduate course and Diploma other than Engg. Rs. 700/- for Engg. Diploma courses.

Without late fee

With late fee of Rs. 500/-

With late fee of Rs. 1000/-

25-03-2019

02-04-2019

08-04-2019

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

Examination fee Rs. 1250/- per semester for Undergraduate, Post Graduate course and Diploma other than Engg. Rs. 1000/- for Engg. Diploma courses.

Without late fee

With late fee of Rs. 500/-

With late fee of Rs. 1000/-

25-03-2019

02-04-2019

08-04-2019

3. After 08-04-2019 Examination Form will be accepted with a late fee of Rs. 2000/- with the permission of Hon'ble Vice Chancellor up to 07-05-2019.

4. Odd Semester Reappear Examination will be conducted only for Final Year and Pass out Students.

Submit the hard copy of examination forms, hard and soft copy of cut lists of Regular/Reappear Students up to 12-04-2019. 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 May-2019 Examination

Annexure III & IV

Note:-

All Deans are requested to put these instructions and schedule on notice board for convenience of students..

Controller of Examinations

Instructions for filling Examination Forms May 2019

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. Annexure-II for Re-appear Students
13. In case of loss of admit card the academic section will issue duplicate admit card by taking photo copy of admit card with them. Duplicate admit card will be attested by Controller of Examination after student deposit Rs 100/- for one paper and Rs 300/- for all remaining papers at 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

