

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ

ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref.No/ PSOU/ COE/ 959

ਵੱਲ

ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬਾਨ/ ਕੋਆਰਡੀਨੇਟਰ (ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ), ਪੰਜਾਬ। ਵਿਸ਼ਾ:- ਪ੍ਰੀਖਿਆਵਾਂ (ਦਸੰਬਰ 2023/ਜਨਵਰੀ 2024) ਸਬੰਧੀ ਮਟੀਰਿਅਲ, Award list files ਅਤੇ Bill Files ਨੂੰ Collect ਕਰਨ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਦੇ ਦਫਤਰੀ ਪੱਤਰ ਨੰ. PSOU/COE/904 ਮਿਤੀ 22.01.2024 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਪ੍ਰੀਖਿਆਵਾਂ (ਦਸੰਬਰ 2023/ਜਨਵਰੀ 2024) ਸਬੰਧੀ Award list files ਅਤੇ Bill Files ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਸਬੰਧੀ ਸੂਚਿਤ ਕੀਤਾ ਗਿਆ ਸੀ। ਸਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਅਤੇ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਮਟੀਰਿਅਲ ਨੂੰ ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਟੀਮ ਵਲੋਂ **ਮਿਤੀ 15.02.2024 ਤੋਂ ਮਿਤੀ 23.02.2024** ਦੋਰਾਨ Collect ਕੀਤਾ ਜਾਣਾ ਹੈ। ਇਸ ਲਈ ਸਮੂਹ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ Route Map ਮੁਤਾਬਕ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਮਟੀਰਿਅਲ ਅਤੇ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਤਿਆਰ ਰੱਖਿਆ ਜਾਵੇ ਅਤੇ ਹੋਰ ਕਿਸੇ ਵੀ ਜਾਣਕਾਰੀ ਲਈ Route Map ਮੁਤਾਬਕ deputed ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਨਾਲ contact ਕੀਤਾ ਜਾਵੇ।

ਨੱਥੀ: Route Map

ਉਤਾਰਾ:-ਸ੍ਰੀ ਵਿਸ਼ਾਲ ਕੁਮਾਰ (DEO) – ਸਬੰਧਤ ਨੂੰ ਈ.ਮੇਲ ਅਤੇ website ਤੇ ਅਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

28-C, Lower Mall, Patiala-147001 Website: <u>www.psou.ac.in</u> Exam Branch (Helpline): 0175-5082367 (Landline), 95307-41524 (Mobile), Email: coepsou@psou.ac.in

ROUTE MAP FOR EXAM CENTRES Fabruary 2024

ROUTE	DATE OF DEPARTURE	COLLEGE NAME
NO.	/Staff on Duty	1. Guru Teg Bahadur Khalsa College for Women, Dasuya
Route 1	Mr. Vishal Kumar	 Build Feg Balladur Khaisa Conege for Women, Dasuya + Jail Centre Gurdaspur (10)
	(97801-68004)	3. GKSM. Govt. College , Tanda Urmur
		 Govt. College Hoshiarpur + Jail Centre Hoshiarpur (11)
	15.02.2024	 Govi. College Hosmarpul - San Centre Hosmarpul (11) Khalsa College, Gardhiwala
	to	
	16.02.2024	
	(Thursday	7. KMS College IT and Management , Dusuya, Hoshiarpur
	to	8. Govt. College for Women, Amritsar
	Friday)	9. Khalsa College for Women, Amritsar
		10. Shaheed Darshan Singh Pheruman MC women, Rayya
		11. Guru Gobind Singh Khalsa College, Sarhali, Taran-Tarn
		12. Baba Saheb Bhim Rao Ambedkar Govt. Co.Education College, Bootan Mandi, Jalandhar + Jail Centre (12)
		13. Govt. College, Shahkot (Jalandhar)
		14. Hindu Kanya College, Kapurthala
Route 2	Mr. Gurmeet Singh	1. Govt. College Mohali
	(94789-79297)	2. Govt. College Dera Bassi
		3. Govt. College, Ropar Jail Centre Ropar (1)
	19.02.2024	4. Govt. College Naya Nagal
	(Monday)	5. Govt. College, Jadla (Nawan Shahr)
		6. Govt. Colege Machhiwara
		7. Guru Gobind Singh Khalsa College for Women, Jhar Sahib
Route 3	Mr. Ankush Singla	1. Govt. College of Education Faridkot + Jail Centre Faridkot (3)
	(97813-99760)	2. Govt. College Sri Muktsar Sahib + Jail Centre Sri Muktsar (4)
		 Mata Sahib Kaur Girls College Talwandi Sabo Distt. Bathinda
	20.02.2024	
	(Tuesday)	 Govt. College, Bathinda + Jail Centre Bathinda (5) Aryabhatta Group of Institute, Cheema Jodhpur, Barnala
		6. Mai Bhago Degree College, Ralla, Mansa
Route 4	Mr. Ishwar Singh	1. Govt. College, Zira + Jail Centre Ferozpur (2)
Noule 4	(99881-86115)	2. Sant Kabir College, Zira
	(33881-80112)	3. LRDAV College, Jagroan
		4. SCD Govt. College, Ludhiana
	21.02.2024	5. Govt. Girls College, Ludhiana
	(Wednesday)	+ Jail Centre Ludhiana (7)
		6. Govt. College Malerkotla + Jail Centre Malerkotla (8)
		 Govt. Ripudaman College, Nabha + Jail Centre Nabha (9)
Route 5	Mr. Ankush Singla	1. Govt. Ranbir College, Sangrur + Jail Centre Sangrur (6)
	(97813-99760)	2. Desh Bhagat College , Bardwal (Dhuri)
	(57813-55788)	3. Guru Nanak College Budhlada
	22 02 2024	4. KCT Group of Colleges, Fatehgarh, Lehragaga, Sangrur
	22.02.2024 (Thursday)	5. Govt. College Sunam
Route 6	Mr. Ishwar Singh	1. Govt. Kirti College, Nial Patran
	(99881-86115)	2. Adarsh Degree College for Girls, Dhainthal, Patiala
	23.02.2024	3. Mohindra College Patiala
	(Friday)	4. Govt. Bikram College, Patiala
	(inday)	5. Govt. College for women, Patiala + Jail Centre (13)

Show



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref.No/ PSOU/ COE/.904

Dated: 22/0. 1./2024

ਵੱਲ

ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬਾਨ (ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ)

ਪੰਜਾਬ।

ਵਿਸ਼ਾ:- ਪ੍ਰੀਖਿਆਵਾਂ (ਦਸੰਬਰ 2023/ਜਨਵਰੀ 2024) ਦੀਆਂ Award list Files ਅਤੇ Bill Files ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਸਬੰਧੀ। ਹਵਾਲਾ: ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਦੇ ਦਫਤਰੀ ਪੱਤਰ ਨੰ. PSOU/COE/718 ਮਿਤੀ 21.11.2023 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਦਰਸਾਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ (ਦਸੰਬਰ 2023/ਜਨਵਰੀ 2024) ਸਬੰਧੀ updated Annexure-II (ਨਾਲ ਨੱਥੀ) ਦੇ ਵਿੱਚ mention ਕੀਤੇ ਹੋਏ ਹੇਠ ਲਿਖੇ ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਵਰਤੋਂ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ:

- 1) ਸਬੰਧਤ ਫਾਈਲਾਂ (Total 4) File C1, File C2, File C3 & File C4 ਪ੍ਰੀਖਿਆਵਾਂ ਕੰਡਕਟ ਕਰਨ ਤੋਂ ਬਾਅਦ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਨੂੰ ਜਮ੍ਹਾ ਕਰਵਾਈਆ ਜਾਣ।
- 2) Annexure-II ਮੁਤਾਬਕ File C1 ਵਿੱਚ ਬਿੱਲਾਂ ਨਾਲ ਸਬੰਧਤ ਸਾਰੇ ਪ੍ਰੋਫਾਰਮੇ ਲਗਾਏ ਜਾਣ ਅਤੇ ਫਾਈਲ C2 ਵਿੱਚ Award List (External – Practical) ਦਾ ਰਿਕਾਰਡ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ। File C4 ਵਿੱਚ Internal (Theory) ਅਤੇ Internal (Practical) Award list ਦਾ ਰਿਕਾਰਡ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ।
- 3) ਫਾਈਲ C3 ਵਿੱਚ ਥਿਓਰੀ ਅਤੇ ਪ੍ਰੈਕਟੀਕਲ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਸਬੰਧਤ ਪ੍ਰੋਫਾਰਮੇ ਨੱਥੀ ਕੀਤੇ ਜਾਣ।
- 4) ਹਰੇਕ Award List ਅਤੇ Bills ਤੇ ਕਾਲਜ ਦੇ Faculty ਅਤੇ Coordinator ਦੇ Sign ਕੀਤੇ ਜਾਣ।
- 5) ਹਰੇਕ ਫਾਈਲ C1, C2, C3 & C4 ਦਾ Index **(ਨਾਲ ਨੱਥੀ ਮੁਤਾਬਕ)** ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ। Index ਤੇ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਕੋਆਰਡੀਨੇਟਰ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲ ਦੇ ਦਸਤਖਤ (with stamp) ਹੋਣੇ ਲਾਜ਼ਮੀ ਹਨ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਵਲੋਂ ਸਾਰੇ ਲੇੜੀਂਦੇ ਦਸਤਾਵੇਜ਼ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਨੂੰ ਸਮੇਂ ਸਿਰ ਨਾ ਭੇਜਣ⁄ ਅਧੂਰੇ ਹੇਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਸਬੰਧਤ ਕਾਲਜ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਦਾ result timely declare ਕੀਤਾ ਜਾਣਾ ਸੰਭਵ ਨਹੀਂ ਹੋਵੇਗਾ ਅਤੇ ਸਬੰਧਤ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਮਾਣਭੱਤੇ ਦੀ ਅਦਾਇਗੀ ਕੀਤੀ ਜਾਣੀ ਸੰਭਵ ਨਹੀਂ ਹੋਵੇਗੀ।

ਉਪਰੋਕਤ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਵਲੋਂ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਤੋਂ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਮਟੀਰਿਅਲ ਕੁਲੈਕਟ ਕਰਨ ਸਮੇਂ **ਮਿਤੀ 9-**13 ਫਰਵਰੀ, 2024 ਦੋਰਾਨ ਰਸੀਵ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਸ ਲਈ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਸਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਤਿਆਰ ਰੱਖੇ ਜਾਣ।

ਉਪਰੋਕਤ ਸਬੰਧੀ ਕੋਈ ਵੀ ਹੋਰ ਲੋੜੀਂਦੀ ਜਾਣਕਾਰੀ ਲਈ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਦੀ ਈ-ਮੇਲ (coepsou@psou.ac.in) ਅਤੇ Helpline No. (95307-41524) ਤੇ ਸੰਪਰਕ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾਂ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਬਿੱਲਾਂ ਸਬੰਧੀ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦੀ ਜਾਣਕਾਰੀ ਲਈ exam-bills@psou.ac.in ਤੇ ਈ-ਮੇਲ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਨੱਥੀ:

- 1) Annexure II
- 2) Index (2.1,2.2,2.3)

ਉਤਾਰਾ:-

1. ਡਾਇਰੈਕਟਰ (LSC)

2. ਸ੍ਰੀ ਵਿਸ਼ਾਲ ਕੁਮਾਰ (DEO) – ਸਬੰਧਤ ਨੂੰ ਈ.ਮੇਲ ਅਤੇ website ਤੇ ਅਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

<u>Annexure-II { For Exam Centres - LSCs }</u>

* Hard copy of below documents is to be submitted in separate Files (with Index as first page) as mentioned below.
a) Seal/stamp & Signature of Chief Coordinator/Principal of the college is required on Index page of all 04 Files.
b) All record is to be duly signed by Supdtt./Coordinator & then forwarded to Examination Branch of JGND PSOU.
* Bills of respective Exam Centre will be processed by University only on receiving of hard copy of all below documents

I)	TABLE-A Exam Centr	:: FILES for submission (Theory, Practical): res to submit hard copy of below files to Examinations in	branch of JGNDPSOU:
S.No	File No.	File Name	Documents to attach in Files
1.	File C1	Exam Conduct - Billsa) Theory Examsb) Practical Exams(attach Performas as mentioned below in Table C)	P-4, P-16 P-15, P-16
2.	File C2	External Practical– Award Lists	Hard copy of Marks Lists (Each list should be duly signed by faculty incharge & LSCs Coordinator)
3.	File C3	Exam Performasa) Theory Exam - Performasb) Practical Exam - Performas(attach Performas as mentioned below in Table B)	P-17, P-1, P-5, P-6 P-1
4.	File C4	a) Internal Theory -Award List b) Internal Practical – Award List	Hard copy of Marks Lists (Each list should be duly signed by faculty incharge & LSCs Coordinator)

II)	TABLE-B ::	Exam Performas (Theory, Practical):	
S.No	Performa No.	Details	Remarks
1.	P-17	<u>Receiving Performa for Exam Centres</u> Performa – For Answer Books {OMR sheets, Theory ABs (32 pages), Practical ABs (10 pages)}	INDEX - For submitting final all record to University (Theory)
2.	P-1	Student Attendance Sheet Performa (As generated Online in Exam Portal for Theory, Practical)	Student Attendance (Theory, Practical)
3.	P-5	Daily consumption of Blank Answer Books Performa {OMR sheets, Theory ABs (32 pages), Practical ABs (10 pages)}	ABs consumption record (Theory)
4.	P-6	Performa to be used at Closing of Exam Centre (for details regarding used and unused exam material)	All exam material record details
III)	TABLE-C :: P	erformas to be submitted reg. Bills of Exam Centre	
S.No	Performa No.	Details	
1.	P-4		Centre r conduct of Theory Exams)
2.	P-15	Bill form for Practical Examiner - (for Practical Exams)	
3.	P-16	Travelling Allowance Form (TA Form) - as applicable	

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INDEX 2.1 -- LSCs (Exam centres) - AWARD LISTS FILES

(JGND PSOU - University Exams: Dec. 2023/Jan. 2024)

File No:File C2 / File C4 (a) / File C4 (b)(please name file no. separately as required)File Name:AWARD LISTS(Internal Theory/ Internal Practical/ External Practical)

a)	Name of LSC (Exam centre):
b)	Address:
c)	District:
d)	Name of LSC Coordinator:
e)	Coordinator Mobile no:

<u>INDEX</u>

(please modify below Index as required)

S. No.	Annexure No.	Page Nos. (from-to)	Program Name	Sem.	Course Name	Course code	Name of Faculty Incharge (course)	Sign
1.								
2.								

LSC Coordinator (sign):

Date:

College Principal (sign):.....

Institute Stamp:

Date:

Note:

- 1) Separate hard copy files (File C2, File C4) must be submitted for Award list Files.
- 2) Mark Annexure as I, II, III and so on... & also ensure proper page nos.
- 3) Attach all hard copy record (Award Lists) as per above Index (Program wise & course wise)
- 4) Faculty Incharge (course) are to submit all hard copy record to respective LSC coordinator.
- 5) LSC coordinator are to ensure that separate files (Files C1/C4 as mentioned in Annexure II) are submitted as required.
- 6) Each File (with Index) should be duly signed & forwarded by respective LSC coordinator to Chief coordinator/Principal for further forwarding to JGNDPSOU Examination Branch.
- 7) For timely declaration of results, it must be ensured by all concerned that hard copy of Award Lists be timely submitted (as per date of submission).

INDEX 2.2 -- LSCs (Exam centres) – BILL FILES

(JGND PSOU - University Exams:	Dec. 2023/Jan. 2024)
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File No:	: File C1 (a)/ File C1 (b)	(please name file no. separately as required)
File Nar	me : BILLS – Theory Exam / Practical Exam / Practical Example: (Per	<mark>xam</mark> formas to be attached in Files: as per Annexure-II)
a)	Name of LSC (Exam centre):	
b)	Address:	
c)	District:	
d)	Name of LSC Coordinator:	
e)	Coordinator Mobile no:	

INDEX

(please modify below Index as required)

S. No.	Annexure No.	Page Nos. (from-to)	Program Name	Sem.	Course Name	Course code	Name of Faculty Incharge (course)	Sign
1.								
2.								

LSC Coordinator (sign):

Date:

College	Principa	l (sign):
			/

Institute Stamp:

Date:

Note:

- 1) Separate hard copy files (for Theory/Practical) must be submitted for Bill Files.
- 2) Mark Annexure as I, II, III and so on... & also ensure proper page nos.
- 3) Attach all hard copy record (Bills) as per above Index (Program wise & course wise)
- 4) Faculty Incharge (course) are to submit all hard copy record to respective LSC coordinator.
- 5) LSC coordinator are to ensure that separate files (Files C1- (a)/(b), as mentioned in Annexure-II) are submitted.
- 6) Each File (with Index) should be duly signed & forwarded by respective LSC coordinator to Chief coordinator/Principal for further forwarding to JGNDPSOU Examination Branch.
- 7) For timely clearance of bills, it must be ensured by all concerned that hard copy of Bills be timely submitted (as per date of submission).

INDEX 2.3 -- LSCs (Exam centres) – EXAM PERFORMAS

(JGND PSOU - University Exams: Dec. 2023/Jan. 2024)

 File No:
 File C3 (a)/ File C3 (b)
 (please name file no. separately as required)

 File Name:
 PERFORMAS – Theory Exam / Practical Exam (Performas to be attached in Files: as per Annexure-II)

 a)
 Name of LSC (Exam centre):.....

 b)
 Address:.....

 c)
 District:

 d)
 Name of LSC Coordinator:

e) Coordinator Mobile no:

INDEX

(please modify below Index as required)

S. No.	Annexure No.	Page Nos. (from-to)	Program Name	Sem.	Course Name	Course code	Name of Faculty Incharge (course)	Sign
1.								
2.								

LSC Coordinator (sign):

Date:

College	Principal	(sign)	:
0000		10.9.1	

Institute Stamp:

Date:

Note:

- 1) Separate hard copy files (for Theory/Practical) must be submitted.
- 2) Mark Annexure as I, II, III and so on... & also ensure proper page nos.
- 3) Attach all hard copy record (Performas) as per above Index (Program wise & course wise)
- 4) Faculty Incharge (course) are to submit all hard copy record to respective LSC coordinator.
- 5) LSC coordinator are to ensure that separate files (Files C3 (a)/(b), as mentioned in Annexure-II) are submitted.
- 6) Each File (with Index) should be duly signed & forwarded by respective LSC coordinator to Chief coordinator/Principal for further forwarding to JGNDPSOU Examination Branch.
- 7) It must be ensured by all concerned that hard copy be timely submitted (as per date of submission).



JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(Established by Act No.19 of 2019 of Legislature of the State of Punjab

RECEIVING PERFORMA (INDEX) - Theory & Practical Answer Books

(To be used by Exam Centre for Submission of Answer Books & Boras/Packets to University)

Exam Centre ID:_____City:____

Name of Exam Centre:____

Date of receiving from Exam Centre:

Details of Answer Books (OMR /Theory-32 Pages):

Sr.No	Date	te Type of Answer Books (OMR / Theory- 32 Pages)	Total no. of Answer Books	Bag (Packet)			
				Sr. No. of packets	No. of packets (Morning Session)	No. of packets (Evening Session)	
1							
2							
3							
4							
5							
6							

a) Main Total Boras (OMR Answer Books) :.....

b) Main Total Boras (Theory Answer Books -32 Pages) :.....

Details of Practical Answer Books:

Sr.No.	Date	Total no. of Practical Answer Books	Bag (packet)				
			Morning	Evening			
1							
2							
3							
4							
5							
	Total						

(To be filled by Exam Centre/College) Submitted by: Sign:	(Only for University use) <u>Received by:</u> Sign:
Name:	Name:
Designation:	
Mobile No.	
Date:	Date:
Forwarded by.	
Chief Coordinator/Principal of Exam Centre	
Sign with Stamp.	
Date	
Name	
Mobile No.	

This Performa may be updated (as required) by respective Exam Centre

Undertaking

We do hereby declare that in concern to the Examination held in Examination Centre at Inflibnet centre ,Gandhinagar, Gujarat, the manual attendance sheet of students are cross checked with present students, absentee list, detained list and UMC cases and the same has been uploaded online. If result got declared late due to wrong updation of serial number of answer sheets, then we shall be the sole responsible for the same. Duly signed printed copy of attendance sheet from login ID and Manual copy of attendance sheet are attached herewith.

Printing Cell	Superintendent
Coordinator	
	Signature:
Signature:	
	Name :
Name :	
	Mobile No. :
Mobile No. :	

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Secrecy memo cum Attendance Sheet for Exam - (.....)

Center ID :11 Examination Centre :Inflibnet centre ,Gandhinagar, Gujarat Program : Certificate Course in Software Development and Programming Paper Id : GSD001 Course.Code :GC-SDP-01T Course Name :Programming using C Exam. Date :2022-08-08 Bag.No :

Sr.No	Sem.	Student Name	Roll.No	AnswerSheet No	Signature
1	Semester-1	Jaskaranbawa			
2		Kashish			
3		Monicarani			
4		Meenakshidhawan			

Total Present : _____ Total Absent : _____ Total UMC Case : _____

Centre Supdt. Please Note : No Student should be allowed to appear in examination without valid admit card and Photo ID Card

Signature & Mobile No. of Dy. Superintendent

Signature & Mobile No.of Invigilator

Signature & Mobile No. of Center Superintendent

Jagat Guru Nanak Dev Punjab State Open University, Patiala

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Performa For Daily Consumption of Blank Answer-Books (OMR / Practical/Theory)

Examination Centre

____Centre Code_____

Examination____(Month/Year)

Note- One copy of this performa for each category of answer-books duly filled in should be sent to the Controller of Examinations at the End of Examination. The one copy should be retained by the Superintendent for the record.

			A	nswer-Books Rec	eived	4		Answer-Books	Consumed	1			
Date		ks ages)		Serial Nos recd.	. of Answer-Books	ŧ		Serial Nos Books	of Answer-		entre	the	Verified by Observer /
	Session	Type of Answer Bokks (OMR/ Theory 32 Pages)	No of Answerbooks record.	From	То	No of candidatesin the session	No of Answer books / Consumed	From	То	Balance if any	Signature of theCentre Clerk	Signature of the Centre Superintendent	Flying Squad
		-			1	2	Ŭ.						
		2							_		9		
		-			1	-			_			-	
						2		8	_		8 3		
		-	-			-	-		_				
			-								·		-
		-						17	-	1			
		+				1	-	5.				-	
			5						_	-			
			8		8			0.		2	-		
Grand Total				1									
The above b	alance of Sto	has be	Serial Nos. From_ en re-deposited wit	to the Controller of	Examinations,		of the above-not	alance and subsequ ed balance containi received by me aft	ng serial No.s f	rom		ct and tha to	t
						:			d to Controlle		ninations, .	IGNDPSO	U

Superintendent

Deputy Superintendent

Coordinator

Seal of the / Chief Coordinator/Principal (Institution)

_College Name

Important--- The superintendent is requested to make entries to total cunsmption in the Account Register of Blank Answer-Books maintained at the institution, strike out the balances of each category in the same register, and intimate to this office the total stock (Category wise lying at the institution according to the entries made in the register.



JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA (Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Performa to be submitted to University after Closing of Exam Centre

Name of Exam Centre: _____Centre Code: _____Session : _____

Sr. no.	Items				OM	R		Theo (32 p	ry bages)		Practical (10 Pages	;)
			-	From	То	Total	From	То	Total	From	То	Total
1	Answer Sheets	a.	Issued									
	(Along with serial nos.)	b.	Used (Excluding Damaged & Discrepancy)									
		С	(Excluding Damaged & Discrepancy)									
		d.	Damaged									
		e.	Missing									
		f.	Discrepancy in Serial No.									
			Total (b + c + d + e + f)									
	Stamps (No.)		a) Date Stamp									
	Returned		b) Space Below CancelledStamp						4			
			c) Exam Morning Stamp									
			d) Exam Evening Stamp									
			e) Brass Stamp with wooden handle									

		No. of files	Total No. pages in all files	Remarks
3	Secrecy Memo cum Students Attendance Sheet (as online generated) (with page marking)			
4	Performa of consumption of answer sheets (with page marking)(P-5 Performa to filled)			

5

Bags Returned

Qty =

Verified by:

Superintendent:	Coordinator:	Chief. Coordinator/Principal
Sign:	Sign:	Sign:
Name:	Name:	Name:
Mobile no:	Mobile no:	Mobile no:

* Note : Use additional sheets if required.

Received from (for Exam Centre use of Name	nly):
Designation	
Mobile no:	

Handed over to (for University use only): Name_____

Designation_____

Mobile no:

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

1.	Exam Centre ID		C DEV PUN	ADJIAIL	UPEN UN	IVERSIT	, PATIAL	A				
2.	Exam Centre Name:	(Examinatio	n:			_						
Sr. No.	Particular	Date of Exam. (1)		Date of Exam (2)		Detail of Bill (The Date of Exam (3)		Date of Exam (N)		No. of sessions	Rate	Amt
		M	E	М	E	м	E	М	E			
1	Strength of students (as per actual cut list)									_		
2	Centre Superintendent	3										
3	Deputy Superintendent					1			3			
4	Invigilator (one upto 30 students)			10	8							
5	Centre Clerk cum Computer Operator		1									
5	Other Staff:											
	(a) Daftri											
	(b) Waterman											
	(c) Sweeper	0						1				
	(d) Security/Chownkidar											
7	Refreshment to Staff											
	Total											
4	Total Student Strength in Exam Centre				С.	1		1.				
E												
() Stationary & Miscellaneous Expenses				(Exam C	entre to se	nd hard c	opy of bill	s only as p	er University r	ules)	
C	 Payment to Chief Coordinator/Principal 								2000 70 0 0 000 80 0		ennar 256 Ful	
E	Payment to Coordinator	Rs										
	ਨੋਟ : ਉਕਤ ਮਾਣਭੱਤਿਆਂ ਦੀ ਅਦਾਇਗੀ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਪੱਤ				022 ਮਤਾਬਕ	र ची भीधिਅ	। ਕੇਂਦਰ ਨੂੰ	ਕੀਤੀ ਜਾਵੇਰ	1ı			

Verified by:

1.

				ਲੇਖਾ-ਸ਼ਾਖਾ
Superintendent	Coordinator	Chief coordinator/Principal	Forwarded by Exam Branch, JGND	
Sign:	Sign:	Sign:	PSOU	
Name:	Name:	Name:	Sign:	
Mobile No:	Mobile No:	Mobile No:	Name:	
Date:	Date:	Date:	Designation:	0000
		College Stamp	Date:	

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			Jaga	at Guru Nanak De	v Punjab State	open Unive	rsity, Patiala			
Cente Name	r ID: of Exam Centre:		Bil	Form for Examiner for	Practical Examinat	tions ()	Voucher No: (To be filled by Uni	
Receip	ot of payment:-				- H D - 5 - 14					
Sr. No.	Name of Examiner	Designation	Programme	Course Name	Course Code	Exam Date	Total Students Examined	Rate (in Rs.)	Total Remuneration (in Rs.)	Signature of Internal/ External Examiner
	1							0.		

Sign. of Coordinator

Certifies That persons names in the bill were actually engaged in the Conduct of practical. Examination during the days noted against the name of each and he/she has worked satisfactory.

Chief Coordinator/Principal (with Seal)

Note: No Remuneration will be paid unless submission of hard copy of this bill form to the University. Payment will be directly Credit to account of Principal of College.

FOR OFFICIAL USE ONLY

Exam Branch (JGNDPSOU)	For Account Department (JGNDPSOU)			
Checked by Sign Name	Remuneration Paid by me	Remuneration Rs Verified & Paid		
DEO		Accountant		
Verified by Sign	Signature	Superintendent		
Name Sr. Asstt.	Designation	AR (Accounts)		

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA



Travelling Allowance Bill

Bank Name Account No

PAN NO.....

IFSC CODE

Name (in block letters)..... Designation..... Grade Pay/Declared Income for Non Employees For T.A. Purpose.....

Date of Meeting/Inspection/Exam.etc., (if any)..... Bill Register Page......Voucher No.....

Purpose of Journey.....

Departure				Arrival		Mode of Journey	Distance for Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		К.М.	Rate	Rs.	Paise
									-	
									_	
			-		-			_	-	-
										-

1. Mode of Journey NOTE:- Deluxe/A.C.Bus/1 st Class Rail/Air (a) By Rail: ClassTicket No (b) By Bus: (Ord./Deluxe/A.C.) (c) Own Car/Staff Car/Taxi No (d) By Air: Ticket No	2. Halting days@				
Declaration: Certificated that – (i) Particulars provided herewith are conclaimed T.A./D.A. etc. for this Journey fr source (ii) I was not provided free lodging and/o of Govt./University or any autonomous	For use in Account Branch Head of Account/Code No Pay Rs. (in figures)				
 (iii) I travelled in the class of accommodentitled. (iv) I was present at the Duty point on the D.A. has been daimed. (v) The Mileage claimed is correct to the and information. (vi) Certificate for Payment at the Spot. 	For Audit Use Seen: (i) Sanction (ii) T.A. Check Register (iii) Attendance (iv) Budget Register/Grant Register Pay Order				
Certified that I shall perform the return j by the same mo T.A. bill. Signature Address Countersigned	AUDIT DEPARTMENT Preaudited & Passed for Rs Rupees Auditor Audit Office J.G.N.D.P.S.O.U				
Received Payment Controlling Officer Signature*	Affix Re.1. Revenue Stamp If amount exceeds Rs.5000/-	The second second second second		yOrder verified erk/Asstt.	

(Payment regarding TA will be Rs. 9/km as per University Norms)