



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

Hard copy of below documents is to be attached in one Main file for submission to University (regarding Conduct/Evaluation of University Examinations - Aug/Sept 2022)

I. Documents to be submitted reg. Conduct/Evaluation

S.No.	Document No.	Details	Remarks
1.	P-17 (a)	Receiving Performa for Colleges (Main Index Performa – For Theory Answer Books)	INDEX - For submitting final all record to University
	P-17 (b)	Receiving Performa for Colleges (Main Index Performa – For Practical Answer Books)	
2.	P-1	Secrecy memo cum Attendance Sheet Performa (same will be generated Online in Exam Portal)	Student Attendance (Theory & Practical)
3.	P-5 (a)	Daily consumption of Blank Answer Books Performa (Theory- 32 Pages ABs)	
	P-5 (b)	Daily consumption of Blank Answer Books Performa (Practical - 10 Pages ABs)	
4.	P-6	Performa to be used at Closing of Exam Centre (for used and unused exam material)	For closing of Exam Centre
5.	P-12	Attendance Sheet Performa for Staff of Exam Centre (for Theory Exams Only)	Attendance record (Staff)
6.	P-3	Question Paper Performa (Printing Cell)	Reg. Coordinator (Printing cell)
7.	P-23	External Award Lists (Theory & Practical) (same will be generated Online in Exam Portal) a) Signed Award List (in original) is to be attached in the main file with index (Format attached). b) Photostat copy of the original signed Award List is to be put inside the each Bag (containing the evaluated Answer Books).	For submission of marks

II. Documents to be submitted reg. Bills

8.	P-4	Bill Performa for Staff on duty in Exam Centre (for conduct of Theory Exams)
9.	P-14	Bill form for Evaluator (Paper checker) (for Theory Exams - As generated online in exam portal)
10.	P-15	Bill form for Practical Examiner (for Practical Exams - As generated online in exam portal)
11.	P-16	Travelling Allowance Form (TA Form) - if applicable
12.	P-21	Remuneration Performa for Checking Assistant (Only to be used at Evaluation time)

* Hard copy of all above documents are to be put in one Main file (With Index) duly signed by Supdtt./Coordinator/Principal of Exam Centre & then forwarded to Exam Branch of the University. Seal of the Chief Coordinator/Principal is also required on Index page of Main file.

* Bills of respective Exam Centre will be cleared by University only on receiving of hard copy all above documents (as to submitted) in Main File.



**JAGAT GURU NANAK DEV
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RECEIVING PERFORMA (INDEX) -Theory 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/College: _____

Date of receiving from Exam Centre: _____

Sr.No.	Date	Theory Answer Books	Total Boras (Qty)	Bora No.	Bags (sub-packet) Yellow & White	
					Morning	Evening
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

(To be filled by Exam Centre/College)

(Only for University use)

Submitted by Coordinator of Exam Centre:

Received by:

Sign: _____

Sign: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Mobile No: _____

Dept. /Branch of University: _____

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



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RECEIVING PERFORMA (INDEX) -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/College: _____

Date of receiving from Exam Centre: _____

Sr.No.	Date	Practical Answer Books	Total Boras (Qty)	Bora No.	Bags (sub-packet) Yellow & White	
					Morning	Evening
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

(To be filled by Exam Centre/College)

(Only for University use)

Submitted by Coordinator of Exam Centre:

Received by:

Sign: _____

Sign: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Mobile No: _____

Dept. /Branch of University: _____

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



**JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY, PATIALA**
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Performa to be submitted to University after Closing of Exam Centre

Name of Exam Centre: _____ Centre Code: _____ Session : _____

Sr. no.	Items			Status of Material		
				From	To	Total
1	Answer Sheets (Along with serial nos.)	a.	Issued			
		b.	Used (Excluding Damaged & Discrepancy)			
		c.	Unused (Excluding Damaged & Discrepancy)			
		d.	Damaged			
		e.	Discrepancy in Serial No.			
			Total (b + c + d + e)			
	Stamps (No.) Returned	a)	Date Stamp			
b)		Space Below Cancelled Stamp				
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 Large size (Yellow Colour) Returned	Qty =	Bags Small (white colour) Returned	Qty =
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Verified by:

Superintendent:
Sign: _____

Name: _____

Mobile no: _____

Coordinator:
Sign: _____

Name: _____

Mobile no: _____

Chief. Coordinator/Principal
Sign: _____

Name: _____

Mobile no: _____

*** Note : Use additional sheets if required.**

Received from (for Exam Centre use only):

Name _____

Designation _____

Mobile no: _____

Handed over to (for University use only):

Name _____

Designation _____

Mobile no: _____



Attendance Sheet of Staff on Examination Duty (Theory Exam only)

College Name:.....City:..... Centre ID:.....Examination:..... Aug/Sept 2022(Regular & Reappear)																										
Sr.no	Name of staff	M	E	M	E	M	E	M	E	M	E	M	E	M	E	M	E	M	E	M	E	M	E	Total Session	We verified that all the filled sections are correct (Signature)	
	↓																									
	Cut list strength of students →																									

- | | |
|---|---|
| <p>1. ਮੈਂ ਤਸਦੀਕ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਭਰੀ ਹਾਜ਼ਰੀ ਬਿਲਕੁਲ ਠੀਕ ਹੈ।</p> <p>2. ਸੁਪਰਵਾਈਜ਼ਰੀ ਸਟਾਫ ਦਾ ਕੰਮ ਬਿਲਕੁਲ ਠੀਕ ਹੈ।</p> <p>3. ਸੁਪਰਵਾਈਜ਼ਰੀ ਸਟਾਫ ਦੀ ਡਿਊਟੀ ਯੂਨੀਵਰਸਿਟੀ ਨਿਯਮਾਂ ਮੁਤਾਬਕ ਲਾਈ ਗਈ ਹੈ।</p> | <p>ਨੋਟ: 1. ਹਾਜ਼ਰੀ ਲਈ P ਲਗਾਓ। ਨਾ ਹਾਜ਼ਰ ਲਈ X ਲਗਾਓ।</p> <p>2. ਹਾਜ਼ਰੀ ਪਰੋਫਾਰਮੇ ਤੇ ਭਰ ਕੇ ਭੇਜੋ।</p> <p>3. ਸਟਾਫ ਦੇ ਆਖੀਰ ਵਾਲੇ ਖਾਨੇ ਵਿਚ ਦਸਤਖਤ ਕਰਾ ਕੇ ਭੇਜੋ।</p> |
|---|---|

(ਸੁਪਰਡੈਂਟ)/ਦਸਤਖਤ.....

ਨਾਮ ਤੇ ਪਤਾ

(ਕੋਆਰਡੀਨੇਟਰ)/ਦਸਤਖਤ.....

ਨਾਮ ਤੇ ਪਤਾ

ਲੇਖਾ ਸ਼ਾਖਾ

.....
ਕਲਰਕ	ਅਕਾਊਂਟੈਂਟ
.....
ਸੁਪਰਡੈਂਟ	ਅ.ਰਜਿਸਟਰਾਰ
.....
ਮਿਤੀ.....	

Forwarded by Exam Branch, JGND PSOU

Sign:.....

Name:.....

Designation:.....

Date:.....

** ਇਸ Answer Sheet ਪਰਫੋਰਮੇ ਦੇ Format ਨੂੰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਸੁਪਰਡੈਂਟ ਵਲੋਂ ਆਪਣੇ ਤਰੀਕੇ ਨਾਲ ਡਿਊਟੀ ਭਰਨ ਲਈ modify ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

PRINTING CELL

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Examination (August -2022)

Question Paper Performa

Sr. No.	Date	Session (M / E)	Time	Course Code	Paper ID	Details of Question Paper Printed			Remarks	
						Total	Used	Balance		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
Observer/Flying Squad					Superintendent		Dy. Superintendent/Invigilator			
Coordinator						Chief Coordinator/Principal				

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(Examination August 2022)

Detail of Bill (Theory Exam)

Sr. No.	Particular	Date of Exam. (1)		Date of Exam (2)		Date of Exam (3)		Date of Exam (N)		No. of sessions	Rate	Amt
		M	E	M	E	M	E	M	E			
1	Strength of students (as per actual cut list)										_____	_____
2	Centre Superintendent											
3	Deputy Superintendent											
4	Invigilator (one upto 30 students)											
5	Centre Clerk cum Computer Operator											
6	Other Staff:											
	(a) Daftri											
	(b) Waterman											
	(c) Sweeper											
	(d) Security/Chownkidar											
7	Refreshment to Staff											
	Total											

- A) Total Student Strength in Exam Centre
- B) Advance Payment received from University: Rs:
- C) Stationary & Miscellaneous Expenses Rs (Exam Centre to send hard copy of bills only as per University rules)
- D) Payment to Chief Coordinator/Principal Rs.
- E) Payment to Coordinator Rs.

ਨੋਟ : ਉਕਤ ਮਾਣਭੋਤਿਆਂ ਦੀ ਅਦਾਇਗੀ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਪੱਤਰ ਨੰਬਰ **PSOU/Reg./2165** ਮਿਤੀ **25.07.2022** ਮੁਤਾਬਕ ਹੀ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਨੂੰ ਕੀਤੀ ਜਾਵੇਗੀ।

Verified by:

Superintendent	Coordinator	Chief coordinator/Principal
Sign: _____	Sign: _____	Sign: _____
Name: _____	Name: _____	Name: _____
Mobile No: _____	Mobile No: _____	Mobile No: _____
Date: _____	Date: _____	Date: _____

Forwarded by Exam Branch, JGND PSOU
Sign:.....
Name:.....
Designation:.....
Date:.....

ਲੇਖਾ-ਸ਼ਾਖਾ

.....
ਕਲਰਕ	ਅਕਾਊਂਟੈਂਟ
.....
ਸੁਪਰਡੈਂਟ	ਅ.ਰਜਿਸਟਰਾਰ
ਮਿਤੀ.....	

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Bill Form for Checking Assistant for Theory Examinations (Sept-2022)

Center ID:
Name of Exam Centre:
Voucher No: _____
(To be filled by University)

Total No. of Answer books checked _____

Sign. Of Checking Assistant

Sign. Of Coordinator

Name: _____

Mobile: _____

Certifies that persons names in the bill were actually engaged in the answer books
Checking during the days noted against the name of each and he/she has worked satisfactory

Sign. Of Chief Coordinator/ Principal

(With seal)

Name: _____

Mobile: _____

Receipt of payment:-

Name of Checking Assistant:	Total Answer books Checked (Count)	Total Answer books Sequence Examined (from - to)	Rate	Total Remuneration	Signature of Checking Assistant
Designation:		1.			
Qualification:		2.			
Address:		3.			
Bank Account No:		4.			
Name of the Bank:		5.			
Branch:		6.			
IFSC Code:		7.			
PAN No:		8.			
Aadhar No:		9.			
Mobile No:		10.			

Note: No Remuneration will be paid unless submission of hard copy of this bill form to the university.

FOR OFFICIAL USE ONLY

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

Note: - Remuneration for Checking Assistant (Rs. 1.75 per OMR answer book, Rs. 1/- for each NON-OMR answer book) as per letter no. PSOU/Reg./2165 dated 25.07.2022