



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/ 1281

Dated: 16.1.8.2024


ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬਾਨ
ਅਤੇ ਕੋਆਰੀਡੀਨੇਟਰ (ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ)
ਪੰਜਾਬ।

ਵਿਸ਼ਾ:- ਜੁਲਾਈ/ਅਗਸਤ 2024 ਪ੍ਰੀਖਿਆਵਾਂ ਦਾ ਮਟੀਰਿਅਲ Collect ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਦਰਸਾਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ ਜੁਲਾਈ/ਅਗਸਤ 2024 ਦਾ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਮਟੀਰਿਅਲ (Theory, OMR Answer Book (used/unused, Stamp, non woven bags etc) ਅਤੇ ਦਫਤਰੀ ਪੱਤਰ ਨੰਬਰ PSOU/COE/1168 ਮਿਤੀ 16.07.2024 (ਕਾਪੀ ਨੌਂਬੀ) ਦੇ Annexure -L ਮੁਤਾਬਕ File C1 to File C6 ਸਬੰਧੀ ਦਸਤਾਵੇਜ਼ ਨੂੰ Collect ਕਰਨ ਲਈ ਨਾਲ ਨੌਂਬੀ Route Map ਅਨੁਸਾਰ ਮਿਤੀ 21.08.2024 ਤੋਂ 30.08.2024 ਦੌਰਾਨ ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਦੀਆਂ ਡਿਊਟੀਆਂ ਲਗਾਈਆਂ ਗਈਆਂ ਹਨ।

ਸਮੂਹ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਨ੍ਹਾਂ ਵਲੋਂ ਉਪਰੋਕਤ ਦਰਜ ਪੱਤਰ ਮੁਤਾਬਕ ਦਸਤਾਵੇਜ਼ ਅਤੇ ਮਟੀਰਿਅਲ ਨੂੰ Route ਦੌਰਾਨ ਸਮੇਂ ਸਿਰ ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਨੂੰ ਹੈਂਡਓਵਰ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਨੌਂਬੀ: Route Map


16/8/24

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ

Controller of Examinations
Jagat Guru Nanak Dev
Punjab State Open University
Patiala

ਉਤਾਰਾ:

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

28-C, Lower Mall, Patiala-147001

Website: www.psou.ac.in

Exam Branch (Helpline): 0175-5082367 (Landline), 95307-41524 (Mobile), Email: coepsou@psou.ac.in

ROUTE MAP for Exam Material Collect- July-August 2024

| ROUTE NO. | DATE OF DEPARTURE | COLLEGE NAME |
|-----------|--|---|
| Route 1 | Mr. Vishal Kumar (97801-68004) (21.08.2024) Wednesday | 1) Khalsa College for women, Civil Lines, Ludhiana |
| | | 2) Baba Saheb Bhim Rao Ambedkar Govt. Co Education College, Bootan Mandi, Jalandhar |
| | | 3) LRDAV College, Jagroan |
| | | 4) Govt. College Malerkotla |
| | | 5) Desh Bhagat College, Bardwal (Dhuri) |
| | | 6) Govt. Ripudaman College, Nabha + Jail Centre Nabha |
| Route 2 | Mr. Ankush Singla (97813-99760) (22.08.2024 To 23.08.2024) (Thursday to Friday) | 1) Khalsa College for Women, Amritsar |
| | | 2) Khalsa College of Education, Ranjit Avenue, Amritsar |
| | | 3) Shaheed Darshan Singh Pheruman MC women, Rayya |
| | | 4) Guru Gobind Singh Khalsa College, Sarhali, Taran-Tarn |
| | | 5) Swami Premanand Mahavidyalya, Mukerian Distt. Hoshiarpur +Jail Centre Gurdaspur |
| | | 6) Pannu institute of Management and Technology, Gurdaspur |
| | | 7) MRPD Govt. Collge Talwara |
| | | 8) GKSM. Govt. College , Tanda Urmur |
| | | 9) KMS College IT and Management , Dusuya, Hoshiarpur |
| | | 10) Sri Guru Gobind Singh Khalsa College, Mahilpur, Hoshiarpur |
| | | 11) GGSDS College, Village Haryana, Hoshiarpur +Jail Centre Hoshiarpur |
| | | 12) RRMK Arya Mahila Mahavidyalaya, Pathankot |
| | | 13) Govt. College Bholath, Kapurthala + Jail Centre Kapurthala |
| Route 3 | Mr. Vishal Kumar (97801-68004) (27.08.2024) Tuesday | 1) Guru Gobind Singh College, Sanghera, Barnala + Jail Centre Barnala |
| | | 2) Aryabhata Group of Institute, Cheema Jodhpur, Barnala |
| | | 3) Sant Kabir College,Zira, Ferozpur |
| | | 4) Govt. Brijindra College Faridkot |
| | | 5) Punjab Degree College, Faridkot (Only Jail Centre Faridkot) |
| | | 6) Govt. College (Girls) West (Fazilka) |
| | | 7) Govt. College Sri Muktsar Sahib + Jail Centre Sri Muktsar |
| Route 4 | Mr. Ishwar Singh 99881-68115 (28.08.2024) Wednesday | 1) Govt. College Dera Bassi |
| | | 2) Govt. College Mohali |
| | | 3) Govt. College Naya Nagal |
| | | 4) Govt. College, Jadla (Nawan Shahr) |
| | | 5) Guru Gobind Singh Khalsa College for Women, Jhar Sahib + Jail Centre Ropar |
| | | 6) Saffron College for Girls, Fatehgarh Sahib |
| Route 5 | Mr. Vishal Kumar (97801-68004) (29.08.2024) Thursday | 1) Govt. Ranbir College, Sangrur + Jail Centre Sangrur |
| | | 2) GTB College, Balloh, Bathinda |
| | | 3) Govt. Rajindra College, Bathinda + Jail Centre Bathinda (+2) |
| | | 4) Mata Sahib Kaur Girls College Talwandi Sabo Distt. Bathinda |
| | | 5) The Royal Group of College, Borawal, Mansa |
| | | 6) Govt. College Sunam |
| Route 6 | Mr. Ishwar Singh 99881-68115 (30.08.2024) Friday | 1) Govt. College for Girls, Patiala |
| | | 2) Govt. State College for Education, Patiala |
| | | 3) Govt. Kirti College, Nial Patran |
| | | 4) KCT Group of Colleges, Fatehgarh, Lehragaga, Sangrur |
| | | 5) Guru Nanak College Budhlada |
| | | 6) Krishna College of Higher Education, Vill Ralli, Budhlada |

Ishwar
16/8/2024



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/ 1168

Dated: 16/07/2024

ਵੱਲ

ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬਾਨ (ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ)

ਪੰਜਾਬ।

ਵਿਸ਼ਾ:- ਪ੍ਰੀਖਿਆਵਾਂ (ਜੁਲਾਈ/ਅਗਸਤ 2024) ਸਬੰਧੀ Award list files ਅਤੇ Bill Files ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਸਬੰਧੀ।

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

- 1) ਸਬੰਧਤ ਫਾਈਲਾਂ (Total- 6) = File C1 to File C6 ਪ੍ਰੀਖਿਆਵਾਂ ਕੰਡਕਟ ਕਰਨ ਤੋਂ ਬਾਅਦ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਪ੍ਰੀਖਿਆ ਸਾਖਾ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਈਆ ਜਾਣ।
- 2) Annexure-L ਮੁਤਾਬਕ - File C1 and File C2 ਵਿੱਚ ਬਿੱਲਾਂ ਨਾਲ ਸਬੰਧਤ ਸਾਰੇ ਪ੍ਰੋਫਾਰਮੇ ਲਗਾਏ ਜਾਣ ਅਤੇ ਫਾਈਲ C3 ਵਿੱਚ Award List (External – Practical) ਦਾ ਰਿਕਾਰਡ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ। File C5 ਵਿੱਚ Internal (Theory) Award list ਅਤੇ File C6 ਵਿੱਚ Internal (Practical) Award list ਦਾ ਰਿਕਾਰਡ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ।
- 3) ਫਾਈਲ C4 ਵਿੱਚ ਖਿਓਰੀ ਅਤੇ ਪ੍ਰੈਕਟੀਕਲ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਸਬੰਧਤ ਪ੍ਰੋਫਾਰਮੇ ਨੱਥੀ ਕੀਤੇ ਜਾਣ।
- 4) ਹਰੇਕ Award List ਤੇ ਕਾਲਜ ਦੇ Faculty ਅਤੇ Coordinator ਦੇ Sign ਕੀਤੇ ਜਾਣ।
- 5) ਫਾਈਲ C1 to C6 ਦਾ Index ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ। Index ਤੇ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਕੋਆਰਡੀਨੇਟਰ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲ ਦੇ ਦਸਤਖਤ (with stamp) ਹੋਣੇ ਲਾਜ਼ਮੀ ਹਨ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਵਲੋਂ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਪ੍ਰੀਖਿਆ ਸਾਖਾ ਨੂੰ ਸਾਰੇ ਲੋੜੀਂਦੇ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਵਾਲੇ ਦਸਤਾਵੇਜ਼ ਅਧੂਰੇ ਹੋਣ/ਸਮੇਂ ਸਿਰ ਨਾ ਭੇਜਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਸਬੰਧਤ ਕਾਲਜ 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 20.08.2024 ਤੋਂ 30.08.2024 ਦੇਰਾਨ ਰਸੀਵ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਸ ਲਈ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਸਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਤਿਆਰ ਰੱਖੇ ਜਾਣ।

ਉਪਰੋਕਤ ਸਬੰਧੀ ਕੋਈ ਹੋਰ ਲੋੜੀਂਦੀ ਜਾਣਕਾਰੀ ਲਈ ਪ੍ਰੀਖਿਆ ਸਾਖਾ 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 - L
- 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।

16/7/2024

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ
Controller of Examinations
Jagat Guru Nanak Dev
Punjab State Open University
Patiala

28-C, Lower Mall, Patiala-147001

Website: www.psou.ac.in

Exam Branch (Helpline): 0175-5082367 (Landline), 95307-41524 (Mobile), Email: coepsou@psou.ac.in

Annexure-L { For Exam Centres - Colleges Only }

- * **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 06 Files.
- b) All record is to be duly signed by Supdt./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 :: FILES for submission (Theory, Practical):
Exam Centres to submit hard copy of below files to Examinations branch of JGNDPSOU:

| S.No | File No. | File Name | Documents to attach in Files |
|------|----------|--|--|
| 1. | File C1 | <u>Exam Conduct - Bills</u> Theory Exams (attach Performas as mentioned below in Table C) | P-4, P-4(A), P-16 |
| 2 | File C2 | <u>Exam Centres - Bills</u> Practical Exams (attach Performas as mentioned below in Table C) | P-15, P-16 |
| 3 | File C3 | External Practical – Award Lists | Hard copy of Marks lists (Each list should be duly signed by faculty incharge & LSCs Coordinator) |
| 4 | File C4 | <u>Exam Performas</u> C4.1 Theory Exam - Performas C4.2 Practical Exam - Performas (attach Performas as mentioned below in Table B) | P-17, P-1, P-5, P-6 P-1 |
| 5 | File C5 | Internal Theory -Award List | Hard copy of Marks Lists (Each list should be duly signed by faculty incharge & LSCs Coordinator) |
| 4. | File C6 | Internal Practical – Award List | Hard copy of Marks Lists (Each list should be duly signed by faculty incharge & LSCs Coordinator) |

II) TABLE-B :: Exam conduct Performas (Theory, Practical): Regarding Exam Centres

| 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 :: Bill Performas to be submitted reg. Exam Centre

| S.No | Performa No. | Details |
|------|--------------|---|
| 1. | P-4 | Attendance sheet cum Bill Performa for Staff on duty at Exam Centre - (for conduct of Theory Exams) |
| 2 | P-4 (A) | Bill Performa for Exam Centre (<50 Student Strength) |
| 2. | P-15 | Bill form for Practical Examiner - (for Practical Exams) |
| 3. | P-16 | Travelling Allowance Form (TA Form) - as applicable |

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

(JGND PSOU - University Exams: July/August 2024)

File No: File C3 / File C5 /File C6 (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:

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):

College Principal (sign):.....

Date:

Institute Stamp:

Date:

Note:

- 1) Separate hard copy files (File C3, File C5, File C6) 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 C3/C5/C6 - as mentioned in Annexure-L) 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: July/August 2024)

File No: File C1 / File C2 (please name file no. separately as required)

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

- 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):

College Principal (sign):.....

Date:

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/Files C2), as mentioned in Annexure-L) 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: July/August 2024)

File No: File C 4.1/ File C 4.2) (please name file no. separately as required)

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

- 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):

College Principal (sign):.....

Date:

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 C4.1, C4.2), 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).

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
Coordinator

Signature:

Name :

Mobile No. :

Superintendent

Signature:

Name :

Mobile No. :

Jagat Guru Nanak Dev Punjab State Open University, Patiala
Secrecy memo cum Attendance Sheet for Exam - (.....)

Center ID :

Examination Centre :

Program :

Paper Id :

Course.Code :

Course Name :

Exam. Date :

Bag.No :

| Sr.No | Sem. | Student Name | Roll.No | AnswerSheet No | Signature |
|-------|------|--------------|---------|----------------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

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 Center Superintendent

Signature & Mobile No.of Invigilator

- Exam Centre ID
- Exam Centre Name:

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA
(Examination: Month/Year))

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 | Invigilator (one upto 50 students) | | | | | | | | | | | |
| 4 | Centre Clerk cum Computer Operator | | | | | | | | | | | |
| 5 | Other Staff: | | | | | | | | | | | |
| | (a) Daftri | | | | | | | | | | | |
| | (b) Waterman | | | | | | | | | | | |
| | (c) Sweeper | | | | | | | | | | | |
| 6 | (d) Security/Chowkidar (Rs. 50 per day) | | | | | | | | | | | |
| | Refreshment to Staff (Rs. 15 per session & person) | | | | | | | | | | | |
| | Total | | | | | | | | | | | |

- A)** Total Student Strength in Exam Centre (overall)
- B)** Advance Payment received from University:
- C)** Stationary & Miscellaneous Expenses
- D)** Payment to Chief Coordinator/Principal
- E)** Payment to Coordinator
- ਨੋਟ : ਉੱਚ ਮਾਣਭੰਗਾਂ ਦੀ ਅਦਾਇਗੀ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਪੱਤਰ ਨੰਬਰ **PSOU/Reg./3622** ਮਿਤੀ **07.06.2024** ਮੁਤਾਬਕ ਹੀ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਨੂੰ ਕੀਤੀ ਜਾਵੇਗੀ।

Verified by:

Superintendent

Coordinator

Chief coordinator/Principal

ਲੇਖਾ-ਸ਼ਾਖਾ

Sign: _____ Name: _____
Mobile No: _____ Date: _____

Sign: _____ Name: _____
Mobile No: _____ Date: _____
College Stamp _____

| |
|-------------------------------------|
| Forwarded by Exam Branch, JGND PSOU |
| Sign/Name:.....(Checked by) |
| Designation :..... |
| Sign/Name:.....(Verify by) |
| Designation:..... |

| | |
|-----------|-------------|
| ਕਲਰਕ | ਅਕਾਊਂਟੈਂਟ |
| ਮਿਤੀ..... | ਮ. ਰਜਿਸਟਰਾਰ |
| ਮਿਤੀ..... | |



**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 | | OMR | | | Theory (32 pages) | | | Practical (10 Pages) | | | |
|---------|---|----|---|----|-------|-------------------|----|-------|----------------------|----|-------|--|
| | | | From | To | Total | From | To | Total | 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. | Missing | | | | | | | | | |
| | | f. | Discrepancy in Serial No. | | | | | | | | | |
| | | | Total (b + c + d + e + f) | | | | | | | | | |
| | 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 Returned | Qty = |
|---|---------------|-------|

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: _____

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Bill Form for Examiner for Practical Examinations (...../.....)

Center ID: _____
 Name of Exam Centre: _____

Voucher No: _____
 (To be filled by University)

Receipt of payment:-

| 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 |
|---------|------------------|-------------|-----------|-------------|-------------|-----------|-------------------------|---------------|-----------------------------|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

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



**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 | 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) :.....

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

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