

# 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	INDEX - For
		(Main Index Performa – For <b>Theory</b> Answer Books)	submitting final all
	P-17 (b)	Receiving Performa for Colleges	record to University
		(Main Index Performa – For <b>Practical</b> Answer Books)	
2.	P-1	Secrecy memo cum Attendance Sheet Performa	Student Attendance
		(same will be generated Online in Exam Portal)	(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 closing of Exam
		(for used and unused exam material)	Centre
5.	P-12	Attendance Sheet Performa for Staff of Exam Centre	Attendance record
		(for Theory Exams Only)	(Staff)
6.	P-3	Question Paper Performa (Printing Cell)	Reg. Coordinator (Printing cell)
7.	P-23	External Award Lists (Theory & Practical)	For submission of
		(same will be generated Online in Exam Portal)	marks
		a) Signed Award List ( <b>in original</b> ) 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).	
II. D	ocuments 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)	

<sup>\*</sup> 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.

<sup>\*</sup> 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 PUNJAB STATE OPEN UNIVERSITY, PATIALA (Established by Act No.19 of 2019 of Legislature of the State of Punjab

#### RECEIVING PERFORMA (INDEX) -Theory Answer Books

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

Books	Sr.No.	Date	Theory Answer	Total	Bora No.	Bags (sub-pack	
1			Books	Boras (Oty)		Yellow & White	e Evening
3	1			(4.3)		- Werning	
4	2						
5   6   7   8   9   9   9   9   9   9   9   9   9	3						
6	4						
7 8 9 10 Total e filled by Exam Centre/College) (Only for Universited by Coordinator of Exam Centre:  Sign: Name: Name: Designation: Dept. /Branch of University: Date:	5						
8 9 10	6						
9 10 Total e filled by Exam Centre/College) (Only for Universited by Coordinator of Exam Centre:  Sign: Name: Sign: Designation: Designation: Dept. /Branch of University: Date:  Coordinator/Principal of Exam Centre	7						
Total  e filled by Exam Centre/College)  (Only for University:  Sign:  Name:  Sign:  Designation:  Designation:  Dept. /Branch of University:  Date:  Coordinator/Principal of Exam Centre	8						
Total  re filled by Exam Centre/College)  (Only for University:  Sign:  Name:  Partial  Designation:  Dept. /Branch of University:  Date:  Date:  Coordinator/Principal of Exam Centre							
titted by Coordinator of Exam Centre:    Sign:	10						
Sign:							
Sign:    Name:	a fillad h		- 11 \				
e: Name: gnation: Designation: tile No: Dept. /Branch of University: Date:  garded by:  f Coordinator/Principal of Exam Centre	e illieu b	y Exam Centre/C	onege)			(Only for	University
gnation: Designation: Dept. /Branch of University: Date:   arded by:  Coordinator/Principal of Exam Centre						` •	· University
Dept. /Branch of University:  Date:  rarded by:  f Coordinator/Principal of Exam Centre	itted by C	Coordinator of Exa			Sign:	Received by:	University
arded by :  G Coordinator/Principal of Exam Centre	itted by (	Coordinator of Exam				Received by:	· University
rarded by : f Coordinator/Principal of Exam Centre	itted by C	Coordinator of Exam	m Centre:		Name:	Received by:	·
f Coordinator/Principal of Exam Centre	e:	Coordinator of Exam	m Centre:		Name:_ Designatio	Received by:	
	itted by C	Coordinator of Exam	m Centre:		Name:_ Designation Dept. /Branch	Received by:  on:  of University:	
	e:	Coordinator of Example 1	m Centre:		Name:_ Designation Dept. /Branch	Received by:  on:  of University:	
with Stamp: Date:	e: nation: le No:	Coordinator of Example 1	m Centre:		Name:_ Designation Dept. /Branch	Received by:  on:  of University:	
	nation:	Coordinator of Example 1995 And Principal Office 1995 And	m Centre:		Name:_ Designation Dept. /Branch of Date:	Received by:  on:  of University:	
	ation: No: ded by: Coordination: A start	Coordinator of Example 1995 And Principal Office 1995 And	m Centre:		Name:_ Designation Dept. /Branch of Date:	Received by:  on:  of University:	

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



# 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) -Practical Answer Books

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

Sr.No.	Date	Practical Answer	Total	Bora No.	Bags (sub-pack	
		Books	Boras		Yellow & White	
			(Qty)		Morning	Evening
1						
2						
3						
4						
5						
7						
8						
9						
10						
10	Total					
he filled h	y Exam Centre/Co	llege)			(Only for	University
					` •	, <u>-</u>
mitted by C	Coordinator of Exan	n Centre:			Received by:	
:				Sign:		
ne:				Name:		
				Designation	on:	
gnation:						
				Dept. /Branch	of University:	
oile No:						
					of University:	
oile No:						
varded by						
oile No:  o:  warded by the coordinates  of Coordinates	<u>:</u> ator/Principal of Ex	am Centre		Date:		
varded by some with Starr		am Centre		Date:		

## Jagat Guru Nanak Dev Punjab State Open University, Patiala

Performa For Daily Consumption of Blank Answer-Books (32 Pages)-Theory

Examination	Centre			Cent	re Code			, ,	•			
Nata Oas	ann af Alain a af	6				1- 4h - O4n	. U. a. of Europein at in a con-		amination			
	lent for the rec		i category or ansv	ver-books duly filled in sho	lia be sent	to the Contro	oller of Examinations a	at the End of Examina	ation. The one	copy snould	be retained i	by the
			Answer-Book	s Received	se		Answer-Books Co	onsumed		٥	the	
	<b>E</b>	re.	Serial Nos.	of Answer-Books recd.	candidates e session	ē	Serial Nos. of	f Answer-Books	if an)	of th Clerk	of the	Verified by
Date	Session	No of Answer books record.	From	То	No of candidate in the session	No of Answer books / Consumed	From	То	Balance if any	Signature of the Centre Clerk	Signature of the Centre Superintendent	Observer / Flying Squa
				+								
Grand Tota	1											
		has beer	n re-deposited wit	to th the Controller of Examin	ations,		Certified that the oper the charge of the abo has		ntaining serial	No.s from		ect and that to
								Si	ubmitted to Co	ntroller of Exa	aminations, c	GNDPSOU
	Superintender	nt		Deputy Superintendent		Coordina	ator	-			Col	ege Name
								S	Seal of the / Ch	ief Coordinat	or/Principal (	Institution)

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

Performa For Daily Consumption of Blank Answer-Books(10 Pages)-Practical

Examination	Centre			Cen	tre Code							
								Exami	ination		(Month/Year	)
	opy of this perf ent for the rec		category of answe	r-books duly filled in sho	uld be sent	to the Contro	oller of Examinations at	the End of Examination	on. The one	copy should	be retained	by the
			Answer-Books	Received	Ι.,		Answer-Books Cor	nsumed				
Date	Session	wer ord.	Serial Nos. of	Answer-Books recd.	ndidates	wer	Serial Nos. of	Answer-Books	e if any	e of the	Signature of the Centre Superintendent	Verified by Observer /
Date	Ses	No of Answer books record.	From	То	No of candidates in the session	No of Answer books / Consumed	From	То	Balance if	Signature of the Centre Clerk	Signatuı Cer Superin	Flying Squad
		1							<u> </u>			
		<u> </u>							<u> </u>			
									<u> </u>			
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		1							1			
<b>Grand Tota</b>	I											
		has been		to the Controller of Examin			Certified that the openi the charge of the above has	ng balance and subse e-noted balance conta been received by me a	aining serial	No.s from	bove is corr	ect and that _to
								Subi	mitted to Co	ntroller of Exa	aminations,	IGNDPSOU
	Superintende	nt	De	eputy Superintendent		Coord	dinator				Col	lege Name
								Soci	al of the / Ch	iof Coordinate	or/Principal	(Inctitution)

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

Na	me of Exam Cent	re <u>:</u>			_Centre Cod	e: ;	Session :
Sr.	Items				Status of I	<b>V</b> laterial	
no.			_	_	From	То	Total
1	Answer Sheets (Along with serial	a.		Issued			
	nos.)	b.	(Excluding Damaged & Discrepancy)	Used			
		C.	(Excluding Damaged & Discrepancy)				
		d.		Damaged			
		e.	Discrepancy in	Serial No.			
			Total (b +	+ c + d + e)			
	Stamps		a) Date Stamp			l	
	(No.) Returned		b) Space Below Stamp	Cancelled			
			c) Exam Morning S	Stamp			
			d) Exam Evening S	Stamp			
			e) Brass Stamp w	ith wooden			
				No. of files	Total No. nar	ges in all files	Remarks
					Total No. pa	900 III uii III00	
3	(as online generate		ents Attendance Sheet				
4	(with page marking)  Performa of consur		of anouse about				
	(with page marking)(						
5	Bags Large size (Ye Returned	ellow C	Olour) Qty =	:	Bags Small (v	white colour)	Qty =
Veri	fied by:						
Sign	Superintendent: :		Sigr	Coordinator:			Coordinator/Principal
	ne:			ne:			
	ile no:			oile no:			no:
* No	te : Use additional	sheets	s if required.				
	eceived from (for I		Centre use only):			ed over to (fo	r University use onl
	signation					ation	
	bile no:					no:	

#### ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ (Established by Act No.19 of 2019 of Legislature of the State of Punjab)



Forwarded by Exam Branch, JGND PSOU

Designation:....

Colleg	ge Name:			City							n Exa				-	-			Διισ/	Sent :	2022	)(Reg	ular	& Reann	ear)
Sr.no	Name of staff	М	E	M	E	М	E	M	E	M	E	М	E	M	E	М	E	M	E	M	E		E		We verified that all the filled sections are correct  (Signature)
	Cut list strength of students -																								(Signature)
	1. ਮੈਂ ਤਸਦੀਕ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਭਰੀ ਹਾਜ਼ਰੀ	ਬਿਲਕੁਲ	ਲ਼ ਠੀਕ ਹੈ	l		•		•			•	•	ਨੋਟ:1. ਹ	ਾਜ਼ਰੀ ਲਾ	ਈ <b>P</b> ਲਗ	ਾਓ। ਨਾ ਹ	ਾਜ਼ਰ ਲਈ	ੀ <b>×</b> ਲਗ	ਾਓ।						•
	2.ਸੁਪਰਵਾਈਜ਼ਰੀ ਸਟਾਫ਼ ਦਾ ਕੰਮ ਬਿਲਕੁਲ ਠੀਕ ਹੈ	ı É												2. ਹਾਜ਼ਰੀ	ੀ ਪਰੋਫਾਰ	ਮੇ ਤੇ ਭਰ	ਕੇ ਭੇਜੋ।								
	3.ਸੁਪਰਵਾਈਜ਼ਰੀ ਸਟਾਫ਼ ਦੀ ਡਿਊਟੀ ਯੂਨੀਵਰਸਿਟ	ੀ ਨਿਯਮ	ਾਂ ਮੁਤਾਬਕ	ਲਾਈ ਗ	ਈ ਹੈ।									3. ਸਟਾਫ਼	ਦੇ ਆਖੀਰ	ਰ ਵਾਲੇ ਖ਼	ਾਨੇ ਵਿਚ ਚ	ਟਸਤਖ਼ਤ ਹ	ਕਰਾ ਕੇ ਭੇ	ਜੋ।					
	( <b>ਸੁਪਰਡੈਂਟ</b> )/ਦਸਤਖ਼ਤ										ਲੇਖ	ਾ ਸ਼ਾਖਾ													
	ਨਾਮ ਤੇ ਪਤਾ																		\						
	<b>(ਕੋਆਰਡੀਨੇਟਰ</b> )/ਦਸਤਖ਼ਤ																								
	ਨਾਮ ਤੇ ਪਤਾ								ਕਲਰ	ਰਕ			'n	ਮਕਾਊਂਟੈਂਟ											

ਸੁਪਰਡੈਂਟ

ਅ.ਰਜਿਸਟਰਾਰ

<sup>\*\*</sup> 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** Course Paper ID Details of Question Paper Printed Sr. No. Date Session Time Remarks (M / E) Code Total Used Balance 2 3 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 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	Dat Exan		1	of Exam 2)	Date Exam		Date Exam		No. of sessions	Rate	Amt
		M	E	М	E	М	E	М	E	1		
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											
	1) Total Student Strongth in Evam Centre											

	Total										
Α	) Total Student Strength in Exam Centre										
В	Advance Payment received from University:	Rs:									
C	Stationary & Miscellaneous Expenses	Rs			(Exam Ce	ntre to se	nd hard co	py of bills	only as pe	er University r	ules)
D	Payment to Chief Coordinator/Principal	Rs									
Ε	Payment to Coordinator	Rs									
ਨੋ	ਟ : ਉਕਤ ਮਾਣਭੱਤਿਆਂ ਦੀ ਅਦਾਇਗੀ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਪੱਤਰ ਨੰਬਰ	PSOU/R	<b>eg./2165</b> أ	ਮੇਤੀ 25.07.2	022 ਮੁਤਾਬਕ	ਹੀ ਪ੍ਰੀਖਿਆ	ਾ ਕੇਂਦਰ ਨੂੰ ਕੰ	ੀਤੀ ਜਾਵੇਗੀ	1		_
	Verified by:										ਲੇਖਾ-ਸ਼ਾਖ
Sup	erintendent Coordinator	Ch	ief coordinate	or/Principal	Forwarde	d by Exam E	ranch, JGND	PSOU	$\neg$ (		

Superintendent	Coordinator	Chief coordinator/Principal	Forwarded by Exam Branch, JGND PSOU
Sign:	Sign:	Sign:	Sign:
3igii	51g.ii	5ig.ii	Name:
Name:	Name:	Name:	Designation:
Mobile No:	Mobile No:	Mobile No:	Date:
		'	

Date:\_\_\_\_

ਲੇਖਾ-	ਸ਼ਾਖਾ
ਕਲਰਕ	ਅਕਾਊਂਟੈਂਟ
ਸੁਪਰਡੈਂਟ	ਅ.ਰਜਿਸਟਰਾਰ
ਮਿਤੀ	

#### JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA



#### **Travelling Allowance Bill**

						Account	· No	Bani							
I	PAN NO						IFSC CODE								
Designati Grade Pay	ony/Declared	ers) I Income for	Non Em	 ployees	 Date	rpose of Journey  ite of Meeting/Inspection/Exam.etc., (if any)  I Register PageVoucher No									
	rture			Arrival	Bill R	Mode of	T	.Voucher No ce for Road		nount					
C+-+!	D-4-	T:	74 - 4!	D-4-	T:	Journey		ileage		Dai:					
Station	Date	Time S	Station	Date	Time		K.M.	Rate	Rs.	Paise					
(b) By Bus: (c) Own Ca (d) By Air: Declaration (i) Particular claimed T.A source	(Ord./Deluz Ir/Staff Car/ Ticket No n: Certificat ars provided A./D.A. etc.	Ticket No xe/A.C.) Taxi No Taxi No ed that – I herewith are for this Journe	correct 8	& that I have	blic	Pay Rs. (in fig	For use unt/Code No ures)	t)							
of Govt./U	niversity or	any autonomo	ous body.			Clerk	Asstt.		ıpdt.						
entitled. (iv) I was p D.A. has be (v) The Mil and inform	resent at th een claimed leage claime nation.	ass of accomm e Duty point o . ed is correct to ment at the Sp	on the day	s for which	the	Seen: (i) Sand (iii) Att		(ii) T.A. Check (iv) Budget Re Register	•	nt					
		·					AUDI	Pay Order T DEPARTMEN	Т						
Sertified that I shall perform the return journey fromby the same mode as claimed in the .A. bill. Signature * Address						Preaudited & Passed for Rs									
Countersig	ned								J.G.N.D.P.S						
Received Payment  Controlling Officer  Affix Re.1. Revenue Stamp if amount exceeds Rs.5000/-					nt	Cheque No Date:			erified						
		Signature* (*Please		oth the plac				Clerk/Asstt.							

#### Jagat Guru Nanak Dev Punjab State Open University, Patiala

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

		ing / issistant for friedry 2	(		
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	Total Answer books	Rate	Total	Signature of
•	books Checked	Sequence Examined		Remuneration	Checking
Designation	(Count)	(from - to)			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)			
	Remuneration Paid by Me	Remuneration Rs		
Checked by				
Cima		Verified & Paid		
Sign Name				
Sr. Asstt.		Accountant		
	Signature			
Verified by		Superintendent		
Sign	Name			
Sign Name	Designation	AR (Accounts)		
Superintendent				

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