



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

Ref.No/PSOU/COE/356

Dated 23/2/2023

Hard copy of below documents is to be submitted to University reg. Conduct, Bills related to University Examinations

I. Documents to be submitted for conduct of Theory Exams:			
S.No.	Document No.	Details	Remarks
1.	P-17	Receiving Performa for Exam Centres <i>Performa – For Theory Answer Books (OMR, Theory 32-pages ABs)</i>	INDEX - For submitting final all record to University
2.	P-1 (a)	Secrecy memo cum Attendance Sheet Performa <i>(same will be generated Online in Exam Portal for Theory)</i>	Student Attendance (Theory)
3.	P-5 (a)	Daily consumption of Blank Answer Books Performa <i>(OMR, Theory- 32 Pages ABs)</i>	ABs consumption record (Theory)
4.	P-6	Performa to be used at Closing of Exam Centre <i>(for used and unused exam material)</i>	For closing of Exam Centre
5.	P-12	Attendance Sheet Performa for Staff of Exam Centre <i>(for Theory Exams Only)</i>	Attendance record (Staff)
6.	P-3	Question Paper Performa (Printing Cell)	Reg. Coordinator (Printing cell)
II. Documents to be submitted for conduct of Practical Exams:			
1.	P-17	Receiving Performa for Exam Centres <i>Performa – For Practical Answer Books</i>	INDEX - For submitting final all record to University
2.	P-1 (b)	Secrecy memo cum Attendance Sheet Performa <i>(same will be generated Online in Exam Portal for Practical)</i>	Student Attendance (Practical)
3.	P-5 (b)	Daily consumption of Blank Answer Books Performa <i>(Practical - 10 Pages ABs)</i>	ABs consumption record (Practical)
III. Documents to be submitted reg. Bills of Exam Centre			
1.	P-4	Bill Performa for Staff on duty in Exam Centre <i>(for conduct of Theory Exams)</i>	
2.	P-14	Bill form for Evaluator (Paper checker) <i>(for Theory Exams - As generated online in exam portal)</i>	
3.	P-15	Bill form for Practical Examiner <i>(for Practical Exams - As generated online in exam portal)</i>	
4.	P-16	Travelling Allowance Form (TA Form) - if applicable	
5.	P-21	Remuneration Performa for Checking Assistant <i>(Only to be used at Evaluation time)</i>	

* Hard copy of all above documents are to be submitted in separate Files (with Index as first page) as mentioned below, All record to be duly signed by Supdt./Coordinator & then forwarded to Examination Branch of the University.

1. File 1 - Conduct (Theory Exams)
2. File 2 - Conduct (Practical Exams)
3. File 3 - Bills (Theory Exams)
4. File 4 - Bills (Practical Exams)

Seal/stamp and Signature of the Chief Coordinator/Principal of the college 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.


23/02/2023
Controller of Examinations

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



**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) :.....

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) <u>Submitted by:</u> Sign: _____ Name: _____ Designation: _____ Mobile No. _____ Date: _____	(Only for University use) <u>Received by:</u> Sign: _____ Name: _____ Designation: _____ Deptt. /Branch of University: _____ 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
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 :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

Undertaking

We do hereby declare that in concern to the Examination held in Examination Centre at Infflibnet centre ,Gandhinagar, Gujarat, the manual attendance sheet of students are cross checked with present students, absentee list, detained list 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.

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Secrecy Memo cum Attendance Sheet for Practical Exam - (.....)

Center ID 11
 Examination Centre :Infflibnet centre ,Gandhinagar, Gujarat
 Programme : Certificate Course in Software Development and Programming
 Course Code :GC-SDP-01P
 Course Name :Programming using C Lab
 Exam Date :02/09/2022
 Bag No :
 Semester :Semester-1

Sr.No	Student Name	University Roll.No	Practical A.Sheet No	Signature
1	Jaskaranbawa			
2	Kashish			
3	Monicarani			
4	Meenakshidhawan			

Total Present : _____ Total Absent : _____

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

1. Internal Examiner

3. Coordinator

 Signature :
 Name :
 Mobile No :

 Signature :
 Name :
 Mobile No :

2. External Examiner

 Signature :
 Name :
 Mobile No :



**JAGAT GURU NANAK DEV
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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		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 =
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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: _____

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

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

Exam Centre Name:.....City:.....Centre ID:.....Examination:..... Month.....Year..... (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 →																										

- ਮੈਂ ਤਸਦੀਕ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਭਰੀ ਹਾਜ਼ਰੀ ਬਿਲਕੁਲ ਠੀਕ ਹੈ ।
- ਸੁਪਰਵਾਈਜ਼ਰੀ ਸਟਾਫ਼ ਦੀ ਡਿਊਟੀ ਯੂਨੀਵਰਸਿਟੀ ਨਿਯਮਾਂ ਮੁਤਾਬਕ ਲਾਈ ਗਈ ਹੈ।

ਨੋਟ:1. ਹਾਜ਼ਰੀ ਲਈ P ਲਗਾਓ। ਨਾ ਹਾਜ਼ਰ ਲਈ X ਲਗਾਓ।

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.....

** 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 (Month Year)

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									
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22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
Superintendent		Dy. Superintendent/ Invigilator		Coordinator		Chief Coordinator/ Principal		Observer/ Flying Squad	

Jagat Guru Nanak Dev Punjab State Open University, Patiala

External Award List for Exam – Month..... Year.....

Center ID:
 Name of Centre:
 Programme:
 Course Name:
 Course Code:
 Academic Cycle:
 Type (Theory/Practical):
 Total Marks: 70

Sr. No	University Roll no	Name of Student	Answer Sheet No	External Marks

We have verified and cross checked total no of students for filling/uploading of external marks.

Signature of Evaluator/Examiner

Name:

Mobile No.:

Signature of Coordinator (Evaluation)

Name:

Mobile No.:

Date of Print:

1. Exam Centre ID :.....
2. Exam Centre Name:

(Examination: _____ / _____)

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

Verified by:

<p>Superintendent</p> <p>Sign: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>Date: _____</p>	<p>Coordinator</p> <p>Sign: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>Date: _____</p>	<p>Chief coordinator/Principal</p> <p>Sign: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>Date: _____</p> <p>College Stamp _____</p>
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Forwarded by Exam Branch, JGND PSOU

Sign:.....

Name:.....

Designation:.....

Date:.....

ਲੇਖਾ-ਸ਼ਾਖਾ

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.....

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.....

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Bill Form for Evaluator for Theory Examinations (...../.....)

Center ID:
Name of Exam Centre:

Voucher No: _____
(To be filled by University)

Receipt of payment:-

Sr. No	Name of Evaluator	Designation	Programme	Course Name	Course Code	Exam Date	Total Answer books Examined (Count)	Total Answer books Sequence Examined (from-to)	Rate	Total Remuneration	Signature of Evaluator
								1. 2.			
								1. 2.			
								1. 2.			

Sign. of Coordinator

Certifies That persons names in the bill were actually engaged in the theory answer books. Evaluation 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)	
<p>Checked by Sign _____ Name _____ DEO</p> <p>Verified by Sign _____ Name _____ Sr. Asstt.</p>	<p>Remuneration Paid by me</p> <p>Signature _____</p> <p>Name _____</p> <p>Designation _____</p>	<p>Remuneration Rs. _____</p> <p>Verified & Paid</p> <p>Accountant _____</p> <p>Superintendent _____</p> <p>AR (Accounts) _____</p>

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 (JGNDPSOU)	For Account Department (JGNDPSOU)	
<p>Checked by</p> <p>Sign _____</p> <p>Name _____</p> <p>DEO</p> <p>Verified by</p> <p>Sign _____</p> <p>Name _____</p> <p>Sr. Asstt.</p>	<p>Remuneration Paid by me</p> <p>Signature _____</p> <p>Name _____</p> <p>Designation _____</p>	<p>Remuneration Rs. _____</p> <p>Verified & Paid</p> <p>Accountant _____</p> <p>Superintendent _____</p> <p>AR (Accounts) _____</p>

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA



Travelling Allowance Bill

Bank Name

Account No

PAN NO.....

IFSC CODE

Name (in block letters).....

Purpose of Journey.....

Designation.....

.....

Grade Pay/Declared Income for Non Employees

Date of Meeting/Inspection/Exam.etc., (if any).....

For T.A. Purpose.....

Bill Register Page..... Voucher No.....

Departure			Arrival			Mode of Journey	Distance for Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

<p>1. Mode of Journey NOTE:- Deluxe/A.C.Bus/1st Class Rail/Air (Tickets attached) (a) By Rail: Class.....Ticket No..... (b) By Bus: (Ord./Deluxe/A.C.)..... (c) Own Car/Staff Car/Taxi No..... (d) By Air: Ticket No.....</p>	<p>2. Halting days.....@..... 3. Journey days.....@..... 4. Local Conveyance, if any (Details on Separate Sheet)</p> <p style="text-align:right">Total</p>			
<p>Declaration: Certificated that – (i) Particulars provided herewith are correct & that I have not claimed T.A./D.A. etc. for this Journey from any other public source (ii) I was not provided free lodging and/or boarding at the cost of Govt./University or any autonomous body. (iii) I travelled in the class of accommodation to which I am entitled. (iv) I was present at the Duty point on the days for which the D.A. has been claimed. (v) The Mileage claimed is correct to the best of my knowledge and information. (vi) Certificate for Payment at the Spot.</p> <p>Certified that I shall perform the return journey fromtoby the same mode as claimed in the T.A. bill.</p> <p style="text-align:right">Signature *</p> <p style="text-align:right">Address.....</p> <p>Countersigned</p> <p>Controlling Officer</p>	<p style="text-align:center">For use in Account Branch</p> <p>Head of Account/Code No.....</p> <p>Pay Rs. (in figures).....(in words).....</p> <p>.....</p> <table style="width:100%"> <tr> <td>Clerk</td> <td>Asstt.</td> <td>Supdt.</td> </tr> </table> <p style="text-align:center">For Audit Use</p> <p>Seen: (i) Sanction (ii) T.A. Check Register (iii) Attendance (iv) Budget Register/Grant Register</p> <p style="text-align:center">Pay Order</p> <div style="border:1px solid black; padding:5px; margin:5px 0;"> <p style="text-align:center">AUDIT DEPARTMENT</p> <p>Preaudited & Passed for Rs.....</p> <p>Rupees.....</p> <p>.....</p> <p>Auditor Audit Office</p> <p style="text-align:right">J.G.N.D.P.S.O.U</p> </div> <p>Cheque No.....</p> <p>Date:.....</p> <p style="text-align:right">Pay Order verified</p> <p style="text-align:right">Clerk/Asstt.</p>	Clerk	Asstt.	Supdt.
Clerk	Asstt.	Supdt.		
<p>Received Payment</p> <p style="border:2px solid orange; padding:2px; display: inline-block;">Affix Re.1. Revenue Stamp if amount exceeds Rs.5000/-</p> <p>Signature*.....</p> <p>(*Please Sign at both the places).</p>				

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Bill Form for Checking Assistant for Theory Examinations (March-2023)

Center ID:
Name of Exam Centre:

Voucher No: _____
(To be filled by University)

Receipt of payment:-

Sr.No.	Name of Checking Assistant	Designation	Total Answer books Checked (Count)	Total Answer books Sequence Examined (from-to)	Rate	Total Remuneration	Signature of Checking Assistant
				1. 2.			
				1. 2.			
				1. 2.			

Sign. of Coordinator

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.

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)	
<p>Checked by</p> <p>Sign _____</p> <p>Name _____</p> <p>DEO</p> <p>Verified by</p> <p>Sign _____</p> <p>Name _____</p> <p>Sr. Asstt. _____</p>	<p>Remuneration Paid by me</p> <p>Signature _____</p> <p>Name _____</p> <p>Designation _____</p>	<p>Remuneration Rs. _____</p> <p>Verified & Paid</p> <p>Accountant _____</p> <p>Superintendent _____</p> <p>AR (Accounts) _____</p>