



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/2024

Dated: 22/01/2024

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 ਫਰਮਾਂ 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 ਜਮ੍ਹਾਂ 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।

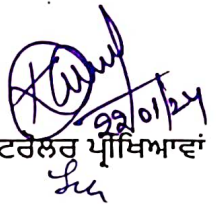
ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਵਲੋਂ ਸਾਰੇ ਲੋੜੀਂਦੇ ਦਸਤਾਵੇਜ਼ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਨੂੰ ਸਮੇਂ ਸਿਰ ਨਾ ਭੇਜਣ/ ਅਧੂਰੇ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਸਬੰਧਤ ਕਾਲਜ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਦਾ result timely declare ਕੀਤਾ ਜਾਣਾ ਸੰਭਵ ਨਹੀਂ ਹੋਵੇਗਾ ਅਤੇ ਸਬੰਧਤ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਮਾਣਭੱਤੇ ਦੀ ਅਦਾਇਗੀ ਕੀਤੀ ਜਾਣੀ ਸੰਭਵ ਨਹੀਂ ਹੋਵੇਗੀ।

ਉਪਰੋਕਤ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਵਲੋਂ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਤੋਂ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਮਟੀਰਿਅਲ ਕੁਲੈਕਟ ਕਰਨ ਸਮੇਂ ਮਿਤੀ 9-13 ਫਰਵਰੀ, 2024 ਦੇਰਾਨ 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)


ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ
22/01/24

ਉਤਾਰਾ:-

1. ਡਾਇਰੈਕਟਰ (LSC)
2. ਸ੍ਰੀ ਵਿਸ਼ਾਲ ਕੁਮਾਰ (DEO) – ਸਬੰਧਤ ਨੂੰ ਈ.ਮੇਲ ਅਤੇ website 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

Annexure-II { For Exam Centres - LSCs }

* 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 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> a) Theory Exams b) Practical Exams <i>(attach Performas as mentioned below in Table C)</i>	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	<u>Exam Performas</u> a) Theory Exam - Performas b) Practical Exam - Performas <i>(attach Performas as mentioned below in Table B)</i>	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> <i>Performa - For Answer Books</i> <i>{OMR sheets, Theory ABs (32 pages), Practical ABs (10 pages)}</i>	INDEX - For submitting final all record to University (Theory)
2.	P-1	<u>Student Attendance Sheet Performa</u> <i>(As generated Online in Exam Portal for Theory, Practical)</i>	Student Attendance (Theory, Practical)
3.	P-5	<u>Daily consumption of Blank Answer Books Performa</u> <i>{OMR sheets, Theory ABs (32 pages), Practical ABs (10 pages)}</i>	ABs consumption record (Theory)
4.	P-6	<u>Performa to be used at Closing of Exam Centre</u> <i>(for details regarding used and unused exam material)</i>	All exam material record details

III) TABLE-C :: Performas to be submitted reg. Bills of Exam Centre			
S.No	Performa No.	Details	
1.	P-4	<u>Attendance sheet cum Bill Performa for Staff on duty at Exam Centre</u> <i>- (for conduct of Theory Exams)</i>	
2.	P-15	<u>Bill form for Practical Examiner - (for Practical Exams)</u>	
3.	P-16	<u>Travelling Allowance Form (TA Form) - as applicable</u>	

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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:

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 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)

File No: File C1 (a)/ File C1 (b) *(please name file no. separately as required)*

File Name: **BILLS – 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):

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- (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):

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 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).

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



**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 =
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Verified by:

<u>Superintendent:</u> Sign: _____ Name: _____ Mobile no: _____	<u>Coordinator:</u> Sign: _____ Name: _____ Mobile no: _____	<u>Chief. Coordinator/Principal</u> Sign: _____ Name: _____ Mobile no: _____
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* 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: _____

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

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(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 ਮਾਣਕੋਤਿਆਂ 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: _____
		College Stamp _____

Forwarded by Exam Branch, JGND
PSOU

Sign:

Name:

Designation:

Date:

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.....

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.....

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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)	
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) _____

