

**I.K. Gujral Punjab Technical University**  
**Jalandhar, Kapurthala**  
**NOTICE**

**Ref. No.: IKGPTU/COE/19684**

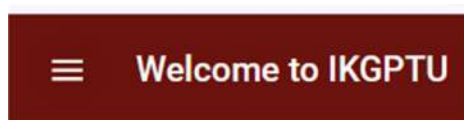
**Dated: 28.10.2025**

**A. All eligible students admitted in 2025 batch are hereby informed to upload the photo and signature before filling of Examination form, by clicking as per following process:**

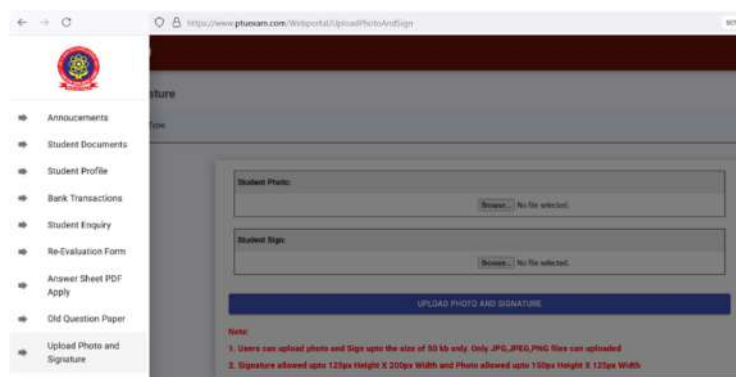
**Step-1.** University issued the Username and Password to the eligible students; Students to approach concerned institute for the same.

**Step-2.** Student to login at the University website [www.ptuexam.com](http://www.ptuexam.com).

**Step-3.** After login student to click on following icon.



Upon clicking on above icon following menu will open:



**Step-4.** Student(s) to click on icon "Upload Photo and Signature".

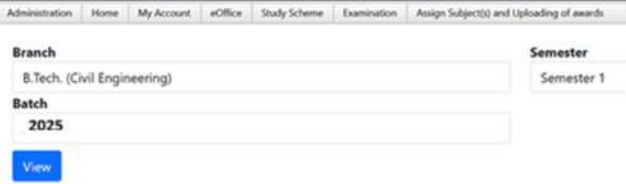
**Step-5.** Student to Browse your photo and Signature to upload the same.

**Note:**

1. Student can upload Passport photograph and Signature maximum up to the size of 50 kb only. Only JPG, JPEG, PNG files can be uploaded.
2. Signature must be up to 125px Height X 200px Width and Photograph up to 150px Height X 125px Width.
3. Examination Forms can only be filled after uploading of Photograph and Signature.
4. Software available online, can be Used to Compress the Photograph and Signature.

**B. Facility for confirmation of Photo & Signature has been given in the HoD login as below:**

**Step-1.** Login at [www.ptudocs.com](http://www.ptudocs.com)

|                                                                                   |                                                                                    |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Step-2.</b><br>Select menu > Examination > Photo & Sign Confirm                | <b>Step-3.</b> Select                                                              |
|  |  |

**Step-4.** Photo & Signature appears

**Photograph:** Some students have not uploaded photo in passport size, before confirmation HOD(s) to guide the students to upload correct photograph.

**Signature:** Some students have uploaded Signature in vertical direction, before confirmation HOD(s) to guide the students to upload correct Signature horizontal direction only.

| Correct                                                                             | Wrong                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

*Gr.*

**Controller of Examinations**

**Copy to:**

1. SVC for the information of Vice-Chancellor.
2. Dean (Academics), IKGPTU for Information.
3. Registrar, IKGPTU.
4. All officers Examination Department.
5. All Institutions and Faculty Members to guide and help the newly admitted students for uploading of Photograph and signature.
6. All Students through login IDs.

**I.K. Gujral Punjab Technical University  
Jalandhar, Kapurthala**

**NOTICE**

**Ref. No.: IKGPTU/COE/19685**

**Dated: 28.10.2025**

**Instructions/Schedule for filling of Examination forms and deposition of fee for the Examination session Nov-2025 for 2025 Batch.**

- 1.** End Semester theory examination of 1<sup>st</sup> semester (2025 Batch) along with reappear shall commence from 2<sup>nd</sup> Jan 2026 and practical examination shall be conducted in the month of December-2025 (w.e.f. 17 December to 23 December 2025).
- 2.** End Semester theory examination of 3<sup>rd</sup> year (2025 Batch and 2024 Batch) along with reappear shall commence in the month of December-2025 and practical examination shall be conducted after conduct of theory Examination in the month of Januray-2026 (w.e.f. 2<sup>nd</sup> January to 10<sup>th</sup> January 2026).
- 3.** For pending eligibility, contact admission cell of the University.
- 4.** Start of uploading of photographs and signature: 29.10.2025.
- 5.** Issuance of admit Cards w.e.f 24.11.2025 for 3rd semester and w.e.f. 05.12.2025 for 1st semester.- No admit card shall be issued without Photograph and Signature.
- 6.** URF Rs. 1600/- for 2025 Batch will be charged along with Examination fees.
- 7.** Examination shall be conducted in offline mode only.

**Schedule for filling of examination form is as under:**

| <b>Examination Fee</b><br>• Rs. 3000/- per semester for UG/PGCourses (2025 Batch).                                                                  | <b>Schedule for online Filling and Submission of Examination form for 1<sup>st</sup> sem (2025 Batch Only)</b> | <b>Schedule for online Filling and Submission of Examinationform for 3<sup>rd</sup> sem LEET (2025 Batch Only)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Without Late fee                                                                                                                                    | 01.11.2025 to 24.11.2025                                                                                       | 01.11.2025 to 17.11.2025                                                                                           |
| With Late fee of Rs. 1000/- per sem.                                                                                                                | 25.11.2025 to 04.12.2025                                                                                       | 18.11.2025 to 24.11.2025                                                                                           |
| With Late fee of Rs. 2000/- per sem.                                                                                                                | 05.12.2025 to 12.12.2025                                                                                       | 25.11.2025 to 29.11.2025                                                                                           |
| Late fee, in special circumstances is Rs. 5000/- per sem. with the permission of University before 24 hours of the start of respective examination. |                                                                                                                |                                                                                                                    |

**Note:**

• **Concerned HODs/Class Incharge to ensure that examination forms of all regular students are filled well in time without late fee. Special attention must be given to the students who are undergoing industrial training or any other training in the current semester.**

• Examination fee will be charged online from all the students for Nov- 2025 Examination. Examination fee will be charged as applicable on the date of

deposit of fee. If Student fill the Examination Form but does not pay the fee online, it will be treated as cancelled and student shall not be allowed to appear in the examination.

- At University level, Examination fees deposited by students will be non-refundable. However, if double payment is deducted against the same semester from student's account, the excess amount will be refunded in same bank account (From which payment paid) by the University after verification with in claim for refund directly from Bank.
- No extra fee shall be charged from the student(s) for the verification / confirmation by concerned HOD/Class In-charge of respective Institute(s)

### **Instructions:**

1. The Compulsory subjects of regular examination form shall be filled by University and the Elective Subjects filled by the Institutes.
2. If all subjects in which Candidate is appearing are confirmed in Section-B along with successful deposition of online fee, then Candidate is required to print the examination Form/Fee Receipt and deposit hard copies of the same to respective HOD/Class In-charge.
3. In case of the non-confirmation of online payment, the student(s) shall have to wait for 48 hrs for reconciliation by the Bank/University.
4. On-line fee transaction ledger will be generated for every student and subsequently students shall have to pay the applicable fee by using Debit card/Credit Card, via Net banking etc.
5. In case there is any discrepancy in the examination form after final submission, applicable correction fee shall be charged and the same shall be deposited using Debit card/credit card/Net banking. Applicable correction fee is Rs. 3000/- per semester for UG/PG Courses.
6. The facility of downloading the admit card will be available in concerned login of HOD w.e.f. 24.11.2025 for 3<sup>rd</sup> semester and w.e.f. 05.12.2025 for 1<sup>st</sup> semester. After printing the admit card. The Principal/ Director or competent authority of the Institute will attest the same before issuing admit card to the student. No extra fee shall be charged by Institute(s) for attestation of admit card.

7. If any student forget his/her password, the same may be obtained from the respective college/institute or concerned HOD/Class In charge.
8. In case, website is not working or slow then the students are advised to wait for minimum three hours' duration.

### **Important steps for filling of Examination forms**

**For Regular and Reappear Examination Form:** Examination Forms are to be filled by student from their login at website [www.ptuexam.com](http://www.ptuexam.com).

| <b>Steps</b> | <b>Event</b>                                                                                                    | <b>Action from login</b> |
|--------------|-----------------------------------------------------------------------------------------------------------------|--------------------------|
| 1            | Compulsory Subjects of Regular Examination form Automatically Filled by University.                             | University               |
| 2            | Filling of elective Subject/s (If any) in Regular Examination form (at the time of Semester Upgradation).       | HOD/ Class In charge     |
| 4            | Print of Fee Receipt and Details of Subject filled in Examination forms, to be submitted to HOD/Class Incharge. | Student                  |
| 5            | Deposition of Online Examination forms fee.                                                                     | Online by student        |
| 6            | Print of Admit cards in respective login of HOD.                                                                | HOD/ Class In charge     |



**Controller of Examinations**

#### **Copy To:**

- All officers of Examination Department.
- All Institutions and Faculty Members.
- All Students through login IDs.