



ਜਸਪਾਲ ਸਿੰਘ  
ਸੇਯੂਕਤ ਰਜਿਸਟਰਾਰ  
Jaspal Singh  
Joint Registrar

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ  
**PTU** PUNJAB  
TECHNICAL  
UNIVERSITY

Ref. No. PTU/DEP/JRC/3282

Date : 07/07/11

**Subject:-Conduct of Sem. Examination of Distance Education Programme for the session September-2011**

Dear Sir,

PTU, Jalandhar is running Distance Education Programme for various courses in your state. The University conducts two examinations, one is March and other is September. The University wishes to create an examination centre in your esteemed institute for the conduct of Distance Education Examination commencing from First week of September-2011.

Punjab Technical University establishes the examination centre in the Engineering Colleges/Govt. Colleges/Institutions of high reputations. The preference shall be given to the post Graduate Level Colleges. There shall be Minimum no. of examination centre this time so that smooth Conduct of examination could be done in each state and schools may be avoided.

Your co-operation in this solicited. The staff appointed on duty shall be paid as per rates of PTU, Jalandhar PTU rates are enclosed herewith.

This time the University shall send the Question Paper through Online and for this purpose the following Technical Arrangements must be available at the examination centre:

1. Computer/Laptop/Net book 1
2. Printer (For fast printing) 1
3. Internet connection/Board band/USB port 1
4. Photostat machine 1
5. Fax machine 1
6. Packets of White A4 size paper (as per actual requirements)
7. Brown Envelops (as per actual requirements)

All the above instrument's rent shall be fixed up by the University for two month and payment shall be made by the University in the shape of advance.

I would appreciate a line in the reply from your side along with the name of college, the name of the Principal & the name of Supdt. along with office/residence phone, fax, mobile numbers and email\_id to the undersigned. The Performa of requirements for the establishment of the Examination centre attached herewith. (Detailed instructions and copy of offer document is available on PTU Official website [www.ptu.ac.in](http://www.ptu.ac.in).)

You are requested to send the consent for establishment of the examination centre within five days from the issue of this letter so that confirmation may send back to you well in time.

Kindly note that, if you are involved in any way with Distance Education Programme of PTU, Your College/Institute shall not be allowed to Conduct the semester examination.

Incase problem if any, you may Contact to Joint Registrar (Conduct & Confidential Section) On these Nos. 9815241313, 01822-662513 Fax no. 01822-662531

With regards

Yours sincerely

  
Joint Registrar (DEP)  
(C & C Section)

CC to:-

1. Controller of Examination for information

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ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਜਲੰਧਰ-ਕਪੂਰਥਲਾ ਰਾਜਮਾਰਗ, ਪੋਸਟ ਬੈਗ ਨੰ 01, ਕਪੂਰਥਲਾ

Punjab Technical University Jalandhar, Jalandhar-Kapurthala Highway, Post Bag No. 01, Kapurthala

Ph. : 01822-662513 Fax : 01822-662531 E-mail : jaspalsingh.dr@gmail.com, jaspalsingh@ptu.ac.in Website : www.ptu.ac.in



**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**  
**Document For**  
**Establishment of Examination Centres**

Offer doc No.....

Last date of submission of offer Letter : 22/07/11

Time: 5 pm

Note: Offer Document is available on website [www.ptu.ac.in](http://www.ptu.ac.in).

-Sd-  
Controller of Examination  
Signature of issuing person.

**Terms & conditions for setting up the Examination Centres:**

1. The College/Organization/Institute has to apply on the prescribed Performa as enclosed at **Annexure-I**.
2. The reputed Institute/College/school submitting offer should be duly, affiliated with Govt./University/Board.
3. The Principal/Head of the reputed Institute/College/school should have experience in the examination work in Govt./semi-Govt./Public sector undertaking. The client list must be provided along with allotment letters and satisfactory completion certificate (if any)
4. The reputed Institute/College/school should clearly indicate the address of branch offices and the name of Directors/Principals on its letter head.
5. No correspondence/discussion/visits whatsoever will be entertained on the subject and violation of this will render the quotation in valid and Institution is liable to the black listed.
6. University reserves the rights to call for discussion and negotiation .The Organization should depute competent representative for such negotiation whenever called for.
7. In case the PTU feels dissatisfied with the services the contract is liable to be terminated at any time without any notice.
8. All statutory liability should be met by the Organization.

9. All the other terms & condition as per the agreement entered by the contractor or with Registrar PTU Jalandhar-Kapurthala highway.
10. The College/institute/organization will have to sign. the Contract with the University on a non judicial stamp paper of Rs.100 for 1 year.
11. The reputed Institute/College/School shall be answerable to the Registrar and to an officer authorized by the University for the Execution of day-to-day work.
12. The Instructions/orders issued by the University from time to time shall also be followed by the College/institute/organization.
13. Honorarium to the staffs and other charges will be paid as per the rules of the University as enclosed at **Annexure-II**.
14. The Examination shall be held in the month of September-October and March-April in two shifts Morning- 10:00 to 01:00 & Evening 2:30 to 5:30.
15. All disputes will be settled within the Jurisdiction of PTU.
16. The examination centres should have sitting capacity at least 30 students in a room & 300 in each Examination centre.
17. The Examinations centre should have efficient Parking Place.
18. The examinations centre should have sufficient infrastructure such as drinking water, good condition furniture, Power Supply, Generator System, Security system.
19. The Examination centres should have the facility of Computer, UPS, internet broadband or USB Port, E-mail id, and Duplex Printer, Photostat, Fax Machine.
20. The location of examinations centre should be near bus stand or Railway Station.
21. The List of Locations of Examination Centres as enclosed at **Annexure-III**
22. The Examination centres should have following contact details:
  1. The name of Principal, Superintendent, Second Incharges
  2. The mobile No. of Principal, Superintendent, Second Incharges
  3. The E-mail address of Principal, Superintendent, Second Incharges.
23. The following computer infrastruaction requirement at centre is as under:
 

1. Computer/Laptop/Net book	01
2. Duplex Printer (For two pages printing)	01
3. Internet Connection/Broad Band/USB Port	01
4. Photostat machine	01
5. Fax Machine	01
6. Packets of white A4 size paper (as per actual requirement)	01
7. Brown Envelops (as per actual requirement)	01
24. Please attach any other information which can help in smooth conduct of Examination.



**Role & responsibility of the Local C.O.E as a head of the Institute/Director/Principal**

- ❖ To make proper & secured arrangement for strong room in the institute in his office.
- ❖ To make proper arrangement w .r. to conduct of Examination.
- ❖ To make arrangements in each examination centre to appear minimum 300 students.
- ❖ To allot the duty to Assistant to Controller to keep all Question Paper packets intact in the strong room.
- ❖ It shall be the responsibility of Local COE to make available Duplex Printer, Computer, Broad Band or USB Port, Fax Machine, Photo Copier, E-mail Facility with proper Mobile & Land Line Connection.
- ❖ To make proper Light & Water arrangements so that all the students may appear in the Examination Centre properly.
- ❖ To make proper arrangement in Examination Centre.
- ❖ The C.O.E shall depute person who will certify that the question papers are correct in numbers.
- ❖ The declaration form from the Controller/Centre Superintendent/Invigilator should be sent to the University and copy of it must be kept for record.

**Role & responsibility of Superintendent.**

- ❖ He shall check the quantity of Question papers mentioned on the relevant packets and confirms that the same is sufficient for the number of students taking the examinations at your examination centre.
- ❖ He shall check the Q/Paper packet as per date sheet. Discrepancy, if any may be brought to the notice of the University immediately through fax or phone message to the Joint Registrar (Conduct & Confidential).
- ❖ It shall be the duty of Invigilator and other staff to check the cut list and strength of students course wise.
- ❖ He shall dispatch the attempted answer books to the Nodal centre at Punjab Technical University through speed post (only) on the same day.
- ❖ Centre Superintendent shall put the signature stamp of C.O.E subscribed on the front page of the answer sheet, inside & at last page of the answer sheet.
- ❖ Superintendent before preparing packet of the answer sheets stamp "SPACE BELOW CANCELLED" should be put on the blank pages of answer sheets.

**(Name of authorized signatory)**

**Name of the Director/Principal /Head:**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:**

**Signature:**

**Seal of head of the institute:**



## GENERAL PROFILE of the Institution

Name of the Institution/College: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_

**Type of Area:** Metro  State Capital  Dist HQ  Tehsil/Town  Rural   
 (Put tick mark):

Type of Institution:

Type	Govt. / Private	Affiliating/ Approving Body	Estd. year of Inst.	Current No. of Students can occupied
Affiliated College				
Affiliated School				
Standalone Institution				

Distance from Bus Stand (in Km) \_\_\_\_\_ Distance from Railway Station (in Km): \_\_\_\_\_

**How can students reach your institution?:**

1. Public Transport is easily available      Yes       No
2. Own conveyance      Yes       No

**Details of the Functionaries**

Designation	Name	Mobile No	Landline No	Email ID
Chairman				
Director/Principal				
Superintendent				

**Communication System**

Phone No.

Whether own fax:      Yes       No       Number

Email ID      Yes       No       ID:

Website      Yes       No       Name:

Internet Facility      Yes       No       USB port

Type of Internet Connection:      Lease Line       DSL       Dialup       Bandwidth



**Rooms Available for PTU Examination**

Floor	Room No.	Area (Sq. Ft.)	Seating Capacity	Room No.	Hall Capacity	Area (Sq. Ft.)	Strong room	Seating Capacity
				<b>TOTAL</b>				

**Type of Furniture available:**

Chairs with Writing Pad \_\_\_\_\_ Qty: \_\_\_\_\_

Classroom Desks \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

Light arrangement Yes  No

**Details of Computers & Printers that can be dedicated for PTU Examination:**

Type	Processor	RAM	HDD	Make	Photostat	No. of Computers
Server	Computer					
Client	Nodes					

**Laser Printer(s)/Duplex printer preferably Available:**

Nature of printer	Type of printer	Model	Print Speed (PPM)	No. of Printer

**Power Backup** : Generator Yes  No  If Yes, Capacity:

Name of the Bank \_\_\_\_\_ Account no. \_\_\_\_\_ RTGS no. \_\_\_\_\_

Pl. attaching any other information which can help smooth conduct of Examination.

**Dated:**

(Signature of the authority)  
Principal/Director/Head of Inst.  
Address:

\_\_\_\_\_  
\_\_\_\_\_



