



GURU KASHI UNIVERSITY

TALWANDI SABO-BATHINDA-PUNJAB-INDIA

Ref. No.GKU/COE/2020/

Date. 16/03/2020

Schedule of filling online Examination Forms for Examination May-2020

Schedule for submission of Hard copy of online submitted Examination Forms in Department/
Institution is as following:

1. For Regular/Reappear Students Examination fee Rs. 1350/- per semester for all Courses.

Without late fee	With late fee of Rs. 500/-	With late fee of Rs. 1000/-
03-04-2020	09-04-2020	17-04-2020

The Examination Forms should be submitted on or before 24-04-2020 in the examination branch by the Deptt./College with hard and soft copies of cut lists.

After 17-04-2020 the examination forms will be accepted with the late fee of Rs. 2000/- with the approval of worthy Vice Chancellor up to 24-04-2020. After that Examination Forms will be accepted with the late fee of Rs. 5000/- with the approval of Vice Chancellor up to ONE WEEK before the start of end semester examinations.

2. **Odd Semester Reappear Examination will be conducted only for Final Year and Pass out Students**

It has the approval of worthy Vice Chancellor.

Note:- All Deans are requested to put these instructions and schedule on notice board for the convenience of students..

Controller of Examinations

*** For filling online examination form, see instructions on website of the University.

Instructions for filling Examination Forms May 2020

1. Forms will be submitted online on Guru Kashi University website by the student him/herself
2. Forms for each semester will be filled separately for each course by filling complete information including student's personal data.
3. Forms will be handled at department level under the control of HOD.
4. Student's scanned photograph and Particulars such as signatures of the student will be verified by HOD and forms will be signed by him/her as well as principal.
5. Department will get Printed copy of forms countersigned by Principal with stamped and get verified from Account Section.
6. In case of loss of admit card the academic section will issue duplicate admit card by taking photo copy of admit card with them. Duplicate admit card will be attested by Controller of Examination after student deposit Rs 100/- for one paper and Rs 300/- for all remaining papers at accounts section of GKU as fee for duplicate admit card and producing receipt.
7. a) Student will put his/her University Examination Roll Nos. on answer Sheets.
b) Seating Plan will be made as per University Examination Roll Nos. Therefore it is necessary that student remembers his Examination Roll No.
8. Examination Branch will tally accounts with receipts of Examination Fee with Accounts Section within 10 Days of Last date for submission of Examination Forms.
9. **Photo of the student should be attested by the dean of the college and form should be properly signed by the HOD and countersigned by the dean. Department will be responsible for any discrepancy in the Examination Form.**