

Punjab Technical University

Schedule for filling of Examination forms for Examination April-2015

S. No.	Examination Fee Rs 550/- per semester up to 2009 batch. Rs. 700/- per semester for Batch 2010 and onwards	Schedule for online Filling and Submission of Examination form in Institute	
		(Regular 2, 4, 6, 8 and 10 th Sem.) Examination forms will be filled by University and only elective subjects will be filled by HOD/Class in charge before printing from their logins at www.ptudocs.com	(Re-appear 1 st to 10 th Sem.) • Re-appear Examination forms of regular students will be filled by HOD/ Class In charge from their logins at www.ptudocs.com • Re-appear Examination forms of pass out students who are not studying in Institute will be filled by students from their logins at www.ptuexam.com
1	Without Late fee	9.03.15 to 3.04.15	9.03.15 to 28.03.15
2	With Late fee – Rs. 1000/- per sem.	4.04.15 to 11.04.15	29.03.15 to 9.04.15
3	With Late fee – Rs. 2000/- per sem.	12.04.15 to 18.04.15	10.04.15 to 16.04.15
4	With Late fee – Rs. 5000/- per sem. With the permission of Hon'ble Vice Chancellor in special circumstance.	19.04.15 to 23.04.15	17.04.15 to 23.04.15

Note: Documents fee Rs. 500/- per students for Issuance of Documents (PDC, Migration Certificates and Transcript) in the login of students will be charged from the final semester students. It is not applicable for M.Tech./M.Pharma students.

Instructions for the students who are studying in Institute:

1. **The students who are studying in Institute**, their regular and Re-appear Examination will be filled in the **login of HOD/Class** In charge available at www.ptudocs.com website as per schedule given above.
2. Students are required to contact their concerned HOD/Class In charge for filling of examination forms and submission of examination fee as per schedule given above.

Instructions for the students who pass out students:

3. The **pass out students** can fill online Reappear Examination form through their login at www.ptuexam.com from navigation menu, Click on fill Reappear Examination form as per schedule given above and the following instructions.
4. If any students forget their password, they can obtain their passwords from the respective institute or Concerned Head of Department.
5. If all subjects in which Candidate is appearing are locked in section-B , then Candidate can print the examination Form.
6. The examination form can be submitted in Institute / concerned department with examination fee as per schedule given above.
7. In case candidate have filled and locked wrong subjects in section-B, then student have to contact the respective institute or Concerned Head of Department for unlocking of subject(s).
8. In case of there is any discrepancy in the examination form after submission to the institute, the same may be corrected correction fee at the institute level after depositing correction fee: Rs. 550/- (Upto 2009 Batch.) and Rs. 700/- (For 2010 onwards Batch).
9. For any query send email at dcoeptu@gmail.com **at** harpreetptu@gmail.com.
10. In case website is not working or is slow then the students have to wait for minimum of three hour.