



# ਬੇਅੰਤ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਅਤੇ ਟੈਕਨਾਲੋਜੀ, ਗੁਰਦਾਸਪੁਰ

## Beant College of Engineering & Technology

(Established by Govt. of Punjab)

Academic Autonomous Status by UGC, New Delhi

POST BOX NO. 13, GURDASPUR-143521 (Punjab)

Ref. No.: BCET/Exam/18/192

Dated: 21.10.18

### Notice

All the regular and reappear students of B.Tech, M.Sc, M.Tech and B.Sc Agriculture (Honours) are required to fill the examination form for End semester examination (Dec-2018) as per following schedule.

Examination fee	Last date of submission of examination form in the concerned department
(a) Rs. 700/- per semester up to 2013 batch.	
(b) Rs. 1000/- per semester for batch 2014 onward.	
Without late fee	01-11-2018 to 15-11-2018
With late fee Rs 1000	16-11-2018 to 22-11-2018
With late fee of Rs 2000	24-11-2018 to 30-11-2018
After 30-11-2018 student can submit the examination forms with a late fee of Rs 5000/- per semester with the due permission of principal.	

The detailed instructions are enclosed.

*(Signature)*  
31-10-18  
Controller of Examination

### Copy to:

1. Principal for information please.
2. Dean Academics
3. All HODs for necessary action and with request to place on department notice board.
4. Centre Supdt. (M/E) session Dec 2018

### INSTRUCTIONS FOR THE STUDENTS FOR SUBMITTING EXAMINATION FORMS:-

1. Examination forms of regular semesters are available in Login IDs of HODs/class Incharge on website [www.ptudocs.com](http://www.ptudocs.com). HODs can depute class Incharge to fill and submit examination forms of regular semester. Compulsory subjects will be filled centrally on software itself and elective subjects will be filled by HODs/Class Incharge. Subjects of M.Tech will be filled by HODs/ Class Incharge. As per present online examination form filling system, It must be ensured by concerned HOD that whether student has taken examinations of lower semesters regularly or not.
2. HODs/Class Incharge will fill the elective subjects as per the choice made by students and examination forms can be printed by concerned HOD/class Incharge only after submission of elective subjects.
3. Reappear subjects of Regular students will be filled through Login Ids of HODs/ Class Incharge. HOD can also assign this work to other faculty members.
4. As per the records of the university, the reappear subjects will be shown online in the accounts of students. HODs/Class Incharge is provided the right to confirm the filled reappear form. Also HODs/Class Incharge can put up a request for deleting the form. After receiving the deletion request from HOD/Class Incharge the form will be deleted by the university. No such request will be entertained after 25 November 2018.
5. Reappear forms of regular students will be filled and submitted by HODs/Class Incharge only after locking the subjects. After that examination forms can be printed by HODs/Class Incharges. HODs/Class Incharges must ensure that student has deposited the examination fee and produced fee slip (Academic copy) at the time of examination form filling.
6. Students who have reappear in internal subject should also fill the Examination form and also deposit examination fee.
7. The reappear student will submit the examination fee in the bank and submit the fee slip (Academic copy) in the concerned department along with examination form.
8. If in any case, reappear subject of student does not appear in online reappear subject list, then student has to opt the reappear subject from Manual Reappear Form and the subjects those were selected from Manual Option will appear in 'section B' After checking the subjects the examination form can be locked and printed afterwards.
9. Examination Form and Admit card will be same but different for Regular and Reappear Examinations. Hard Copies of Examination Forms/Admit Cards will be attested by HOD after checking the eligibility of students. In case an Admit card is wrongly issued to non-eligible student, then whole responsibility will be of concerned department.
10. After attestation by HOD the examination form (semester wise) will be sent to COE office for attestation by COE/Head of institute with a set of duplicate copy. In case of reappear examination in addition to above, original fee slip will also be submitted along with duplicate copy.
11. The students from pass out batches can fill Reappear Examination form, through HODs on [www.ptudocs.com](http://www.ptudocs.com) or can be their respective student login IDs on website [www.ptuexam.com](http://www.ptuexam.com). If any student forgets his/her password, the facility to retain password is also given in login Id of institutes.
12. For passout students, as per university records, the reappear subject(s) will be shown in student login Id Student can confirm or delete the subject as per his wish to appear in particular subject for reappear examination. Only after confirmation student can take print out of submitted subject. If student wish to submit a subject from outside the listed subject, he can choose from online option of MANUAL Reappear form and then submit and these subjects chose from Manual Reappear option will go to 'section B'. Student can print the Reappear Examination forms after locking them. If in any circumstances, form is incorrectly filled then concerned HOD can unlock the form and after correction the student can submit it again.
13. Student should paste their photographs on printed Examination form and submit these forms in concerned department as per mentioned schedule.
14. Fee and late fee shall be applicable as per date of lock of examination form by the college. If a candidate has filled the online examination form but not submitted fee and form in his/her department, such candidate shall not be allowed to appear in the examination.

 3.10.18  
Controller of Examination