OFFICE OF THE CONTROLLER OF EXAMINATIONS

Professor Incharge: Dr. Jagroop Singh Sekhon

The Examination system operates in seven districts of Punjab state which include Amritsar, TarnTaran, Jalandhar, Kapurthala, Gurdaspur, Pathankot & S.B.S Nagar. It covers Main Campus, Amritsar, 4 Regional Campuses, 14 University & Constituent Colleges, 161 Affiliated Colleges and 53 Associate Colleges under Capacity Enhancement Programme. It is dealing with Choice Based Credit System, Semester System and Annual System of the University.

Different wings under the Office of the Controller of Examination are actively involved in registration of the students admitted in current academic session, conduct of fair and timely examinations (as per the academic calendar of the University), issue of roll numbers and examination centers (online) for private students, appoint examiners for setting of question papers and evaluation for theory courses, timely declaration of results, issue of marks statements, approval for award of degree to the qualified candidates during convocation every year. In addition, formulation and adherence to guidelines for examination system and amendments from time to time are taken care of.

Besides routine Examination Work, Office of Controller of Examinations is also actively involved in printing of question papers for Minor- I, Minor-II and Major Exams for various classes of the University Departments, Regional Campuses, University Colleges and Constituent Colleges. It also provides assistance to conduct various National/State level Entrance tests by the University.

Staff employed in various branches: -

Branch	System Manager	Deputy Registrar	Asstt. Registrar	Supdt.	P.A./Sr. Steno	Asstt. Prog.	Sr. Astt	Clerk	Daftri	Peon
Controller Office	-	-	-	-	1/1	-	1	2	-	2
Computer Section	1	-	-	-	-	1	9	1	0	1
Registration	-	NIL	NIL	1	NIL	NIL	7	4	NIL	2
U.M.C	-	-	-	NIL	NIL	NIL	1	1	NIL	NIL
Conduct	-	1	NIL	1	1	NIL	7	3	4	2
Secrecy	-	-	1	2	-	-	7	7	2	1
Ex-1	-	1	NIL	1	NIL	NIL	10	14	1	2
Ex-2	-		NIL	NIL	2	NIL	21	7	1	2
Ex-3	-		NIL	NIL	1PA	NIL	2	3	NIL	1
Re-Evaluation	-	-	1	1	-	-	1	4	1	1
Re-Evaluation (Store)	-	-	-	1	-	-	1	1	1	1
Certificate	1	NIL	NIL	1	-	-	3	NIL	1	NIL

Various activities undertaken by the Examination wing in 2017 are as below: -

Student's Strength	
University Main Campus, Regional Campuses	8300
Private, Affiliated Colleges, University Colleges, Constituent Colleges, Capacity Enhancement	1,90,000

Examination Branches:

Examination -1	It deals with approximately 85,000(approx.) students of various classes belonging to annual, supplementary & semester exams. (B.A./B.Sc. Semester 3 to 6, Undergraduate Professional classes). Verification of data, cutlists, centre statements, reading and scrutiny of result sheets, declaration of results and notifications, Handling student enquiries regarding RL cases & fees, change of subjects, change of examinations centres, DMC & Degree dispatch.
Examination - II	It deals with approximately 100,000(approx.) students of various classes belonging to annual, supplementary & semester exams (B.A./B.Sc. Semester (I & II), B.ED, M.ED, B.Vocational courses, and all PG Degree Classes). Verification of data, cutlists, centre statements, reading and scrutiny of result sheets, declaration of results and notifications, Handling student enquiries regarding RL cases & fees, change of subjects, change of examinations centres, DMC & Degree dispatch.
Examination -III	It deals with approximately 15000 students of nearing 500 classes in each semester belonging to Credit base system University departments, Regional Campuses & Certificate/Diploma courses of Colleges. Verification of data, cutlists, centre statements, reading and scrutiny of result sheets, declaration of results and notifications, Handling student enquiries regarding RL cases & fees, change of subjects, change of examinations centre, DMC & Degree dispatch.

Number of Results declared

Annual System' 2017	20
April/May Semester examinations	243
Nov/Dec Semester examinations	246
Credit Based Results	395

Number of Ph.D. Awarded in 2017:   183

Faculty wise awarded Ph.D. Degrees	
Faculty	*No. of Candidates*
Arts & Social Sciences	17
Economics & Business	26
Education	1
Engineering & Technology	8

Humanities & Religious Studies	5
Languages	34
Laws	8
Life Sciences	39
Physical Education	2
Sciences	32
Sports Medicine & Physiotherapy	3
Visual Arts & Performing	7
Physical Planning & Architecture	1

Registration Branch: -

Session	Regular Students	Migrations issued
2017-18	1,12,982	2720

UMC Branch

UMC CASES in May/June & Nov-Dec' 2017	49
UMC CASES processed	49
No. of UG UMC CASES	43
No. of PG UMC CASES	06

Certificate Section

No. of Transcripts/Certificates Verified/Attested	8174
No. of Duplicate DMC/Degrees issued	6230

Conduct Branch

Semester Examination Centers created in 2017				
Session	*No. of Regular Centers*	*No. of Private Centers*	*No. of Associate Institutes Centers*	*Education Centers*
May/June	143	41	22	21
Nov/Dec	151	47	26	26
Annual Examination Centers created				
Session	*No. of Centers*			
May/June	9			
Nov/Dec	2			

Practical Examination Centers Created

Year	Classes/Subjects	Centres
May/June	190/700	4500(approx.)
Nov/Dec	190/691	4300(approx.)

Flying Squad teams sent to various centers

Session	No. of Squad teams
April/May/June-2017	328
Nov/Dec- 2017	350

Secrecy Branch

The Evaluation centers were established for the evaluation of answer books as per following details:

Evaluation of Answer Books

Stations	Evaluation Centers	Staff/man power deployed per Evaluation Center:-	
Amritsar	3+1(Law)	Superintendent	1
Jalandhar	2	Assistant/Clerk	2
Gurdaspur/Dina Nagar	1	Daily Wagers	4
Pathankot	1		

Re-evaluation Branch

Session	Number of Candidates
Dec-2016	10603
May- 2017	5849
Total	16452

Computer Centre (Examinations)

The Computer Centre recently launched an online web portal **"punjabcollegeadmissions.org" for regular admissions in colleges and for private students.** Along with this portal "Online application for absentee" and "Online practical award entry" also launched. The computer centre manages Student database, design of programs for exams related activities, return system for colleges, student photo database management, data/result processing and declaration, and uploading of result, D.M.C. and gazettes on University website, printing of DMC/DEGREES and post result notification declaration & printing of different kinds of examinations i.e. C.B.E.S., Semester & Annual.

It was also involved in the following activities:

➢ Assisted conduct branch with online application for practical module and assigning practical duties to teachers.

- ➢ Assisted Secrecy branch with online application for assigning teacher's duties & evaluation processing module.

- ➢ Assisted various branches in procuring hardware and software technology.

- ➢ Governance initiatives linked with examination related modules.

- ➢ Computer Awareness training to newly appointed staff in examination branches.

Examination/Evaluation Reforms initiated by the Institution: -

- ➢ **Under RTS Act** photo copy of marked Answer book is provided to concerned student on demand. This has brought more transparency into the evaluation system.

- ➢ B. Vocational Courses have been introduced to update students about latest industrial, changes, technical advancements, skills and to prepare them for jobs in different types of industries

- ➢ Video Conferencing facility was set up in all Evaluations Centres for monitoring and surveillance in addition to following:

  - • Timely opening and closing of Evaluation Centres established in various cities.

  - • Distribution of answer sheets of various subjects to different places.

  - • **SMS facility launched** to facilitate teachers from different colleges to get information regarding duty assigned and location of evaluation centres on their mobile.

  - • Problem solving process has been improved. Guidelines are issued regularly by Controller Office and routine meetings are held through video conferencing between Professor Incharge (Examinations) and principals, co-coordinators of centers and superintendents of various evaluation centres to bring more efficiency, discipline and timely evaluations of answer books.

  - • Various subjects are re-allocated during evaluation at various evaluation centres depending upon the availability of examiners to speed up the evaluation work.

  - • **College teachers** have been instructed to **evaluate minimum 250 Answer books.**

- ➢ Web Server up-gradation has been done. University website and online web portal (punjabcollegeadmissions.org) is holding the important information. To achieve E-governance, more applications and informational links have been added to the website and portal. To tackle the heavy usage Band width, web space has been increased & server resources have been upgraded.

- ➢ Fast processing and timely declaration of results has been achieved and number of withheld results has been minimized.

Quality improvement strategies adopted by the institution for Examination and Evaluation: -

- ➢ **Launching of "Online Web Portal (punjabcollegeadmissions.org)" for regular admissions in colleges.** The new system is fully web-enabled having Service Oriented Architecture. It will provide interactive validation of data entry by users and user oriented self-service capabilities as per rules and regulations related to admissions.

- ➢ **The system will create healthy effect on college admissions process** and will facilitate in making their pre-admission and post-admission related process simple, as all the required information about the students is available online, whenever and wherever required. This is accomplished by capturing data entered online by students/end-users, providing secure methods to submit form data to processing systems. Only authorized users can have access to the system. The colleges and students are provided with individual login access. From admission till result declaration, E-governance in examination system has been achieved towards communications with various campus departments, Regional Campus, University Colleges, affiliated colleges & associate institutes**.**

- ➢ **Key objectives of the system are:**
  - To reduce the number of physical visits that students and their parents need to make to colleges as the admissions process gets underway.
  - Digitization and ease of access to students to get admission in college of his/ her choice while selecting different courses available in different colleges at same portal.
  - To keep the admission process transparent with different validations checks and eligibility check through system only.
  - To push the error-prone, back-office data-entry activities to the end-users themselves, reducing application compilation.
  - Applications get validated in the system as per rules and regulations.
  - Standardized forms and workflow across institutions
  - Dedicated helpline and complaint system to facilitate different stake holders and to address their enquiries in short span of time

- ➢ **Different Services delivered by the New System:**
  - 24/7 Access. Apply from any place with Internet access – no more queues & hassles.
  - Track admissions application status via single platform.
  - Individual logins provided for students and colleges.
  - Dedicated helpline and complaint system to facilitate students.
  - Based upon reliable, scalable, secure, and internationally proven technology platform
  - **Student will get SMS and email** on his/her registered mobile and email regarding the submission and processing of his/her application in opted college. No need to go to college to check the status of application.
  - Students can opt for any course in any college through this portal without even going to college. This will save enormous amount of travel time and expense during the admissions process.
  - Better monitoring and evaluation through online generated reports.
  - **The System will be able to support a spectrum of users**, namely the following with a personalized access:
  - D. H. E (Department of Higher Education, Punjab) (Administrator)
  - University (Operations and Support) (Super users)
  - college Management/Principals (Informational and Analytical) (users)
  - End-users (Students)

- ➢ **KEY BENEFITS AND STEPS FOR STUDENTS**
  - The student will first have to create login and password to interact with this system.
  - Candidates can apply to a number of colleges /various courses through a simple online form. The students will select college as per their choice and then proceed to select different courses available as per the eligibility criteria.
  - Applications get validated in the system as per rules and regulations.

- If admission approved or disapproved for the course he/she will be informed by the colleges via registered email and SMS.

- After approval the students shall proceed towards depositing fee to concerned college and will be informed of confirmation.

- The candidates will directly access the system and can post any query/problem via email at the helpdesk (helpdesk@gndu.ac.in)

➢ **KEY BENEFITS AND STEPS INVOLVED FOR COLLEGES FOR INTERACTION WITH THE SYSTEM**

- The colleges affiliated with University are provided with individual login access through login name and password provided by the University.

- The colleges will be able to schedule admission as per University guidelines.

- The colleges will approve the admission initiated by the student.

- Student will be informed by email and SMS for his approval or disapproval of course for the selected course.

- Confirmation of admission will be informed through SMS on students' registered mobile number or by email.

- The system will Facilitate the query and reporting on archived data.

- The System will reduce the application submission time.

- **Automatic Assignment of registration number**, **roll numbers** and automation of different pre-examination processes.

- **The return of students and payment of University fees will be submitted online** by colleges, through different online payment modes (credit card, debit card, internet banking) available. This will help in managing various resources efficiently.

➢ **KEY BENEFITS FOR UNIVERSITY**

- Data being populated through the system will be at the disposal of University, which can be easily processed as per database requirements.

- To provide accurate and fast access of different types of information to higher authorities

- The required data can be retraced and system can be monitored from single portal.

- System will help University immensely in the pre-examination process.

- The higher authorities and other stake holders with the intention to extend operability or scope of the system, may give suitable guidelines, clarifications, not amounting to change in regulation itself as per University guidelines

- **Student's lectures attendance/shortage will also be submitted online** by college teachers on monthly basis. The student and parents will be informed of any shortage of lectures through SMS.

- **The data about college's faculty and other achievements is available** to University on single portal. It will help in better communication with teachers regarding assigning duties for exams and other academic purposes.

➢ **Migration Certificate process** is computerized. It helped students to avoid long queues and delays in getting migration certificate.

➢ **Online Application for Award Absentee** has been launched by the University to bring in more transparency and to speed up the result declaration process.

- ➢ **Online Application for Practical Award Entry** has been launched by the University to bring in more transparency and to speed up the result declaration process.

- ➢ **Online Application for Re-evaluation** has been launched by the University to speed up the result declaration process.

- ➢ **Launching of Online Transcript System (e-Transcript).** Students will access the online portal after verification through OTP on mobile. The student will proceed to fill the form and to upload the scanned copies of the documents**.**

  - The student can track status of his/her application online.

  - The fee payment can be done online through different payments modes available.

- ➢ **Online Application for "Private Admission "is launched.**

  - New portal for private admission is launched by the University. This process has simplified the private admission process with more facilities and online tools.

  - The student will first have to create login and password to interact with this system. The student id and password will be sent via SMS on his/her registered mobile and also on email.

  - After login, the candidate shall proceed to fill form and fee payment can be done online through different payments modes (credit card, debit card, internet banking) available.

  - Applications get validated in the system as per rules and regulations.

  - Dedicated helpline and complaint system to facilitate students and to address their enquiries in short span of time.