OFFICE OF CONTROLLER OF EXAMINATIONS

The Examination system operates in seven districts of Punjab state which include Amritsar, TaranTaran, Jalandhar, Kapurthala, Gurdaspur, Pathankot & Nawan Shehar. It covers Guru Nanak Dev University Campus, 4 Regional Campuses, 9 University Colleges, 151 Affiliated Colleges and 86 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 office of 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 examinations center (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 three semesters of various classes of the University Departments, Regional Campuses and Constituent Colleges. It also provides assistance to conduct various National/State level Entrance tests conducted by the University.

Staff employed in various branches :-

Sr. No.	Branch	System Manager	Deputy Registrar	Asstt. Registrar	Supdt.	P.A./ Sr. Steno	Asstt. Prog.	Sr. Asstt.	Clerk	Daftri	Peon
1.	Controller Office	-	-	-	-	1	-	2	2	1	2
2.	Computer Section	1	-	-	1	-	1	9	-	0	1
3.	Registration	-	-	1	2	-	-	9	5	2	2
4.	U.M.C	-	-	-	1	-	-	1	0	-	-
5.	Conduct	-	1	-	3	1	-	7	3	4	2
6.	Secrecy	-	-	-	3	-	-	10	5	2	1
7.	Ex-1	-	-	1	1	1	-	15	10	2	1
8.	Ex-2	-	-	1	3	1	-	23	8	1	2
9.	Ex-3	-	-	-	1	-	-	3	2	2	-
10.	Re-Evaluation	-	-	1	1	-	-	4	2	-	1
11.	Re-Evaluation (Store)	-	-	-	1	1	-	1	0	2	1
12.	Certificate	-	-	-	1	-	-	1	1	1	1

Various activities undertaken by the Examination wing in 2014 are as below ;

Student Enrollment

University Campus, 4 Regional Campuses	12,000
Private, Affiliated Colleges, Constituent Colleges & Capacity Enhancement	2,16,000

Examination Branches:

Ex-1 :   It dealt with approximately 80,000 students of 250 classes belonging to annual, supplementary & semester exams. (B.A./B.Sc. Semester 3 to 6, Undergraduate Professional classes). Verification of return data & old posting, 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 etc.

EX- II :   It dealt with approximately 85,000 students of 90 classes belonging to annual, supplementary & semester exams (B.A./B.Sc. Semester (I & II), B.Ed., M.Ed. and all PG Degree Classes). Verification of return data & old posting, 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 etc.

EX-III :   It dealt with approximately 25,000 students of nearing 500 classes in each semester belonging to Credit base system (38 University Departments, 4 Regional Campuses & Certificate/Diploma courses of Colleges). Verification of return data & old posting, 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 etc.

Number of Results declared	**480**
Annual System'2014	80
May Semester examinations	200
Nov./Dec. Semester examinations	200
Credit Based Results	440
Number of DMC/Degrees dispatched	3,72,000 (approx.)
Ph.D. Awarded :	124

Faculty wise awarded Ph.D. Degrees

Faculty	*No. of Candidates*
Arts & Social Sciences	15
Economics & Business	13
Education	5
Engineering & Technology	5

Humanities & Religious Studies	2
Languages	26
Laws	2
Life Sciences	19
Physical Education	1
Sciences	30
Sports Medicine & Physiotherapy	4
Visual Arts & Performing	1
Physical Planning & Architecture	1

Registration Branch

Session	*Regular Students*	*Migrations issued*
2013-14	1,08,000	7,000
2014-15	1,20,000	6,000

Conduct Branch

Examination Centers created			
Session	*No. of Regular Centers*	*No. of Private Centers*	*No. of Associate Institutes Centers*	*Education Centers*
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April/May/June-2014	173	39	33	48
Nov/Dec-2014	175	47	33	6

Supplementary Examination Centers created

Session	*No. of Centers*
Sept-2014	8

Practical Examination Centers Created

Year	*Classes/Subjects*	*Centres*
May 2014	170	7,000
Nov/Dec 2014	160	6,200

Flying Squad teams sent to various centres

Session	*No. of Squad teams*
April/May/June-2014	642
Sept-2014	57
Nov/Dec- 2014	375

UMC Branch

UMC CASES in 2014	122
UMC CASES processed in 2014	93
No. of UG UMC CASES 2014	119
No. of PG UMC CASES 2014	3

Certificate Section

No. of Transcripts/Certificates Verified/ Attested	4500
No. of Duplicate DMC/Degrees issued	2800

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	4	Superintendent	1
Jalandhar	3	Assistant/Clerk	2
Gurdaspur/Dina Nagar	1	Daily Wagers	4
Batala	1		
Pathankot	1		

Computer Centre (Examinations)

The computer centre managed 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, DMC and gazettes on University website, printing of DMC/DEGREES and post result notification declaration & printing of different kinds of examinations i.e. CBES, Semester & Annual.

It was also involved in the following activities:

- Assisted various departments in selection of hardware, software and technology.

- University e-Governance initiatives linked with examination related modules.

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

- Examinations, Evaluation and Grade Preparation of the students studying in University Campus and Regional Campus is being done by the respective Departments through the software prepared by Computer Centre.

- Testing of various Modules of ERP related with Examination System for implementation.

Major Reforms initiated & implemented

- Introduction of Vocational Courses

- "WOMEN EMPOWERMENT" as a subject & Stream has been included and implemented in curriculum for session 2014-15.

- ERP System (Enterprise Resource Planning) has been introduced for online admission for private candidate's w.e.f. Aug-2014 for both UG & PG courses. Integration of the whole Examination Management System will be fully operational by Dec, 2015 after testing of Modules prepared by ERP Team. All fees shall be accepted online.

- Availability of DMC's on the University web site for Re-evaluation & other purposes. Instant revaluation applications can be filled by the candidates as per DMC's available on the website.

- E-governance in Examination system has been achieved towards communications with various Campus Departments, RCs, UCs, Affiliated colleges & Associate institutes regarding datasheets, practical examinations students roll no pasting's, center allocations, return of the students etc. on regular basis.

- Regular and Private students are submitting forms for first semester only in the University.

- Examinations, Evaluation and Grade Preparation of the students studying in University Campus and Regional Campus is being done by the respective Departments through the software prepared by Computer Centre.

- Online student verification system launched for the benefit of faculty, students and for companies hiring placements and embassies.

- Coordination between various colleges regarding conduct of exams, Roll No pasting's, return software and between University departments regarding CBES result system and other exams related activities.

- One time 11 digit Roll numbers have been introduced for each student.

- Synchronization with the OMR system and unique codification of whole examination system.

- Minimizations of examination forms.

- Use of latest secure paper in printing for Degrees.

- Use of Holograms as a foolproof security measure for authentication.

Infrastructure up gradation :

- The Evaluations Centre and Coding/De-coding Halls of Secrecy Wing have been brought under Cameras surveillance to monitor ongoing confidential work by Assistant Registrar (Secrecy) & Professor Incharge (Examinations).

- Scanning Room (OMR) of secrecy branch is being upgraded for Tiled Floor, False Ceiling, fixed furniture for processing, Computers with latest configurations, Networking & Cameras surveillance and online power supply.