

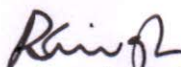
**PANJAB UNIVERSITY, CHANDIGARH**

14421/CE  
25/9/2020

**Online Submission of External Theory Awards for Colleges/Regional Centres/PU Departments**

All Chief-coordinators/Nodal Officers are requested to follow the following guidelines for entry of awards of Online Semester Examination, September, 2020:

- A. Entry of External Theory Award/s for exit semester examination, September, 2020.
  - I. User will login College Admin Portal of UG/PG exam website and click on External Theory Awards Interface.
  - II. User will be asked to enter his Mobile Number and Click on Generate OTP button. After this, he'll enter OTP received on above Mobile Number and Click on Verify OTP button.
  - III. After successful verification, Interface for entering External Theory Awards will be displayed.
  - IV. User will be required to enter the complete Award list/s received class-wise, subject-wise, paper-wise **very carefully. There will no provision for updating the Awards once submitted.**
  - V. User will login the Interface with New OTP every time by clicking on Generate OTP button.
  - VI. **Verify** the entered Theory Award/s with the actual Award list/s submitted by the evaluator. Reports option (class-wise, subject-wise, paper-wise) will be given for the purpose.
- B. After completion of entry of External Theory Award/s of all the classes, Colleges/Departments/Regional Centres will be required to **submit Completion Certificate (Format attached) duly signed by the Principal/ Chief-coordinator/Nodal Officer** of the College/Department/Regional Centre and submit the same to Panjab University, Chandigarh at **E-mail: [award.section2015@gmail.com](mailto:award.section2015@gmail.com)** on/before October 06, 2020.
- C. For any assistance, please contact System Administrator at E-mail : [mamta@pu.ac.in](mailto:mamta@pu.ac.in)
- D. For the above assignment, One Coordinator and Data Entry Operator or Clerk and Checking Asstt. may be appointed at the rate of remuneration as approved by the University.
- E. The payment performa (enclosed) is to be submitted to the Asstt. Registrar (Conduct).

  
Controller of Examinations  
25.9.2020

**PANJAB UNIVERSITY, CHANDIGARH**

**COMPLETION CERTIFICATE FOR EXIT CLASSES, SEPTEMBER, 2020 EXAMINATION(UG/PG/Other Exam.)**

Certified that the External Theory Awards submitted in respect of the following classes are complete in all respect for the Semester examinations held in **SEPTEMBER, 2020.**

| <b><u>Sr.No.</u></b> | <b><u>Class &amp; Semester</u></b> | <b><u>Subject</u></b> | <b><u>Total no. of candidate/s</u></b> |
|----------------------|------------------------------------|-----------------------|--|
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|                      |                                    |                       |  |

**Name of Nodal Officer (Coordinator) Evaluation:**

**Department/College/Regional Centre (with University Code):**

**Designation:**

**Contact No. and Email ID:**

**Signature of Nodal Officer (Coordinator) Evaluation:** \_\_\_\_\_

**Counter Signature of Principal/ Chief-coordinator with Stamp**

**Mobile No:** \_\_\_\_\_

**Email :** \_\_\_\_\_

**Important Note:**

Evaluation record must be retained for at least 6 months.

**PAYMENT PERFORMA FOR EXIT CLASSES, SEPTEMBER, 2020 EXAMINATION**

| Class/Semester | Subject | Paper code<br>(A/B/C) | No of Awards<br>Entered | Total<br>Amount<br>(@Rs.2.50/<br>each) |
|----------------|---------|-----------------------|-------------------------|--|
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**Contact No. and Email ID:**

**Signature of Nodal Officer (Coordinator) Evaluation:** \_\_\_\_\_