## IK Gujral Punjab Technical University Jalandhar, Kapurthala

Steps for Mock test for pending paper of 1<sup>st</sup> and 3<sup>rd</sup> sem (2020 batch) Open Book Examination NOV-2020

## Step-1: login at www.ptuexam.com



Step-2: Click on the icon for Downloading of QP and Uploading of Answer Sheet in Dash Board.(It will be Visible in your login on the day of Mock test)



Step-3: You have to accept the Terms and conditions and fill your Present location to appear in Examination and submit. After submission the same you can able to download the Question paper. Question Paper Download button will be visible; 15 minutes before start of Examination.

Read Under Taking Carefully and fill your current location then Click on button "Click to accept undertaking and download Question Paper" for Downloading of QP.

**Note:** Question paper will be downloaded within 30 minutes after the start of Examination. The link will be deactivated 30 minutes after the start of examination and students will be marked absent who are not able to download Question paper within time line.

However, if any kind of difficulty faced by students in downloading the Question paper, they can send query through login id with valid reason, so that issue may be resolved.

2. Student cannot upload the answer sheet without downloading question paper from respective login.

		Question Paper I	outton will be visil	How to Create F	prior to start of Examination i.e. 9.15 AM for Morning	g and 1.15 PM for Evening Session.
M.Code	Subject Code	Subject Title	Exam Date.	Exam Time	Download Paper Question Refresh	Upload Answer Sheet
71643	Mock_Test	Mock_Test_B.Tech	-17 Oct 2020	3:30PM	Undertaking: 1. I hereby undertake that if I found attempting answer sheet if other person(s), using incriminating material or involved in any activity reported by evaluator, should be penalised under UMC provisions. 2. In case I found sharing the question paper(s)/answer sheet digital media or with any other person or any organization/inst should also be penalised under UMC. 3. If I found making any change/addition/modification in conter- sonaned copy of answer sheet and original answer sheet, sho penalised under UMC provisions. Fill Current Location Click To Accept Undertaking and Download Question Paper	from any y wrong L on titution Ints of suid be

Pdf file of Question paper visible and you can save or open the file							
🧿 ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ I.K. Gujral Punjab Technical University							
		Downloading of Q	lestion Paper	and Unloadi	ng of Answer	Opening 77807.pdf	
						ave chosen to open:	
M.Code	Subject Code	Subject Title	Exam Date.	Exam Time	Paper Downlo	which is: Portable Document Format (223 kB) from: http://www.ptuexam.com	Answer Sheet
77807	MBA401-18	Corporate Strategy	03 Oct 2020	3:37PM	Click here to	What should Firefox do with this file?	here to Upload
						Qpen with Microsoft Edge (default)	
						$\bigcirc$ save File $\square$ Do this automatically for files like this from now on.	
						OK Cancel	

## Step-4: Click on button "Click here to Upload" for Uploading of Answer Sheet. It will appear 10.00AM to 12.00 PM for Morning Session and 2.00 PM to 4.00 PM for Evening Session.

Note: Maximum size of scanned answer sheet (20 Pages) should not exceed 4MB. Size of file can be reduced using

various apps/software available free of cost.

ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ I.K. Gujral Punjab Technical University Downloading of Question Paper and Uploading of Answersheet for Examination April-2020 Question Paper button will be visible 15 minutes prior to start of Examination I.e. 9.15 AM for Morning and 1.15 PM for Evening Session.							
M.Code Subj	oject Code	Subject Title	Exam Date.	Exam Time	Download Paper Question Refresh	Upload Answer Sheet	
71643 Mock	* Test	Mock_Test_B.Tech.	17 Oct 2020	3:30PM	Undertaking: 1. I hereby undertake that if I found attempting answer sheet from any other person(s), using incriminating material or involved in any wrong activity reported by evaluator, should be penalised under UMC provisions. 2. In case I found sharing the question paper(s)/answer sheet on digital media or with any other person or any organization/institution should also be penalised under UMC. 3. If I found making any change/addition/modification in contents of scanned copy of answer sheet and original answer sheet, should be penalised under UMC provisions. Fill Current Location Click To Accept Undertaking and Download Question Paper	Click here to Upload	

Step-5: Click on button " Answer Sheets Upload © BACK TO PTUEXAM	Browse" and select the pdf	file of Answer Sheet for Uploading
		Upload Answer Sheet
	Upload answer sheet Browse No file selected.	Total No. of sheets Select Total Sheets UPLOAD AND PREVIEW ANSWER SHEET
	STEPS FOR UPLOADING OF A STEP 1: Choose File/Select Answer Sh STEP 2: Upload and Preview Answer Sh (If uploaded answer sheet is not correct STEP 3: Save Answer Sheet Note: You Can upload pdf file of Click here to compress answer	ANSWER SHEET:- eet meet at than follow the STEP 1 again) of Answer Sheet not Excceding size of 4MB r sheet if size is more than 4 MB.

Step-6: Then select the total number of pages written for Answer Sheet. Note: Only written pages are to be scanned and uploaded, No need to upload Blank pages.					
Answer Sheets Upload					
G BACK TO PTUEXAM					
Upload Answe	r Sheet				
Upload answer sheet T	otal No. of sheets				
Browse 1930803_74113.pdf	Select Total Sheets				
File Name: 1930803_74113.pdf	Select Total Sheets				
STEPS FOR UPLOADING OF ANSWER SH	2 3				
STEP 1: Choose File/Select Answer Sheet	4				
(If uploaded answer sheet is not correct than follow the STEP 3: Save Answer Sheet	5 6				
Note: You Can upload pdf file of Answer S	7				
Click here to compress answer sheet if size	9				
	10				
	11				

## Step-7: Click on button "Upload and preview Answer Sheet" for Answer Sheet for Uploading.

BACK TO PTUEXAM		
	L	Jpload Answer Sheet
	Upload answer sheet	Total No. of sheets
	Browse 1930803_74113.pdf	20 ~
	File Name: 1930803_74113.pdf	UPLOAD AND PREVIEW ANSWER SHEET
	STEPS FOR UPLOADING OF AN STEP 1: Choose File/Select Answer Sheet STEP 2: Upload and Preview Answer Sheet (If uploaded answer sheet is not correct the STEP 3: Save Answer Sheet	SWER SHEET:- t nan follow the STEP 1 again)
	Note: You Can upload pdf file of A	Answer Sheet not Excceding size of 4MB heet if size is more than 4 MB.





Step-10: You can Preview and verify your answer sheet after 24 hrs after uploading of Answer sheet by clicking the icon "Verification of Answer Sheet" Available in your login. Step A: Preview your Answer sheet

**Step B: If it is ok then select "Answer Sheet Verified" in dropdown menu and Save.** 

Step C: In case any discrepancy then select "Answer Sheet not Verified" and mention the issue in answer sheet and submit so that appropriate action can be taken by the University.

ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ I.K. Gujral Punjab Technical University A.Sheet Confirmation Note:- You can confirm Answer Sheet after two days of Examination Date							
M.Code	Subject Code	Subject Title	Exam Date.	Preview Answer Sheet	Remarks		
72349	BBA-605	Banking and Insurance Services	10 Oct 2020		ОК		
72345	BBA-601	Corporate Strategies	13 Oct 2020		Select		
72351	EVSC 101	Environmental Science	15 Oct 2020		Select Answer Sheet Verified Answer Sheet not Verified		
72345	BBA-601	Corporate Strategies	13 Oct 2020		Answer Sheet not Verified Mention issue in Answer Sheet		
72351	EVSC 101	Environmental Science	15 Oct 2020		Select		
					Save		

Step-11: Click the button "back to PTUEXAM" then you will reach at home page where you started the uploading of Answer Sheet. The displayed message should be "Answer Sheet uploaded successfully". ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ I.K. Gujral Punjab Technical University Downloading of Question Paper and Uploading of Answersheet for Examination April-2020 M.Code Subject Code Subject Title Exam Date. Exam Time **Upload Answer Sheet** Paper Download Question Refresh 77807 MBA401-18 Corporate Strategy 03 Oct 2020 3:00PM Answer Sheet uploaded Successfully !! Click here to Download

Step-12: If you are not able to download the question paper or any other issue regarding "Download the question paper and Uploading of answer sheet" then you can post the query by clicking icon given Below available in your login Dash Board. Note: Query through email will not be entertained during examination.



Step-13: Post your query and wait for Reply from the University.									
	Student Enquiry Panel								
	In case of payment deducted from your account but not reflected as <b>Payment Successful</b> . Students are required to click on <b>Reset Button in Bank Transaction(s) Ledger Page</b> .								
	Related to	Open Book Examination(OBE)							
	Query Type	Select							
	Description	Select Admit Card							
		Any Other Datesheet							
	Emailld :	Downloading of Question Paper Examination form							
	Mobile No. :	Mock Test Uploading of Answer Sheet							
		Save							
	Congra	atulations !! you have successfully completed the Task							