

**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)****2.5 - Evaluation Process and Reforms****2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.**

**Write description within 200 words.**

The institute's internal assessment system, which takes into account things like attendance, assignments, sessional evaluations, practical files, laboratory performance, and viva-voce exams, is transparent.

1. Students frequently receive problem-based assignments, with each subject requiring the submission of three assignments. Separate assignments are provided for students with even and odd roll numbers.
2. The Academic Calendar contains the schedule for the Mid Semester Test, which is made available well in advance before the session begins.
3. There are two Mid Semester Tests (MSTs), and to ensure transparency, the evaluated assignments and answer sheets are presented to the students for their review and signatures.
4. The faculty diligently maintains records of all Internal Examinations, encompassing both theory and practical assessments, including attendance records, question papers, evaluated answer sheets, practical files, practical evaluation sheets, viva voce outcomes, and result analyses.

**To make this system robust, following measures have been ensured:**

1. Quality of Question Paper Setting referring Bloom's Taxonomy
2. Rationalization of evaluated results
3. Display of all MST results
4. Students Satisfaction Survey



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**Response:**

**Internal Assessment**

Regarding internal evaluation, the institute follows the rules established by IKG Punjab Technical University.

**Office of Dean (Academics)**



Ref. No. IKG-PTU/DA/2224

Dated 19/7/2017

**Principal/Director  
All affiliated Colleges**

**Subject : Regulations for awarding sessional / internal marks.**


Dear Sir/Madam,

Please find enclosed herewith regulations for awarding sessional / internal marks. It may please be assured that attendance be marked progressively (i.e. 1 2 3 x 4.....). Cross is to be marked whenever a student is absent. No P or A or Dot (.) is to be marked anywhere, put the date of taking and attendance at the top of column and sign at the bottom end of the column daily. This may be verified by the University at anytime.

This is for your information and further necessary action please.

  
**Dean (Academics)**

- Copy to:**
1. OSD to VC for the kind information of the Vice-Chancellor
  2. Registrar
  3. Controller of Examinations
  4. All concerned.

  
**Director  
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## I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

### Regulations for Awarding Sessional /Internal Marks

#### A. Attendance

1. Attendance shall be marked in bound register (please see Annexure-I for a sample attendance register).
2. The attendance shall be marked progressively (i.e. 1 2 3 X 4 ...). A cross is to be marked whenever a student is absent. No P or A or Dot (.) is to be marked anywhere put the date of taking and attendance at the top of column and sign at the bottom end of the column.
3. No column of the register is to be left blank.
4. Holidays like Sundays, baisakhi etc are not to be recorded in the register.
5. If a student is falling short of attendance of the required 75% at the end of a calendar month then the signatures of the student must be taken in remarks column. Also inform the parents of the student and send the report to the director/principal of the college. It would be preferable to call the parents and apprise them about the poor attendance of the student.
6. The list of students who are likely to fall short of required 75% attendance must be informed before the submission of the admission forms to the university.

#### B. Home Assignments

1. There should be some minimum number of home assignments.
2. Each assignment must specify the assignment number, topics covered, date of giving the assignment and date of submission.
3. The assignment must be evaluated in a reasonable time and the marks given must be recorded in the attendance register at the specified place. The date of returning the assignment must be recorded in the register. Giving letter grades should be avoided and only marks should be given, preferably out of 10 for each assignment.
4. The internal marks allotted to the home assignments must be worked out at the end of the semester proportionally. There is no provision for selecting two, three or more best assignments for calculating internal marks.
5. A photocopy of all assignments given must be maintained.

#### C. Mid Semester Tests

1. There should be a minimum of two MST's.
2. One best out of two MST's should be counted for giving the internal marks.
3. Photocopies of question papers of all the MST's must be maintained.

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4. The question papers of the MST's must specify the date of examination in addition to other instructions.
5. It is always better to divide the marks allotted to a question at micro level. It helps to maintain uniformity in evaluating the answer books.
6. The date of return of marked answer books to the students must be recorded in the attendance register along with the marks obtained by each student.

**D. Laboratory Work**

1. There has to be a laboratory manual for every laboratory including the computer lab and workshops.
2. The experiment performed by the student/ program developed/ job prepared must be evaluated on the same date and not later than the next turn. The marks awarded must be recorded in the attendance register.
3. The proportionate marks of all the experiments performed etc. must be calculated from the allotted marks for day to day work.
4. The parameters for evaluation of the drawing sheets workshops jobs, lab work, seminars, presentations etc must be enumerated while evaluating to maintain uniformity.

**E. Distribution of Marks**

**A) Engineering & Technology**

Presentation/ MST's	=60%
Home Assignments	=25%
Attendance	=15%

There shall be minimum number of classes required to be attended by a student to be eligible to appear in the university examination. Taking 90 working days for a semester there are 18 weeks (for 5 days per week). Excluding holidays and unforeseen causes, the effective weeks could be 16. A normal student must attend classes for at least 12 weeks. The internal marks for attendance may be allotted as follows.

Upto 75% attendance	= Nil
76% to 80%	=02
81% to 85%	=03
86% to 90%	=04
91% to 95	=05
Above 95%	=06

**B) Pharmacy**

As per PCI Norms

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*[Signature]*  
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**C) Management, Commerce & Computer Application**

MST's	=60%
Home Assignments/Presentations	=25%
Attendance	=15%
Upto 75% attendance = Nil	
76% to 80%	=02
81% to 85%	=03
86% to 90%	=04
91% to 95	=05
Above 95%	=06

**D) Science & Social Sciences**

MST's	=60%
Home Assignments/Presentations	=25%
Attendance	=15%
Upto 75% attendance = Nil	
76% to 80%	=02
81% to 85%	=03
86% to 90%	=04
91% to 95	=05
Above 95%	=06

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**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**  
**Academic Calendar: IKG Punjab Technical University Academics Calendar for Session 2023-24**

**Office of Dean (Academics)**



Ref. No. IKGPTU/DA/1722

Dated 26/6/2023

**Revised Academic Calendar for Session 2023-24**

In accordance with the letter being issued by AICTE, New Delhi (vide letter No.AICTE/Adv./RB/Academic Calendar/23-24 dated 25.05.2023, copy enclosed), regarding the commencement of the Academic Session for the 2023-24 Batch, the Revised Academic Calendar for All Batches is as under:

Odd Semester		
Sr. No.	Description	Period
1.	Commencement of Session	1 <sup>st</sup> August 2023
2.	Orientation Program for 2023 Batch#	1 <sup>st</sup> August 2023 to 31 <sup>st</sup> August 2023
3.	First Mid Semester Examination	11 <sup>th</sup> September 2023 to 15 <sup>th</sup> September 2023
4.	Second Mid Semester Examination	30 <sup>th</sup> October 2023 to 3 <sup>rd</sup> November 2023
5.	Preparatory Holidays	6 <sup>th</sup> November 2023 to 12 <sup>th</sup> November 2023
6.	End Semester Examination*	13 <sup>th</sup> November 2023 onwards
7.	Winter Vacations**	25 <sup>th</sup> December 2023 to 1 <sup>st</sup> January 2024
# First 14 Days Full day and there after along with classes.		
* End Semester Practical Examination will be notified separately by the Examination Branch of the University (To be completed before last date of theory examination).		
** This will be applicable for faculty and students.		
Even Semester		
Sr. No.	Description	Period
1.	Commencement of Session	2 <sup>nd</sup> January 2024
2.	First Mid Semester Examination	19 <sup>th</sup> February 2024 to 24 <sup>th</sup> February 2024
3.	Second Mid Semester Examination	8 <sup>th</sup> April 2024 to 12 <sup>th</sup> April 2024
4.	Preparatory Holidays	18 <sup>th</sup> April 2024 to 22 <sup>nd</sup> April 2024
5.	End Semester Examination*	23 <sup>rd</sup> April 2024 onwards
6.	Summer Vacations#	1 <sup>st</sup> June 2024 to 13 <sup>th</sup> July 2024
* End Semester Practical Examination will be conducted will be notified separately by the Examination Branch of the University. (To be completed before 8 <sup>th</sup> June 2024)		
Note: - End Semester Summer Training from 1 <sup>st</sup> June 2024 to 13 <sup>th</sup> July 2024		
# The Principal / Director of concerned Institute / Campus / College shall manage the vacation schedule for the Faculty and Students as per their requirement.		

- a) Next Academic Session 2024-2025 shall commence from 15<sup>th</sup> July 2024.  
b) The number of days falling short of 90 (100 for Pharmacy Courses) should be compensated by making Saturdays or other holidays working by the institutions.

Prof. (Dr.) Vikas Chawla  
Dean (Academics)

"Propelling Punjab to a Prosperous Knowledge Society"

**I. K. Gujral Punjab Technical University**  
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Director  
CT Institute of Mgt. & IT  
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INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
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## INSTITUTE ACADEMIC CALENDER:



INSTITUTE OF MANAGEMENT & IT

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TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimt.com

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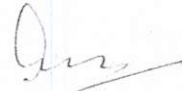
Dated: 05.07.2023

### Academic Calendar For session 2023-2024

Odd Semester		
S. No.	Description	Period
1	Start of Session	01.08.2023
2	Induction Program for new admissions (2023 batch)*	01-08-2023 to 31-08-2023
3	Registration of Value Added Courses	01-08-2023
4	Start of Value Added Courses	21-08-2023
5	Mid Semester Examination-I	11-09-2023 to 15-09-2023
6	Mid Semester Examination-II	30-11-2023 to 03-11-2023
7	Preparatory Holidays	06-11-2023 to 12-11-2023
8	End Semester Examination	13-11-2023 onwards
*First 14 days full day for induction program and thereafter it will run along with the classes		

Even Semester		
S. No.	Description	Period
1	Start of Session	02-01-2024
2	Registration for Value Added Courses	08-01-2024
3	Start of Value Added Courses	15-01-2024
4	Mid Semester Examination-I	19-02-2024 to 22-02-2024
5	Mid Semester Examination-II	08-04-2024 to 12-04-2024
6	Preparatory Holidays	18-04-2024 to 22-04-2024
7	End Semester Examination	23-04-2024 Onwards

1. The schedule of End Semester practical Examination will be notified separately.
2. Schedule of vacations will be shared separately.

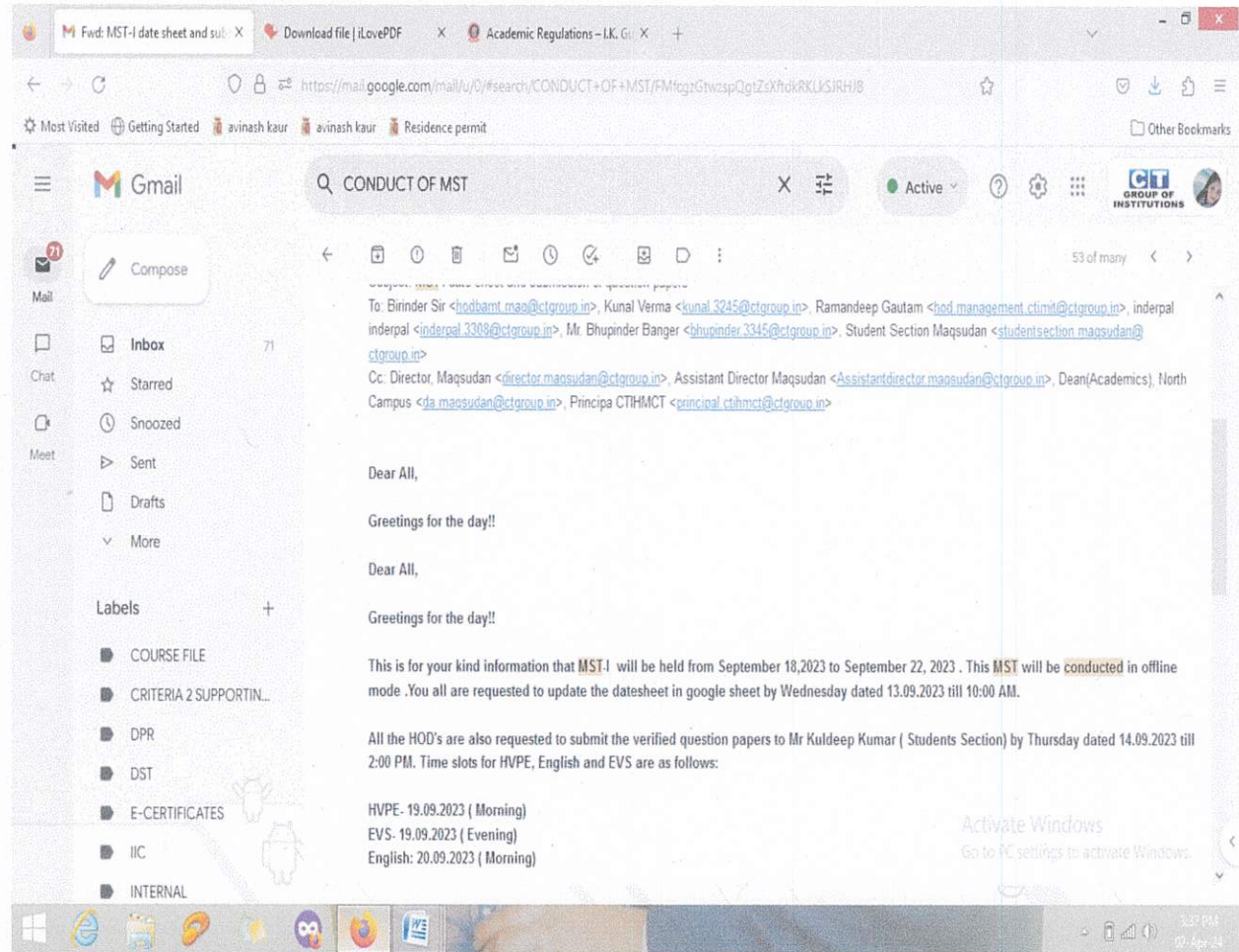
  
Director

  
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### MST Examinations:

Teachers are notified about MST conduct through mail, together with information on the structure of the question paper and MST guidelines.



**MST dates, Question paper format and date sheet sent via mail through examination Controller**

*[Signature]*  
Director  
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Download file | iLovePDF | Academic Regulations - IKG-PTU | Paraphrasing Tool - QuillBot AI

https://mail.google.com/mail/u/0/#search/CONDUCT+OF+MST/FMfkg2GtwspQgIZxRdRKLkSRH87projector=1&siml

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Max Time Allowed: 1.5 Hrs. / 90 minutes.  
Max Marks: 24

Name \_\_\_\_\_  
Regd. No. \_\_\_\_\_

**CT INSTITUTE OF MANAGEMENT AND IT, MAQSUDAN, JALANDHAR**  
PROGRAM NAME: XXXX Semester  
MST-I EXAMINATION, AUGUST-DECEMBER, 2023 (ODD SEMESTER)  
SUBJECT NAME: \_\_\_\_\_ SUBJECT CODE: \_\_\_\_\_

This question paper is based on Outcome Based Education pattern, Section A is Compulsory. Attempt any Two questions from Section - B, attempt any One questions from Section - C and distribution of marks is mentioned in the brackets.

Q.NO.	QUESTIONS	COURSE OUTCOME	MARKS	BLOOM LEVEL
<b>Section A (All questions are compulsory)</b>				
1. a)		CO1	2	L1
b)		CO1	2	L1
c)		CO1	2	L1
d)		CO1	2	L1
<b>Section B (Attempt any two question)</b>				
2.		CO1	4	L1
3.		CO1	4	L1
4.		CO1	4	L1
<b>Section C (Attempt any one question)</b>				
5.		CO1	8	L1
6.		CO1	8	L1

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### Question paper format as per CO and BT levels.

CTIMT											
DATE 2023-24											
Sl. No.	Course	Section	Topic	Topic	Topic	Topic	Topic	Topic	Topic	Topic	Topic
1	BA/B.Com	1	Introduction to Business	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society
2	BA/B.Com	2	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society
3	BA/B.Com	3	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society
4	BA/B.Com	4	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society
5	BA/B.Com	5	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society	Business and Society
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MST Datesheet

Director  
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**MST Instructions for Invigilators:**

**Instructions for Invigilators (MST Examination)**

1. Examination must be started on prescribed time and also end on the prescribed time.
2. Invigilators must report examination cell at **sharp 09:00 AM** in Morning and **01:00 PM** in Evening session.
3. Invigilators must ensure that they don't carry their Mobile Phones even switch off during exam duty
4. Information regarding any student using unfair means or doing misbehave should be immediately reported to Supdt./Dy. Supdt.
5. Invigilators are required to count the number of question papers in examination cell as per the seating plan before the commencement of examination.
6. Invigilators are required to check the details filled by the students on the title page of Answer sheets before signing the same.
7. No invigilator should go on leave without making proper adjustment of invigilation duty in writing.
8. Invigilators are not allowed to leave the examination hall without permission from the Examination Superintendent.
9. Invigilators are required to sign duty chart and are not allowed to exchange duties without prior information to Examination Superintendent.
10. The invigilators will carefully count the number of answer sheets at the end of the examination.
11. Invigilators are required to check the attendance sheet of students. Overwriting, if any, Should be counter-signed by the invigilator. Any absentee in attendance should be marked as absent by invigilator.
12. Invigilators should not allow the students to share the stationery material.
13. Invigilators should ensure the proper tag of extra sheets/ graph paper/ log graph with comprising student information. Student information on extra sheets/ graph paper/ log graph must be duly verified by Invigilator.

  
Supdt.

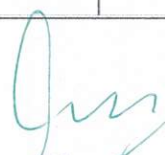


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**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**Sample of MST Question paper:Max Time Allowed: 1.5 Hrs. / 90 minutes.  
Max Marks: 24Name \_\_\_\_\_  
Regd. No \_\_\_\_\_**CT INSTITUTE OF MANAGEMENT AND IT, MAQSUDAN, JALANDHAR  
PROGRAM NAME- MBA****MST-II EXAMINATION, JAN-APR 2024 (EVEN SEMESTER)****SUBJECT NAME: BUSINESS ANALYTICS FOR DECISION MAKING****SUBJECT CODE: MBA101-18**This question paper is based on Outcome Based Education pattern, Section A is Compulsory,  
Attempt any Two questions from Section - B, SECTION C is compulsory

Q.NO.	QUESTIONS	COURSE OUTCOME	MARKS	BLOOM LEVEL
Section A (All questions are compulsory)				
1. a)	How Z test is different from T test?	C04	2	L2
b)	What is Index Number?	C05	2	L1
c)	Write down four features of index number	C05	2	L1
d)	Differentiate between simple and composite index number	C05	2	L1
Section B (Attempt any two question)				
2.	Hypothetically Explain the Properties of T test?	C04	4	L6
3.	Illustrate Laspeyres, paasche's and fishers index number.	C05	4	L4
4.	Prove that "fishers index only satisfies Time reversal test and factor reversal test".	C05	4	L6
Section C (CASE STUDY)				
5.	A researcher wants to know if there is a significant difference in the weight of newborn babies between two hospitals in a city. The researcher randomly selects 20 newborns from Hospital A and 20 newborns from Hospital B and records their weights in pounds. The mean weight for the Hospital A group is 7.5, with a standard deviation of 0.8. The mean weight for the Hospital B group is 7.1, with a standard deviation of 1.2. Is there a significant difference between the two hospitals?	C04	8	L6

  
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Sample Answer Sheet



**CT GROUP OF INSTITUTIONS**  
**JALANDHAR**  
**I / II / III-Mid-Semester Test**

**ANSWER BOOK**  
**INSTRUCTIONS FOR CANDIDATES**

- Write on both sides of the paper leaving margin on one side only.
- No answer book or paper of any kind is to be removed from the Examination Hall except the question paper. No page of the answer book should be torn out on any account.
- Nothing should be written on the question paper except the Roll No.
- A candidate having in his possession a book, paper or reference of any kind shall be dealt with as a case of unfairness according to rules.
- Attempt answers in the same sequence as the questions are in the question paper. If you do not maintain the sequence, write the correct number of question from the Question paper before your attempt.
- Try to attempt all sub-parts or sections together for the convenience of the examiner.
- If you attach a supplementary sheet, ensure that it is duly signed by the Registrar. Unsigned supplementary sheet would render candidates.
- This book must be delivered to the invigilator or Superintendent before leaving the Examination Hall even if no question has been attempted.

(To be filled in by the candidate)  
**MST: I / II / III**  
(Circle one)

Name of the Institution: CTIUIT

Student's Name: Penu Bala

Roll No: 2210597

Semester: 4th Section/Grp: \_\_\_\_\_

Course: MBA

Subject: Behavioural Finance

Date: 21-2-24

No. of Supplementary Sheets attached: 3

Signature of Student: Penu Bala

Section, if any	Q.No										Total Marks Obtained
	1	2	3	4	5	6	7	8	9	10	
A	02	02	02	02							08
B			32	32							07
C					07						07
D											
<b>Total</b>											<b>22</b>

Total Marks in Words: Twenty Two

Signature of Examiner: [Signature]

I have seen my MST Answer sheet and I am satisfied with the evaluation process.

Date of Checking: 21/2/24


Signature of Student: [Signature]

Signature of Invigilator: [Signature]

[Signature]  
Director  
CT Institute of Mgt. & IT  
Jalandhar



Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)



**CT GROUP OF INSTITUTIONS**  
**JALANDHAR**  
**I / II / III-Mid-Semester Test**

**ANSWER BOOK**  
**INSTRUCTIONS FOR CANDIDATES**

- Write on both sides of the paper leaving margin on and side only.
- No answer book or paper of any kind is to be removed from the Exam room without the permission of the invigilator.
- Nothing should be written on the question paper except the Roll No.
- A candidate having in his possession a book, paper or reference of any kind shall be dealt with as a case of unfair means according to rules.
- Attempt answers in the same sequence as the questions are in the question paper. If you cannot maintain the sequence, write the correct number of question from the question paper before your attempt.
- Try to attempt all parts or sections together for the convenience of the examiner.
- If you attach a supplementary sheet, ensure that it is duly signed by the invigilator. The given supplementary sheet would render cancelled.
- This book must be delivered to the invigilator or Superintendent before leaving the Exam hall even if no question has been attempted.

(To be filled in by the candidate)  
**MST: I / II / III**  
(Circle one)

Name of the Institution: CTIMIT

Student's Name: Divyanshu Haddha

Roll No: 2210595

Semester: 4 Section/Sp: ---

Course: MBA

Subject: Behavioral Finance

Date: 21st Feb. 2024

No. of Supplementary Sheets attached: 4

Signature of Student: [Signature]

Signature of Invigilator: [Signature]

Q.No	1	2	3	4	5	6	7	8	9	10	Total Marks Obtained
A											07
B											06
C											06
D											19
<b>Total</b>											

Total Marks in Words: Seventeen


Signature of Examiner: [Signature]

Date of Checking: 21/2/24

I have seen my MST Answer sheet and I am satisfied with the evaluation process.

Signature of Student: [Signature]

Sample Answer Sheets

  
 Director  
 CT Institute of Mgt. & IT  
 Jalandhar

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**Assignments:**

Assignment No.: 2

Name :- Nishant Kumar

Class :- MBA 2nd


Roll no :- 2309226

Subject :- Human Resource Management

Topic :- Recruitment and Selection

→ Spelling mistake  
→ Irrelevant content  
→ Examples?  
→ Channels of distribution are not explained well.

Submitted To:  
Ms. Kritika  
(5)

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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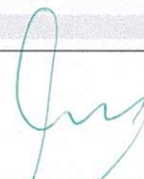
## History of McDonald's

How?  
strategies?

McDonald's, founded by Richard and Maurice MacDonald in the 1940s, transformed into a global icon under Ray Kroc's leadership. It rapidly expanded worldwide, introducing iconic menu items like the Big Mac.

Despite challenges, McDonald's adapted with healthier options and digital innovations.

Today, it remains a symbol of convenience and consistency in the fast-food industry.



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## Channels for Recruitment in MacDonald's

1. Online Platforms! MacDonald's has its own careers website where candidates can search and apply for jobs. *example*
2. In-Store Applications! Many MacDonald's locations accept in-person applications. Job seekers can visit a restaurant. *for example*
3. Employee Referrals! MacDonald's often encourages its current employees to refer qualified candidates for open positions. *example*

  
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Sample Internal Award Sheets

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	IKG Punjab Technical University, Jalandhar																		
2	Internal Awards Evaluation Performa																		
3	Name of the College/ Institute: CT INSTITUTE OF MANAGEMENT & IT										SUBJECT: Industrial Relations & Labour Laws(BCOM 601-18)								
4	Department :		MANAGEMENT				Session: FEB-MAY, 2023						Programme/Branch:			BCOM			
5	S.No	University Roll No.	Name of Student	Sem	Subject Code	Lects. Del.	Lects. Attn.	% age of Lecture attended	Wt. Marks for Attendance 15 % (6)	Marks obtained in MST-1 (24)	Marks obtained in MST-2 (24)	Wt. Marks for MST's 60% (24)	Assignment			Weighted marks in Assignments (10)	Total Marks obtained (out of 40)	%age	Remarks (if >90%)
6													1	2	3				
7	1	2010691	ANJALI	VI	BCOM 601-18	69	60	86.96	4	22	22	22.00	10	9	9.5	9.50	36	90	
8	2	2010692	HRIDAY GUPTA	VI	BCOM 601-18	69	60	86.96	4	22	21	21.50	9.5	9.5	9	9.40	35	87.5	
9	3	2010693	NAMAN	VI	BCOM 601-18	69	62	89.86	4	21	21	21.00	9	9	10	9.40	35	87.5	
10	4	2010696	NANDINI	VI	BCOM 601-18	69	56	81.16	3	21	22	21.50	8.5	8.5	8.5	8.50	33	82.5	
11	5	2010697	PARAS SHARDA	VI	BCOM 601-18	69	58	84.06	3	19	20	19.50	8	8.5	8.5	8.40	31	77.5	
12	6	2010698	PRINCE	VI	BCOM 601-18	69	62	89.86	4	20	21	20.50	8.5	9	9	8.90	34	85	
13	7	2010699	RICKY KATYAL	VI	BCOM 601-18	69	64	92.76	5	15	16	15.50	8	8.5	8.5	8.40	29	72.5	
14	8	2010700	RITIK	VI	BCOM 601-18	69	56	81.16	3	16	17	16.50	9	9	9	9.00	29	72.5	
15	9	2010701	SHIVANI	VI	BCOM 601-18	69	65	94.21	5	22	22	22.00	9.5	9.5	9.5	9.50	37	92.5	
16	10	2010702	SWATI	VI	BCOM 601-18	69	63	91.31	5	21	21	21.00	9	9	9	9.00	35	87.5	
17	11	2010703	TANU	VI	BCOM 601-18	69	63	91.31	5	23	23	23.00	9.5	9	9	9.20	38	95	
18	12	2010704	VIPANDEEP KAUR	VI	BCOM 601-18	69	59	85.51	4	ab	20	10.00	9	9	10	9.40	24	60	
19																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	IKG Punjab Technical University, Jalandhar																	
2	Internal Awards Evaluation Performa																	
3	Name of the College/ Institutes: CTIMIT SUBJECT/CODE: Business analytics for decision making/MBA 201-18																	
4	Department : Management							Session: 2021-22(EVEN)					Programme/Branch: MBA-					
5	S.No.	University Roll No.	Name of Student	Sem	Subject Code	Lects. Del.	Lects. Attn.	% age of Lecture attended	Wt. Marks for Attendance 15 % (6)	Marks obtained in MST-1 (24)	Marks obtained in MST-2 (24)	Wt. Marks for MST	Assignment			TEST		V r As: B
6													1	2	3	1	2	
7	1	2110091	AMANJOT KAUR	2	MBA 201-18	48	8	17	0	5	0	1.5	8.5	8.5	8.5	AB	AB	
8	2	2110092	ANVUSH GOURI	2	MBA 201-18	48	8	17	0	0	0	0	8	8.5	9	AB	AB	
9	3	2110093	BALINDER SINGH	2	MBA 201-18	48	0	0	0	0	0	0	0	0	0	AB	AB	
10	4	2110094	BANISHA	2	MBA 201-18	48	47	98	6	22	22	22	10	10	10	B	10	
11	5	2110096	GAURI	2	MBA 201-18	48	0	0	0	0	0	0	0	0	0	AB	AB	
12	6	2110090	BURPREET SINGH	2	MBA 201-18	48	8	17	0	2	1	1.5	8.5	0	0	AB	AB	
13	7	2110099	HARISH	2	MBA 201-18	48	8	17	0	2	0	1	8	0	0	B	B	
14	8	2110900	HARJOT	2	MBA 201-18	48	39	81	3	23	16	19.5	10	10	10	B	10	
15	9	2110901	HARSHITA	2	MBA 201-18	48	37	77	2	23	21	22	10	9.5	10	AB	10	
16	10	2110904	ISHAN SINGLA	2	MBA 201-18	48	8	17	0	10	7	8.5	8	8.5	8.5	8.5	8	
17	11	2110905	DRANPREET KAUR	2	MBA 201-18	48	42	88	4	10	19	14.5	9.5	8.5	9.5	8.5	9.5	
18	12	2110906	KAMAL	2	MBA 201-18	48	20	42	0	4	0	2	0	0	0	0	0	
19	13	2110907	KAMINI GOURI	2	MBA 201-18	48	7	15	0	11	0	5.5	8.5	8	9	B	8.5	
20	14	2110909	NIKA d/o surjit sir	2	MBA 201-18	48	38	79	2	19	16	17.5	10	9.5	10	9.5	10	
21	15	2110910	MANDEEP KAUR	2	MBA 201-18	48	0	0	0	0	0	0	0	0	0	0	0	

Director  
CT Institute of Mgt. & IT  
Jalandhar





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**Procedure for Conducting University Practical's / Viva Voce Examinations:**

**I.K. Gujral Punjab Technical University Jalandhar, Kapurthala**

**Dr. Paramjit Singh**

Controller of Examination

E-Mail: [coceptu@gmail.com](mailto:coceptu@gmail.com)



Estd. Under Punjab Technical University  
Act, 1996 (Punjab Act No.1 of 1997)  
Jalandhar Kapurthala Highway

Kapurthala-144603

Ref No: IKGPTU/COE/ 14670


Dated: 04/12/2023

**All Principals and Faculty Members  
University Campuses & Affiliated Colleges  
IKG Punjab Technical University**

**Subject: Instructions regarding conduct of Practical exams and uploading of Internal Theory awards and Internal/External Practical awards for Nov-2023.**

It is hereby informed that the practical examinations of Nov-2023 are going to be conducted from 05.12.2023 to 06.01.2024. For the fair and smooth conduct of Practical examination, the institutes can appoint External Examiner as per the following instructions. The university will not send any list of External Examiner.

1. Only faculty members with 3 years or more of experience in IKGPTU system can be appointed as External Examiner to conduct the practical examination.
2. Only faculty members with 5 years or more of experience outside the IKGPTU system can be appointed as external examiner to conduct practical examinations. External Examiner can't be from same college/campus of the concerned students.
3. In order to conduct practical examination, an external examiner must be Assistant Professor or above. Faculty member who taught the concerned subject can only be appointed as Internal Examiner.
4. Subject should be taught at least 2 times by the faculty member for appointment as external examiner.
5. A faculty member can take the Practical examination of maximum 5 subjects (Total Practical) in one or more colleges during Nov-2023 Examination as External Examiner.
6. A faculty member can take only one subject (Morning and Evening session) of the respective branch in a day as an external examiner. If the number of students in a subject in a college is less, then the practical examinations of all the branches can be conducted from one or two examiner.
7. A faculty member who has been blacklisted or debarred by the University or any Institute, he/she cannot be appointed as external examiner.
8. External examiner can avail TA for maximum one-way distance of 100 km. The facility of taxi or own car can be availed by the external examiner as per the rule of the university (TA will be paid @ Rs.12/- per km for own car and @ Rs.16/- per km for hiring of Taxi). Proper receipt of taxi bill(s) duly countersigned be enclosed with the TA claim.

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**  
**Procedure for Conducting University Practical's / Viva Voce Examinations**

**I.K. Gujral Punjab Technical University Jalandhar, Kapurthala**

**Dr. Paramjit Singh**

Controller of Examination

E-Mail: [coceptu@gmail.com](mailto:coceptu@gmail.com)



Estd. Under Punjab Technical University  
Act 1996 (Punjab Act No. 1 of 1997)  
Jalandhar Kapurthala Highway  
Kapurthala-144603

Ref No: IKGPTU/COE/ 14670

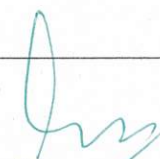
Dated: 04/12/2023

**All Principals and Faculty Members**  
**University Campuses & Affiliated Colleges**  
**IKG Punjab Technical University**

**Subject: Instructions regarding conduct of Practical exams and uploading of Internal Theory awards and Internal/ External Practical awards for Nov-2023.**

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**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**

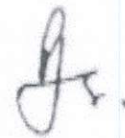
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9. It is important to upload the awards online in the presence of the External examiner, get a printout, sign by the external examiner. Award lists should be sealed by the internal examiner and to be submitted in respective institutes. These sealed lists are to be submitted by the institutes to the university. The facility of uploading awards will be available on [www.ptudocs.com](http://www.ptudocs.com) from 05.12.2023 in login IDs of Institutes/faculty. This facility of uploading awards will be provided by the Head of concerned departments to concerned faculty members.

11. After conducting the practical examination by the institutes, the award lists should be submitted by 08.01.2024 in all cases.

12. In general, it has been observed that in most of the colleges, only viva-voce of students are taken by the external examiner during the practical examination. So all institutes are hereby instructed that practical examination and viva to be done in lab properly under CCTV surveillance.

13. Any more instruction in this regard can be issued by the University from time to time. In case of any difficulty please communicate at [harpreetptu@gmail.com](mailto:harpreetptu@gmail.com) for inquiry.



**Controller of Examination**

**CC:- To all Concerned.**



Director  
CT Institute of Mgt. & IT  
Jalandhar





**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**  
**Sample of Practical Examination Date Sheet:**

Sr.No.	Date	Class	Subject Code	Subject Name
1	14/12/2023	BHM-7	BH-427	Front Office Operations-VI
	15/12/2023		BH-423	House Keeping Operations-III
2	14/12/2023	BHMCT-1	BHMCT-102-18	Food Production Foundation-I
			BHMCT-104-18	Food & Beverage Service Foundation-I
	19/12/2023		BHMCT-106-19	Front Office Foundation-I
			BHMCT-108-20	Accommodation operations-I
	21/12/2023		BTHU104-18	English Practical/Laboratory
3	14/12/2023	BHMCT-5	BHMCT-508-18	Accommodation Operations & Management
			BHMCT-506-18	Front Office Operations & Management
	15/12/2023		BHMCT-502-18	Larder & Kitchen practices
			BHMCT-504-18	Bar operations & Management
4	14/12/2023	BHMCT-7	BHMCT-702A-18	Food Production Management
			BHMCT-704A-18	Tandoor-Principle, concept and application
	15/12/2023		BHMCT-702C-18	Front Office Management
			BHMCT-704C-18	Tour & Travel Management
	19/12/2023		BHMCT-705-18	Project Report
5	19/12/2023	BTTM-7	BTTM703-18	Research Project Report
6	23/12/2023	BHM-1	BH-121	Food Production -I
			BH-123	Food & Beverage Service- I
	26/12/2023		BH-125	Housekeeping-I
			BH-127	Front Office - I
	27/12/2023		BH-129	Hotel Engineering-I
			BH-131	Computer-I
7	23/12/2023	BHM-3	BH-223	Front Office Operation- III
			BH-225	Accommodation Operation -I
	26/12/2023		BH-219	Food Production Theory - III
			BH-221	Food & Beverage Service- III
	27/12/2023		BH-217	Applications of Computers

*[Signature]*  
Director  
CT Institute of Mgt. & IT  
Jalandhar



**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**  
**Letter for External Examiner:**



**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**

Ref no: CTIMIT/OFF/ 38<sup>th</sup>

Date: 09-12-2023

The Director/Principal  
St. Soldier Mgt & Tech. Institute  
Jalandhar.

**Sub: IKGPTU Practical Examinations Dec-2023**

Sir/Mam,

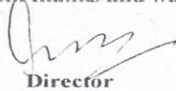
IKGPTU has approved the name of Mr. Ms. Jaspreet Kaur, Assistant Prof. of your institute, to act as External Examiner in Viva-Voce of BAJMC to be conducted by IKGPTU.

I shall feel highly obliged if you please intimate the concerned faculty member and confirm his availability on the below mentioned date for the said assignment. The detail of examination is as under:

DATE	CLASS/SEM	SUB/PAPER CODE	Internal Examiner
16-12-2023(M)	BAJMC-I	Communication Lab BAJMC-104	Ms. Deeksha

In anticipation of earlier intimation in this regard.

With thanks and warm regards,

  
Director



Director  
CT Institute of Mgt. & IT  
Jalandhar





**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**  
**Internal and External Award Sheets**

I.K.Gujral Punjab Technical University							
Internal Theory, Practical and External Practical Awards for Examination :Nov-2023							
Institute CT Institute of Management & Information Technology, Maqsudan, Jalandhar							
Branch/Sem. Bachelor of Commerce (Honours) / 5							
Subject 78174 / BCOP-511-18 / THEORY / Personal Financial Planning							
Scheme 2946 / Bachelor of Commerce (Honours), Semester-5, 2018							
Mode of Conduct of Practical Examination: NA							
Max.Int:- 40 Max. External:- 60							
Sr.No.	Roll Number	Int. Att	Int Marks	Marks in Words	Ext. Att	Ext. Marks	Marks in Words
1	2110955	P	27	Twenty-Seven	NA	NA	NA
2	2110966	P	35	Thirty-Five	NA	NA	NA
3	2110970	P	26	Twenty-Six	NA	NA	NA
4	2110972	P	27	Twenty-Seven	NA	NA	NA
5	2110973	P	35	Thirty-Five	NA	NA	NA
Sign & Mobile No. of Internal Faculty Member	Sign. of HOD	Name & Sign of Director/Dean (Academics)					
 9056524414 517349(KAMINI CHHABRA)	 504160(RAMANDEEP GAUTAM)	 Director CT Institute of Mgt. & IT Jalandhar					
Uploaded By (Name, Sign & Mobile No.)		Name & Mobile No. of External Examiner					
KAMINI CHHABRA  9056524414							

Note: Internal Faculty Members are required to sign on every page with date.

Ac  
Go

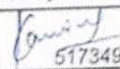
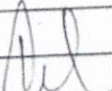
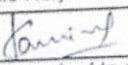
Director  
CT Institute of Mgt. & IT  
Jalandhar

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

Mode of Conduct of Practical Examination: OFFLINE							
Max. Int- 25		Max. External- 0					
Sr. No.	Roll Number	Int. Att	Int. Marks	Marks in Words	Ext. Att	Ext. Marks	Marks in Words
1	2110950	P	20	Twenty	NA	NA	NA
2	2110952	P	20	Twenty	NA	NA	NA
3	2110954	P	21	Twenty-One	NA	NA	NA
4	2110955	P	21	Twenty-One	NA	NA	NA
5	2110956	P	20	Twenty	NA	NA	NA
6	2110958	P	20	Twenty	NA	NA	NA
7	2110959	P	22	Twenty-Two	NA	NA	NA
8	2110960	P	18	Eighteen	NA	NA	NA
9	2110961	P	20	Twenty	NA	NA	NA
10	2110963	P	14	Fourteen	NA	NA	NA
11	2110965	P	18	Eighteen	NA	NA	NA
12	2110966	P	22	Twenty-Two	NA	NA	NA
13	2110967	P	21	Twenty-One	NA	NA	NA
14	2110968	P	18	Eighteen	NA	NA	NA
15	2110969	P	17	Seventeen	NA	NA	NA
16	2110970	P	21	Twenty-One	NA	NA	NA
17	2110972	P	21	Twenty-One	NA	NA	NA
18	2110973	P	22	Twenty-Two	NA	NA	NA
19	2110975	P	20	Twenty	NA	NA	NA
20	2110976	P	22	Twenty-Two	NA	NA	NA

1. Certified that all the Candidates have completed the prescribed course of study and fulfilled all the conditions laid down in the Regulations for the examination and are eligible. The above marks have been matched with original award of each student. In case of any discrepancy filled / Uploaded by me in the award list, I shall be responsible for the consequences.

2. Certified that Internal and External Examiner(s) fulfilling the minimum forms laid down by the university for conduct of External Practical Examination.

Sign & Mobile No. of Internal Faculty Member	Sign of HOD	Name & Sign of Director/Dean (Academics)
 9056524414	 504160(RAMANDEEP GAUTAM)	Director CT Institute of Mgt. & IT
Uploaded By (Name, Sign & Mobile No.)		Name & Mobile No. of External Examiner
KAMINI CHHABRA  9056524414		

Note: Internal Faculty Members are required to sign on every page with date.

Director  
CT Institute of Mgt. & IT  
Jalandhar



**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)  
Conduct of University Theory Examinations****Examination Form Filling:****I.K. Gujral Punjab Technical University Jalandhar, Kapurthala****NOTICE**

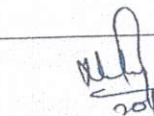

Ref. No.: IKGPTU/COE/14381

Dated: 20.10.2023

**Instructions/Schedule for Examination November-2023**

1. Filling of Examination forms and Deposition of fee for the November-2023 Examination.
2. Examination will start from 17.11.2023.
3. Examination shall be conducted in offline mode only.
4. Practical Examination shall be conducted in offline mode after the completion of regular theory examination.
5. URF Rs 550/- for upto 2022 Batch and Rs 1150/- for 2023 Batch will be charged along with Examination fees.

S. No.	Examination Fee	Schedule for online Filling and Submission of Examination form/Fee Deposit slip in Institute	
	Rs. 700/- per semester for 2014 to 2018 Batch. Rs. 1000/- per semester for 2019 to 2021 Batch. Rs. 1500/- per semester for Under Graduate Courses and Rs. 2000/- per semester for Post Graduate Courses for 2022 Batch. Rs. 1700/- per semester for Under Graduate Courses and Rs. 2200/- per semester for Post Graduate Courses for 2023 Batch	Last date for filling Examination form and deposit of Examination fee by student(s) (Regular 1st, 3rd, 5th, 7th, 9th Semester and Re-appear 1st to 10th Sem.) from login Ids of student available at website <a href="http://www.ptuexam.com">www.ptuexam.com</a> .	Reappear Examination Form verification / confirmation by HOD/ Class In charge from their login Ids.
1	Without Late fee	20.10.2023 to 02.11.2023	Up to 03.11.2023
2	With Late fee – Rs. 1000/- per sem.	03.11.2023 to 10.11.2023	Up to 10.11.2023
3	With Late fee – Rs. 2000/- per sem.	11.11.2023 to 14.11.2023	Up to 15.11.2023
7	With Late fee – In special circumstances Rs. 5000/- per sem. with the permission of the Hon'ble Vice Chancellor 24 hours before the start of Examination i.e 17-11-2023.		

  
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Note:

- Examination fee will be charged online from all the students for Nov-2023 Examination. Examination fee will be charged as applicable on the date of paying fee. If Student fills the Examination Form but does not pay the fee online, it will be treated as cancelled and student shall not be allowed to appear in the examination.
- At University level, Examination fees deposited by students will be non-refundable. However, if double payment is deducted against the same semester from student's account, the excess amount will be refunded in same account (From where payment paid) by the University after verification within two month from the last date of filling of examination forms. Student shall not claim for refund directly from Bank.
- No extra fee shall be charged from the student(s) for the verification / confirmation by concerned HOD/Class In-charge of respective Institute(s)

**Instructions:**

- The Compulsory subjects of regular examination form shall be filled by University and the Elective Subjects filled by the Institutes.
- Re-appear Examination Form(s) shall be filled by the student from his/her login ID available at [www.ptuexam.com](http://www.ptuexam.com) and the same shall be verified/confirmed by concerned HOD/Class In-charge from their login ID as per schedule given above.
- If all subjects in which Candidate is appearing are confirmed in Section-B along with successful transmission of online fee, then Candidate is required to print the examination Form/Fee Receipt and to deposit these hard copies to respective HOD/Class In-charge.
- In case of the non-confirmation of online payment, the student(s) shall have to wait for 48 hrs for reconciliation by the Bank/University.
- On-line fee transaction ledger will be generated for each and every student and subsequently student shall have to pay the applicable fee by using Debit card/Credit Card and Net banking.
- In case, student filled and locked wrong subject(s), then student should immediately contact the concerned HOD/Class In charge for Addition/Deletion of any subject(s).
- In case, there is any discrepancy in the examination form after final submission by the concerned HOD , applicable correction fee shall be charged and the same shall be deposited using Debit card/credit card/Net banking. Applicable correction fee is: Rs. 700/- per semester (For 2013 to 2018), Rs. 1000/- (For 2019 to 2021 Batch) per semester, Rs. 1500/- per semester for Under Graduate Courses and Rs. 2000/- per semester for Post Graduate Courses for 2022 Batch & Rs. 1700/- per semester for Under Graduate Courses and Rs. 2200/- per semester for Post Graduate Courses for 2023 Batch.
- The facility of downloading the admit card will be available in concerned login of HOD w.e.f. 03.11.2023. After printing the admit card, The Principal/ Director or competent authority of the Institute will attest the same before issuing to the student. No extra fee shall be charged by Institute(s) for attestation of admit card.

*H. Dind*  
20/10/23



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9. If any student forget his/her password, the same may be obtained from the respective college/institute or concerned HOD/Class In charge.
10. In case, website is not working or slow then the students are advised to wait for minimum three hours' duration.
11. In case of any query in this regard, student may raise query from query panel available in his/her respective login queries received from student through email shall not be entertained.

**Important steps for filling of Examination forms**

For Regular and Reappear Examination Form: Examination Forms are to be filled by student from their login available at website [www.ptuexam.com](http://www.ptuexam.com).

Steps	Event	Action from login
1	Compulsory Subjects of Regular Examination form automatically Filled by University	University
2	Filling of elective Subjects (If any) in Regular Examination form	HOD/ Class In charge
3	Filling of Re-appear Subjects in Re-appear Examination form	Student
4	Print of Fee Receipt and Details of Subject filled in Examination forms, to be submitted to HOD/Class Incharge	Student
5	Submission of Online Examination forms fee	Online by student
6	Addition/Deletion of Subject(s)/Exam form during Confirmation of Subject(s) Form(s).	HOD/ Class In charge
7	No dues Confirmation by College HOD via login	HOD/ Class In charge
8	Print of Admit cards in respective login of HOD	HOD/ Class In charge

Controller of Examination

**Copy To:**

1. PS to Honourable Vice Chancellor for information of Vice Chancellor.
2. Registrar, IKGPTU.
3. All officers related to Examination Branch. .
4. All Institutions and Faculty Members.
5. All Students through login.

Director  
CT Institute of Mgt. & IT  
Jalandhar



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Student Admit Cards for IKGPTU Examinations:

**I.K. Gujral Punjab Technical University**  
(Jalandhar-Kaputhala Highway, Kapurthala)

**Ref. No.: IKGPTU/NOV-23/23809 Dated: 10/11/2023**


**NOTICE**

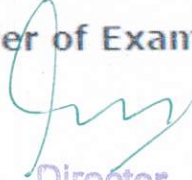
All colleges/institutions and students are hereby informed that facility of downloading the admit card will be available in login of HOD/Class In-charges of College w.e.f 11.11.2023. After printing the admit card, the same admit card must be attested by principal/ Director or competent authority of the Institute. No extra fee shall be charged by Institute(s) for attestation of admit card.

It is responsibility of the institutions to issue admit card after confirmation of eligibility as per regulations and no dues of the concerned student/s.

No student should be allowed to sit in Theory and Practical examination without attested original admit card.

**NOTE: Student must carry Photo ID card along with admit card to appear in Examination**

  
**Controller of Examination**


  
**Director**  
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Student Admit Cards:

 **I.K. Gujral Punjab Technical University**  
Jalandhar-Kapurthala Highway, Kapurthala  
REGULAR EXAM FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION : Nov-2022

Institute Name : 134/ CT Institute of Management & Information Technology, Maqsudan, Jalandhar  
Branch Title : Bachelor of Commerce (Honours)  
Roll No. / Name : 2110963/ MANGALDEEP  
Father / Mother Name : MAHATAM/ SHAKUNTALA DEVI  
Examination Centre : 134/ CT Institute of Management & I.T., Maqsudan, Jalandhar

Student Photo  
Student Signature

**Appearing in Subjects**

Sem.	M.Code	Sub.Code	Paper Id	Subject Title	T/P	Int.	Ext.	Fill by
3	76649	BCOM 301-18	76649	Management Accounting/Comp	Theory	Yes	Yes	Student
3	76650	BCOM 302-18	76650	Mercantile Law/Comp	Theory	Yes	Yes	Student
3	76651	BCOM 303-18	76651	Human Resource Management/Comp	Theory	Yes	Yes	Student
3	76652	BCOMGE 301-18	76652	Indian Economy/Comp	Theory	Yes	Yes	Student
3	76653	BCOMSEC 301-18	76653	Workshop on IT tools for Business & E-Commerce/Comp	Theory	Yes	Yes	Student
3	76654	BMPO302-18	76654	Marketing and Professional Development/Comp	Practical	Yes	No	Student

I have understood all the regulations and its amendments in regard to examinations. I found myself Eligible to appear in Examination. In case University declare me ineligible due to any wrong information submitted in examination form by me, I shall be responsible for the consequences at any stage. It is also certified that I have filled all regular examination forms of previous lower semester(s).

Sign of Candidate: *Mangal Deep* Date: *12/Dec/2022*  
Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the Regulations for the examination and is eligible to appear in the examination as a regular / ex-student of I.K. Gujral Punjab Technical University, Jalandhar. The candidate bears a good moral character and particulars filled by him/her are correct. It is also certified that candidate have filled all regular examination forms of previous semester(s).

Signature of Principal / Competent Authority  
Print Date: Friday, December 9, 2022 9:23:31 AM

**NOTE: Student must carry Photo ID card to appear in Examination**

**NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to Unfair mean case (UMC) against the Student**

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CT Institute of Mgt. & IT  
Jalandhar





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**I.K.Gujral Punjab Technical University**  
Jalandhar-Kapurthala Highway, Kapurthala  
REGULAR EXAM FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION : Nov-2022

**Institute Name :** 134/ CT Institute of Management & Information Technology,  
Maqsudan, Jalandhar

**Branch Title :** Bachelor of Business Administration

**Roll No. / Name :** 2110783/ GOURI

**Father / MotherName :** AMAR DANG/ ANU

**Examination Centre :** 134/ CT Institute of Management & I.T., Maqsudan, Jalandhar

**Student Photo,**

**Student Signature**

Sem.	M.Code	Sub.Code	Paper Id	Subject Title	T/P	Int.	Ext.	Fill by
3	76655	BBA301-18	76655	Organizational Behaviour/Comp	Theory	Yes	Yes	Student
3	76656	BBA302-18	76656	Marketing Management/Comp	Theory	Yes	Yes	Student
3	76657	BBA303-18	76657	Cost & Management Accounting/Comp	Theory	Yes	Yes	Student
3	76658	BBAGE301-18	76658	Production and Operation Management/Comp	Theory	Yes	Yes	Student
3	76659	BBASEC301-18	76659	IT tools for Business/Comp	Theory	Yes	Yes	Student
3	76660	BMPD302-18	76660	Marketing and Professional Development/Comp	Practical	Yes	No	Student

I have understood all the regulations and its amendments in regard to examinations. I found myself Eligible to appear in Examination. In case University declare me ineligible due to any wrong information submitted in examination form by me, I shall be responsible for the consequences at any stage. It is also certified that I have filled all regular examination forms of previous lower semester(s).

**Sign of Candidate** *Gouri* **Date** \_\_\_\_\_

Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the Regulations for the examination and is eligible to appear in the examination as a regular / ex student of I.K. Gujral Punjab Technical University, Jalandhar. The candidate bears a good moral character and particulars filled by him/her are correct. It is also certified that candidate have filled all regular examination forms of previous lower semester(s).

**Sign of Head of Deptt.** \_\_\_\_\_

**Director**  
**CT Institute of Mgt. & IT**  
Signature of Principal / Competent Authority  
Print Date:-Friday,  
December 9, 2022 9:17:42 AM


**NOTE: Student must carry Photo ID card to appear in Examination**

**NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to Unfair mean case (UMC) against the Student**

*[Signature]*  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**




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### I.K. Gujral Punjab Technical University

Jalandhar-Kapurthala Highway, Kapurthala

REGULAR EXAM FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION : Nov-2022



**Institute Name :** 134/ CT Institute of Management & Information Technology, Maqsudan, Jalandhar

**Branch Title :** Bachelor of Business Administration

**Roll No. / Name :** 2110772/ ALISHA

**Father / Mother Name :** NARESH KUMAR/ ANJU

**Examination Centre :** 134/ CT Institute of Management & IT, Maqsudan, Jalandhar

Student Photo


Student Signature

Appearing in Subjects					T/P	Int.	Ext.	Fill by
Sem.	M.Code	Sub.Code	Paper Id	Subject Title				
3	76655	BBA301-18	76655	Organizational Behaviour/Comp	Theory	Yes	Yes	Student
3	76658	BBA302-18	76658	Marketing Management/Comp	Theory	Yes	Yes	Student
3	76657	BBA303-18	76657	Cost & Management Accounting/Comp	Theory	Yes	Yes	Student
3	76658	BBAGE301-18	76658	Production and Operation Management/Comp	Theory	Yes	Yes	Student
3	76659	BBASEC301-18	76659	IT tools for Business/Comp	Theory	Yes	Yes	Student
3	76660	BMPO302-18	76660	Marketing and Professional Development/Comp	Practical	Yes	No	Student

I have understood all the regulations and its amendments in regard to examinations. I found myself Eligible to appear in Examination. In case University declares me ineligible due to any wrong information submitted in examination form by me, I shall be responsible for the consequences at any stage. It is also certified that I have filled all regular examination forms of previous lower semester(s).

Sign of Candidate: Alisha Date: 14/12/2022

Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the Regulations for the examination and is eligible to appear in the examination as a regular / ex-student of I.K. Gujral Punjab Technical University, Jalandhar. The candidate bears a good moral character and particulars filled by him/her are correct. It is also certified that candidate have filled all regular examination forms of previous lower semester(s).



Controller of Examination

Sign of Head of Deptt.

**Director**  
**CT Institute of Mgt. & IT**

Signature of Principal / Competent Authority

Print Date: Friday, December 9, 2022 9:47:42 AM

**NOTE: Student must carry Photo ID card to appear in Examination**

**NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to Unfair mean case (UMC) against the Student**

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Jalandhar



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Examination Team for IKGPTU Examinations:

Date: 10.11.2023

This is for the information of all concerned that the details of IKGPTU Examination committee are as below. They are required to work in the examination cell:

sr no.	Name	Designation	Duty in Examination
1	Dr. Ramandeep Gautam	Professor	Controller
2	Mr. Ajay Kumar	Assistant Professor	Assistant to Controller
3	Dr. Jayant Vats	Professor	Superintendent
4	Ms. Decksha	Assistant Professor	Deputy Superintendent
5	Mr. Tarun Sharma	Assistant Professor	PCC
6	Mr. Manoj Kumar	Lab Tec.	Clerk EC
7	Ms. Prity Kumari	Office Executive	Dafti
8	Mr. Sukhvir Kumar	Lab Tec.	Helper PCC
9	Mr. Kunal	Assistant Professor	Nodal centre Coordinator

Keeping this in view they have not assigned any kind of task during Examination.

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Maqsudan, Jalandhar

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Submission of Answer sheets to Nodal centre:

**CHALLAN FOR EXAMINATION -**  
**134 / CT INSTITUTE OF MANAGEMENT & I.T., MAQSUDAN, JALANDHAR**  
Exam Date:- 01 Jan 2024 Bag No:- 89507 Ivory

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain/Remarks
Bachelor of Commerce (Honours)	75085	34783	M	20	20	0	0	0	
Bachelor of Hotel Management & Catering Technology (UGC)	75085	34784	M	23	22	1	0	0	
Bachelor of Tourism and Travel Management	75085	34786	M	12	10	2	0	0	

Signature of Superintendent Exam  
Mobile No. 9465180520

Signature of Observer  
Mobile No.

**CHALLAN FOR EXAMINATION -**  
**134 / CT INSTITUTE OF MANAGEMENT & I.T., MAQSUDAN, JALANDHAR**  
Exam Date:- 01 Jan 2024 Bag No:- 89935 Khaki

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain/Remarks
Bachelor of Computer Applications	75085	34787	M	20	19	1	0	0	

Signature of Superintendent Exam  
Mobile No. 9465180520

Signature of Observer  
Mobile No.

**CHALLAN FOR EXAMINATION -**  
**134 / CT INSTITUTE OF MANAGEMENT & I.T., MAQSUDAN, JALANDHAR**  
Exam Date:- 01 Jan 2024 Bag No:- 89836 Orange

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain/Remarks
B.Voc. (Beauty Therapy and Esthetics)	75085	34788	M	16	10	6	0	0	
Bachelor of Arts (Journalism and Mass Communication)	75085	34789	M	0	0	0	0	0	

Signature of Superintendent Exam  
Mobile No. 9465180520

Signature of Observer  
Mobile No.

**CHALLAN FOR EXAMINATION -**  
**134 / CT INSTITUTE OF MANAGEMENT & I.T., MAQSUDAN, JALANDHAR**  
Exam Date:- 01 Jan 2024 Bag No:- 89534 Yellow

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain/Remarks
Bachelor of Business Administration	75085	34789	M	43	46	3	0	0	
Master of Business Administration	75085	34791	M	27	27	0	0	0	

1/1/2024, 4:08 PM

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**CHALLAN FOR EXAMINATION -**  
134 / CT INSTITUTE OF MANAGEMENT & IT, MAQSUDAN, JALANDHAR  
Exam Date:- 30 Dec 2023 Bag No:- 85932

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain	Remarks
Bachelor of Commerce (Honours)	93322	34757	M	25	23	2	0	0	0	
Bachelor of Hotel Management & Catering Technology (UGDH)	93322	34758	M	25	24	1	0	0	0	
Bachelor of Tourism and Travel Management	93322	34759	M	15	11	4	0	0	0	
Bachelor of Hotel Management & Catering Technology (AMCTE)	94551	34759	E	5	0	5	0	0	0	
Bachelor of Hotel Management & Catering Technology (UGDH)	90165	34760	E	11	10	1	0	0	0	

Signature of Superintendent Exam  
Mobile No. 9165580520

Signature of Observer  
Mobile No.

**CHALLAN FOR EXAMINATION -**  
134 / CT INSTITUTE OF MANAGEMENT & IT, MAQSUDAN, JALANDHAR  
Exam Date:- 30 Dec 2023 Bag No:- 85931

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain	Remarks
Bachelor of Computer Applications	93322	34763	M	51	48	3	0	0	0	
Bachelor of Computer Applications	90801	34763	E	13	12	1	0	0	0	

Signature of Superintendent Exam  
Mobile No. 9165580520

Signature of Observer  
Mobile No.

**CHALLAN FOR EXAMINATION -**  
134 / CT INSTITUTE OF MANAGEMENT & IT, MAQSUDAN, JALANDHAR  
Exam Date:- 30 Dec 2023 Bag No:- 85932

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain	Remarks
Bachelor of Arts (Journalism and Mass Communication)	93322	34768	M	9	8	1	0	0	0	

Signature of Superintendent Exam  
Mobile No. 9165580520

Signature of Observer  
Mobile No.

**CHALLAN FOR EXAMINATION -**  
134 / CT INSTITUTE OF MANAGEMENT & IT, MAQSUDAN, JALANDHAR  
Exam Date:- 30 Dec 2023 Bag No:- 97295

Branch	PaperID	Packet No.	Session	Applied Students	No. of Present	No. of Absents	UMC	Stray Case	Detain	Remarks
B.Tech (SRRM Intelligence)	75330	34968	E	1	1	0	0	0	0	





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## Students Grievances:

### Examination Grievance Redressal Policy

#### Introduction

The examination committee of the Institute looks into the matters related to the examinations at internal and external level by preparing the internal schedules, duty list of the teachers and redressal of the grievances of students. The functions of the Committee are to look into the complaints lodged by any student and judge its merit. The committee has two wings, the first wing organizes and prepares internal assessment schedules and prepares duty list for internal as well as external examination and communicates about the schedules by displaying them through notices & announcements to the students. The second wing addresses to the grievances of the students arising from the internal and external examination and documents them.

#### Objectives

The objectives of the policy are to:

- Ensure that students get prompt solution to their problems. ensure harmonious student-faculty relationship provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases.
- Receive grievances and appeals, to evaluate the genuineness and suggest remedial measures.
- Rnsure a fair, impartial and consistent way for redressal of various complaints lodged by them.

#### Nature of Internal Assessment Related Grievances

The Internal Assessment related grievances include:

- Attendance Marks
- MSTs (MST-I & MST-II) Marks
- Late submission of Assignment
- Internal Assessment marks

#### Procedure

For the purpose of handling grievances related to the internal/external assessment the college adopts the following procedure.

  
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- Anyone with a genuine grievance may approach the concerned subject teacher/ Head of Department/Incharge/Examination Redressal Committee members in person/ the Principal.
- In case the person is unwilling to appear in self, grievances may be sent in writing.
- Grievances may also be sent through e-mail to the Teacher/HOD/Principal.
- The student will submit the online form from the Institute website.

**Internal Assessment Grievances**

- All the faculty members must adhere to the guidelines laid down by the IKG Punjab Technical University for the Internal Assessment.
- In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.

**Examination Grievance Redressal**

The Institute's Grievance committee is responsible and accountable for handling all examination related issues. The committee comprises of the convener, and members of the examination committee which acts as a connecting link between students, departments and the university. The committee deals with examination related grievances of the following nature:

**Pre examination issues**

- The date sheet does not show the papers that the students selected,
- Late submission of examination fee,
- Printing of admit cards and Missing admit card,
- Related to students found using unfair means Appearing late for the exam.
- Clash of the examination dates with other competitive examinations

**Post examination issues**

- Marks are not uploaded
- Delay in declaration of results

  
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**Jalandhar**



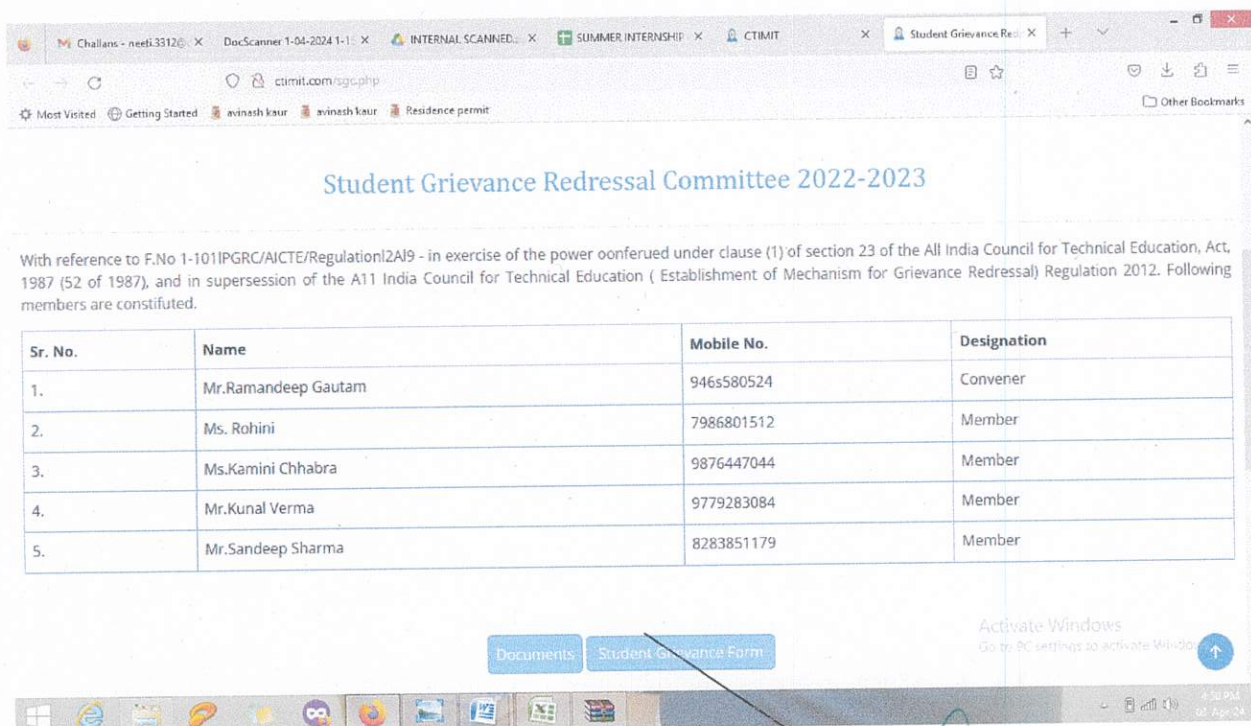
## Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

- Non transparent or unfair evaluation practices
- Student is wrongly marked absent in the result
- Clash of dates in internal/external examination
- Any other.

### Redressal of the Grievance

- The aggrieved student submits the problem/complaint in the form of an application to the committee.
- Depending on the nature of the issue, the committee resolves the problem according to the university guidelines.
- If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the institute level efforts on the matters related to the University, then she/they is/are free to directly write an application to the University. The student can apply for Rechecking/ Revaluation by filling up the Rechecking/ Revaluation forms.

### Online Grievance Form available on Institute's Website



The screenshot shows a web browser window with the URL [ctmit.com/sgrc.php](http://ctmit.com/sgrc.php). The page title is "Student Grievance Redressal Committee 2022-2023". Below the title, there is a paragraph of text: "With reference to F.No 1-101IPGRC/AICTE/Regulation/2A19 - in exercise of the power conferred under clause (1) of section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987), and in supersession of the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulation 2012. Following members are constituted."

Sr. No.	Name	Mobile No.	Designation
1.	Mr.Ramandeep Gautam	9465580524	Convener
2.	Ms. Rohini	7986801512	Member
3.	Ms.Kamini Chhabra	9876447044	Member
4.	Mr.Kunal Verma	9779283084	Member
5.	Mr.Sandeep Sharma	8283851179	Member

At the bottom of the page, there are two buttons: "Documents" and "Student Grievance Form". A red arrow points from the text "Student Grievance desk on institute website" to the "Student Grievance Form" button.

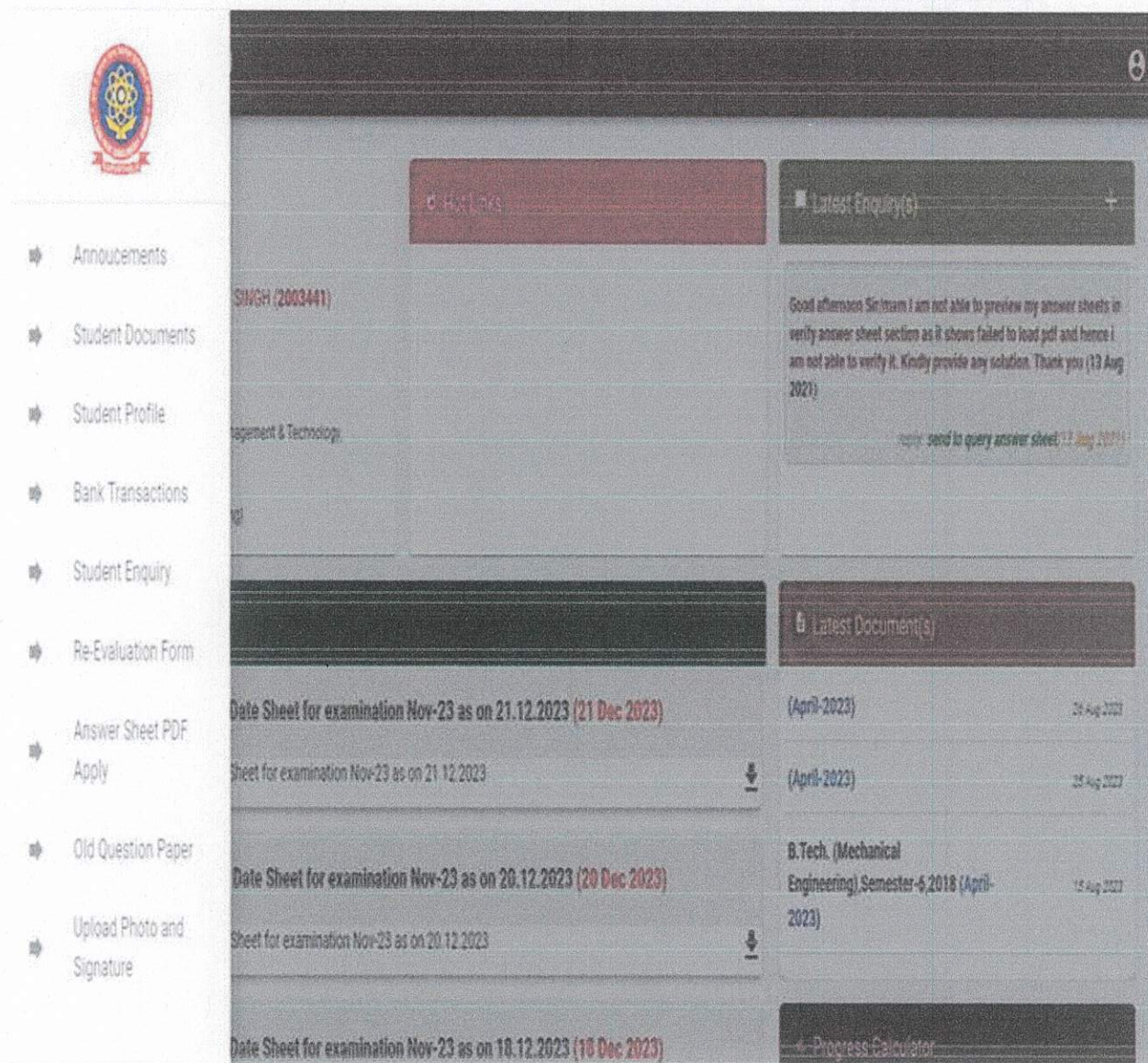
Student Grievance desk on institute website

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## Online Grievance Provision in the Student's University Portal



**Announcements**

**Student Documents**

**Student Profile**

**Bank Transactions**

**Student Enquiry**

**Re-Evaluation Form**

**Answer Sheet PDF**

**Apply**

**Old Question Paper**

**Upload Photo and Signature**

**Latest Enquiry(s)**

Good afternoon Sir/maam I am not able to preview my answer sheets in verify answer sheet section as it shows failed to load pdf and hence I am not able to verify it. Kindly provide any solution. Thank you (13 Aug 2021)

**Latest Document(s)**

Document Name	Download	Date
Date Sheet for examination Nov-23 as on 21.12.2023 (21 Dec 2023)	(April-2023)	24 Aug 2023
Sheet for examination Nov-23 as on 21.12.2023	(April-2023)	24 Aug 2023
Date Sheet for examination Nov-23 as on 20.12.2023 (20 Dec 2023)	B.Tech. (Mechanical Engineering) Semester-5 2018 (April-2023)	15 Aug 2023
Sheet for examination Nov-23 as on 20.12.2023		
Date Sheet for examination Nov-23 as on 18.12.2023 (18 Dec 2023)	Progress Calculator	

*[Signature]*  
Director  
CT Institute of Mgt. & IT  
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**IKGPTU Instructions for Re-evaluation of answer sheets:**

**Punjab Technical University, Jalandhar**

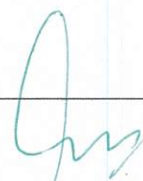
**Instructions for Re-evaluation**

A candidate shall be entitled to have his/her answer books re-evaluated on payment of Rs. 700 /- per answer book, subject to the following conditions:

- i) The Re-evaluation Application form are available in Institute / logins at PTU website [ptuexam.com](http://ptuexam.com).
- ii) The students have to submit re-evaluation forms online through their Institute within 15 days from the date of declaration of results in their logins.
- iii) Re-evaluation forms must be submitted in their respective colleges/institutes. The Institute / colleges are required to submit the total amount of re-evaluation fee in university account which could be generated e-challans in their college/institute login.
- iv) In case an application of a candidate for Re-evaluation of his/her answer-books is received in the office after 15 days from the date of notification of his result, his / her application for re-evaluation shall be cancelled and fee, if received, shall not be refunded to him.
- v) The results of re-evaluation as per regulations of the University shall be final and shall be binding to all. There shall not be any re-checking again after re-evaluation.
- vi) Any incorrect information, including mismatch of Roll no., subject title, subject code, marks obtained, %age marks obtained etc. shall invalidate this form.
- vii) The process of re-evaluation takes at least one month from the date of receipt of re-evaluation form in the university. The students should not send any request related to the re-evaluation result before one month.
- viii) The candidate whose result of re-evaluation can not be declared due to any reason shall be treated under clause no.15 of PTU regulation regarding re-evaluation of answer sheets which is reproduced as :-  
A Candidate whose answer book is not available for re-evaluation due to any reason, may be allowed by the Vice-chancellor either :
  - a) To re-appear in the same paper at the next examination without payment of Examination fee and in that event his/her result shall be determined on the basis of the marks secured by the candidate in the paper in which he / she re-appeared.
  - OR
  - b) To have his fee refund in Full.

NOTE :- candidate can apply for re-evaluation only through the college /institute login id.

Controller of Examinations

  
Director  
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Student Result:

I.K.GUJRAL

SCHEME: Master of Business Administration, Semester-1, 2

REGISTRATION NO: PTU\Exam\Reg\64440 Dated : 21 Mar 23

Sr.	Roll No	Name/Father Name	MBA-101-184	MBA-102-184	ME
	2210597	RENU BALA RASALI	B+	F(Ext)	
	2210600	SHALLI SUKHDEV	B	F(Ext)	
	2210601	SIMRAN KAUR SURINDER SINGH	B	F(Ext)	
	2210603	SUKHVEER KAUR SURJIT SINGH	B	F(Ext)	
	2210605	SURJIT KUMAR RAMESH KUMAR	B	F(Ext)	
	2210606	YOGESH DHARAMPAL SINGH	F(Ext)	F(Ext/Int)	

Ordinance & Scheme

EDP CELL


Prepared by

  
Checked by

  
Assistant Reg

absent UMC - Unfair Mean Case  
Internal Examination  
External Examination  
result Late

Structure of

  
Director  
CT Institute of Mgt. & IT  
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Result after Re-evaluation of Answer Sheets:



SCHEME: Master of Business Administration, Semester-1, 2018

NOTIFICATION NO: PTU\Exam\Rev\67532 Dated : 19 May 23

S.No.	Roll No	Name/Father Name	MBA-101- 18 4	MBA-102- 18 4	MBA-103- 18 4
	2210597	RENU BALA RASALU	B+	B+	A

Ordinance &amp; Scheme s

EDP CELL

Prepared by

Checked by

Assistant Registrar

/ Absent UMC - Unfair Mean Case

- Internal Examination
- External Examination
- Result Late

Structure of gra

Grade	O	A+	A	B+	B	C
Qualitative Meaning	Outstanding	Excellent	Very Good	Good	Above Average	Average
Grade Point	10	9	8	7	6	5

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