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| **Sr.No.** | **Particulars** | **Check** |
| **1** | **PTU Notices** |  |
|  | 1. Notice File from [www.ptudocs.com/](http://www.ptudocs.com/) [www.cd.ptu.ac.in/](http://www.cd.ptu.ac.in/) [www.ptu.ac.in](http://www.ptu.ac.in) |  |
|  | 1. PTU General |  |
|  | 1. PTU Fee |  |
|  | 1. Display on Notice Board |  |
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| **2** | **For Faculty** |  |
|  | 1. Syllabus check on <https://ptu.ac.in/Default.aspx> |  |
|  | 1. Check Academic Calendar on “https://ptu.ac.in/Default.aspx” |  |
|  | 1. Subject allotment to faculty |  |
|  | 1. Time table (Credit hours and extra lectures) |  |
|  | 1. Course file (index, syllabus etc.) |  |
|  | 1. Academic calendar for session(3 PTM/ 3 External Seminar/2 Industrial Visit/ Sports/ Cultural Activities/Quiz) |  |
|  | 1. Existing Regular Student up-gradation on ptudocs.com |  |
|  | 1. Student Evaluation files |  |
|  | 1. Feedback form by student(previous session) |  |
|  | 1. Appraisal form by faculty |  |
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| **3** | **For New Faculty** |  |
|  | 1. Induction |  |
|  | 1. Appointment letter |  |
|  | 1. Opening of Bank Account (ICICI) (Pan Card/ Aadhaar Card/ ID Proof) |  |
|  | 1. User Id for PTU on “http://ptudocs.com/Institution/frmAddNewFacultyByInst.aspx\” |  |
|  | 1. ID card |  |
|  | 1. Faculty detail upload on college website “www.sbs.ac.in/faculty/permanent-full-time-faculty/” |  |
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| **4** | **For New Admission** |  |
|  | 1. Online Counseling through PTU |  |
|  | 1. Admission Record (Accounts Department/Academic Cell) |  |
|  | 1. Registration on University Portal on www.ptudocs.com |  |
|  | 1. Induction Program |  |
|  | 1. Attendance Record for Faculty Course file |  |
|  | 1. Assigning of Roll Number from University |  |
|  | 1. Issuance of ID Card and Library Card |  |
|  | 1. Entry in Biometric System |  |
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| **5** | **For All Students** |  |
|  | 1. MST( MST 1=30/ MST 2=30/ MST 3=60) |  |
|  | 1. Notice for submission of question papers |  |
|  | 1. Assign Superintendent / Deputy Superintendent |  |
|  | 1. Printing and Submitting of Question Paper (3 extra Q.P) |  |
|  | 1. Assign Invigilators and their duties |  |
|  | 1. Date sheet 1) Circulation to faculty to inform   2) Receiving |  |
|  | 1. Sitting Plan |  |
|  | 1. Check for number of Answer Sheets and Stamping |  |
|  | 1. Attendance Record 1) Students   2) Faculty |  |
|  | 1. Question Paper File |  |
|  | 1. Declaration of result within a week |  |
|  | 1. Submission of MST record in academic cell |  |
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| **6** | **Examination** |  |
|  | 1. Notice for Reappear( Rs. 700 /semester in any no. of subjects) |  |
|  | 1. Notice for Transcript Fee Rs. 500 (Only 6th Semester) |  |
|  | 1. Provisional Date Sheet on notice board |  |
|  | 1. Record of reappears of students in detail(from Accounts Department) |  |
|  | 1. Regular and Reappear forms in HOD’s Login |  |
|  | 1. Lock |  |
|  | 1. Print |  |
|  | 1. Fill up (Signature/ Photographs) |  |
|  | 1. Stamping |  |
|  | 1. Photocopy |  |
|  | 1. Declaration of result of previous semester |  |
|  | 1. Practical Exam |  |
|  | 1. Date Sheet |  |
|  | 1. B.Com (4th and 6th Internal) |  |
|  | 1. BBA (2nd,4th &6th –External/ 3rd & 5th – Internal) |  |
|  | 1. BCA (All Semesters) |  |
|  | 1. Attendance Format |  |
|  | 1. Marks format |  |
|  | 1. TA/DA |  |
|  | 1. Bill form of Invigilator |  |
|  | 1. Attendance and Marks to be uploaded on ptudocs.com |  |
| **7** | **Special Case** |  |
|  | 1. Application by student |  |
|  | 1. If Internal marks + External marks=40 |  |
|  | 1. Required copies of DMC’s of all cleared semesters |  |
|  | 1. Attach photocopy of result |  |
|  | 1. Fee Rs. 5000 |  |
|  | 1. Issuance of NOC (No dues and fines) |  |
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| **8** | **Course file submission** |  |
|  | 1. Assessment sheet |  |
|  | 1. Attendance sheet |  |
| **9** | **Internal Upload** |  |
| **10** | **Continuation File ( First/ Third/ Fifth)** |  |
| **11** | **NOC and payment** |  |
| **12** | **DMC and Degree** |  |
| **13** | **AISHE Portal** |  |
| **14** | **NSS** |  |
| **15** | **Ashirwad Portal** |  |
| **16** | **FRRO** |  |