|  |  |  |
| --- | --- | --- |
| **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
 |  |
|  |  |  |
| **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
 |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **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/”
 |  |
|  |  |  |
|  |  |  |
| **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
 |  |
|  |  |  |
|  |  |  |
| **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
 |  |
|  |  |  |
| **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)
 |  |
|  |  |  |
|  |  |  |
| **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** |  |