Global Group of Institutes, Amritsar

(NAAC A+, Autonomous Status)

Affiliated to

I.K. G. Punjab Technical University,Jalandhar

(Ref. No.: IKGPTU/COE/22707 Dated: 16.09.2026)

NOTICE

Ref. No.: GGI/COE/004 Dated.: 23.10.2026

Instructions/Schedule for filling of Examination form upto 2025 Batch for Examination Session Nov-26.

1. Filling of Examination forms and deposition of fee for the Examination session Nov-2026.
2. Examination shall be conducted in offline mode only.
3. Practical Examination shall be conducted in offline mode after the completion of regular theory examination
4. URF Rs 550 for up to 2022 & 2023 Batch, Rs 1100 for 2024 Batch and Rs 1600 for 2025 Batch will be charged along with Examination fees.
5. The Regular/Reappear Examination for the following semesters of **ALL COURSES** shall be conducted tentatively **w.e.f. 27.11.2026.**

Examination	Semester (s)
Regular/ Reappear	5^{th} & 7^{th}
Reappear	4^{th}, 6^{th} & 8^{th}

6. The schedule about the commencement of Regular/Reappear examination for the following semester(s) of all courses shall be notified separately.

Examination	Semester (s)
Regular/ Reappear	1^{st} & 3^{rd}
Reappear	2^{nd}

Schedule for filling of examination form is as under:

Examination Fee	**Schedule for online Filling and Submission of Examination form/Fee Deposit slip in respective Department (Up to 2025 Batch Only)**
• Rs. 1000/- per semester for UG/ PG Courses (2019 to2021 Batch). • Rs. 1500/- per semester for UG Courses (w.e.f. 2022 & 2023 Batch). • Rs. 2000/- per semester for PG Course (w.e.f. 2022 & 2023 Batch). • Rs. 2500/- per semester for UG/ PG Courses (2024 Batch). • Rs. 3000/- per semester for UG/ PG Courses (2025 Batch). **Reappear Fee – Rs 1500/- per Semester.**	Last date for deposit of Examination fee along with Examination Form to be filled by student/s (Regular 3rd , 5th , 7th Semester and Re-appear (1st to 8th Sem.) from login Ids of respective students available at website **http://autono.in/.**
Without Late fee	23.10.2026 to 19.11.2026
With Late fee of Rs. 1000/-per sem.	20.11.2026 to 23.11.2026
With Late fee of Rs. 2000/-per sem.	24.11.2026 to 25.11.2026
Late fee, in special circumstances, is Rs 5000/- per semester with the permission of Controller of Examinations before 24 hours of the start of the respective examination.	

Note:

- Examination fee will be charged online from all the students for Nov- 2026 Examination. Examination fee will be charged as applicable on the date of fee paying. If Student fill 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 Institute 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 bank account (From which payment paid) by the Institute after verification within two months from the last date of filling of examination forms. Students shall not claim refund of fee directly from Bank.

- No extra fee shall be charged from the student(s) for the verification / confirmation by concerned HOD/Class In-charge of the Institute.

Instructions:

1. Students must clear all their dues before filling the form/submission of examination fee.
2. The Compulsory and elective (wherever applicable) subjects of regular examination form shall be filled by Head of Department from his/her login ID available at **http://autono.in/.**
3. Re-appear Examination Form(s) shall be filled by the student from his/her login ID available at **http://autono.in/.**
4. If all subjects in which Candidate is appearing are confirmed in along with successful deposition of online fee, then Candidate is required to print the examination Form/Fee Receipt and deposit hard copies of the same to respective HOD/ Class In-charge.
5. **In case of the non-confirmation of online payment, the student(s) shall have to refresh the payment against the failed transaction or have to wait for 48 hours for reconciliation by the Bank/Institute.**
6. 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, via Net banking etc.
7. In case there is any discrepancy in the examination form after final submission, applicable correction fee shall be charged and the same shall be deposited using Debit card/credit card/Net banking. Applicable correction fee is:
   - Rs. 1000/- per semester for UG/PG Courses (2019 to 2021 Batch).
   - Rs. 1500/- per semester for UG Courses (w.e.f. 2022 & 2023 Batch).
   - Rs. 2000/- per semester for PG Course (w.e.f. 2022 & 2023 Batch).
   - Rs. 2500/- per semester for UG/PG Courses (w.e.f. 2024 Batch).
   - Rs. 3000/- per semester for UG/PG Courses (w.e.f. 2025 Batch).
8. The facility of downloading the admit card will be available in concerned login of HOD. After printing the admit card, The Principal/Director or competent authority of the Institute will attest the same before issuing admit card to the student. No extra fee shall be charged by Institute(s) for attestation of admit card.
9. If any student forgets 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 a minimum of three hours' duration.

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 **http://autono.in/.**		
Steps	**Event**	**Action from login**
1	Compulsory Subjects of Regular Examination form automatically filled by Institute.	HOD / Class In charge
2	Filling of elective Subject/s (If any) in Regular Examination form. (at the time of Semester Upgradation)	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	Deposition of Online Examination forms fee.	Online by student
6	Print of Admit cards in respective login of HOD.	HOD / Class Incharge

Controller of Examinations
Global Group of Institutes
Amritsar

Copy To:

Campus Director
All HoDs
Student Notice Boards