



Ref: GLOBAL/RC-LC/ 8630-09
Date: 05, September, 2009

To,
All Learning Centre Heads
Punjab Technical University,
U.P. & Uttarakhand.

Sub: Instructions to be followed by all LC's while distributing Admit Cards to the students before exams.

Dear Sir,

We are sending the admit cards of students whose admissions and readmissions you had done in March 2009 session. You are requested to strictly follow the below mentioned instructions:

1. Student will be allowed to sit in the exam only if he has a valid admit card.
2. A valid admit card is the admit card sent by the regional centre with a preprinted photograph on it. **The LC has to cross-stamp the photograph over the admit card in ink.**
3. If the photograph is missing over the admit card the learning centre has to ensure to collect the photograph from the student and paste it. Further the same photograph has to be cross-stamped by learning centre and then given to the student. If it is not followed, the student will not be allowed to sit in the exams. A scanned copy of the same photograph named with roll number of the student has to be sent to regional centre on exams@globaledu.org.in.
4. The exam centres have been given the instructions not to allow the students whose photographs are missing or the LC has not cross-stamped over it.
5. In case the student result is declared late and he has submitted the fees to the learning centre he can get an e-admit card from the learning centre by carrying one passport size photograph. The same follows for admit card being lost/ damaged.
6. **The learning centre has to send a sample impression of the stamp being used to cross stamp the admit card by mail to exams@globaledu.org.in**

Wishing you and your students All The Best for September 2009 Exams!

Regards

For Global Educational & Welfare Society

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(Atul Srivastava)

Regional Head

Punjab Technical University

U.P. & Uttarakhand.