

**INSTRUCTIONS FOR COLLEGES / UNIVERSITY DEPARTMENTS /
REGIONAL CENTRES FOR DECEMBER 2021 ONLINE EXAMINATIONS**

1. **These examinations are to be conducted w.e.f. 24th January, 2022 in an ONLINE MODE for the students who have already filled their examination forms for the Session December - 2021. (Examinations for improvement of performance will be held later on in an offline mode and date of examinations will be informed in due course.)**
 - 1.1) The ONLINE examinations for the students of 1st, 3rd, 5th, 7th and 9th Semesters will commence **w.e.f. 24th January, 2022**. These examinations will be for Regular / Re-appear / Deficient Subjects / Additional / USOL / Private Students.
 - 1.2) All roll numbers / admit cards are available in college portal.
2. Please refer to the **evaluation guidelines** which will be issued by Deputy Registrar – Secrecy shortly.
3.
 - 3.1) **DATESHEETS:** All datesheets will be available at the examination link i.e. <https://exams.puchd.ac.in/datesheet.php>
 - 3.2) **NOTICE BOARD:** All students are advised to keep accessing the notice board at the link <https://exams.puchd.ac.in/show-noticeboard.php> regularly for important announcements as all updates are posted here only & will not be sent to the candidates by any other means.
4. **TIME SLOTS FOR EXAMINATIONS:**

Candidates are advised to check the datesheets and the corresponding time – slots. The time-slots for the examinations are as follows:

 - a) 09:30 AM to 12:30 PM
 - b) 01:30 PM to 04:30 PM
 - c) Any other time slot, if needed, will be created by the University. The candidates are advised to check the datesheet for timing of the examination.
5. **QUESTION PAPER DOWNLOAD:**
 - a) The question papers will be available on **online.puexam.in**. The students can download the question papers directly from the Download Question Paper link without logging-in.
 - b) Downloading the question paper is student’s responsibility as the same will not be forwarded to them by any other means. **All students appearing in these examinations will download the question papers on their own from the website mentioned at Point no. 5 (a). The students must ensure that they have downloaded the correct question paper.**

- c) The question papers will be available for the different time-slots in the following manner:

TIME SLOT	QUESTION PAPER DOWNLOADING TIME	QUESTION PAPER DEACTIVATION TIME
09:30 AM to 12.30 PM	09:10 AM	12:30 PM
01:30 PM to 04:30 PM	01:10 PM	04:30 PM
ANY OTHER TIME SLOT, IF NEEDED, WILL BE CREATED BY THE UNIVERSITY		

6. **ATTEMPTING THE QUESTION PAPER:**

- a) The instructions given in the question paper should be followed. **No separate instructions will be given.**
- b) Duration of paper is to be considered as written on the question paper.
- c) Number of questions to be attempted should strictly be according to the instructions given in the question paper itself.
- d) The candidates must attempt the paper with blue ball-point pen.

7. **A4 SIZE SHEETS FOR WRITING THE ANSWERS:**

- a) Under-Graduate students can use 20 A4 Size sheets and Post-Graduate students can use 24 A4 Size Sheets. **Only one side of the sheet should be used for writing the answers.**
- b) The candidates are advised to write their answers precisely and attempt the question paper not exceeding the page limit [refer point 7 (a)].
- c) Representative Soft Copy of the Answer sheets of 20 A4 Pages for UG courses and 24 A4 Pages for PG Courses will be uploaded on the portal i.e. online.puexam.in. The candidates may either download and print the required answer sheet or write on any other A4 size sheets as per their choice. However, a mandatory condition is that the particulars regarding the candidate details to be written on the first page of the answer sheet are in accordance with representative Soft copy uploaded by the University. Roll number should be mentioned only on first page at designated place and nowhere else in whole of answer book.
If roll number is mentioned at any other place, the answer book may be not be processed for evaluation and may stand rejected.

8.. **SUBMISSION OF THE ANSWER SHEETS BY STUDENTS OF COLLEGES / UNIVERSITY DEPARTMENTS / REGIONAL CENTRES APPEARING IN BOTH MORNING AND EVENING SLOTS:**

The respective institute will provide the Email ID / link to their students for receiving the answer sheets.

The students of Colleges / University Departments / Regional Centre will submit the answer sheet in a single PDF online. No other submission mode is permissible.

The answer sheet should be submitted online within 60 minutes of the completion of the paper in both morning and evening slots. Students are required to make a single pdf of their answer sheet and Email the same to their own Email ID also. This is to be done mandatorily on the day of examination and within stipulated time of 60 minutes after completion of exam. In case of any discrepancy in online submission of answer sheet, the candidate would be asked to forward the time-stamped Email to the Nodal Centre / College. The date and time in the Email will be crucial factor in these issues. The candidates are advised to keep the physical copy of answer sheet in their possession for six months from the date of examination. Strict compliance to this is advised. Students are not to speed post this copy to any section of Panjab University / College. The candidate will be responsible for the loss of answer sheet if it has been submitted anywhere by any means and if required at a later stage by the authorities.

A demo video for scanning, creating and uploading a single pdf of whole of answer sheet to the portal is available for the students on the portal i.e. online.puexam.in. The page number should be written on each page and the pages must be scanned in a serial order. Uploading the answer sheet in a JPEG format is not permissible.

Keeping in view that net connectivity problems of rural / border areas students, relaxation is given to the Nodal Officer to consider the cases of such students with proper justification / documentation beyond the limit of 60 minutes with additional 30 minutes.

9. All important announcements / information / notices related to examinations are always uploaded to the notice board / datesheet section in examination link of Panjab University website and **ONLY THESE ARE TO BE CONSIDERED AUTHENTIC.**
10. As all papers will be emailed to the Colleges / University Departments / Regional Centres on the day of examination, therefore, in case any student confronts any problem in downloading the question paper from the University's Online Examination Portal, the officials on examination duty at the College / University Department / Regional Centre

shall provide the question paper to the candidate via Email. A Contact number of concerned official of Colleges / University Departments / Regional Centres may be provided to the candidates for this purpose.

11. All pre-and-post examination grievances of students of **COLLEGES / UNIVERSITY DEPARTMENTS / REGIONAL CENTRES** are to be dealt to by the respective College / University Department / Regional Centre.
12. University Departments / PURC where internal marking system persists are requested to advise and direct the re-appear students also that they will submit their answer sheet to the department instead of uploading at University's Online Examination Portal.

NOTE: Visually Impaired or Disabled Students are allowed to have assistance from a scribe / writer as per the University Rules and no separate permission from the University is required for this purpose.

**Sd/
Controller of Examinations**