

INSTRUCTIONS FOR COLLEGES / DEPARTMENTS / REGIONAL CENTRES

for

ONLINE EXAMINATIONS OF ODD SEMESTERS: SESSION DECEMBER - 2020

1. These examinations are commencing w.e.f. 15th February 2021 in an **ONLINE MODE** for the students who have already filled their examination forms for the Session – December 2020.
 - 1.1) The ONLINE examinations for the students of 3rd, 5th, 7th and 9th Semesters will commence w.e.f. 15th February 2021. These examinations will be conducted for Regular / Re-appear / Improvement of Performance / Additional and Deficient Subjects / USOL / Private Students.
 - 1.2) The ONLINE examinations for 1st Semester - Regular and Re-appear / Improvement of Performance / Additional and Deficient Subjects / USOL / Private Students will commence from **2nd Week of March 2021**.
2. **DOWNLOADING ADMIT CARD / ROLL NO.:**

Regular College / Department / Regional Centre Students shall get their Admit Card from their respective Colleges / Department / Regional Centres w.e.f. 8th February, 2021.
3. All question papers will be available on the UG / PG websites of the University on the day of examination 20 minutes before the commencement of exam and the same will also be emailed to the Colleges / Departments / Regional Centres 20 minutes before the commencement of the exam. If need be, Conduct Branch may be approached (0172-2534809 & 0172-2541303) for question papers' related queries.
4. **Submission of Answer Sheets:**
 - 4.1) For receiving the soft copy of the answer sheets from the students, the Colleges / Departments / Regional Centres must provide an Email ID to their students well in time before the commencement of the examinations.

4.2) Timings for receiving the hard copy or soft copy of the answer sheets by the Colleges / Departments / Regional Centres:

- i) For papers conducted in Morning Slot, i.e. 09:30 AM to 12:30 PM, the answer sheets can be received online within 90 minutes of the completion of the paper and by **03:00 PM** if the student is submitting the hard copy of the answer sheet to the College / Department / Regional Centre on the same day of examination.
- ii) For papers conducted in the Evening Slot, i.e. 01:30 PM to 04:30 PM the answer sheet can be received online within 90 minutes of the completion of the paper and by **07:00 PM** if the student is submitting the hard copy of the answer sheet to the College / Department / Regional Centre on the same day of examination.

4.3) **ONLY ONE MODE** i.e. either soft copy or hard copy is permissible for submission of answer sheet to the College / Department / Regional Centre.

Sd/-
Controller of Examinations

PANJAB UNIVERSITY, CHANDIGARH

14421/CE

25/9/2020

Online Submission of External Theory Awards for Colleges/Regional Centres/PU Departments

All Chief-coordinators/Nodal Officers are requested to follow the following guidelines for entry of awards of Online Semester Examination, September, 2020:

- A. Entry of External Theory Award/s for exit semester examination, September, 2020.
 - I. User will login College Admin Portal of UG/PG exam website and click on External Theory Awards Interface.
 - II. User will be asked to enter his Mobile Number and Click on Generate OTP button. After this, he'll enter OTP received on above Mobile Number and Click on Verify OTP-button.
 - III. After successful verification, Interface for entering External Theory Awards will be displayed.
 - IV. User will be required to enter the complete Award list/s received class-wise, subject-wise, paper-wise very carefully. There will no provision for updating the Awards once submitted.
 - V. User will login the Interface with New OTP every time by clicking on Generate OTP button.
 - VI. Verify the entered Theory Award/s with the actual Award list/s submitted by the evaluator. Reports option (class-wise, subject-wise, paper-wise) will be given for the purpose.
- B. After completion of entry of External Theory Award/s of all the classes, Colleges/Departments/Regional Centres will be required to submit Completion Certificate (Format attached) duly signed by the Principal/ Chief-coordinator/Nodal Officer of the College/Department/Regional Centre and submit the same to Panjab University, Chandigarh at E-mail: award.section2015@gmail.com on/before October 06, 2020.
- C. For any assistance, please contact System Administrator at E-mail : mamta@pu.ac.in
- D. For the above assignment, One Coordinator and Data Entry Operator or Clerk and Checking Asstt. may be appointed at the rate of remuneration as approved by the University.
- E. The payment performa (enclosed) is to be submitted to the Asstt. Registrar (Conduct).


Controller of Examinations

25.9.2020

- 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.

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 need be, 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 both on ugexam.puchd.ac.in and pgexam.puchd.ac.in. The students can download the question papers directly from the homepage of the above websites without logging-in.
- b) Downloading the question paper is student's responsibility as the same will not be forwarded to them by the colleges. All students appearing in these examinations will download the question papers on their own from the websites 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 NEED, 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.

No. 12558/CE, Dated 29.01.2021

7. A4 SIZE SHEETS (PREFERABLY LINED) FOR WRITING THE ANSWERS:

- 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.**
- The candidates are advised to write their answers precisely and attempt the question paper not exceeding the page limit [refer point, 7 (a)].
- The candidates are required to write the following details on the first page of their answer sheet:

i) UNIVERSITY ROLL NO.:	
(In figures) _____	
(in words) _____	
ii) Name of the Student: _____	iii) Class: _____
iv) Semester: _____	v) Name of the Paper: _____
vi) Subject Code of Paper: _____	vii) Exam Code of Paper: _____
viii) Total No. of Pages Written: _____	ix) Date of Exam: _____
x) Undertaking (Only for the students of Colleges / Departments / Regional Centres): I am submitting my answer sheet through _____ (Online / Hard Copy) mode and will not submit the same through other mode. Answer sheet submitted only through above mentioned mode may please be considered for evaluation.	
xi) Signature: _____	

- The candidates must attempt the paper with blue ball-point pen.

9. SUBMISSION OF THE ANSWER SHEETS:

- FOR REGULAR STUDENTS OF COLLEGES / DEPARTMENTS / REGIONAL CENTRES APPEARING IN BOTH MORNING AND EVENING SLOTS:**

The college students are required to either Email / Upload the answer sheet to the Email ID / portal given by the College / Department / Regional Centres or submit the hard copy of the answer sheet in person to the college. **Submission of answer sheet through both ways is not permitted. The candidates should opt either of the ways.** Submission of answer sheet for papers conducted in morning slot should be done through the physical mode of submission by **03:00 PM** and for evening slot by **07:00 PM** on the same day of examination. If the student has opted online mode for submission of the answer sheet, it should be done within 90 minutes of the completion of the paper in both morning and evening slots.

* Recommendation regarding retention of soft copy for those students who submit physical copy is elaborated at Point 9(d).

b) **FOR USOL / PRIVATE STUDENTS APPEARING IN BOTH MORNING AND EVENING SLOTS:**

Submitting the answer sheet to the University through Email is not permitted for USOL / Private Students of both Morning and Evening Slots and they should submit their answer sheet in the modes of submission as given below:

MORNING SLOT: The USOL / PRIVATE Students are required to submit the hard copy of the answer sheet through Speed Post / Registered Post to the address mentioned at Point 9 (c) by 3 PM on the same day of examination. **Uploading of answer sheet is not allowed for morning slot.**

EVENING SLOT: USOL / PRIVATE Students appearing in the evening slot are mandatorily required to upload the answer sheet at the link provided on the portal i.e. ugexam.puchd.ac.in and pgexam.puchd.ac.in within next 90 minutes of completing the paper. To upload the answer sheet, the students will make a single pdf of the answer sheet with Admit Card as the first page. 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.

The hard copy of the answer sheet along with the photocopy of admit card is also required to be posted at the address mentioned at point 9 (c) on the next working day within 2 hours of opening of the post office.

The Students are required to click on the following undertaking mentioned while uploading the answer sheet.

Undertaking: I have sealed my answer sheet and will post the same on the next working day within 2 hours of opening of the post office. I will post the same answer sheet to Panjab University as uploaded on the portal. The answer sheet is liable to be rejected for evaluation if found altered. I will have no objection to this in future.

- c) The hard copy of the answer sheet of all USOL / PRIVATE Students should be posted in a sealed envelope to the following address through Speed Post / Registered Post only and the Subject Code and Exam Code of the Paper should be written on the Envelope:

Deputy Registrar – Secrecy,
Aruna Ranjit Chandra Hall,
Panjab University, Sector – 14, Chandigarh (U.T.)
Pincode: 160014

- d) **IMPORTANT NOTE:** USOL / Private Students (recommended for regular students also) are required to make a pdf of their answer sheet and **Email the same to their own Email ID**. This is to be done mandatorily on the same day of examination within stipulated time of 90 minutes after completion of exam. In case of any discrepancy in submission of answer sheet, the candidate would be asked to forward the time-stamped Email (along with the Registered Post Slip) to the Nodal Centre / University for necessary Action. The date and time in the Email will be noted in these issues.

- e) **ALL ANSWER SHEETS UPLOADED ON THE PORTAL OF PANJAB UNIVERSITY FOR EVENING SLOT WILL BE CROSS-VERIFIED WITH THE HARD COPIES RECEIVED IN THE UNIVERSITY AND ARE LIABLE TO BE REJECTED FOR EVALUATION IF ANY ALTERATION IS OBSERVED.**
10. 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.**
11. A demo video for scanning, creating and uploading a single pdf of whole of answer sheet to the portal, a link will be provided for the students at UG/PG websites of the University.
12. Since Online Examination is a pen and paper examination to be attempted by the candidates from their own places, thereby, no other provisions like rechecking or re-evaluation is permitted in this regard.

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