

## **Instruction to all regular students regarding Submission of Answer Sheets**

1. All students of BE/ MCA /LAW are required to send the scanned copy of answer sheet as per guidelines issued by Panjab University (Copy attached) separately on below mentioned Email Id within the time limit specified.

### **Students of BE of UIET, PUSSGRC**

**For ECE: ece.exams21@gmail.com**

**For CSE: cse.exams21@gmail.com**

**For IT: it.exams21@gmail.com**

**For ME: me.exams21@gmail.com**

### **Students of MCA, PUSSGRC**

**For MCA: mca3rdsem.exam21@gmail.com**

### **Students of LAW, PUSSGRC**

**For LL.B.3rd sem.: llb3exam21@gmail.com**

**For LL.B. 5th sem.: llb5exam21@gmail.com**

**For B.A.LL.B 3rd sem.: ballb3exam21@gmail.com**

**For B.A. LL.B. 5th sem.: ballb5exam21@gmail.com**

**For B.A.LL.B. 7th sem.; ballb7exam21@gmail.com**

**For B.A.LL.B. 9th sem.: ballb9exam21@gmail.com**

### **Students of LAW (Rayat & Bahra College)**

**For B.A.LL.B. 3<sup>rd</sup> sem.: ballb3rayat21@gmail.com**

**For B.A.LL.B. 5<sup>th</sup> sem.: ballb5rayat21@gmail.com**

**For B.A.LL.B. 7<sup>th</sup> sem.: ballb7rayat21@gmail.com**

**For B.A. LL.B. 9<sup>th</sup> sem.: ballb9rayat21@gmail.com**

2. All the students are required to **write roll no and page number on** every page of answer sheet attempted on the top right corner

3. All the students are required to scan the pages of answer sheets as per guidelines and properly with more clarity (in order to ensure that all attempted answers are readable in order to ensure smooth evaluation of answer sheets), and also maintain the uniformity of all the pages(page orientation etc.) during scanning. Further if possible save the PDF file as **(Roll no/Name of candidate)**

4. While sending the answer sheets online on the respective Email Ids mentioned write in subject of email **Subject/ Roll number / Name(All three details compulsory)**and then upload and send as PU Rules

FOR REAPPEAR KINDLY FOLLOW THE PDF FILE : **Instructions to Reappear candidates for answer sheet uploading**

5. As per guidelines issued by Panjab University, in case any student want to submit the hard copy of Answer he or she will contact:

For BE: **Sh. Chander Shekhar Sharma (Contact Number: 9888734771)**

For LAW(PUSSGRC as well As Rayat & Bhara) : **Ms NeeruKalia (Contact Number: 8054650034)** from 15<sup>th</sup>February , 2021 to 25<sup>th</sup> February, 2021 and afterwards till the completion of the examination **Ms.HarpreetKaur (Contact Number:9501108770)**

FOR MCA: **Ms NeeruKalia (Contact Number: 8054650034)**

immediately after the completion of respective exam on the same day as per guidelines

6. Strictly follow the guidelines issued by PU in regard of online examinations.

7. Kindly visit the website of PU regularly and also for any update in date Sheet.

8. Format of **first page of the answer sheet will be as mentioned below:**

Photo of Admit card issued by competent Authority
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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 ( <b>Only for the students of Colleges / Departments / Regional Centres</b> ): 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:	

**Kindly fill all the relevant details of candidate**