

ONLINE EXAMINATIONS FOR STUDENTS WHO MISSED THEIR SEPTEMBER – 2020**FINAL SEMESTER ONLINE EXAMS DUE TO CLASH / MEDICAL / Etc.**

1. **These examinations are to be conducted w.e.f. 7th April, 2021 in an ONLINE MODE**
2.
 - 2.1) **DATESHEETS:** All datesheets will be available at the examination link i.e. <https://exams.puchd.ac.in/datesheet.php>
 - 2.2) **NOTICE BOARD:** All students are advised to access the notice board regularly at the link <https://exams.puchd.ac.in/show-noticeboard.php> for important announcements.
3. **TIME SLOT FOR EXAMINATION: 5 PM to 8 PM**
4. **QUESTION PAPER DOWNLOAD:**
 - a) The question papers will be available both on **online.puexam.in**. The students can download the question papers from the 'Download Question Paper' link.
 - 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 website mentioned at Point no. 4 (a)**
 - c) The question papers will be available in the following manner:

TIME SLOT	QUESTION PAPER DOWNLOADING TIME	QUESTION PAPER DEACTIVATION TIME
5 PM to 8 PM	4.40 PM	8 PM

5. **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.

6. **A4 SIZE SHEETS (PREFERABLY LINED) 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 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) Total No. of Pages Written:
viii) Signature:	
viii) Date of Exam:	

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

8. **SUBMISSION OF THE ANSWER SHEETS:**

- a) **ANSWER SHEETS WILL NOT BE ACCEPTED THROUGH E-MAILS.**
- b) The candidates are required to make a single PDF file of their answer sheet and upload the same to the separate link given for September 2020 exams on the University website **online.puexam.in** within 90 minutes after the completion of the exam. Page number should be written on each page of the answer sheet and all pages should be scanned chronologically with admit card as the first page followed by 20 / 24 pages of answer sheet.
The hard copy of the answer sheet along with the photocopy of admit card is mandatorily required to be posted to the address mentioned at point 8 (c) on the next working day within 2 hours of opening the post office.
- c) The hard copy of the answer sheet should be posted in a sealed envelope to the following address through Speed Post / Registered Post superscribing -September-2020 on the top of the envelope:

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

- d) **IMPORTANT NOTE:** The students 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 University for necessary Action. The date and time in the Email will be noted in these issues.
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. To help the students, a demonstration video for scanning and creating a single PDF file is already uploaded on the University website **online.puexam.in**

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