

## SOP

For conducting Online M.S.T.Exams for UILS, PUSSGRC, Hoshiarpur for the session 2021-22 smoothly, the following standard operating procedure should be followed as given below:

### **For Faculty regarding uploading the question paper:**

1. All the teachers are requested to send the question paper 30 minutes prior to the schedule time of examination i.e. till 10:30 AM, on email id [vrajeshsharma@gmail.com](mailto:vrajeshsharma@gmail.com)
2. Question paper will be uploaded on the day of MST on the campus website notice board ten minutes before the MST. The URL of the Notice board of PUSSGRC, Hoshiarpur website is given below: <https://ssgpurch.puchd.ac.in/show-noticeboard.php?nbid=1>

### **For students to download question paper:**

1. Students are required to keep their setup ready 15 minutes prior to the conduct of examination.
2. The question paper will be uploaded on the day of MST on campus website notice board 10 minutes before the MST. The URL of the Notice board of PUSSGRC, Hoshiarpur website is given below:  
<https://ssgpurch.puchd.ac.in/show-noticeboard.php?nbid=1>
3. One-Hour Timings will be given for attempting the paper. i. e. 11:00 AM to 12:00 Noon.
4. 45 minutes will be given to the students for uploading the scanned copy of the answer sheets in PDF format to the email id exclusively created for this purpose by the concerned faculty.

Sd/-

Co-ordinator Law