

**REGULAR STUDENTS OF COLLEGES / UNIVERSITY DEPARTMENTS /
REGIONAL CENTRES**

***INSTRUCTIONS FOR APPEARING IN ONLINE EXAMINATIONS FOR
ODD SEMESTERS: SESSION DECEMBER – 2021***

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.
2. **ADMIT CARD / ROLL NO.:** Please contact your Department / Regional Centre / College for Roll Number.
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:**

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

7. **A4 SIZE SHEETS 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)].
- 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 students of Colleges / University Departments / Regional Centre will submit the answer sheet online only by mailing the same to the Email ID / website provided by the respective institute and it should be done 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.

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. In case any student confronts any problem in downloading the question paper, he / she may call the helpline numbers provided by their institute.

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**