

USOL / PRIVATE AND RE-APPEAR STUDENTS***INSTRUCTIONS FOR APPEARING IN ONLINE EXAMINATIONS FOR
EVEN SEMESTERS: SESSION JUNE - 2021***

1. These examinations are to be conducted w.e.f. 28th June 2021 in an **ONLINE MODE** for the students who have already filled their examination forms for the Session – JUNE - 2021. (Examinations for improvement of performance and additional subjects will be held later on for which the mode and date of examinations will be informed in due course.) Date of Examination and instructions for Environment and Road Safety Education, Violence Against Women and Children and Drug Abuse will be released shortly.

1.1) The ONLINE examinations for the students of 4th, 6th, 8th and 10th Semesters will commence **w.e.f. 28th June 2021**. These examinations will be for Regular / Re-appear / Deficient Subjects / USOL / Private Students.

1.2) The ONLINE examinations for 2nd Semester - Regular and Re-appear / Deficient Subjects / USOL / Private Students will commence from **8th July, 2021**.

2. **DOWNLOADING ADMIT CARD / ROLL NO.:**

- a) Private / USOL Eligible candidates shall be able to download their Admit Card from UG/PG websites after successful login after **20th June, 2021**. In case a student doesn't remember his / her password, the same may be retrieved by entering the following details:

* Name:	<input type="text"/>
* Father's Name:	<input type="text"/>
* Mother's Name:	<input type="text"/>
* Date Of Birth:	<input type="text"/> (DD-MM-YYYY) 
* Select Class:	<input type="text" value="Select Class"/>

Search My Record

Download Admit card link will appear if above entered details are valid.

Click For Your Admit Card

In case of any issue, candidate is required to send an email to ugexam@pu.ac.in or pgexam@pu.ac.in.

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:**

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

7. A4 SIZE SHEETS 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 advised to write their answers precisely and attempt the question paper not exceeding the page limit [refer point 7 (a)].
- c) 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 not be processed for evaluation and may stand rejected.

8. SUBMISSION OF THE ANSWER SHEETS FOR USOL / PRIVATE and RE-APPEAR STUDENTS APPEARING IN BOTH MORNING AND EVENING SLOTS:

Submitting the answer sheet to the University through Email is not permitted for USOL / Private/ Re-appear Students of both Morning and Evening Slots and they should submit their answer sheet as explained below:

MORNING SLOT:

The USOL / PRIVATE / RE-APPEAR Students appearing in morning slot are required to **DO BOTH OF THE FOLLOWING:**

- i. To upload the answer sheet, the students will make a single pdf of the answer sheets, 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. Submit the answer sheet through the Upload Answer Sheet link mentioned in the portal, i.e. **online.puexam.in** within 60 minutes of stipulated finishing time of the paper. **USOL / Private / Re-appear Students are required to make a single pdf of their answer sheet and Email the same to their own Email ID. 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 or physical 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 crucial factor in these issues.**

- ii. Submit the hard copy of the answer sheet through Speed Post / Registered Post to the following address by 3 PM on the same day of examination in a sealed envelope mentioning the **Subject Code and Exam Code** of the Paper:

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

EVENING SLOT:

The USOL / PRIVATE / RE-APPEAR Students appearing in evening slot are required to do **DO BOTH OF THE FOLLOWING:**

- i. To upload the answer sheet, the students will make a single pdf of the answer sheets, 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. Submit the answer sheet through the Upload Answer Sheet link mentioned in the portal, i.e. **online.puexam.in** within 60 minutes of stipulated finishing time of the paper. **USOL / Private / Re-appear Students are required to make a single pdf of their answer sheet and Email the same to their own Email ID. 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 or physical 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 crucial factor in these issues.**

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.

- ii. Submit the hard copy of the answer sheet through Speed Post / Registered Post to the following address on the next working day within 2 hours of opening of the post office in a sealed envelope mentioning the **Subject Code and Exam Code** of the Paper:

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

THE ANSWER SHEETS UPLOADED ON THE PORTAL OF PANJAB UNIVERSITY 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.

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, uploading of answer sheet, he / she may call the helpline numbers provided on the portal i.e. **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**