

DAV College, Chandigarh

INSTRUCTIONS FOR STUDENTS FOR ONLINE EXAMINATIONS, FEBRUARY / MARCH 2021

1. The ONLINE examinations are to be conducted w.e.f. 15th February 2021 for the students of 3rd and 5th and 7th Semesters (All Classes) and for 1st Semester will commence from 2nd week of March 2021.
2. Students are advised to check the date-sheets and the corresponding time-slots on P.U Website. The time-slots for the examinations are as follows:-
 - a) Morning: 09:30 AM to 12.30 PM
 - b) Evening: 01:30 PM to 04:30 PM
3. The question papers will be available on ugexam.puchd.ac.in and pgexam.puchd.ac.in. The students can download the question papers directly from the homepage of the above websites without logging-in.
4. For attempting the question paper, duration and number of questions to be attempted should strictly be according to the instructions given in the question paper itself.
5. **A4 SIZE SHEETS (PREFERABLY LINED) FOR WRITING THE ANSWERS:**

The candidates must attempt the paper with blue ball-point pen. 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 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. Exam Code of Paper:
 - viii. Total No. of Pages Written:
 - ix. Date of Exam:
 - x. Undertaking: I am submitting my answer sheet through _____ (Online /Hard Copy) mode and will not submit the same through other mode.

Signature:

6. The students are required to upload the single pdf of whole of answer sheet (20 or 24 pages) on the **Google Form** provided on the day of Examination. The **Google Form link** would be shared on the **telegram Group as well as on the college website** before the commencement of examination and will be activated for 90 minutes after completion of exam (**i.e., till 2 PM for morning slot and 6 PM for evening slot**). Students are allowed to upload pdf file **only once**, therefore student must be extra careful during pdf file uploading on Google Form.
7. Students are required to Email the **SAME** pdf of their answer sheet to their own Email ID for record. This is to be done mandatorily on the same day of examination within 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 Nodal Centre / University for necessary Action. The date and time in the Email will be noted in these issues.
8. A demo video for scanning, creating and uploading a single pdf of whole of answer sheet and demo Google form will be provided for the students at telegram groups on 10th February. **Students are advised to join the telegram group of their respective classes before 10th Feb, 2021** (List available on College Website class-wise) and practice the pdf uploading at least once.
9. The Email -Id for queries and for sending the answer sheets (in case of technical error in Google form) will also be provided on the telegram groups. **The telegram groups will be the source of communication during examinations from controller office.**
10. The student can also submit the hard copy of the answer sheet in person to the college. Submission of answer sheet through both ways is not permitted. The candidates should opt either of the ways.
11. Submission of answer sheet for papers conducted in morning slot should be done through the physical mode of submission by 03:00 PM and for evening slot by 07:00 PM on the same day of examination on the address:

The Controller of Examinations

DAV College, Sector-10, Chandigarh

With details

Roll No.

Class and Semester.....

Subject and Subject Code.....

Controller of Examinations