

INSTRUCTIONS FOR FOREIGN STUDENTS

For

ONLINE RE-APPEAR EXAMINATIONS : FEBRUARY 2021

1. **These examinations are to be conducted w.e.f. 6th February 2021 in an ONLINE MODE only for the foreign students who have routed their representation through the office of the Dean – International Students.**

2. **ADMIT CARD / ROLL NO.:** The students can download their roll nos. from UG/PG websites of the University **w.e.f. 05.02.2021**.

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.

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) Any other time slot, if need be, will be created by the University.

5. **QUESTION PAPER DOWNLOAD:**
 - a) The question papers will be available both 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.
 - 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 websites 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
Any other time slot, if need be, 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.

7. **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.** The candidates are advised to write their answers precisely and attempt the question paper not exceeding the given page limit.
- 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:	

8. The candidates must attempt the paper with blue ball-point pen.
9. **SUBMISSION OF THE ANSWER SHEETS:**
- a) **ANSWER SHEETS WILL NOT BE ACCEPTED THROUGH E-MAILS.**
- b) The students are required to upload their answer sheet on the link given at the UG/PG websites of Panjab University within next 90 minutes of completion of the exam. The answer sheet will not be accepted through any other mode. **Hard copy of the answer sheet SHOULD NOT BE posted to the University.** The students will make a single pdf of their answer sheet with Admit Card as the first page and other pages of answer sheet should be scanned chronologically. Page number should be written on each page.
10. 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.**
11. Since Online Examination is a pen and paper examination to be attempted by the candidates from their own places, thereby, no other provisions like rechecking or re-evaluation is permitted in this regard (as applicable to the re-appear students appearing in online examinations being conducted w.e.f. 15.01.2021).

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**