

**INSTRUCTIONS FOR STUDENTS – JANUARY 2021****ONLINE EXAMINATIONS FOR RE-APPEAR (PROFESSIONAL COURSES) /****DEFICIENT SUBJECTS (EVEN INTERMEDIATE SEMESTERS) /****ENVIRONMENT AND ROAD SAFETY EDUCATION AND VIOLENCE AGAINST WOMEN****AND CHILDREN (GOLDEN CHANCE AND INTERMEDIATE EVEN SEMESTERS) /****RESULT CANCELLED CANDIDATES OF INTERMEDIATE SEMESTERS ONLY**

1. **These examinations are to be conducted w.e.f. 15<sup>th</sup> January 2021 in an ONLINE MODE and only for the students of following categories who have already filled their examination forms for May – 2020 and their examinations could not be conducted during online exit semester exams held in September 2020:**

- i) Re-appear - Professional Courses
- ii) Deficient (Intermediate Even Semesters only)
- iii) Environment and Road Safety Education and Violence against Women and Children (Golden Chance and Intermediate Even Semesters)
- iv) Re-appear candidates of Intermediate Semesters only who could not clear their exam even after taking average marks as per Instruction / Models issued by the PU Authority.


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


- a) The students appearing in the examinations mentioned above at Point 1 are advised to download their Admit Card from the University's UG and PG webistes i.e. [ugexam.puchd.ac.in](http://ugexam.puchd.ac.in) and [pgexam.puchd.ac.in](http://pgexam.puchd.ac.in) respectively after successful login w.e.f. **5<sup>th</sup> January 2021**.
- b) In case a student doesn't remember his / her password, the same may be retrieved by entering the following details:

\* Name:

\* Father's Name:

\* Mother's Name:

\* Date Of Birth:  (DD-MM-YYYY) 

\* 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](mailto:ugexam@pu.ac.in) or [pgexam@pu.ac.in](mailto: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.

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

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
01:30 PM to 04:30 PM	01:10 PM	04:30 PM

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 36 A4 Size sheets and Post-Graduate students can use 40 A4 Size Sheets. **Only one side of the sheet should be used for writing the answers.**
- b) The candidates are required to write the following details on the first page of their answer sheet:

i) <b>UNIVERSITY ROLL NO.:</b> (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. **Examination for Environment and Road Safety Education and Violence and Women and Children:**

This examination is to be conducted only for 2<sup>nd</sup> Semester / 4<sup>th</sup> Semester Students of UG Courses (Semester System - May 2020) / students who could not appear in this paper on 30<sup>th</sup> March 2020 due to nationwide lockdown and other students of UG Courses (Semester System) who could not clear their degree as they are yet to qualify this paper. Students are advised to check the date of examination of this paper referring to the datesheet of the course (Class) concerned.

- The paper for Environment and Road Safety Education and Violence against Women and Children will be held **ONLINE THROUGH GOOGLE FORMS**.
- This paper will be conducted in two sessions. Candidates are advised to check the datesheet for timings of the paper.
- **There will be 100 questions and the candidates will be required to attempt all questions in one and a half hour (90 Minutes).**

- This paper can be attempted online through Google Form. The link for attempting the question paper will be made available on the day of examination at PU Website [ugexam.puchd.ac.in](http://ugexam.puchd.ac.in).
- A student can access this paper by Signing in to a Gmail Account.
- **THOSE STUDENTS WHO DO NOT HAVE GMAIL ACCOUNT:** The students who do not have a Gmail Account **can download the question paper**. An A4 Size sheet is to be used for answering the questions.

For example, if the answer of the question no. 1 is option b, the students are required to write: **Q1) b**

The students must write the details on the first page of the answer sheet as mentioned at Point 7 (b) on the first page. The answer sheet must be posted in a sealed envelope to the address mentioned at Point 10 (d).

- **Instructions for Students attempting this paper through Google Form:**
  - a) The students can submit this paper only once.
  - b) The students are only required to click to choose / select the correct answer of all questions and then submit the form after completing the paper.
  - c) The Form will stop accepting the responses soon after the examination is concluded. The candidates are advised to attempt the paper in the given time to avoid last-minute hassle.
  - d) After submitting the form, the students must take a screenshot of the screen which appears after submitting the form and keep this screenshot with themselves till the result is declared.

#### 10. **SUBMISSION OF THE ANSWER SHEETS:**

- a) **ANSWER SHEETS WILL NOT BE ACCEPTED THROUGH E-MAILS.**
- b) Students appearing in **MORNING SLOT** i.e. 09:30 AM to 12:30 PM are required to send the hard copy of the answer sheet at the address mentioned at point 10 (d). It should be done by 03:00 PM on the same day of examination itself. No uploading of answer sheet is allowed for the morning slot. The first page of the answer sheet must be the photocopy of the Admit Card. The answer sheet should be stapled / tied in a serial order and must have the page number written on each page.

- c) Students appearing in **EVENING SLOT** i.e. 01:30 PM to 04:30 PM shall upload their answer sheet within next 1 hour of completion of paper at the link provided on the website where the question paper is downloaded from. A pdf of the answer sheet is to be created with admit card as the first page and other pages should be arranged in a serial order. Page number should be written on each page. The Students are required to click on the undertaking mentioned while uploading the answer sheet.

**The hard copy of the answer sheet along with the photocopy of admit card is mandatorily required to be posted at the address mentioned at point 10 (d) on the next working day within 2 hours of opening of the post office.**

**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.

- d) The hard copy of the answer sheet of all students should be posted in a sealed envelope to the following address through Speed Post / Registered Post only:

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

- e) **IMPORTANT NOTE:** The students are required to make a pdf of their answer sheet and **Email the same to their own Email ID only**. This is to be done mandatorily on the same day of examination as in case the answer sheet is not received in the University, the candidate is able 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 noted in these issues.

**IN NO CASE THE ANSWER SHEET IS TO BE E-MAILED / UPLOADED UNLESS ASKED TO DO SO FOR THE MORNING SLOT.**

- f) The examinations which will be conducted on Friday in Evening Slot and Saturday / Sunday, the answer sheets may be posted on Monday within 2 hours of opening of the post office. The Students are required to click on the undertaking as mentioned in Point 10 (c). **This is not applicable for students who are appearing in the morning slot on Friday as they will post the answer sheet on Friday itself.**
- g) **ALL ANSWER SHEETS UPLOADED ON THE PORTAL FOR EVENING SLOT AND FOR EXAMINATIONS CONDUCTED ON SATURDAY / SUNDAY 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.**
11. 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.**
12. As these examinations are to be conducted only for the categories mentioned at Point 1 who have already filled their examination forms in May - 2020, there is **NO NEED TO APPLY AFRESH FOR THESE EXAMINATIONS.**
13. 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.

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**