

**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:**

- 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 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**

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

***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. **ADMIT CARD / ROLL NO.:** The Admit Card / Roll No. of college students will be issued by the respective colleges after **17th June, 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 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 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 may submit the answer sheet either online or physical mode of submission.

Submission of answer sheet through both ways is not permitted. The candidates should opt only one manner of submission of answer sheet. If the student has opted online mode for submission of the answer sheet, 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 or physical 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.

Submission of hard copy of the answer sheet for papers conducted in morning slot should be done through the physical mode of submission by **02:00 PM** and for evening slot by **06:00 PM** on the same day of examination, **subject to the maximum time limit as allowed by the respective institute.**

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 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


Sr. No.	<u>Duties/Guidelines of Nodal officer(Co-ordinator)</u>
1	To receive Question papers (online) and emergency packet (Hard Copy) off line from the University.
2	To assist the Principal/Chief Co-ordinator to download the Question papers / other relative technical jobs to be undertaken as per instructions.
3	To Co-ordinate with the University / C.O.E. office / Conduct Branch / Technical Staff as and when required.
4	To prepare list of date wise Question papers to be held at the College and planning schedule of downloading as per date sheet.
5	To send Question papers to the students either email or college portal etc.
6	To remain updated with University at email Id <u>onlinefinalexam.sep2020@pu.ac.in</u> (generated by the Panjab University) whatsapp group.
7	To prepare and submit daily report regarding smooth conduct of examination at email address <u>osconduct3@pu.ac.in</u> to the University (proforma enclosed)
8	For any query related to the conduct of online examination, please contact at E-mail address <u>onlinefinalexam.sep2020@pu.ac.in</u> . This E-mail ID is only for the co-ordination between colleges and Conduct Branch/C.O.E. office and in no case this E-mail ID be shared with the students.

Rajesh
Assistant Registrar(Conduct)
For Controller of Examinations

3488-3687/C
10/9/2022

PANJAB UNIVERSITY, CHANDIGARH

<u>Duties/Guidelines for Sr. Faculty Member (Centre Supdt.)</u>	
<u>Sr. No.</u>	<u>Before the Start</u>
1.	Verify the title of paper/Subject/Class as per date sheet to be downloaded.
2.	Supervise/Coordinate the transmission of Question Papers/Instruction /etc downloaded from College/Deptt. E-mail/portal or any other electronic modes.
3.	After the stipulated time the Answers copies/Sheet be downloaded and segregate class/subject wise, and make the sub packets of each Paper/ Subject and place in main packet (Session wise to be handed over to the Chief Coordinator on same day of examination.
4.	Keep the record of packed Answer Sheets with One Copy to be retained by Chief Coordinator till the evaluation is complete (Instructions to follow for evaluation)
5.	Please send your Email ID to be used for further assistance/coordination.


Assistant Registrar(Conduct)
For Controller of Examinations

INFO/26JUNE21/COE

PANJAB UNIVERSITY, CHANDIGARH

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
PANJAB UNIVERSITY, CHANDIGARH**

Apropos Online Examinations of Even Semesters commencing w.e.f. 28th June, 2021, and in accordance with the instructions issued vide No. No. 14686/CE and 14687/CE, Dated 16.06.2021 for the students of Colleges / University Departments / Regional Centres and USOL / Private / Re-appear students, it is reiterated that:

1. Admit Card / Roll Number **SHOULD NOT BE** attached with the answer sheet.
2. Students are **NOT REQUIRED TO SIGN** anywhere on the answer sheet.

However, the evaluation of the answer sheets of Regular Students is subject to the authentication of the Roll Numbers by the concerned College / University Department / Regional Centre.

Sd/-
Controller of Examinations

14186/CE
15/9/2020

Evaluation Guidelines

Instructions for College/Departments/Regional Centres for Evaluation

1. Online Submission of Answer sheets

All Colleges/Departments/Regional Centres must have mentioned their E-mail Ids on the College/Department/Regional Centre website for submission of pdf Scanned answer-sheets of the Examination, September, 2020. It is recommended that the storage space in the mailbox be preferably 1TB or more to expedite the online processes pertaining to online examination.

2. Evaluation of Answer sheets

- Chief Coordinator/Nodal Officer/Centre Superintendent will make necessary arrangements for Downloading/printing of answer sheets on daily basis (preferably) received on their respective email ids mentioned by the college.
- In case of any discrepancy in the e-mail, the same shall be reported to the Candidates by sending email again.
- One Auto reply format will be created by the Colleges/Departments/Regional Centres for acknowledge to the Candidates of the receipts of answer sheets.
- Chief Coordinator/Nodal Officer/ Centre Superintendent will segregate all the answer sheets class/subject wise on daily basis and will make packets in the similar manner for evaluation by the teachers.
- A summary of above information must be prepared on daily basis in the below mentioned format.

Date Of Exam	Class/Semester	Subject	Paper code (A/B/C)	No of Scanned pdf Answer Sheets received

- Nodal Officers/Chief Coordinator will distribute the answer sheets to the Teaching faculty of the College and keep the record of the same in the below mentioned format.

Date of Exam	Class/Semester	Subject	Paper code (A/B/C)	No of Answer sheets distributed	Name/s of Evaluator/s

-1-

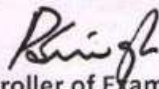
3. Online Submission of Theory awards

College Officials will enter the External Theory awards to the College admin portal of the UG and PG Examination web site.

It is further requested that the answer sheets of Private/USOL candidates will be sent by the Secrecy Branch to the Nodal Officers for evaluation on daily basis. Same process mentioned at Sr. 2 (a) and Sr. 2(d-h) will be followed for the Evaluation of answer sheets of Private/USOL candidates. Payments will be made as per the decision taken by the University authority i.e. Rs. 15 per Answer sheet. The Evaluator will prepare separate award list as mentioned at Sr. 2(g) for Regular and Private Candidates. External Theory awards of Private/USOL candidates will also be submitted online as mentioned at Sr. 3.

All the Nodal Officers/Chief Coordinators will retain the copy of records (for atleast 6 months) of all the Performa's as mentioned above which may be required in case of any discrepancy.

For any further assistance, Email to arsecrecy@pu.ac.in / Phone No : 9815656018 (Jaila Singh).


Controller of Examinations
15.9.2020

PANJAB UNIVERSITY, CHANDIGARH

From:

The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To

The Principal/s,
All the affiliated college/s/departments,
Panjab University, Chandigarh.

No. 3475-3574/C

Dated: 07.09.2020

Subject:- Conduct of online Viva-Voce/presentation etc. for final semester examinations (Undergraduate/Postgraduate/vocational/diploma/ etc. September, 2020 .

Dear Sir/Madam,

This is to inform that the University authorities has allowed to conduct the Viva-voce/presentation etc. of exit classes of undergraduate/Postgraduate/vocational/diploma/etc. upto 06/10/2020, in view of COVID-19 pandemic and interrupted academic activities.

In this regard, you are requested to make necessary arrangements for the smooth conduct of above Viva-voce/presentation etc. **(ONLINE MODE)** and inform all the concerned accordingly. The list of examiners who will actually conduct these Viva-Voce/Presentation be sent to the undersigned after the termination of the examination. You are further requested to complete the process by 06.10.2020 positively and awards are to be submitted online at webportal and scanned copy be mail at email address awardsection2015@gmail.com

Some Private/USOL/Re-appear candidates will be allocated in few colleges, their cases may be considered and awards to be sent separately.

Yours faithfully,

Kajal K...
Assistant Registrar (Conduct)
Email: arconduct@pu.ac.in

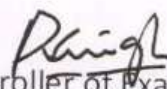
PANJAB UNIVERSITY, CHANDIGARH

141957CE
16/9/2020

Subject: Evaluation Guidelines – in continuation

In continuation of No. 14186/CE, dated 15.9.2020 (Evaluation Guidelines), the following may also be noted:

1. Since Online Examination is 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.
2. The email ids ugexampu@gmail.com and pgexampu@gmail.com are exclusively for Private/USOL candidates only.
3. The post evaluation marks related grievances will only be redressed at the College/ Department/ Regional Centre or Evaluation Nodel Centre.


Controller of Examinations
16/9/2020

PANJAB UNIVERSITY, CHANDIGARH

From:
The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To
All the Principals/ Chairperson/
Directors of all affiliated Colleges
/Deptts./ Regional Centres of Panjab
University,
Chandigarh.

No. 4761-4960 /C

Dated: 16/9/2020

SUBJECT: Pattern for attempting question paper for the (online) examination commencing w.e.f. 17.9.2020.

Dear Sir/Madam,

This is superseding to any information/instruction regarding the choice of questions to be attempted. This is for your kind information that the pattern for attempting the question paper for U.G./P.G. classes will be any 50% questions of total questions be attempted. All will carry equal marks:-

For Example:-

Total No. of Questions in the paper	No. of Questions to be Attempted
11	5
10	5
9	4
8	4
7	3
6	3
5	2

Note: **Time Allowed - 2 Hours**

It is requested that the above information to be uploaded on the college/department/institute/University website portal for the information of the students.

Yours faithfully,

Assistant Registrar (Conduct)
For Controller of Examinations

14251-52) CG

18-9-2020

PANJAB UNIVERSITY, CHANDIGARH

Instructions/Guidelines for Evaluation of Answer-sheets

Online Examination September 2020

- Maximum marks of a question paper must be treated as 50% of the Maximum marks printed on question paper i.e. if Max. Marks are 80 then evaluation is to be done out of 40.
- Calculated Maximum Marks must be equally divided among the questions required to be attempted as per instructions circulated for Pattern for attempting Question paper vide letter No. 4761-4960/C, dated 16.9.2020.

Example:

Max. Marks – 80

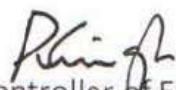
Total No. of questions – 9

As per 50 % instructions, Total No. of questions to be attempted– 4

Max. Marks out of which Evaluation is to be done– 40

(Each question will carry equal marks i.e. $10 \times 4 = 40$)

Note: In case any candidate has attempted more than required questions, then Evaluation must be done **ONLY** for 50 % of the Question Paper as per the decision.


Controller of Examinations

18.9.2020

Copy to :

1. Deputy Registrar Secrecy, Panjab University
2. System Administrator, Panjab University

For further necessary action at their end, please.

PANJAB UNIVERSITY, CHANDIGARH

14273/CE

21/9/2020

Instructions/Guidelines for Evaluation of Answer-sheets – In Continuation

Online Examination September 2020

In continuation to Circular no. 14251-52/CE dated 18-09-2020, it is hereby informed that evaluation be done as per convenience taking Maximum Marks into consideration. We'll do the needful as per Maximum Marks given in syllabus and proportionate marks will be adjusted so that student's credits are not suffered.

Rhingl 21.9.2020

Controller of Examinations

3889-4029/ARC
11/9/20

PANJAB UNIVERSITY, CHANDIGARH

From:
The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To
All the Principals of Affiliated
Colleges of Panjab University,
Chandigarh.

No. _____ /C

Dated:

SUBJECT: Appointment of Supervisory Staff for the conduct online of UG/PG/other Final Semester Examinations, September, 2020.

Dear Sir/Madam,

Final semester (online) examinations of UG/PG are commencing w.e.f. 17.9.2020. For the smooth conduct of above (online) examination, the Controller of Examinations has allowed to appoint the following Supporting staff to assist Chief Co-ordinator/Nodal Officer. They will be paid remuneration as mentioned in the Book Of Instruction, 2020.

Sr. No.	Appointed as	No. of staff
1.	Centre Clerk	1
2.	Daftri/Peon	2
3.	Cleaner	1
4.	Security Guard	1 (per day)

Yours faithfully,



Assistant Registrar (Conduct)
For Controller of Examinations

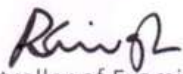
PANJAB UNIVERSITY, CHANDIGARH

14421/CE
25/9/2020

Online Submission of External Theory Awards for Colleges/Regional Centres/PU Departments

All Chief-coordinators/Nodal Officers are requested to follow the following guidelines for entry of awards of Online Semester Examination, September, 2020:

- A. Entry of External Theory Award/s for exit semester examination, September, 2020.
 - I. User will login College Admin Portal of UG/PG exam website and click on External Theory Awards Interface.
 - II. User will be asked to enter his Mobile Number and Click on Generate OTP button. After this, he'll enter OTP received on above Mobile Number and Click on Verify OTP button.
 - III. After successful verification, Interface for entering External Theory Awards will be displayed.
 - IV. User will be required to enter the complete Award list/s received class-wise, subject-wise, paper-wise **very carefully. There will no provision for updating the Awards once submitted.**
 - V. User will login the Interface with New OTP every time by clicking on Generate OTP button.
 - VI. **Verify** the entered Theory Award/s with the actual Award list/s submitted by the evaluator. Reports option (class-wise, subject-wise, paper-wise) will be given for the purpose.
- B. After completion of entry of External Theory Award/s of all the classes, Colleges/Departments/Regional Centres will be required to **submit Completion Certificate (Format attached) duly signed by the Principal/ Chief-coordinator/Nodal Officer** of the College/Department/Regional Centre and submit the same to Panjab University, Chandigarh at **E-mail: award.section2015@gmail.com** on/before October 06, 2020.
- C. For any assistance, please contact System Administrator at E-mail : mamta@pu.ac.in
- D. For the above assignment, One Coordinator and Data Entry Operator or Clerk and Checking Asstt. may be appointed at the rate of remuneration as approved by the University.
- E. The payment performa (enclosed) is to be submitted to the Asstt. Registrar (Conduct).


Controller of Examinations
25.9.2020

PANJAB UNIVERSITY, CHANDIGARH

COMPLETION CERTIFICATE FOR EXIT CLASSES, SEPTEMBER, 2020 EXAMINATION(UG/PG/Other Exam.)

Certified that the External Theory Awards submitted in respect of the following classes are complete in all respect for the Semester examinations held in **SEPTEMBER, 2020.**

<u>Sr.No.</u>	<u>Class & Semester</u>	<u>Subject</u>	<u>Total no. of candidate/s</u>

Name of Nodal Officer (Coordinator) Evaluation:

Department/College/Regional Centre (with University Code):

Designation:

Contact No. and Email ID:

Signature of Nodal Officer (Coordinator) Evaluation: _____

Counter Signature of Principal/ Chief-coordinator with Stamp

Mobile No: _____

Email : _____

Important Note:

Evaluation record must be retained for at least 6 months.


28.09.2020

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
PANJAB UNIVERSITY, CHANDIGARH**

This is for the information the students that Panjab University is going to conduct the **FIRST OF ITS KIND ONLINE** Examination for Environment & Road Safety Education and Violence against Women / Children (Sub. Code 0104) on 30th September, 2020 at 2:00 PM to 3.30 PM. **(ONLY FOR FINAL SEMESTER STUDENTS)**

- 1) This paper can be attempted online through Google Form. The link for attempting the question paper will be made available at PU Websites, ugexam.puchd.ac.in and pgexam.puchd.ac.in and the link will also be emailed to the colleges and departments. The candidate will be required to choose and click the right option and submit the form assuring that the paper has been attempted as instructed.
- 2) The Google Form can be assessed by signing in to a Gmail Account.
- 3) **FOR THOSE WHO DO NOT HAVE GMAIL ACCOUNT** can attempt the paper by downloading the same and answering the questions by writing the option of the question as an answer: For example, if the answer of question no. 5 is option c, the students are required to write: **Q5) c**

After attempting the papers, answer sheets be scanned and has to be uploaded on the website.
- 4) **Instructions For students attempting paper through Google Form:** The students need to just mark their correct answer and click on submit form.
- 5) **For students attempting paper by downloading it:** In case where the students are attempting the paper by downloading it and writing their answers on a sheet, it is mandatory for those private / regular / reappear / college / department students to upload the answer sheet directly at the upload link available on ugexam.puchd.ac.in and pgexam.puchd.ac.in.
- 6) There will be 100 questions and the candidate will be required to attempt all questions in one hour and a half. **(90 Minutes)**


Controller of Examinations
28.9.2020

14456/CE
29.9.2020

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
PANJAB UNIVERSITY, CHANDIGARH**

In Continuation of the office order no. 14446/CE, dated 28.9.2020, it is to clarify that the examination for Environment & Road Safety Education and Violence against Women and Children, Sub. Code: 0104 which is scheduled to be conducted on 30th September, 2020 at 2.00 PM to 3.30 PM, is meant only for the students of UG classes who could not clear this paper in their previous attempts.

This paper is only for the students of 6th Semester.

Pr Singh
Controller of Examinations
29.9.2020

PANJAB UNIVERSITY, CHANDIGARH

From: The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To The Principal/s/Chairpersons/s,
All the affiliated
College/s/Department/s,
Panjab University, Chandigarh.

No. 1123-1272/C

Dated: 30.01.2021

Subject:- Conduct of Practical examination through online mode.

Sir/Madam,

In continuation of this office letter no 701-850/C dated 28.01.2021 all the Principals/Chairpersons are authorized to conduct the Practical Examinations of Undergraduate and Postgraduate classes internally according to the given schedule.

Undergraduate 3 rd and 5 th Semester	:	02.02.2021 to 06.02.2021
Undergraduate 1 st Semester	:	22.02.2021 to 26.02.2021
Postgraduate 3 rd Semester	:	02.02.2021 to 06.02.2021
Postgraduate 1 st Semester	:	22.02.2021 to 26.02.2021

This is further clarify that in odd semester B.A/ B.Sc 1st, 3rd and 5th (General) Practical examinations, only Performing Arts subjects (i.e. Music instrumental, Music Vocal, Music Tabla, Indian Classic Dance, Computer Science, Computer Application, Information Technology, Office Management, Fine Arts, Functional Hindi, Functional English) will be conducted.

Yours faithfully,

Sd/-
Assistant Registrar (Conduct)
Email: arconduct@pu.ac.in

PANJAB UNIVERSITY, CHANDIGARH

From:
The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To
The Principal/s,
All the affiliated college/s/departments,
Panjab University, Chandigarh.

No. 3275-3474 /C

Dated: 07 .09.2020

Subject: - Conduct of Undergraduate/Postgraduate (final semester) examinations, September, 2020.

Sir/Madam,

This is to inform that the University authorities has decided to conduct the final Semester examinations for Undergraduate/Postgraduate classes in the 3rd week of September, 2020 **through online mode**, in view of COVID-19 pandemic and interrupted academic activities. The office has to send the examination related material etc. to the Principal/Chief Coordinator/Controller of Examinations of the college through University website/Email.

In this regard, you are requested to supply the active email Ids (atleast two) mobile numbers (having Whatsapp of the college for emergency communication) and name of two senior faculty members of the College / Institute /Department, who will be engaged for the conduct of final semester examinations of Undergraduate/Postgraduate/other exit classes, September, 2020.

It has been decided to appoint Nodal officer to coordinate for the conduct of **ONLINE Examinations**, the name may be sent alongwith the desire information. The information must reach in the office of the undersigned through email at arconduct@pu.ac.in positively by 08/09/2020 as per format given below:-


A)

Sr. No.	Name of College/ Department/ Institute/Centre	Name of the Principal and Mobile no.	Officials assigned duty alongwith Mobile no.	Email Address	Fax No.
			a) b)		

B)

Sr. No.	Name and Designation of Nodal Officer	Mobile no.	Email Address

Yours faithfully,


**Assistant Registrar (Conduct)
for Controller of Examinations**

PANJAB UNIVERSITY, CHANDIGARH

<u>Duties/Guidelines of Sr. Faculty Member (Centre Supdt.)for the conduct of odd semester (online) examinations, February 2021</u>	
<u>Sr. No.</u>	
1.	After the stipulated period the answers books/sheets downloaded/received to be segregated class/subject/code wise. Make the packets of each paper, place in main packet (Session wise) and handed over to the Chief Coordinator on same day of examination.
2.	Prepare three copies of the memo of the answer books/sheets packets, one for Principal of the college, one for Controller of Examinations and one as office copy till final result is declared. (instructions to follow for evaluation)
3.	Send your latest Email ID at osconduct3@pu.ac.in / arconduct@pu.ac.in to be used for further assistance/coordination.
4.	To assist Chief Co-ordinator/Nodal Officer for smooth conduct of examinations and provide necessary assistance to students if needed.
5.	Prepare date wise/session wise duty chart for Asstt. Supdt. and supporting staff according to the numbers of candidates appearing at the college and keep its record.

Sd/-
Assistant Registrar(Conduct)
For Controller of Examinations

PANJAB UNIVERSITY, CHANDIGARH

<u>Sr. No.</u>	<u>Duties/Guidelines of Nodal Officer (Co-ordinator) for the conduct of odd semester (online) examinations, February, 2021</u>
1	To co-ordinate with the University / C.O.E. office / Conduct Branch / Technical Staff as and when required.
2	To prepare date wise/session wise detail of the papers to be held at the College. Plan schedule for receipt of answer books/sheets through soft copy or hard copy.
3	To remain updated with University throughout the examinations.
4	To prepare and submit daily report regarding smooth conduct of examinations to the University at email address arsecracy@pu.ac.in (proforma enclosed)
5	To keep session wise/class wise/paper wise record of answer books received in the college.
6	To keep class wise/paper wise record of answer books sent for evaluation.

Sd/-
Assistant Registrar(Conduct)
For Controller of Examinations

12171/CE, Dated 08.01.2021

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
PANJAB UNIVERSITY, CHANDIGARH**

It is for the information of the students that Panjab University will be conducting the Online Examinations of Additional and Improvement Subjects of Intermediate Even Semesters only. These examinations will commence w.e.f. 15th January 2021. These exams will be conducted only for the students who have already filled their examination form for the Session May 2020. The instructions for the Additional and Improvement category of exams will be same as notified earlier for other categories of exams vide notice no. 12008/CE, Dated 04.01.2021 and these instructions are already available in the notice board link of Examination website. The students must thoroughly read the instructions before appearing in the online examinations.

The students can download their Roll no. w.e.f. 12th January 2021 from the UG website of the University.

Sd/-
Controller of Examinations

PANJAB UNIVERSITY, CHANDIGRH

No.2242/C

Dated:10.06.2021

It is for information of the Public in general and the students in particular that the Practical Examination (Viva-voce/presentation) etc. of the candidates of Undergraduate/Postgraduate/vocational/diploma (even semester) 2nd, 4th & 6th Semester scheduled to be conducted w.e.f. 15.06.2021 to 26.06.2021 through **ONLINE MODE**, in view of COVID-19 pandemic and interrupted academic activities. **However, schedule for 2nd Semester Practical Examinations has been extended upto 30th June, 2021 (instead of 26.06.2021)**

Sd/-

Asstt. Registrar (Conduct)
for Controller of Examinations

PANJAB UNIVERSITY, CHANDIGRH

No.8823-8922 /C

Dated:25.10.2021

It is for information of the Public in general and the students in particular that **(Odd Semester)** Practical Examinations for Undergraduate Classes scheduled to be conducted w.e.f. **17th December, 2021 to 21st December, 2021** and for Postgraduate Classes **21st December, 2021 to 24th December, 2021.**

-Sd-

Asstt. Registrar (Conduct)
for Controller of Examinations

PANJAB UNIVERSITY, CHANDIGRH

No. 4201/C

Dated:30.05.2022

It is for information of the Public in general and the students in particular that the University Practical Examinations to be conducted within following approved schedule:-

Sr. No.	Class	Schedule
1	Undergraduate Classes	15.06.2022 to 21.06.2022
2	Postgraduate Classes	20.06.2022 to 25.06.2022

Sd/-

Asstt. Registrar (Conduct)
for Controller of Examinations