

# **Instructions to Students for ONLINE EXAMINATION March-2022**

## **University Institute of Engineering and Technology, Panjab University**

### **(For Students)**

**Examination Commences: 7<sup>th</sup>, March 2022 (B.E. 1st Semester & M.E./M.Tech. 1<sup>st</sup> Semester (Regular/Reappear) and BE 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> Semester (Reappear))**

**(Refer to Datesheet on PU website/UIET website/WhatsApp Group)**

**Examination Timings: 9:30 AM to 12:30 PM (Morning Shift)**

**1:30 PM to 4:30 PM (Evening Shift)**

### **Tasks to be done- Before the examination**

1. All students must create their separate Gmail-ID to submit their answer sheets (OR may use their existing Gmail-ID that they have created during previous examinations). The format of email Id should be like:

**Full RollNo.FirstName. BranchName@gmail.com**

Branch Name (IT/BIO/CSE/MECH/EEE/ECE/Applied Science)

Example: [ue168001.Aditi.cse@gmail.com](mailto:ue168001.Aditi.cse@gmail.com)

2. **Question papers will be available at PU website:** <https://online.puexam.in/>
3. Students should submit their answer sheets of respective examinations on their branch specific email-id as given below:
  - a. Computer Sc. & Engineering : [cse.uietpu@puhd.ac.in](mailto:cse.uietpu@puhd.ac.in)
  - b. Electrical & Electronics Engineering : [eee.uietpu@puhd.ac.in](mailto:eee.uietpu@puhd.ac.in)
  - c. Biotechnology : [bio.uietpu@puhd.ac.in](mailto:bio.uietpu@puhd.ac.in)
  - d. Electronics & Communication Engineering : [ece.uietpu@puhd.ac.in](mailto:ece.uietpu@puhd.ac.in)
  - e. Information Technology : [it.uietpu@puhd.ac.in](mailto:it.uietpu@puhd.ac.in)
  - f. Mechanical Engineering : [mech.uietpu@puhd.ac.in](mailto:mech.uietpu@puhd.ac.in)
  - g. Applied Science : [appliedscienceuiet@gmail.com](mailto:appliedscienceuiet@gmail.com)

**Following instructions are strictly adhered to by students during ONLINE EXAMINATION: -**

1. Students are required to find and occupy the seat at his/her residence at least 20 minutes before the commencement of Examination with better internet speed.
2. To appear in Online Examination, students are advised to mark attendance in between 09:00 AM to 09:30 AM in the morning session and 1:00 PM to 1:30 PM in the evening session. Attendance will only be accepted in Google form. The link of Google form will be sent in Exam WhatsApp Group on exam date for each paper at 09:00 AM for morning session and 1:00 PM for evening session. Those who will mark their attendance during this time, only their answer sheets will be accepted.
3. Students should use the email id they created last time to send email/upload answer sheet/mark attendance.
4. Datesheet is available at the examination link i.e. <https://exams.puchd.ac.in/datesheet.php>
5. **For Question Paper link**, Student needs to download question paper from University portal i.e. <https://online.puexam.in/> on exam date for each paper 20 minutes before the commencement of scheduled examination.
6. The question papers will be available for the different time-slots in the following manner:

| <b>TIME SLOT</b>   | <b>QUESTION PAPER<br/>DOWNLOADING TIME</b> | <b>QUESTION PAPER<br/>DEACTIVATION TIME</b> |
|--|--|---|
| 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                                    |
| <b>ANY OTHER TIME SLOT, IF NEEDED, WILL BE CREATED BY THE UNIVERSITY</b> |  |   |

7. The time-slots for examination in the morning and evening examinations are 09:30 AM to 12:30 PM. & 1:30 PM to 4:30 PM, respectively.
8. The candidates must attempt the paper with blue ball-point pen.
9. Students can use 20 A4 Size sheets (UG students) and 24 A4 size sheets for PG students. Only one side of the sheet should be used for writing the answers. Representative Soft Copy of Answer Sheet -20 Pages and 24-pages already shared with students on Exam WhatsApp group.
10. Student(s) should upload his/her answer sheet only in pdf format. Make your pdf and name it appropriately. Use some convenient scanner like Adobe Scan or other tools available on Google Play Store to make the pdf file.

11. Please save your pdf answer sheets with roll no. Not with name or anything else. **There should be a single pdf file; rename the file as RollNO\_SubjectName.pdf such UE188001\_SPM.pdf**
12. Student(s) are advised to upload their answer sheet before 01:30 PM (Morning Shift) and 5:30 PM (Evening Shift) at the link that will be sent on exam date for each paper on Exam WhatsApp Group at 09:00 AM and 1:00 PM. While uploading the answer sheet choose Section 1 or Section 2 as per your assigned section. If there is no section, then upload the answer sheet in section 1 only.
13. Student(s) can upload their answer sheet only once. (If they don't submit, the form will be closed automatically after the stipulated time i.e. within 60 minutes of the completion of exam).
14. Students are required to Email their answer sheet 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.
15. Please note all answer sheet should be in a same hand writing in case hand writing doesn't match it will be considered as UMC case, which is liable to cancellation of examination besides disciplinary action against the student/ students.
16. All the answer sheets shall be screened by Plagiarism check for the purpose of prevention of cheating/ stop copying from other sources.
17. If whole or a part of answer sheet(s) matched with Internet data or from answer sheet(s) of other student(s), said answer sheet(s)/all matched shall be cancelled and strict action shall be taken against student/ students by COE /Centre Supdt./ Competent authority as per rules and regulation).
18. It is mandatory for student to keep safely the hard copy of answer sheet written during the examination till the result is declared.

**Coordinator Examination  
UIET**

**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. 24<sup>th</sup> 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 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> Semesters will commence **w.e.f. 24<sup>th</sup> 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<br>DOWNLOADING TIME | QUESTION PAPER<br>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                            |
| <b>ANY OTHER TIME SLOT, IF NEEDED, WILL BE CREATED BY THE UNIVERSITY</b> |                                    |                                     |

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](http://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**