

**INSTRUCTIONS FOR APPEARING IN ONLINE EXAMINATIONS OF****LL.B. 5<sup>th</sup> SEMESTER***(To be disseminated to the students by respective institute)*

1. **These examinations are to be conducted w.e.f. 15<sup>th</sup> JANUARY, 2022 in an ONLINE MODE for the regular / re-appear students only of LL.B. 5<sup>th</sup> Semester.**

2. 2.1) **DATESHEETS:** Datesheet is available at the examination link i.e. <https://exams.puchd.ac.in/datesheet.php>

2.2) **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.

3. **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

4. **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. 4 (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

5. **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.

**6. A4 SIZE SHEETS FOR WRITING THE ANSWERS:**

- a) 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 6 (a)].
- c) A PDF of representative copy of the answer sheet will be provided by respective institute. The students can use other A4 size sheets, however, the first page should exactly be same as in the representative copy of answer sheet.

**7. SUBMISSION OF THE ANSWER SHEETS BY STUDENTS OF LL.B. 5<sup>th</sup> SEMESTER APPEARING IN THESE ONLINE EXAMINATIONS:**

- a) **The regular and re-appear students will upload the answer sheet to the given link at “upload your answer sheet section” of Online Examination Portal of Panjab University. Hard copy of the answer sheet should NOT BE posted to the University.**
- b) **The submission of answer sheet should be done within 60 minutes of the completion of the paper. 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.**
- c) The candidates are required to click on the undertaking while uploading the answer sheet at University’s Online Examination Portal that I will keep the physical copy of the answer sheet in my possession for next six months from the date of examination and will produce the same when asked by the University to do so. The University can cross check the physical answer sheet and if any discrepancy or any addition / deletion is found, the result can be withheld or declared as absent.

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](http://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.

8. 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.**
9. On examination day, in case any student confronts any problem in downloading the question paper, he / she may call the helpline numbers provided by their institute so that the question paper could be received through an Email.

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**