

OFFICE OF THE PRINCIPAL, GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

IMPORTANT NOTICE FOR STUDENTS

Dated 17Feb,2021

For smooth conduction of U.G/P.G Odd Semester Examinations to be held in March, 2021, the guidelines are as under:-

1. The theory examinations of UG/PG courses commencing with effect from 1st March 2021 will be conducted in blended mode. Date Sheet for the same is available on Kurukshetra University, Kurukshetra website.
2. The choice of mode that is online or offline will be taken from students through Google form. It is mandatory for each student to give consent prior to the examination.
3. In case of offline mode, the students will be allowed to take examination in the college and a printed copy of question paper and answer sheet will be provided to students. While appearing for offline examination, the candidate will be required to wear a mask and bring their own sanitizer and transparent water bottle.
4. The candidate shall arrange all the facilities required (laptop / desktop/iPad/mobile/internet connection /power backup etc.) for appearing in online examination as prescribed by college. She shall ensure that the device used will be compatible with the software/app.
5. The decision of college regarding online examination conduct rules will be final and the student will be bound to abide by the same.
6. The candidate shall maintain sanctity of the examination process as prescribed for offline candidates in the admit card.
7. The candidate shall appear in the online examination from a secluded place where no other person including family members will be allowed to enter during examination hours.
8. The candidate will receive question paper through Whatsapp/Google Meet platform at 9:30 a.m. in the morning and 1:30pm in the evening and will solve the question paper from their remote location on A-4 size paper in her own handwriting(as per specimen available on University Website) and **MAXIMUM PAGE LIMIT WOULD BE 30 PAGES.**
9. **THE STUDENT WILL ATTEMPT QUESTIONS SERIAL NO. WISE AND WILL WRITE THE QUESTION NO. IN CENTRE OF THE PAGE SO THAT QUESTION NO. ATTEMPTED IS CLEARLY VISIBLE.** The candidate will also mark Page No. on the Answer book. On the first page of the Answer-book, he/she will fill following details:
 - (i) Univ. Roll No.(in figures)_____ (in words)_____
 - (ii)Name of the Student_____ (iii) Class/Semester_____
 - (iv)Name of the Paper_____ (v)Code of the Paper_____
 - (vi)Total No. of pages written by the candidates_____ (vii) Date of Exam_____
 - (viii)Sign. Of the Student_____

Sample copy of the answer sheet is attached with this. The students are advised to take printout of the same in case of online examination.

10. A candidate will not write his Mobile no etc. on her answer sheet otherwise UNFAIR MEANS CASE will be made.
11. The candidate will write the above information and Roll No, Paper Code and Page No. at each page of the sheet used. The candidate must ensure that he/she has put his/her signature on each page of the answer sheet used by him/her. **ANSWER SHEET WITHOUT SIGNATURE OF THE CANDIDATE WILL NOT BE EVALUATED.**
12. The candidate will be required to attempt 75% marks paper by choosing any question . However, the student shall ensure that she has attempted answers carrying 75% off maximum marks. The time allotted will be 3hours 15 minutes (i.e Morning 9:30am-12:45pm, Evening 1:30pm-4:45pm) for examination including downloading of question paper to sending the answer book in PDF format to concerned person through Google Form.
13. The students have to upload their answer sheet on Google form. The link of the same will be provided by the invigilator during the exam.
14. While sending the Answer Book , the candidate will write her Roll No., Nomenclature(Name)of the Paper, Code of the Paper in the fields and as subject of Google Form.
15. The candidate will then submit the soft copy of her answer book through Google form to the concerned invigilator within specified period that is 3 hour 15 minutes from the commencement of examination. While sending the PDF answer book through Google form the candidate will ensure that she has also **included his roll number slip along with the answer sheet.**
16. She will be required to complete the process & will save the PDF file by using a scanner or mobile app (such as Microsoft Office Lens/Adobe Scan/vFlat with **FILE NAME AS HER ROLL NO.** She shall ensure that the written uploaded file is clearly visible.
17. **The candidate will be responsible for any delay i.e(Network, Internet , Charging or Electricity issues etc.).THE ANSWER SHEET RECEIVED LATE WILL NOT BE ACCEPTED. IT WILL BE THE SOLE RESPONSIBILITY OF THE CANDIDATE TO ENSURE PROPER INTERNET CONNECTION FOR APPEARING IN THE EXAMINATION, DOWNLOADING OF QUESTION PAPER, UPLOADING OF ANSWER SCRIPTS IN PDF FORMAT. IN CASE HE/SHE FAILS TO DO SO, SHE SHALL NOT HAVE ANY CLAIM IN THIS REGARD.**
- 18.
19. While attempting the examination through pen and paper, the candidate will make themselves available to sit in front of Webcam/Cam running through Google Meet for the full duration of the paper at their place of examination. The position of the webcam/cam has to be adjusted in such a way that the full view of the candidate attempting the paper is

visible to the invigilator. The candidate will put her microphone in MUTE /OFF mode during the Google Meet except Webcam/CAM.

20. The candidate while attempting the paper should be ready to receive a video call from the invigilator during the course of examination.
21. In case any student does not have mobile phones or facing network problems etc., after giving consent then she has to inform the institute well in advance for necessary arrangements.
22. The students who are suffering from COVID-19 or are having symptoms of COVID 19 will appear in the examination through ONLINE MODE ONLY.
23. THE OTHER STATE STUDENTS WILL APPEAR THROUGH ONLINE MODE.
24. While attempting the paper, the candidate will use a blue/black pen only.

**Principal
GCW, Panchkula.**