

UNIVERSITY BUSINESS SCHOOL
PANJAB UNIVERSITY
CHANDIGARH

Instructions for conducting the Online End Semester Examination
Instructions for Students

Timings of the Examination: 9:45 A.M. to 1:00 P.M.

1. On the day of examination, the student should be ready with 40A4 sized ruled sheets of paper white in colour.
2. On the top of page one of the answer sheet, the following particulars should be written
 - a) Page 1
 - b) Roll Number in figures (Issued to the students for the examination)
 - c) Roll number in words
 - d) Class and Semester
 - e) Subject
 - f) Paper Code
 - g) Date of the exam
 - h) "Total no. of pages written -----" (This blank has to be filled up by the student)
 - On the top of all the other pages of the answer sheets the following particulars should be given
 - a) The appropriate page number
 - b) Roll Number (in figures only)
 - c) Paper Code
3. Use Black Ink Pen for writing the answers and other details on the answer sheet.
4. Link of the Google Meet, in which the examination will be conducted, will be sent to the students on their registered email ID 30 minutes before the scheduled time of the examination.
5. Students are required to login at the scheduled time of the examination and the first 10 minutes will be utilized for submitting the attendance through Google Forms. The Link for the same will be shared in the Chat Box separately for each examination.
6. After ensuring that every student's camera is switched on, Question paper link will be provided in the Chat Box of Google Meet after ten minutes of the scheduled time of the examination (e.g., if the scheduled time of examination is 9:45 a.m., the students have to login at 9:45 a.m. and the question paper link will be shared at 9:55 a.m.). The students are further advised to download and save the question paper immediately.



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7. The time for attempting the question paper will commence five minutes after sharing the link of the question paper in the Chat Box. (e.g., question paper for a three-hour exam will be shared at 9.55 a.m., and the students will be given time from 10:00 a.m. to 1:00 p.m. for writing the examination.
8. Once the question paper has been uploaded, no student will be allowed to join the Meet.
9. The Students are required to keep the Microphones in MUTE mode and Camera in ON mode throughout the examination process.
10. It is the responsibility of the student to ensure the availability of a good Internet connection. If the student is apprehensive of any connectivity issues in his/her area, the student can opt to come to University Business School to take examination with prior information of two days in writing through email at examubs@gmail.com. In that case the student should come to UBS along with A4 size ruled sheets as per instruction no. 1 and 2 for each paper separately. No Hostel facility will be provided in that case.
11. Students are strongly advised to use fully charged Laptops or Desktops instead of Mobile phones so that the possibility of not being viewed by any of the invigilators is ruled out.
12. Three Invigilators, stationed at different places will pin the thumbnail of the student whose video is not visible and if the student is not visible to even one of the three invigilators, an announcement will be made regarding the student. Such a student is supposed to re-login within 3 minutes.

Even after re-login, if such a student is not visible to even one of the three Invigilators, the student will be warned and will be given one more chance to re-login within 3 minutes either from the same or different device.

If the student is still not visible to even one of the three invigilators, the student will be removed from Google Meet by the Invigilator and the student can upload the Answer sheet as per instructions no.16 within 15 minutes, failing which his/her answer sheet will not be considered for evaluation.

13. In case of the connectivity issues, the students will be allowed to reconnect to the Meet within 3 minutes after getting disconnected from the Meet. Students would be allowed to re-login the Meet a maximum of 8 times during the entire examination process of the session of the day. After that, the student will be removed from the Meet by the Invigilator and the student can upload the Answer sheet as per instructions no.16 within 15 minutes, failing which his/her answer sheet will not be considered for evaluation.

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22/2/2021

14. Link of the Google Forms for uploading of answer sheets will be shared in the Chat Box by the Host Invigilator. In case a student wants to leave the examination process before the scheduled end time of the examination, he/she would upload the answer sheets as per Instructions given at point no. 16 and wait for his/her removal from the Meet as per Instruction no.17.
15. At the scheduled end time of examination, students will be given upto 30 minutes after the end of the examination to upload their answer sheets. (e.g., if the time for examination is till 1:00 p.m., then the students will be given time till 1.30 p.m. to upload the answer sheets).
16. The detailed instructions for uploading of answer sheets are as follows:
- Write "The End" on the page where you have completed writing.
 - On page 1 of the answer sheet complete the entry about total number of pages written.
 - Click Image of all the pages of answer sheet.
 - Make PDF file of First 20 pages of your answer sheet.
 - Give File Name as: **papercode_rollnumberPARTA** (no spacing).
 - Make PDF file of remaining pages of your answer sheet.
 - Give File Name as: **papercode_rollnumberPARTB** (no spacing).
 - Go to the uploading Link shared in the Chat Box.
 - Fill your details and Upload Part A and Part B files and submit your paper.
17. Students will receive an auto-generated confirmation Mail after the successful submission of their answer sheets. After successful submission and receiving confirmation mail the student shall wait for their removal from the Meet. They will be removed from the Meet by the Host Invigilator after the Host Invigilator is satisfied about receipt of answer sheet.
18. All the students must keep in record the hard copy of the answer sheet as well as soft copy with date and time stamp on it. This record should be retained till the declaration of result. The student may be asked to submit this as an evidence in the event of any eventuality.
19. All provisions of Panjab University pertaining to use of unfair means would apply to these examinations.
20. In case of any problem arising due to connectivity issues or if a student fails to upload the answer sheets within the stipulated time due to connectivity issues, the student may call at the Mobile number of the invigilator that would be provided for that particular exam in the Chat Box of the Meet. The Students will be allowed to call only in case of extreme hardship.
21. A Link of all the necessary Statistical as well as Financial Tables would also be made available in the Chat Box for the students for specific exams where it is required. No Student will be allowed to download any Table from the internet during the examination process.



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Malhotra
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22. Special instructions for workshop and seminar courses (for teachers and students)- Instructions at serial number 5,6,14, and 17 are partly modified because in the conduct of seminar and workshop exams there is limited involvement of Centre Superintendent, no Host Invigilator will be appointed.

The attendance is to be taken by the concerned teacher. The question paper is to be sent to the students by the concerned teacher, by any suitable online mode. The concerned teacher will convey to the students the appropriate on-line mode through which the answer sheets have to be sent directly to the teacher. The concerned teacher will confirm receipt of answer sheet to the student as there will be no facility of auto generated confirmation mail.



A. Bawa
22/2/2021

Manushi
Maha
22/2/2021



Chairman,
University Business School,
Panjab University,
Chandigarh