

**Instructions on the online examinations for end-term examination
Department of Physics, Panjab University
(For the M. Sc. and B. Sc. End - Semester Hons. School System
Students). Exam to be held in June/July 2021
(29/06/2021)**

Nodal officers for conducting online examination

1. Dr. Sakshi Gautam
2. Dr. Sushil Singh Chauhan

Nodal officers are responsible for the setup of the online platform and student can clarify the technical aspects and the procedure of online examination anytime before the start of the examination. They will also be responsible for trial run prior to the examination.

Centre Superintendent for the examination

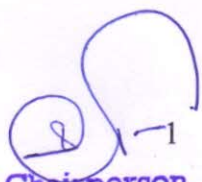
Dr. Rajesh (For all M. Sc. Classes)

Dr. Neeru Chaudhury (For all B.Sc. Classes)

Centre superintendents are responsible for sending the question paper. Students can call them 30 minutes prior to the examination and within one hours after the examination on issues of attendance, question paper, uploading of answer sheets or any other examination related problems during and after the examination. Students are advised to put on their web cam.

Note: Students are advised to note down the phone numbers and E-mail addresses of the above officers from the web page of the Physics department.

01. Questions will be asked by the teacher as per the normal practices followed in the offline examination (i.e Attempt any five questions out of seven questions including the compulsory question. Compulsory question consists of several short answer questions as given in syllabus). The examination will be online and whole duration of the examination will be monitored by the concerned teacher and the officials from the department.



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B.K.B

02.

(a) The examination will be for three hours as in regular off-line examination.

(b) The centre superintendent will e-mail the question paper to the students 15 minutes before the examination. In case a student experiences a low internet connectivity problem, the question paper may be sent by Whatsapp.

(c) Student will use a maximum of **24 A4 sized white pages**. The student is allowed to write only on one side. The paper may be either ruled or plane.

(d) Student must write the (i) Name, (ii) Father's name, (iii) Registration no (if available) (iv) subject name, (v) teacher's name and (vii) mobile number on the 1st page of the answer sheet. At the end of the exam, the student should mention the total number of pages used on the first page.

(e) Each attempted page must be numbered.

(f). On the 1st page student must mention the details of the questions, which they have attempted : Example

Q-01

Q- 03

Q-04

Q-07

Q-02

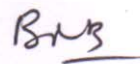
(f) After the completion of examination, the student should scan the answer sheet and make a pdf file. The pages should be scanned by holding the camera properly from the top so that the entire page is well illuminated and focused. The pdf file should contain all pages in numerical order. Before sending the file to the Department, the student should ensure that the text is clearly readable.

(g) Before sending the file, the student should rename the scanned pdf file as "student name-subject name- teacher name" Example: "Student name-GTR-Teacher name"

(h)The scanned file must be sent by E-mail **within 45 minutes** to the designated E-mail address assigned by the Department after the completion of the examination.



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In case the student experiences extremely poor internet connectivity, the student should try to send the file by Whatsapp to the center superintendent.

(i) In case there is a trouble in sending via e-mail, the student can also send the answer-sheet via speed or registered post within two hours after the completion of the examination. The scanned copy of the postal receipt should be shared with the Department. The information should be given via Phone to centre superintendent.

(j) Reappear/improvement candidates may mention their case (Re/imp) at the top page and as well as in subject line of email.

03:

Monitoring of the examination:

Students will be asked to put on the web camera from 20 minutes before the examination till 15 minutes after the examination including the entire duration of the examination. Attendance will be taken twice, once before and other after the completion of the examination. *Two online examination halls will be set at the physics department. Subject teacher may come to the online examination hall for monitoring purpose during attendance procedure.*


04. Nodal officer may workout the plan and send detail information to students one day prior to the starting of the examination (including trial examination)

Prof. R.K. Puri
Chairperson

Copy to:

Dr. Lokesh (for uploading in dept. web page) Office of the Chairperson, Physics department, academic cell, notice board PG class, all faculty members via E- mail, all M. Sc./B.Sc. students (regular, re-appear and improvement) via E-Mail Prof. Sandeep Sahijpal, Prof. B.R. Behera, Prof. Vipin Bhatnagar Dr. Rajesh Kumar, Dr. Gulsheen Ahuja, Dr. Sakashi Gautam, Dr. Sushil,

Hard Copy: Academic cell, Mr. Shakti, Mr. Gurhimat, Mrs. Rachna


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