

**Instructions on online examination for End-semester examination
Department of Physics, Panjab University
(For Students)**

Nodal officer 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.

Centre Superintendent for the examination

1. Dr. Rajesh Baboria (For M.Sc. Classes)
2. Dr. Lokesh Kumar (For B.Sc. Classes)

Centre superintendents are responsible for sending the question paper. Students can call them 30 minutes prior to the examination and within two 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

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. Total no of questions should be such that every **students should able to answer in allotted two hours of time**. Two fold option is to be given (i.e if a student has to answer three questions, six questions have to be in the

question paper. If four questions to be attempted, eight questions have to be there in the question paper). There will be no compulsory question.

02. (a) The examination will be for two hours.

(b) The centre superintendent will e-mail the question paper to the students 20 minutes before the examination. In case a student experiences a low internet connectivity problem, the question paper should be sent by Whatsapp.

(c) Student will use a maximum of 12 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) Roll No, (ii) Name, (iii) Father's name, (iv) Registration no, (v) subject name, (vi) 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) After two hours of the commencement of examination, the student should scan the answer sheet along with the admit card 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 13 pages. The first page should have the admit card, followed by 12 answer sheets 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 "studentname-rollno-subject name"

Example: "**manisha-01234-GTR**".

(h) The scanned file must be sent by E-mail within two hours to the designated E-mail address assigned by the Department after the completion of the examination. In case the student experiences an extremely poor internet connectivity, the student should try to sent the file by Whatsapp to the center superintendent.

03/03

(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.

(ii) Monitoring of the examination:

Students may be asked to put on the web camera once before the examination to take attendance and again after the examination to take the attendance. 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. Nodal officer may work out the plan and send information to students one day prior to each examination. Some students may not be able to operate web cam due to bandwidth limitations. Such student can phone center superintendent of the respective class or the subject teacher.

Prof. R.K. Puri

Chairperson
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Chandigarh-160014

Copy: All students, Dr. Sushil Singh Chauhan for uploading on the department webpage, Dr. Rajesh Baboria, Dr. Lokesh Kumar , Dr. Sakashi Gautam, Dr. Sushil Singh Chauhan,

