

**Instructions on online examination for mid-semester examination
Department of Physics, Panjab University (For Students)
(19/10/2010)**

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. They will also be responsible for trial run prior to the examination. They

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 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 instructions he/she had conveyed to the students in the class (i.e as per the normal practices followed in the previous mid-semester examination). The examination will be online and whole duration of the examination will be monitored by the teacher and the officials from the department,

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Chairperson
Department of Physics
Panjab University
Chandigarh-160014

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- (a) The examination will be for one hour 15 minutes for M. Sc. class and similarly for the for B.Sc. class.
- (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 should be sent by Whatsapp.
- (c) Student will use a maximum of 08 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) 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 08 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 30 minutes to the designated E-mail address assigned by the Department after the completion of the examination. 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.


Chairperson
Department of Postgraduate Studies
Panjab University
Chandigarh-160014


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Monitoring of the examination:

Students will be asked to put on the web camera from 15 minutes before the examination till 10 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 each examination (including trial examination)


Chairperson Prof. R.K. Puri
Department of Physics
Punjab University
Chandigarh-160014

B.R. Behera

Copy to:

Office of the Chairperson, Physics department, all faculty members via E- mail, all students (B. Sc. and M. Sc.), Dr. Sushil Singh Chauhan for uploading on the department webpage, Prof. Sandeep Sahijpal, Prof. B.R. Behera, Prof. Vipin Bhatnagar Dr. Rajesh Baboria, Dr. Gulsheen Ahuja, Dr. Lokesh Kumar , Dr. Sakashi Gautam, Dr. Sushil,


Chairperson
Department of Physics
Punjab University
Chandigarh-160014

B.R. Behera