

Department of Life Long Learning & Extension
Important instructions for Online Examinations-Feb, 2022

1. Students shall receive the Question Paper/s as per Date-sheet for a particular day and paper from this Department using different electronic modes i.e. Online Department Notice Board/Email and Whatsapp etc.
2. Time of the Paper : **1:30 p.m. to 4:30 p.m.**
3. In case any student facing network problem, he/she can seek help from the Chairperson/Nodal Officer thorough telephonically Mb. No. **9888176394, 0172-254359, 9876477669.**
4. Candidate must attempt the question paper in blue ball point pen and in his own handwriting.
5. Candidate will solve the question paper from their remote location on A4 size printable sheets (preferably lined) in his/her own handwriting. The maximum page limit is 20 sheets of which only one side has to be used. The candidates may either download and print the required answer sheet or write on any other A4 size sheets as per their choice. However, a mandatory condition is that the particulars regarding the candidate details to be written on the first page of the answer-sheet are in accordance with representative soft copy uploaded by the University. Roll number should be mentioned only on first page at designated place and nowhere else in whole of answer book.
6. **ATTEMPTING THE QUESTION PAPER:**
 - a) The instructions given in the question paper should be followed. No separate instructions will be given.
 - b) Duration of paper is to be considered as written on the question paper.
 - c) Number of questions to be attempted should strictly be according to the instructions given in the question paper itself.
7. The candidates are required to write the following details on the first page of their answer sheet.

1) Examination (Class) _____ _____
2) Subject: _____ _____
3) Paper: _____
4) Option : _____
5) Medium : _____
6) Date : _____
7) Total No. of Sheets Used : _____

Roll No. (in figures) : _____

Roll No. (in words) _____

Examination (Class) : _____

Subject : _____

Paper : _____

Subject Code: _____ Option: _____

Exam Code : _____

8. Candidate will be required to scan all the attempted sheets in a serial order and merge them into a single PDF File. The first page of PDF file should be mentioned at Point no.7 Students are NOT REQUIRED TO SIGN anywhere on the answer sheet.
9. Answer-Sheet Submission
 - a) Regular student will be required to submit PDF file of his/her Answer-sheets to the Departmental Email i.e. (dlll@pu.ac.in) within 30 minutes of the completion of the paper (i.e. before 5:00 pm).
10. Candidate must have own personal Email ID which will be used to send/upload the Answer-sheets.

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Chairperson