

KHALSA COLLEGE, AMRITSAR

-An Autonomous College

Date: 15/9/2020

Sr. No. 619/COE

NOTICE

Students (Regular and Re-appear) of all exit classes of UG/PG/Diplomas are hereby informed that their online examination will commence w.e.f. 21st Sept. 2020 as per Guru Nanak Dev University Amritsar Guidelines. The paper will be held in two stages i.e. morning shift from 10.00 a.m. to 12.00 noon and evening shift from 01.00 p.m. to 03.00 p.m. You are to follow the guidelines given below :-

Guidelines for online Examination of exit classes students starting w.e.f. 21-09-2020.

1. The student will respond to the test email id sent by the HOD/Teacher Incharge before the examination. In case of any failure, they are to contact college Registrar for the resolution of the problem.
2. Question paper will be of 2 hrs. You are to attempt 4 questions out of 8.
3. Students have to put signature on title page, write his/her roll number, subject, subject code on title page of A4 sheet (as per format attached).
4. Take A4 size paper (Plain or Lined), number your Answer Sheet pages from 1 to 20, leaving front page.
5. You will receive the question paper on your registered email id 15 minutes before the start of examination.
6. After the time allotted, send/upload the scanned/cam scanned copies of your Answer Sheet (only written pages) in PDF File on email id from which you have received Question Paper within 30 minutes.
7. You are to attach front page with every Answer Sheet uploaded.
8. You are to mention the number of sheets uploaded in the email id.
9. Keep the hardcopy of your Answer Sheet safely in your custody and provide the same to the college, if demanded.
10. In case of any issue student may call or send the message on whatsapp group prepared by HOD/Teachers.

SPECIMEN OF ANSWER-SHEETS

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**SECTION –A
(TO BE FILLED BY THE STUDENT)**

Subject Code : _____ Roll No (in figure) : _____
Date of Exam : _____ Student's Name : _____
Class : _____
Subject : _____
Student's Signature : _____
Student's Registered email : _____

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**SECTION –B
(FOR OFFICE USE ONLY)**

Q. NO.	Marks
1	
2	
3	
4	
5	
6	
7	
8	

TOTAL IN FIGURES		TOTAL IN WORDS	
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EXAMINER NAME		CHECKING ASSISTANT NAME	
EXAMINER'S SIGNATURE		CHECKING ASSISTANT SIGNATURE	

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NOTE:

1. USE ONLY A4 SIZE PAPER.
2. USE NOT MORE THAN 20 PAGES EXCLUDING TITLE PAGE.
3. TITLE PAGE MUST BE ATTACHED AS FIRST PAGE ALONG WITH 20 PAGES.
4. PAGE NUMBERS MUST BE WRITTEN ON EVERY PAGE EXCLUDING TITLE PAGE.
5. ALL WRITTEN PAGES MUST BE SCANNED/PHOTOGRAPHED AND COMBINED IN A SINGLE PDF FILE.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

