

# KHALSA COLLEGE, AMRITSAR

-An Autonomous College

Date: 22.6.21

Sr. No. 1379/COE

## NOTICE

Students (Regular and Re-appear) of all Even Semester classes of UG/PG/Diplomas are hereby informed that their online examination will commence w.e.f. 28<sup>th</sup> June 2021. The paper will be held in two stages i.e. morning shift from 10.30 a.m. to 12.00 noon and evening shift from 01.00 p.m. to 02.30 p.m. You are to follow the guidelines given below :-

### **Guidelines for online Examination starting w.e.f. 28-06-2021.**

1. The student will respond to the test email id sent by the HOD/Teacher Incharge 4 days before the examination. Incase of any failures, they are to contact college Registrar for the resolution of the problem.
2. Question paper will be of 1<sup>1/2</sup> hrs.
3. Students have to put signature on title page, write his/her examination roll number, subject, subject code on title page of A4 sheet (as per format attached.)
4. HOD/Teacher incharge will send a sample copy of Answer Sheets to you.
5. Take A4 size paper, number your Answer Sheet pages from 1 to 20, leaving title page.
6. You will receive the question paper on your registered email id 15 minutes before the start of examination.
7. 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.
8. You are to attach title page with Answer Sheet uploaded.
9. You are to mention the number of sheets uploaded in the email id.
10. Keep the hardcopy of your Answer Sheet safely in your custody and provide the same to the college if demanded.
11. In case of any issue, student may call or send the message on whatapps group prepared by HOD/Teachers.