

# KHALSA COLLEGE, AMRITSAR

-An Autonomous College

Date: 3/10/2020

Sr. No. 663/COE

## NOTICE

All the Students who have **RE-APPEAR** in 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester of undergraduate and 2<sup>nd</sup> semester of post graduate classes are hereby informed that their online examination will commence w.e.f. **12<sup>th</sup> October 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 RE-APPEAR in 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester of undergraduate and 2<sup>nd</sup> semester of post graduate classes starting 12<sup>th</sup> October 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.

**TITLE PAGE OF ANSWER-SHEET**  
**KHALSA COLLEGE, AMRITSAR**  
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**SECTION -A**  
**(TO BE FILLED BY THE STUDENT)**

Subject Code : \_\_\_\_\_ Examination Roll No.(in figure) : \_\_\_\_\_  
 Date of Exam : \_\_\_\_\_ Student's Name : \_\_\_\_\_  
 No. of Answer Sheet \_\_\_\_\_ Class : \_\_\_\_\_  
 Pages Attached : \_\_\_\_\_ Subject : \_\_\_\_\_  
 Student's Signature : \_\_\_\_\_  
 Student's Registered email : \_\_\_\_\_

**SECTION -B**  
**(FOR OFFICE USE ONLY)**

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

<b>TOTAL IN FIGURES</b>		<b>TOTAL IN WORDS</b>	
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<b>EXAMINER NAME</b>		<b>CHECKING ASSISTANT NAME</b>	
<b>EXAMINER'S SIGNATURE</b>		<b>CHECKING ASSISTANT SIGNATURE</b>	

**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.





