

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
PANJAB UNIVERSITY, CHANDIGARH**

Ref.: Instructions for Online Examinations of Odd Semesters – February 2021, issued vide Letter No. 12558/CE, Dated 29.01.2021.

- 1) **In addition to the Point 9 (b)** of the instructions issued vide letter no. 12558/CE, dated 29.01.2021), the USOL and Private Students appearing in the Morning Slot of examination i.e. 09:30 AM to 12:30 PM, are also required to **upload the single pdf of answer sheet** to the link given at the UG/PG websites of Panjab University along with an undertaking which is to be clicked while uploading the answer sheet online. This should be done within 90 minutes of completion of the exam. The first page should be the admit card and other pages should be scanned chronologically. Page number should be written on each page. The hard copy of the answer sheet should be posted to the University by 3 PM on the same day of examination.
- 2) The students of Colleges / Departments / Regional Centres appearing in the Re-appear subjects will upload their answer sheet (of Re-appear Subject only) to the link given at the UG / PG websites of the University (applicable to both morning and evening slot). It should be done within 90 minutes of the completion of the exam. The students appearing in morning slot will also post their answer sheet through registered post / speed post by 3 PM on the same day of examination and the students appearing in the evening slot will post their answer sheet on the next working day within 2 hours of opening of the post office. The answer sheet should be posted to the following address:

**Deputy Registrar – Secrecy,
Aruna Ranjit Chandra Hall,
Panjab University, Sector – 14, Chandigarh (U.T.)
Pincode: 160014**

- 3) **Demonstration video for scanning and creating a single pdf of answer sheet has been uploaded on the UG / PG Portal of the University. Link of the video is as follows:**

<https://puexam.in/Home.aspx>

or

<http://onlineexam.puchd.ac.in/Home.aspx>

**Sd/-
Controller of Examinations**