GGDSD COLLEGE, KHERI GURNA

GUIDELINES/ INSTRUCTIONS FOR ONLINE UNIVERSITY EXAMINATIONS
(January-2022)

1. All the students are advised to ensure their presence in their class Whatsapp Group.

2. Question papers will be shared with the students through their Whatsapp groups 15 minutes before the start of the examination.

3. The maximum time for attempting question paper is 2 hours.

4. After writing answers, the student is required to scan those pages.

5. After scanning all images, create a PDF document of the same and name it by writing Paper Code and Roll Number of the student accordingly. For example, if paper code is 1702MH and Roll No of the student is 3210, then PDF will be named as 1702MH3210.

6. All the students have to submit the PDF of answer sheets on the following mail ids within 3 hours from the starting time of the examination.

   For M.Com., B.Com. (Hons.), B.Com. (Gen.) & BBA (Regular) - **finalexams@ggdsdkherigurna.ac.in**

   For BA Regular - **bafinalexams@ggdsdkherigurna.ac.in**

   For Reappear Students - **refinalexams@ggdsdkherigurna.ac.in**

7. In case the images are not clear, the student will not get any mark for the same.

8. For attempting answers, only A4 Sheets are acceptable. Maximum 16 pages are allowed for writing answers (including front page). Writing on only one side of the page is allowed. It is advised that student prepare a set of 16 A4 sheets in advance and also put numbering on the pages.

9. On the front page, following information is mandatory to be provided by the student:
   Class.............. Roll No: (in Words).................................... (in Numbers)....................
   Subject...................................Paper/Option...........................Medium...........................
   Date...............................Total Pages Used...........................Signature........................

   ਕਲਾਸ........................... ਰੋਲ ਨੰ: ਸ਼ਬਦਾਂ ਵਿੱਚ........................... ਅੱਖਰਾਂ ਵਿੱਚ...........................

   ਵਿਸ਼ਾ........................... ਪੇਪਰ/ਆਪਸ਼ਨ .... ਮੀਡੀਅਮ ....

   ਮਿਤੀ........................... ਵਰਤੇ ਗਏ ਕੁੱਲ ਪੰਨੇ........................... ਵਿਦਿਆਰਥੀ ਦੇ ਦਸਤਖ਼ਤ...........................

10. Only blue pen/pencil is allowed to write answers.

11. A student has to attempt 50% of the Question Paper.

12. No Re- evaluation and Re-checking is permitted.

13. At the end of the sheet, the student needs to certify that :
    "All the answers are written by me without the use of any unfair mean"

                                                    (Signature of student)

For any query:

   1. Dr. Preeti Arora (Coordinator)   9501425236

   2. Mr. Dalip Kumar (Assistant)   9354264901

   3. Ms. Harmanpreet Kaur   9855974481