

## UG/PG PU odd Semester Online Examinations Feb/March 2021 Instructions for Students of GGDSD College, Chandigarh

In addition to the instructions given by Panjab university along with the admit card/roll no, students of GGDSD College, Chandigarh are required to go through the following important instructions:

### **Instructions:**

All students are advised to keep accessing the notice board/datesheets at the Panjab University, Chandigarh website for important announcements issued by PU.

### **A. Downloading of question paper**

Downloading the question paper is student's responsibility as the same will not be forwarded to them by the college. The question papers will be available both on **ugexam.puchd.ac.in** and **pgexam.puchd.ac.in**.

**B. Pattern of attempting the Question paper:** Students should follow the instructions mentioned on the question paper i.e. Number of questions to be attempted, time duration, marks etc.

### **C. Answer Sheet Format:**

1. Student can use **ANY A4 SIZE WHITE sheets** (preferably ruled) to attempt answers.
2. For UG classes maximum 20 pages and for PG classes maximum 24 pages can be used.
3. The Top margin of first sheet of the answer sheet must consists of following details:

**University Roll No (in Figure):** \_\_\_\_\_ **(in words)** \_\_\_\_\_

**Name of the Student:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Semester** \_\_\_\_\_

**Subject Name:** \_\_\_\_\_ **Subject Code:** \_\_\_\_\_ **Exam Code:** \_\_\_\_\_

**Date of Exam:** \_\_\_\_\_ **Total No. of Sheets used:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Undertaking:** *I am submitting my answer sheet through \_\_\_\_\_ (Online / Hard Copy) mode and will not submit the same through other mode. Answer sheet submitted only through above mentioned mode may please be considered for evaluation.*

4. At the bottom of every page mention the page numbers.

### **D. Uploading/ Submission of Answer Sheets**

1. **GGDSD College, Chandigarh encourages students to submit their answer sheets through ONLINE MODE ONLY.** In case of any technical difficulty in uploading of answer sheets, students should contact help line numbers given below and follow their instructions. Hard copies will be accepted only if instructed to do so by helpline.
2. Scan all your answer sheets in serial order along with your PU Roll Number.
3. Create a Single PDF file (First page PU Roll Number and then your answer sheets) Upload/submit single PDF file through Google Form by clicking on the link <http://ggdsd.ac.in/upload-answer-sheet/>. The link is also available on our official Instagram and Facebook page (@sdcc32chd). **Only single submission is allowed.**
4. For Submission of sheets, all students **MUST use their student email-ID** (\_\_\_\_@ggdsd.ac.in) already issued to them by the college. Login the Google form using student email ID only. In case student email ID is not working then whatsapp/SMS your college roll number with request to reset the email-ID at 8837570975 as early possible.

Q. Paper available at	Paper starts at	Paper ends at	Uploading time till
09:10 am on PU Website	09:30 am	12:30 pm	02:00 pm
01:10 pm on PU Website	01:30 pm	04:30 pm	06:00 pm

[Click here for Instructions on HOW TO UPLOAD ANSWER SHEET](#)

5. Private / Re-appear students must follow the answer sheet submission instructions available at PU website.

**Helpline/Whatsapp numbers for inquiries related to uploading of answer sheets**

**7009445159, 8837570975, 7009792463, 7740049195**