



Himachal Pradesh Technical University

[A State Govt. University, Established under State Legislative Act-16 of 2010]

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INSTRUCTIONS FOR STUDENTS RELATED TO CONDUCT OF ONLINE EXAMINATIONS SESSION DECEMBER – 2020.

1. The conduct of ongoing theory examination of UG courses of H.P. Technical University was stopped on dated 16.04.2021 in compliance of the guidelines of H.P. Government. Now, it has been decided that this University shall conduct the online examination for the remaining theory papers of all UG courses which was postponed earlier due to COVID-19 pandemic.
2. These examinations are to be conducted *w.e.f. 9th June 2021* in an **ONLINE MODE** for the students who have already filled their examination forms for the Session – December 2020.
3. **DATESHEETS:** All date sheets of remaining papers will be available on H.P. Technical University official website www.himtu.ac.in. All students are advised to keep accessing the notice board at the website regularly for important announcements.
4. **TIME SLOTS FOR EXAMINATIONS:**
Students are advised to check the date sheet and the corresponding time – slots. The time-slots for the examinations are as follows:
 - (i) Morning (9:30 am to 11:30am)
 - (ii) Evening (2:30 pm to 4:30pm)
5. **QUESTION PAPER DOWNLOAD:**
 - (i) The examination center (as assigned in the admit card) will forward the question papers to the students on their email id half hour before the commencement of examination as per notified date sheet.
 - (ii) All students appearing in these examinations will download the question papers on their own from the email id which was provided at the time of filling of online examination form. The students must ensure that they have downloaded the correct question paper.

6. **ATTEMPTING THE QUESTION PAPER:**

- (i) The instructions given in the question paper should be followed.
- (ii) **Duration of attempt the paper is two hours.**
- (iii) **The students have to attempt only 50 % questions from the given question paper.**

7. **A4 SIZE SHEETS (PREFERABLY LINED) FOR WRITING THE ANSWERS**

- (i) **Students can use 20 A4 Size sheets/assignment sheets and only one side of the sheet should be used for writing the answers.**
- (ii) The candidates are advised to write their answers precisely and attempt the question paper not exceeding the page limit.
- (iii) The candidates are required to write/print the following details on the first page of their answer sheet:
- (iv)

UNIVERSITY ROLL NO.: (in figures) _____ (in words) _____
Name of the Student:
Semester:
Branch & Course :
Name of the Paper:
Subject Code of Paper:
Total No. of Pages Written:
Date of Exam:
Undertaking I am submitting my answer sheet through _____ (Online 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.

8. The candidates must attempt the paper with blue ball-point pen only. Use of ink pen and gel pen are not allowed.

9. **SUBMISSION OF THE ANSWER SHEETS.**

- (i) After the completion of theory paper student will be given sixty minutes to upload the answer sheet and forward the same on a secure mode i.e. googledrive, email etc. provided by your respective examination center with the copy to his/her own email.
- (ii) **To upload the answer sheet, the students will make a single PDF of the answer sheet with Admit Card as the first page.**
- (iii) The page number should be written on each page and the pages must be scanned in a serial order. Uploading the answer sheet in a JPEG format is not permissible
- (iv) Student isalso required to make a PDF of their answer sheet and Email the same to their own Email ID. **This is to be done mandatorily on the same day (in each slot (Morning/Evening)) of examination within stipulated time of 60 minutes after completion of exam.** In case of any discrepancy in submission

of answer sheet, the candidate would be asked to forward the time-stamped Email to University for necessary Action.

(v) **The PDF (soft copy) of answer sheet must be readable**

10. All important announcements / information / notices related to examinations are always uploaded to the notice board of University website and **ONLY THESE ARE TO BE CONSIDERED AUTHENTIC.**

11. Since, Online Examination is a pen and paper examination to be attempted by the candidates from their own places, thereby, no other provisions like rechecking or re-evaluation is permitted in this regard.



Controller of Examinations