

**INSTRUCTIONS FOR STUDENTS RELATED TO CONDUCT OF
ONLINE EXAMINATIONS COMMENCING W.E.F. 22.07.2021**

1. **DATE SCRIPTS:** date scripts of 3rd and 4th year of UG courses and 2nd year of PG courses including 3rd year of MCA is available on official website of H.P. Technical University i.e. www.himtu.ac.in. With reference to notification number HPTU-3(Acad)N-1/2015-Vol-III-4246 dated 13.07.2021 the theory paper examination of final semester of under graduate courses & all the PG courses shall be conducted offline and the theory paper examination of rest of the semesters of the UG course shall be conducted online. All students are advised to keep accessing the notice board at the website regularly for important announcements.

2. **TIME SLOTS FOR ONLINE EXAMINATIONS:**

Students are advised to check the date script 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)

3. **QUESTION PAPER DOWNLOAD:**

- (i) The examination centre (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 script.
- (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.

4. **ATTEMPTING THE QUESTION PAPER:**

- (i) The instructions given in the question paper should be followed.
- (ii) Duration of attempt the paper is two hours (2 Hours).
- (iii) The students have to attempt only three sections out of four sections from the question paper (one question from each section) and section five will be compulsory to all students.

5. **A-4 SIZE SCRIPTS (PREFERABLY LINED) FOR WRITING THE ANSWERS**

- (i) Student can write 20 pages A-4 Size Paper Scripts/Answer script and only one side of the script should be fill-up for writing the answers.
- (ii) The students are advised to write their answers precisely and attempt the question paper not exceeding the page limit.
- (iii) The student are required to write/print the following details on the first page of their answer script:
- (iv)

University Roll No.:	(in figures) _____ (in words) _____
Name of Student :	
Semester :	
Course & Branch :	
Subject Title :	
Subject Code :	
Total No. of Pages fill up by the student :	
Date of Exam :	
Undertaking I am submitting my answer script through Online mode and will not submit by other mode. Answer script submitted only through above mentioned mode may be please considered for evaluation.	
Student Signature :	

GEC KJR	
Diary No	806
Date	22/07/21
DA	E. K. J.
Supdt	R. Sharma
SO	
JC (F&A)	
PPL	


For display on Notice Board

Display it on notice board forwarded to website in exchange to upload it.

*Kumar
22/07/21*

7. SUBMISSION OF THE ANSWER SCRIPTS.

- (i) After the completion of theory paper student will be given sixty minutes (60 minutes) to upload the answer script and forward the same on a secure mode i.e. Google drive, email etc. provided by your respective examination centre with the copy to his/her own email.
 - (ii) Signature will be compulsory on every page of the answer script by the student.
 - (iii) To upload the answer script, the students will make a single PDF of the answer script with Admit Card as the first page.
 - (iv) The page number should be written on each page and the pages must be scanned in a serial order. Uploading the answer script in a JPEG format is not permissible
 - (v) Student is also required to make a PDF of their answer script 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 sixty minutes (60 minutes) after completion of exam.** In case of any discrepancy in submission of answer script, the student would be asked to forward the time-stamped Email to University for necessary Action.
 - (vi) **The PDF (soft copy) of answer script must be readable**
 - (vii) **If any change found in the handwriting in the answer script submitted by the student or similar handwriting found in various answer script in such cases the submitted answer script shall be stand cancelled and considered as unfair means cases (UMC).**
 - (viii) **All the students have to write their own answers and if any kind of similarity of written answers found in the answer script of different students in such case also the submitted answer script shall be stand cancelled and considered as unfair means cases (UMC).**
8. 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.**
9. Since, Online Examination is a pen and paper examination to be attempted by the students from their own places, thereby, no other provisions like rechecking or re-evaluation is permitted in this regard.


Controller of Examinations

Handwritten notes on lined paper, including a large diagram of a triangle with a vertical line from the top vertex to the base, and several lines of text below it.

Signature of student