



HPNLU-B(12)-20(NOTICE)/2021/-310

Dated: 02.02.2021

EXAMINATION INSTRUCTIONS

(B.A./B.B.A. LL.B. FYIC Academic Session: 2020-2021) 1st Semester End-Term Examinations, 5th February to 15th February, 2021.

1. **Mode of Examinations:** (a) Students are required to write Online, Open Book Examinations, by hand, on Physical Answer Sheets (A4 Size Paper)

(b) **Google Class Room:** Students are required to join, in advance, the Google Class Rooms. Each Semester has got its own Google Class Room. The Semester wise Google Classroom Links are given Below:

i) **B.A. LL.B. 1st Semester:** <https://classroom.google.com/c/MjY1NDI0MjQ2Mzc5?cjc=6bejuu6>

ii) **B.B.A. LL.B. 1st Semester:** <https://classroom.google.com/c/MjY1NDMwNTMyNzI1?cjc=mrtxg4s>

The link of Google Class Room will also be shared through email with respective Semesters.

(c) Question Paper of respective courses of the 1st Semester shall be uploaded in the Google Class Room of that Semester. The Question Paper will be accessible to the students of that Semester according to the time and date prescribed in the Date-Sheet notified earlier.

Students are required to download/read the Question Paper and accordingly write answers as prescribed below. *The Question Paper shall be accessible at 10:00 a.m. on the date of examination as per the Date-Sheet and the link of that Class Room shall be open for uploading till 1:00 p.m.*

(d) **A student who fails to join the link of Google Class Room, specified above or fails to undertake examination in any particular course or paper or upload answer script as prescribed below, the student shall be marked as 'Absent' in that paper.**

2. **Question Paper and Weightage of Marks:** The maximum total marks for the Question Paper (Each Course) shall be 50. The Question Paper shall consist of two sections *i.e.* Section A and Section B. Section A shall consist of 3 short answer type questions and Section B shall contain 3 long answer type questions, covering the entire syllabus. The students are required to answer any two questions, each, from Sections A and B.

3. **Duration:** Maximum time allowed for writing Examination/Paper shall be 2 hours and for scanning and uploading of Answer Sheet, 1 hour shall be given.

4. **Particulars of Answer Sheet:** Every student shall give particulars of himself/herself and of the course/paper he/she is writing examinations, *on the first page of the answer-sheet* as given below:

A. Student Name

B. Enrollment Number

C. Examinations

D. Semester

E. Title of the Paper

F. Paper Code

G. Date of Examinations.....

H. Total no. of the pages of the Answer Sheet.....

5. The first page containing the above particulars (mentioned in point no. 4) of the answer sheet should be signed by the student. No other pages of the answer sheet should mention any particular of the student or be signed. Start writing from the second page onwards. The first page should not contain answers.
6. The answer sheet should be page numbered from beginning to the end and the total pages of the answer sheet, including the cover pages, should be mentioned on the first page.
7. Students are advised to arrange, in advance, A4 sheets (plain/un-ruled) for themselves. Use only blue/black Pen. No marker, highlighter, pencil, etc. is allowed.
8. **All candidates are advised to arrange for themselves devices for internet connectivity at their homes and during the timing of examinations be at such a place, at their homes or in the vicinity, where internet connectivity is available uninterrupted.**
9. If any student is not able to appear in/write examinations or upload answer scripts as required above, within the prescribed time, he/she shall be marked absent.
10. Students are required to download and maintain scanning software or app in their mobile or other electronic devices for facilitating scanning the answer script in pdf format.
11. Special care is to be taken that the scanned pdf documents of the answer script is clear and legible, and is uploaded in one pdf file.
12. Within the prescribed time the students are required to scan the answer sheet and give that scanned file name in the following manner:
Roll No.... _ Student's Name.... _ Paper Code.... (Roll No underscore Student's Name underscore Paper Code). (Example: 10202015_Rahul_LB401)
13. The question paper, as per the Timing and Date-Sheet of the Examinations, shall be made available/shall be sent to every examinee student on their Google Class Room.

For any query kindly contact the Controller of Examinations, Mobile. No. 8076153198, coe.hpnlu@gmail.com; or Mr. Sahil Sharma, Mobile. No. 9418671266 or Mr. Rahul Verma, Mobile. No. 7018271820

Sd/-

(Controller of Examinations)