

INSTRUCTIONS FOR STUDENTS (REGULAR STUDENTS)
MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN, CHANDIGARH

STUDENT NOTICE

PU SEMESTER EXAMINATIONS JANUARY-FEBRUARY 2022

All the PU examination related instructions are available at the Panjab University website.

All the students are advised to keep accessing the notice board and date sheet link.

INSTRUCTIONS FOR SENDING ANSWER SHEET BY EMAIL

STUDENTS ARE ADVISED TO CAREFULLY WRITE THE EMAIL ID FOR SENDING THE ANSWER SHEET SO THAT DELIVERY FAILURE CAN BE AVOIDED.

1. The file must be saved as PDF and must be sent as an attachment. Sending Links of a PDF file is strictly prohibited.
2. **In the subject section of email write following: Class Name, University Roll No and Paper Name Example BCA-III 17860932 BCA-16-502, BA-III 18263672 POL**
3. Name of the file- The file must be named as the student's university roll Number. For example if a student's university roll no is 17083491, The file name must be **17083491.pdf**
4. **UNDER NO CONDITION the file is to be sent again. All the following files will be rejected.**
5. **Check your file carefully before sending as an attachment. Fill all the details on the first page of your answer sheet.**
6. The students are required to Email the answer sheet to the **Email ID given by the College within 60 minutes of the completion of the paper in both morning and evening slots i.e. by 1.30 p.m. for morning slot exam and by 5.30 p.m. for Evening Slot.**

DO NOT SEND A MAIL WITHOUT ATTACHING THE ANSWER SHEET PDF. Students are required to make a single pdf of their answer sheet and Email the same to their own Email ID also. This is to be done mandatorily on the same day of the examination within the stipulated time of 60

minutes after the completion of exam. **IN CASE OF ANY DISCREPANCY IN ONLINE SUBMISSION OF ANSWER SHEET, THE STUDENT WOULD BE ASKED TO FORWARD THE TIME-STAMPED EMAIL TO THE COLLEGE.** The date and time in the Email will be crucial factor in these issues. **NO QUERY REGARDING THE ANSWER SHEET WILL BE ADDRESSED LATER IF THE STUDENT IS NOT ABLE TO FORWARD/PROVIDE THE SAME.**

IMPORTANT NOTE:

7. A4 SIZE SHEETS FOR WRITING THE ANSWERS:

a) Under-Graduate students can use 20 A4 Size sheets and Post-Graduate students can use 24 A4 Size Sheets. **Only one side of the sheet should be used** for writing the answers.

b) The candidates are advised to write their answers precisely and attempt the question paper **not exceeding the pagelimit** [refer point 7 (a)].

c) **Representative Soft Copy of the Answer sheets of 20 A4 Pages for UG courses and 24 A4 Pages for PG Courses will be uploaded on the portal i.e. online.puexam.in.** The candidates may download and print the required answer sheet or write on any other A4 size sheets. However, a mandatory condition is that the particulars regarding the candidate details to be written on the first page of the answer sheet are in accordance with representative Soft copy uploaded by the University. Roll number should be mentioned **only on first page at designated place and nowhere else in whole of answer book.** If roll number is mentioned at any other place, the answer book may be not be processed for evaluation and may stand rejected.

Only Online submission mode is permissible. The answer sheet should be submitted online within 60 minutes of the completion of the paper in both morning and evening slots. **The candidates are advised to keep the physical copy of answer sheet in their possession for six months from the date of examination. Strict compliance to this is advised.**

8. AFTER MAILING YOUR ANSWER SHEET, CHECK YOUR SENT MAILS, WHETHER THE MAIL HAS BEEN SENT OR NOT, ALSO CHECK THE PDF YOU'VE SENT.

9. WRITE THE EMAIL ADDRESS OF YOUR RESPECTIVE CLASS AND SEMESTER CAREFULLY.

S.NO	EMAIL	CLASS
1	ba1semfeb22@mcmdavwchd.in	B.A- FIRST YEAR
2	ba3semfeb22@mcmdavwchd.in	B.A- SECOND YEAR
3	ba5semfeb22@mcmdavwchd.in	B.A-THIRD YEAR
4	bcom1semfeb22@mcmdavwchd.in	B.Com-FIRST YEAR
5	bcom3semfeb22@mcmdavwchd.in	B.Com-SECOND YEAR
6	bcom5semfeb22@mcmdavwchd.in	B.Com-THIRD YEAR
7	bba1semfeb22@mcmdavwchd.in	BBA-FIRST YEAR
8	bba3semfeb22@mcmdavwchd.in	BBA-SECOND YEAR
9	bba5semfeb22@mcmdavwchd.in	BBA-THIRD YEAR
10	bca1semfeb22@mcmdavwchd.in	BCA-FIRST YEAR
11	bca3semfeb22@mcmdavwchd.in	BCA-SECOND YEAR
12	bca5semfeb22@mcmdavwchd.in	BCA-THIRD YEAR
13	bscmedical1semfeb22@mcmdavwchd.in	B.Sc-Medical-First Year
14	bscmedical3semfeb22@mcmdavwchd.in	B.Sc-Medical-Second Year
15	bscmedical5semfeb22@mcmdavwchd.in	B.Sc-Medical-Third Year
16	bscnonmed1semfeb22@mcmdavwchd.in	B.Sc-Non-Medical-First Year
17	bscnonmed3semfeb22@mcmdavwchd.in	B.Sc-Non-Medical-Second Year
18	bscnonmed5semfeb22@mcmdavwchd.in	B.Sc-Non-Medical-Third Year
19	bsccomputer1semfeb22@mcmdavwchd.in	B.Sc-Computer Applications –First Year
20	bsccomputer3semfeb22@mcmdavwchd.in	B.Sc-Computer Applications –Second Year
21	bsccomputer5semfeb22@mcmdavwchd.in	B.Sc-Computer Applications –Third Year
22	bscmft1semfeb22@mcmdavwchd.in	B.Sc-MFT-First Year
23	bscmft3semfeb22@mcmdavwchd.in	B.Sc-MFT-Second Year
24	bscmft5semfeb22@mcmdavwchd.in	B.Sc-MFT-Third Year
25	pgdcafeb22@mcmdavwchd.in	PGDCA
26	pgdmcfeb22@mcmdavwchd.in	PGDMC
27	mcom1semfeb22@mcmdavwchd.in	M.Com-First Year
28	mcom3semfeb22@mcmdavwchd.in	M.Com-Second Year

29	maenglish1semfeb22@mcmdavcwchd.in	M.A English-First Year
30	maenglish3semfeb22@mcmdavcwchd.in	M.A English-Second Year
31	maeconomics1semfeb22@mcmdavcwchd.in	M.A Economics-First Year
32	maeconomics3semfeb22@mcmdavcwchd.in	M.A Economics-Second Year
33	mapsychology1semfeb22@mcmdavcwchd.in	M.A Psychology-First Year
34	mapsychology3semfeb22@mcmdavcwchd.in	M.A Psychology-Second Year
35	masociology1semfeb22@mcmdavcwchd.in	M.A. Sociology-First Year
36	masociology3semfeb22@mcmdavcwchd.in	M.A. Sociology-Second Year
37	mahindi1semfeb22@mcmdavcwchd.in	M.A Hindi-First Year
38	mahindi3semfeb22@mcmdavcwchd.in	M.A Hindi-Second Year
39	mscchemistry1semfeb22@mcmdavcwchd.in	M.Sc- Chemistry-First Year
40	mscchemistry3semfeb22@mcmdavcwchd.in	M.Sc- Chemistry-Second Year
41	mscmath1semfeb22@mcmdavcwchd.in	M.Sc Maths- First Year
42	mscmath3semfeb22@mcmdavcwchd.in	M.Sc Maths-Second Year
43	Bvoc1semfeb22@mcmdavcwchd.in	B.Voc Retail Management (First Year)
44	Bvoc3semfeb22@mcmdavcwchd.in	B.Voc Retail Management (Second Year)
45	Diploma1semfeb22@mcmdavcwchd.in	Diploma MFT Course

DATESHEETS: All date sheets will be available at the examination link

i.e. <https://exams.puchd.ac.in/datesheet.php>

NOTICE BOARD: All students are advised to keep accessing the notice board at the link <https://exams.puchd.ac.in/show-noticeboard.php> regularly for important announcements as all updates are posted here only & will not be sent to the candidates by any other means.

TIME SLOTS FOR EXAMINATIONS:

Candidates are advised to check the datesheets and the corresponding time – slots. The time-slots for the examinations are as follows:

a) 09:30 AM to 12:30 PM

b) 01:30 PM to 04:30 PM

c) Any other time slot, if needed, will be created by the University. The candidates are advised to check the datesheet for timing of the examination.

QUESTION PAPER DOWNLOAD:

a) The question papers will be available on **online.puexam.in**. The students can download the question papers directly from the Download Question Paper link without logging-in.

b) Downloading the question paper is student's responsibility as the same will not be forwarded to them by any other means. All students appearing in these examinations will download the question papers on their own from the website.

The students must ensure that they have downloaded the correct question paper.

c) The question papers will be available for the different time-slots in the following manner:

TIME SLOT	QUESTION PAPER DOWNLOADING TIME	QUESTION PAPER DEACTIVATION TIME
09:30 AM to 12.30 PM	09:10 AM	12:30 PM
01:30 PM to 04:30 PM	01:10 PM	04:30 PM
ANY OTHER TIME SLOT, IF NEEDED, WILL BE CREATED BY THE UNIVERSITY		

6. ATTEMPTING THE QUESTION PAPER:

a) The instructions given in the question paper should be followed. No separate instructions will be given.

b) Duration of paper is to be considered as written on the question paper.

c) Number of questions to be attempted should strictly be according to the instructions given in the question paper itself.

d) The candidates must attempt the paper with blue ball-point pen.

HELPLINE NUMBERS :-

(College Landline Number) :0172-2603355

For General Queries:

Ms. Geeta Sapra: 869902294 (**9:00 to 10.30 a.m. and 3.00 to 4.30 p.m.**)

For Question Paper Downloading related issues if any:

Morning Slot: (9.10 to 9.20 a.m.)

Mr. Sanjeev Kumar: 9915139678

Ms. Jagtar Saini: 9814889775

Mr. Lekh Raj : 7986537077

Evening Slot: (1.10 p.m. to 1.20 p.m.)

Mr. Kishor Kumar : 9463457626

Mr. Vikas Sharma : 9781666786

Mr. Shubham Gulati: 7696287877

PRINCIPAL

**REAPPEAR CANDIDATES TO FOLLOW INSTRUCTIONS GIVEN ON THE
FOLLOWING LINKS:-**

ugexam.puchd.ac.in (Undergraduate Examinations)

Pgexam.puchd.ac.in (For Post Graduate Examinations)

Important Links:

For Regular Students:

<https://mcmdavwchd.edu.in/>

<https://mcmdavwchd.edu.in/committee/>

<https://mcmdavwchd.edu.in/daily-announcements-2/>

For Date Sheet :

<https://exams.puchd.ac.in/datesheet.php>

Important University Notices:

<https://exams.puchd.ac.in/show-noticeboard.php>

For Question Paper Downloading & mailing the Answer Sheet related issues if any:
online.puexam.in