

DOABA COLLEGE, JALANDHAR

GURU NANAK DEV UNIVERSITY, AMRITSAR
SEMESTER ONLINE EXAM JANUARY 2022
GUIDELINES & INSTRUCTIONS FOR STUDENTS

HELPLINE: 6283919072, 7889015991

General Guidelines

- Examination will be conducted in THREE shifts a day

SHIFT	WRITING TIME FOR STUDENTS	REPORTING TIME FOR STUDENTS THROUGH WHATSAPP GP (HALF HOUR BEFORE THE SHIFT TIME)	QUESTION PAPER POSTING TIME (15 MINS. BEFORE THE SHIFT TIME)	TIME FOR SCANNING AND SENDING THE ANSWER SHEET (30 MINS. AFTER THE SHIFT TIME)
SHIFT –I MORNING	08AM - 11AM	7.30AM	7.45AM	11 AM -11.30 AM
SHIFT –II MIDDLE	11.30AM – 2.30PM	11.00AM	10.45AM	2.30PM - 3.00PM
SHIFT-III EVENING	3.00PM-6.00PM	2.30PM	2.45PM	6.00PM - 6.30PM

General Guidelines

- Open Book Exam, may refer your notes and books during exam
- Question Paper will be sent by the college from its official email id to Registered Email id of the student. If a student has not submitted email ID to college, he/she will not be getting the question paper.
- Student will get 3 hours to write answer sheet
- Student will get 30 minutes to scan and send the answer sheet to official email id(**doabacollege.exam2020@gmail.com**) of the college
- Student has to keep all answer sheets safely, as the university may demand at later stage.

Official email id of Doaba College, Jalandhar

doabacollege.exam2020@gmail.com

Student should make sure that he/she has received the right question paper from OFFICIAL EMAIL IDs ONLY.

In case of any problem student may call the Teacher on duty or contact through WhatsApp gp.

Email and WhatsApp no. submission in College Office by the student

- **Register your email ID and latest WhatsApp number with college office immediately.**
- Without registering the email ID & WhatsApp number student will not be able to appear for examination

Confirmation of Email ID and WhatsApp No.

- **Student** will get a “Email Confirmation” mail on their registered email id before **27-01-22** from doabacollege.exam2020@gmail.com
- **Student has to reply the Email Confirmation with his/her**
 - **University Roll no.**
 - **College Roll no.**
 - **Name**
 - **Class**
 - **WhatsApp No.**

What to do if email is not received by student upto 27-01-22??

- If a student does not receive Confirmation Link in the INBOX
- Student should check following links in his Email
 - SOCIAL Label
 - PROMOTION Label
 - SPAM Label

If Confirmation link is still not found

- CONTACT COLLEGE OFFICE OR CLASS INCHARGE IMMEDIATELY AND
- CONTACT AT 6283919072,7889015991

Preparation by Student before exam

- **Register your email id and latest WhatsApp number with college office immediately.**
- Android Mobile with camera and good internet connection is required to submit your answer sheet on the day of exam.
- Arrange 20 A4 sheets (With lines or without lines) per subject to write answers i.e. if you are appearing for 5 subjects then arrange $20 \times 5 = 100$ sheets and 25 extra sheets.

Important Preparation by Student before exam

- Student has to add Title page as shown as first page of the answer sheet as shown
- **Get at least 10 Printouts of this Title page before 27-01-22**
- **[CLICK HERE](#) to download**
- **this Title Page**
- Do remember to scan this page as First page while scanning your answer sheet
- Please write shift number on top right of title page
- Write page no. on top of each page.

GURU NANAK DEV UNIVERSITY AMRITSAR

SECTION-A
(TO BE FILLED BY THE STUDENT)

Exam Code : _____ Roll No (in figure) : _____
Subject Code : _____ Roll No (in words) : _____
Subject : _____
Date of Exam : _____ Student's Name : _____
Tick (✓) below session whichever is applicable Class : _____
(1) 08:00 AM - 11:00 AM _____ Student's Registered email : _____
(2) 11:30 PM - 02:30 PM _____ College Name : _____
(3) 03:00 PM - 06:00 PM _____ Student's Signature : _____

Number of A-4 Sheets attached: _____
(excluding the title page)

SECTION-B
(For Examiners only)

Marks Awarded	1	2	3	4	5	6	7	8	Total
Grand Total (In figures)									
(in words)									

TOTAL IN FIGURES		TOTAL IN WORDS	
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EXAMINER ID		CHECKING ASSISTANT ID	
EXAMINER NAME		CHECKING ASSISTANT NAME	
EXAMINER'S SIGNATURE		CHECKING ASSISTANT SIGNATURE	

- NOTE:**
1. USE ONLY A4 SIZE PAPER.
 2. USE NOT MORE THAN 25 PAGES EXCLUDING TITLE PAGE.
 3. TITLE PAGE MUST BE ATTACHED AS FIRST PAGE ALONG WITH 25 PAGES.
 4. PAGE NUMBERS MUST BE WRITTEN ON EVERY PAGE EXCLUDING TITLE PAGE.
 5. ALL PAGES MUST BE SCANNED/PHOTOGRAPHED AND COMBINED IN A SINGLE PDF FILE.

Communication with the College during Exam

OFFICIAL EMAIL ID OF THE COLLEGE

- doabacollege.exam2020@gmail.com
- Students will be receiving Question Paper from above email id on day of exam
- Make sure you have received right question paper from **Official email id ONLY**

Communication with the College during Exam

- WhatsApp groups have been made for all classes.
- Teacher will post his/her name with Mobile No. in the WhatsApp group at start of each Shift 30 minutes before the start of exam.
- Teacher will also post Shift No. and name of Paper in the group
- Student has to mark his/her attendance by posting RollNo. and Name in the WhatsApp group.
- Student may contact Teacher on duty for any assistance

Instructions for Scanning of Answer Sheet

Before Scanning

- Fill SECTION – A of Title Page
- Write Roll No. and Page No. on Top Right Corner of each Page

Starting Scanning

- Scan Title Page as first page
- Scan all page in Serial Order
- Rename the file as
YourRollNo.

For example 2101 if 2101 is your rollno.

GURU NANAK DEV UNIVERSITY AMRITSAR

SECTION-A (TO BE FILLED BY THE STUDENT)

Exam Code :	_____	Roll No (in figure) :	_____
Subject Code :	_____	Roll No (in words) :	_____
Subject :	_____	Student's Name :	_____
Date of Exam :	_____	Class :	_____
Tick (✓) below session whichever is applicable		Student's Registered email :	_____
(1) 08:00 AM - 11:00 AM _____		College Name :	_____
(2) 11:30 PM - 02:30 PM _____		Student's Signature :	_____
(3) 03:00 PM - 06:00 PM _____			
Number of A-4 Sheets attached: _____ (excluding the title page)			

SECTION-B (For Examiners only)

Marks Awarded	1	2	3	4	5	6	7	8	Total
Grand Total (in figures)									
(in words)									

TOTAL IN FIGURES		TOTAL IN WORDS	
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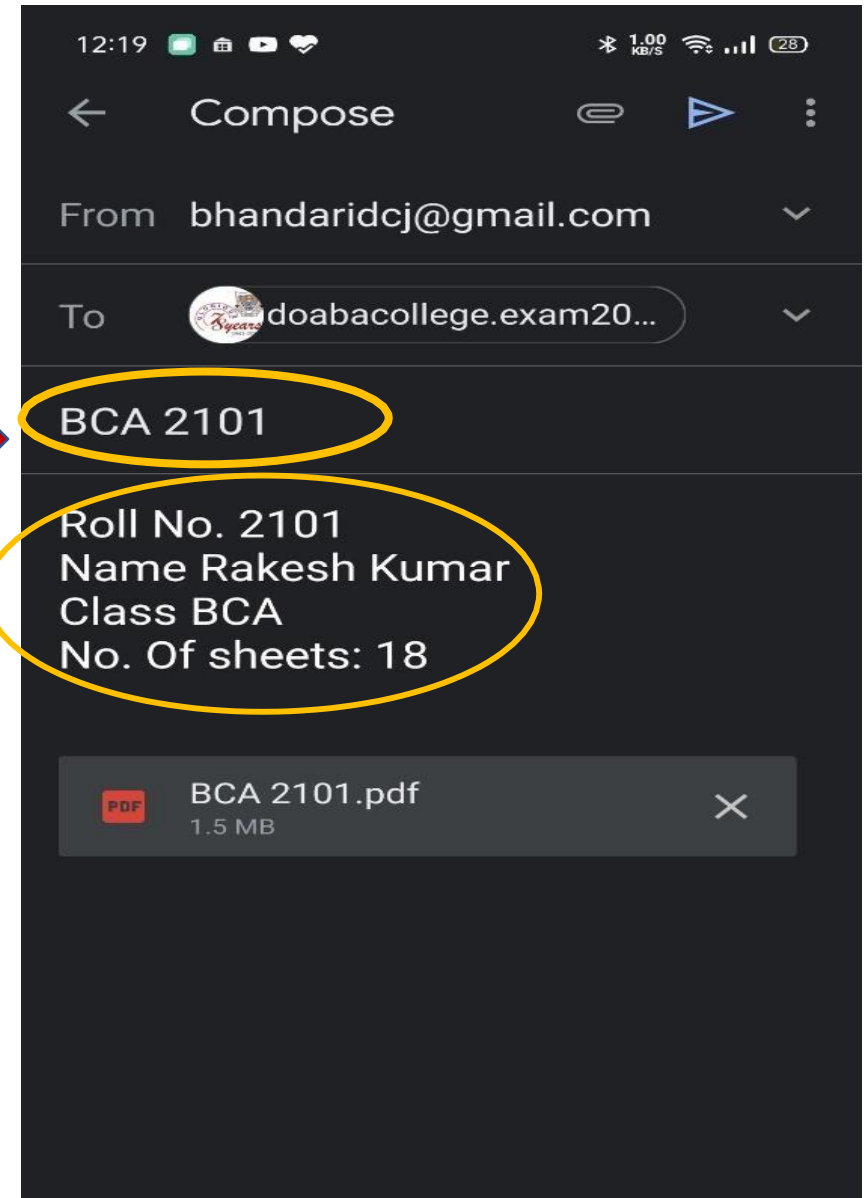
EXAMINER ID		CHECKING ASSISTANT ID	
EXAMINER NAME		CHECKING ASSISTANT NAME	
EXAMINER'S SIGNATURE		CHECKING ASSISTANT SIGNATURE	

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Instructions for Emailing the Answer Sheet

- Answer Sheets to be sent at doabacollege.exam2020@gmail.com
- Write Class Name and UNIV Roll No. in Subject Line
- Write UNIV RollNo, Name, Class and No. of Sheets used in the body of email.
- Make sure PDF file of Answer Sheet Is attached
- Send the mail



ALL THE BEST

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