

## SOP for Mid Term Exam for Students

1. Mid Terms Exam will be commencing from 23<sup>rd</sup> January, 2021.
2. The question paper will be sent on your respective email 05 mins before the start of examination.
3. Students are requested to join with the roll number in the Cisco Webex 15 minutes before the start of the examination.
4. Switch on your camera till the submission of Answer Sheet.
5. The Answer sheet file name should be as below  
Set \_\_\_\_\_ Class \_\_\_\_\_ Roll No. \_\_\_\_ Subject \_\_\_\_\_ .pdf
6. Each subject teacher will create a Google classroom and all students are requested to join Google Classroom for each subject.
7. Students can upload answer sheet to respective teacher Google Classroom.
8. Meeting will be locked by the host after 5 mins of the start of the examination.
9. If students due to any reasons gets logged out he/she can call the invigilator teacher who will allow him/her to join immediately.
10. **Query Regarding Question Paper: (Mr. Kuldeep 9988899745 & Ms. Rita 6239270884).**
11. Question paper has to be downloaded before the scheduled time.
12. Link for the Periodical:  
<https://panjabuniversity.webex.com/panjabuniversity/j.php?MTID=ma7490deeb98cd47e6b008a196d9eb818>