

SOP for Mid Term Exam for Students

1. Mid Term Exams will be commencing from 17th January, 2022.
2. The question paper can be downloaded from the following Department website link: <https://uicet.puchd.ac.in/show-noticeboard.php?nbid=1> 10mins 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
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 Google Classroom created by their respective class teachers.
8. Meeting will be locked by the host after 5 mins of the start of the examination.
9. If students due to any reasons get logged out he/she can call the invigilator teacher who will allow him/her to join immediately.
10. The students will have to submit the answer sheet as a single PDF file within 15 mins. from the end of examination
11. You may contact any one of the following for Midterm exam login problem:
 - a. Prof. Urvashi Gupta 84277 77887
 - b. Dr. Gargi Ghoshal 84277 56874
 - c. Mr. Tulsi Ram 98782 63338
 - d. Mr. Rakesh Narang 98722 04191
 - e. Ms. Rita Rana 62392 70884
 - f. Ms. Suman 6280470068

12. Following Link:

<https://puchd.webex.com/puchd/j.php?MTID=me431b0a87c0fff3e6198fb41cc0ec920>