

## **Instructions for Online Exam of Regular/Reappear Students**

- The candidate shall affix his/her latest passport size photo and place his/her signature on the Admit Card.
- **The candidate will complete his/her paper & will create the PDF file by using a scanner or mobile app like Microsoft Office Lens/Adobe/Kaagaz Scanner etc.**
- **He/She will ensure that the written material is clearly visible.**
- **Size of PDF file should not exceed 30 MB.**
- The file name must be as his/her **University Roll No\_ Question Papercode.**(for Example 123456\_1156)
- **The first page of pdf must be their admit card.**
- The candidate will download the question paper from the college website (**aryapcollege.ac.in**).
- The candidate can download the Performa of Answer Sheet from the college website.
- The student will attempt the questions **Serial No. wise and will write the question no. in the centre of the Page so that the question No. attempted is clearly visible.** The candidate will also mark Page No. on the Answer-Book. On the first page of the Answer-Book, he/she will fill the following details:
  - (i) Univ. Roll No. (in figures) \_\_\_\_\_ (in words) \_\_\_\_\_
  - (ii) Name of the student \_\_\_\_\_ (iii) Class/Semester \_\_\_\_\_
  - (iv) Name of the Paper: \_\_\_\_\_ (v) Code of Paper: \_\_\_\_\_
  - (vi) Total No. of Pages written by candidate: \_\_\_\_\_ (vii) Date of Exam \_\_\_\_\_
  - (viii) Sign. of the Student: \_\_\_\_\_
- The candidate will write University Roll No. and Question Paper Code at the top and also put his/her signature at the bottom right corner of each page of Answer Sheet.
- Time allowed will be 4 hours (3 hours for paper attempting + 1 hour for Scanning, Uploading and downloading). Morning Session will start from 9.30am to 1.30pm and Evening Session will start from 1.30pm - 5.30pm.
- The Candidate has to attempt full paper (*means Maximum marks and Unit Wise, if any*).
- The candidate can use black/blue ball pen only.
- For uploading the paper on ERP portal of College
  - **Login to ERP app of Arya P.G. College, Panipat(Download from Google Play Store) or Login through college website <http://erp.aryapcollege.ac.in>**
  - **Enter your Username and Password(For Example S followed by college roll no and password provided to you, S123456789)**
  - **Go to Upload sheet option>> select your Subject/paper>>Exam Type (Regular/Re-appear).**
  - **Click on Upload Sheet Button>>select your file and upload**
  - **Check after uploading by clicking on view button.**
- Upload your answer sheet within the prescribed time i.e. 4 hours. ***No Answer sheet will be accepted beyond this time.***
- ***No Hard Copy of Answer Sheet will be accepted. MIND IT.***
- **Rules Regarding Proctoring**
  - **Proctoring will be done through Microsoft Teams.**
  - **Join Meeting only after Logging in Microsoft Teams account with your Team ID and password. *No Guest user will be allowed to enter.***
  - **Set/Adjust your web cam in such a manner so that you and your answer sheet are properly visible.**
  - **Sit in front of web cam for the whole duration.**
  - **Don't unmute yourself until say so.**
  - **Switching off your web cam or disappearance from web cam will be treated as UMC.**
  - **Ensure Proper Internet Connectivity with good speed.**