NOTIFICATION

It is notified for the information of all the students of BA, B Sc., B. Com, BCA Semester 1st, 3rd & 5th (Regular) appearing in the annual examinations (**Online-Open book mode)** of pending papers shall **commence from 06-05-2021**.

The students shall follow the following procedure for writing the examination.

1. The mode of examination shall be Online-Open book mode.
2. The design of the paper shall be same as was set for the offline examination (Examinees are familiar with the design as they have already appeared in some papers by offline mode)
3. Paper shall be made available via a link on the college website-**www.gcwparade.org** 10 minutes prior to the commencement of examination as per the date sheet.
4. The examinees are required to write answers of the questions on A4 size white papers or any suitable good quality paper of optimum size (Plain / Ruled).
5. The examinees shall compulsorily write at the right hand top corner of each page (one side of each written paper)
   a. Page No…………………………………….
   b. Examination Roll No.)………………………..
   c. Name……………   Signature…………………….
6. The examinees shall stitch up serially all the pages used for writing the examination, and attach a **title page** as the first one but don't number it, write the following details on the front side and leave its backside blank.

Write the following in the upper half of the Title page

A. Examination: - BA, B Sc., B.Com, BCA (write only the relevant one)
B. Title of the paper:-   …………………………………….
C. Examination Roll No.   ……………..
D. Semester: -   …………………………..
E. Total No. of written pages stitched up together excluding the title page …
F. Name of the candidate.   …………………………
G. Signature of the candidate   …………………………………

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Leave blank the lower half of the title Page

7. Time allowed for writing the examination is 2 hours and 30 minutes only. 30 minutes are provided for stitching up the pages, attaching the title page, making of pdf file and uploading on the college website – www.gcwparade.org at the link already provided.
8. The examinees are mandatorily required to upload the pdf file of the answers of the each examination paper within 3 hours of the start of the examination on each day they are supposed to appear for a particular paper).
9. Each candidate is compulsorily required to send the original hard copies of the all answer sheets (Stitched up) of which the pdf files have already been uploaded   within five days from the last date of examination of the concerned candidate. All hard copies be sent in a single cover through **Speed post or Registered post** addressed to **Controller of Examinations, Govt. college for Women Parade Ground, Jammu-180001**

All provisions of this notification are one time exemptions extended to the students in view of the prevailing conditions due to upsurge in the second wave of Covid-19 Pandemic. As such no candidate can claim the benefit of any of the provisions of this notification in part or in whole during any future examinations.

Controller of Examinations