

IMPORTANT NOTICE
ARMY INSTITUTE OF LAW, MOHALI
GENERAL INSTRUCTIONS FOR EXAMS

1. Refer earlier notice No. 1101/AIL/ACA/536 dt 23 Jun 2021.
2. Punjabi University, Patiala vide its circular No 3017/COE dated 23.07.2021 has issued important instructions for May 2021 Exams for all the classes. The instructions for the students are as under:-
 - (a) The question paper will be mailed through a dedicated e- mail ID of the college or sent via What's App to the candidates.
 - (b) The examination session will be as follows:-
 - (i) 1st session : 09:30 am to 01:30 pm.
 - (ii) 2nd session : 02:00 pm to 06:00 pm.
 - (c) The candidates will be able to download their admit cards for which the university will provide the facility in a few days.
 - (d) The candidate must attempt the question paper **on A-4 size sheets on ONE SIDE ONLY. They can use a maximum of 16 such sheets only.**
 - (e) The candidate will adhere to the sample sheet for writing and sign the same.
 - (f) The candidate will **use only blue pen.**
 - (g) The candidate will exhibit the first sheet as well as all the sheets consumed (sample sheet attached).
 - (h) The candidate will certify in the end that the answer sheet has been written in his / her own handwriting.
 - (j) The candidate will number all the sheets in a proper order. It is advisable for the candidate to prepare their answer sheets as per the format given by the university in advance.
 - (k) The candidates will be given 2:30 hours to attempt the question paper. Another 1:30 hours will be given to download the question paper, convert the answer sheet into PDF, scan it and email it. Hence, 4 hours will be given for the entire process.
 - (l) The candidate is required to attempt 50% of the entire question paper. If the 50% of the total number of questions results in 0.5, then it should be ignored. For example: if the question paper includes 9 or 7 questions, the candidate is required to attempt 4 or 3 questions only.
 - (m) All the questions will carry same marks. **In case the question paper includes some instructions regarding its sections, the same should be ignored.** The maximum marks of the question paper will remain the same.

(n) Once the candidate has completed his paper, he will scan each sheet and make a PDF FILE of the same. It will be then attached and emailed to the following email IDs as given below:-

(i) For 2nd Semester students : ailexam1yr@gmail.com

(o) In case the candidate does not have the facility for the above-mentioned process, the answer sheet can be submitted to the adjoining Department /College/ Constituent College/Neighborhood campus affiliated to the Punjabi University within the stipulated time. The college will provide a receipt for the same to the student at the time of such submission.

(p) In case the candidate is not located in proximity to the college, then the answer sheets can be sent to the Principal via Registered Post/Speed Post.

(q) It is mandatory for the candidate to be in regular contact with the Principal in order to get apprised about the examination guidelines issued by the university. The candidate must periodically visit the university website for the same.

(r) There will **be NO PROVISION FOR RE-EVALUATION AND RECHECKING OF ANSWER SHEETS FOR EXAMS OF THIS SESSION.**

(s) The candidate who has filled the exam form as well as the examination fee for the last semester but is **IN A CONTAINMENT ZONE OR CORONA +ve**, must inform the college before the commencement of the exam via email or written application. Such a candidate will be allowed to appear in the next exams.

(t) The sample Answer Sheet is given below:-

CLASS..... ROLL NO. (in words..... (in numbers)
SUBJECT PAPER / OPTION.....
MEDIUM.....DATE..... NO. OF SHEETS USED.....

Signature of the Candidate

3. You are requested to check institute website **www.ail.ac.in** and Punjabi University website (**www.punjabiuniversity.ac.in.**) regularly for updates.

4. This is for info of all concerned.

1700/AIL/P/
____ Jun 2021

Principal