

STANDARD OPERATING PROCEDURE (SOP) FOR CONDUCT OF
PG DIPLOMA ANNUAL EXAMINATIONS-2020 (ONLINE)

QUESTION PAPE PATTERN: Subjective Type. 100 MARKS

1. **Structure Of The Question Paper:** It consists of Five Questions, All questions carry equal Marks. Out of Five questions, **three questions are to be attempted** based on the choice of the student.
2. **How to attempt** – All the eligible students (list of eligible students is available on the Website) are required to register themselves for the examination by filling up the examination form as already filled by most of the students. Also, all students must **fill the Google Form** available on the ILI Website for intimation/updation of **their latest and correct Email IDs and Mobile phone numbers**, which are essential for sending/receiving any information regarding the conduct of Examination.
All the registered students would be given Question Paper through their registered e-mail ids as per the Date-Sheet for the conduct of the assessment. (Please refer the website for the Date-Sheet).
3. All the students are requested to regularly check their emails including SPAM for any updates.
4. *** Duration of Exam:** **2.15 Hrs.**
*** Additional time for downloading of question paper and uploading of Answer sheets:** **45 Minutes**
*** Total Duration:** **3 Hrs.**
5. The time slot to complete the paper and submit the same would be **three hours** i.e. from **10 AM to 1 PM** on the date of Examination. The Question Paper would be made available to the student through email by 10:00 AM and the answer-sheet must be submitted by the student **by 1:00 PM on the same day**. Answer-Sheets received after the stipulated time would be rejected and would not be considered for the evaluation.
6. Student write their answers on a **plain sheet of Paper** without mentioning their name and roll numbers and send the scanned copy of the same in a **single pdf file**. No multiple jpeg file should be sent.
7. The Answer file should be named as per the given nomenclature: Subject Paper Code_Roll No. of the Student_Name of the Student e.g CLM-IV_20/CLM/ILI/2019_Narendra Modi (i.e Corporate Law Paper IV, Roll no 20 and name of the student)
8. Students are required to email their answer sheets in single PDF file on

Course Name	Email ID
Alternate Dispute Resolution	PGD-ADRExam2020@ili.ac.in
Corporate Law and Management	PGD-CLMexam2020@ili.ac.in
Cyber Law	PGD-CLexam2020@ili.ac.in
Intellectual Property Rights Law	PGD-IPRExam2020@ili.ac.in
9. The students have to ensure that the pdf file of the answer sheets are in correct form of pdf and not corrupt. The Institute will not be responsible for corrupt pdf files.
10. The student who are unable to give online examination may intimate the same to Asst. Controller of Examinations. Alternate examination will be conducted later on for them, once the situation will be normalised.