

**STANDARD OPERATING PROCEDURE (SOP)**  
**FOR CONDUCT OF**

**PG DIPLOMA ANNUAL EXAMINATIONS-2021 (ONLINE)**

**QUESTION PAPER PATTERN : SUBJECTIVE TYPE**

**TOTAL MARKS: 100**

1. **Structure of the Question Paper:** It consists of Five Questions, All questions carry equalMarks. Out of Five questions, **three questions are to be attempted** based on the choiceofthestudent.
2. **How to attempt:** All the eligible students are required to register themselves for the examination by filling up the examination form. Also, all students must **fill the Google Form (click here <https://forms.gle/dC5vwREZGMphh3jD8>)** 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. The question paper will be sent to the e-mail ids (as mentioned in google form) of theregistered students on the date of exam as per the Date-Sheet. (Please refer the websitefortheDate-Sheet).
3. All the students are requested to regularly check their emails including SPAM foranyupdates.

<b>Duration of Exam:</b>	<b>2.15Hrs.</b>
<b>Additional time for downloading of question paper and uploading of Answer Sheets:</b>	<b>45 Minutes</b>
<b>Total Duration:</b>	<b>3Hrs.</b>

4. The time slot to complete the paper and submit the same would be **three hours** i.e. from **10:00 AM to 1:00 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.
5. Students 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.
6. 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\_IL1\_2019\_Rahul Modi (i.e. Corporate Law & Management, Paper IV, Roll no20 and name of the student)

7. Students are required to email their answer sheets in single PDF file on the following email id (based on the course)

Course Name	EmailID
Alternate Dispute Resolution	<a href="mailto:adr@ili.ac.in">adr@ili.ac.in</a>
Corporate Law and Management	<a href="mailto:clm@ili.ac.in">clm@ili.ac.in</a>
Cyber Law	<a href="mailto:cl@ili.ac.in">cl@ili.ac.in</a>
Intellectual Property Rights Law	<a href="mailto:ipr@ili.ac.in">ipr@ili.ac.in</a>

8. The students have to ensure that the pdf file of the answer sheets is in correct form of pdf and not corrupt. The Institute will not be responsible for corrupt pdf files.
9. The students who are unable to give online examination may intimate the same to Asst. Controller of Examinations.