

STANDARD OPERATING PROCEDURE (SOP)
FOR CONDUCT OF PG DIPLOMA SUPPLEMENTARY 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 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 are required to register themselves for the examination by filling up the examination form and payment of requisite fee. 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 the registered students on the date of exam as per the Date-Sheet. (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. Please note:
Duration for Completing the Examinations: **2.15 Hrs**
Additional Time for Downloading of QP & Uploading of Ans Sheet: **0.45 Hrs**
Total Time allowed (from sending the Question Paper to receiving of Answer Sheets) 3.00 Hrs.

Total time to complete the paper and submit the same would be **three hours** i.e. from **2 PM to 5 PM** on the date of Examination. The Question Paper would be made available to the student through email by 2:00 PM and the answer –sheet must be submitted by the student by 5:00 PM on the same day as single pdf file. Answer-Sheets received after the stipulated time would be rejected and would not be considered for the evaluation

5. Student write their answers on a **plain/ruled 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 jpg files should be sent. Answer sheets submitted in any other format would be rejected and not evaluated.

6. The Answer file should be named as per the given nomenclature:

PaperCode_Roll Number_Name of Student (CLM1_30_ILI_2020_CLM_Ram Prasad i.e. paper-CLM-I, Roll No.-30/ILI/CLM/2020, Name: ram Prasad)

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

Course Name	Email ID
AlternateDisputeResolution	adr@ili.ac.in
Corporate Law and Management	clm@ili.ac.in
CyberLaw	cl@ili.ac.in
Intellectual Property RightsLaw	ipr@ili.ac.in

8. 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.

9. If Institute receives multiple files then the last pdf file received within the time frame will be considered.