



Ref. No. COE/06/19-20

Date: 06.06.2020

Examination Section

Attention: Final Year Students of All Courses **(Except Diploma (Engg.), D.Pharm., B.Pharm & B.Ed.)**

It is to inform you all that the End Term Examination of Even Semester/Trimester, Session 2019-2020 for final year students of all courses (Except Diploma (Engg.), D.Pharm., B.Pharm & B.Ed.) is scheduled to be held from June 24th, 2020 onwards. The detailed schedule would be circulated by concerned HoD in couple of days.

The guidelines for the examinations are as follow:

1. Mode of Examination:

- Proctored Online Examination

2. Duration:

- 2-Hrs for all courses.

3. Syllabus:

- Papers would consists of 90% questions of Module 2 & 3 and 10 % from Module 1.
- For MBA & B.Sc. (Biotech.)-III year subjects, Papers would consists of questions equally from all the modules.

4. Maximum Marks:

- 60 Marks for students of 4-year course
- 65 Marks for students of 3-year and 2-year courses
- 80 Marks for students of MBA and students of B.Sc. (Biotech.)- III Year

Note: 1) All the students whether early joiner or not would appear in same paper.

6. Paper format: Question Paper would consist of two sections A & B. Section A would consist of Objective type / Multiple Choice type questions and Section B would consist of one word/ short answers (upto 70 words). The weightage of Section B would be nearly 20%.

7. Hardware/software requirements:

- Students can appear in exam on Laptop/Desktop/Mobile/Tablet. However, for better resolution and clarity it is preferred that student appear on laptop/desktop.
- A working webcam (mandatory).
- A high speed internet connection.
- Device should have Chrome or fire-fox web browser.

8. Do's and Don'ts

Do's

- **You all are required to arrange the said requirements in point 7 before the exam.**
- **You are required to register your face on GLA LMS if not done till now. For this contact your class advisor. Your Face ID is your admit card to login into online examination system.**
- **You are required to appear in a mock test which will be communicated soon by concerned department. If, you do not appear in mock, then you will be responsible for any difficulty faced during examination.**
- **On the day of examination you are required to login (details will be shared soon) at least 15 minutes before the scheduled time.**
- **During the exam you should make necessary ambience arrangement at your home for appearing in exam.**
- **Its preferred you have a clear background like wall while appearing in examination.**
- **Use a dedicated device for the exam.**

Don'ts

You would be appearing in a proctored online examination i.e. every time there would be a proctor who would be watching you and your activities.

There are certain activities as mentioned below that you must avoid during exam otherwise the system will automatically lock your exam after giving warning (s).

- **Do not switch off your webcam.**
- **Do not try to minimize the exam window.**
- **Do not open any other screen during the exam.**
- **Do not press any control keys.**
- **Do not move away from the screen.**
- **There should not be anybody in the room where you are appearing in exam.**
- **Do not keep any study material along with you.**
- **Do not use any additional device like hearing aids such as earphone, Bluetooth device etc.**
- **Keep your mic. Off. There should not be any kind of sound coming during the exam.**

- You should move to next question/section once you are confirmed as you would not be able to go back to any question/section.
- Exam would be auto saved from time to time and also at the end of time for the exam but press the tab finish and Save the exam only once you are finished.

Similarly, you must avoid any activity that may lead to blocking of your exam. Once blocked you would not be able to continue the exam.

In Case you feel it has been blocked due to some error, you would be required to contact your proctor (whose number would be there on your screen) to help you out. You should call him/her from the mobile other than that on which you are appearing. In such a case you would be responsible for yourself for loss of any time.

In case of any query on or before the date of examination, the details of contact persons is as given below:

Sr. No.	Department	Name of Faculty
1.	CEA	1. Mr. Kailash 2. Mr. Saurabh Singhal
2.	ECE	1. Dr. Aasheesh Shukla 2. Mr. Devendra Kumar
3.	EE	1. Mr. Ram Naresh Mishra
4.	ME	1. Dr. Vijay Dwivedi 2. Mr. Kunwar Mausam
5.	CE	1. Mr. Mohit verma 2. Mr. Raisul Islam
6.	Biotech.	1. Dr. Alok Bhardwaj
7.	Management- UG	1. Dr. Krishanveer 2. Dr. Trilok Pratap Singh
8.	Management- PG	1. Dr. Vivek Agrawal 2. Dr. Jitendera Kumar Dixit
9.	Chemistry	1. Dr. Vivek Sharma

Best of Luck.

Controller of Examinations