



GLA University

Examination Section

Attention: Students of All Year & All Courses

(Except Diploma (Engg.), D. Pharm., B. Pharm. & B.Ed.)

It is to inform you all that the Online Mid Term Examination of Odd Semester/Trimester, Session 2020-2021 for students of all year and all courses (Except Diploma (Engg.), D. Pharm., B. Pharm. & B.Ed.) is scheduled to be held as follows:

From October 3 to 12 : B. Tech. II-Year & III-Year,
MBA, MBA (FMB), MBA (Integrated), MBA (LSCM) II-Year
BCA II-Year

From October 13 to 20 : All other courses and Years

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: 1 & ½ Hrs for all courses.

3. Syllabus: Papers would consists of syllabus:

From Module 1 for all courses except MBA

First three units for all MBA courses.

4. Maximum Marks: 60 Marks

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 25%.

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.
- Use a dedicated device for the exam.
- You are required to register your face on GLA LMS if not done till now. For this contact your class advisor. Your admit card to login into online examination system is your Face ID.
- You are advised to join 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.
- It is preferred to have a clear background like wall while appearing in examination.
- Do not ignore any warnings or messages displayed on your screen. Rather do read it properly and act accordingly.
- In case of notification, **"Sorry your internet connection found in-active! Please check it to save your answers before attempting next question. Check your connection or re-login to activate it."** Do not submit your answer by just ignoring this message. Rather check your connection, if the problem still persists, just close the browser and re-login again.
- In case of notification **"Sorry! You can not login on multiple devices. Your session is already active from dd.mm.yyyy hh:mm. Please logout your session from another device or browser first."** In this case, wait for the next 2-3 minutes to session getting logged out automatically, if not, then contact the examination proctor.
- Do not change the device or internet connection, otherwise, you will get the message **"Sorry! You can not attempt this from current IP address. Because you have started this Exam from IP address: xxx.xxx.xxx.xxx and now your IP address is: xxx.xxx.xxx.xxx Please contact proctor for details."** In this case, call your proctor and ask him for permission to use new IP with valid reason.
- When you finally submit the paper by clicking Save & Finish Exam button, it may display the message **"The service is unavailable."** In this case, close the browser and now you can re-login to check the summary of the paper submitted.

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. ON. 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 are 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
10.	Pharmacy	1. Dr. Prabhat Kumar Upadhyay
11.	Physics	1. Dr. Anuj Vijay
12.	ILR	1. Mr. I. K. Singh
13.	Agriculture	1. Dr. Mohammad Yaseen

Best of Luck.

Controller of Examinations