



# GURUGRAM UNIVERSITY, GURUGRAM

(Established under Haryana Act 17 of 2017)

## Important Instructions for the Students

### Conditions for online mode examinations

- I. The Examinations primarily be held in Offline Mode. However, the option of Online examinations shall be provided to following categories of students:
  - a) Students infected with Covid-19 Positive or advised to be quarantined due to Covid-19 case in the family (subject to submission to RTPCR report or Medical Certificate issued by Govt. Medical Officer).
  - b) Students hospitalized due to chronic disease (subject to submission to proof of Hospitalization by Medical Officer).
  - c) Students belonging to states other than Haryana and Delhi (subject to submission of address proof as per record in college).

### Other instructions related to online examinations:

A student seeking to appear in online examination scheduled w.e.f. Feb 25, 2022 must note and strictly adhere the following:

- a) Students have to submit all the details along with required documents as mentioned above (in Point 1) to the **Principal/Chairperson/HoD** on or before **Feb 21, 2022**. The Principal/Chairperson/HoDs shall send the same in **Excel format** to Exam Branch of university on Feb 22, 2022 after proper verification of relevant documents.

S. No.	Reg. No.	Name	Email Id	Mobile No	Paper 1 Code	Paper 1 Name	Paper 2 Code	Paper 2 Name	Paper 3 Code	Paper 3 Name	Paper 4 Code	Paper 4 Name	Paper 5 Code	Paper 5 Name

- b) The student must have provided the correct email and mobile number as the link for online connect (with Test PIN for each subject paper) will be sent through email/SMS before every exam. The student must also check the spam/junk folder of their email accounts as the email may also be received in spam/junk folders.
- c) Every student must check and verify the cut-list i.e. the subject paper in which one has to appear, and should inform the discrepancies, if any, before Feb 23, 2022. No request for any change will be feasible to accept thereafter.
- d) A student must ensure the smooth functioning of the device (webcam enabled PC/Laptop/tablet /Mobile phone) to be used along with the internet connectivity and power backup before start of each exam paper.
- e) A student must download the “**HireMee Online Assessment platform**” app from Google



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Play/ IOS store. All Notifications must be off/ disabled. During the entire exam of a subject paper, the device must have only one active window i.e. the test/exam window. No other window/ application will be allowed. The mobile device must also not receive/make any call during the exam. Any such violation/ attempt to do so will lead to cancel the exam and register UMC.

- f) During the examination, e-proctoring facility will be used to invigilate the students. Each and every student will be under e-surveillance through picture/video recording during entire duration of exams, using Artificial Intelligence as well as online Invigilation by the Invigilators. No student will be allowed to use any unfair means. No other window/program/app etc will be functional on the screen during examination. Any attempt to do so will cancel the exam. Any unwarranted activity/attempt will lead to auto-issuance of warning to his/her screen as well as to the invigilator. Repeat of any such incidence will automatically cancel the exam and UMC will be registered instantly.
- g) Every student must mandatorily go through the training manuals available at [https://drive.google.com/drive/folders/1NoXaemDnOJdIOa8wcMvLXBb4DB\\_f3Era?usp=sharing](https://drive.google.com/drive/folders/1NoXaemDnOJdIOa8wcMvLXBb4DB_f3Era?usp=sharing)
- h) Every student will receive a link (a day before each exam paper) along with Test PIN which will be unique for each student and each question paper and will remain valid only for specific duration on the day of exam. This Test PIN will be non-transferable. Every student should note that this Test PIN is not re-issuable under any circumstances. Any loss/misuse /transfer will lead to destroy its validity and denial to attempt the respective exam paper.
- i) Each Question carries equal marks. Student has to write answers on A4 sheets and upload the scanned copy at the end of duration of paper.( suggestion – Upload the scanned PDF Copy, Maximum Size 10M.B, Upload the scanned PDF Copy within the duration of Exam.)
- j) A student will need to follow the under mentioned steps to appear in a subject paper exam:

### **For Mobile:**

- STEP-1 Download the “HireMee Online Assessment platform” app (please visit training manuals for details) In case of Mobile & Tab HireMee Application needs to be downloaded from Google Play Store/IOS Store, Web-browser will not support.
- STEP-2 Use the Test PIN received via E mail/SMS to start the test
- STEP-3 Please enter the Test Pin as mentioned in the user manual, do not copy and paste the Test Pin
- STEP-4 Get your image captured using live webcam (not allowed to proceed



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without webcam/image capturing) please make sure there is sufficient light to click a clear picture of your Face, Images without proper light wouldn't be accepted. Also don't use Face Masks during the examination

STEP-5 Read the instructions carefully

STEP-6 Proceed to start the Test/exam

## For Web:

STEP-1 Please use the test link provided in the E mail to access the test page (please visit training manuals for details)

STEP-2 Use the Test PIN received via E mail/SMS to start the test

STEP-3 Please enter the Test Pin as mentioned in the user manual, do not copy and paste the Test Pin

STEP-4 Get your image captured using live webcam (not allowed to proceed without webcam/image capturing) please make sure there is sufficient light to click a clear picture of your Face, Images without proper light wouldn't be accepted. Also don't use Face Masks during the examination

STEP-5 Read the instructions carefully

STEP-6 Proceed to start the Test/exam

k) A helpline will also facilitate the students to report any unexpected error. In such genuine cases, student will be allowed to restart the exam.

  
Assistant Registrar (Exams)

for Controller of Examinations