

# Gurugram University, Gurugram

## Notification

The Vice Chancellor of Gurugram University, Gurugram, on the recommendation of the committee constituted by him, has approved the following guidelines regarding mode of examination of the current (odd) semesters i.e. 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> semester of UG/PG courses scheduled to commence from 19 March 2021 in the Gurugram University campus and its affiliated colleges/institutes:

1. That the ensuing semester examination shall be held in offline as well as online mode.
2. The answer books are to be supplied to the concerned Chairpersons /Incharges of the respective departments of the University as well as to all the Principals of affiliated colleges by the examination branch for onward distribution to the examinees / students at least 2 days before commencement of exams.
3. The examinee students will appear in the examination offline / online as per datesheet prepared by the examination branch and the question papers will be uploaded by the IT cell on University website 20 minutes before the start of examination on each day. The question paper will also be sent by mail to the chairperson / Principal of the department /college where exams will be held. Examinee will send the scanned Answer Book in the PDF form within 30 minutes after the examination by E-mail to the respective Chairpersons of the departments/principals of the colleges on E-mail ID to be provided by them to the students for the purpose.
4. If a candidate is unable or does not opt to take the examination online from home, he/she will have to take the examination offline in the examination centre to be created for the same. Intimation regarding option to appear offline will be given to concerned Chairpersons/ Principals at least 2 days before commencement of exams to make adequate sitting arrangement as per SOP of Covid-19 guidelines. The mode of examination once opted will not be changed subsequently.
5. The theory examinations of all programmes shall be of 3 hours duration as per the respective Scheme of Examinations for both online as well as Offline Mode. However,

the students shall be required to attempt any five questions carrying equal marks. In case of question papers having unequal distribution of marks as in the case of Hindi, English, Sanskrit, etc. the students shall be required to attempt as many parts irrespective of questions of their choice that constitutes maximum marks.

6. Choice of mode i.e. offline/online will also be taken from the students by the Principal/Chairperson/Director/Department/ Institute concerned. In offline Mode, the students will be allowed to take examination in their respective Institutes/Colleges. Necessary arrangements for the examination will be made by the concerned Chairperson/Director / Principal. In case of offline examination Printed copy of the question paper and University Answer book will be provided to the students to take their respective examination.
7. Each candidate will sign the 1<sup>st</sup> and last attempted page of the Answer Book before making its PDF for sending to the Chairperson / Principal on the specified E-mail ID.
8. The candidate will also have to submit the hard copies of the Answer Books to their Chairperson of the departments / Principal of the affiliated colleges within two days after termination of the whole examinations.
9. The practical examinations including Project Reports/Viva/Training/Dissertation etc. will be got conducted internally by all the concerned Chairperson/Director/Principal through online/offline mode before the commencement of the theory examinations.
10. The Foreign / other state students and those who are suffering from Covid-19 or are having symptoms of Covid-19 or are quarantined due to COVID condition will appear in the Examination through online mode only.
11. The theory examinations of UG/PG courses of odd semesters (1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> semester) will commence w.e.f.19.03.2021. The date sheet will be notified shortly by the examination branch of the University.

Controller of Examination

Gurugram University, Gurugram

A copy of the same is forwarded of the same is forwarded to the following for the Information and necessary action:-

1. Dean Academic Affairs, Gurugram University, Gurugram
2. Dean of Colleges, Gurugram University, Gurugram
3. All the Chairperson/Director/Principals of concerned affiliated Departments/Colleges/Institutes
4. Dean Students Welfare, Gurugram University, Gurugram
5. Deputy Registrar, I.T.Cell, GUG with request to upload it on University Website
6. Librarian, Gurugram University, Gurugram
7. Assistant Registrar (Secrecy), Gurugram University, Gurugram
8. OSD to Vice-Chancellor, GUG for kind information of the Vice-Chancellor.
9. P.A to Registrar, GUG (for kind information to the Registrar)
10. P.A to Controller of Examination, GUG
11. Programmer/System Analyst, Computer Lab, GUG

Assistant Registrar (Conduct)