

1. The clock displayed has been set as per our server time. There is a countdown timer at the top right corner of the screen which will display the time within which you have to complete the exam.
2. The exam will start at the exact time as notified in the final date sheet.
3. Click one answer from the options (radio buttons) to select your answer.
4. Click on SAVE & NEXT to save the answer before moving to the next question. The next question will automatically be displayed.
5. Make sure you click on SAVE & NEXT button every time you want to save your answer.
6. The answer once saved cannot be changed.
7. To go to a question, click on the question number in the Question Palette on the right-hand side of the screen.
8. The colour coded diagram on the right side of the screen shows the status of the questions:
9. White - you have not visited the question
10. Red - you have not answered the question
11. Green - you have answered the question
12. When the stipulated time gets over (counter shows 0) then your answers will be submitted automatically, and you will not be able to make any changes.
13. If there is a power failure or network problem while you are attempting the exam, you may login again after the problem is resolved and continue the exam. You can start the test from the same point and attempt the remaining questions.
14. After you start the examination it will end automatically after the stipulated time elapses provided you are logged in to the exam portal during the time elapses.
15. If you close the exam window without ending the test, your result will NOT be considered.
16. Once the examination time is up, you will not be able to attempt it again.
17. You need to complete the exam in the mentioned time only. Extension in time is not allowed. The exam can be attempted only on the scheduled dates & Time mentioned in final date sheet.
18. The candidate should ensure that during the exam no other person is present. The exam is continuously monitored and candidate may get disqualified if any such activity is recorded.
19. Following activities are strictly prohibited during the exam:
20. Use of electronic devices, textual material and Stationery items like Calculator, Pen Drives, Calculator, Log Table, Electronic Pen/Scanner etc. However, candidates can use blank paper and pencil at the time of exam for rough work.
21. Use of tele-communication devices like Mobile Phone, Head phones, Bluetooth Earphones, Pager, Health Band etc.

22. It is the candidate's sole responsibility to be properly dressed during the online examination and be mindful of the fact that you are in front of webcam. The candidate should ensure a proper posture and also place the camera correctly so that there is no indecent exposure.
23. Wear decent clothing during the examination.
24. The action performed by the candidate on the exam window interface will be recorded throughout the exam. IP address of your computer will also be recorded during the exam.
25. This recorded information will be used only for ensuring fairness and transparency in the conduction of the exam & this evidences recorded will be solely used for monitoring the exam.
26. The recorded data will be automatically uploaded to the server.
27. Make sure that there is no noise at the background during the exam.
28. While attempting the examination, no other application or webpage should be opened except provided exam software.
29. Switching, minimizing, or closing the exam window is not allowed during the exam.
30. Availability of the hardware, software, Broadband Internet & power backup at the time of the exam is the sole responsibility of the candidate and University will not be responsible for any delay in the exam due to failure of the above-mentioned resources at the candidate's side. No time extension shall be given in any case and no such calls will be entertained. Hence candidate should ensure and plan accordingly the availability of the proper backup and alternate resources. The expenses incurred for making the above setup ready for the exam shall be borne by the candidate themselves.
31. If due to any reason, the computer shuts down or the exam window gets closed, the candidate can re-login and can continue with the exams. For instance, if candidate has started giving the exam at 10:30 a.m. and at 10:45 a.m., s/he had a problem and the system hung, then s/he can re-start computer, re-login, and continue the exam. But the above option will work only till the exam end time as per the mentioned schedule. i.e. the balance duration of the exam.
32. University in its sole discretion may disqualify the candidate if the candidate fails to follow the pre-examination instructions or causes a breach in the terms and conditions of online examination or has supplied false or incorrect or incomplete information, or for any other reason, the university finds appropriate.