

Notice

All the students are hereby directed to follow the below guidelines while appearing in End term Examination on SBU ERP.

1. It is recommended to use Google Chrome to attempt online test. Do not use Safari browser.
2. Log In into SBU ERP at least 30 minutes before the start of exam.
3. Before the start of online exam, clear your browser history, cache, cookie, etc.
4. Students should not change the device while attempting online test.
5. Do not take calls on mobile phone during exam. It may terminate your exam session.
6. As part of security feature, students are barred from closing their browser during the online examination session. This may lead to automatic submission of your test. Even checking whatsapp or text message, opening of another tab in same browser, taking calls, sharing screen, etc. are also considered as unfair means.
7. Do not try to take screenshot during the online exam; otherwise your session may be terminated.
8. Change the screen sleep/ locking setting of your mobile phone/ tablet/ laptop so that the screen does not get locked during the exam. In most of the mobile phones, Sleep setting is under "Lock screen & password" in System setting. In most of the laptops, this setting is under "Power & sleep" option under System setting.
9. Attempt all the questions in sequence. Do not try to jump the questions.
10. In case of any technical error during online exam, immediately inform your concerned subject faculty/ coordinator/ examination department about the same with proof.

Sd/-
Prof. (Dr.) V. K. Singh
Registrar

Copy to:

1. Hon'ble CEO/VC for kind information
2. Controller of Examination
3. Manager (P&A)/CAO
4. Dean (Academics)
5. All HODs
6. Persons Concerned
7. Guard File

By the order of Vice-Chancellor

Prof. (Dr.) V. K. Singh
Registrar

