General Instructions for Students while Appearing for Online Examination starting from 7th January 2021

1. You are advised to be at the location where there is a good internet connectivity
2. You must have sufficient internet data pack available for examination on your gadget
3. Make sure that the gadget which you are using is fully charged before the commencement of the examination
4. As far as possible use laptops or desktops for your exams
5. Log in credentials (Email ID) provided to you by college should be used to appear for examinations.
6. In case of any query regarding technical issues from the college side, you may contact Mr. Gautam Jha (Contact details are provided in help desk)
7. Examination Time table is displayed on the college website.
8. Following activities during examination will be treated as unfair means / malpractice case
   a. Sharing screen with any other member
   b. Browsing other websites, taking screen shots and sharing the same with any other person or on social media
   c. Running any other application on the gadget through which you are appearing for the examination
9. The Question Paper consist of 20 MCQs of 2 marks each (40 Marks) and descriptive questions for 40 Marks.
10. Total Duration of the Examination will be of 2 hours.
11. MCQ Google form should be submitted within first 40 min. of the scheduled examination timing.
12. Examination Link sent to you will become active 5 min prior the scheduled time of the examination
13. You are expected to start attempting the questions at the scheduled time of examination. The link will automatically get deactivated after 40 min for MCQ.
14. Separate link will be shared for descriptive Questions after submission of MCQ paper only. The link will automatically get deactivated after 80 min.
15. Descriptive questions should be answered on A4 SIZE / legal (Full scape) PAPER ONLY.
16. On each paper student should write his/her exam seat no. in top left corner of the page and signature in the top right corner of the page.

Any paper not having student’s exam seat no. and signature will not be considered for evaluation.
18. If any student not attempting either question no. 2 or 3, they should upload a blank page with their seat no., signature and mentioning Q. No._ NOT ATTEMPTED

19. Students should number all the pages of question no. 2 and 3 separately in bottom right corner of the page.

20. You should follow file naming as per the format given below, Short subject name_exam seat no_Question No.

For e.g. In subject of Engineering Mathematics III, the file uploading will be with name as: EM III_23XXX_Q2

21. Students should upload two files, one for question no. 2 and one for question no. 3 separately in the Google form for descriptive part of question paper in PDF Format only in given time.

22. Both the Google forms (MCQ & Descriptive) should be submitted in prescribed time only.

23. Enter your personal information including examination seat number, wherever asked, with due care.

24. You are allowed to use non-programmable calculator, working sheet (for any rough work), as you are not allowed to leave your seat during complete examination time.

25. Submit the responses without fail before leaving the examination platform.

26. You shall submit your response only once for one course.

27. If any problems arise due to which you are unable to appear for the examination or submit your responses, immediately inform this to your invigilator (on Google meet)/subject teacher or head of the department or the help line numbers of your college.

28. You must maintain the sanctity of the examinations.

29. Differently abled Students will get 20 minutes/1 hour examination extra time with prior permission of the college authorities, after submitting proper documents.

30. If students have any difficulty regarding examination (Electronic gadget or internet connectivity, power supply), they should contact to help desk available on institute website. Institute will provide required facility in the campus to such student on prior information.

Examination Cell
SJCEM, Palghar