



Date :- 14/9/2020

## **GUIDELINES FOR STUDENTS (ONLINE EXAMINATIONS ON MS TEAMS)**

### General Guidelines:

- The final year theory examinations will be conducted online on MS Teams.
- The Maximum marks for the theory paper is 50 and the duration allowed is 1 hr.
- Students with disabilities (as registered in the college at the time of admission), will get 20 minutes extra as per rules
- The marks will be scaled up to 75 marks.
- The questions will be only in form of Multiple Choice Questions (MCQs).
- Each MCQs will have 4 options.
- The first three questions on MS forms will be, "What is your SAP number (Student Number)? What is your name? What is your division and roll number?"
- This will be followed by 20 MCQs for 1 mark each= 20 marks (5 MCQs from each unit) and 15 MCQs for 2 marks each=30 marks (3 questions from 4 units and remaining 3 questions- mixed bag)
- The questions will be set according to the weightage given to the modules in the syllabus covering the entire syllabus.
- The Practical/Oral exams will be conducted online, as viva only.
- The Theory/Practical exams that have already been conducted earlier will be considered as final.
- The same procedure as mentioned above will be followed for the Re-examinations of the students for Sem 2 and 4.
- Students should not resort to the use of unfair means while attempting the examination. College will initiate action for use of unfair means as per University rules and regulations.
- The students must ensure that they make themselves properly aware of the syllabus, paper pattern, timetable and technical platform used by the college. Thus they must take the examinations as per the time-table schedule prescribed by the college and should make requisite arrangements (Smartphone/ Laptop/Tab/ Desktop/any other gadget, Internet Connectivity) to appear for the online examination.

APP



Shri Vile Parle Kelavani Mandal's  
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &  
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**  
(AUTONOMOUS)



**NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016)**  
Granted under RUSA for Research, Innovation and Quality Improvement  
Granted under FIST-DST & Star College Scheme of DBT, Government of India  
Best College (2016-17), University of Mumbai.

**Before beginning the exam:**

- **Make sure you have a good internet connection. An alternate arrangement of network (Wi-Fi or data connection) should be kept ready for use, in case the need arises. This is a must during the entire duration of the examination, till the submission of the final answers.**
- Install Microsoft Teams App, preferably the desktop version on at least two devices (Laptop/Desktop and Mobile Phone).
- Keep the Username and Password to be used, in case if it is required during the login.
- In case of any connectivity issue, log-out of MS Teams and then login back again.

**During the exam:**

- Do not click the "Back" button on the browser, while using the web app version. This will take the user out of the test and prevent MS Teams from tracking the selected answers.
- Click the "**Submit / Turn In**" button to submit the answers. Do not press "Enter" on the keyboard to submit the answers.
- Save the test using the "Save" button periodically during the exam (During the Objective Test).
- The exam will start as per the schedule mentioned in the timetable.
- All the students are expected to keep their **video cameras ON** and **UNMUTE their microphone** during the exam (Students will be supervised upon by faculty members during the exam).
- Students will have 1 hour to complete their exam.
- Click the "**Submit / Turn In**" button, when ready to submit the answers.
- **NOTE: Please ensure that there are no disturbances, specially within the room during the examination.**

**BEST WISHES TO ALL**

Controller of Examinations

Principal