INSTRUCTIONS TO THE STUDENTS
REGULAR EXAMINATIONS, JANUARY, 2022
POSTGRADUATE PROGRAMS, SEMESTER- I & III
FOR 2021-22 BATCH STUDENTS
ONLINE MODE- ON MS TEAMS

1. The ESE (End Semester Examination) will be conducted online on MS Teams.
2. The Maximum marks for the theory paper is 50 (which will be scaled up to 75 marks) and the duration allowed is 1 hr. & 30 minutes.
3. Students with disabilities (as registered in the college at the time of admission), will be given extra time as per rules i.e. 20 minutes extra for an hour.
4. The questions will be set according to the weightage given to the modules in the syllabus covering the entire syllabus.
5. Students will write the answers to all the questions in the pen and paper mode using black ink only.
6. Students should use only A4 size ruled journal sheets to answer the questions.
7. Students should write clearly the page number, their SAP number, the subject, and the course name on EVERY PAGE on the right hand corner.
8. All the sheets that have been used for answering the examination should be scanned and uploaded as a single PDF file.
9. Students are advised to download an app like ADOBE SCAN for the scanning of the papers.
10. Students must ensure that the scans of every page are clear and that the written matter is clearly visible.
11. Students should not resort to the use of unfair means while attempting the examination. The College will initiate action against the use of unfair means as per University rules and regulations.
12. **Students are required to appear for the examination only through the MS Teams meeting scheduled for the same. Students who do not join the scheduled meeting/ join for insufficient time, will be marked ABSENT for the exam. Their assignments/ responses, if uploaded directly, will not be considered.**
13. 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 appear for 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.

14. **BEFORE THE BEGINNING OF THE EXAMS STUDENTS SHOULD ENSURE:**

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a. To 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.
b. Install Microsoft Teams App, preferably the desktop version on at least two devices (Laptop/Desktop and Mobile Phone).

c. Keep the Username and Password to be used, in case it is required during the login.
d. In case of any connectivity issue, log-out of MS Teams and then log back in again.
e. Students are instructed to join the Teams meeting at the assigned time.

15. DURING THE EXAM:

1. Do not click the "Back" button on the browser, while using the web app version. This will take the user out of the test.
2. The exam will start as per the schedule mentioned in the timetable.
3. 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).
4. Students will have 1 1/2 hours to complete the exam and a further 10 minutes to scan and upload the answer sheets.
5. Once the exam is completed, use the "Add work" option in the assignment to upload the scanned answer sheets.
6. Ensure that all scanned sheets are uploaded and then click the "Turn in" button to submit the assignment.
7. Students who face technical problem(s) during the exam should report the same to the supervisor in their teams and also mail the issue immediately to mithibai.exam@mithibai.ac.in along with screenshots of the problem(s) faced.

   NOTE: Please ensure that there are no disturbances, especially within the room during the examination.

BEST WISHES TO ALL

Ms. Alka Shukla
Controller of Examination

Dr. Krutika Desai
I/C Principal