



08 JAN 2022

GUIDELINES FOR UG STUDENTS
(ONLINE EXAMINATIONS ON MS TEAMS)

General Guidelines :

- The ESE (End Semester Examination) will be conducted online on MS Teams.
- The maximum marks for the theory paper is 75 and the duration allowed is 1 hr. & 30 minutes.
- Students with disabilities (as registered in the college at the time of admission), will get 30 minutes extra as per rules.
- The questions will be only Objective Questions.
- 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 questions for 1 mark each = 20 marks and 20 questions for 2 marks each = 40 marks and 5 questions for 3 marks each = 15 marks.
- In the paper of **Mathematics, Statistics & Accountancy the paper pattern is as follows :**
25 questions of 3 Marks each.
- The questions will be set according to the weightage given to the modules in the syllabus covering the entire syllabus.
- 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.
- Students must ensure that they make themselves properly aware of the syllabus, paper pattern, time-table 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.

Before beginning the examination :

- **Make sure that you have good internet connection. An alternative 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 log back in again.

FOR ONLINE EXAMINATIONS ON MS TEAMS :

1. Students are instructed to join the Teams meeting at the assigned time.

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2. They should keep the audio and video on of their devices switched on at all times during the course of examination.
3. The first three questions are to be compulsorily answered :
 - a) Student's Name in Full (FIRST NAME LAST NAME)
 - b) SAP Number (11 digit student no.)
 - c) Division and Roll Number
4. The students shall write the Division and Roll Number in the format written in their identification cards, for e.g., A003, B028, C125
5. Kindly do not refresh the page during the examination.
6. After completing the examination, the student should ensure that he/se click on the **SUBMIT** button.
7. Students have to join the examination through the scheduled meeting only. If they join through links or any other means, then their name will not be reflected in the attendance list and their examination will be considered **null and void**.

DURING THE EXAMINATION :

- 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 examination (During the Objective Test).
- The examination will start as per the schedule mentioned in the time-table.
- All the students are expected to keep their video cameras ON and UNMUTE their microphone during the examination (students will be supervised upon by faculty members during the examination).
- Students will have 1hr. & 30 minutes to complete their examination.
- Click the "Submit / Turn In" button, when ready to submit the answers.
- Those students who face technical problem(s) during the examination should mail the issue immediately to mithibai.exam@mithibai.ac.in and the respective HoDs along with screenshots of the problem(s) faced.
- **NOTE: Please ensure that there are no disturbances, specially within the room during the examination.**

Ms. Alka Shukla
Controller of Examinations

Dr.(Ms.) Krutika B. Desai
In-charge Principal.