



**SHRI VILE PARLE KELAVANI MANDAL'S
NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS
(AUTONOMOUS)**

16th SEPTEMBER, 2021

Re-Examination September 2021

7 Point (2015-16) &10 Point Prior to Autonomy (2017-18 / 2018-19 / 2019-20)Batch

1. The examinations will be held in online mode using the Microsoft Teams platform. All students are required to download the MS Teams App on their PC / Laptop / Smartphone.
2. The questions will be from the entire syllabus.
3. Duration of the examination for each paper will be of **ONE HOUR (60 minutes)**.
4. Paper pattern: **Exam will be of Total 50 Marks, Multiple Choice Questions worth 1 mark each, i.e. total 50 marks which will be scaled up to the maximum End Semester Examination marks assigned to the respective subject.**
5. There will be no revaluation of these examinations.
6. The timetables have been displayed on the College Website.
7. Students must take these examinations as per schedule displayed in the time table and should make requisite arrangements for PC/Laptop/Smartphone and ensure internet connectivity. An alternate arrangement of network (Wi-Fi or data connection) and device (Computer/smartphone) should be kept ready for use, in case the need arises.
8. Students should not resort to use of unfair means during examination, otherwise action will be initiated as per college rules and regulations.
9. **Students will be added to Teams for attending the examination meetings. They must appear from their own Teams only.**
10. **Students should not share meeting links with other students by any means. Student should not join the meeting through the shared links.**
11. Students should refer to and follow instructions given by the College only and not believe in messages spread on social media.
12. Students who have submitted the required documents for PWD (persons with disability), at the time of admission, will be granted extra time, as per rules.
13. Before beginning of the examination, the students should ensure:
 - a) They 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 if it is required during the login.
- d) In case of any connectivity issue, log-out of MS Teams and then login back again.

14. During the examination

For Objective Test

- a) **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.
- b) Question paper will be assigned through MS Teams.
- c) The exam will start at the time, as mentioned in the timetable.
- d) Students must **join the meeting** scheduled by the supervisor in the exam team, **15 minutes prior** to the scheduled time of exam.
- e) 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).
- f) Students **will have one hour to complete** their exam.
- g) **Click the “Submit / Turn In” button** to submit the answers. **Do not press “Enter” on the keyboard** to submit the answers.

Please refer to the College Website for notices and updates.



Ms. Alka Shukla
Controller of Examinations



Dr. Parag Ajagaonkar
Principal

