



SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE OF COMMERCE AND ECONOMICS

Vidyasagar Principal K.M. Kundnani Bandra Campus

Adv. Nari Gursahani Road, TPS-III, Off. Linking Road, Bandra (W), Mumbai 50

Re-Accredited "A" Grade by NAAC – 3rd Cycle (May 2017)

Affiliated to University of Mumbai and Recognized under Section 2(f) and 12(b) of UGC Act

Dated: 26/12/2020

GENERAL INSTRUCTIONS FOR STUDENTS

(appearing for Online Examinations in Dec 2020 – Jan 2021)

- 1) Study properly and be confident while attempting the Online Examination.
- 2) Ensure that the place from where you will be attempting your examination is quiet and comfortable and has minimum disturbances/ distractions.
- 3) Take online MCQ tests or quizzes that are freely available for getting used to the format.
- 4) Attempt all Mock Examinations held by the College to get familiar with the technical procedure.
- 5) Ensure to have a device (Laptop / Desktop PC/ Tablet / Smartphone) with an inbuilt / external working Camera.
- 6) Ensure to have an active, stable and high-speed Internet Connectivity. You should have sufficient data in Fair Usage Policy (FUP) / Internet plan with sufficient data pack. If using mobile phone, it should be in minimum 3G (4G desirable) coverage with at least 500 MB balance data.
- 7) Giving examination on Laptop or Desktop is highly recommended. Practice using the same Laptop / Desktop PC/ Tablet / Smartphone that you will be using for attempting the Online Examination. Use the same device for the Mock and for the Actual Examinations.
- 8) Keep your device started up and fully charged before the examination begins. Power bank for mobile or UPS/Inverter for laptop/desktop should be available for uninterrupted power supply.
- 9) Use web browser such as Mozilla and Chrome browsers etc. on a desktop/laptop/tab/smart phone.
- 10) Clear browser cache memory on mobile and laptops. Clear browsing history and also delete temp files.
- 11) Turn off / mute all other apps and notifications that may interfere with the Online Examination process.
- 12) To avoid unwanted pop-ups, use of Ad Blocker is recommended.
- 13) Close all browsers/tabs before starting the Test.
- 14) Read examination instructions carefully and follow them properly.
- 15) In any case for the late joining of examination student will not get any grace period.
- 16) The same username / password should be used on all days of the Mock and Actual Examinations.
- 17) Allow camera access and let the software click your photograph. Unless this step is completed, you will not be able to access the test.

- 18) Do not move away from your seat or cover / hide your face from the camera during the entire test. The camera will record all your activities.
- 19) Once the test starts, do not switch to any other window/tab. On doing so, your attempt may be considered as malpractice and your test may get terminated.
- 20) Do not take call (cut the call) during the test if you are giving the exam on mobile. This also will be treated as changing the window.
- 21) Do not use the Back button or Close button / icon to go back to previous page or to close the screen.
- 22) Manage your time properly. Give approximately equal time for attempting each answer.
- 23) You can submit the test before timer expires. If timer expires, test will be submitted automatically.
- 24) In case of any technical issue, do not panic. Take a screenshot of the problem and contact the Helpline immediately.

Telephone Numbers: (during the exam)	022 - 26495230/ 9324624269 / 9324644583
Email to be done before 6:00 PM	admin@mmk.edu.in
