



DR. R. S. Zunjarrao
M.Sc. Ph.D.
PRINCIPAL

Progressive Education Society's
**MODERN COLLEGE OF ARTS, SCIENCE AND
COMMERCE(AUTONOMOUS),**
Shivajinagar, Pune 411 005

- NAAC Re-accredited 'A+' Grade
- 'Best College Award, SPPU
- UGC :BSR & DST : FIST Funded
- 'College with Potential for Excellence', UGC
- "Star College Status, DBT
- 'Community College Scheme', UGC

- P.U. AFFILIATION No. (Id. No. PU/PN/ASC/022(1970))
- U. G. C. RECG. NO. included U/S 2 (F) of the U.G.C. Act 1956, Letter No. F.13-37(CD) dated 1st Sept. 72
- Govt. RECG. NO. D.E.M.S. Pune Oct 77, Code No. PA/ASC-13
- Jr. College Permission No. HSC/1077/31029/XII-HS dt/4-5-77, HSC College Code No. J-11.11.005.

Ref No. : MCASC/Exam Section/ 2020

Date : 12/12/2020

Guidelines about Online Examination to students

Dear Students,

Below are the guidelines for the online Examinations to be conducted in Modern College of Arts, Science and Commerce (Autonomous), Shivajinagar, Pune 5.

1. Download MS Teams app on mobile / laptop/ tablet/PC and login to teams account the details of which are already communicated. (Steps to login are available on website at <http://moderncollegepune.edu.in/notices/examination-notices/>)
2. Check if you have teams of all your subjects in your account. If not, please report to your subject teacher and ask them to get you added in the respective Team. You will be appearing for the examination of subject in respective team.
3. In case of visually challenged students, there will be one separate Team for examination. All the papers will be conducted in the same team.
4. Your examination will be scheduled as per the time table available on website at <http://moderncollegepune.edu.in/notices/examination-notices/>
5. Mock exam will be made available to all the students 2 days before the actual examination in one of their respective subjects team. The name of the subject will be communicated to them by their teachers. The mock test will be available for whole days. The student can appear for the mock test at any convenient time.
6. To appear for the examination :
 - a. The student should login to his/her official MS teams account
 - b. Search for the team for which he/she wants to appear for the exam and click on the Team
 - c. Join the meeting which will be named as "Hall No 1/2/3". **The attendance of joining the meeting is mandatory. If the student is seen absent in the meeting and the paper is submitted by the student, he / she will be treated as Absent.**
 - d. You will receive a list on your official whatsapp group stating your virtual hall number. If there are more than 45 students in a class, the examination section will prepare the virtual Hall number arrangement for those classes
 - e. After joining the meeting, make your **Video ON and Mic ON. This is compulsory to appear for the examination. If it is off, the junior supervisor has right to note down the**

student's name / number and will be treated as misbehavior in the examination and the student will be liable for further regulatory actions.

7. The Junior supervisors should join to respective team half an hour before the examination.

8. The following instructions should be given to the students by junior Junior supervisor:

a. The students should join the respective Hall no first, make their camera and mic on during the examination and then click on "View Assignment" to start the examination.

b. The "View Assignment" option will be seen exactly at the scheduled time of the examination

c. The students are not allowed to talk to anyone during the examination.

d. The student should not use any study material during the examination.

e. The Junior supervisor will give warning to students in case of misbehavior of students.

f. If the student is not obeying the Junior supervisor, the Junior supervisor will mark the student and some % of marks obtained by the student will be deducted.

g. If the student is not keeping the Camera On, Mic On, the Junior supervisor will mark the student and some % of marks obtained by the student will be deducted.

h. If the student is keeping the meeting "on hold", the Junior supervisor will mark the student and the student will be marked as copy case.

i. The student must click on "Submit" button before the due date of the exam. In case the student fails to click the "Submit" button and the "Successfully Submitted" message is not received on the student's screen, it will be considered that the student has submitted blank answer book and zero marks will be given to the student. Technically, if the submit button is not clicked, the paper does not reach at server end and is not stored. So marks can not be given. In this case, none of the software can retrieve the paper.

j. The student should join at least 15 minutes before scheduled time. The paper will be seen to the student at the scheduled time.

k. If the student joins late, no extra time can be given to the student.

l. For visually impaired students, 20 minutes extra time per hour will be given as per SPPU rules.

Yours truly,



Dr. R. M. Jagtap
Controller of Examinations



Dr. Anjali Sardesai
Coordinator, IQAC



Dr. R. S. Zunjarrao
Principal