

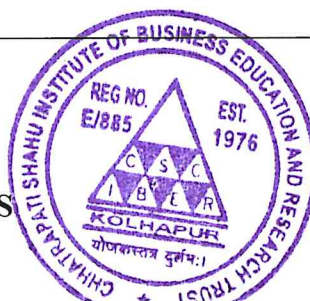
**CHH. SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH,
KOLHAPUR.**

(An Autonomous Institute)

**FINAL YEAR ONLINE EXAMINATIONS – OCTOBER-2020
INSTRUCTIONS TO THE STUDENTS**

1	Students are required to download the WEBEX meeting app on his/her device being used for online examination.
2	A student should read email and Whatsapp messages related to online examination daily.
3	A student must understand and follow the examination time table.
4	No Grievance will be accepted for unawareness on the student side.
5	Subject wise examination link will be posted by email / Whats App group 15 minutes before the commencement of the examination.
6	The examination will be conducted using online supervision software
7	A student should not browse or open any other information on the device.
8	A student should not leave the examination window until the end of the examination
9	The WEBEX meeting app should not be closed until the end of the examination.
10	It is the responsibility of students to SAVE responses (answers) frequently (after attempting every five questions
11	Responses can be edited /corrected several times until the end of the examination. Attempt the QUIZ number of times till the end of the examination.
12	A student should use the provided Google classroom code only. Misuse of class code will result in discontinue (disqualifying) of the examination.
13	A student should use the Gmail account only that was furnished during examination data collection to access the online examination.
14	A student should not leave the seat / move anywhere once the examination starts until the end of the examination.
15	There should be sufficient light at your examination place.
16	The device through which examination to be given should have a CAMERA .
17	It is the student's responsibility to identify a proper place/location in his/her place to get Internet accessibility during an online exam.
18	A student should have sufficient Internet Data during an online examination. Video capturing, Question paper access, etc. will require significant Internet Data.
19	A student should also take care of device charging during an online examination.
20	The web camera captures your face randomly for security purposes and verifies various aspects to ensure the integrity of the examination
21	Any mal-practices found on your end will disqualify you to continue the examination. You will be getting a warning before you are disconnected /disqualifying.
22	Please be alone in the room during the examination. No other person is allowed in your examination room during the exam. hours.
23	Ensure that there is NO noise or NO one is talking in the room during the examination.
24	During on-screen monitoring, if more than one person is found in nearby the student /area of your examination, the examination will put on hold and strict action would be taken


Prof. R.T. Thorat
CONTROLLER OF EXAMINATIONS




Dr. C.S. Dalvi
I/C DIRECTOR