

**Hope Foundation's**  
**Finolex Academy of Management & Technology**  
**University Online Examinations**  
**Scheduled From 1<sup>st</sup> March '21 to 15<sup>th</sup> March '21**

FAMT/CIRC / 53 /2021  
DT 25.02.2021

CIRCULAR

EXAM CONDUCTION COMMITTEES FOR ONLINE EXAMINATION  
SCHEDULED FROM 1<sup>st</sup> MARCH TO 15<sup>th</sup> MARCH 2021 FOR ME SEM I & II

In view of the upcoming online examinations scheduled between 1<sup>st</sup> March '21 to 15<sup>th</sup> March '21, following committees are constituted

**Central Committee:**

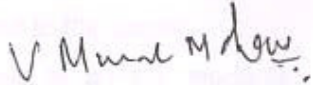
Sr. No.	Name	Designation
1.	Prof. V. Murali Mohan	Chief Conductor
2.	Prof. M. S. Joshi	Assistant Chief Conductor
3.	Mr. P. V. Sathe	Deputy Registrar- Exam
4.	Prof. A. M. Date	Exam Coordinator
5.	Prof. R. M. Rasal	Member
6.	Prof. W. R. Parulekar	FAMT Website Coordinator

**Department Level Committee:**

Sr. No.	Name	Designation
1	HoD/ Senior Faculty	Department Exam Coordinator
2	Faculty Members	Block Supervisor

One Block Supervisor per 25 candidates.  
HoD shall be the Single point of contact for the examination.  
HoD may depute Department Exam Conduction Team to coordinate and manage the exam at the department level including invigilation, resources, etc.

- **Mr. Mahendra Shirke and Mr. Dhananjay Pawaskar shall assist the committee.**
- Committee members shall refer the guidelines listed out in **Annexure A**
- Block supervisor shall refer the guidelines prescribed in Annexure A and by the University and attached as **Annexure B** with this circular

  
**Prof. V. Murali Mohan**  
**Chief Conductor**

Copy:- All concerns, All Deans, All HoDs for circulation in the department, Registrar, Library, Exam Section, Office File

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**Annexure A**

**Guidelines for Online Examination**

**A. There will be two levels of control:**

1. Central Level Online Examination Conduction Committee (CLOECC) managed by Chief Conductor (CC) and Assistant Chief Conductors (ACC)
2. Department Level Committee managed by the respective Head of the department (HoD)/Senior Faculty deputed by HoD.

**B. Responsibilities of Chief Conductor (CC) & Assistant Chief Conductor (ACC):**

1. Overall Coordination to ensure smooth and error free conduction of the examination in all respect
2. To conduct Mock test of all appearing candidates

**C. Responsibilities of the HoD and Department Level Online Examination Committee (DLOEC):**

1. Overall Coordination to ensure smooth and error free conduction of the examination in all respect of the department
2. To prepare the sample question paper for each subject and to send it to the web administrator for website updation. (University guidelines for the preparation of sample question papers shall be followed)
3. Prepare a WhatsApp group of the students for conveying the updates related to the examination
4. Prepare the block wise list of students with required details such as Mobile Nos., e-mail ids etc. for the scheduled examination at least one day prior to the paper.
5. Send the Examination QP Link and the Google Meet Details to all the students appearing for the examination 45 minutes before the examination.
6. To assign one block supervisor per 25 students.
7. To instruct the block supervisor about the conduction of the examination and to monitor the invigilation process.
8. Confirm the absenteeism from the students not appearing the examination through telephonic interaction and ask the students to confirm their absence via sms/e-mail of Department Exam Coordinator.
9. SMS/e-mail to be sent by absent student must at least contain his/her full name, Registration No., Subject for which he/she is absent and reason of absence.
10. In case students Mobile is not reachable then ask block supervisor to write "Not Reachable" in front of his/her name.

*V. H. ...*

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11. Verify the student count who submitted the exam responses with Central Exam Conduction Team immediately after the examination.
12. Ask the students to wait in the google meet till the confirmation of submission of appropriate number of responses.
13. Sort out the submission related issues in coordination with CLOECC.
14. To collect the examination related reports from the block supervisor, compile it to maintain consistency. Exam reports, screenshots and the attendance should be copied to one single folder, the folder should be zipped and submitted to the CC by End of the Day.

**D. Responsibilities of the Block Supervisor:**

1. To follow the instructions given by Department Level Online Exam Committee (DLOEC).
2. Report the Exam center at least 1 Hr 15Min before the examination.
3. To generate the Google Meeting and send the meeting credentials to the DLOEC at least 1hour before the examination of the day.
4. To supervise the allotted block.
5. To communicate absent students telephonically and try to address their issues in coordination with DLOEC.

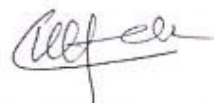
*V. Manoj M. Shetty*

**University of Mumbai**  
**Engineering Examinations**

**General Instructions for Block Supervisors during Invigilation of Online Examinations**  
**Scheduled from 1<sup>st</sup> March 2021 to 15<sup>th</sup> March, 2021**  
**For FE Sem I, II and ME Sem I and II of Rev2012, Rev2016 and Rev2019 (wherever applicable)**

1. All block supervisors will get the Google Meet link, Google Form URL, list of the students along with their email IDs 30 minutes before the start of the examination.
2. You have to personally see the student, verify the identity and mark the attendance. Ask students to switch on the camera when you take attendance ask for college ID and hall ticket or Aadhar Card or PAN Card to have **proctored examination**.
3. You can ask to switch on the camera in between (if you feel so for any particular student), but it should not be a disturbance to the students.
4. If any doubts, immediately report to exam conducting team.
5. If any student has any issue with internet, power failure or late in receiving question papers etc. should be noted and reported immediately
6. You have to prepare the **report of the examination** for your assigned block and submit the same to college examination cell.
7. If any student is facing difficulties in appearing for examination it has to be noted down and possible help to be extended to solve the problem with the help of examination conducting team
8. Please start **instructing students** in your block about the time and ask them to **scan** the answer papers related to subjective questions and **upload the PDFs** at the specific links provided for the same in the Question paper **during last five minutes of the scheduled examination** i.e. 2 hours, 1 and half hour or 1 hour.
9. Please help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 to 20 minutes form the end of the examination.
10. Please instruct the students to write the required information and sign each and every page of the answer paper before they scan and upload it.
11. If student is facing the **problem in uploading** his response on the platform in the prescribed time, Please provide **specified email address** within the assigned time of the examination. **However** in any case **student has to upload the answer paper using the specific link** with the permission of the supervisor in extended time as a special case
12. You have to sign the report once the printout is taken by exam cell at the end of the examinations once you receive such instructions for the Exam Cell.

*V. M. ...*



**Dr. S. K. Ukarande**  
Associate Dean, Faculty of Science and Technology  
University of Mumbai