HOPE Foundation's

Finolex Academy of Management and Technology, Ratnagiri

 FAMT/NOTICE/ O-1 /2021

 DATE: 16/04/2021

**NOTICE**

This is to inform all FYMCA SEM-I students that following important points should be noted while appearing for the online regular examination commencing from Apr. 22, 2021.

1. You are advised to be at the location where there is a good internet connectivity.
2. You must have sufficient internet data pack available for examination on your gadget.
3. Make sure that the gadget which you are using is fully charged before the commencement of the examination.
4. As far as possible use laptops or desktops with web camera for your exams.
5. Students should make necessary computer and hardware resources available for completion of the overall process.
6. Following activities during examination will be treated as unfair means / malpractice case.
	1. Sharing screen with any other member
	2. Browsing other websites, taking screenshots and sharing the same with any other person or on social media.
	3. Running any other application on the gadget through which you are appearing for the examination.
7. The concerned student should keep checking the email that he/she has provided to the examination section for correspondence related to the online examination 30 minutes before the time of examination.
8. Student will get an email or classroom post containing links as -
* Google meet link
* MCQ Question paper link
* Descriptive Question paper link
1. Students are required to join the Google meet through the link provided 20 minutes before the examination timing and he/she should keep joined with their video camera on up to the end of the examination.
2. Students must keep their College ID card/Aadhar Card/PAN Card ready for online verification.
3. Students are not allowed to leave google meeting till the end of examination.
4. After joining Google meet the student is required to click on the Question paper link to open the Question paper in a new window keeping themselves joined in the Google meet for online proctoring/monitoring suggested by University of Mumbai.
5. The Question paper link will be enabled 05 minutes prior to examination.
6. These 05 minutes shall be used by students to enter their personal details/mandatory information like PRN, name of examination etc.
7. The time allocated for MCQ part is 40 minutes and for descriptive part is 80 minutes for 2 hours duration examination. The link for the subjective part will be enabled only after submission of the answers for MCQ part of the particular subject's examination, Additional 10 to 15 minutes will be given for uploading the answers papers.
8. It is mandatory for all the students to upload their answer papers in PDF on the same platform using the given uploading links separately for 02 and Q3.
9. The commencement as well as end time of the examination will be set automatically to ensure the fairness.
10. After the end of examination students will have to wait for the confirmation about submission of their response.
11. The examination conduction team will verify the students' count and the submitted responses, once verification is complete the students will be notified about the end of the examination and they may leave the Google meet session.

We wish all the best to all students appearing in the examination.

For any query please contact following numbers:

1. Prof. Tejas Vijay Joshi (Contact No - 9423875415)
2. Prof. Harshada Salvi (Contact No - 9970246404)
3. Prof. Kishor Bhosale (Contact No - 9422429442)
4. Prof. Ravindra V. Kerkar (Contact No -7972229724)

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 Chief Conductor, MCA