



# Nagrik Shikshan Sanstha's

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## College of Commerce & Economics

Office : 'A' Wing, NSS Educational Complex, M. P. Mills Compound, Tardeo, Mumbai-400034  
Tel. : 23510203/ 23523097 Telefax : 23510203 (Website : www.nsseducation.org)  
email : nsscomm@gmail.com, nsscollegeofcommerce@rediffmail.com

## General Instructions to Students on

### Online A T K T Examination- Sem-I , Sem-II, Sem-III & Sem-IV Dec 2020 and Regular Examination Sem-I and Sem-III DEC./JAN 2020-21

**Important: Read the entire document carefully**

#### Notes:

1. As per the University of Mumbai guidelines vide Circular No. Exam /DBOEE/ICC/2020-21-15 dated 18<sup>th</sup> November 2020 All Examinations mentioned above are taken online starting from 3<sup>rd</sup> December 2020.
2. The time table for the online examination and the seat numbers for appearing the examination are uploaded on the college website:  
<http://www.nsseducation.org/degrecollege/>  
You are required to know your seat numbers before appearing the exams.
3. You may not be able to appear for the exam if web camera attached to your system is not functional. The web camera of your system must be enabled and must remain switched on throughout the examination. In the event of non-receipt of a webcam, your examination will be considered as null and void.
4. Your exam activity will be monitored by the proctor and your exam will get terminated if you try any unfair practice.
5. Use of headphones and phone calls is not permissible during the exam.
6. Breaks are not allowed during the examination. As you are not allowed to deviate from your seat, keep all necessary items like Rough sheets, simple calculator and pen with you.
7. Do not use the alt-tab, mouse or any other device to shift from examination screen to any other screen or do not try to open any other application while attempting the examination. Doing so may result in termination of examination and your examination will be considered as null and void.
8. System requirements:
  1. Personal Laptop or Desktop computer or Smartphone in working condition with good quality camera. In case your desktop does not have a camera, use USB camera.
  2. Operating system: Windows 7 and above/Android.
  3. Browser: Latest version of Google Chrome.
  4. Internet speed should be minimum 1 MBPs.
  5. Mobile Phone user must disable all notification such as WhatsApp, SMS, email
9. The format of Question paper will be **Multiple-Choice Questions (MCQ)** comprising of 50 questions carrying 1 and ½ mark each. Students have to attempt **Any 40 out of 50 questions.**



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10. The examination will be of '1-hour' duration and maximum of 60 marks.
11. The mode of the examination is online with Zoom platform and the Google form link of the respective question paper.
12. The students should join the Zoom meeting '30 minutes' prior to the examination. The link for Zoom meeting will be posted on WhatsApp groups. Examination Question paper Google form link will be sent in the zoom meeting itself.
13. The students must ensure that they make themselves properly aware of the syllabus, paper pattern, timetable and technical platform used by the college. Thus, they must take the examinations as per the time-table schedule prescribed by the college and should make requisite arrangements.
14. Students should not resort to the use of unfair means while attempting the examination. Colleges will initiate action for use of unfair means as per University rules and regulations.
15. Since this is an online examination, there will not be any revaluation.
16. If you are logged off during the exam, then \*Re- Login\* with appropriate network facility.
17. Students should refer to the college website and follow instructions given by the College and as directed by university.

**Prof. Amitha M Rao**  
Chairperson of Examination Committee

**Dr. Shamim Sayed**  
(I/C Principal)

**Date: 25/11/2020**