

BHAVAN'S COLLEGE (AUTONOMOUS), ANDHERI(WEST), MUMBAI 400058
Guidelines for Candidates appearing at Semester End Examinations of
SY/TYBA/BSc/BCom/SELF FINANCING PROGRAMMES (Semester III/V)
(REGULAR & ATKT/REPEATERS CANDIDATES, 60:40/75:25/100 MARKS PATTERN),
OCTOBER 2021 SESSION

- Semester III/V examinations shall commence from **18th October, 2021**.
- Examinations shall be conducted via **online mode using TEACH US ONLINE PORTAL in MCQ format**.
- The timetable is displayed on website www.bhavans.ac.in
- For **ATKT / REPEATERS** candidates: Links of Whatsapp groups, subject wise / semester wise have been shared on the website.
- A **MOCK TEST**, to get acquainted with the use of software, will be held on **14th October 2021** between **12:00 noon and 5:00 pm**.
 - It is **mandatory** for candidates to appear for the mock test.
 - A candidate will be able to appear for the MOCK TEST only for one time.
 - Without appearing for MOCK TEST, candidates will not be able to appear for the exams.
 - Candidates will receive the link on their registered mobile number on the day of mock test. Students' must save this link for all future exams in this session.
 - **NO NEED** to **download** any app for entire examination purpose.
 - Use **only Google Chrome** to give the exams online.
 - **ALLOW / GIVE PERMISSION** of the camera and micro-phone whenever asked.
 - **Do not** in any case **deny** camera and microphone permission, otherwise, you will be in trouble for giving the exam online.
 - Click on the link, enter the **registered mobile number as log in ID**, verify with the OTP and then set a permanent password to the account.
 - For the entire examinations in this session, candidates will have to login through the **same link which was used for mock test**, with the mobile number as ID and the password that has been set after verifying with OTP. **We reiterate, candidates must save the link given during mock test, no separate link will be sent AFTER the mock test for other examinations.**
- **Instructions for appearing exam:**
 - Log in to your account 15 minutes prior to the exam to avoid last minute glitches
 - Your test will be seen under the Active test tab as soon as the test time starts.
 - Read all the instructions carefully, click on the checkbox at the bottom and finally click on **START TEST** then only you will be able to attempt the questions.
 - Have proper knowledge about your Roll Number / Seat No, Subject & the paper title.

- Use 'mark as review' button if you want to mark any question.
 - Use bottom arrows to move from one question to another.
 - Use grid view (Mobile mode) to check status of all the questions.
 - Click on grid view to get submit button (Mobile view).
 - Check all the questions before you submit the test.
- **IMPORTANT general instructions:**
 - There must be a decent internet connectivity (Around 100 KBPS).
 - Ensure internet data availability (Around 200 MB per exam session).
 - Candidates must have a device (Smartphone / Laptop / Tablet / Desktop) with working camera in it and fully charged battery.
 - The college, daily **during the entire examination session**, will be monitoring by **SCREEN AND PHOTO PROCTORING** candidates' activities through the camera. So, do not even attempt to resort to any unfair means during the examination.
 - **The screen must be on a full screen mode, which means you must not do anything on your screen during the test except giving the test itself.**
 - Do not switch the tabs or answer any calls or any activity which minimizes your screen, if one does so, he/she will be directly thrown out of your exam screen and the paper will get auto submitted. Candidate will receive a message '**Full screen exit**'
 - **USE OF UNFAIR MEANS PRACTICE and shall be liable for punishment as per the Ordinance 0.5050.**
 - In case the candidate loses the connectivity, answers will be auto saved to the device, and as soon as the connectivity is restored, it'll be submitted to the software.
 - In case if the device in use is turned off, one can use different device to attempt the test. Marked answers will be auto saved.
 - For technical issues contact the teacher, teaching that paper/subject.
 - Candidates must give their examination preferably from a separate room devoid of all other personnel and activities.
 - Candidates should not block the background with any virtual means.
 - Candidates will have to confirm the subject name on the question paper and then initiate to attempt the questions.
 - Candidates are advised to attempt all questions. They should confirm before clicking **SUBMIT PAPER** button that all questions are attempted. No request shall be entertained thereafter.
 - Please note that after the stipulated time answer paper will be **auto submitted**

- You can see the video on how to give online examination through **TEACHUS** <https://youtu.be/8h5-Sqv2MAo>
- Seat numbers for **ATKT/REPEATERS** have been uploaded on the website. Regular candidates shall have their current year's roll number as the examination seat number.
- Examination shall be based on the entire syllabus taught during the respective semesters in academic year 2021 – 22. All the topics / units of the syllabus shall have proportionate weightage in the question paper.
- Candidates, who have enrolled for the course in the academic year 2020 – 21 or at previously, are required to contact respective Department Heads/Coordinators for the syllabus based on which the question paper shall be set.
- The question paper shall be of 60 marks and of 90 minutes duration.
 - Read the instructions carefully.
 - There will be 48 to 50 MCQs depending upon the number of units in each course / paper.
 - All questions are mandatory and there shall not be any edit facility after you click the **SUBMIT PAPER** button.
- Candidates are required to take the examination as per the timetable schedule prescribed by the Examination Committee and make all the requisite arrangements for appearing for the online examination.
- Challenged candidates can avail of all necessary facilities as specified by the University ordinance (extra 20 mins, use of a writer after informing the concerned college authorities with necessary documentation)
- Candidates are required to visit the website www.bhavans.ac.in routinely to receive the latest update.

[GUIDELINES FOR INTERNAL EXAMINATION](#)

- **ATKT / Repeater's** candidates who have failed (**scored less than 16 marks out of 40 marks**) or remained ABSENT in internal component **at Semester III / V** are required to contact their subject teacher for assignment of topic of the project and schedule of its submission and presentation based on it.
- Project submission (**20 marks**), presentation (**10 marks**) and viva (**10 marks**) based on the presentation shall be **out of 40 marks**. They are required to follow the schedule strictly as specified by the teacher concerned.

Convener

Controller of Examinations

PRINCIPAL

9/10/2021