

SHRI VILE PARLE KELAVANI MANDAL'S
JITENDRA CHAUHAN COLLEGE OF LAW

Date : -17th December, 2020

**GENERAL INSTRUCTIONS FOR ATKT & REGULAR EXAMINATION TO BE
HELD IN DECEMBER & JANUARY**

I. PAPER PATTERN

1. The Examination shall be conducted Online on the Platform MS Teams.
2. The Examination for all Semesters shall be out of 60 marks and shall consist of two Parts of 30 Marks each.
3. Part I shall comprise of 20 Multiple Choice Questions (MCQ) of 1.5 Marks each, to be answered in 30 minutes.
4. After the completion of Part I and before the commencement of Part II, students will get a break of 30 minutes.
5. Part II shall comprise of 10 descriptive questions of 3 Marks each, to be answered in 1 hour.

II. ONLINE EXAMINATION

1. Students may attempt the Examination through Laptops/ Desktops or Mobile Phone.
2. Students are advised to preferably use their Laptops / Desktops for better and convenient submission of the Exam Answer Sheets. Mobile may be used only if it is not possible for the student to procure a Laptop/ Desktop.
3. All students are required to download the application **Microsoft Teams** on their Laptops/ Desktops / Mobiles Phones. Refer to the EXAM LOGIN MANUAL uploaded on the website for step-by-step guidance on how to download and use Microsoft Teams.
6. Students must login on MS TEAMS by using their College allotted USER ID (eg. [FIRSTNAME.LASTNAME @svkmmumbai.onmicrosoft.com](mailto:FIRSTNAME.LASTNAME@svkmmumbai.onmicrosoft.com)) and Password only.

Students attempting the Examination shall be added by the College to a TEAM (a group) within MS TEAMS. FOR EACH SUBJECT A SEPARATE TEAM WILL BE ALLOTTED WHEREIN STUDENTS WILL BE ADDED.

7. The students after having been added to their respective subject TEAM, shall be able to see the meetings created in their Calendar (An option visible upon being logged into MS TEAMS) and the time of the scheduled meeting. By clicking on the scheduled meeting, the student will be able join the meeting.
- 8. Students who are not a part of the Examination meeting will be marked Absent for the Exam and any submissions made by the student will not be considered.**
9. All students must join the meeting at least 20 minutes before the allotted time of the exam.
10. All students are required to keep their WEBCAM on during the entire duration of the Exam. Please ensure that the device that is being used for the Exam has a working Camera.
11. The WEBCAM should at all times, show the entire face of the student and the camera's position should not be changed.
12. The students should sit in a well-lit room, and must ensure that their face is clearly visible throughout the duration of the Exam.
13. The Candidate should ensure that there is no other person in the room during the Exam.
14. All students must make necessary arrangements for Proper Internet Connectivity and ensure that the devices used for appearing for the exam are fully charged.
- 15. Students are prohibited from changing the SCREEN / TAB while taking the Exam or from engaging in any other kind of Unfair means.**
16. Students are prohibited from talking or making any kind of lip movements during the Exam as may amount to Unfair means.
17. All students must write **"Submitted"** in the chat box after they have submitted the MS Exam Form

18. Students must not create disturbance during the Exam, failing which they shall be removed from the Session.

III. DESCRIPTIVE EXAMINATION

1. Students shall be required to join and stay in the Examination Meeting for accessing the Question paper and recording their attendance.
2. Students must stay online throughout the entire duration of the Examination and must keep their Webcam on while answering the paper.
3. Descriptive Questions may be answered by the students in any ONE of the following ways:
 - a. Typing the responses on MS Form; OR
 - b. Writing the answers on a Full scape sheet paper and thereafter, scanning the same and uploading it on the link that will be provided in the meeting. Students must upload the Answer sheets within 10 mins from the time of the completion of the Exam; OR
 - c. Writing the answers on a full scape sheet and taking and uploading the images of the same on the link provided. Students must upload the Answer sheets within 10 mins from the time of the completion of the Exam
4. Students must communicate their preferred mode of answering the Descriptive Examination to the College in advance by filling the Google Sheet which will be circulated shortly.

**Sd/-
Dr. Priya J. Shah
(I/c Principal)**