



HSNC University, Mumbai

Semester I Examination – Feb 2021

Guidelines to Candidates for Online Semester Examinations

Important: Read and follow the entire document carefully.

Note: The timetables for appearing the online examination are uploaded on the website. You are required to login with the **USER ID** and **PASSWORD** provided by the system which will be sent to you by SMS and Email. You are required to login 45 minutes prior to commencement of the examination.

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. Browser: Latest version of Google Chrome.
3. Internet speed should be preferably minimum 1 MBPs for better results.
4. Mobile Phone user must disable all notification such as WhatsApp, SMS, email before the commencement of examination.
5. You may not be able to appear for the exam if web camera attached to your system is not functional.
6. Use of headphones and phone calls is not permissible during the exam.
7. Breaks are not allowed during the examination. **The examination session is auto/image proctored and every physical movement of students or disruption in examination login is recorded and will be considered for doubtful activity. For five or more such activity the report of such students will be forwarded to unfair mean committee of University/College.**
8. You are required to turn Off all your notifications and pop up for successful completion of the paper. In the event you receive TEN notifications your examination will be automatically terminated.
9. As you are not allowed to deviate from your seat, keep all necessary items like Rough sheets, simple calculator and pen with you.
10. If your computer is not responding or there is a cut of power supply during the exam you need to re-log with your login credentials, all attempted questions will be saved in the database only if you click "SAVE" button. and you can resume from where you left the exam.
11. Do not use the alt-tab, mouse or any other device to shift from examination screen to any other screen while attempting objective examination.
12. Each student has been provided the helpline numbers and zoom link for any queries/complaints/grievances/suggestions.
13. **If any of the students for any reason is not able to upload the descriptive questions, they should immediately come on zoom link before 10 minutes of the close of the examination.**



Parent Body: Hyderabad (Sind) National Collegiate Board
Constituent Colleges: H. R. College, K. C. College & B.T.T. College

Headquarter: D. M. Harish Building, 47, Dr. R. G. Thadani Marg, Worli, Mumbai 400 018

T: +91 22 2493 5280, 2497 1506 | **E:** vc@hsncu.edu.in | **W:** www.hsncu.edu.in

Alternate Address: K. C. Law College Building, 5th Floor, K. M. Kundnani Chowk,
123, Dinshaw Wachha Road, Churchgate, Mumbai - 400 020. **T:** +91 22 2202 4361

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14. Ensure that your face has been visible throughout the examination other wise it will be considered as misconduct and will be reported to the university. In the event of non-receipt of a webcam, your examination will be considered as null and void. Your exam activity will be monitored by the proctor and your exam will get terminated if you try any unfair practice.
15. The non-observance of the said rules will amount to case of malpractice and will be reported to grievance committee for decision.

In case of any queries please connect to the following helpline number:

H.R College -9769848115

K.C College – 9321771619

P. B. Thekkaw
Director (Ag)

Board of Examination & Evaluation



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