

Monday, 23<sup>rd</sup> November 2020

## **General Instructions for Students while Appearing for Online Examinations from 2<sup>nd</sup> to 15<sup>th</sup> December, 2020**

In connection with the above, all concerned students are hereby informed that the guidelines regarding the ATKT examinations of the academic year 2019-20 are given below.

- 1) You are advised to be at the location where there is good internet connectivity.
- 2) You must have sufficient internet data pack available for examination on your device.
- 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 for your exams.
- 5) Students should fill the ATKT exam form even if they have only Internal ATKTs - which includes Internal Assessment, Term Work or Oral/Practical (if any).
- 6) Internal ATKT Examination is scheduled from 24<sup>th</sup> November 2020 to 28<sup>th</sup> November 2020. Students should contact their Head of the Department or Mentor for the Timetable.
- 7) Following activities during examination will be treated as cases of unfair means / malpractice:
  - a. Sharing screen with any other student.
  - b. Browsing other websites, taking screen shots and sharing the same with any other person or on social media.
  - c. Running any other application on the device through which you are appearing for the examination.
- 8) The Question Paper consists of 25 MCQs of 2 marks each and Duration of the Examination will be of 1 hour. All questions are compulsory.
- 9) S.E. & T.E. Hall tickets will be available on Saturday, 28th Nov 2020 in the student portal.
- 10) F.E. hall tickets of CBGS and Choice (2016 & 2017 year) students are already displayed on University of Mumbai Website.

- 11) F.E. Choice (2018), R-C Scheme and M.E. Hall tickets will be displayed on PHCET website on Saturday, 28th Nov 2020.
- 12) Examination Link will be sent to you in your MES email account. It will become active five minutes prior to the scheduled time on the date of examination. You are expected to start attempting the questions at scheduled examination time. The link will automatically get deactivated at the end of the scheduled duration of the examination.
- 13) Enter your personal information including examination seat number, wherever asked, with due care.
- 14) You are allowed to use non-programmable calculator, working sheet (for any rough work).
- 15) You are not allowed to leave your seat during the examination time.
- 16) Submit the responses without fail before leaving the examination platform.
- 17) You shall submit your response only once for one course.
- 18) If any problems arise due to which you are unable to appear for the examination or submit your responses, immediately inform this to your subject teacher or head of the department or the help line numbers of your college.
- 19) You must maintain the sanctity of the examinations.
- 20) Differently abled Students will get 20 minutes extra time with prior permission of the college authorities, after submitting proper documents.
- 21) **Revaluation Facility will not be available for these Examinations.**

All the students are instructed to read and understand above points before appearing for the Examinations.

## **PHCET Examination Section**

To:

***Students Notice Board of Examination Cell  
Students Notice Board of all depts.  
HoD of all depts.***

Copy for Information:

***Dr. Lata Menon, Dy. CEO, Pillai HOC Educational Campus  
Dr. Mathew T. Joseph, Principal, PHCET  
Ms. Bhavana L.M. for uploading on PHCET Website***