

Jai Hind College (Autonomous)
Notice for Students
Semester End Exams (October 2021)

All students are expected to follow the instructions given below for the Semester End Exams (October 2021):

1. Students should refer to the Semester End Examination Time Table displayed on the College Website: (<http://www.jaihindcollege.com/see-exam-time-table-oct-21-for-sem-3-and-5.html>)
2. If there are any changes in the Examination Time Table, it will be notified on the College Website only.
3. Students will receive **their login credentials for the Mock test and exam link** on their official (college) email ID from OFFEE. They will also receive the same as SMS on their Registered Mobile number. **These credentials need to be used throughout the SEE.**
4. Students need to check their emails carefully for the credentials. They should also check their spam and promotion folders for the same as the mail can sometimes be found there.
5. **Students who do not receive the login credentials, should send an email to jhc.exam.support@jaihindcollege.edu.in and support@offee.in at least two days prior to the exam. It is the responsibility of the student to report it on time to avoid any problems on the day of the exam.**
6. Students should read all the instructions given in the email carefully.
7. **Students must note that the Mock Test is compulsory for all the students. If a student fails to appear for the Mock Test, the onus for any technical concern/ login issues/ failure to appear for the paper at the time of the SEE would lie on the student.**
8. **Students appearing for the exams should ensure that they are seated in a location/ place such that they are clearly visible.** The camera of the device should be checked beforehand and it should be in working condition with adequate storage. Students should also ensure their internet connection is stable and their devices are recharged with enough data-pack.
9. Students are expected to keep their device fully charged for the examination. They are advised to keep another device as standby in case of any technical glitches.
10. Students should ensure that at the time of the exam, camera permission is not given to any other apps as that will lead to the camera not working properly during the exam and other problems.
11. **Use of headphones, earphones, bluetooth earbuds, airpods, smart-watches, or similar devices is strictly prohibited.**
12. **Please note that all Whatsapp notifications, anti-virus pop-ups, etc. should be disabled before the exam begins. This is a proctored exam and therefore use of multiple tabs/**

minimising or switching tabs/ notifications will be monitored and counted as unfair means.

- 13. Students should not use incognito mode in Google Chrome and private browsers in case of iPhone or MAC devices. Students are advised to use the updated browser/application of Google Chrome.**
- 14. Students should make a note of the exam commencement time and login on time as the question paper will be disabled after 15 minutes.**
15. Students should ensure that they “**submit**” the paper and not close their browser as that will lead to unsuccessful submission.
16. In case of any technical difficulties please contact office helplines displayed on the office portal and even write an email to them.